

**Special Meeting of the  
VALLECITO UNION SCHOOL DISTRICT  
Governing Board  
AGENDA**

*Special Meeting agenda called by the Board President Pursuant to Government Code section 54956*

**10-3-16**

The special meeting will be held at the  
**Vallecito District Conference Room**  
**3:30 p.m. Open Public Session > Convene to Closed 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 4545 B Moran Road during normal business hours.*

- I. SPECIAL MEETING CALLED TO ORDER**
- II. ESTABLISHMENT OF QUORUM**
- III. PUBLIC COMMENT ON ANY ITEM ON THE CLOSED SESSION AGENDA**
- IV. CLOSED SESSION**

**A. PERSONNEL**

**CERTIFICATED**

Public Employment

- Creation of 1.0 FTE TK-5<sup>th</sup> grade Elementary Teacher position
- Creation of 1.0 FTE 6 – 8<sup>th</sup> Middle School Teacher position
- Creation of .4881 FTE 6 – 8<sup>th</sup> grade Middle School Teacher position

**CLASSIFIED**

Public Employment

- Creation of 2.25 hr./day Computer Instructor / Technician position # 2149
- Creation of 5.75 hr./day Health/Special Circumstance/Full Inclusion Aide @ HFE, position # 2120

Public Employee Appointment

- Appoint Computer Instructor/Technician position # 2150 at AME

**B. CONFERENCE WITH LABOR NEGOTIATOR – Don Ogden, Superintendent**

- Vallecito Teachers' Association
- California School Employees' Association – Chapter 748

*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)*

**V. OPEN SESSION**

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

**VI. PERSONNEL– Action requested**

**A. CERTIFICATED**

A.1 Board's consideration to create the following Certificated positions:

- Creation of 1.0 FTE TK-5<sup>th</sup> grade Elementary Teacher position
- Creation of 1.0 FTE 6 – 8<sup>th</sup> Middle School Teacher position
- Creation of .4881 FTE 6 – 8<sup>th</sup> grade Middle School Teacher position

**Motion:                      Second:                      Vote:**

**B. CLASSIFIED**

B.1B Board's consideration to create the following Classified positions:

- Creation of 2.25 hr./day Computer Instructor / Technician position # 2149
- Creation of 5.75 hr./day Health/Special Circumstance/Full Inclusion Aide @ HFE, position # 2120

**Motion:                      Second:                      Vote:**

B.2B Appoint Computer Instructor/Technician, position # 2150 at AME

**Motion:                      Second:                      Vote:**

**VII. GENERAL BUSINESS– Action requested**

A. Board's consideration for the purchase of a Kioti Tractor / Loader for the Grounds and Maintenance Dept.

**Motion:                      Second:                      Vote:**

B. 9-21-16 Minutes of the Regular Meeting

**Motion:                      Second:                      Vote:**

C. MOU between Teachers College of San Joaquin and VUSD for Teacher Intern program

**Motion:                      Second:                      Vote:**

**VIII. ADJOURNMENT**

Posting of Notice by October 2, 2016: Emailed agenda to the following: Calaveras Enterprise, Union Democrat, The Pine Tree, Calaveras Chronicle and to staff and various other community members. Posted at: District Office and VUSD website – [vallecito-ca.schoolloop.com](http://vallecito-ca.schoolloop.com)

*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.*

A-1 Sharpening  
 660 E ST Charles St  
 PO BOX 366  
 San Andreas, CA 95249  
 209-754-1547



Vallecito Unified School Dist.

## QUOTE

**Quote #** 0000095

**Quote Date** 09/22/2016

Item	Description	Unit Price	Quantity	Amount
	Kioti CK2610H-I Tractor	13043.62	1.00	13,043.62
	Kioti KL2610QA-60 Loader	3385.51	1.00	3,385.51
	CA Tire Fee	1.75	4.00	7.00

NOTES: Quote Good For 60 Days-School Dist.

