

**VALLECITO UNION SCHOOL DISTRICT
AGENDA FOR THE REGULAR MEETING
BOARD OF TRUSTEES**

There will be a regular meeting held by the **Vallecito Union School District Board of Trustees** at the
District Office Conference Room
4545B Moran Road, Avery, CA

April 15, 2015

4:30 p.m. – Open Public Session - Convene to Closed Session

5:30 p.m. - Open Public Session

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 4545B Moran Road during normal business hours.

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate, please contact the Vallecito Union School District Office at 209-795-8500 at least 48 hours in advance.

I. PUBLIC SESSION CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

III. APPROVAL OF AGENDA - Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of the agenda.

IV. PUBLIC COMMENT ON ANY ITEM ON THE CLOSED SESSION AGENDA

V. CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATOR – Don Ogden, Superintendent

- California School Employees' Association – Chapter 748
- Unrepresented Group – Confidential / Management
 - ✓ Business Manager
 - ✓ Director of Technology
 - ✓ Manager of Operations / Transportation
 - ✓ Administrative Assistant
 - ✓ Account Clerk I
 - ✓ Account Clerk II
- Unrepresented Group – Administration
 - ✓ Principals

**B. PERSONNEL
CERTIFICATED**

Public Discipline/Dismissal/Release/Complaint

Public Employment

Modification of Temporary Intervention Teacher position # 1305 for 2015-2016

From .4643 FTE to .4881 FTE

OTHER

Appointment of Volleyball coach at Avery

VI. OPEN PUBLIC SESSION

Pledge of Allegiance

Board Report of action, if any, taken during closed session

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Up to fifteen minutes of this portion of the meeting are reserved for members of the public to address the Board on items not listed on the agenda and within the jurisdiction of the School Board. Speakers are limited to 3 minutes. The School Board is prohibited by law from taking action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the School Board does not respond to public comment at this time.

Vallecito Teachers' Association

California School Employees Association – Vallecito Chapter 748

Staff Members

General Public / Community Groups / Parent Groups -

- *Zerrall McDaniel, CUSD Board member and CSBA Representative – Introductions and report for the Board – Pg 1*
- *Aaron Johnson – Skyline Bear Valley Resort*
- *Mary Beth Ospital – CalWaste video presentation*

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

- VUSD has qualified for the 2013-14 California Longitudinal Pupil Achievement Data System (CALPADS) Data Management Recognition – Pg 5
- CCOE concurs with a positive certification of the VUSD 2nd Interim Report – Pg 7

REPORTS AND PRESENTATIONS – *Routine report of activities, operations, meetings / conferences held and/or attended by Board members, Schools, and Superintendent*

❖ **Student Representative** –AMS – Brenna Shetzline

❖ **Board Members -**

❖ **Don Ogden** – Superintendent / Principal

Government Code Section 54954.3 provides that the public will have an opportunity to address the Board on any item described on a regular or special meeting either before or during the consideration of that item. The Board reserves the right to limit the time of presentation by individual and cumulative (BB 9323)

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

All matters listed under Consent Agenda are considered to be routine and all will be enacted by one motion and voice vote. There will be no separate discussion of these items unless the Board of Trustees requests items to be removed from the Consent Agenda for separate action. Any items will be considered after the motion to approve the Consent Agenda.

- A.1 Warrants - Pg 8
- A.2 3/11/15 Regular Meeting minutes - Pg 10
- A.3 Quarterly Williams Uniform Complaint Report for Jan – Mar 2015 - Pg 16
- A.4 Resolution # 14-15-22 - National Teacher Appreciation Week May 4 – 8th - Pg 17
- A.5 Approve Vision Screening Contract for 2015-16 - Pg 18
- A.6 Accept the following community donations / shares and rebates:
 - \$450 from PGE – K. Buteau for HFE library
 - \$500 from Bear Valley Ski Company to HFE for snow trips
 - \$576 from PGE – G Andona for AMS Computer Dept.
 - 80 pairs of boots, 80 snowboards from Bear Valley
- A.7 Agreement for Internet Access with CCOE - Pg 19
- A.8 Appoint Amy Hessels as 7th grade Volleyball Coach at AMS
- A.9 Accept resignation from Louis Davidson, Homework Club teacher at HFE as of 3/26/15
- A.10 Approve Athletic Director job description – Pg 20
- A.11 Adopt Resolution # 14-15-23 Authorizing Officers and/or Signatories for the VUSD Business Credit Accounts – Pg 22
- A.12 Approve modification of Temporary Intervention Teacher position # 1305 for 2015-2016 from .4643 FTE to .4881 FTE

Motion:

Second:

Vote:

B. GENERAL BUSINESS – Action items

PUBLIC HEARING – A public hearing is held to receive input regarding the District's adoption of GO Math textbook / materials from Houghton Mifflin Harcourt.

B.1 Board's consideration to adopt GO Math textbooks / materials for 2015-16

Motion: Second: Vote:

B.2 LCAP Update – Discussion

B.3 Technology Master Plan – Presented by Jay Ecoff

Motion: Second: Vote:

B.4 Facilities Master Plan – Presented by Devin Johnson

Motion: Second: Vote:

B.5 Governance Handbook revisions – Board discussion / action – Pg 23

Motion: Second: Vote:

B.6 Declaration of Need for Fully Qualified Educators – Pg 39

Motion: Second: Vote:

C. PERSONNEL

C.1 CONFIDENTIAL / MANAGEMENT / ADMINISTRATION

C.1A Board's consideration to approve the Public Disclosure for the 2015-2016 Confidential / Management / Administration Unrepresented Groups - Pg 42

Motion: Second: Vote:

C.1B Board's consideration of the 2015-16 Confidential / Management Tentative Agreement and Salary Schedules (Exhibit A) – Pg 44

Motion: Second: Vote:

C.1C Board's consideration of the 2015-16 Business Manager / Principal Salary Schedules – Pg 51

Motion: Second: Vote:

D. BOARD POLICY REVISION / ADOPTION

D.1 AR 4112.4 – Health Examinations - Pg 53

Motion: Second: Vote:

D.2 AR 5141.21 – Administering Medication and Monitoring Health Conditions – Pg 57

Motion: Second: Vote:

X. ADVANCED PLANNING

Next meeting dates:

**Tentatively scheduled Special Meeting
Wednesday, April 22, 2015
VUSD District Office**

**Regularly scheduled Board Meeting
Wednesday, May 6, 2015
Hazel Fischer School**

Items for agenda -

- Personnel
- Policy
- Resolution – Classified Employee Week
- Public Hearing – LCAP
- Preliminary Budget Revise

XI. ADJOURNMENT

Posting of Notice on April 12, 2015: The Agenda was emailed to the following local newspapers of general circulation in Calaveras County: Calaveras Enterprise, Union Democrat, The Pine Tree, and Calaveras Chronicle. Posted at: District Office, Michelson, Hazel Fischer and Avery Middle Schools and on vallecito-ca.schoolloop.com

Dear Mr. Ogden:

Hello, my name is Zerrall McDaniel. I am a board member from Calaveras Unified School District and CSBA Delegate for Amador, Calaveras and Tuolumne Counties.

Enclosed is a letter of talking points I will be presenting at your next board meeting and an invitation to the next Rural Counties School Board Association (RCSBA) meeting on **April 16, 2015**.

I will be attending your board meeting on April ~~8~~¹⁵, 2015 and I wanted to get this information to you and your board before so all can be better informed as the date is so close to the RCSBA meeting.

I would ask you if you would facilitate getting questions, concerns and/or possible solutions to educational issues we all face as small rural school districts from your board and district. Please send them to me because Assemblyman Bigelow has requested this ahead of his visit so he can be better prepared and have materials enough if needed.

I look forward to meeting you and your board in a few weeks. Please give me a call if you have any questions. 736-9663 or 304-6837.

Thank you

Zerrall McDaniel

Calaveras Unified School District

zmcdaniel@calaveras.k12.ca.us or zerrall@yahoo.com

RURAL COUNTIES SCHOOL BOARD ASSOCIATION

Please join in to create the solutions!

Meet your Assemblyman

Frank Bigelow

Report from County Superintendents on

"State of The Counties"

Meet

Juliana Feriani - California County Board of Education President

Sherri Reusche - California School Board Association - V-President

APRIL 16, 2015

5:30 p.m.

TUOLUMNE CONTY OFFICE OF EDUATION

175 Fairview Lane, Sonora, Ca 95370

209-536-2000

RSVP 209-736-9663 or 304-6837

zerrall@yahoo.com

When we work together, we can make the difference!

One Voice, a more powerful voice.

Vallecito Union School District

Dear Trustees Barker, Gordon, Harrison, Heermance and Pratt

Superintendent Don Ogden:

My name is Zerrall McDaniel and I am a board member with Calaveras Unified School District in Calaveras County. I am also your CSBA Delegate representing Amador, Calaveras and Tuolumne Counties.

The Rural School Boards Association was founded several years ago and is focused on building a coalition of board members from small rural school districts and County offices. We are also focused on meeting and educating our legislators about the unique concerns attributed to small rural districts as well as voicing our support for more global education issues everyone faces.

I will be attending your board meeting on April 15, 2015 to introduce myself and personally extend an invitation to the **Rural County School Boards Association meeting on April 16, 2015**. Superintendent Margie Bulkin has generously offered to host this event at the Tuolumne County Office of Education in Sonora.

I recognize that it is a distance but hope you will be willing to attend to be a part of this unique opportunity. Future meetings will be here at our County Office.

Due to the complexity of trying to attend all board meetings before this date, I wanted to give you some information ahead of time and hopefully inspire you all to attend this very important meeting.

We small rural districts have a unique window of opportunity now to make a huge impact in favor of small rural districts due to the fact we now have Tuolumne County Juliana Feriani, a member of the Tuolumne County Board of Education as **California County School Boards (CCBOE) President** and we also have Calaveras Unified School District board member Sherri Reusche newly elected to be **Vice President of California School Boards Association (CSBA)**. She will next year be President-Elect and the following year be CSBA President.

Never before have we had the opportunity to have two small rural board members be in positions of influence and power at the state level. Even better, they are both ours!

Our special guest will be **Assemblyman Frank Bigelow**. We will also have a short presentation from our **three County Superintendents** on "State of the Counties" as well as an introduction to our newly elected CCBOE and CSBA board members **Juliana Feriani and Sherri Reusche**.

It is time we as board members of small rural districts, had the opportunity to meet each other and form a strong bond and coalition. If we work together and are able to speak with one voice, one very strong voice, we will have a **real voice** through our legislators in Sacramento.

We would like to schedule meetings with other legislators as well as other influential people in Sacramento at future dates. I am hoping you will see the **URGENCY, OPPORTUNITY, NEED and PERSONAL VALUE TO YOU AND YOUR DISTRICT.**

I **ASK** you to do 4 things:

- Please individually or collectively develop questions, concerns or possible solutions to issues we small, rural districts face and send them to me as soon as possible. (Assemblyman Bigelow would like to be prepared with materials if necessary)
- Please make the effort to attend
- **Don't leave this work to everyone else. Do your part. Participate**
- Please RSVP so we know a count Zerrall 736-9663 or 304-6837

Thank you so much and I look forward to meeting you all on April 15, 2015

Zerrall McDaniel

Calaveras Unified School District



March 19, 2015

Dear Superintendent Ogden,

CALPADS Data Management Recognition

We are pleased to inform you your local educational agency has qualified for the 2013-14 California Longitudinal Pupil Achievement Data System (CALPADS) Data Management Recognition. Congratulations and thank you for your support for the submission and maintenance of high-quality data! Your certificate accompanies this letter. Please extend our congratulations to all those involved in CALPADS submissions, including site and district administrators and staff who work with your student data. In addition to the certificate, your LEA will be recognized on the CALPADS Data Management Recognition webpage at <http://fcmat.org/Pages/Data-Submission-Recognition-Program.aspx>.

