

**Rescue Union School District  
2390 Bass Lake Road, Rescue, California 95672**

**BOARD OF TRUSTEES  
REGULAR MEETING MINUTES**

Tuesday, March 12, 2019 - 6:30 p.m. Open Session (Closed Session at 5:30 p.m.)

**Rescue District Office Board Room**

**DISTRICT MISSION**

Rescue Union School District, in partnership with families and the community, is dedicated to the success of every student by providing a challenging, comprehensive, and quality education in a safe environment in which all individuals are respected, valued, connected, and supported.

ITEM	ITEM DESCRIPTION
<b>CALL TO ORDER:</b>	Board president called the meeting to order at 5:32 p.m..
<b>ROLL CALL:</b>	<ul style="list-style-type: none"> <li>✓Kim White, President</li> <li>✓Stephanie Kent, Vice President</li> <li>✓Tagg Neal, Clerk</li> <li>✓Nancy Brownell, Member</li> <li>✓Suzanna George, Member</li> <li>✓Cheryl Olson, Superintendent and Board Secretary</li> <li>✓Sean Martin, Assistant Superintendent of Business Services</li> <li>✓Dave Scroggins, Assistant Superintendent of Curriculum and Instruction</li> </ul>
<b>PUBLIC COMMENT:</b>	There were no public comments concerning items on the Closed Session Agenda.
<b>CLOSED SESSION: District Conference Room</b>	The Board adjourned to closed session at 5:33 p.m.to discuss matters of personnel, security, negotiations, student discipline, litigation, or other matters as authorized by Government Code Sections 3549.1, 54956.9, 54956.8, 54957, and 54957.6 and Education Code Sections 35146 and 48918.
Conference with Labor Negotiator	Discussion with the District’s designated negotiators, Candice Harris and Sean Martin, regarding directions and issues in negotiations with Rescue Union Federation of Teachers (RUFT), California School Employees Association (CSEA), Confidential Staff, and Administrative Management.
Consideration of Confidential Student Related Mater/Discipline	Enforcement of Expulsion Order - Student 18-19A Education Code Sections 48900 (c) and (k)
<b>OPEN SESSION:</b>	Reconvene open session in the Board Room at 6:39 p.m..
Welcome	The Board president provided an introduction to Board meeting proceedings.
Flag Salute	A Marina Village student led the flag salute.
1. Adoption of Agenda (Consideration for Action)	Trustee George moved and Trustee Kent seconded to approve the agenda as presented. The motion passed 5-0.

<b>STUDENT SUCCESS / RECOGNITION:</b>	
Marina Village Middle School	<p>Marina Village Middle School principal, Levi Cambridge and assistant principal, Samantha Schlesinger will provide a site update and presentation highlighting student successes.</p> <p>They presented the Difference Maker award to John Johnson, Lead Custodian and Denise Colter, Teacher.</p>
<b>REPORTS AND COMMUNICATION:</b>	
Report from Closed Session	Board president reported no action taken in closed session.
<p>2. Superintendent’s Report (Supplement)</p>	<p>Superintendent Olson reported that we are heading into the home stretch and it is hard to believe it’s already March! Our teachers have been working incredibly hard to complete the trimester 2 assessments, report cards, spring programs and interim assessments. They are now focusing on the data from the assessments to review, reteach or teach standards/concepts missed on the CAASPP interim assessments.</p> <p>Our enrollment is holding pretty steady, although we are down 4 students from last month. We are up 12 from last March and up 22 since the end of last year.</p> <p>Mrs. Olson also reported that Principal Bruce Peters, Principal Michelle Winberg and Assistant Superintendent Dave Scroggins promoted our district at the Chico State Job Fair this past weekend. They were very happy with the folks who stopped by our table. We displayed our advertising board and handouts that our media consultant, Jessica Hoff put together. She worked extremely hard on these and did a fantastic job! Even the printer commented that he rarely sees such professional looking materials. We will be sending another team to Sac State on April 15<sup>th</sup>.</p> <p>Mrs. Olson thanked Board Members, Stephanie Kent, Kim White and Suzanna George for joining her at the El Dorado County School Boards Association Awards Dinner. We were honored to present Clay Abajian and Barbara Jensen with the Outstanding Community Volunteer Award.</p> <p>Mrs. Olson also thanked Rebecca Gebo, parent club president at Lake Forest for suggesting that Lake Forest, Lakeview, Jackson and Marina Village pool their resources to bring “Wellness Together” to our district. They provided a seminar for parents and staff on HOW TO COMMUNICATE WITH YOUR CHILD IN A DIGITAL AGE and it was open to everyone in the district! There were between 170 to 175 attendees and the presentation was extremely powerful. Our parent clubs are to be thanked! The information provided was practical, giving parents tools and strategies to use with children of all ages for communication, how to keep them safe online and how to deepen positive relationships with them as they grow older. Wellness Together provides many different seminars on various important topics, and we are already looking into providing another one early next year. This is the same company who provided Marina Village with the CORE 3 seminar for all the 8<sup>th</sup> grade students.</p>

<p>3. Department Updates: Curriculum and Instruction</p>	<p>The Board will receive updates on current activities within the specified department(s).</p> <p>Dave Scroggins, Assistant Superintendent of Curriculum and Instruction provided an update on current activities within his department.</p> <p>Mr. Scroggins began by saying how proud we are of Marina Village for receiving the Distinguished School Award! In the northern part of the state, out of 11 counties only 7 middle schools received the award.</p> <p>Curriculum Committee meetings were held last week to talk about the history adoption. They are continuing to pilot Pearson materials and have agreed to extend the history pilot at the elementary level and take a look at the TCI program next year. The group also discussed the upcoming science adoption and most expressed the desire to have NGSS materials prior to the adoption of history materials. A team of teachers (middle and elementary) and assistant principal Todd McGinnis attended a materials review fair at Sacramento County Office of Education. There are almost 30 approved science programs available.</p> <p>Teachers have administered the SBAC Interim Assessments and are using the reporting system to analyze trends. Teachers can now see an individual student's responses, and perhaps more importantly, class responses on each question.</p> <p>Mr. Scroggins reported on the Local Control Accountability Plan (LCAP) stakeholder engagement process. California School Employees Association (CSEA) and Rescue Union Federation of Teachers (RUFT) survey data is in and the LCAP Parent Advisory Committee will meet tomorrow to finalize the parent survey. Student listening circles have been scheduled and Mr. Scroggins invited the Board members to attend.</p> <p>He finished his presentation by reporting on the English Learner Roadmap Self-reflection meeting he participated in with Amy Bohren, Cheryl Olson, and Laura Hendrix. They took a look at all the services we are providing and self-assessed our EL practices to support students and their families. Although we are doing very well, there are still some areas where we can continue to grow and improve.</p>
<p><b>PUBLIC COMMENTS:</b></p>	<p>Public comments:</p> <p>Alan Priest - Board Member El Dorado Hills Community Service District Thanked the Board and District Administration for their collaborative efforts (including Bass Lake). The EDH CSD is looking forward to continue working collaboratively with school districts in the area for the betterment of the community.</p>
<p><b>GENERAL:</b></p>	
<p>4. Student 18-19A Enforcement of Expulsion Order  (Supplement)  (Consideration for Action) Superintendent</p>	<p>The Board will consider enforcing the expulsion order for Student 18-19A.</p> <p>Trustee George moved to revoke probation and enforce the expulsion of Student 18-19A. Trustee Brownell seconded the motion. The motion passed 5-0.</p>

<p>5. CSBA Delegate Assembly Election (Supplement)  (Consideration for Action) Superintendent</p>	<p>CSBA elects their Delegate Assembly annually and delegates serve two-year terms. The Board as a whole may cast one vote for one candidate.</p> <p>Trustee Neal moved to cast the Board’s vote for Suzanna George, Incumbent, for CSBA Delegate Assembly Representative for Sub region 6C. Trustee Brownell seconded the motion. The motion passed 5-0.</p>
<p><b>BUSINESS AND FACILITIES:</b></p>	<p>These items are provided for Board information, discussion, and/or action.</p>
<p>6. Second Interim Budget Report (Supplement)  (Consideration for Action) Assistant Superintendent of Business Services</p>	<p>The Board will receive a report on the District’s Second Interim Report. District administration recommends approval of a positive certification for the Second Interim Budget Report.</p> <p>Trustee George moved and Trustee Neal seconded to approve the positive certification for the Second Interim Budget Report. The motion passed 5-0.</p>
<p>7. Revised Retirement Incentive for Certificated Employees  (Supplement)  (Consideration for Action) Assistant Superintendent of Business Services</p>	<p>The Board will consider approval of the revised retirement incentive for non-administration certificated employees.</p> <p>Trustee Kent moved to approve the revised retirement incentive for non-administration certificated employees and Trustee Brownell seconded the motion. The motion pass 5-0.</p>
<p>8. Job Description: Certified Occupational Therapist Assistant (COTA)  (Supplement)  (Consideration for Action) Assistant Superintendent of Business Services</p>	<p>The Board will consider approval of the job description and salary schedule for Certified Occupational Therapist Assistant (COTA).</p> <p>Trustee George moved and Trustee Brownell seconded to approve the job description and salary schedule for the Certified Occupational Therapist Assistant. The motion passed 5-0.</p>
<p><b>PERSONNEL:</b></p>	
<p>9. Resolution #19-03 Reduction of Hours/Elimination of Positions – Classified Personnel  (Supplement)  (Consideration for Action) Director of Human Resources</p>	<p>Due to lack of work and/or lack of funds, certain services now being provided by the District must be reduced for the 2019-2020 school year. District Administration recommends approval of Resolution #19-03.</p> <p>Trustee George moved and Trustee Kent seconded to approve Resolution #19-03 Reduction of Hours/Elimination of Positions – Classified Personnel. The motion passed 5-0.</p>
<p><b>CONSENT AGENDA:</b>  (Consideration for Action)</p>	<p>All matters listed under Consent Agenda are considered to be routine or sufficiently supported by prior or accompanying reference materials and information as to not require additional discussion. A motion as referenced below will enact all items.</p> <p>Item #11 pulled for separate vote Trustee Kent moved and Trustee George seconded to approve the balance of the Consent Agenda. The motion passed 5-0.</p>

10. Board Meeting Minutes (Supplement)	Minutes of February 12, 2019 Regular Board meeting.
11. Board Meeting Minutes (Supplement)	Minutes of February 26, 2019 Study Session.  Trustee George moved and Trustee Kent seconded to approve the minutes of the February 26, Study Session. The motion passed 4-0 with one abstention. Ayes: Trustee George, Kent, Neal and White Abstentions: Nancy Brownell
12. District Expenditure Warrants (Supplement)	Warrants must regularly be presented to the Board of Trustees for ratification. Detailed warrant order listings are available at the District Office. The supplement reflects expenditures from 2/1/19 through 2/28/19.
13. District Purchase Orders	Purchase orders must regularly be presented to the Board of Trustees for ratification. The supplemental reflects expenditures from 2/5/19 through 3/5/19.
14. Personnel (Supplement)	Rescue Union School District's long-range goal is to recruit a diverse, high quality staff whose goals and philosophies are student focused. Periodically, changes in staffing occur due to need for additional positions, resignations, or requests for leaves of absence. All positions listed are within current budget allocations.
A. Administrative Personnel: Resignation:	Hope Migliaccio, Principal, (1.0 FTE), Pleasant Grove, effective 4/30/19
B. Certificated Personnel: Leave of Absence (LOA) 2019-20: Resignation:	Jennifer Hedman 59%LOA MC Abajian, Teacher, (1.0 FTE), Green Valley, effective 6/30/19 Rebecca Klutz, Teacher, (1.0 FTE), Lake Forest, effective 6/30/19 April Saunders, Teacher, (1.0 FTE), Marina Village, effective 6/30/19
C. Classified Personnel Employment:  Resignation:  Dismissal:	Heidi Danner, Yard Supervisor, (.46 FTE), Lake Forest, effective 3/5/19 Elizabeth Hostetler, IA Paraeducator, (0.2 FTE), Green Valley, 3/5/19 Adrian Padilla, Health Office Nurse, (.75 FTE), Rescue, effective 2/14/19 Denise Thomas, IA Paraeducator, (.14 FTE), Jackson, effective 2/12/19 Sarah Goodness, IA Paraeducator, (.19 FTE), Rescue, effective 2/25/19  Rose Lunsman, IA Paraeducator, (.19 fTE), Rescue, effective 2/21/19 Cassandra Sweet, Yard Supervisor, (.46 FTE), Lake Forest, effective 2/20/19  Employee #3535, (.88 FTE), effective 2/25/19

15. Safe School Plans (Supplement)	The Board will consider approval of the Safe School Plans. These plans are updated each year and are developed with the involvement of school, community leaders, staff, parents and students.
16. Rural School Bus Pilot Project Purchase Order/Contract (Supplement)	The Rescue Union School District has been awarded a second grant of \$405,000. The Board will consider approval of the purchase order and contract for the new electric bus with a contribution from the District of \$32k.
17. E-RATE Service Agreement (Supplement)	The Board will consider approval of the service agreement for renewal on all of our Wide Area Network (WAN) connections for schools to connect to the county office for our internet connection. Comcast is our current provider and after the bid process Comcast will continue to our provider for the next 5 years.
18. Out-of-State Travel North State Spring Conference (Supplement)	The Board will consider the out-of-state travel for the Assistant Superintendent of Business Services and the Assistant Superintendent of Curriculum and Instruction to the ACSA North State Spring Conference being held in Reno, Nevada.
19. Consolidated Application (Supplement)	The District applies for Federal Categorical Program Funding on a yearly basis. The Application for Funding for the 2018-2019 year is submitted to the Board for approval
<b>CLOSED SESSION:</b>	The Board may reconvene to closed session as authorized by Government Code Sections 3459.1, 54956.9, 54956.8, 54957, and 54957.6 and Education Code Sections 35146 and 48918.
<b>OPEN SESSION:</b>	Reconvene open session.
<b>REPORT FROM CLOSED SESSION:</b>	The Board president will report any action taken in closed session.
<b>ADJOURNMENT:</b>	Trustee Neal moved to adjourn the meeting at 8:33 p.m.

\_\_\_\_\_  
Tagg Neal, Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kim White, President

\_\_\_\_\_  
Date

**Rescue Union School District  
2390 Bass Lake Road, Rescue, California 95672**

**BOARD OF TRUSTEES  
BOARD STUDY SESSION MINUTES**

Tuesday, March 26, 2019 – 5:30 p.m. Open Session (closed Session at 4:30 p.m.)

**Green Valley Elementary School Library  
2380 Bass Lake Road, Rescue CA 95672**

**DISTRICT MISSION**

Rescue Union School District, in partnership with families and the community, is dedicated to the success of every student by providing a challenging, comprehensive, and quality education in a safe environment in which all individuals are respected, valued, connected, and supported.