	<b>Subtotal</b>	16,436.13
	+ Tax (7.50%)	1232.18
	<b>Total</b>	17,668.31
	<b>Amount Paid</b>	0.00
	<b>Quote</b>	\$17,668.31

**VALLECITO UNION SCHOOL DISTRICT**

**Minutes of the Regular Meeting**

September 21, 2016

**PUBLIC SESSION CALLED TO ORDER** – President Pratt opened the public meeting at 4:06 p.m.

**ESTABLISHMENT OF QUORUM** - Board member Carol Gordon attended Closed Session at Hazel Fischer School and attended the open public session via conference call from the following address: 348 Scott Street, Murphys, CA

Tom Pratt – President  
Ali Heermance – Clerk  
Colby Barker  
Wayne Harrison – *Absent*

**ADMINISTRATION PRESENT:** Don Ogden, Superintendent/Principal

**APPROVAL OF AGENDA** – A motion was made by Ms. Gordon, seconded by Mrs. Heermance to approve the agenda. Motion passed 4-0-1 – Harrison Absent

**PUBLIC COMMENT ON ANY ITEM ON THE CLOSED SESSION AGENDA** - None

**CLOSED SESSION**

**A. PERSONNEL**

**CERTIFICATED**

Public Employee Appointments  
Coast Camp Coordinator – *B.12*  
AMS Yearbook- *B.12*  
Teacher in Charge – AMS – *B.12*  
K-5 Elementary Teacher – *D.1A*

**CLASSIFIED**

Public Employment

Modification to the following classified position – *B.11*

From 2 hrs./day to 2.5 hrs./day Food Service Worker position # 2514 at Avery

Approve Classified Job Description – *B.13*

Health/Special Circumstance/Full Inclusion – Signed Communication Support for Deaf/Hard of Hearing Students

Creation of Classified position – *B.14*

4.0 hour /day Health/Special Circumstance/Full Inclusion – Signed  
Communication Support for Deaf/Hard of Hearing Students, position # 2107  
@ AME

Public Employee Discipline/Dismissal/Release

Public Employee Appointment – *D.2A*

5.75 hr./day Computer Instructor/Technician position # 2152 at Avery

**OTHER**

Coaching appointments – *B.5*

- 5<sup>th</sup> grade Boys' basketball - HFE
- Cross Country at AMS
- 5<sup>th</sup> grade AME Girls' basketball

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

**OPEN PUBLIC SESSION** – President Pratt re-convened the public session at 5:43 p.m. and reported the following action was taken in closed session:

A motion was made by Mrs. Heermance, seconded by Ms. Gordon to accept the resignation of 1 hour of a Classified Food Service worker, position # 2411. Motion passed 4-0-1 – Harrison absent

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

**STAFF PRESENT:** Mary Ellen Stone, Cathy Kuhn, Jay Ecoff, Gretchen McReynolds, Cheryl Boyd, Ted Hunter, Oleta Retemeyer, Emily Vieira, Sue Rosenquist, Lisa Shaw, Anna Blunt, Michelle Wright, Sharon Todeschini, Tobie Doyle, Linda Rasmussen, Jenny Pelland, Karla St. Louis, Nanelle McCracken

**OTHERS PRESENT:** Kathryn Eustis-Smith, Ellie Shaw, Susan Singleton

**COMMENTS AND QUESTIONS FROM THE AUDIENCE**

**Vallecito Teachers' Association** –Michelle Wright thanked certificated staff, classified staff and substitute staff for working together to start the school year with deficit staff and last minute hiring. Thank you to staff who worked this summer with the interviewing/hiring process. Gratitude for the quality board leadership and looking forward to a positive campaign with positive results.