As you are aware, data from CALPADS are used for many significant purposes, including the Local Control Funding Formula, the test registration system for the California Assessment of Student Performance and Progress, and the Accountability Progress Reporting system.

The local educational agency (LEA) staff working with CALPADS are integral to keeping CALPADS up-to-date with current, accurate data. Submission deadlines are established each year and LEAs that meet all submission deadlines assist the state in maintaining timely, high-quality data. The California Department of Education and the Fiscal Crisis & Management Assistance Team/California School Information Services (FCMAT/CSIS) have established the CALPADS Data Management Recognition Program to formally commend LEAs that have met all CALPADS deadlines in a given year. The CALPADS Data Management Recognition for 2013-14 is being awarded to LEAs that completed the following CALPADS Data Submissions by the deadline listed below:

- *December 19, 2013 – Fall 1*
- *March 28, 2014 – Fall 2*
- *July 18, 2014 – EOY1*, EOY 2, EOY 3 & EOY 4**
* (only required if LEA has grades 10-12)

We look forward to continuing to work with your staff as CALPADS data are used in an increasing number of critical data functions.

Sincerely,


Cindy Kazanis

Director
Educational Data Management Division
California Department of Education


Nancy Sullivan

Chief Operations Officer
FCMAT/California School Information Services



California Department of
EDUCATION

California Department of Education

CALPADS
California Longitudinal Pupil Achievement Data System

FCMAT
FISCAL CRISIS MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

Data Management Recognition

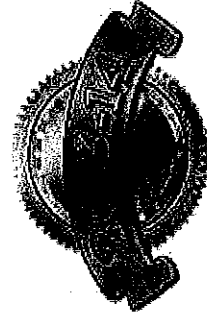
Presented to

Vallecito Union

Awarded to Local Education Agencies that met the initial CALPADS certification deadline for all six data collections (Fall 1, Fall 2, EOY1, EOY2, EOY3, & EOY4), resolved anomalies to achieve an anomaly rate of less than 2% of enrollment, and maintained quality data in the local SIS as well as in CALPADS.

Cindy Kazanis
Cindy Kazanis
Director

Educational Data Management Division
California Department of Education



Nancy J. Sullivan
Nancy Sullivan

Chief Operations Officer
FCMAT/California School Information Services

Kathy Northington
County Superintendent of Schools



185 South Main Street
P.O. Box 760
Angels Camp, CA 95221
209.736.4662
Fax 209.736.2138
ccoe@ccoe.k12.ca.us

Calaveras County Office of Education

March 20, 2015

Tom Pratt, President
Board of Trustees
Vallecito Union Elementary School District
P.O. Box 385
Murphys, CA 95247-0385

Dear Mr. Pratt:

In compliance with the provisions of Education Code 42130 et seq., our office has completed its review of the 2014-15 Second Interim Report adopted by the Board. We have reviewed the data submitted to determine if it complies with the Criteria and Standards for fiscal stability adopted by the State Board of Education, and allows your district to meet its financial obligations for the projection period. Based on the information provided, we **concur with the positive certification** finding approved by the District Governing Board.

We appreciate the submission of your Second Interim Report and await your 2014-15 Estimated Actuals & 2015-16 Adopted Budget which must be submitted to our office subsequent to Board adoption, yet no later than July 1, 2015.

Should you have any questions or concerns, please contact me at 209-736-6026.

Sincerely,

Claudia C. Davis
Associate Superintendent/Business Services

cc: Kathy Northington, Calaveras County Superintendent of Schools
Donald Ogden, VUSD Superintendent
Gretchen McReynolds, VUSD Business Manager

VALLECITO UNION SCHOOL DISTRICT

EXPENDITURE REPORT

DATE: April 9th, 2015

VENDOR NAME

AMOUNT

These payments were previously sent to the Board members to review for payment March 6, 2015 through April 3rd, 2015

Fund 01

1	ACP Direct - Common Core	411.33
2	Al Cal - Maintenance	30.24
3	Andona, Renee - Mileage Reimbursement	38.81
4	Arnold Auto - Transportation	127.53
5	Arnold Rental - AMS Project	57.90
6	Arnold Tire - Maintenance	947.39
7	Associated Valuation Services - Inventory	325.00
8	Baudville - AMS Supplies	259.77
9	Berri, Sam - Transportation	532.50
10	BTU Consultants - ERATE Services	4,820.00
11	C.C.O.E - Fingerprinting & Career Fair Fee	375.00
12	Calaveras County Clerk Recorder - Election Fees	2,638.29
13	California Boiler - Maintenance	836.04
14	California State University Chico - Job Fair Registration	200.00
15	California State University Sacramento - Job Fair Registration	275.00
16	California's Valued Trust - Benefits	147,936.16
17	Communication Rising - Speech Therapy Services	2,820.00
18	Cooper, Ron - Maintenance	792.00
19	Dick Blick - Art Supplies	467.70
20	Ebbetts Pas Gas Service - Transportation & Maintenance	2,278.23
21	Ebbetts Pass Lumber - Maintenance	297.98
22	Francis, Melissa - Mileage Reimbursement	84.52
23	Fuller, Donna - Vehicle Code Book Reimbursement	10.00
24	Gateway Press - Printing	18.81
25	Gill, Annaliese - CPR & First Aid Reimbursement	50.00
26	Giuffra, Gregory - Mileage Reimbursement	313.95
27	Gleason, Margaret - Office Supplies Reimbursement	27.75
28	Gold Electric - Maintenance	366.92
29	Gopher Sport - PE Supplies	1,436.90
30	Hazcon - Maintenance	429.23
31	Houghton Mifflin Harcourt - Textbooks	396.13
32	Interstate Truck Center - Transportation	3,312.50
33	Johnson, Devin - Conference Meals & Fee Reimbursement	65.00
34	Jones, Shannon - Mileage Reimbursement	51.75
35	KP Educational Service - Office Supplies	120.26
36	L&H Airco - Maintenance	595.00
37	Lane, Michelle - Mileage Reimbursement	78.20
38	Loring, Brett - Mileage Reimbursement	116.15
39	Mantzouranis, Lindsay - Mileage & Fee Reimbursement	711.32
40	Mark's - Maintenance	351.91
41	McReynolds, Gretchen - Conference Meals & Lodging Reimbursement	848.52
42	MDF - Maintenance	146.38
43	MNJ Technologies - Technology	1,954.27
44	Modesto Battery - Maintenance	881.23
45	Modesto Janitorial - Maintenance	626.33
46	Mother Lode ACSA - Every Student Succeeding	60.00
47	Murphy, Lori - Mileage Reimbursement	19.55
48	Nasco - Classroom Supplies	19.09
49	National Professional Resources - Instructional Materials	126.55
50	Office Depot - Classroom Supplies	6,522.39

VENDOR NAME		AMOUNT
<i>These payments were previously sent to the Board members to review for payment March 6, 2015 through April 3rd, 2015</i>		
51	Overholtzer Sandy - Speech Therapy Services	1,500.00
52	School Specialty - Classroom Supplies	195.10
53	Smith, Byron - Legal Services	3,022.50
54	Smith, Timothy - AMS Art Lessons	311.13
55	Stanislaus County Office of Education - Conference Registration	450.00
56	Summersett, Johanna - Conference Meals & Mileage Reimbursement	89.32
57	Supreme School Supply - Classroom Supplies	53.34
58	Tera Grand - Technology	410.60
59	Textol Systems - Special Ed Classroom Supplies	254.51
60	The Frog Hollow - Maintenance	335.67
61	The Latino Family Literacy Project - Conference Registration	200.00
62	The Red Store - Maintenance	32.09
63	Tifco Industries - Transportation	215.45
64	Treetop Publishing - Classroom Supplies	160.88
65	Visa - Transportation, Office Supplies, Conference Hotels, Maintenance	1,718.96
66	VocoVision - Speech Therapy Services	10,607.71
67	Waters Plumbing - Maintenance	3,380.00

Fund 13

68	California Department of Education - Food Commodities	187.20
69	Gateway Press - Kitchen Supplies	43.00

Fund 14

70	Cam Precision - Maintenance	2,686.43
71	Peffer, Russell - Maintenance	498.00
72	The Frog Hollow - AMS Weed Control & Irrigation Work	959.79

Fund 25

73	AMS.Net - Network Installation on Network ports all sites	81,739.86
----	---	-----------

VALLECITO UNION SCHOOL DISTRICT

Minutes of the Regular Meeting

March 11, 2015

REGULAR MEETING CALLED TO ORDER – President Pratt called the open session to order at 4:30 p.m.

ESTABLISHMENT OF QUORUM – Tom Pratt – President
Wayne Harrison – Clerk
Colby Barker
Carol Gordon
Ali Heermance

ADMINISTRATION PRESENT: Don Ogden, Superintendent / Principal

APPROVAL OF AGENDA – Mr. Ogden asked that item C.2A be pulled from the agenda and Ms. Gordon made a motion to approve the agenda as modified, seconded by Mr. Harrison. Motion passed 5-0.

PUBLIC COMMENT ON ANY ITEM ON THE CLOSED SESSION AGENDA – Tim Weidmann, Avery Middle School teacher, read a statement from the Avery staff in support of Renee Andona, current Technology Specialist

CLOSED SESSION – *Byron Smith, Attorney at Law, was present via conference call during closed session*

A. PERSONNEL TRANSACTIONS

CERTIFICATED

Public Discipline/Dismissal/Release

Public Employment

Create the following Certificated teaching positions for 2015-16:

- .4643 FTE Temporary K-5 Elementary Intervention teacher at HFE
- 1.0 FTE Bilingual / K- 5 Elementary teacher at AME
- Athletic Directors for HFE, AMS, AME
- Special Ed Teacher for Extended Year Summer School at AME
- (2) Special Ed Teachers for one week Summer School at AMS
- 1/2nd grade Homework Club teachers – HFE / AME
- 3-5th grade Homework Club teachers – HFE / AME

CONFIDENTIAL / MANAGEMENT

Public Employee Discipline/Dismissal/Release

CLASSIFIED

Public Employee Discipline/Dismissal/Release

Public Employment

Modify the following Classified positions for 2015-2016:

HFE

- Instr. Aide position # 2115 from 4.8333 to 5 hrs./day
- Computer Instructor position # 2151 from 7 hrs. /day to 8 hrs./day for remainder of 2014-15

AME

- Instr. Aide position # 2114 from 4.0833 to 5 hrs./day
- Instr. Aide position # 2111 from 4.8333 to 5 hrs./day
- Instr. Aide position # 2137 from 3.75 to 4.5 hrs./day
- Instr. Aide position # 2116 from 4.75 to 5 hrs./day
- Instr. Aide/Bilingual position # 2109 from 5.5 to 5.75 hrs./day
- Health/Sp. Circ./Full Incl. Aide position # 2124 from 5.5 to 5.75 hrs./day
- School Clerk position # 2325 from 1.0 to 1.25 hrs./day

Create the following Classified positions for 2015-2016:

AME

- ELL Homework Club
- 2nd Step Program
- Journalism
- Comfort Zone
- (2) Health/Sp. Circ./Full Incl. Aides for Summer School

Public Employee Appointment

Computer Instructor position # 2151 at HFE

OTHER

Appoint Coaching Staff

- B. CONFERENCE WITH LABOR NEGOTIATOR** – Don Ogden, Superintendent
Vallecito Teachers' Association
California School Employees' Association – Chapter 748

OPEN SESSION

Pledge of Allegiance by all

President Pratt announced that the following actions were taken in closed session:

1. A motion was made by board member Harrison, seconded by board member Heermance to Adopt Resolution # 14-15-18 – In the Matter of the Release of Temporary Certificated Employees Pursuant to Education Code Section 44954, Subdivision (b)

The motion passed by the following call of votes:

Aye - Tom Pratt

Aye - Wayne Harrison

Aye - Colby Barker

Aye - Carol Gordon

Aye - Ali Heermance

2. A motion was made by board member Gordon, seconded by board member Heermance to accept the resignation of Jenny Haskell effective June 5, 2015.