ITEM	ITEM DESCRIPTION
<b>CALL TO ORDER:</b>	Board vice president called the meeting to order at 4:31 p.m..
<b>ROLL CALL:</b>	<ul style="list-style-type: none"> <li>✓Kim White, President</li> <li>✓Stephanie Kent, Vice President</li> <li>✓Tagg Neal, Clerk</li> <li style="padding-left: 20px;">Nancy Brownell, Member</li> <li>✓Suzanna George, Member</li> <li>✓Cheryl Olson, Superintendent and Board Secretary</li> <li>✓Sean Martin, Assistant Superintendent of Business Services</li> <li>✓Dave Scroggins, Assistant Superintendent of Curriculum and Instruction</li> </ul>
<b>PUBLIC COMMENTS:</b>	There were no public comments concerning items on the Closed Session Agenda.
<b>CLOSED SESSION: District Conference Room</b>	The Board may adjourned to closed session to discuss matters of personnel, security, negotiations, student discipline, litigation, or other matters as authorized by Government Code Section 3549.1, 54956.9, 54956.8, 54957, and 54957.6 and Education code Sections 35146 and 48918.
Conference with Labor Negotiator	Discussion with the District’s designated negotiators, Candice Harris and Sean Martin, regarding directions and issues in negotiations with Rescue Union Federation of Teachers (RUFT), California School Employees Association (CSEA), Confidential Staff, and Administrative Management.
Consideration of Confidential Student Related Matter/Discipline	Stipulated Expulsion – Student 18-19B Education Code Sections 48900 (b), (h), 48915 (a)(1)(B)
<b>OPEN SESSION:</b>	Convene open session in the Board Room at 5:35 p.m..
Welcome	The Board president provided an introduction to Board Study Session format.
1. Adoption of Agenda (Consideration for Action)	Trustee Kent moved to table item 4 to the April 9 Regular Board meeting. Trustee George seconded the motion. The motion passed 4-0. Trustee George-moved and Trustee Kent seconded to approve the agenda. The motion passed 4-0.
<b>PUBLIC COMMENTS:</b>	There were no public comments.

<b>GENERAL</b>																							
<p>2. El Dorado Hills Community Service District Presentation Bass Lake</p> <p>(Supplement)</p> <p>(Information Only)</p> <p>Superintendent</p>	<p>The Board received a presentation from El Dorado Hills Community Service District Board Member, Alan Priest, and Tauni Fessler, Director of Parks &amp; Planning. They shared the preliminary designs for the Bass Lake property. They will continue to collaborate with school districts and the community.</p>																						
<p>3. Student 18-19B</p> <p>(Supplement)</p> <p>(Consideration for Action)</p> <p>Superintendent</p>	<p>The Board will consider the stipulated expulsion of Student 18-19B.</p> <p>Trustee George moved and Trustee Neal seconded to approve the stipulated expulsion of Student 18-19B. The motion passed 4-0.</p>																						
<p>4. Board Policy Updates</p> <p>(Supplement)</p> <p>(First Reading and Possible Consideration for Action)</p> <p>Superintendent</p>	<p>Periodically, the Board reviews, revises and/or adopts Board Policy. The following policies are provided for first reading and possible consideration for action.</p> <table border="1" data-bbox="631 751 1349 1073"> <tbody> <tr> <td>BP/AR 0420</td> <td>School Plans/Site Councils</td> </tr> <tr> <td>BP/AR 0460</td> <td>Local Control Accountability Plan</td> </tr> <tr> <td>BP 3514.1</td> <td>Hazardous Substances</td> </tr> <tr> <td>AR 3541</td> <td>Transportation Routes and Services</td> </tr> <tr> <td>AR 3543</td> <td>Transportation Safety and Emergencies</td> </tr> <tr> <td>AR 5113</td> <td>Absences and Excuses</td> </tr> <tr> <td>BP/AR 5144</td> <td>Discipline</td> </tr> <tr> <td>BP/AR 5144.1</td> <td>Suspension and Expulsion Due Process</td> </tr> <tr> <td>BP 5145.9</td> <td>Hate Motivated Behaviors</td> </tr> <tr> <td>BP 6161.3</td> <td>Toxic Art Supplies – DELETE</td> </tr> <tr> <td>BP 6190</td> <td>Evaluation of the Instructional Program</td> </tr> </tbody> </table> <p><i>This item was tabled and will be brought back to the April 9, 2019 Regular Board meeting.</i></p>	BP/AR 0420	School Plans/Site Councils	BP/AR 0460	Local Control Accountability Plan	BP 3514.1	Hazardous Substances	AR 3541	Transportation Routes and Services	AR 3543	Transportation Safety and Emergencies	AR 5113	Absences and Excuses	BP/AR 5144	Discipline	BP/AR 5144.1	Suspension and Expulsion Due Process	BP 5145.9	Hate Motivated Behaviors	BP 6161.3	Toxic Art Supplies – DELETE	BP 6190	Evaluation of the Instructional Program
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BP 6190	Evaluation of the Instructional Program																						
<p>5. District Facilities</p> <p>(Supplement)</p> <p>(Information and Discussion Only)</p> <p>Assistant Superintendent of Business Services</p>	<p>The Board continued discussion regarding district facilities and next steps for a Master Facilities Plan.</p>																						
<p><b>ADJOURNMENT:</b></p>	<p>The next regularly scheduled Board meeting is April 9, 2019 and the next Board Study Session is April 23, 2019. Meetings will be held in the District Board Room.</p>																						



Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount	
Req Reference	Date			FD RESC Y OBJT GOAL	FUNC LC1	LOC2 L3 SCH T9MPS			
102428/00	STEFFANO, KATHY								
PV-190722	02/28/2019	ORIENTAL TRAD-STUDENT STORE		01-9491-0-4300-1110-1000-021-0061-91-000	YN		89.50		
PV-190722	02/28/2019	ORIENTAL TRAD-STUDENT STORE		01-9491-0-4300-1110-1000-021-0061-91-000	YN		124.10		
PV-190722	02/28/2019	GEDDES - STUDENT STORE		01-9491-0-4300-1110-1000-021-0061-91-000	NN		184.17		
		TOTAL PAYMENT AMOUNT				397.77 *		397.77	
		TOTAL USE TAX AMOUNT				15.49			
104464/00	SUMMITVIEW CHILD AND FAMILY								
195585	PO-190569	01/31/2019	NPI1902950751	BARASSI	1	01-6512-0-5811-5770-3110-063-0000-00-000	N6 P	264.00	264.00
195585	PO-190569	01/31/2019	NPI1902950751	CLARK	1	01-6512-0-5811-5770-3110-063-0000-00-000	N6 P	690.80	690.80
195585	PO-190569	01/31/2019	NPI1902950751	COLE-LANIER	1	01-6512-0-5811-5770-3110-063-0000-00-000	N6 P	551.40	551.40
195585	PO-190569	01/31/2019	NPI1902950751	COLLINS	1	01-6512-0-5811-5770-3110-063-0000-00-000	N6 P	396.00	396.00
195585	PO-190569	01/31/2019	NPI1902950751	GULLOTTO	1	01-6512-0-5811-5770-3110-063-0000-00-000	N6 P	176.00	176.00
		TOTAL PAYMENT AMOUNT				2,078.20 *		2,078.20	
104037/00	TAWNA SPECKERT								
PV-190711	02/19/2019	SAFEWAY - STUDENT STORE TREATS		01-9494-0-4300-1110-1000-024-0061-94-000	NN		4.99		
		TOTAL PAYMENT AMOUNT				4.99 *		4.99	
000491/00	US POSTMASTER								
PV-190723	02/22/2019	4 ROLLS POSTAGE @55.00 / ROLL		01-1100-0-5902-1110-1000-021-0000-91-000	NN		220.00		
		TOTAL PAYMENT AMOUNT				220.00 *		220.00	
		TOTAL BATCH PAYMENT				298,918.58 ***	0.00	298,918.58	
		TOTAL USE TAX AMOUNT				20.30			
		TOTAL DISTRICT PAYMENT				298,918.58 ****	0.00	298,918.58	
		TOTAL USE TAX AMOUNT				20.30			
		TOTAL FOR ALL DISTRICTS:				298,918.58 ****	0.00	298,918.58	
		TOTAL USE TAX AMOUNT				20.30			

Number of checks to be printed: 50, not counting voids due to stub overflows.

Pursuant to Rescue Union School District Policy, the El Dorado County Superintendent of Schools is hereby authorized and directed to issue individual warrants to the payees named hereon

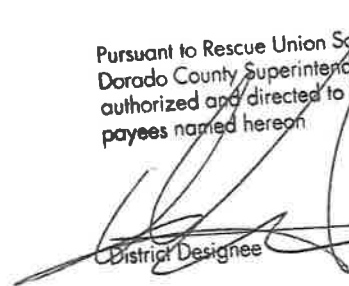
  
District Designee

3/6/19  
Date

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJT GOAL	ABA num FUNC LC1	Account num LOC2 L3 SCH T9MPS	Liq Amt	Net Amount
102998/00	WELLS FARGO	FINANCIAL LEASING						
195169	PO-190103	03/24/2019	5005966619	MAR	1	01-0000-0-5690-1110-1000-081-0000-00-000 MN P	235.96	235.96
TOTAL PAYMENT AMOUNT							235.96 *	235.96
TOTAL BATCH PAYMENT					184,230.03 ***	0.00	184,230.03	
TOTAL USE TAX AMOUNT					38.19			
TOTAL DISTRICT PAYMENT					184,230.03 ****	0.00	184,230.03	
TOTAL USE TAX AMOUNT					38.19			
TOTAL FOR ALL DISTRICTS:					184,230.03 ****	0.00	184,230.03	
TOTAL USE TAX AMOUNT					38.19			

Number of checks to be printed: 56, not counting voids due to stub overflows.  
 Number of zero dollar checks: 1, will be printed.

Pursuant to Rescue Union School District Policy, the El Dorado County Superintendent of Schools is hereby authorized and directed to issue individual warrants to the payees named hereon

  
 District Designee

3/14/19  
 Date

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJT GOAL	ABA num FUNC LC1 LOC2 L3 SCH T9MPS	Account num	Liq Amt	Net Amount
105310/00	TCG ADMINISTRATORS							
195162	PO-190096	03/07/2019	159192	1 01-0000-0-5806-0000-7400-504-0000-00-000	NN P		178.00	178.00
TOTAL PAYMENT AMOUNT							178.00 *	178.00
105011/00	TEACHER SYNERGY LLC							
195967	PO-190947	03/12/2019	85928923	1 01-9426-0-4300-1110-1000-026-9000-96-000	NY F		162.59	159.60
TOTAL PAYMENT AMOUNT							159.60 *	159.60
104986/00	TPX COMMUNICATIONS							
195173	PO-190107	03/09/2019	114415592-0	MAR	1 01-0000-0-5901-0000-7600-081-0000-00-000	NN P	938.23	1,611.01
195173	PO-190107	03/09/2019	114415592-0	MAR ADJ	1 01-0000-0-5901-0000-7600-081-0000-00-000	NN M	0.00	-535.99
TOTAL PAYMENT AMOUNT							1,075.02 *	1,075.02
100001/00	VERIZON WIRELESS							
195172	PO-190106	02/18/2019	9824462337	1 01-0000-0-5901-0000-7600-081-0000-00-000	NN P		715.34	715.34
TOTAL PAYMENT AMOUNT							715.34 *	715.34
104718/00	WHITEBOX LEARNING							
195968	PO-190948	03/12/2019	19-29909	1 01-0000-0-4300-1110-1000-024-0073-94-000	NY P		451.29	451.29
195968	PO-190948	03/12/2019	19-29912	1 01-0000-0-4300-1110-1000-024-0073-94-000	YY F		187.69	175.00
TOTAL PAYMENT AMOUNT							626.29 *	626.29
TOTAL USE TAX AMOUNT							12.69	

Pursuant to Rescue Union School District Policy, the El Dorado County Superintendent of Schools is hereby authorized and directed to issue individual warrants to the payees named hereon

  
District Designee

3/20/19  
Date


TOTAL BATCH PAYMENT	62,563.51 ***	0.00	62,563.51
TOTAL USE TAX AMOUNT	189.55		
TOTAL DISTRICT PAYMENT	62,563.51 ****	0.00	62,563.51
TOTAL USE TAX AMOUNT	189.55		
TOTAL FOR ALL DISTRICTS:	62,563.51 ****	0.00	62,563.51
TOTAL USE TAX AMOUNT	189.55		

Number of checks to be printed: 57, not counting voids due to stub overflows.  
Number of zero dollar checks: 4, will be printed.

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH T9MPS				
103450/00	SWOA-SIERRA WEST OFF. ASSOC						
195973 PO-190958	03/07/2019	30719-GREENV	1 01-9420-0-5806-1110-1000-020-0000-90-000 NY F			385.00	385.00
			TOTAL PAYMENT AMOUNT	385.00 *			385.00
102344/00	TWEED, JACQUELINE						
PV-190798	03/19/2019	MILEAGE REIMB - ART WKSHOP	01-4035-0-5200-1110-1000-135-0000-91-000 NN Y				20.88
			TOTAL PAYMENT AMOUNT	20.88 *			20.88
103819/00	UEC AT CSUSB						
195903 PO-190916	03/13/2019	SP0009815	1 01-4035-0-5200-1110-1000-135-0000-91-000 NN F			360.00	360.00
			TOTAL PAYMENT AMOUNT	360.00 *			360.00
100001/00	VERIZON WIRELESS						
195172 PO-190106	03/18/2019	9826446111	1 01-0000-0-5901-0000-7600-081-0000-00-000 NN P			751.81	751.81
			TOTAL PAYMENT AMOUNT	751.81 *			751.81
104101/00	WHITE CAP CONSTRUCTION SUPPLY						
PV-190804	03/04/2019	10010189182	01-0000-0-4300-0000-8210-084-0000-00-000 NN				890.62
			TOTAL PAYMENT AMOUNT	890.62 *			890.62
104264/00	WHITNEY DANIELS DESIGNS						
PV-190796	03/20/2019	10241	01-9421-0-5806-1110-1000-021-0000-91-000 YN				171.00
			TOTAL PAYMENT AMOUNT	171.00 *			171.00
			TOTAL USE TAX AMOUNT	12.40			
			TOTAL BATCH PAYMENT	151,783.76 ***		0.00	151,783.76
			TOTAL USE TAX AMOUNT	92.36			
			TOTAL DISTRICT PAYMENT	151,783.76 ****		0.00	151,783.76
			TOTAL USE TAX AMOUNT	92.36			
			TOTAL FOR ALL DISTRICTS:	151,783.76 ****		0.00	151,783.76
			TOTAL USE TAX AMOUNT	92.36			

Number of checks to be printed: 66, not counting voids due to stub overflows.