**California School Employees Association – Vallecito Chapter 748** – None

**General Public / Community Groups / Parent Groups** - None

**Staff Members** – None

**ANNOUNCEMENTS AND COMMUNICATIONS**

**Student Representative** – Ellie Shaw – Student Body President, reported on the following events at Avery Middle School: Selected teams for the Sport-O-Rama, held first dance, Intramurals – beach volleyball and soccer soon, Girls' basketball under way, Cross Country, Hawk Friday = students wear spirit colors and/or gear on Fridays, Soles for Souls

**Board Members** – **Mr. Barker** – has witnessed the great parent support at Michelson School, understanding of large class sizes and the hard work of the staff; **Ms. Gordon** – Closed Session, reading ACSA news, educational matters; **Mrs. Heermance** – HFE Back to School, AME Parent Club BBQ, C & I, participated in Art in Action – 3<sup>rd</sup> grade; **Mr. Pratt** – HFE Back to School, AME Back to School, Benefits Advisory, time with DA and Sheriff's office dealing with issues involving a fellow board member.  
**Don Ogden** – Superintendent / Principal

- Election – Very important to have a strong board to work towards the District goals
- LCAP and Budget review letter from CCOE – *Positive reporting from VUSD*
- Years of Service Staff Recognitions – The following staff were recognized for their Years of Service with the District: Sue Rosenquist – 30 years, Sharon Todeschini – 20 years, Karla St. Louis – 20 years, Susan Singleton – 20 years, Nanelle McCracken – 20 years. Staff not in attendance: Deb Rocco – 15 years, Kathy Olson – 15 years, Greg Giuffra – 15 years
- New Staff Introductions - Cathy Kuhn – AME, Mary Ellen Stone – AME, Oleta Retemeyer – AMS, Ted Hunter – AMS, Anna Blunt – DW

## REGULAR AGENDA ITEMS

### A. GENERAL BUSINESS

- A.1 School Climate Report Card for Middle School - Kathryn Eustis-Smith presented a power point presentation regarding the Healthy Kids Survey for middle schoolers.
- A.2 PUBLIC HEARING:  
Certification of Sufficiency of Student Access to Textbooks and/or Instructional Materials  
**Opened Hearing:** 6:44 pm      **Comments:** Mr. Ogden reported that textbooks and materials are sufficient  
**Closed Hearing:** 6:45 pm
- A.3 Adopted Resolution # 16-17-04– In Compliance with E.C. 60119 - Determination of Sufficiency of Student Access to Textbooks and/or Instructional Materials for Fiscal Year 2016-2017  
**Motion:** Gordon      **Second:** Heermance      **Vote:** 4-0-1: Ayes - Pratt, Heermance, Barker, Gordon; Absent - Harrison
- A.4 Resolution 16-17-02 Accounting of Development Fees – DRAFT
- A.5 BP 6170.1 - Transitional Kindergarten – *There was discussion regarding TK student enrollment / needs*
- A.6 Board member Carol Gordon’s request of a re-visit to Resolution # 14-15-17 – In the Matter of the Governing Board’s Adoption of a Second Resolution Censoring Vallecito Union School District Governing Board Member Carol Gordon – Ms. Gordon requested that the censure be lifted in order for her to perform her job as a board member. Ms. Gordon asked to not listen in to the discussion due to the situation being too emotional for her. Mr. Ogden stated that it was her request to discuss this and he asked that she remain on the line during the discussion. If she removed herself from the discussion, then he would call her back. President Pratt addressed the Board that Ms. Gordon has recently been arrested twice... “How can the Board allow Ms. Gordon to visit school sites and represent our Board and community with these incidents occurring?” This is not the tone the Board wants to portray to the VUSD community. Mr. Pratt is not in support of lifting the censure. Ms. Gordon replied that she is a victim of a violent sex crime, not a criminal. Mr. Pratt interrupted Ms. Gordon and stated that this personal situation has nothing to do with serving on the Board. If there are areas in her personal life that need help, then she should get help. She has responsibilities to the students, staff and district and at this time Mr. Pratt cannot make a motion to lift the censure. Mr. Barker and Mrs. Heermance supported Mr. Pratt and neither made a motion to lift the censure. Without a motion or second, a vote to lift the censure could not be approved at this time.

**Ms. Gordon disconnected from the board meeting at approximately 7:15 p.m.** – at this time an effort was made to reconnect with Ms. Gordon however there was no answer.