The motion passed by the following call of votes:

Aye - Tom Pratt

Aye - Wayne Harrison

Aye - Colby Barker

Aye - Carol Gordon

Aye - Ali Heermance

3. A motion was made by board member Gordon, seconded by board member Harrison to adopt Resolution #14-15-20 – In the matter to release a probationary confidential/management employee

The motion passed by the following call of votes:

Aye - Tom Pratt

Aye - Wayne Harrison

Aye - Colby Barker

Aye - Carol Gordon

No - Ali Heermance

4. A motion was made by board member Gordon, seconded by board member Heermance to accept the retirement / resignation of Classified staff member # 2111.

The motion passed by the following call of votes:

Aye - Tom Pratt

Aye - Wayne Harrison

Aye - Colby Barker

Aye - Carol Gordon

Aye - Ali Heermance

5. A motion was made by board member Gordon, seconded by board member Barker to modify the Computer Instructor position # 2151 from 7 hrs./day to 8 hrs./day at HFE.

The motion passed by the following call of votes:

Aye - Tom Pratt

Aye - Wayne Harrison

Aye - Colby Barker

Aye - Carol Gordon

Aye - Ali Heermance

6. A motion was made by board member Gordon, seconded by board member Harrison to adopt Resolution # 14-15-21 -- In the Matter of the Reinstatement of a staff member to a classified Computer Instructor position # 2151.

The motion passed by the following call of votes:

Aye - Tom Pratt

Aye - Wayne Harrison

Aye - Colby Barker

Aye - Carol Gordon

Aye - Ali Heermance

BOARD MEMBER - Board Member Carol Gordon attended Open Session via conference call from the following address: 348 Scott Street, Murphys, CA

ADMINISTRATION PRESENT: Brett Loring, Principal – Michelson School
Jared Hungerford, Principal – Avery Middle School

STAFF PRESENT: Devin Johnson, Jay Ecoff, Gretchen McReynolds, Cheryl Boyd, Susan Singleton, Sue Rosenquist, Nanelle McCracken

OTHERS PRESENT: Emilie Bouma, Michele Zamolo, Kate MacDonald, Jennifer Buteau, Brenna Shetzline

COMMENTS AND QUESTIONS FROM THE AUDIENCE

Vallecito Teachers' Association – Susan Singleton reported that VTA had a productive negotiation with Mr. Ogden and the district team and they are pleased to be settled for 2015-2016. VTA appreciates Mr. Ogden's continued communication with VTA.

California School Employees Association – Vallecito Chapter 748 – None

General Public / Community Groups / Parent Groups - None

Staff Members – None

ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS –

VUSD posts a Public Notice until April 15th regarding GO Math textbooks / materials for adoption. If you would like to look over the materials they will be on display in the Avery Library at 3:30 p.m. daily.

❖ **Student Representative –AMS** – Brenna Shetzline reported that a Time Capsule which had been buried for 20 years was recovered. Students are adding new items to be buried with the time capsule for a new class of students to open in another 20 years, Mark Twain black light dance coming up, Friday is Pi Day with many “Pi” related activities, Career Week is next week, Leadership plans to have a mural painted on campus, Volleyball, Track coming up, Ms. Hessels has joined the AMS Staff

❖ **Board Members:**

Ali Heermance – GO Math Night, C & I

Colby Barker – a very busy month - unfortunately not been able to attend school events

Wayne Harrison – will be at Avery tomorrow

Tom Pratt – attended the Murphy Creek AME release of fish, joined a panel for J Berry’s classroom dirt mound service project at AME, attended the Sacramento Leg Info Day -

Carol Gordon – anticipating attending the SF2 Conference with Mr. Ogden, referred to an item on the agenda requesting to attend a Spec. Ed Conference in San Diego in April

❖ **Don Ogden, Superintendent-**

- ✓ Attending SF2 Conference in Sacramento with Tom Pratt and Carol Gordon
- ✓ Amazing District with many opportunities, e.g. Jennifer Berry’s student community service project with the removal of the dirt mound and re-planting, Sue Rosenquist’s class had an opportunity to skype with a former VUSD student who works with NASA in Florida and taught a lesson from the launch pad
- ✓ Pi Day at the Middle School – History of Pi, activities, etc.
- ✓ Smarter Balance testing coming up
- ✓ GO Math textbooks and materials on display at the Avery Library and projected

IX. REGULAR AGENDA ITEMS

PUBLIC HEARING –

President Pratt opened the Public Hearing at 6:35 p.m. and Mr. Ogden shared the goals of the LCAP and answered questions from the public. President Pratt closed the public hearing at 6:44 p.m.

A. GENERAL BUSINESS

A.1 Parent / Community meeting - Discussion

A.2 Motion failed for Board member Carol Gordon to attend a Council for Exceptional Children (CEC) in San Diego April 8 – 11th

Motion: Gordon

Second: Pratt

Vote: Gordon-Aye, Heermance - No, Barker – No, Harrison - No, Pratt - No

A.3 Discussion regarding VUSD Technology Buyback Program – The Board gave direction to the Superintendent to proceed with this program

B. CONSENT AGENDA

B.1 Warrants

B.2 2/18/15 Regular Meeting minutes

B.3 Donations from the following:

- \$391.50 in Box Tops shares for Michelson
- \$206.62 from Sierra Hills shares for Michelson
- \$37.20 from Target shares for Avery Middle

B.4 Appointed Susan Carroll as AME Volleyball Coach

B.5 Created the following Certificated teaching positions for 2015-16:

- .4643 FTE Temporary K-5 Elementary Intervention teacher at HFE
- 1.0 FTE Bilingual / K- 5 Elementary teacher at AME
- Athletic Directors for HFE, AMS, AME
- Special Ed Teacher for Extended Year Summer School at AME
- Special Ed Teachers (2) for one week Summer School at AMS
- 1/2nd grade Homework Club teachers – HFE / AME
- 3-5th grade Homework Club teachers – HFE / AME

B.6 Modified the following Classified positions for 2015-2016:

HFE

- Instr. Aide position # 2115 from 4.8333 to 5 hrs./day

AME

- Instr. Aide position # 2114 from 4.0833 to 5 hrs./day
- Instr. Aide position # 2111 from 4.8333 to 5 hrs./day
- Instr. Aide position # 2137 from 3.75 to 4.5 hrs./day
- Instr. Aide position # 2116 from 4.75 to 5 hrs./day
- Instr. Aide/Bilingual position # 2109 from 5.5 to 5.75 hrs./day
- Health/Sp Circ/Full Incl. Aide position # 2124 from 5.5 to 5.75 hrs./day
- School Clerk position # 2325 from 1.0 to 1.25 hrs./day

B.7 Created the following Classified positions for 2015-2016:

AME

- ELL Homework Club
- 2nd Step Program
- Journalism
- Comfort Zone
- (2) Health/Sp. Circ./Full Incl. Aides for Summer School

Motion: Harrison

Second: Gordon

Vote: Heermance-Aye, Barker-Aye,
Harrison-Aye, Pratt-Aye, Gordon-Aye

C. PERSONNEL

C.1 CERTIFICATED

C.1A Adopted Resolution # 14-15-19 – In the Matter of the Governing Board’s Authorization of the Issuance of Preliminary Layoff Notice(s), Pursuant to Education Code Sections 44949 and 44955

Motion: Heermance

Second: Harrison

Vote: Heermance-Aye, Barker-Aye,
Harrison-Aye, Pratt-Aye, Gordon-Aye

C.1B Approved the Public Disclosure for the 2015-2016 VTA Bargaining Unit

Motion: Heermance

Second: Barker

Vote: Heermance-Aye, Barker-Aye,
Harrison-Aye, Pratt-Aye, Gordon-Aye

C.1C Approved the 2015-16 VTA Tentative Agreement and Certificated Salary Schedule (Exhibit A)

Motion: Harrison

Second: Heermance

Vote: Heermance-Aye, Barker-Aye,
Harrison-Aye, Pratt-Aye, Gordon-Aye

C.2 CLASSIFIED

C.2A ~~Pulled item~~ Appoint Computer Instructor position # 2151 at HFE

D. BUSINESS / FINANCE

D.1 Approved 2nd Interim Report

Motion: Heermance

Second: Harrison

Vote: Heermance-Aye, Barker-Aye,
Harrison-Aye, Pratt-Aye, Gordon-Aye

D.2 Approved Single Site Plans

- AME
- HFE
- AME

Motion: Heermance

Second: Harrison

Vote: Heermance-Aye, Barker-Aye,
Harrison-Aye, Pratt-Aye, Gordon-
Absent

ITEMS FOR NEXT BOARD MEETING

Declaration of Need for Fully Qualified Educators
Williams Quarterly Complaint Summary
Personnel
Facilities Master Plan
Technology Master Plan
Wellness Plan
ELAC Plan (Brett Loring)
LCAP
GO Math Textbook Adoption
California Labor Management Initiative
Public Hearing – GO Math textbooks / materials adoption
Population Study
Governance Handbook

ADJOURNMENT – A motion was made by Harrison, seconded by Heermance to adjourn the board meeting and with no further discussion President Pratt adjourned the meeting at 7:55 p.m.

Secretary to the Board

Clerk of the Board

Board approved: 4/15/15

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Williams Settlement Legislation

QUARTERLY UNIFORM COMPLAINT REPORT SUMMARY

For submission to School District Board of Trustees and County Office of Education

District Name: Vallecito Union School District

Quarterly Reporting Period: January – March 2015

	# of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
Totals	0	0	0

Submitted by: _____

Title: Superintendent

**RESOLUTION OF THE GOVERNING BOARD
VALLECITO UNION SCHOOL DISTRICT
RESOLUTION 14-15-22**

National Teacher Appreciation Week

WHEREAS, May 4 – 8, 2015, has been designated throughout the State as National Teacher Appreciation Week; and

WHEREAS, teachers and other certificated personnel bear for society the responsibility for directing our country's most vital resource; and

WHEREAS, in large part, the future of our great nation rests on the success to be achieved by our teachers.

NOW, THEREFORE, BE IT RESOLVED that the Vallecito Union School District hereby honors all teachers of the Vallecito Union School District; and

BE IT FURTHER RESOLVED that the Governing Board extends its sincere appreciation and commendation to the certificated personnel of the Vallecito Union School District and proclaims May 4 - 8, 2015, as National Teacher Appreciation Week.

PASSED AND ADOPTED by the Governing Board of the Vallecito Union School District this 15th day of April 2015 by the following vote:

AYES:

NOES:

ABSENT:

Clerk of the Board
Vallecito Union School District



DR. ROBERT A. HOFFMAN
DR. LIANNE C. INOUE
Optometrists

2390 E. Bidwell Street, Suite 400
Folsom, CA 95630

916.983.6211
Fax 916.983.6608
www.eyefinity.com/folsomeye

MCT Vision Screening Contract 2015-16

Contractor or his agents shall provide Modified Clinical Technique Vision Screening Services for children enrolled in Vallecito Union School District.

The specific days for testing are to be mutually agreed upon by contractor and School District. The School District shall designate which children are to be tested as well as the school site(s) where testing is to occur.

Contractor or his agents agree to test up to approximately Three Hundred (300) students per day. For these services contractor shall be paid Three Dollars per student and not less than Four hundred and Fifty dollars per day, whichever is greater.

Contractor must be notified at least ten (10) days prior to the cancellation of any screening day by the School District in order to avoid being charged for that testing day.