Pursuant to Rescue Union School District Policy, the El Dorado County Superintendent of Schools is hereby authorized and directed to issue individual warrants to the payees named hereon

  
District Designee

3/28/19  
Date

01 GENERAL FUND

P.O.#	VENDOR NAME	DESCRIPTION	AMOUNT	SITE NAMES
190956	AG IN THE CLASSROOM	3rd grade FT	290.00	Green Valley School
190940	AMAZON CAPITAL SERVICES INC	SLEEVES FOR MOUTHSTICK STYLUS	49.18	DISTRICTWIDE SERVICES
190959	AMAZON CAPITAL SERVICES INC	6th Grade Project	312.10	Pleasant Grove Middle School
190962	AMAZON CAPITAL SERVICES INC	Leadership	300.00	Pleasant Grove Middle School
190990	AMAZON CAPITAL SERVICES INC	MV CTIG	3,949.81	DISTRICTWIDE SERVICES
190993	AMAZON CAPITAL SERVICES INC	LAPTOP FOR BUSINESS SERVICES	911.61	DISTRICTWIDE SERVICES
190988	ANDERSON'S	Pennants for Honor Roll	291.59	Jackson School
190957	APPLE COMPUTER INC	ASB MacBook	1,111.82	Pleasant Grove Middle School
190936	BANK OF AMERICA	Oriental Trading Co.	172.01	Jackson School
190943	BANK OF AMERICA	Treats for Award Assembly	248.20	Marina Village School
190969	BANK OF AMERICA	Presidential Fitness Shirts	143.17	Marina Village School
190997	BANK OF AMERICA	EL Reclassification BBQ	229.39	DISTRICTWIDE SERVICES
191000	BANK OF AMERICA	KAMI Subscription	106.18	Marina Village School
191006	BANK OF AMERICA	CHINA GIFTS	429.00	Marina Village School
191020	BANK OF AMERICA	Green Valley Community Night	79.31	DISTRICTWIDE SERVICES
191001	BARE BOOKS	Bare Book Order LF	595.49	Lake Forest School
190971	BENCHMARK GENERAL ENGINEERING	WATER FILLER STATIONS/LV	11,003.61	DISTRICTWIDE SERVICES
190983	CAMPBELL KELLER	Risers for Stage	3,904.97	Lakeview
190973	CASBO	ACCT CODE STRUCTURE CONF	510.00	DISTRICTWIDE SERVICES
190935	CDW-G	Projector	588.80	DISTRICTWIDE SERVICES
191004	CDW-G	Projector	588.80	DISTRICTWIDE SERVICES
191005	CDW-G	4 projector bulbs	424.71	DISTRICTWIDE SERVICES
191013	CONSTRUCTIVE PLAYTHINGS	Table & Chairs/Nickell	180.17	Lakeview
190989	CSUS MASE CENTER	SIRC Super Saturday	226.24	Marina Village School
190951	CUSTOMINK	Talent Show Shirts	504.05	Lakeview
190975	DEMCO INC	Library supplies	53.87	Pleasant Grove Middle School
190996	DEMCO INC	Library Supplies - all schools	933.08	DISTRICTWIDE SERVICES
190946	EL DORADO COUNTY	EDCOE print shop order for LF	113.69	Lake Forest School
190950	EL DORADO COUNTY	PBIS Referral Forms	282.07	Green Valley School
190955	EL DORADO COUNTY	Legal Encumbrance (Vendor N/A)	16,000.00	DISTRICTWIDE SERVICES
190979	EL DORADO COUNTY	Print Shop Order	48.26	Lake Forest School
190984	EL DORADO COUNTY	Crisis Response Cards	22.52	Lake Forest School
190985	EL DORADO COUNTY	LEAVES OF ABSENCE CASBO - CH	150.00	DISTRICTWIDE SERVICES
190954	EL DORADO HILLS COMMUNITY	5th Grade Pool Party	780.00	Green Valley School
190980	EL DORADO HILLS COMMUNITY	5th Grade Pool Day	1,100.00	Lake Forest School
191014	FAGEN FRIEDMAN & FULLFROST LLP	SPECIAL SERVICES ATTORNEY	2,000.00	DISTRICTWIDE SERVICES
190968	FOLLETT SCHOOLS SOLUTIONS INC	Library Book Order	98.12	Marina Village School
190982	FOLLETT SCHOOLS SOLUTIONS INC	Library Books	1,117.80	Lakeview
190991	FOLLETT SCHOOLS SOLUTIONS INC	Book Order	2,084.89	Jackson School
190998	FOLLETT SCHOOLS SOLUTIONS INC	PG - alt trav/conf books	496.58	DISTRICTWIDE SERVICES
190999	FOLLETT SCHOOLS SOLUTIONS INC	MV - alt trav/conf books	498.71	DISTRICTWIDE SERVICES
191003	FOLLETT SCHOOLS SOLUTIONS INC	Library Book Order	1,159.52	Jackson School
191009	FOLLETT SCHOOLS SOLUTIONS INC	library books	1,512.12	Rescue School
191011	FOOTHILLS DANCE AND PERFORMING	Dance Program	1,750.00	Green Valley School
190953	GENERAL BINDING CORPORATION	Laminate	85.84	Green Valley School
190974	HEINEMANN PUBLISHING	Books for Rdg Spec	530.89	Green Valley School
190978	IMPERIAL SPRINKLER SUPPLY INC		2,000.00	Operations
191012	INFLATE THE FUN	Reading Counts Carnival	1,065.00	Green Valley School
190994	KNOTTY PINE LANES	5th grade party FT	600.00	Rescue School
190977	LEARNING A-Z	Brenan Renewal	109.95	Lakeview
190960	MACGILL & CO.	HEALTH OFFICE SUPPLIES	41.27	DISTRICTWIDE SERVICES

01 GENERAL FUND

P.O.#	VENDOR NAME	DESCRIPTION	AMOUNT	SITE NAMES
190942	MARVELSOFT/FUTURE AIDS	Adaptive PE Supplies	48.10	DISTRICTWIDE SERVICES
191017	MAX L COWEN'S	Treasure Chest	109.14	Lakeview
190981	MONKEY GLUE LIGHTING	Spotlight Rental Talent Show	215.00	Lake Forest School
190961	MUSIC IN THE PARKS	Invoice/Registration	7,240.50	Pleasant Grove Middle School
190937	NCS PEARSON INC	Psych Assessment Supplies	880.52	DISTRICTWIDE SERVICES
190938	NCS PEARSON INC	ASSESSMENT SUPPLIES (RSP)	161.41	DISTRICTWIDE SERVICES
190963	NCS PEARSON INC	Psych Assessment Supplies	75.08	DISTRICTWIDE SERVICES
191015	NCS PEARSON INC	OT Supplies	621.78	DISTRICTWIDE SERVICES
190972	NETOP TECH INC	VIS FOR CHROMEBOOKS 3YR	23,400.00	DISTRICTWIDE SERVICES
190995	NILES BIOLOGICAL	OWL PELLETS SCIENCE PTC	237.25	Lake Forest School
191021	ORIENTAL TRADING COMPANY INC	Green Valley Community Night	181.66	DISTRICTWIDE SERVICES
191002	POINT QUEST EDUCATION INC	DISTRICTWIDE SERVICES	13,065.28	DISTRICTWIDE SERVICES
190964	PSYCHOLOGICAL ASSESMENT	Psych Assessment Supplies	255.26	DISTRICTWIDE SERVICES
191016	PSYCHOLOGICAL ASSESMENT	OT SUPPLIES	187.69	DISTRICTWIDE SERVICES
190986	RISO PRODUCTS OF SACRAMENTO	ink & masters	771.13	Rescue School
190992	RISO PRODUCTS OF SACRAMENTO	RISO Products	323.20	Marina Village School
191007	ROLLER KING SKATING	STEM FT	280.00	Green Valley School
190939	RON DUPRATT FORD INC		500.00	Transportation
191010	ROSS RECREATION EQUIPMENT INC		6,644.33	Maintenance
190941	RUDERMAN & KNOX LLP	Settlement Agreement	13,000.00	DISTRICTWIDE SERVICES
190944	SACRAMENTO CHILDREN'S MUSEUM	2nd Gr. Presentation Van Go	325.00	Lake Forest School
190976	SACRAMENTO CHILDREN'S MUSEUM	field trip	125.00	Rescue School
190987	SCHOOL SPECIALTY INC	laminare	317.20	Rescue School
190970	SCHOOL STEPS INC	FBA	3,000.00	DISTRICTWIDE SERVICES
191019	SCHOOLMASTERS SAFETY	No Parking Cones	147.66	Jackson School
191008	SHIRTCAMP.COM	8th grade EOY materials	207.74	Pleasant Grove Middle School
190952	SIERRA BUILDING SYSTEMS		1,400.00	Maintenance
190933	SIERRA PACIFIC TREE CARE INC		2,000.00	Maintenance
191018	STUDENT SUPPLY COMPANY	Treasure Chest	249.74	Lakeview
190945	SWOA-SIERRA WEST OFF. ASSOC	Girls BBall Officiating	750.00	Pleasant Grove Middle School
190949	SWOA-SIERRA WEST OFF. ASSOC	girls basketball officiating	600.00	Marina Village School
190958	SWOA-SIERRA WEST OFF. ASSOC	Referee for Bball Games	385.00	Green Valley School
190965	SWOA-SIERRA WEST OFF. ASSOC	Official fees for 5th hoop LF	440.00	Lake Forest School
190932	TEACHER SYNERGY LLC	Classroom materials	34.17	Pleasant Grove Middle School
190947	TEACHER SYNERGY LLC	Classroom Materials	162.59	Pleasant Grove Middle School
190966	TEACHER SYNERGY LLC	Classroom Materials	86.29	Pleasant Grove Middle School
190931	THREE SWANS LLC	MARKETING FOR HIRING EVENT	1,302.29	DISTRICTWIDE SERVICES
190934	THREE SWANS LLC	Posters for PBIS	332.68	Lakeview
190967	UNITED TRANSMISSION EXCHANGE		2,175.14	Transportation
190948	WHITEBOX LEARNING	Subscriptions for PLTW	638.98	Marina Village School
		TOTAL FUND	144,661.20	
		TOTAL DISTRICT	144,661.20	

FUND		AMOUNT
01	GENERAL FUND	144,661.20
	TOTAL DISTRICT	144,661.20

**RESCUE UNION SCHOOL DISTRICT**

**AGENDA ITEM:   Certificated Personnel**

**BACKGROUND:**

Periodically changes in certificated staffing occur due to hiring, resignations or request for leaves of absence. The Board must formally approve these requests.

**STATUS:**

The following certificated personnel changes are listed on the agenda.

<b>Name</b>	<b>Personnel Action</b>	<b>Position FTE</b>	<b>Position</b>	<b>School or Dept.</b>	<b>Effective Date</b>
Eric Baker	Retirement	1.0	Teacher	Pleasant Grove	6/30/19
Debra Biggs	Retirement	1.0	Teacher	Jackson	6/30/19
Victoria Brownstein	Retirement	1.0	Psychologist	District	6/30/19
Sandra Galloway-Bell	Retirement	1.0	Teacher	Green Valley	6/30/19
Barbara Lane	Retirement	1.0	Teacher	Lakeview	6/30/19
Leslie Manley	Retirement	1.0	Teacher	Jackson	6/30/19
Deborah Meyer	Retirement	1.0	Teacher	Jackson	6/30/19
Michelle Olson	Retirement	1.0	Teacher	Pleasant Grove	6/30/19
David Phillips	Retirement	1.0	Teacher	Pleasant Grove	6/30/19
Kathy Polland	Retirement	1.0	Teacher	Jackson	6/30/19
Marion West	Retirement	1.0	Teacher	Jackson	6/30/19
Susan Wolfe	Retirement	1.0	Teacher	Jackson	6/30/19

**FISCAL IMPACT:**

Fiscal impact will be reflected in the 2019-20 budget.

**BOARD GOAL:**

Board Focus Goal IV – STAFF NEEDS:

Attract and retain diverse, knowledgeable, dedicated employees who are skilled and supported in their commitment to providing quality education for our students.

**RECOMMENDATION:**

The Superintendent recommends the Board approve the above personnel actions.



**ITEM #: 18B**  
**DATE: April 9, 2019**

**RESCUE UNION SCHOOL DISTRICT**

**AGENDA ITEM: Classified Personnel**

**BACKGROUND:**

Periodically changes in classified staffing occur due to hiring, resignations or requests for leaves of absence. The Board must formally approve these requests.

**STATUS:**

The following classified personnel changes are listed on the agenda:

<b>Name</b>	<b>Personnel Action</b>	<b>Position FTE</b>	<b>Position</b>	<b>School/Dept.</b>	<b>Effective Date</b>
Brown, Timothy	Employment	1.0	Student Support Services Secretary	Student Services	4/1/19
Payne, Ariel	Employment	.75	IA Special Day Class (Short Term)	Jackson	3/01/19
Schumann, Robin	Employment	1.0	Certified Occupational Therapist	Districtwide	4/01/19
Stearn, Linda	Employment	.75	Itinerant Independence Facilitator	Marina Village	3/08/19
Duncan, Andrea	Resignation	.18	IA Paraeducator	Green Valley	3/21/19
Holzer, Austin	Resignation	.38	Custodian	Jackson	3/22/19

**FISCAL IMPACT:**

Fiscal impact will be reflected in the 2018-19 budget years.

**BOARD GOAL:**

Board Focus Goal IV – STAFF NEEDS:

Attract and retain diverse, knowledgeable, dedicated employees who are skilled and supported in their commitment to providing quality education for our students.

**RECOMMENDATION:**

The Superintendent recommends the Board approve the above personnel actions.

**RESCUE UNION SCHOOL DISTRICT**

**AGENDA ITEM:** Classified Job Descriptions

**BACKGROUND:**

The Board approves all job descriptions. The Director of Human Resources is recommending the revision of the attached job descriptions for legal compliance and to make consistent.

**STATUS:**

The Board will consider approval of the attached job descriptions:

- Health Office Aide
- Health Office Nurse
- Lead Custodian
- Mechanic
- Occupational Therapist
- School Secretary
- Student Service Secretary

**FISCAL IMPACT:**

No impact.

**BOARD GOAL:**

Board Focus Goal IV – STAFF NEEDS:

Attract, retain diverse, knowledgeable, dedicated employees who are skilled and supported in their commitment to provide quality education for our students.

**RECOMMENDATION:**

Board approves the job descriptions.

## RESCUE UNION SCHOOL DISTRICT

**JOB TITLE:** HEALTH OFFICE AIDE

**SUPERVISOR:** Site administrator and school nurse

**CLASSIFICATION:** Classified

**JOB SUMMARY-BASIC FUNCTION:** Under the supervision of the site administrator and school nurse, the health office aide is responsible ~~to provide~~ for providing care for students who are ill or injured; assisting students with need medication and/or specialized health care procedures; and for following students' Individual Health Plans. The health office aide will provide a variety of health-related and clerical duties as assigned.

### **EXAMPLES OF REPRESENTATIVE DUTIES:**

- ~~Render~~ Assist with specialized physical health care services, medications, and treatments to students according to the written orders of the health care provider and under the direction of the school nurse
- Provide first aid and care for injuries, illnesses, and medical emergencies; ~~of minor medical emergencies or illnesses;~~ contact parents or emergency personnel if necessary
- Assist students with personal hygiene, toileting, and feeding as needed
- Screen for head lice as needed
- ~~Assist students with medications according to state/district policies~~
- Assist in communicable ~~infection and~~ disease control, e.g., inspection for head lice, etc.
- ~~Maintain daily records of student visits to nurse's office and action taken~~
- Refer students with health concerns (emotional or physical) to the school nurse
- Assist with transferring students with impaired mobility
- Accompany students on school field trips as needed
- Maintains kKnowledge of the school nurse's schedule and activities
- Document health care services and maintain all health records
- Maintain a clean and well supplied health office
- Monitor health supplies and notify the school nurse when supplies are needed
- ~~Assist with maintaining health records and computer input~~
- Attend meetings and/or trainings as needed
- Drive to other sites as needed
- Perform other duties as assigned

### **EMPLOYMENT STANDARDS:**

~~Training~~ **EDUCATION AND EXPERIENCE:** High school completion or G.E.D.; ~~must demonstrate ability and knowledge to work with the health and medical needs of students.~~ Previous health care experience desirable. ~~General office clerical skills. Additional training will be provided as needed.~~

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- ~~Knowledge of Universal precautions and bloodborne pathogens~~
- General safety and first aid procedures
- General office duties

### ABILITY TO:

- ~~Must demonstrate knowledge and ability to~~ Work with Care for health and medical needs of students in a sensitive, patient and nurturing manner
- ~~Ability to take~~ Take direction from school nurse, and/or site administrator
- ~~Ability to interact~~ Interact with other employees and parents
- Maintain confidentiality information
- ~~Ability to remain~~ Remain flexible to meet student and program district needs
- ~~Ability to prioritize~~ Prioritize, coordinate and organize job assignments needs of position with minimal supervision
- ~~Ability to communicate~~ Communicate effectively and professionally with students, parents, and district staff by written and oral means
- Understand and carry out oral and written instructions
- Meet schedules and deadlines
- Maintain cooperative relationships

## **WORKING CONDITIONS:**

~~Physical Effort/Work Experience~~Environment ENVIRONMENT: Indoor work environment; outdoors as needed

PHYSICAL REQUIREMENTS: ~~light physical effort; occasional standing or walking; periodic handling of lightweight parcels or supplies.~~

### PHYSICAL ABILITIES:

- Ability to lift a minimum of 50 pounds
- Frequent standing or walking
- Sufficient vision to see small print
- Sufficient hearing to hear normal telephone conversations

### Licenses and Certificates: LICENSES AND REQUIREMENTS:

- ~~A valid Class C California driver's license~~
- ~~TB test clearance~~
- ~~California Department of Justice fingerprint clearance, proficiency testing,~~
- First Aid and CPR/AED certificates.