- A.7 Information re: CSBA Annual Education Conference (AEC) and Trade Show – Dec 1 thru 3<sup>rd</sup>

### B. CONSENT AGENDA

- B.1 Warrants
- B.2 8/10/16 Regular and 8/12/16 Special Meeting minutes
- B.3 Approved the following Booster Club Applications:
- Michelson Parent Club

- B.4 Accepted donations / rebates from the following:
- \$5000 Murphys Covenant Church to AME Principal discretion fund
  - \$1000 Gail Ashley to AME Principal discretion fund
  - \$350 Mr. & Mrs. Olson to AME Principal discretion fund
  - \$263.68 Store Rebates to AME
  - \$189.82 Sierra Hills rebate to AME
  - School supplies from Mr. & Mrs. Zetterberg to AME
  - \$1000 Gary Andona/PGE to AME Library
  - \$100 Ms. Ferrians to AME Library
- B.5 Appointed the following Coaching positions:
- 5<sup>th</sup> grade Boys' basketball at HFE – *Jason Burita*
  - Cross Country @ AMS – *Doug & Diane Vickerman*
  - 5<sup>th</sup> grade Girls' basketball at AME – *Emilie Bouma, Kate MacDonald*
- B.6 Approved the following Overnight Field Trips
- 6<sup>th</sup> grade class to attend Camp SEA Lab in Aptos, CA on October 3 - 5, 2016
  - 8<sup>th</sup> grade Girls' Basketball team to travel to Lake Tahoe October 21 – 23, 2016
  - 8<sup>th</sup> grade Boys' Basketball team to travel to Lake Tahoe January 13 – 15, 2017
- B.7 Adopted Resolution # 16-17-03 – Authorization to Teach Outside Credential per E.C. 44256
- B.8 Approved Teacher Assignment Reports – AMS, AME, HFE
- B.9 Approved Bus Service Agreement between Alpine County OE and Vallecito USD
- B.10 Approved 60 Day Substitute Employee Confirmation
- B.11 Approved modification of the following classified positions
- Food Service Worker position # 2514 from 2 hrs./day to 2.5 hrs./day at Avery
- B.12 Appointed the following Certificated Voluntary Duty positions:
- Coast Camp Coordinator – *Tobie Doyle*
  - AMS Yearbook – *Rebecca Williams*
  - Teacher in Charge – AMS – *Emily Vieira*
- B.13 Approved job description for a Health/Special Circumstance/Full Inclusion – Signed Communication Support for Deaf/Hard of Hearing Students
- B.14 Created 4.0 hr./day Health/Special Circumstance/Full Inclusion – Signed Communication Support for Deaf/Hard of Hearing students - position # 2107 at AME
- B.15 Adopted Resolution # 16-17-01 – GANN Limit
- B.16 Approved Cal EMA Form 130-Emergency Management – *Dead trees @ HFE*
- B.17 Approved MOU between VUSD and Mark Twain Elementary SD for shared Counseling services
- B.18 Approved agreement for Hearing Conservation Services with the Stanislaus County Superintendent of Schools
- B.19 Approved CalState TEACH – Intern program agreement
- B.20 Approved Special Contract Services for Speech with Trudi Foss
- B.21 Adopted Resolution # 16-17-05 – Week of the School Administrator  
**Motion:** Barker      **Second:** Heermance      **Vote:** 3-0-2 – Ayes-Pratt, Heermance, Barker– Harrison, Gordon - Absent

**C. BUSINESS / FINANCE**

- C.1 Approved Unaudited Actuals – Mrs. McReynolds gave a summary presentation of the Unaudited Actuals  
**Motion:** Barker      **Second:** Heermance      **Vote:** 3-0-2 – Ayes-Pratt, Heermance, Barker– Harrison, Gordon - Absent

**D. PERSONNEL**

D.1 CERTIFICATED

D.1A Appointed Shelly Eaton as the K-5 Elementary Teacher position # 1503 at AME  
**Motion:** Heermance                      **Second:** Barker                      **Vote:** 3-0-2 – Ayes-Pratt,  
Heermance, Barker– Harrison, Gordon - Absent