Payment for services is due thirty days after the final day of testing.

County(District) Office of Education

By: _____

Contractor

By: _____

Robert A. Hoffman O. D.

Tax ID 68-0201477

Date _____

4-8-15

Date _____

7/11/15

Kathy Northington
County Superintendent of Schools



185 South Main Street
P.O. Box 760
Angels Camp, CA 95221
209.736.4662
Fax 209.736.2138
ccoe@ccoe.k12.ca.us

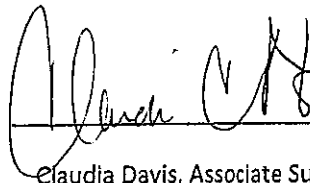
Calaveras County Office of Education

Agreement for Internet Access **2015-2016**

The Calaveras County Office of Education agrees to provide 100MB or greater (up to 1GB) Internet service to Vallecito Union School District for the fiscal year beginning July 1, 2015, at a cost no greater than \$8,000.

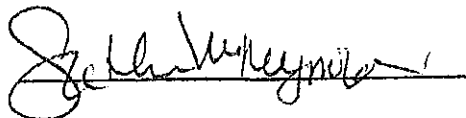
Calaveras County Office of Education will bill Vallecito Union School District at the close of the fiscal year based on actual costs incurred.

7.9.15
Date



Claudia Davis, Associate Superintendent
Calaveras County Office of Education

2/27/15
Date



Vallecito Union School District

**VALLECITO UNION SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE:	<u>ATHLETIC DIRECTOR</u>	TERM:	School Year
STIPEND:	Avery Middle School - \$1,200 K – 5 Schools - \$400		

GENERAL DESCRIPTION

Manage and coordinate athletic programs

RESPONSIBLE FOR:

1. Knowledge of athletic policy and enforcement of VUSD discipline policy.
2. Overseeing of coaches and providing them with Coach's Handbook; ensure that rules for team practice, behavior and playing time are followed.
3. Directing coaches to Human Resources/Payroll for TB, fingerprint clearance, hire packets, completing pay claims, etc.
4. Ensuring that volunteer work is done only in the presence of coaches.
5. Ensuring that all student paperwork is completed as required; that all athletes are eligible; resolve appealed disputes between coaches and athletes; investigate reported incidents of inappropriate behavior by coaches, officials or spectators.
6. Seeing that a list of all athletes and support personnel is maintained.
7. Keeping all administration and coaches informed of all changes in schedules and rules.
8. Coordinating practice schedules for the gym, arranging score keepers and referees, and issuing uniforms.
9. Coordinating sports events / schedules with other schools.
10. Overseeing budget expenditures and athletic purchases.
11. Addressing parent complaints / concerns; consulting with site Principal when appropriate.
12. Forwarding accident reports to the principal after consultation with the coach, athlete, or parent.

QUALIFICATIONS:

- Coaching experience at either elementary or middle school
- Knowledge of CPR, first aid, athletic training, rules and techniques

Knowledge of:

- Planning and organization
- Budget preparation and control
- Oral and written communications
- Principles and practices of supervision and training
- Applicable laws, regulations, policies
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Plan, organize, control and direct athletic activities
- Supervise the performance of assigned personnel
- Serve as liaison between administrators, personnel, parents, and students
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and time lines
- Maintain consistent, punctual and regular attendance
- Hear and speak to exchange information
- See to read a variety of materials

WORKING CONDITIONS:

Location: Varies. Gym, can include outdoors if participating in outdoor activities.

Hazards: Various sports equipment, e.g. basketballs, volleyballs.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

“An Equal Opportunity Employer”

Board approved:

**RESOLUTION OF THE GOVERNING BOARD
VALLECITO UNION SCHOOL DISTRICT
RESOLUTION 14-15-23**

**AUTHORIZING OFFICERS AND/OR SIGNATORIES FOR THE
VALLECITO UNION SCHOOL DISTRICT BUSINESS CREDIT ACCOUNTS**

WHEREAS, Education Code Section 35161 provides that “the governing board of any school district may execute any powers delegated by law to it or to the district of which it is the governing board, and shall discharge any duty imposed by law upon it or upon the district of which it is the governing board”; and

WHEREAS, Stats. 1987, c.1452, 200, effective January 1, 1988, amended Education Code section 35161 and added the following new language which provides further that the governing board “...may delegate to an officer or employee of the district any of those powers or duties. The governing board, however, retains ultimate responsibility over the performances of those powers or duties, so delegated...”; and

WHEREAS, the Governing Board of the Vallecito Union School District recognizes that while the authority provided in Education Code section 35161 authorizes the Board to delegate any of its powers and duties, the Governing Board retains the ultimate responsibility over the performance of those powers or duties.

NOW, THEREFORE, BE IT RESOLVED that in accordance with the authority provided in Education Code section 35151, the Governing Board of the Vallecito Union School District hereby delegates the authority to act on its behalf in performance of the duties and powers granted to the Board in law to the following officers or employees of the Vallecito Union School District for the responsibilities and period of time indicated below.

BOARD-DELEGATED
POWER OR
DUTY, INCLUDING ANY
LIMITATIONS
OR RESTRICTIONS
APPLICABLE
THERE TO:

BOARD AUTHORIZED VUSD
EMPLOYEE / OFFICERS

BOARD AUTHORIZED TIME
PERIOD

Authorized Officers and/or
Signatories for Vallecito
Union School District
Business Credit Accounts

Don Ogden
Gretchen McReynolds
Cheryl Boyd
Johanna Summersett

April 15, 2015 – June 30, 2016
April 15, 2015 – June 30, 2016
April 15, 2015 – June 30, 2016
April 15, 2015 – June 30, 2016

PASSED AND ADOPTED this 15th day of April, 2015 by the Vallecito Union School District, Avery, CA
95224

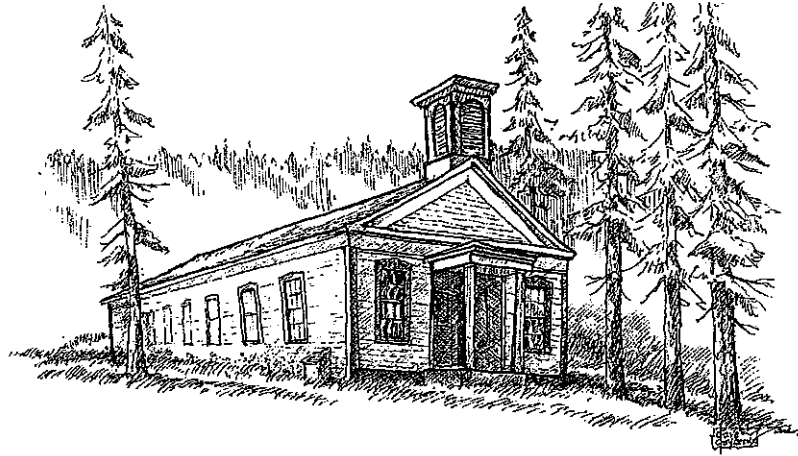
AYES:

NOES:

ABSENT:

DATE:

Board Clerk
Vallecito Union School District



Vallecito Union School District
Anchored in Excellence

VUSD Governance Handbook

Board of Board Members

Colby Barker
Carol Gordon
Wayne Harrison
Alison Heermance
Tom Pratt

Superintendent/Principal

Don Ogden

The Vallecito Union School District Governance Handbook is a summary of the ongoing governance team's work on effective governance. This process involves discussions and reaching agreements on shared leadership, roles, and operating protocols that enable the governance team to perform its responsibilities to the community. Annually the VUSD reviews and updates this Governance Handbook.

Table of Contents

Effective Governance Defined	2
 I. Unified Commitment to Lead and Serve the Community	
Vallecito Union School District Vision	3
VUSD Mission and Core Values	3
VUSD Strategic Priorities	3
 II. Shared Understanding of Governance Roles	
Effective Governance Teams	4
Effective Board Members	4
 III. Governance Leadership Culture	
Meetings as Strategic Leadership Tools	5
Requesting Information	6
Role of the Board President	6
Designated Spokesperson/s	7
Confidentiality/Closed Session Practices	7
Handling Community or Staff Concerns and/or Complaints	7
Visiting Schools and Attending School Events	8
Governance Self - Assessment	8
 Appendices	
Appendix A – Effective Governance	9
Appendix B– Governance Roles	10

ELEMENTS OF EFFECTIVE GOVERNANCE

Key Principles of Governance¹

Strategic Thinking

Exceptional boards allocate time to what matters most and continuously engage in strategic thinking to hone the organization's direction.

Results-Oriented

Exceptional boards are results-oriented. They measure the organization's progress towards the mission and evaluate the performance of major programs, products and services.

Sustaining Resources

Exceptional boards link bold visions and ambitious plans to financial support, expertise, and networks of influence.

Governance Efficacy– A Definition

"Governance efficacy is defined as the power of school boards, to change the face of education in their communities through positive and appropriate policymaking, equitable resource allocation and transparent accountability for all stakeholders."

- Dr. Abelardo Villarreal - 2007

Public education is vital to the health of communities. School board members are responsible for ensuring that a school district's public education system is serving the needs of all students by providing equitable access to a high quality education.

Effective Governance

There are three dimensions to effective governance. The VUSD Governance Handbook documents the governance responsibilities within these three dimensions.

1. **Governing as a unified team with a shared vision to lead and serve the community.**
2. **Governing within a shared understanding of roles and responsibilities.**
3. **Creating and sustaining a positive governance leadership culture.**

I. A UNIFIED COMMITMENT TO LEAD AND SERVE THE COMMUNITY

The foundation of effective governance is the common focus governing board members share that transcends individual differences to fulfill a greater purpose. A unity of purpose exists when the commitment to achieving these goals becomes the guiding principle for all Board Members.

The focused efforts of Vallecito Union School District are reflected in the District vision, mission, and core values, strategic initiatives and strategic plan adopted by the VUSD Board.

¹ Excerpted from The Source: Twelve Principles of Governance That Power Exceptional Boards. Washington, DC: Board Source 2005

Vallecito Union School District Vision, Mission, and Core Values

VUSD Vision Statement

The *Vision* of Vallecito Union School District is to empower all individuals to become academically and socially responsible life-long learners.

VUSD Mission Statement

Our *Mission* is to develop a professional learning community devoted to student success in the 21st century by

- Providing a safe, respectful, and nurturing school environment
- Providing exemplary, standards-based, fiscally sustainable programs
- Fostering the development of each individual through enrichment, extra-curricular, and other support programs
- Employing, training, and retaining highly qualified professional staff
- Forging partnerships and collaboration opportunities with community shareholders

VUSD Core Values

We work together every day in the spirit of

- **Innovation:** Inspiring a culture of creativity informed by data, knowledge sharing, implementation, evaluation, and learning
- **Equity:** Ensuring each student receives a quality education and opportunity to rise to his/her potential
- **High Standards:** Setting high expectations, applying best practices, and focusing on results
- **Responsibility:** Sharing personal accountability for the changes we seek
- **Collaboration:** Exploring and creating partnerships as a powerful means of improving teaching and learning

VUSD Strategic Priorities 2010-2015

1. **Governance, Leadership, and Culture of Excellence** - To become a model school district based on 21st century learning, high expectations and a commitment to excellence for all students.
2. **Curriculum and Instruction** - To provide a comprehensive instructional program and learning environment that integrates 21st century learning skills and promotes high levels of achievement. Provide access and professional support/development to further common core and college and career readiness for all district participants.
3. **Student Wellness** - To support the socio-emotional/physical development, mastery of core academics for each student.
4. **Community Relations** - To encourage collaborative efforts to implement the culture of excellence.