Board Adopted: ~~September 15, 1998~~

# RESCUE UNION SCHOOL DISTRICT

**JOB TITLE:** HEALTH OFFICE NURSE (RN/LVN)

**CLASSIFICATION:** — Classified

**SUPERVISOR:** Site Administrator and School Nurse

~~JOB SUMMARY~~ **BASIC FUNCTION:** ~~The Health Office Nurse is responsible to provide for providing care for students who are ill or injured; administering need medication and/or specialized medical procedures; and for following students' Individual Health Plans. The Health Office Nurse will administer student health care safely within the LVN or RN practice act under the direction of a credentialed school nurse and per written health care provider orders. The Health Office Nurse will also provide a variety of health related and clerical duties as assigned.~~

## **EXAMPLES OF REPRESENTATIVE DUTIES:**

- ~~Assists with transferring students with impaired mobility, assisting them into and out of motor vehicles, or within the school environment, for the purpose of ensuring student safety~~
- ~~Attends meetings and trainings as needed for the purpose of conveying and/or gathering information required to perform health care functions~~
- ~~Reports or corrects unsafe conditions for the purpose of ensuring a safe environment~~
- ~~Maintains the a clean and well-supplied health office so that it is a clean and safe environment~~
- ~~Assists with personal hygiene, toileting, and feeding as needed of students, and handling of biohazards for the purpose of ensuring the health and safety of students and staff, following Universal Precautions at all times~~
- ~~May be required to support students with toileting needs~~
- ~~Accompanies students on school field trips if as needed~~
- ~~Provides first aid and care for ill and injured students with minor emergencies or illnesses; , contacting parents or emergency personnel if as necessary~~
- ~~Assists in communicable disease control and inspection for head lice~~
- ~~Document health care services and maintain all health records Maintains routine records for the purpose of providing written support and/or conveying information related to specialized physical health care procedures, including but not limited to maintaining daily records of student visits to health office and what action was taken~~
- ~~Refers students with health concerns (emotional and physical) to the School Nurse~~
- ~~Monitors health supplies and notifies the School Nurse when supplies are needed low~~
- ~~Assists with maintaining health records and computer input~~
- ~~Provides Administers, within scope of nursing licensure, specialized physical health care services; administers medications and treatments to students according to written health~~

care provider orders and under the direction of a ~~the~~ credentialed School Nurse and in accordance with state laws and RUSD Board Policies

- ~~Render~~ Provide first aid and care for injuries, illnesses, and medical emergencies; of minor medical emergencies or illnesses; contact parents or emergency personnel if necessary
- Assist students with personal hygiene, toileting, and feeding as needed
- Screen for head lice as needed
- Assist in communicable ~~infection~~ and disease control, ~~e.g., inspection for head lice, etc.~~
- Refer students with health concerns (emotional or physical) to the school nurse
- Assist with transferring students with impaired mobility
- Accompany students on school field trips as needed
- Knowledge of the school nurse's schedule and activities
- Document health care services and maintain all health records
- Maintain a clean and well supplied health office
- Monitor health supplies and notify the school nurse when supplies are needed
- Attend meetings and/or trainings as needed
- Drive to other sites as needed
- Perform oOther related duties as assigned

**JOB REQUIREMENTS—QUALIFICATIONS EDUCATION AND EXPERIENCE:** High school diploma or equivalent, completion of Vocational Nurse OR Registered Nurse training program, is required; A.A. or B.S. Associate degree is preferable preferred, completion of Licensed Vocational Nurses Training Program or Registered Nursing program. Prior nursing experience desirable.

**Skill, Knowledge and/or Abilities: KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

~~*Knowledge*~~ of proper English usage, record keeping techniques, ~~appropriate safety precautions and hygiene standards, and basic needs of students at the assigned location.~~

- General safety and first aid procedures
- General office duties
- Scope of practice related to nursing licensure

ABILITY TO:

- Care for health and medical needs of students in a sensitive, patient, and nurturing manner
- Maintain confidential information
- Remain flexible to meet student and district needs
- Prioritize, coordinate and organize job assignments with minimal supervision
- Communicate effectively and professionally with students, parents, and district staff by written and oral means
- Understand and carry out oral and written instructions
- Meet schedules and deadlines

- Maintain cooperative relationships

~~*Skills* to empathize with the needs of students; react with flexibility, patience and sensitivity to changing situations and needs of students; communicate with students; structure time effectively; carry out oral and written instructions; make appropriate decisions on a timely basis; basic computer application; maintain cooperative relationships.~~

~~*Abilities* to stand for prolonged periods; understand and carry out oral and written instructions; prioritize, coordinate and organize needs of position with minimal supervision; maintain confidentiality of student records; meet schedules and deadlines; read/interpret/apply rules, regulations, health care provider written orders, and policies; and rapidly learn methods and materials used in a variety of situations. Significant physical abilities include lifting a minimum of 50 pounds, carrying/pulling, stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/depth perceptions/accommodation/field of vision.~~

- ~~**Licenses, Certifications, Bonding, and/or Testing:** Current, active California Vocational Nurse or Registered Nurse License, TB Assessment clearance, Criminal Justice Fingerprint Clearance, and possess a valid California Drivers' License and evidence of insurability. Must obtain CPR/first aid certification prior to employment.~~
- ~~**Other:** Must have access to a working vehicle to travel from site to site as needed.~~

### WORKING CONDITIONS:

ENVIRONMENT: Indoor working environment; outdoors as needed

### PHYSICAL REQUIREMENTS:

- Ability to lift a minimum of 50 pounds
- Frequent standing or walking
- Sufficient vision to see small print
- Sufficient hearing to hear normal telephone conversations

### LICENSES AND REQUIREMENTS:

- Current, active California Vocational Nurse or Registered Nurse License,
- Valid California Drivers' License and evidence of insurability
- TB test clearance,
- Department of Justice clearance
- First Aid and CPR/AED certification

Board Approval: 6/25/13



## RESCUE UNION SCHOOL DISTRICT

**JOB TITLE:** ~~Lead~~ Custodian ~~Lead~~

**SUPERVISOR:** ~~Under the supervision of the Maintenance and Operations Coordinator with direction from the Site Administrator.~~ (under supervision of M&O Coordinator in summer months)

**BASIC FUNCTION:** To perform cleaning and custodial functions at assigned site(s). Perform occasional grounds keeping and minor maintenance duties in the upkeep of District buildings and facilities as needed. Directs and monitors work of site custodians. ~~These activities are required to maintain an environment that is safe and appropriate for the maximum learning of all students in the Rescue Union School District.~~

### REPRESENTATIVE DUTIES:

#### ~~LEAD DUTIES:~~

- ~~Confers with Maintenance & Operations Coordinator and Site Administrator as to custodial assignments and special activities and coordinates instructions with site custodians.~~
- ~~Provides input in the development of custodian staff assignments and schedules.~~
- ~~Provides input to Administration regarding Custodian performance and evaluation.~~
- ~~Monitors site custodian's duties in accordance with assigned schedules.~~
- ~~Orders and inventories custodial supplies.~~
- ~~Receives and distributes school site supplies and equipment.~~
- ~~Sets time clocks and schedules for mechanical and irrigation systems.~~
- ~~May assist in arranging for substitute custodial coverage.~~
- ~~Identifies maintenance problems and create work orders reports need of repairs to M & O Coordinator and Site Administrator.~~
- ~~Complete work orders as required.~~
- ~~Directs and participates in the major cleaning of sites/ buildings.~~
- ~~Monitors and responds to District communication networks.~~
- ~~Prepares/performs inspections at sites including but not limited to fire, safety, playground, etc and follows up with M&O Coordinator and Site Administrator.~~
- ~~Performs other duties as assigned.~~

#### ~~CUSTODIAL DUTIES:~~

- Performs custodial functions at assigned site(s)-
- Cleans classrooms, rest rooms, cafeteria, multipurpose rooms, gyms, libraries, offices, and related facilities including but not limited to the following; sweeps, mops, scrubs, strips and waxes, vacuums, and shampoos carpets and floors; cleans walls, furniture, windows, woodwork, writing boards, and light covers; empties, cleans, and lines trash receptacles; dusts furniture, windowsills, and shelves; responds to emergency cleanups such as spills and clogged drains; checks and refills towels, toilet paper, and soap dispensers-
- Performs minor maintenance and repair to buildings, fixtures, and equipment; adjusts shades/blinds and desks; assembles furniture-
- Raises/lowers flags; sets up/takes down playground equipment-
- Performs minor/touch-up painting; replaces lights- bulbs
- ~~Picks up papers and debris; cleans walkways and entrances.~~
- Operates equipment such as vacuums, buffers, power washers, scrubbers, steam cleaners, lawn mowers, backpack blowers, and trimmers-
- Locks and unlocks doors, windows, and gates to ensure security of buildings and related areas; turns alarms on/off-
- Sets up and arranges furniture and facilities for assemblies, breakfast, lunch, meetings, and special events, as assigned-
- Inspects areas and grounds for vandalism, damage, and health and safety hazards-
- Reports vandalism, damage, and health and safety hazards to appropriate authority-
- Respond to after-hours emergency calls
- Performs other duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- Modern cleaning methods, materials, tools, and equipment associated with custodial work as well as the care and maintenance of custodial/grounds keeping equipment and tools.
- Routine grounds keeping methods and practices as well as the safe use and operation of equipment/chemicals used in custodial and grounds keeping work-
- Principles of directing work-

### ABILITY TO:

- Perform general gardening and custodial work; safely use cleaning agents, equipment, and materials-
- ~~Meet the physical requirements necessary to safely and effectively perform required duties-~~
- Estimate quantities of materials and supplies needed-

- Communicate effectively in both oral and written forms-
- ~~Understand and carry out oral and written instructions-~~
- ~~Speak, read, and write English at a level required for satisfactory job performance-~~
- Establish and maintain cooperative working relationships with those contacted in the performance of required duties-
- Use and climb a ladder appropriately and safely-
- ~~Communicate effectively with students, parents, district employees, or members of the community-~~
- Perform heavy physical labor requiring the ability to lift, carry, push, pull, and move heavy objects or materials

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor and outdoor environment; exposure to dust, chemicals, bloodborne pathogens, variances in temperature, equipment with moving parts, roofs and crawl spaces.

### **PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; ~~hearing and speaking~~ has the ability to receive and exchange information; seeing to perform assigned duties; standing for extended period of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties, lifting heavy objects.

- ~~Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials-~~
- ~~Requires great physical demand for strength and endurance, involving heavy physical exertion-~~

## **LICENSES AND CERTIFICATES REQUIREMENTS:**

- A valid Class C California driver's license
- TB test clearance
- ~~California Department of Justice fingerprint clearance and Physical Ability and Entrance Evaluation-~~
- Pass SIA Entrance Evaluation test

Board Adopted: ~~February 12, 2008~~

# RESCUE UNION SCHOOL DISTRICT

**JOB TITLE:** Mechanic

**SUPERVISOR:** Director of Transportation

**CLASSIFICATION:** ~~Classified~~

**BASIC FUNCTION:** Under the direction of the Director of Transportation, the Mechanic is responsible for maintenance and repair of all District equipment; ordering and maintaining an inventory of all parts; directing the work of the Assistant Mechanic. The Mechanic must be current with all laws pertaining to maintenance and repairs to school buses. Minimal supervision, plans and performs journeyman level mechanical maintenance and repair of district buses and all other automotive equipment, including both diesel, ~~and~~ gasoline and electric engines.

## REPRESENTATIVE DUTIES

- Makes routine safety checks on all district owned automotive equipment.
- Inspects diagnoses and repairs mechanical malfunctions on buses, trucks, autos, tractors, mowers and all other mechanical equipment
- Overhauls and maintains diesel and gasoline engines within limitations of district facilities.
- Performs road and operational tests on district vehicles and equipment
- Disassembles repairs and reconditions a variety of components such as brake cylinders, fuel pumps, alternators, starters, carburetors and air/hydraulic systems
- Servicing of particulate traps
- Replaces, repairs and balances tires and wheels
- Makes emergency road service calls and assist in accident investigations
- Operates a variety of diagnostic (computerized or digital) equipment to check out electrical and mechanical systems
- Fabricates and welds a variety of items including parts, brackets, etc., using either acetylene or electric arc welding equipment
- Provides regular maintenance services on all district automotive equipment, keeping accurate records of same
- Maintain an inventory of parts and supplies
- Maintains cost records on individual pieces of equipment
- Maintains registration, smog and labeling of both on and off road vehicles/equipment
- Maintains shop tools and equipment in a clean and orderly manner.
- Per Storm Water Requirements, maintain facility and grounds.
- Maintain and perform Storm Water Monitoring, Sampling and record keeping as per State requirements
- Attend a variety of meetings and workshops to maintain current knowledge of current laws, regulations and updates on equipment
- Direct the work of the Assistant Mechanic in performing mechanical repairs
- Other duties as assigned

## ~~OTHER DUTIES:~~

- ~~Performs and assists with other related duties as necessary or as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and the District.~~

## **EDUCATION AND EXPERIENCE:**

- Minimum of a high school diploma or G.E.D.
- Experience equivalent to a technical school with specialized training and a journeyman level of experience
- Background in machine technology and fabrication
- Ten (10) years' experience in general automotive mechanical overhaul, repair and service work, including diesel and welding experience and air brake diagnosis

## **KNOWLEDGE OF:**

- In-depth knowledge of internal combustion engines and all parts and components that make up a diesel engine, gas engine, manual and automatic transmissions, differentials, steering and suspension, electrical systems and components
- Proper maintenance and use of PPE (personal protection equipment)
- Electric vehicle motor, battery, charging systems and hazards
- Repair of mechanical equipment and the provisions of the California Vehicle Code applicable to the operation of vehicles relating to the transportation of school children
- Hydraulic and air brake systems
- ~~Knowledge of purchasing of parts, and stocking of parts;~~
- ~~Working knowledge of hydraulic systems and components~~
- ~~Knowledge of the State and Federal requirements for school bus inspections, EPA regulations, hazardous materials handling regulations, recycling regulations, shop safety requirements with OSHA~~
- Proper lifting techniques.

