

# RIVER DELTA UNIFIED SCHOOL DISTRICT

## Notice of a Special Meeting of the Board of Trustees

By Order of the President of the Board of Trustees, this is a Call for the Special Meeting of the Board of Trustees of the River Delta Unified School District to be held:

### Important Notice

Please note, the

**May 26, 2020**

River Delta Unified School District Board meeting will be held as a teleconference (Webinar); at the River Delta USD, District Office and will be closed to the public. Please see River Delta USD Meeting Logistics section below for options to view and participate in the meeting.

### River Delta USD Board Meeting Logistics

#### Meeting will be held remotely

**To join the meeting, register with the link below; see the Public Comment section to address the Board or comment on agenda or non agendized items.**

<https://us02web.zoom.us/j/89301284322?pwd=dUpPRE94M2U4VXdHTVluaGFIMjU3QT09>

*A copy of the full agenda (with backup documents but without confidential closed session items) is available for public review at the District Office, 445 Montezuma St., Rio Vista, California, at least 24 hours prior to the announced meeting of the Board of Trustees or online at <http://riverdelta.org> under the heading: Board of Trustees*

### SPECIAL MEETING AGENDA

1. Call the Open Session to Order (@ 9:00 a.m.)
2. Roll Call
3. Review Closed Session Agenda (see attached agenda)
  - 3.1 Announce Closed Session Agenda
  - 3.2 Public Comment on Closed Session Agenda Items Only
4. Approve Closed Session Agenda and Adjourn to the **Closed Session** (@ 9:05 a.m.)

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote:

Member Fernandez \_\_; Member Olson \_\_; Member Riley \_\_; Member Casillas \_\_; Member Elliott \_\_; Member Stone \_\_; Member Mahoney \_\_ Time: \_\_\_\_

5. Reconvene to Open Session (@ approx. 10:00 a.m.) Time: \_\_\_\_\_

- 5.1 Retake Roll Call

Member Fernandez \_\_; Member Olson \_\_; Member Riley \_\_;

Member Stone \_\_; Member Elliott \_\_; Member Casillas \_\_; Member Mahoney \_\_

- 5.2 Pledge of Allegiance

6. Report of Action taken, if any, during the Closed Session (Government Code Section 54957.1) – Board President Fernandez

7. Review and Approve the **Open Session** Agenda

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote:

Member Fernandez \_\_; Member Olson \_\_; Member Riley \_\_; Member Casillas \_\_; Member Elliott \_\_; Member Stone \_\_; Member Mahoney \_\_

8. **Public Comment:** As the result of the Coronavirus Pandemic (COVID-19), on March 12, 2020, Governor Gavin Newsom issued Executive Order N-25-20. This order includes directives canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements. The Governor has also issued Executive Order N-33-20, prohibiting people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment. The health and well-being of our students, staff and community members are the top priority for the Board of Trustees of River Delta Unified School District. To facilitate this process, the meeting of the Board of Trustees will be available via a Zoom Webinar.

We have modified the meeting procedures while the Shelter-In-Place for Coronavirus pandemic (COVID-19) is in place.

To address the Board during public comment or on any item listed on the Agenda, please follow these instructions:

- 1) Using the link "Public Comment Card", complete the Google form and submit. The form must be submitted prior to Open Session. Once filled out and submitted, your comments will be read during agenda item 8: Public Comment.

9. Request to approve the Personnel Transaction Report as of May 26, 2020 – Katherine Wright, Superintendent

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote:

Member Fernandez \_\_\_; Member Olson \_\_\_; Member Riley \_\_\_; Member Casillas \_\_\_; Member Elliott \_\_\_; Member Stone \_\_\_; Member Mahoney \_\_\_

10. Request to approve the job description for a Supervisor of Student & Staff Information Systems – Katherine Wright, Superintendent

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote:

Member Fernandez \_\_\_; Member Olson \_\_\_; Member Riley \_\_\_; Member Casillas \_\_\_; Member Elliott \_\_\_; Member Stone \_\_\_; Member Mahoney \_\_\_