II. SHARED UNDERSTANDING OF ROLES AND RESPONSIBILITIES

The second essential element of effective governance is defining roles and responsibilities and working with leadership, commitment and passion within those agreed upon roles. (Governance Team includes Board Members and VUSD Superintendent)

Effective Governance Teams and Effective Board Members

- Communicate a common vision. Keep the district focused on learning and achievement for ALL students.
- Value, support and advocate for public education.
- Govern within board adopted policies and procedures.
- Ensure opportunities for the diverse range of views in the community to inform board deliberations.
- Periodically evaluate the governance team's effectiveness and VUSD Strategic Plan

Effective Board Members

- Govern in a dignified, professional manner, treating everyone with civility and respect.
- Operate openly, with trust and integrity.
- Behave in a manner that is befitting to the guidelines that have been set forth within the Vallecito Union School District's Vision, Mission, and Core Values statements. In doing so, board members will remember that they are acting as representatives for the district at all times. If there is failure to act in accordance with these district guiding principles, a board member(s) should be redirected by their cohort and/or be encouraged to resign from their post due to the lack of accurately representing the district and the community for which they serve.
- Have a vested interest in the district for which they serve.
- Act as custodians to the district, the district employees and the community under the guiding principle of always working to ensure that actions taken are for the benefit and well-being of all those that the district serves.
- Respect communication protocols with the District; be accessible and responsive.

Key Principles of Governance²

Mission Driven

Exceptional boards shape and uphold the mission, articulate a compelling vision, and ensure the congruence between decisions and core values.

Constructive Partnership

Exceptional boards govern in constructive partnership with the superintendent, recognizing that the effectiveness of the board and superintendent are interdependent. They build this partnership through trust, candor, respect, and honest communication.

Compliance with Integrity

Exceptional boards promote strong ethical values and disciplined compliance by establishing appropriate mechanisms for active oversight networks of influence.

² Excerpted from The Source: Twelve Principles of Governance That Power Exceptional Boards. Washington, DC: Board Source 2005

- Board members will respond to phone and/or email messages within 48 hours unless notice is given of absence or out of service.
- Board members will notify district of absence from a meeting within a week prior to the meeting.
- Board members will provide phone #'s, land line and/or cell, which should be monitored daily.
- Board members will be provided with a District email address which should be monitored daily.
- Take collective responsibility for the governance team's performance; agree on behavioral norms and operational protocols.
- Recognize and respect differences of perspective and style on the board and among staff, students, parents, and the community.
- Understand the distinctions between board and staff roles, and refrain from performing management functions that are the responsibility of the superintendent and staff.
- Understand that authority rests with the board as a whole and not with individuals.
- Keep confidential matters confidential.
- Participate in professional development and commit the time and energy necessary to be informed and effective leaders.

III. GOVERNANCE LEADERSHIP CULTURE

Key Principles of Governance³

Intentional Board Practices

Exceptional boards purposefully structure themselves to fulfill essential governance duties and to support organizational priorities.

Continuous Learning

Exceptional boards embrace the qualities of a continuous-learning organization, evaluating their own performance and assessing the value they add to the organization.

Exceptional boards make governance intentional and invest in structures and practices that can be thoughtfully adapted to changing circumstances.

Protocols are tools to strengthen the capacity of the board to engage in a constructive relationship with the superintendent and staff-- one that is grounded in a mutual understanding of the respective roles and responsibilities. Explicit protocols, agreed to and upheld by the board and superintendent provide transparency and stability in the governance relationship as the board carries out its role.

The following protocols were developed to support and promote the effectiveness of the governance team. The protocols were developed for and by the members of the governance team, and may be modified over time as needed.

Protocols to Facilitate Governance Leadership

Protocol	Meetings as Strategic Leadership Tools
Rationale	<ul style="list-style-type: none"> The board meeting is a meeting to conduct district business in public. Well-run efficient meetings model leadership, promote trust and confidence and demonstrate planning for the future and strategically moving the district forward. The governance team demonstrates, to the public, that the board maintains focus on district priorities through professional and respectful deliberation. The board meeting provides opportunities to share educational philosophy among governance team members and with the community.
Protocol Agreement	<ul style="list-style-type: none"> The board has an obligation to set an example of good government in action for the community and will follow agreed upon protocols. The board members share accountability for board deliberations while valuing the input of each member of the governance team. Reports by the superintendent explicitly link board meeting agenda topics to the district goals. Annually and as needed, the governance team will schedule study sessions and board conversations linked to the district's strategic priorities. Board member comments at the board meetings will follow agenda.

Protocol	Requesting Information
----------	------------------------

³ Excerpted from The Source: Twelve Principles of Governance That Power Exceptional Boards. Washington, DC: Board Source 2005

Protocol	Requesting Information
Rationale	<ul style="list-style-type: none"> • Critical to making informed and wise decisions is timely access to information. • The superintendent will be responsive to requests for information, while balancing management of staff time that maintains the focus on district priorities.
Protocol Agreement	<ul style="list-style-type: none"> • As standard practice, board members will receive appropriate background information for board action items in advance of the board meeting. • Board Members will make every attempt to discuss concerns and questions about the materials in the board packet before the board meeting. • Board Members will contact the superintendent or copy the superintendent when asking questions or requesting additional information on board meeting agenda items. • As appropriate, the superintendent may distribute answers to all Board Members. • Board members will self-monitor to ensure one trustee's request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals. The superintendent may bring requests for information requiring inordinate amounts of time to the board to determine whether the full board supports the request.

Protocol	Role of the Board President
Rationale	<ul style="list-style-type: none"> • The board president sets the tone and shapes the public's perception of the school board. • Each board member will have the opportunity to express his or her viewpoint during board deliberation. • The board president facilitates the board meeting, balancing input and discussion with accomplishing the business of the meeting.
Protocol Agreement	<p>The role of the board president is to:</p> <ul style="list-style-type: none"> • Confer with the superintendent before the board meeting to prepare, as necessary for the board meeting. • Facilitate the board meeting, supporting the effective flow of the discussion and encouraging input from all Board Members while staying on task and moving forward. • Interpret and clarify for understanding to ensure that all board members have an accurate understanding as the deliberation proceeds. • Follow the board meeting, the board president and the superintendent will meet to ensure there is appropriate follow-up. • Facilitates the compilation of the superintendent's annual performance evaluation. • Serve as the primary spokesperson for the board on board decisions.

Protocol	Designated Spokesperson/s
Rationale	<ul style="list-style-type: none"> It is essential that important information be communicated to members of the board, the staff and the community in a timely fashion. The board recognizes that some situations have legal or other considerations that may place restrictions on what may be told to the media or the public. The governance team understands the importance of speaking with one voice in order to maintain the trust of our community.
Protocol Agreement	<ul style="list-style-type: none"> Board members will use agreed upon 'Key Messages' when communicating with community members and staff about important district issues. <p>The designated spokesperson will vary depending on the issue or situation:</p> <ul style="list-style-type: none"> Crisis/Disaster: The superintendent will be the primary spokesperson and may involve the board president at her discretion. Meeting Information (e.g. board meetings, agenda items, study sessions): The board president and the superintendent will serve as primary spokespersons. Core Values /Vision / District Priorities / General District Information: The board president will speak on behalf of the board under the direction of the full board. All governance team members may serve as spokespersons utilizing developed and agreed upon 'Key Messages'. <p><i>For requests via email:</i></p> <ul style="list-style-type: none"> If a trustee receives an email request from a member of the public, the trustee will respond and copy the board president and superintendent on the response. If the request is sent to the superintendent, he/she will copy the answer to all trustees. If the email is sent to some or all trustees, trustees will refer the request to board president with a copy to the superintendent (if the superintendent is not already copies). The board president or superintendent will agree on which of them will respond, copying all trustees.

Protocol	Confidentiality/Closed Session Practices
Rationale	<ul style="list-style-type: none"> The responsibility of the board includes being privy to closed sessions or confidential information about district litigation, personnel, negotiations, superintendent evaluation, or other issues permitted under the Brown Act
Protocol Agreement	<ul style="list-style-type: none"> The board, in closed session, will only discuss items on the closed session agenda. The governing board recognizes the importance of maintaining the confidentiality of information acquired as part of a board member's official duties and will work to maintain the public's trust by not breaching confidentiality. If confidentiality is inadvertently or accidentally violated, immediate responsibility

	<p>will be taken to correct this.</p> <ul style="list-style-type: none"> Confidential items will be reserved for full board discussion.
--	--

Protocol	Handling Community or Staff Concerns and/or Complaints
Rationale	<ul style="list-style-type: none"> Board members want to be accessible, responsive, consistent and fair in dealings with listening to complaints and concerns. The board values open communication and timely resolution of issues.
Protocol Agreement	<p>When approached with an issue or concern, Board Members agree to:</p> <ul style="list-style-type: none"> Listen openly, being careful to remain neutral. Remind staff and members of the community that no individual trustee has the authority to solve the issue/concern. Encourage addressing this with the person who can most directly address the concern, e.g. teacher, principal, superintendent. Explain the district complaint or grievance process. Notify the superintendent of the issue or concern, as appropriate.

Protocol	Visiting Schools and Attending School Events
Rationale	<ul style="list-style-type: none"> The board wants to be informed about instructional practices, and the needs of the students and staff with regard to school programs. The board respects staff schedules and demands and the disruption that may be created by well-meaning, but unannounced visits to schools.
Protocol Agreement	<ul style="list-style-type: none"> Board members are encouraged to visit schools and attend school events. As a professional courtesy, Board Members will provide the District Superintendent and the Site Administrator with 24-hour notice prior to any visit to a school site except when the Board Member is coming to school as a parent [see below]. The District Superintendent and/or Site Administrator may elect to accompany the Board Member during his or her visit to the school site. While at a school site, a Board Member will seek to listen and gather information to share with the entire board at future scheduled Board meetings. A Board Member has no authority to direct staff or speak on behalf of the Governing Board or the District during such visits. Unless a Board Member is at a school site at the direction of a majority of the membership of the Governing Board or for a scheduled Board Meeting, the Board Member is subject to the same rules, procedures, and Penal Code sections which govern the public's access to a school site. Therefore, the Administration maintains the right to withdraw consent for a member of the Governing Board to be present on any school site if the District Superintendent or Site Administrator determines that the Board Member's presence on the school site is disrupting the educational process, interfering with the operations of the school site, or creating a risk of harm for himself/herself or others. Board Members requesting a meeting with school staff or administration will

	<p>schedule this meeting through the superintendent and Board President.</p> <ul style="list-style-type: none"> • The superintendent will ensure that staff is aware of the process and protocols for Board Members visiting the classrooms. • A Board Member whose child attends one of the schools of the District has the same right and the same responsibilities as any other parent to participate in his or her child's educational program.
--	---

Protocol	Governance Self-Assessment
Rationale	<ul style="list-style-type: none"> • Conducting a governance self-evaluation demonstrates accountability to the community and the interest of the governance team to strengthen and improve governance practices.
Protocol Agreement	<ul style="list-style-type: none"> • The board supports continuous improvement through ongoing evaluation of governance effectiveness. • The board will meet annually to review governance effectiveness and governance team agreements. • The evaluation process will align with assessment of progress on district goals and the superintendent evaluation.

Protocol	Collective Bargaining
Rationale	<p>Board members involvement in the collective bargaining process ensures that the District is represented well by those selected to negotiate on behalf of the Board and the community, while also ensuring that the ethical, fiscal and educational goals of the VUSD community are represented in the actions taken throughout the collective bargaining process</p>
Protocol Agreement	<p>To achieve this, board members should:</p> <ul style="list-style-type: none"> • Participate by providing direction and guidance to those selected to represent the Board (District Negotiating Team). Board members will not participate in the individual negotiation sessions, either directly (at the table) or indirectly (observing the District's negotiation team). • Create the most positive environment possible to support the negotiation process; (e.g., Superintendent will endeavor to hold regular monthly employee/employer relations (ERR) meetings with each union's lead Negotiator and President). Superintendent and management team members shall endeavor to hold regular meetings to maintain consistent positive communication. • Set the District's collective bargaining parameters for its negotiation team. • Expect, as the representative of the Board, that the Superintendent will ensure that the Board, collectively and individually, is informed on the issues and strategies implemented within the collective bargaining process. • Expect, as the representative of the Board, that the Superintendent will

recommend, for approval of the Board, the Chief Negotiator and the members of the District's negotiation team.