## **ABILITY TO:**

- ~~To~~ Share mechanical knowledge with others
- ~~to~~ Do general welding
- ~~to~~ Work within the budget for purchasing and locating needed parts
- ~~to~~ Maintain an inventory
- Ability to Complete on the spot diagnostic testing of whether a vehicle is road safe to determine vehicle safety
- Mechanic shall be aware of proper safety techniques and Maintain a clean and safe work environment
- Ability to Accurately tell the difference between a possible safety concern and a non-dangerous concern in order to make repair decisions and maintain the safety of the lives in and around district vehicles.

## **LICENSES AND REQUIREMENTS:**

- Possession of or ability to attain a valid California Commercial Class B driver's license with Air Brake and Passenger Endorsements is required
- Criminal Justice Fingerprint/Background Clearance
- Pre-employment Drug and Alcohol ~~abuse tests~~ Screening
- Tuberculosis (TB) Test Clearance
- ~~Demonstrated skills through proficiency testing~~
- Pass SIA Entrance Evaluation test
- Supply your own basic set of standard heavy-duty vehicle mechanic tools

## **WORKING CONDITIONS:**

ENVIRONMENT: Sometimes required to work in extreme weather conditions.

PHYSICAL DEMANDS:

- Frequent lifting or moving of heavy parcels, machines, or equipment
- Bending at the waist, kneeling or crouching
- Reaching overhead, above the shoulders and horizontally
- Frequent activity requiring full body exertion
- Dexterity of hands and fingers

Revised: 4/5/2017

## RESCUE UNION SCHOOL DISTRICT

**JOB TITLE:** OCCUPATIONAL THERAPIST

**CLASSIFICATION:** Classified Management

**SUPERVISOR:** Director, Student Support Services

**BASIC FUNCTION:** The Occupational Therapist will participate as a member of the educational team to assess student performance in areas of disability; develop assessment reports; identify student abilities within educational, developmental or functional parameters; develop goals and objectives for consideration in the IEP meeting; develop individual occupational therapy intervention plans based on educational needs; maintain appropriate documentation and reports; and provide staff development training and consultative support to education personnel.

**REPRESENTATIVE DUTIES:**

- Provide occupational therapy services to special needs students enrolled in the educational programs of the Rescue Union School District
- Evaluate student performance in a variety of areas including fine motor tasks, sensory impairments, perceptual motor skills, self-care, posture and movement, and need for adaptive equipment using a variety of evaluation and assessment procedures and methods, including standardized and/or criterion-referenced measures, interviews, questionnaires and rating scales, skilled clinical observations, and review of records
- Write assessment reports identifying the students' needs and proposed treatment strategies
- Write individual student goals and objectives as part of the IEP plan, monitors student response to intervention, modifies strategies as indicated to attain goals, and maintains progress records.
- Participate in IEP meetings
- Identify, evaluate and design adaptive equipment to assist students in self-care and academic activities. Orders specialized equipment for student use, as appropriate
- Monitor therapy programs and educational staff trained to incorporate appropriate occupational therapy treatment strategies into the educational program
- Assist in developing transition plans for students moving to other environments and recommends termination of service when benefit has been achieved
- Responsible for case management for student as it pertains to occupational therapy; maintain appropriate student assessment, evaluation, and education records
- Provide in-service and training, for school district personnel and parents on the role of occupational therapy as an educational service, sensory-motor development as related to learning, identification of sensory-motor deficits, and remediation strategies
- Administer the occupational therapy program as needed in terms of budget recommendations, space and equipment recommendations, staffing recommendations, occupational therapy program development and evaluation, and supervision/direction of any support staff or others (i.e., student interns, certified occupational therapy assistants) assigned to the occupational therapy program
- Act as a liaison between students, families, school personnel, and community agencies
- Complete and submit a variety of forms, evaluations, and program reports
- Maintain an in-depth knowledge of the laws and policies governing Special Education and Early Intervention in California that pertains to the delivery of occupational therapy services

- Attend program-related meetings, trainings, and workshops
- Supervises and evaluates the performance of assigned staff
- Other related duties as assigned

**EDUCATION AND EXPERIENCE:** Bachelor's degree in Occupational Therapy from an accredited institution and certification as an Occupational Therapist registered by the American Occupational Therapy Certification Board. One year supervised experience providing occupational therapy services including the construction and use of assistive devices, special toys, and equipment.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Principles and methods of occupation therapeutic techniques
- Theory of physical and mental rehabilitation underlying the practices of occupational therapy
- Objectives of occupational therapy treatment and services
- Skeletal anatomy
- Neuromuscular function or dysfunction
- Kinesiology and occupational therapy modalities
- Principles of consultation, training, and supervision

ABILITY TO:

- Identify and analyze areas of developmental and sensory motor dysfunction
- Develop and implement appropriate treatment plans
- Consult with classroom staff regarding motor, sensory, perceptual, and self-care programs
- Communicate effectively in oral and written form with students, staff, parents, and other agencies regarding technical information
- Establish and maintain cooperative and effective working relationships with others
- Work independently

**WORKING CONDITIONS:**

ENVIRONMENT: Indoor work environment

PHYSICAL ABILITIES: Sit for extended periods of time; see and read a computer screen and printed matter with or without vision aids; hear and understand speech at normal levels; stand, walk, and bend over; reach overhead; grasp, push, pull, and move, lift and/or carry up to 25 pounds to waist height; operate a vehicle in the course of carrying out assigned duties

**LICENSES AND REQUIREMENTS:**

- A valid California driver's license and evidence of insurability
- Department of Justice clearance
- TB test clearance
- Valid Occupational Therapist certification issued by the American Occupational Therapy Certification Board

Board Approved: February 12, 2019



## RESCUE UNION SCHOOL DISTRICT

**JOB TITLE:** SCHOOL SECRETARY

**SUPERVISOR:** Site Administrator

**BASIC FUNCTION:** The school secretary is responsible for office administration including coordination of office duties and tasks.

### REPRESENTATIVE DUTIES:

- Ensures a safe, pleasant and efficient office environment that is well equipped and maintained.
- Schedules substitutes and facilities, ~~and yard supervisors.~~
- Assists in preparation and establishment of the master schedule for students.
- ~~Maintaining~~ personnel attendance.
- ~~Attends~~ meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Evaluates situations, e.g. involving other staff, students, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Coordinates flow of information/communication.
- Distributes and controls facility keys.
- Processes maintenance work orders.
- Maintains multiple financial funds (Site, Categorical, SIP, Student Body, etc.)
- Coordinates student recognition programs.
- Completes requisition forms for supplies and equipment.
- Keeps accurate and up-to-date records.
- Prepares correspondence, bulletins, newsletters, handbooks (staff, student, parent, yard duty supervisor), agendas, minutes, schedules, confidential materials (evaluations, goals and objectives).
- Files, copies, faxes, ~~E-mails~~ email, office machine maintenance and minor repairs.
- Screens and distribute mail.
- ~~Sets master clock and bells.~~
- Meets the daily needs of staff, students, parents, and public (listen, assess, direct)
- Administers first aid and medication.
- Answers phones, ~~manage voicemail system.~~
- Performs other duties as assigned.
- Handles money as required.
- Grading program preparation and mailing.

**EDUCATION AND EXPERIENCE:** Minimum high school diploma or GED. Two years of basic secretarial experience in bookkeeping and math, typing, computer skills, filing, and organizing.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Practices and/or policies of the School/District which relate to the operation of a school office.

- Modern office machines and computers including current word processing, database, spreadsheet, accounting and desk top publishing programs.
- Filing and classifying
- Simple to complex mathematical computations.
- Handling money
- Advanced and complex recordkeeping; storekeeping and inventory.

**ABILITY TO:**

- Communicate effectively with students, parents, district employees, or outside agencies involving the exchange, dissemination or interpretation of information.
- Requisition supplies or items of equipment where sources are not established.
- Work with confidential information appropriately.
- Compose, prepare and edit written material.
- Develop a working knowledge and application of district policy.
- Work independently.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor Work environment.

**PHYSICAL ABILITIES:**

- Occasional lifting of medium weight materials and/or occasional climbing, stooping.

**LICENSES AND REQUIREMENTS:**

- TB test clearance
- California Department of Justice fingerprint clearance
- Proficiency testing
- First aid and CPR certificate

Board Adopted: ~~February 12, 2008~~

## RESCUE UNION SCHOOL DISTRICT

### **JOB TITLE:** STUDENT SERVICE SECRETARY

**SUPERVISOR:** Site Administrator

**BASIC FUNCTION:** The Student Service Secretary performs a variety of secretarial and office duties and maintains student records.

### **REPRESENTATIVE DUTIES:**

- Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction with courtesy and discretion-
- Answers phones and responds to the needs of students ~~and staff-~~ And parents
- Maintains student records, including attendance, discipline, SARB, and other data as required-
- Files monthly records reports and verify absences.
- Registers new students, perform enrollment and transfer process.
- Maintains student cumulative folders; request new student records; forward student records as needed-
- Maintains confidentiality and team atmosphere-
- Maintains bulletin boards, displays, and organization of workspace-
- Keeps independent study contract register-
- Types correspondence-
- Operates office machines, word processing and other computer programs required to perform job-
- Maintains current attendance program-
- Maintains proficiency in software updates and/or changes-
- Promotes positive public relations with parents/community-
- Distributes mail-
- Administers first aid and medication-
- Coordinates student recognition programs-
- Handles money as required-
- Performs other related duties as assigned-

### **EDUCATION AND EXPERIENCE:**

Minimum high school diploma or GED. Basic secretarial skills such as up-to-date computer software skills; bookkeeping and math, typing, word processing, filing, and organizing.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Practices and/or policies of the School/District which relate to operation of a school office
- Filing and classifying
- Typing
- Simple to complex mathematical computations

- Handling money
- Recordkeeping
- Inventory
- Computer knowledge and experience

ABILITY TO:

- Communicate effectively with students, parents, district employees, or outside agencies involving the exchange, dissemination or interpretation of information
- Work with confidential information appropriately

**WORKING CONDITIONS:**

ENVIRONMENT:

- Indoor work environment.

PHYSICAL ABILITIES:

- Occasional lifting of medium weight materials and/or occasional climbing, stooping.

**LICENSES AND REQUIREMENTS:**

- TB test clearance
- California Department of Justice fingerprint clearance
- Proficiency testing
- First aid and CPR certificate

Board Adopted: ~~February 12, 2008~~

**RESCUE UNION SCHOOL DISTRICT**

**AGENDA ITEM:      **UPDATED Retirement Incentive for Non-Administration Certificated Employees****

**BACKGROUND:**

RUFT and the District have signed a TA for the 2018-19 school year and it includes an agreement to offer a retirement incentive.

The District reviewed many factors including cost savings, past retirement incentives, enrollment and staffing projections, and determined that a certificated retirement incentive would be appropriate.

At the December 13 board meeting, a retirement incentive for the non-administration certificated employees was approved. One of the qualifications of the incentive, to ensure a savings to the District, requires participation of at least 16 employees by March 1. If less than 16 employees participate, the incentive would not be automatically triggered, but the board could take action at the March 12 meeting to approve a new incentive if the specific employees participating would create a savings.

As of March 1, the District received 14 letters of resignation in conjunction with the retirement incentive offered. The incentive required 16 participants, so the board needed to take action to accept the letters of resignation and approve the incentive for those that wished to participate and still qualify for the incentive at the March 12 board meeting. *(Note: Per STRS requirements to accept a retirement incentive an employee must be in active status at the time of board approval. There is one retiree who is not in active status as of this board action date and therefore will not qualify for the new approved incentive.)*

The makeup of the remaining employees who wish to participate in the incentive did create a savings to the District and therefore the board took action to approve the incentive as previously outlined with 13 participants at the March 12 board meeting.

**STATUS:**

One additional certificated retiree after the March 1 cut-off has requested to participate in the retirement incentive.

The board may take action to include this individual if they wish to do so as the additional retiree will add an additional savings.

**FISCAL IMPACT:**

Any incentive offered must show a cost savings to the district.

**BOARD GOAL:**

Board Focus Goal II – FISCAL ACCOUNTABILITY

Keep the district fiscally solvent through prudent LCAP aligned budget processes in order to meet the needs of our students.

Board Focus Goal IV - STAFF NEEDS

Attract and retain diverse, knowledgeable, dedicated employees who are skilled and supported in their commitment to provide quality education for our students.

Board Focus Goal VI – CULTURE OF EXCELLENCE

Create and promote programs that support, reward and incentivize employees to perform at exceptional levels for the benefit of our students.

**RECOMMENDATION:**

The Board of Trustees should accept the retirement of the additional certificated teacher and include them in the retirement incentive.

## Rescue Union School District

### **AGENDA ITEM: SCHOOL PROJECT FOR UTILITY RATE REDUCTION (SPURR)**

### **BACKGROUND:**

School Project for Utility Rate Reduction (SPURR) is a buying group for public agencies utilizing buying power and expertise to obtain the best available pricing and terms in a variety of categories.

### **STATUS:**

Our goal is to make sure we have access to the best pricing available in any project. By signing and approving the SPURR Joint Powers Agreement, Rescue Union School District would gain access to the pre-negotiated contracts and pricing that the SPURR group has procured. SPURR contracts are available for technology infrastructure, solar and energy storage, natural gas and electricity, LED lighting and controls and energy management.

### **FISCAL IMPACT:**

There are no costs to the district for joining the SPURR buying group.

### **BOARD GOALS:**

Board Focus Goal I – STUDENT NEEDS:

A. Student Safety and Well Being: Enhance and encourage social, emotional, ethical and civic learning by providing a safe, supportive and diverse environment.

B. Curriculum and Instruction: Provide a meaningful, innovative learning environment using Common Core, and other student content standards and research-based, progressive, effective instructional methodology, instructional materials, staff development and technology that will ensure student success in career and college.

Board Focus Goal II – FINANCIAL ACCOUNTABILITY:

Keep the district fiscally solvent through prudent LCAP aligned budget processes in order to meet the needs of our students.

### **RECOMMENDATION:**

District staff recommends the Board approve the School Project for Utility Rate Reduction (SPURR) Joint Powers Agreement.



## SCHOOL PROJECT FOR UTILITY RATE REDUCTION

### Joint Powers Agreement

This Agreement is among those public agencies signatory to this Agreement and is for the purpose of establishing, operating and maintaining the School Project for Utility Rate Reduction (SPURR.)

This Agreement is entered into pursuant to the provisions of Sections 6500 et seq. (Joint Powers Agreement) of the California Government Code for the benefit of the School Districts, Community College Districts and the County Superintendents of Schools signatory hereto (and also those which may hereafter become signatory hereto), for the purpose of operating a program to be known and designated as the School Project for Utility Rate Reduction, herein after designated as SPURR, and;

WHEREAS, it is to the mutual benefit of the parties herein subscribed and in the best public interest of said parties to join together to establish this Joint Powers Agreement to accomplish the purposes herein after set forth, and;

WHEREAS, the signatories hereto have determined that there is a need by Public Educational Agencies to seek utility rate reduction, especially for electricity and natural gas, and;

WHEREAS, Section 6502 of the Government Code of the State of California authorizes joint exercises by two or more public agencies of any power common to them;

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL ADVANTAGES TO BE DERIVED THEREFROM, AND IN CONSIDERATION OF THE EXECUTION OF THIS AGREEMENT BY OTHER PUBLIC EDUCATIONAL AGENCIES, EACH OF THE PARTIES HERETO DOES HEREBY AGREE AS FOLLOWS:

#### **1. CREATION OF THE SCHOOL PROJECT FOR UTILITY RATE REDUCTION (SPURR)**

Pursuant to Title 1, Division 7, Chapter 5 of the Government Code, there is hereby created a public entity, separate and apart from the parties hereto, to be known as the School Project for Utility Rate Reduction, herein after designated SPURR.