D.2 CLASSIFIED

D.2A Appointed Oleta Retemeyer to the 5.75 hr./day Computer Instructor/Technician at AMS, position # 2152  
**Motion:** Heermance                      **Second:** Barker                      **Vote:** 3-0-2 – Ayes-Pratt, Heermance, Barker– Harrison, Gordon - Absent

**ADVANCED PLANNING**

September / October Board Event Calendar Dates:

- 10/5 – C & I – 3:00 pm @ DO
- 10/7 – MPC Jog-A-Thon – 8 – 11:00 am
- 10/19 – **Board Meeting @ DO**
- 11/1-7 – Library Book Fairs – all sites
- 11/3 – AMS Honor Roll Assembly – 6 pm
- Superintendent Calendar

Upcoming meeting dates:

**Wednesday, October 19, 2016**

District Office Conference Room - 4:00 p.m. Open Session > Closed / 5:30 p.m. Open Session

Items for agenda -

- Personnel
- Policy
- Red Ribbon Week Resolution
- Williams Quarterly Complaint report
- Developer Fee Resolution - Final

**ADJOURNMENT** – Mrs. Heermance, seconded by Mr. Barker made a motion to adjourn and with no further discussion Mr. Pratt adjourned the regular meeting at 7:40 p.m.

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Secretary to the Board

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Clerk of the Board

Board approved: 10/19/16



## MEMORANDUM OF UNDERSTANDING CO-SPONSOR/INTERN PARTICIPATING EDUCATIONAL AGENCY AGREEMENT

Enclosed is a co-sponsor agreement for your educational agency official to sign and return. When hiring an intern, a co-sponsor agreement between an employing agency and a CA Commission on Teacher Credentialing (CCTC) approved Program Sponsor must be in place in order to comply with CCTC requirements. The Teachers College of San Joaquin (TCSJ) IMPACT Intern Credential Program is housed within the San Joaquin County Office of Education.

### GENERAL GUIDELINES:

- 1) Intern programs are the result of a partnership between the institution who prepares teachers (Program Sponsor) and the employer. The district or employing agency agrees that there is a need for teachers and that certificated employees will not be displaced when hiring interns. Interns meet the NCLB definition of "highly qualified."
- 2) Interns who are admitted into the Teachers College of San Joaquin IMPACT Intern Credential Program must:
  - a) Be employed as the teacher of record in a Mild/Moderate, Moderate/Severe, Early Childhood, Multiple Subject or Single Subject classroom;
  - b) Be employed as the teacher of record in a minimum .4 FTE capacity in a face-to-face setting with the same group of students;
  - c) Provide all required documents established by the CCTC and TCSJ IMPACT Intern Program;
  - d) Be enrolled in TCSJ IMPACT Intern Program.
- 3) Pursuant to California Education Code 44321, the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the employer. The combination of employer-provided support and mentoring and program supervision provided to the intern must include the following:
  - a) A minimum of 144 hours of support/mentoring and supervision;
  - b) A minimum of two hours of the 144 hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days;
  - c) An additional 45 hours of support/mentoring and supervision specific to meeting the needs of English learners shall be provided to an intern teacher unless the intern holds a CLAD, EL Authorization or has passed all sections of the CTEL Examination.

The responsibilities of the district or employing agency shall include the following:

1. Employers are responsible for ensuring that the intern they have hired is supported. Prior to an intern assuming daily teaching responsibilities, the employer must identify a peer coach/mentor or other designated individual who meets the Commission's identified criteria. Adequate supervision is provided by the peer coach/mentor or other designated individuals, one of whom must have the following minimum qualifications:
  - Valid corresponding Clear or Life credential
  - 3 years of successful teaching experience
  - EL Authorization if responsible for providing specified EL support.
- a) Sufficient resources are to be provided including the identification of protected time for employer-provided peer coach/mentor to work with the intern within the school day including clearly defined expectations for type/frequency of support.
- b) The employer determines the terms of employment for the peer coach/mentor and additional personnel. It is at the discretion of the employer to determine if the peer coach/mentor and/or additional personnel receive compensation and if so, compensation is the responsibility of the employer.
- c) To meet the CCTC requirement of 144 hours of required support, the employer will ensure that the intern receives a minimum of 60 hours of support with the peer coach/mentor and/or additional personnel (if appropriate) per year. Support may include, but is not limited to weekly course planning of curriculum and assessments, coaching within the classroom, and problem-solving regarding student issues. The intern will be responsible for documenting hours received from the employing agency.
- d) For those interns who do not already have English Language Authorization from a current California credential or passing score on an exam (CTEL), the employer will ensure that the intern receives a minimum of 20 hours of the required 45 hours required by CCTC per year related to working with English Learners.