- **Encourage open communication to all those impacted by negotiations, within allowed parameters.**
- **Expect, while the negotiation process is taking place that the Superintendent will be available to address the challenges related to the district. As the representative of the Board, the Superintendent will guide the development of the bargaining strategy and will be primarily responsible for facilitating the collective bargaining process.**

Appendix A

EFFECTIVE GOVERNANCE⁴

Utilizing effective governance techniques, private citizens, once elected to school boards, work with the superintendent to keep all district efforts focused on student learning. Effective governance tenets encompass the basic characteristics and behaviors that enable governance team members to effectively create a climate for excellence in a school district.

Working as a group, board members and the superintendent leverage the efforts of the professional staff by setting a direction for the district reflective of the community's wishes for its children, by creating a supportive framework for action in the district, by holding the system accountable through mutually agreed upon mechanisms, by providing support to students and staff through behaviors and actions, and by demonstrating community leadership on behalf of children, district schools and public education. When this is done effectively, the chances of a climate for excellence being created in which students thrive increases dramatically.

Whether in the boardroom, out in the community or at home, board members are always Board Members for the district. The integrity of the school district's educational program is dependent upon the responsible and professional manner in which each board member, and the board collectively, fulfills governance roles and responsibilities with the superintendent. The demeanor of governance team members sends an important message to the public.

⁴Source: California School Boards Association

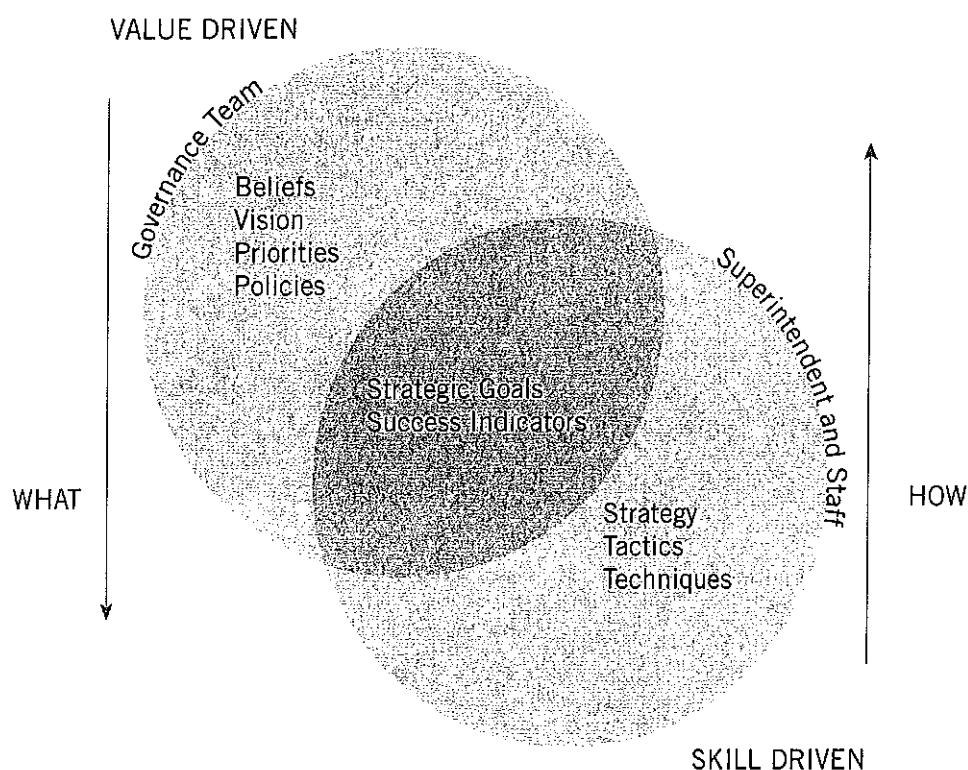
Appendix B

EFFECTIVE GOVERNANCE TEAMS ⁵

Effective teams value and respect their essential roles, reach mutual agreement on the roles of the board and superintendent, and strive to operate within them.

The community elects school board members to set and monitor the direction of the school district, and the district superintendent will translate all efforts into action. Boards and superintendents work together to ensure a district has effective leadership. There are important distinctions to be made between the board's role and that of the superintendent and staff. The role of the school board is not to run the schools, but to see that the schools are well run. It is therefore vital that the board and superintendent have a respectful and productive working relationship based on trust and open communications.

UNDERSTANDING GOVERNANCE ROLES



⁵ Source: California School Boards Association

Example

Role of the Board President	
Principle	<ul style="list-style-type: none"> • The board has an obligation to set an example of good government in action for the community. • The board intends for meetings to proceed professionally, efficiently and effectively. • The board president sets the tone and shapes the public's perception of the school board. • Each board member must have the opportunity to express his or her viewpoint during board deliberation.
Protocol	<p>The role of the board president is to:</p> <ul style="list-style-type: none"> • Confer with the superintendent before the board meeting to prepare, as necessary for the board meeting. • Facilitate the board meeting, supporting the effective flow of the discussion and encouraging input from all trustees while staying on task, moving forward, and maintaining proper meeting decorum • Model the tone and behavior the board wishes to convey to the community. • Following the board meeting, the board president with the superintendent will ensure there is appropriate follow-up and clarification of possible options for the board. • The board president serves as the primary spokesperson for the board.

Discussion



Board Deliberation and Motions on Agenda Action Items	
Principle	<ul style="list-style-type: none"> • The tenets of parliamentary procedure help ensure the orderly conduct of board meetings. • Establishing clear and simple rules leads to wider understanding and participation, fostering a healthier exchange of ideas. • Motions are the vehicles for orderly decision making by the board
Protocol	<ul style="list-style-type: none"> • The board president will introduce the agenda item and present the opportunity for the superintendent and staff to report on the issue at hand and to provide staff recommendations. • The board president will open the item for discussion so that board members may exchange thoughts or ask the superintendent and staff for further clarification if necessary. • Members of the public will be afforded the right to address the board before or during consideration of the item. (Gov Code 54954.3) • The board president will call for a motion. A board member may act by saying "I move that.....". • Another board member may second the motion by saying "I second the motion" • The board president will acknowledge the motion and second and ask if any further discussion by the board is necessary • The board president will call for a vote saying "All in favor please respond by saying aye." "Any opposed please respond by saying no." • The board president announces the result of the vote and clarifies Board direction for the Superintendent and the record keeper.

Protocols to Facilitate Governance Leadership

Example

Board Meeting Agenda Consent Calendar	
Principle	<ul style="list-style-type: none"> • A consent calendar allows the board to approve items together without discussion or individual motions. • Consent calendars help streamline meetings by allowing procedural decisions that are likely to be noncontroversial to be made through a single motion.
Protocol	<ul style="list-style-type: none"> • Board members, staff, or members of the public can request an item be pulled from the consent calendar for individual consideration. • Typical reasons to remove an item from the consent calendar are; to discuss the item, to query the item, or to register a vote against the item. • Ideally requests to remove an item from the consent calendar and the reason for the request should be made during approval of the agenda. Items may also be removed when the consent calendar is considered by the board. • Consent items should include, but are not limited to; approval of minutes, field trips, conference requests, inter-district transfers, volunteers, personnel, etc. • An agenda item "Items removed From The Consent Calendar" will follow the consent calendar on the agenda to facilitate consideration of removed items.

Newly Elected Board Member Resources	
Principle	<ul style="list-style-type: none"> • Newly elected members to the Board of Trustees will likely be unfamiliar with state open meeting laws, meeting procedural policies, board bylaws, the district budget, goals, and other district related issues. • The governance team wants to provide all the tools necessary to help new board members reach their potential to be a productive and effective member to the team. • Having resources related to board meeting procedure and pertinent district information will help prepare new board members for their first board meeting and facilitate integration into the governance team.
Protocol	<p>Newly elected board members will receive the following resources upon election and prior to their first board meeting:</p> <ul style="list-style-type: none"> • Brown Act Handbook, LVUSD Governance Handbook and Governance Calendar, Annual Board Meeting Calendar, Board Bylaws/Policies, and CSBA Professional Governance Standards • Strategic/Long Range Plan, District Budget, District Budget Development Calendar, and District Resource Document <p>The governance team will schedule a workshop/conversation meeting at the first board meeting held with newly elected board member(s). This should include a mock meeting scenario to help familiarize new board members with agenda item participation, making motions, and all other board meeting procedures.</p>



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- ☒ Original Declaration of Need for year: 2015-2016
☐ Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Vallecito Union School District District CDS Code: 61580

Name of County: Calaveras County CDS Code: 05

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 04 / 15 / 15 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2016.

Submitted by (Superintendent, Board Secretary, or Designee):

Don Oaden
Name

[Signature]
Signature

Superintendent
Title

209-795-8505
Fax Number

209-795-8030
Telephone Number

4/15/2015
Date

P.O. Box 329, Avery, CA 95224
Mailing Address

doaden@vsd.k12.ca.us
Email Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____ / ____ / ____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____ Name	_____ Signature	_____ Title
_____ Fax Number	_____ Telephone Number	_____ Date
_____ Mailing Address		
_____ E-Mail Address		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	1
<input checked="" type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	1
List target language(s) for bilingual authorization: <u>Spanish</u>	
<input checked="" type="checkbox"/> Resource Specialist	1
<input type="checkbox"/> Teacher Librarian Services	
<input type="checkbox"/> Visiting Faculty Permit	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	2
Single Subject	2
Special Education	2
TOTAL	6

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☒ Yes

☐ No

If no, explain. _____

Does your agency participate in a Commission-approved college or university intern program?

☒ Yes

☐ No

If yes, how many interns do you expect to have this year? 1

If yes, list each college or university with which you participate in an intern program.

National University, Stanislaus State

If no, explain why you do not participate in an intern program.

Summary of Proposed Collective Bargaining/Salary Agreement Between

Section 1:

Vallecito Union School District

and

Name of Bargaining/Represented Unit Principals, Confidential, Management

The proposed agreement covers the period beginning 7/1/2015 and ending 6/30/2016

and will be acted upon by the Governing Board at its meeting on 4/15/2015

TO THE GOVERNING BOARD AND THE COUNTY SUPERINTENDENT OF SCHOOLS: In compliance with the Public Disclosure requirements of AB-1200 (Statutes 1991, Chapter 1213), GC 3547.5 (Statutes of 2004, Chapter 25) as well as the Salary Settlement Notification requirements of SB-1677 when Teachers Salary/Benefit Negotiations are finalized after the final budget is adopted.