SPURR shall have the powers common to the participating Districts and is hereby authorized to do all acts necessary for the exercise of said common powers, including but not limited to, any or all of the following: to make and enter into contracts; to incur debts, liabilities and obligations; to acquire, hold or dispose of property; to receive gifts, contributions, and donations of property, funds, services and other forms of assistance from persons, firms, corporations and any governmental entity; and to sue and be sued in its own name. Said powers shall be exercised in the manner provided by law, and except as expressly set forth herein, subject only to such restrictions upon the manner or exercising such powers as are imposed upon districts in the exercise of similar powers. It is specifically agreed that the debts, liabilities and obligations of SPURR shall not be debts, liabilities and obligations of the parties to this Agreement.

#### **2. PURPOSE**

The purpose of SPURR shall be to seek on behalf of the members the reduction of utility rates, especially for electricity and natural gas.

#### **3. MEMBERSHIP**

Each party to this Agreement must be eligible for SPURR membership as defined in the Bylaws, and become a member on the effective date of this Agreement, and is entitled to the rights and privileges, and is subject to the obligations of membership, all as are provided in this Agreement. Public Educational



Agencies desiring membership after initial operation has begun shall apply under the provisions of the Bylaws.

**4. EFFECTIVE DATE**

This Agreement shall become effective on September 1, 1989, or, for members joining after that date, on the date specified below.

**5. TREASURER**

This Agreement, pursuant to Government Code 6505.6, herewith establishes the Office of Treasurer. The Treasurer shall be the Assistant Superintendent, Business Services, of the Alameda County Superintendent of Schools.

**6. TREASURER'S FEES**

The annual payment to the Treasurer for the cost of accounting for SPURR funds, payment of employee salaries and benefits, payment of such other obligations as may occur, and the production of monthly financial reports shall be three (3) percent of SPURR income received for the fiscal year. In addition, SPURR shall reimburse the Treasurer for all actual expenses incurred for additional services performed at the direction of SPURR.

**7. GOVERNANCE**

SPURR shall be governed by a Board of Directors selected according to the provisions of the Bylaws.

**8. BYLAWS**

SPURR shall be governed pursuant to those certain Bylaws, a copy of which is attached hereto as "Exhibit A," and by this reference made a part of this Agreement as though fully set forth herein. Wherever in this Agreement the Bylaws are referred to, said Bylaws shall be those set forth in Exhibit A and as they may be amended thereafter. Each party to this Agreement approves said Bylaws and agrees to comply with and be bound by their provisions, and further agrees that SPURR shall be operated pursuant to this Agreement and said Bylaws. Said Bylaws may be amended as provided therein.

**9. AFFIRMATIVE ACTION POLICY STATEMENT**

It shall be the permanent and voluntary policy of this Joint Power Board of SPURR to practice fair and impartial employment, recognizing applicants and employees on the basis of personal and professional merit, thereby reaffirming the dignity of individuals without regard to race, color, creed, national origin, ancestry, age, sex, or physical handicap in every aspect of personal policies, practices, and treatment of personnel.

**10. ADDITIONAL PARTIES**

Additional parties may be added to this Agreement by written amendment between the additional party and SPURR.

**11. TERMINATION**

Any party may terminate its participation in this agreement by providing written notice to the other parties not less than 90 days prior to July 1 of any year after the initial year. Termination shall be effective on July 1 following the delivery of notice to all parties. No return of funds already paid to SPURR shall be made by SPURR when a member district withdraws from this JPA.

**12. RECORDS**

The Treasurer shall maintain records separately identifying the expenses incurred in the performance of the duties described herein. The Managing Director shall maintain records of the Minutes of the Board of Directors meetings and such other official records of the JPA as required by law.

**13. MEMBERSHIP FEES**

Membership shall be established for each member district which contributes to the SPURR account managed by the Alameda Superintendent and as established in the Bylaws for each regular and special

education student enrolled in the school districts and schools maintained by the County Superintendents of Schools and for each ADA, until FTE is adopted, in the Community College Districts.

**14. TERM, DISSOLUTION AND SEVERABILITY OF JOINT POWERS AGREEMENT**

**A. Term and Extension**

This Joint Powers Agreement shall commence September 1, 1989 and be extended from year to year thereafter, commencing each July 1. The majority of the members of this Joint Powers Agreement may terminate this Joint Powers Agreement at any time, provided all parties dealing with SPURR and all SPURR members have been notified at least 30 days in advance.

**B. Dissolution**

In the event this Joint Powers Agreement is terminated by districts as herein allowed, the Treasurer shall, after all debts have been paid and properly disposed of, distribute to each school district that is a party hereto on the effective date of dissolution, the balance of the SPURR assets on a pro rata basis according to the extent of each school district's contribution of funds hereunder since the creation of SPURR.


**C. Severability**

Should any portion, term, condition or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected thereby.

**15. ASSIGNS**

No party to this Joint Powers Agreement may sublet, assign, or transfer any interest in this Joint Powers Agreement without written consent of all of the parties thereto.

The parties thereto have caused this Joint Powers Agreement to be signed in their behalf by their duly authorized representatives on this 1 day of April, 2011 by the following signatory School Districts, Community College Districts and County Superintendents of Schools.

Rescue USD  
Agency  
  
Signature  
SEAN MARTIN  
Typed Name  
ASSISTANT SUP  
Title

**EL DORADO COUNTY OFFICE OF EDUCATION**  
 AGREEMENT FOR COUNTY SCHOOL SERVICES TO SCHOOL DISTRICTS  
 FISCAL YEAR 2019-20

915

The Governing Board of the **RESCUE UNION SCHOOL DISTRICT**, El Dorado County, hereinafter referred to as "DISTRICT", hereby agrees with the El Dorado County Office of Education, hereinafter referred to as "SUPERINTENDENT", to participate in contract services as follows:

Item #	Contract Items	(I)	(II)	(III)	(IV)	(V)
<b>PART A - Contract Items with fixed amount not subject to change* - January Billing or Transfer</b>						
AS-400	* PSYCHOLOGIST SERVICES		DAYS	777.00		-
AS-410	* NURSE / HEALTH ASSISTANT SERVICES		DAYS	957.00		-
AS-597	SELPA IEP SOFTWARE	3632	YR 1 of 3	0.5312	\$ 1,929	1,929 1,518
AE-305	SPORTS LEAGUE COMMISSIONER	1	SITE	996.00	\$ 996	996 950
AE-307	ACADEMIC DECATHLON		SITE	1,500.00		-
AE-350	DOCUMENT TRACKING SERVICES		LICENSE	195.00		-
AF-320	COURIER SERVICES		CBEDS	3.78		-
AP-031	SUB TEACHER CALLING	169.7	TCHR FTE	71.00	\$ 12,049	12,049 11,690
AP-037	CLASSIFIED SUB POOL	3632	CBEDS	2.58	\$ 9,371	9,371 7,693
AI-192	QSS MAINFRAME COMPUTER SUPPORT		FORMULA	350,000.00	\$ 37,006	37,006 37,039
AI-197A	AERIES HOSTED SERVICES		SITE	1,565.00		-
AI-197W	WIDE AREA NETWORK (WAN)		FORMULA	26,819.00	\$ 4,057	4,057 8,187
AI-4101	INTERNET CONNECT FILTERING		YR 3 of 3	2.08		-
AI-4102	ENDPOINT VIRUS PROTECTION SOFTWARE	350	YR 1 of 3	13.19	\$ 1,538	1,538 3,070
AI-4103	MICROSOFT CAMSA 365 LICENSING (CoreCAL)		KnlgWkr	43.00		8,849

<b>PART B - Contract Item estimates subject to change based upon usage and/or actual costs - January/June Billing or Transfer</b>						
BS-410V	HEALTH TEST SRVCS - VISION	1763	STUDENT	3.23	\$ 5,694	5,694 5,694
BS-410H	HEALTH TEST SRVCS - HEARING		STUDENT	4.38		-
BP-030P	OSHA MANDATE FEDERAL POSTERS	13	SET	40.29	\$ 524	524 509
BP-030B	IDENTIFICATION BADGES		EACH	0.75		-
BP-030L	IDENTIFICATION BADGES W/LANYARD		EACH	2.25		-
BP-030A	ED-JOIN SERVICES	3629	P2 ADA*	0.1500	\$ 544	544 542
BI-4104	HOSTED WIRELESS (Ruckus) LICENSE		EACH	25.00		-
BI-1967	DISTRICT WIRELESS (WAP) SUPPORT SERVICES (NEW)		TIERED	750.00		-
BI-196	DISTRICT APPLICATION HOSTED SERVICES		TIERED	395.00		-
BI-203	DISTRICT DATA STORAGE/BACKUP SERVICES		TIERED	500.00		-
BB-004	TIMBER COALITION SERVICE	3632	CBEDS	0.1327	\$ 482	482 481

Services are to be provided by and under the direction of the Superintendent and shall be rendered to the District in the same manner and with the same rights and privileges as are extended to all other school districts participating in the same or similar services rendered by the Superintendent except as may be further defined or limited as follows:

In full payment therefore, the Superintendent is hereby authorized to transfer from the General Fund or other appropriate funds of the District to the County School Services Fund maintained by the Superintendent before the close of any school year during which this agreement is valid, an amount equal to the total contract obligations determined above, invoiced items excluded. The Superintendent shall promptly notify the District of the date and amount of each transfer.

RESCUE UNION SCHOOL DISTRICT

EL DORADO COUNTY OFFICE OF EDUCATION

By Cheryl Olson  
 Cheryl Olson, Superintendent

Date 4/2/19

By \_\_\_\_\_  
 Robble Montalbano, Deputy Superintendent

**EL DORADO COUNTY OFFICE OF EDUCATION**  
 AGREEMENT FOR COUNTY SCHOOL SERVICES TO SCHOOL DISTRICTS  
 FISCAL YEAR 2019-20

915

Item #	Contract Items		(i) CBEDS or Other basis	(ii) Rate	(iii) Final Cost unless otherwise noted	(iv) Enter from Col. III	(v) Prior Year (Info. only)
<b>PART C - Contract Item estimates subject to change based upon usage and/or actual costs - Monthly Billing or Transfer</b>							
CS-3140L	SPECIAL EDUCATION ONE-ON-ONE LVN / RN			HOUR	67.00		-
CS-3140A	SPECIAL EDUCATION ONE-ON-ONE LVN AIDE			HOUR	66.00		-
CS-1700	SPECIAL EDUCATION ONE-ON-ONE CLSRM AIDE		5724	HOUR	39.00	\$ 223,236	223,236
CS-599	SPECIAL EDUCATION TRANSPORTATION	DAYS 180	0.5	DAY/STDT	68.00	\$ 6,120	-
CP-030T	CDT RANDOM DRUG & ALCOHOL TESTING		20	DRIVER	49.25	\$ 985	985
CF-175	DEVELOPER FEE SERVICES		229,632	% FEE	3.00%	\$ 6,889	6,889
CI-1967	NETWORK/SYSTEM ADMINISTRATION SERVICES			HOUR	129.00		-
CI-204	DISTRICT COMPUTER TECHNICIAN		0	HRS/WK	71.00	\$ -	-

*Services are to be provided by and under the direction of the Superintendent and shall be rendered to the District in the same manner and with the same rights and privileges as are extended to all other school districts participating in the same or similar services rendered by the Superintendent except as may be further defined or limited as follows:*

*Superintendent is hereby authorized to invoice for services provided above which are delivered on an "as needed" basis, due thirty (30) days from the invoice date.*

RESCUE UNION SCHOOL DISTRICT  By <u>Cheryl Olson</u> Date <u>4/2/19</u> Cheryl Olson, Superintendent	EL DORADO COUNTY OFFICE OF EDUCATION  By _____ Date _____ Robbie Montalbano, Deputy Superintendent
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**PART D - DIRECT SERVICE DISTRICTS (only) - Annual Billing or Transfer**

**\*If Direct Service District, use these services prior to PART A. Any days of service requested in excess of available funds will be PART A**

DS-500	Anticipated District Direct Service Funds Available					
	Psychologists Services	[ ]	DAYS	777.00		-
	Nursing Services	[ ]	DAYS	957.00		-
	Total Psychologist and Nurse Service Costs				\$ -	-
	BALANCE - To be used for District Curriculum Services/Support.					
	Purchase Orders will be issued and districts will invoice COE for qualifying services.					-

*Services are to be provided by and under the direction of the Superintendent and shall be rendered to the District in the same manner and with the same rights and privileges as are extended to all other school districts participating in the same or similar services rendered by the Superintendent except as may be further defined or limited as follows:*

*In full payment therefore, the Superintendent is hereby authorized to transfer from the District Direct Services Allocation an amount equal to the total contract obligations as assigned below. Any Direct Service Allocations unused by these services will be made available to the District upon invoice for qualifying expenses as authorized by the Deputy Superintendent, Instructional Services.*

RESCUE UNION SCHOOL DISTRICT  By <u>Cheryl Olson</u> Date <u>4/2/19</u> Cheryl Olson, Superintendent	EL DORADO COUNTY OFFICE OF EDUCATION  By _____ Date _____ Robbie Montalbano, Deputy Superintendent
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**PART E - FACILITY USE - Annual Billing or Transfer**

*District is to invoice County for services provided on an "as needed" basis. Amounts are due and payable within thirty (30) days of the date of the invoice.*

EF-080	FACILITY USE - HEALTH SERVICES DEPT					
		[ ]	HOUR	20.00		[ ]

*District is to invoice County for services provided above which are delivered on an "as-needed" basis. Amounts are due and payable to the District by the County within thirty days of invoice.*

RESCUE UNION SCHOOL DISTRICT  By <u>Cheryl Olson</u> Date <u>4/2/19</u> Cheryl Olson, Superintendent	EL DORADO COUNTY OFFICE OF EDUCATION  By _____ Date _____ Robbie Montalbano, Deputy Superintendent
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**ITEM #: 23**  
**DATE: April 9, 2019**

**RESCUE UNION SCHOOL DISTRICT**

**AGENDA ITEM:**      **CONTRACT WITH SIERRA BUILDING SYSTEMS (SBS) FOR THE UPGRADE/REPLACEMENT OF FIRE ALARM SYSTEM**

**BACKGROUND:**

During the construction of the new 2-story building at Marina Village the fire alarm system was found to be failing and in need of upgrade and/or replacement.

**STATUS:**

California Design West has completed the engineering/design and included this work under the Department of State Architects (DSA) project for the 2-story Marina Village building. DSA has approved the project and SBS is the subcontractor that will complete the fire alarm system.

**FISCAL IMPACT:**

The cost of this contract is \$106,000 and Mello-Roos funds will be used for this project.

**BOARD GOAL(S):**

Board Focus Goal II – FISCAL ACCOUNTABILITY:

Keep the district fiscally solvent through prudent LCAP aligned budget processes in order to meet the needs of our students.

Board Focus Goal V - FACILITY / HOUSING:

Build, improve and maintain school facilities to meet current and future education needs while integrating the most effective and efficient use of resources.

Local Control Accountability Plan GOAL 6:

The District will create and maintain facilities and grounds that are safe, clean and conducive to the learning process.

**RECOMMENDATION:**

Board of Trustees approve Sierra Building Systems (SBS) contract for \$106,000 for Marina Village fire alarm system.