- e) Identify an employee who will be immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English Learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed. The identified individual may be the same peer coach/mentor that is providing general support and supervision provided that the individual possesses an English learner authorization and will be immediately available to assist the intern teacher in working with English learners.
2. Assigning a representative (e.g. Assistant Superintendent or site Principal) to act as a contact person to the TCSJ IMPACT Intern Program.
3. Providing representation at all Consortium meetings.
4. Assigning the intern candidate to an area authorized by the credential sought and giving an assignment such that she/he will be able to attend classes and complete the requirements of the TCSJ IMPACT intern program. To the extent possible and in accordance with the educational agency bargaining unit guidelines, the educational agency agrees to assign minimal extra/co curricular activities to the intern (e.g. coaching, newspaper, yearbook, etc.) in order to attend classes on time and complete program requirements.
5. Selecting a Peer Coach/Mentor
  - a) Assigning a peer coach/mentor, whenever possible, from the same site and/or with a corresponding credential with English Learner Authorization;
  - b) Assigning a peer coach/mentor in a timely way, preferable before the school year begins;
  - c) Providing any substitute release time to train the peer coach/mentor and for the peer coach to conduct observations if needed.
6. Honoring the confidentiality between the intern and peer coach/mentor while monitoring the contact and effectiveness of the peer coach/mentor.
7. Addressing issues regarding a peer coach/mentor in a timely way and having a plan for intervention or reassignment, if necessary.
8. Allowing, after parent permission is granted, the practicum supervisor to observe Education Specialist candidates during an IEP meeting, or failing that, to debrief with a participating educational agency administrator who was present at a recent IEP meeting conducted by the candidate.
9. Acknowledging that candidates will pay tuition/fees during their enrolment in the program and if appropriate, the employer will assist the TCSJ IMPACT Intern Program Student Account's office to establish monthly payroll deduction of tuition for the intern. Credential recommendations cannot be made if the candidate is not in "good financial standing".
10. Responding to requests for evaluation data as requested by the CCTC and TCSJ IMPACT Intern Program, including survey completion, demographic and/or retention information.
11. Identifying an appropriate Practicum Supervisor and assuming all expenses related to the position **if the IMPACT Intern program is unable to provide a Practicum Supervisor due to distance or any unforeseen circumstance.**
12. The employing agency, with the exception of charter schools, will have on file a statement regarding its inability to fill the necessary position/s with certificated employees for which this intern credential is being implemented. In addition, the employing agency will make every effort to ensure that if the intern is placed in a high priority school (e.g. Decile 1, 2 or 3) the percentage of teacher interns in that school is not higher than the district wide average of teacher interns at a school in that year.
13. Acknowledging that the credential recommendation is jointly made between the educational agency and the TCSJ IMPACT intern program and that employment decision, such as continuing employment and tenure decisions, are separate from credentialing decisions. In the instance when the employing agency, for whatever reason, no longer employs an intern candidate, the program will make the recommendation for the appropriate credential if the candidate has successfully completed the intern program.
14. Acknowledging that should a candidate not fulfill the completion requirements of the TCSJ IMPACT intern credential program including timely payment of tuition, the program may drop the candidate, thereby creating employment issues for the educational agency. However, program personnel will consult with appropriate educational agency staff and the candidate prior to this decision.
15. Recognizing units earned in the program and compensating the candidate in the manner normally provided to all educational agency teachers.