PUBLIC DISCLOSURE

The agreement was publicly disclosed on : 4/15/2015

The agreement was posted at : 4545 B. Moran Road Location / Newspaper District Office
Avery, CA 95224

GENERAL

Section 2: STATUS OF BARGAINING UNIT AGREEMENTS

If this Public Disclosure is not applicable to all of the District's bargaining units, indicate the current status.

of Employees Represented

Certificated	<u>Settled</u>	<u>30</u>
Principals, Confidential, Mgmt	<u>Settled</u>	<u>8</u>
Classified	<u>Pending Settlement</u>	

Section 3: Proposed Change in Compensation

Compensation	Costs prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/Decrease 2015/16	Year 2 Increase/Decrease 2016/17	Year 3 Increase/Decrease 2018/19
1 Salary Schedule (This is to include Step and Column, which is also reported separately in Item 6)	\$ 504,512.00	\$35,839.00	\$10,807.02	\$11,023.16
		%	%	%
2 Other Compensation Stipends, Bonuses, Longevity Overtime, Differential, etc		%	%	%
Description of other compensation				
3 Statutory Benefits STRS, PERS, FICA, WC, UI, Medicare	\$91,190.00	\$7,122.00	\$2,161.00	\$2,204.00
4 Health/Welfare Plans	\$76,000.00	%	%	%
5 Total Compensation , Add Items 1 thru 4 to equal 5	\$ 671,702.00	\$42,961.00	\$12,968.02	\$13,227.16
		%	%	%
6 Step and Column	0	\$15,703.00	\$10,807.02	\$11,023.16
7 Total Number of Represented Employees (Use FTEs if appropriate)	7.5	7.5	7.5	7.5
8 Total Compensation Cost for Average Employee	\$89,560.27	5728.13	1729.07	1763.62
		6.40%	0.02%	0.02%

Section 4: Questions Regarding Proposal

1 What was the negotiated percentage increase approved?

The salary schedules were increased by 4% and will be effective 7/01/2015.

2 Were there any additional steps, columns, or ranges changes to the schedules? (If yes, explain)

No changes

3 Were there any changes in the Health & Welfare Benefit Cap?

No changes

4 What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement?

5 What contingency language is included in the proposed agreement?

6 Identify other major provisions that do not directly affect the district's costs such as binding arbitration, grievance procedures, etc.

Section 5: Source of Funding

1 Current Year

The cost of this settlement agreement will be funded from General Fund Reserves with planned deficit spending.

2 Is this a single year agreement, how will the ongoing cost of the proposed agreement be funded in future years

Ongoing costs will be funded through property taxes and categorical revenues.

**TENTATIVE AGREEMENT
BETWEEN THE
VALLECITO UNION SCHOOL DISTRICT
AND THE
VALLECITO CONFIDENTIAL / MANAGEMENT EMPLOYEES**

The parties hereby agree to the following for the 2015-2016 school year:

Article VI – Wages

Article VI is modified as reflected in the attached document (Exhibit A).

Article XI – Vacation

11.2 Paid Vacation - Except as otherwise provided in this Article, paid vacation shall be granted no later than the fiscal year immediately following the fiscal year in which it is earned. The employee may be granted paid vacation during the fiscal year even though the vacation has not been earned at the time it is taken.

For most of the Confidential/Management employees the following vacation earned time applies:

- 1 to 2 years 12 days of vacation
- 3 to 4 years 15 days of vacation
- **5 to 6 years 18 days of vacation**
- **7 to 8 years 20 days of vacation**
- **9 to 10 years 22 days of vacation**
- **11 plus years..... 25 days of vacation**

11.3 Vacation Carry-Over – If for any reason, an employee is not able to take all or any part of his/her annual vacation, the amount not taken shall be accumulated for use not later than **June 30th of the second school year, i.e. July 1, 2015 – June 30, 2017.** If it is not possible for the employee to complete his/her vacation **by June 30th of the 2nd vacation year the employee shall be compensated at the rate of pay under which the vacation time was earned, not to exceed five days.**

Article XIV – Health and Welfare Benefits

14.6 Tuberculosis Examination - No person shall be employed initially unless he/she has submitted to a tuberculosis examination within the past sixty (60) days to determine whether he/she is free from active tuberculosis.

Thereafter, each district employee who was found free of infectious tuberculosis shall undergo a tuberculosis risk assessment (Exhibit B), and an examination whenever risk factors are identified, at least once every four years.

14.6.1 The tuberculosis examination shall consist of either an approved intradermal tuberculin test or X-ray of the lungs.

Normally, the examination will be made by the County Health Services. If, because of the assigned work shift, the employee cannot take advantage of the services of the County Health Services, release time can be arranged.

14.6.2 After the examination **and/or risk assessment**, each employee shall place on file with the District a certificate from the examining physician showing that the employee is **determined to be** free from active tuberculosis.

For Confidential/Management Unit:

Cheryl Boyle
Christy L. Alford
Johanna Simmersitt
[Signature]
[Signature]
[Signature]

For the District:

[Signature]

Dated: March 25, 2015



Adult Tuberculosis (TB) Risk Assessment Questionnaire¹

(To satisfy California Education Code Section 49406 and Health and Safety Code Sections 121525-121555)

To be administered by a licensed health care provider (physician, physician assistant, nurse practitioner, registered nurse)

Name: _____ Date of Risk Assessment: _____

Date of Birth: _____

History of positive TB test or TB disease Yes ☐ No ☐

If yes, a symptom review and chest x-ray (if none performed in previous 6 months) should be performed at initial hire.*
If no, continue with questions below.

If there is a "Yes" response to any of the questions 1-5 below, then a tuberculin skin test (TST) or Interferon Gamma Release Assay (IGRA) should be performed. A positive test should be followed by a chest x-ray, and if normal, treatment for TB infection considered.

Risk Factors	
1. One or more signs and symptoms of TB (prolonged cough, coughing up blood, fever, night sweats, weight loss, excessive fatigue) Note: A chest x-ray and/or sputum examination may be necessary to rule out infectious TB. ²	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Close contact with someone with infectious TB disease	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Birth in high TB-prevalence country** (**Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Travel to high TB-prevalence country** for more than 1 month (**Any country other than the United States, Canada, Australia, New Zealand, or a country in Western or Northern Europe.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Current or former residence or work in a correctional facility, long-term care facility, hospital, or homeless shelter	Yes <input type="checkbox"/> No <input type="checkbox"/>

*Once a person has a documented positive test for TB infection that has been followed by an x-ray that was deemed free of infectious TB, the TB risk assessment is no longer required.

¹ Adapted from a form developed by Minnesota Department of Health TB Prevention and Control Program and Centers for Disease Control and Prevention.
² Centers for Disease Control and Prevention (CDC). *Latent Tuberculosis Infection: A Guide for Primary Health Care Providers*. 2013.
(<http://www.cdc.gov/tb/publications/LTB/latetb.pdf>)



ADULT TUBERCULOSIS (TB) RISK ASSESSMENT QUESTIONNAIRE

(To satisfy California Education Code Section 49406 and Health and Safety Code Sections 121525-121555)

CERTIFICATE OF COMPLETION

To be signed by the licensed health care provider completing the risk assessment and/or examination

Name: _____ Date: _____

Date of Birth: _____

The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.

Health Care Provider Signature _____

Please Print Health Care Provider Name _____ Title _____

Office Address: Street _____ City _____ State _____ Zip Code _____

Telephone _____ Fax _____

Vallecito Union School District
 2015-2016 Manager of Operations and Transportation Salary Schedule
Proposed - for Board Approval April 15, 2015

Annual Salary

STEP	1	2	3	4	5	6	7	8
260 days	55,254	57,464	59,763	62,153	64,640	67,225	69,914	73,410

- 1) 2015/16 Insurance Cap is \$9,500
- 2) Mandatory attendance at all Board meetings
- 3) \$600 annual cell phone stipend
- 4) Step 9 through Step 20 increase 1% annually

Vallecito Union School District
 2015-2016 Director of Technology
Proposed - for Board Approval April 15, 2015

Annual Salary

STEP	1	2	3	4	5	6	7	8
260 days	55,254	57,464	59,763	62,153	64,640	67,225	69,914	73,410

- 1) 2015/16 Insurance Cap is \$9,500
- 2) Mandatory attendance at all Board meetings
- 3) \$600 annual cell phone stipend
- 4) Step 9 through Step 20 increase 1% annually

Vallecito Union School District
2015-2016 CONFIDENTIAL SALARY SCHEDULE
Proposed - for Board Approval April 15, 2015

HOURLY SALARY - 260 days per year

Step	I	II	III	IV	V	VI
1	15.22	15.87	16.58	17.28	18.05	21.10
2	15.87	16.58	17.28	18.05	18.83	21.94
3	16.58	17.28	18.05	18.83	19.66	22.82
4	17.28	18.05	18.83	19.66	20.45	23.73
5	18.05	18.83	19.66	20.45	21.27	24.68
6	18.83	19.66	20.45	21.27	22.12	25.67
7	19.66	20.45	21.27	22.12	23.00	26.70
8	20.64	21.47	22.33	23.23	24.15	28.04
9	20.85	21.68	22.55	23.46	24.39	28.32

- I Clerk Receptionist
- II Account Clerk I
- III Account Clerk II
- IV Account Clerk III
- V Administrative Secretary / Technology Specialist
- VI Administrative Assistant

- 1) 2015/16 Insurance cap is \$9,500
- 2) \$500 auto/mileage stipend for Administrative Assistant
- 3) \$600 cell phone stipend for Administrative Assistant
- 4) \$600 cell phone stipend for Technology Specialist
- 5) Step 9 through Step 20 increase 1% annually

ANNUAL SALARY - 260 days per year

I	II	III	IV	V	VI
31,657.60	33,009.60	34,486.40	35,942.40	37,544.00	43,888.00
33,009.60	34,486.40	35,942.40	37,544.00	39,166.40	45,635.20
34,486.40	35,942.40	37,544.00	39,166.40	40,892.80	47,465.60
35,942.40	37,544.00	39,166.40	40,892.80	42,536.00	49,358.40
37,544.00	39,166.40	40,892.80	42,536.00	44,241.60	51,334.40
39,166.40	40,892.80	42,536.00	44,241.60	46,009.60	53,393.60
40,892.80	42,536.00	44,241.60	46,009.60	47,840.00	55,536.00
42,931.20	44,657.60	46,446.40	48,318.40	50,232.00	58,323.20
43,368.00	45,094.40	46,904.00	48,796.80	50,731.20	58,905.60

Vallecito Union School District
2015-2016 Business Manager Salary Schedule
Proposed - for Board Approval April 15, 2015

Annual Salary

STEP	1	2	3	4	5	6	7	8
260 days	77,880	81,774	85,863	90,156	94,664	99,397	104,367	109,585

- 1) Insurance CAP for 2015/16 of \$9,500
- 2) Contract days 260-work days 218
- 3) Mandatory attendance at all Board meetings
- 4) Business Manager with CBO certificate will receive a \$500 annual stipend
- 5) \$600 annual cell phone
- 6) Step 9 through Step 20 increase 1% annually

Vallecito Union School District
2015-2016 PRINCIPAL SALARY SCHEDULE
Proposed - for Board Approval April 15, 2015

COLUMN	I	II	III	IV	V	VI	VII	VIII	IX	X
K-5 School	77,276	79,749	82,301	84,935	87,653	90,457	93,352	94,852	96,352	97,852
6-8 School	79,423	81,964	84,587	87,294	90,087	92,970	95,945	97,445	98,945	100,445
1/6 Deferred	585.43	604.16	623.49	643.44	664.03	685.28	707.21	718.58	729.94	741.30

- A) Master Degree Required
- B) Work year based on 205 days - It is the intention of the District and Board of Trustees that administrative work years should coincide with that of other administrators and with student schedules in order to promote effective planning, followup and coordination of programs
- C) Attendance required at all Board meetings
- D) Eleven (11) days of sick leave per year
- E) Salary of a principal at Column VII for four (4) years and for each four-year period thereafter, shall be increased by \$1,500 for a maximum of 3 additional steps
- F) New principals may be placed on schedule with up to five (5) years credit for prior administrative experience
- G) Movement on schedule will be affected by evaluation
- H) 2015/16 Insurance Cap is \$9,500
- I) Principal with a doctorate will receive an additional \$2,000
- J) \$600 annual cell phone stipend
- K) \$5,000 annual stipend for Coordinator of Curriculum, PD, and SBAC Testing
- L) \$5,000 annual stipend for Coordinator of LCAP Plan, CAPA, CMA, Science, and PE Testing