**A Low Voltage Integrator**  
502 Giuseppe Court Suite 11  
Roseville Ca, 95678

## **PROPOSAL**

March 28, 2019

To: **Rescue Union School District**

### **RE: Marina Village Middle School FA Replacement CCD#8R2**

Sierra Building Systems proposes to provide all labor and listed material to install, terminate and place into good operational service the following listed specification(s) and or scope of work.

#### **INCLUDES**

- Install and terminate SBS provided field devices, make up back boards and head end systems covered in the proposal.
- Equipment provided as shown on DSA approved CCD#8R2 plans dated 3-7-2019
- Program, Test and Train the user
- Provide (1) Year Warranty

#### **EXCLUDES**

- 120V to Terminal Cabinets, Back Boards, Racks or Control Panels, Any 120V powered devices to include: HVAC smoke detector power, single station room smoke detectors, door holders, dampers or auxiliary controls etc.
- Underground raceways or conduits, conduit stubs or poke through penetrations. Raceway or pathway requirements for above listed specifications. Common electrical boxes for device mounting. Existing underground raceway to be size sufficiently, free of obstructions and pull pull string installed prior to installation of new system conductors.
- Installation of specialty back boxes included in this proposal, FA voice cabinets and power supplies.
- Utility Company requirements: Phone Lines, MPOE make up or power requirements.
- Panel board or Signal Terminal Cabinet Identification Labels.
- Seismic requirements, grounding or equipment bonding, cutting, patching, painting or core bore.
- Structural blocking or equipment backing.
- Fire blocking, caulking or pads.
- Utility Company Terminal Cabinets, Back Boards or Signal Terminal Cabinets, Plywood Back Boards
- Fire Sprinkler devices (Water flow, tamper, OS &Y or PIV valve switches, 120V Sprinkler Bell)
- Work done at premium time (Normal Business Hours M-F 7AM-4PM)
- Connections for HVAC shutdown, fire damper 120V or elevator control connections
- Installation of HVAC Duct Smoke Detector
- Fire Watch
- Permit Fees

- Notary Fees

All material is guaranteed to be as specified, and completed in a professional workmanlike manner for the lump sum of **\$106,000.00** with payments to be as followed Progressive. Above price is based upon the bid set of plans or above listed scope of work.

**Submittal Requirements**

Shop Drawings: Sierra Building Systems will require electronic format CAD files to proceed with shop drawing submittal. Failure to provide AutoCAD V2002 or later files will delay the shop drawing submittal process. Shop Drawing and product data shall be provided within a maximum of 30 days upon receipt of contract, purchase order or letter of intent to issue sub contract depending on scope and size of project. Unless otherwise agreed upon a complete set of bid drawings and specifications including all addenda are required to be provided to this office for submittal preparation.

**Installation Conditions**

SBS required 7-10 days advance notice for scheduling. Retrofit application: All above ceiling spaces shall be made accessible with removal of fiberglass insulation. SBS does not install ceiling tiles or cut ceiling tiles. All conduits, raceways and junction boxes shall be accessible. All EMT conduits, underground PVC conduits shall have a pull string capable of pulling the quantity of cables or conductors within that raceway (NO EXCPETION). Electrical Contractor is required to inform SBS of conduit layout deviations derived from information on contract drawing and SBS submittal shop drawings such as, overhead conduits revised to underground conduits, conduit elimination requiring open air PVC rated cable or vise versa. These items may result or incur additional costs for SBS and will not be performed unless approved to do so. Areas of work shall be free of debris and obstructions. Existing Systems that have been password protected and locked out of programming requires that the owner provide SBS with the password to program the system, if a passcode/password is not available SBS will proceed only with a written change order for additional costs. New Construction: All new interior wire and cable pull within conduits or open air shall be scheduled before ceiling grid installation when possible.

**Terms and Conditions**

Sierra Building Systems offers and agrees to furnish all labor and materials to be completed in a professional workmanlike manner to install the equipment or provide services as described above in accordance with the plans and specifications, if no such plans and specifications are so attached or specified, then in accordance with the work to be performed as outlined in the scope of work. Any alterations or deviations from the plans and specifications, written scope of work or any request to provide or perform additional materials or labor not outlined above involving extra costs will be executed only upon written change orders, and will become an extra charge over and above the listed price above. All invoices not paid in full by the agreed date either in writing or verbal will be subject charges in the amount of 2% per month of the total due, and if necessary responsible for all attorney(s) fees for collection. This proposal may be withdrawn by us if not accepted within (30) days of receipt. Sierra Building Systems will provide (1) Additionally Insured Endorsement for this contract any additional endorsements required naming other than the Contractor will be at an additional charge. Sierra Building Systems shall be provided with owner name, lending company and bonding companies name for this project to include all pre-lien information. Alarm system monitoring may be provided under a separate additional contract. Any losses, theft or damages to equipment or materials installed by Sierra Building Systems, Inc. or secured on the project site shall be covered by the General Contractors or Owners Builders Risk Insurance. Sierra Building System will not be held liable for any such losses or damages to said equipment or material. Sierra Building Systems is a non-Union contractor and will not be held liable for delay, work stoppages and or any back charges due to this fact. This proposal is based upon approval of the authority having jurisdiction (AHJ) any changes or additions required by the AHJ will be an addition to this proposal price. This scope and our terms and conditions will become an integral part of our contract. By issuing a subcontract, purchase order or written authorization to proceed you have agreed to this scope of work, price and terms and conditions as stated within this document and it will become an integral part of the contract. If no contract or purchase order is to be provided this document must be returned with an authorized agent of the owner's signature. Failure to do so will delay submittals, scheduling and material delivery.

Should you have any questions please feel free to call me.

Paul Mangino  
Project Manager  
Sierra Building Systems, Inc.

**Acceptance of Proposal-** The above prices, specifications and/or scope of work, terms and conditions are satisfactory and are hereby accepted. You are authorized to do the work as listed above.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Acceptance



**RESCUE UNION SCHOOL DISTRICT**

**AGENDA ITEM: Williams Act Uniform Complaint Procedures Quarterly Report**

**BACKGROUND:**

In order to participate in the School Facilities Program and /or the Deferred Maintenance Program, districts must use the Uniform Complaint Process to identify and resolve any deficiencies related to instructional materials, emergency or urgent facilities conditions, and teacher vacancies or misassignments. Title 5, Chapter 5.1, Section 4600 requires school districts to report summarized data from the Uniform Complaint Process to the county superintendent quarterly.

**STATUS:**

In January of 2005 the District posted a notice in each classroom-notifying parents that there should be sufficient textbooks and instructional materials in the room and school facilities must be clean, safe and maintained in good repair. The District has adopted a Uniform Complaint Procedure and is now reporting to the County Superintendent pursuant to Education Code 35186, that the Rescue Union School District received no complaints under the Williams Act Uniform Complaint Procedures for the period of January 1, 2019 to March 31, 2019.

**FISCAL IMPACT:**

The State Allocation Board administers the School Facilities Needs Assessment Grant Program which provides emergency repair monies to pay for “emergency facilities needs”, but are only available to school districts that ranked in deciles 1 to 3, inclusive, based on the 2003 Academic Performance Index. All of the schools in RUSD are above deciles 1 to 3 and do not qualify for the Grant funding.

**BOARD GOALS:**

Board Focus Goal V – FACILITY HOUSING:

Build, improve and maintain school facilities to meet current and future education needs while integrating the most efficient use of resources.

**RECOMMENDATION:**

Approve the Williams Act Quarterly Report and direct staff to forward the Williams Act Quarterly report for the period of January 1, 2019 to March 31, 2019 to the El Dorado County Superintendent of Schools.

## Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

To: **Ed Manansala, Ed.D., County Superintendent**

District: **RESCUE UNION SCHOOL DISTRICT**

Person completing this form: **Phil Jones**

Title: **Maintenance/Operations Coordinator**

Quarterly Report Submission Date:  
(check one)

- April 2019  
 July 2019  
 October 2019  
 January 2020

Date for information to be reported publicly at governing board meeting: **April 9, 2019**

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	-0-		
Teacher Vacancy or Misassignment	-0-		
Facilities Conditions	-0-		
<b>TOTALS</b>	-0-		

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Signature of District Superintendent

April 9, 2019  
Date

RESCUE UNION SCHOOL DISTRICT

**AGENDA ITEM:** Jackson  
4<sup>th</sup> Grade Outdoor Education  
Overnight Field Trip and Contract

**BACKGROUND:**

It is board policy to approve overnight field trips. The following field trip to Sierra Outdoor School has been approved by administration and is submitted with the service contract for Board approval.

Sierra Outdoor School

Jackson School

March 25-27, 2020

**STATUS:**

Study trips should coincide with the core curriculum. This field trip to Sierra Outdoor School has a direct link to the 4<sup>th</sup> grade social studies and life science content standards.

**FISCAL IMPACT:**

N/A

**BOARD GOAL:**

Board Focus Goal I – STUDENT NEEDS:

B. Curriculum and Instruction: Provide a meaningful, innovative learning environment using Common Core, and other student content standards and research-based, progressive, effective instructional methodology, instructional materials, staff development and technology that will ensure student success in career and college.

**RECOMMENDATION:**

District administration recommends the Board of Trustees approve the 4<sup>th</sup> grade outdoor education overnight field trip request and service contract for Sierra Outdoor School.

### FIELD TRIP REQUEST

All field trip requests shall be submitted **at least 30 calendar days in advance** unless special circumstances exist. (AR 6153)  
 All overnight and/or out of state field trips require Board approval. (BP 6153)

Contact Person: <b>Kathy Steffano</b>	Date of Request: <b>3/20/2019</b>
School: <b>Jackson Elementary</b>	Date(s) of Trip: <input checked="" type="checkbox"/> Check here if field trip is overnight <b>March 25,26,27 2020</b>

PARTICIPANTS					
Teacher	Grade	# of Students	# of Staff	# Chaperones	Total
Steffano	4	26	1	4-6	33
Andrews	4	26	1	4-6	33
????	4	26	1	4-6	33
<b>Total Participants</b>					<b>99</b>

<b>DESTINATION</b> <input type="checkbox"/> Check here if field trip is out of state	
Destination: <b>Sierra Outdoor School</b>	Contact Person:
Address: <b>15700 Old Oak Ranch Rd</b>	Phone: <b>209-532-3691</b>

**MODE OF TRANSPORTATION**

Walking    
  Private Vehicle    
  Commercial Transportation    
  District Bus

If District bus, names of staff riding the bus: \_\_\_\_\_

ITINERARY			COST PER PERSON	
Arrival Time	Departure Time	Location		
	8:00	<i>Departure from School</i>	Entrance Fee	_____
		Destination: <b>Mercer Caverns</b>	Transportation	_____
		Other: <b>S.O.S.</b>	Parking	_____
		Other: <b>Columbia</b>	Food	_____
			Other	_____
			<b>Total</b>	_____
5:00		<i>Arrival Back at School</i>	Source of funds:	<b>donations</b>

**PURPOSE & PREPARATION** (Describe field trip and how it relates to and supports concurrent unit of study. Describe activities involved in preparation for field trip.)

**Science, gold rush history**

**Caverns, Columbia gold rush town. Ecology forest studies**

Teacher Signature _____ <i>Kathy Steffano</i>	Date _____	<input type="checkbox"/>	<input type="checkbox"/>
Principal Signature _____	Date _____	Approved	Denied
Superintendent Signature _____	Date _____	<input type="checkbox"/>	<input type="checkbox"/>
		Approved	Denied

Reason for Denial: \_\_\_\_\_

*** FOR TRANSPORTATION USE ***			
Date Received:	Buses required: 1 2 3 4 5	Estimated Mileage Cost _____ miles @ \$ _____ = \$ _____	
Route Coverage Required? YES NO		Estimated Driver Cost _____ hrs x \$30 = _____ + \$ _____ (meal) = \$ _____	
TMS #	EM #	<b>Total Estimated Cost</b> \$ _____	
Name of Commercial Carrier:	Estimated Charges: \$ _____	Teacher Confirmation <input type="checkbox"/>	Commercial Carrier Confirmation <input type="checkbox"/>
Director of Transportation Signature _____	Date _____	<input type="checkbox"/>	<input type="checkbox"/>
		Approved	Denied
Comments: _____			

**CLOVIS UNIFIED SCHOOL DISTRICT**  
**SIERRA OUTDOOR SCHOOL**  
Eimear O'Farrell, Ed.D., Superintendent  
15700 Old Oak Ranch Road, Sonora, California 95370

**AGREEMENT**

THIS AGREEMENT ("Agreement"), is made and entered into between CLOVIS UNIFIED SCHOOL DISTRICT ("CUSD") and Jackson Elementary ("Group/School/District").

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WHEREAS, CUSD operates an outdoor education facility known as the Sierra Outdoor School ("SOS"), which is located at 15700 Old Oak Ranch Road, Sonora, California 95370. The SOS has available lodging and teaching facilities for students to learn about nature and the environment.

WHEREAS, CUSD desires to make available and Group/School/District desires to have its students or members ("participants") use the SOS' lodging and teaching facilities for the purpose of teaching them about nature and the environment and other educational purposes.

WHEREAS, it is mutually beneficial for CUSD and Group/School/District to have the arrangement as set forth in this Agreement.

**NOW, THEREFORE, BE IT AGREED AS FOLLOWS:**

**I. GROUP/SCHOOL/DISTRICT'S OBLIGATIONS.**

- A. Provide transportation for its participants and personnel to and from the SOS, and to and from classes and activities while at the SOS in accordance with a schedule to be formulated by the Director of the SOS or his or her designee, and the Group/School/District. Provide one vehicle (i.e., automobile or van) that could be used if someone has to leave unexpectedly or be transported for medical care.
- B. Provide one teacher/supervisor per class during the period that its participants attend the SOS.
- C. Provide adult chaperones during the period that its students are in attendance at the SOS at a minimum ratio of one adult to ten students (1:10) in addition to the classroom teacher, group leader or supervisor.
- D. Pay a \$1.00 lab fee per participant for owl pellets and a \$1.00 lab fee per participant for arrow heads class if these classes are selected by Group/School/District.
- E. Cooperate with the SOS's staff in availing the teachers, supervisors and adult chaperones of the necessary pre-attendance planning or post-attendance follow-up to ensure that the objectives of the program are carried out.
- F. Ensure that participants are equipped with suitable clothing and bedding while attending said program.
- G. Ensure that each person attending the SOS has received all immunizations required by the California Health and Safety Code, including but not limited to those set forth in Section 120325 et seq., and that each person has no disease or health condition which is contagious or communicable to other persons.
- H. Provide SOS with the projected number of participants as indicated on the signature page of this Agreement and agree that the Group/School/District will be responsible for payment for no less than 95 percent of the projected number of participants, in the event that the actual numbers of participants are less than 100% of the projected numbers.
- I. Request, in writing, at least 30 days prior to arrival, space for additional participants. These requests will be granted as space is available.
- J. Make payment for the actual number of participants or 95% of projections for the Group/School/District who will attend the SOS within (30) days of receipt of billing by CUSD.
- K. NOTIFY CUSD (30) DAYS BEFORE THE SCHEDULED ATTENDANCE DATE OF THE ACTUAL NUMBER OF PARTICIPANTS, INCLUDING A COMPUTER-GENERATED LIST FROM THE GROUP/SCHOOL/DISTRICT. IF PARTICIPANT NUMBERS FALL TO OR BELOW 95% OF PROJECTIONS LISTED ON THIS AGREEMENT, THE BILLING WILL REFLECT A RATE ASSESSED BASED ON NO MORE THAN 95% OF ORIGINAL PROJECTED NUMBERS.
- L. Group/School/District agrees that it shall, at its own expense and for the duration of this Agreement, procure and maintain insurance or self-insurance that complies with the following:
  - i. Commercial General Liability ("CGL"): Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal and advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit. If the Group/School/District maintains broader coverage and/or higher limits than the minimums shown above, CUSD requires and shall be entitled to the broader coverage and/or higher limits maintained by the Group/School/District. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to CUSD. CUSD, its officials, trustees, officers, agents, employees, volunteers, students, insurers, self-insured pools, and representatives ("CUSD Entities") are to be covered as additional insureds on the CGL policy with respect to liability arising out of this Agreement and Group/School/District's use of the SOS. General liability coverage can be provided in the form of an endorsement to the Group/School/District's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).
  - ii. Sexual Abuse and Molestation Insurance: Group/School/District must provide coverage for sexual abuse and molestation which covers bodily injury, emotional distress or mental anguish related to any claim, cause of action or liability associated with child molestation or sexual abuse, with limits no less than \$1,000,000 per wrongful act and \$2,000,000 aggregate. This coverage may be provided as an endorsement to the Commercial General Liability policy or under a separate policy and must be written on an "occurrence" and not on a claims-made or claims-made and reported basis. Coverage for such claims must not be subject to any exclusion, restriction, or sub-limit. The CUSD Entities must be named as additional insureds with respect to sexual abuse and molestation claims. The coverage must contain a severability of interests/cross liability clause or language stating that Group/School/District's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
  - iii. Commercial Automobile Liability Insurance: Coverage must be equivalent in scope or at least as broad as ISO Form Number CA 00 01 covering any auto (Code 1) that includes all vehicles that are owned, non-owned, and hired and personal injury protection, with limit no less than \$1,000,000 per accident for bodily injury and property damage.