11. Re-Adjourn to continue Closed Session, if needed

12. Report of Action taken, if any, during continued Closed Session (Government Code Section 54957.1) - Board President Fernandez

13. Adjournment

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote:

Member Fernandez \_\_\_; Member Olson \_\_\_; Member Riley \_\_\_; Member Casillas \_\_\_; Member Elliott \_\_\_; Member Stone \_\_\_; Member Mahoney \_\_\_

Time: \_\_\_\_\_

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**Americans with Disabilities Act Compliance:** Any and all requests for "...any disability-related modification or accommodation, including auxiliary aids or services..." needed to access our agendas or to participate in the public meetings, must be received in writing by the Superintendent's Office at 445 Montezuma Street, Rio Vista, CA 94571 at least annually before July 1 of each year -- or at least 5 calendar days prior to the individual meeting in question. All inquiries may be directed to the Superintendent's Office c/o Jennifer Gaston at (707) 374-1711.

**AFFIDAVIT OF NOTICING AND POSTING:**

I, Jennifer Gaston, Executive Assistant to the Board of Trustees, declare that a copy of this Special Meeting Agenda/Notice was posted in the bulletin board in front of the District Office, District administrative offices and that the Board of Trustees Members, school sites, and the community libraries were provided notice or caused to be provided notice via fax, e-mail and/or hand delivery on Monday, May 25, 2020, by or before 9:00 a.m.

**By: Jennifer Gaston** Jennifer Gaston, Executive Assistant, to the Superintendent.

**ATTACHMENT**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
Notice of a Special Meeting of the Board of Trustees

By Order of the President of the Board of Trustees, this is a Call for the Special Meeting of  
the Board of Trustees of the River Delta Unified School District to be held:

**May 26, 2020**

**CLOSED SESSION**

As provided by Government Code Section 54957, the Board is requested to meet in closed session for consideration of **personnel appointment, employment, discipline, complaint, evaluation or dismissal** [Government Code Section 54957], **possible or pending litigation** [Government Code 54956.9(a)(b)(c)], **student discipline** [Education Code Sections 49070 (c) and 76232 (c)], **employee/employer negotiations** [Government Code Section 3549.1 and 54957.6], **or real property transactions** [Government Code Section 54956.8].

A Closed Session will be held beginning at 9:05 a.m. on May 26, 2020, via teleconference (which is prior to the full Open Session). Any formal action taken by the Board will be reported in the Open Session of this special meeting of the Board of Trustees [Government Code Section 54957.1]. As needed, this Closed Session may be reconvened following the full Open Session. Any formal action taken by the Board will be reported in Open Session prior to adjournment.

**4. CLOSED SESSION**

4.1 **Student Discipline** [Education Code Sections 49070 (c) and 76232 (c)] - None

4.2 **Possible or Pending Litigation** [Government Code 54956.9(a)(b)(c)]

Following Conference with Legal Counsel (Parker & Covert, LLC; Girard, Edwards, Stevens & Tucker LLP; Burke, Williams & Sorensen, LLP) – Pending or Anticipated Litigation/Potential Case(s) Update(s)

4.2.1 Name(s) unspecified as disclosure would jeopardize the service of process and/or existing/possible settlement negotiations

4.3 **Personnel Evaluation, Searches, Appointment, Employment, Complaint, Discipline, Dismissal, Non-reelects and Releases** [Government Code Section 54957]

Following Conference with Legal Counsel (Girard, Edwards, Stevens & Tucker LLP)

Public Employee(s) Evaluation:

4.3.1 Certificated

4.3.2 Classified

4.3.3 Public Employee(s) Searches, Appointment, Employment conditions

4.3.4 Complaint, Discipline, Dismissal, Non-Reelects, & Releases

**5. Adjourn to Open Session (@ 10:00 a.m.)** Any formal action taken by the Board in the above items will be reported in Open Session of this regular meeting of the Board of Trustees [Government Code Section 54957.1]. The meeting may be reconvened as needed (i.e. following the end of Open Session).