ADM33

All Personnel

AR 4112.4(a)

4212.4

HEALTH EXAMINATIONS

4312.4

Tuberculosis Tests

No applicant shall be initially employed by the district, or employed under contract, in a classified or certificated position unless he/she has submitted to a tuberculosis risk assessment within the past 60 days and, if tuberculosis risk factors are identified, has submitted to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the applicant shall obtain an x-ray of the lungs. At his/her discretion, an applicant may choose to submit to the examination instead of the risk assessment. (Education Code 49406)

(cf. 1240 - Volunteer Assistance)

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

(cf. 4212 - Appointment and Conditions of Employment)

Prior to employment by the district, an applicant shall submit a certificate from an authorized health provider stating that the applicant was assessed and/or examined and found to be free of infectious tuberculosis. (Education Code 49406)

An applicant who was previously employed in another school district or private or parochial school shall be deemed to have fulfilled the tuberculosis testing requirement if he/she produces a certificate showing that he/she was found to be free of infectious tuberculosis within 60 days of initial hire or if his/her previous employer verifies that it has a certificate on file showing that the applicant is free from infectious tuberculosis. (Education Code 49406)

Thereafter, each district employee who was found free of infectious tuberculosis shall undergo a tuberculosis risk assessment, and an examination whenever risk factors are identified, at least once every four years or more often when required by the Governing Board upon recommendation of the county health officer. However, once an employee has a documented positive test for tuberculosis infection followed by an x-ray, he/she shall no longer be required to submit to the tuberculosis risk assessment but shall be referred to the county health officer within 30 days of the examination to determine the need for follow-up care. (Education Code 49406)

The cost of the pre-employment tuberculosis risk assessment and/or examination shall be paid by the applicant, unless the Board has determined that the district will reimburse an applicant who is subsequently hired by the district. The district shall reimburse the employee for the cost, if any, of subsequent tuberculosis risk assessments and examinations. The district may provide for the risk assessment and examination or may establish a reasonable fee for the examination that is reimbursable to the employee. (Education Code 49406)

Whenever the district contracts for the transportation of students, the contract shall require that all drivers who will be transporting students complete the tuberculosis risk assessment and, if indicated, the examination for infectious tuberculosis within 60 days of initial hire. (Education Code 49406)

HEALTH EXAMINATIONS (continued)

(cf. 3312 - Contracts)
(cf. 3540 - Transportation)
(cf. 3542 - School Bus Drivers)

The following applicants or employees shall be exempted from the requirement to submit to a tuberculosis risk assessment and/or examination: (Education Code 49406)

1. An applicant/employee who files an affidavit stating that he/she adheres to the faith or teachings of a well-recognized religious sect, denomination, or organization and, in accordance with its creed, tenets, or principles, depends for healing upon prayer in the practice of religion and that, to the best of his/her knowledge and belief, he/she is free from infectious tuberculosis

Such an exemption shall be allowed only if the Board determines by resolution, after a hearing, that the health of students would not be jeopardized. If at any time there is probable cause to believe that the applicant/employee is afflicted with infectious tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not afflicted.

(cf. 4030 - Nondiscrimination in Employment)

2. A classified employee who is employed for less than a school year and whose functions do not require frequent or prolonged contact with students
3. A pregnant employee who has positive results on a tuberculosis skin test, in which case she shall be exempted from the requirement to follow up with an x-ray of the lungs for a period not to exceed 60 days after the end of the pregnancy
4. A private contracted driver who transports students infrequently without prolonged contact with students

Examination of Certificated Employees for Disabling Diseases

To fill a certificated position with an applicant who has not previously been employed in a certificated position in California, or with a retirant who has not been employed as a retirant, the district shall have on file a medical certification indicating that the applicant or retirant is free from any disabling disease which would render him/her unfit to instruct or associate with children. (Education Code 44839, 44839.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

HEALTH EXAMINATIONS (continued)

The certificate shall be completed and submitted directly to the district by an authorized health care provider. The medical examination referenced in the certificate must have been conducted within six months of the date that the certificate is filed. (Education Code 44839, 44839.5; 5 CCR 5503)

Applicants and retirants shall pay for the cost of obtaining the medical certification. (Education Code 44849, 44839.5)

Certificated employees and/or retirants shall be required to periodically undergo, at district expense, a medical examination pursuant to Education Code 44839 or 44839.5 to determine that they are free from any communicable disease making them unfit to instruct or associate with children. (Education Code 44839, 44839.5)

Mental Examination for Certificated Employees

Whenever the Board is considering the suspension or transfer of a certificated employee based on its reasonable belief that the employee is suffering from mental illness of such a degree as to render him/her incompetent to perform his/her duties, the employee shall be offered the opportunity of being examined by a three-member panel of psychiatrists and psychologists in accordance with Education Code 44942. The employee shall select the members of the panel from a list of psychiatrists and psychologists provided by the district. The examination shall be conducted, at district expense, within 15 days of the ordered suspension or transfer. The employee shall submit to the examination, but shall also be entitled to present a report of any psychiatrist, psychologist, or physician of his/her own choice. (Education Code 44942)

(cf. 4032 - Reasonable Accommodation)

(cf. 4114 - Transfers)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

Legal Reference: (see next page)

HEALTH EXAMINATIONS (continued)

Legal Reference:

EDUCATION CODE

44839 Medical certificate; periodic medical examination

44839.5 Requirements for employment of retirant

44932 Grounds for dismissal of permanent employee

44942 Suspension or transfer of certificated employee on ground of mental illness

45122 Physical examinations

49406 Examination for tuberculosis

BUSINESS AND PROFESSIONS CODE

2700-2838 Nurses

3500-3546 Physician assistants

HEALTH AND SAFETY CODE

121525 Private and parochial school employees, examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

5502 Filing of notice of physical examination for employment of retired persons

5503 Physical examination for employment of retired persons

5504 Medical certification procedures

COURT DECISIONS

Doe v. Lincoln Unified School District, (2010) 188 Cal.App.4th 758

Leonel v. American Airlines, Inc., (2005) 400 F.3d. 702

Raven v. Oakland Unified School District, (1989) 213 Cal.App.3d 1347

Management Resources:

WEB SITES

California Department of Public Health: <http://www.cdph.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Public Health Institute: <http://www.phi.org>

U.S. Food and Drug Administration: <http://www.fda.gov>

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS**Definitions**

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Emergency medical assistance for a student suffering an epileptic seizure means the administration of an emergency antiseizure medication such as diazepam rectal gel and other emergency medications approved by the federal Food and Drug Administration for patients suffering from epileptic seizures. (Education Code 49414.7; 5 CCR 621)

Epinephrine auto-injector means a disposable drug delivery system with a spring-activated needle that is designed for emergency administration of epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal reaction to anaphylaxis. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Providing parent/guardian and authorized health care provider written statements each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49414.7, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician and updating the information when needed. (Education Code 49480)
3. If the student suffers from epilepsy, notifying the principal or designee whenever the student has had an emergency antiseizure medication administered to him/her within the past four hours on a school day. (Education Code 49414.7)
4. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration
4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication, including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
5. Contain an acknowledgment that the parent/guardian understands that he/she may terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer auto-injectable epinephrine or prescribed diabetes or asthma medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49414.7, 49423, 49423.1; 5 CCR 602, 626)
2. The name of the medication (Education Code 49414.7, 49423, 49423.1; 5 CCR 602, 626)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49414.7, 49423, 49423.1; 5 CCR 602, 626)
4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49423, 49423.1; 5 CCR 602)
5. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
6. Possible side effects of the medication
7. Name, address, telephone number, and signature of the student's authorized health care provider

When authorizing a district employee to administer emergency antiseizure medication to a student, the authorized health care provider's written statement shall also include the following: (Education Code 49414.7; 5 CCR 626)

1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary
2. Any potential adverse responses by the student and recommended mitigation actions, including when to call emergency services
3. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class and the length of time he/she should be under direct observation

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

4. A statement that, following a seizure, a school administrator or other staff member shall contact the school nurse and the student's parent/guardian to continue the observation plan

District Responsibilities

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement
 2. Accept delivery of medications from parents/guardians and count and record them upon receipt
 3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered
 4. Maintain for each student a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
 5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
 6. Ensure that student confidentiality is appropriately maintained
- (cf. 5125 - Student Records)*
7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities

(cf. 5148.2 - Before/After School Programs)
(cf. 6145.2 - Athletic Competition)
(cf. 6153 - School-Sponsored Trips)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

8. Report to a student's parent/guardian and the site administrator any refusal by the student to take his/her medication
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects
11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose
12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. Provide immediate medical assistance if needed and report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Additional Requirements for Management of Epileptic Seizures

In addition to applicable provisions in the sections above, the Superintendent or designee shall make arrangements for assisting students with epilepsy who may suffer a seizure at school. Such arrangements shall include the following: (Education Code 49414.7; 5 CCR 620-627)

1. **Services or Accommodations:** Whenever a parent/guardian requests that a nonmedical district employee be trained to provide emergency medical assistance to his/her child, the parent/guardian shall be notified that the child may qualify for services or accommodations pursuant to 20 USC 1400-1482, the Individuals with Disabilities Education Act (IDEA), or 29 USC 794, Section 504 of the federal Rehabilitation Act of 1973 (Section 504).

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

The Superintendent or designee shall assist the parent/guardian to explore that option and shall encourage him/her to adopt the option if the student is determined to be eligible for such service or accommodation.

If the student's parent/guardian refuses to have him/her assessed for services or accommodations under IDEA or Section 504, the Superintendent or designee may develop an individualized health plan, seizure action plan, or other appropriate health plan designed to acknowledge and prepare for the student's health care needs in school.

2. **Request for Volunteers:** The Superintendent or designee shall distribute an electronic notice to school staff no more than twice per school year per student whose parent/guardian has requested provision of emergency medical assistance pursuant to Education Code 49414.7. The notice shall be in bold print and, in accordance with Education Code 49414.7, shall contain a description of the request for a volunteer school employee, the training that such volunteer school employee will receive, the voluntary nature of the program, and the timelines for the volunteer school employee to rescind his/her offer. No other means of soliciting volunteer school employees shall be conducted.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

If no employee volunteers to administer emergency antiseizure medication to a student, the Superintendent or designee shall again notify the student's parent/guardian of the option to have the student assessed for services and accommodations under IDEA or Section 504.

3. **Training:** Any employee who volunteers to administer an emergency antiseizure medication shall receive from a licensed health care professional the training specified in 5 CCR 623 before administering such medication. The training shall include, but is not limited to:
 - a. Recognition and treatment of different types of seizures
 - b. Administration of an emergency antiseizure medication
 - c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the principal or designee to call the emergency 911 telephone number and to contact the student's parent/guardian, but not necessarily to transport the student to an emergency room
 - d. Techniques and procedures to ensure student privacy

(cf. 4131 - Staff Development)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5022 - Student and Family Privacy Rights)

When a trained employee has not administered an emergency antiseizure medication to a student within two years after completing the training and a student who may need the administration of an emergency antiseizure medication is enrolled in the school, the employee shall be retrained in order to retain the ability to administer an emergency antiseizure medication.

4. Notification of Administration: The Superintendent or designee shall establish a process for notifying the credentialed school nurse, or the Superintendent or designee as applicable, whenever an employee administers an emergency antiseizure medication to a student at a school site.
5. Supervision of Volunteers: Volunteer school employees shall be supervised by a licensed health care professional in accordance with 5 CCR 627.

Emergency Epinephrine Auto-Injectors

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414, and shall be based on the standards developed by the Superintendent of Public Instruction. Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in his/her personnel file. (Education Code 49414)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying of the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

(cf. 3290 - Gifts, Grants and Bequests)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

(cf. 3580 - District Records)