- iv. Workers' Compensation statutory limit and Employer's Liability: Workers' Compensation coverage as required by the State of California, with statutory limits, and employer's liability insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- v. Primary Coverage: For any claims relating to this Agreement, the Group/School/District's insurance coverage shall be primary insurance as respects the CUSD Entities. Any insurance or self-insurance maintained by the CUSD Entities shall be excess of Group/School/District's insurance and shall not contribute with it.
- vi. Deductible/Self-Insured Retention: Group/School/District shall disclose any deductible or self-insured retention for any of the required insurance. CUSD reserves the right to require that such deductible or self-insured retention be eliminated or reduced, that Group/School/District obtain a bond or other security guaranteeing payment of losses and costs within the limits of the deductible or self-insured retention, or that Group/School/District provide other assurances satisfactory to CUSD.
- vii. Acceptability of Insurers: If insurance is procured, Group/School/District's insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.
- viii. Waiver of Subrogation: All required policies, except the workers' compensation and employer's liability insurance, shall contain a waiver of transfer rights of recovery ("waiver of subrogation") against all CUSD ENTITIES for any claims arising out of this Agreement and Group/School/District's activities at the SOS.
- ix. Verification of Coverage/Notice: Group/School/District shall provide to CUSD: (A) before Group/School/District's first date of attendance at SOS and from time to time as CUSD may request, written proof satisfactory to CUSD of the existence of the insurance required of Group/School/District, including a certificate of insurance and any required endorsement; (B) upon CUSD's request, a copy of the insurance policy and/or other evidence of insurance satisfactory to CUSD; (C) no later than 15 days before the date on which a required insurance expires, written proof of renewal of the insurance, including any required endorsement; and (D) written notice within two business days of the occurrence of any of the following: (1) any required insurance is cancelled or non-renewed, (2) notice from the insurer that the insurer intends to or will cancel or non-renew the insurance, and/or limit, restrict, or reduce Group/School/District's insurance coverage such that the insurance does not comply with the requirements stated above, or (3) any required insurance's policy limits have been reduced below those required above.
- x. Special Risks or Circumstances: Depending upon the nature of the risk, prior events, insurance coverage, or other special circumstances, CUSD, upon written notice to Group/School/District reserves the right to modify these insurance requirements, and may, in its sole discretion, agree to accept coverages different than those which are required herein. .
- M. Ensure that all Group/School/District employees, agents and volunteers who will be at SOS have complied with finger printing and background checks as required by applicable laws, including but not limited to Education Code sections 45125 et seq.
- N. Provide the special education, related services, supplementary aids and services, accommodations, and/or modifications required by the Individuals with Disabilities Education Act ("IDEA"), its implementing regulations, and related California law and regulations, and/or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), as specified in the individualized education program ("IEP") or Section 504 Plan or Medical Care Plans of its participants. Also, any transportation as required by a participant's IEP or Section 504 Plan or Medical Care Plan shall be provided to and from the SOS, and to and from scheduled SOS classes and activities by the Group/School/District.
- O. Due to CUSD's waiting list, return a signed copy of this Agreement before [4-12-19] to maintain an existing time slot. Failure to do so before this date may result in a forfeiture of the time slot. In the event that the Group/School/District is waiting for school board approval and is unable to return the Agreement by the specified date, a **\$1,000.00 non-refundable deposit must be received by CUSD by [4-12-19] to reserve the time slot for 30 days.** This deposit will be applied to the invoice at the completion of your stay.

## II. CUSD'S OBLIGATIONS.

- A. Where requested, provide a program in outdoor science, conservation, and environmental education in accordance with standards as set forth by the California State Department of Education.
- B. Provide basic first aid supplies for participants and other personnel of the Group/School/District during the period they are attending the SOS.
- C. Have the sole discretion to prohibit or exclude any person from the SOS for health or safety reasons, including but not limited to communicable or contagious diseases, disciplinary problems, or other acts or conditions which in CUSD's determination threatens the health or safety of other persons attending the SOS.
- D. Where requested, provide food and food services for participants during their stay at the SOS (Monday through Sunday).
- E. Provide an instructional packet for the Group/School/District prior to arrival at the SOS. This packet will include instructions, a map, clothing and equipment lists. This information is available online at [www.clovisusd.k12.ca.us/SOS](http://www.clovisusd.k12.ca.us/SOS).

## III. MUTUAL INDEMNITY.

- A. Group/School/District Indemnification of CUSD Entities. Except for the sole negligence or willful misconduct of the CUSD Entities, Group/School/District agrees to defend, indemnify, and hold the CUSD Entities free and harmless from any and all claims, demands, causes of action, costs, expenses, liabilities, losses, damages or injuries, fines, penalties in law or equity, regardless of whether the allegations are false, fraudulent, or groundless, to property or persons, including wrongful death (collectively "Loss"), to the extent arising out of: 1) Group/School/District's failure to fully comply with or material breach of any of the terms and conditions of this Agreement, or 2) the use and/or occupancy of the SOS, including, but not limited to, transportation, lodging, meal facilities, teaching facilities, education and outdoor activities, by the Group/School/District and its officials, trustees, officers, agents, employees, volunteers, students, and representatives ("Group/School/District Entities"). Acceptance of insurance certificates and endorsements required under this Agreement does not relieve Group/School/District from liability under this indemnification and hold harmless clause. The requirements of this section shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.
- B. CUSD Indemnification of Group/School/District Entities. CUSD agrees to defend, indemnify, and hold the Group/School/District Entities free and harmless from any and all Loss to the extent arising out of 1) CUSD's failure to fully comply with or material breach of any of the terms and conditions of this Agreement, or 2) the sole negligence or willful misconduct of the CUSD Entities as a result of conditions created by this Agreement.
- C. Scope of Defense Obligation. The indemnifications granted hereunder include, but are not limited to, the payment of all damages and attorney's fees, fines, penalties and other related costs and expenses. The indemnitor's defense obligations (with counsel approved by the indemnitee), shall arise immediately upon tender of any of the indemnitees, and the defense shall be paid at the indemnitor's own cost, expense and risk, for any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against

any of the indemnitees, notwithstanding whether liability is, can be or has yet been established. Indemnitor shall pay and satisfy any judgment, award or decree that may be rendered against any of the indemnitee, in any such suit, action or other legal proceeding.

- D. Refusal to Defend/Indemnify. Either party, upon receipt of tender from any indemnitee hereunder (the "Tendering Indemnitee"), may refuse to provide indemnity or defense hereunder (the "Refusing Party"), if the Refusing Party, in reliance upon an opinion of qualified counsel, has determined that a valid basis exists for determining that the Loss, for which indemnity or defense is sought, is not required to be indemnified or defended pursuant to the terms of this Agreement. A refusal to indemnify or defend under such circumstances shall not be a material breach of this Agreement. However, if the Tendering Indemnitee shall be required by a final judgment to pay any amount in respect of any obligation or liability against which it has been determined by final judgment that the Refusing Party is required to indemnify or defend under this Agreement, the Refusing Party shall promptly reimburse the Tendering Indemnitee in an amount equal to the amount of such payment. Further, if such refusal, or any failure, to provide a defense against a Loss is determined by a final judgment not to have been reasonably justified under the circumstances, then the Refusing Party: (i) shall be obligated to pay all of the damages and out-of-pocket expenses incurred by the Tendering Indemnitee in defending said Loss, including, but not limited to, the value of the time, including travel time, that all of the employees, agents and representatives of the Tendering Indemnitee dedicated to, or expended in furtherance of, the defense of said Loss; and (ii) without any further action from any party, the Refusing Party hereby intentionally relinquishes and waives any and all rights of every nature to dispute, defend against or contest, in any manner, (including but not limited to the waiver of every defense of every nature) the claim of the Tendering Indemnitee regarding the amount of, reasonableness of, necessity for or the Refusing Party's obligation to pay, the costs, fees and expenses, and other Damages incurred by the Tendering Indemnitee in defending the Loss.
- E. Survival. The parties' respective obligations under this section shall survive the termination or expiration of this Agreement.

#### IV. PAYMENT AND ADMINISTRATIVE FEE.

- A. In consideration for the services performed, the Group/School/District agrees to pay CUSD a per participant fee of [**\$202.00**] for the actual cost of providing an instructional program, use of facilities, and for continuing capital outlay expenditures, maintenance, and other costs of the program.
- B. RESERVATIONS ARE MADE A YEAR IN ADVANCE TO LOCK IN SPECIFIC DATES. IF THE GROUP/SCHOOL/DISTRICT'S PROJECTED PARTICIPANT NUMBERS FALL TO OR BELOW 95%, IT WILL BE BILLED BASED ON 95% OF THE NUMBERS LISTED ON THIS AGREEMENT AT SIGNING.
- C. AN ADMINISTRATIVE FEE, AS SET FORTH BELOW, SHALL BE CHARGED TO AND PAID BY THE GROUP/SCHOOL/DISTRICT FOR TERMINATING THIS AGREEMENT AND/OR CANCELING ITS PARTICIPATION AT THE SOS UNDER THIS AGREEMENT. TERMINATION RATES ARE BASED ON THE NUMBER OF CALENDAR DAYS BETWEEN THE DATE SOS RECEIVES NOTICE OF THE TERMINATION OR CANCELLATION AND THE DATE OF THE GROUP/SCHOOL/DISTRICT'S SCHEDULED ARRIVAL AT THE SOS.

<u>TERMINATION</u>	<u>RATE</u>
	(COST BASED ON PROJECTED NUMBER OF PARTICIPANTS)
360-121 DAYS	\$1,000.00
120-91 DAYS	50% OF PROJECTED COST BASED ON PROJECTED NUMBER OF PARTICIPANTS
90-61 DAYS	65% OF PROJECTED COST BASED ON PROJECTED NUMBER OF PARTICIPANTS
60-31 DAYS	80% OF PROJECTED COST BASED ON PROJECTED NUMBER OF PARTICIPANTS
30 DAYS OR LESS	100% OF PROJECTED COST BASED ON PROJECTED NUMBER OF PARTICIPANTS

- D. IF THE GROUP/SCHOOL/DISTRICT'S TRANSPORTATION CARRIER ELECTS NOT TO TRANSPORT ITS PARTICIPANTS TO THE SOS, AN ADDITIONAL BUS FEE WILL BE ASSESSED. BUS FEES ARE SUBJECT TO CHANGE BASED ON DURATION AND MILEAGE.

#### V. ADDITIONAL PROVISIONS.

- A. Terms and Termination of Agreement. This Agreement is effective [**4-12-19**] and shall continue until the Group/School/District's departure from the SOS, or until termination of this Agreement by either party, whichever is earlier. Either party may terminate this Agreement upon written notice to the other party. An administrative fee shall be assessed against the Group/School/District as set forth in Article III.
- B. Assignment. This Agreement shall not be assignable by the Group/School/District without the written consent of CUSD, except to a successor in interest.
- C. Entire Agreement. This Agreement represents the total and complete understanding of the parties regarding the subjects set forth herein. Any other oral understandings or prior understandings shall have no force or effect.
- D. Amendment of Agreement. This Agreement cannot be changed or supplemented orally and may be modified or suspended only by written instrument executed by the parties.
- E. Authorized Signatories. The signatories of this Agreement warrant that they represent the respective parties herein and are authorized to commit to all provisions in this Agreement on behalf of the respective parties.
- F. Modification of Program. CUSD RESERVES THE RIGHT TO MODIFY A GROUP/SCHOOL/DISTRICT'S PROGRAM IN THE EVENT THAT THE GROUP/SCHOOL/DISTRICT ARRIVES LATE AT THE SOS.
- G. Limit on Participants. Due to space availability, CUSD reserves the right to limit the number of adult participants, in excess of the 1:10 ratio set forth in Section I.C., wishing to attend from a Group/School/District if the number of students or minor participants attending during the reservation period is significantly higher than the projected participant numbers listed in this Agreement at the time of signing. Paragraph K of Section I outlines the procedure for bringing additional students over the number indicated on the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement of the day and year set forth herein below.

CLOVIS UNIFIED SCHOOL DISTRICT

Dated: 2-27-2019

By: Michael Olenchalk  
Michael Olenchalk, Director  
Sierra Outdoor School

SCHOOL YEAR: 2019-2020

DATES OF ATTENDANCE AT THE SIERRA OUTDOOR SCHOOL: March 25 - 27  
Please complete the information below

FORMS NOT COMPLETELY FILLED OUT WILL BE RETURNED

GRADE LEVEL (Circle) K 1 2 3 4 5 6 7 8

Projected Number of Student Participants 78

Number of Chaperones (1:10 Ratio) 18

Number of Teachers/Admin 3

Teacher/Contact Kathleen Steffano  
(Print)

Teacher/Contact E-mail ksteffano@my.rescueusd.org

Contact Phone Number (916) 933-1828

Authorization:

Participant Fee **\$202.00**

Governing Board/Business Manager/Principal

Of \_\_\_\_\_  
Group/School/District

Title \_\_\_\_\_

By \_\_\_\_\_  
Print Signatory's Name

\_\_\_\_\_  
Authorized Signature

Date Signed \_\_\_\_\_

Governing Board Approval Date \_\_\_\_\_

PLEASE SIGN AND RETURN A COPY OF THIS AGREEMENT BY MAIL OR FAX TO:  
  
SIERRA OUTDOOR SCHOOL  
15700 OLD OAK RANCH ROAD  
SONORA, CALIFORNIA 95370  
FAX (209) 532-4196  
QUESTIONS? (209) 532-3691

Billing Address:  
Name/School \_\_\_\_\_  
School District \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_  
Fax ( ) \_\_\_\_\_



Doc# 30635, 02/2019

Notes

Receipt Stamp