Motioned: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Time: \_\_\_\_\_

jg

**BOARD OF TRUSTEES  
RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street  
Rio Vista, California 9457-1561

**BOARD AGENDA BRIEFING**

Meeting Date: May 26, 2020

Attachments: X\_\_\_\_\_

From: Bonnie Kauzlarich, Director of Personnel

Item Number: 9\_\_\_\_\_

Type of item: (Action, Consent Action or Information Only): \_\_\_\_\_ Consent Action \_\_\_\_\_

**SUBJECT:**

Monthly Personnel Transaction Report

**BACKGROUND:**

**STATUS:**

**PRESENTER:**

Katherine Wright, Superintendent

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

Staff

**COST AND FUNDING SOURCES:**

**RECOMMENDATION:**

That the Board approves the Monthly Personnel Transaction Report as submitted.

Time allocated: 2 minutes



**BOARD OF TRUSTEES**  
**RIVER DELTA UNIFIED SCHOOL DISTRICT**

445 Montezuma Street  
Rio Vista, California 94571-1561

**BOARD AGENDA BRIEFING**

Meeting Date: May 26, 2020

Attachments: X

From: Katherine Wright, Superintendent

Item Number: 10

Type of item: (Action, Consent Action or Information Only): Action

**SUBJECT:**

Request to approve the job description and position for a Supervisor of Student & Staff Information Systems

**BACKGROUND:**

California Longitudinal Pupil Achievement Data System (CALPADS) is a longitudinal data system used to maintain individual-level data including student demographics, course data, discipline, assessments, staff assignments, and other data for state and federal reporting.

**STATUS:**

Due to the increasing volume of data required by CALPADS, the Student Information System (SIS) now must include not only student information but personnel information. This information system is highly confidential making it a necessity to create a job description under the confidential salary schedule.

This new position will be responsible for training site level staff to input information into the Student Information System, monitor and submit the required information to CALPADS.

**PRESENTER:**

Katherine Wright, Superintendent

**OTHER PEOPLE WHO MIGHT BE PRESENT:**

Staff

**COST AND FUNDING SOURCES:**

Classified Management & Confidential Employee Salary Schedule - Range 11 (12 Month)  
\$47,395-\$56,106 from General, Supplemental and Concentration Funds

**RECOMMENDATION:**

That the Board approves the job description for a Coordinator of Student & Staff Information Systems

Time allocated: 3 minutes

**RIVER DELTA UNIFIED SCHOOL DISTRICT**  
**SUPERVISOR OF STAFF AND STUDENT INFORMATION SYSTEMS**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under the direction of the Superintendent, this position is responsible for the accurate collection and reporting of all staff and student information and data. This position provides support for school site level data management and maintains the District Student Information System (SIS), CALPADS reporting and all data interfaces with the SIS; duties also include student attendance reporting; coordinating District reporting of student achievement data and measurement of District progress and achievement and to provide highly responsible and complex administrative support to the Superintendent and/or designee.

**SUPERVISION RECEIVED AND EXERCISED**

Position receives general direction from the Superintendent or Designee.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *Essential and other Important responsibilities and duties may include, but are not limited to, the following:*

1. Provides in-depth knowledge and expertise in all aspects of the District's Student Information System (SIS) application and database.
2. Manages and supports the day-to-day operation of the SIS application and database.
3. Establishes and enforces data entry standards.
4. Aligns student data collection with California Department of Education (CDE) and CALPADS standards and requirements.
5. Identifies, analyzes and resolves problems with SIS; interacts effectively with users to solve problems and advises on best practices for using the software system.
6. Provides required information extracts to agencies and organizations; coordinates and interfaces with Sacramento County Office of Education.
7. Interprets state and federal mandates regarding data.
8. Manages the California Longitudinal Pupil Achievement Data System (CALPADS) and California Longitudinal Teacher Education Data System (CALTIDES) including interface of Human Resources and student test score data with existing SIS.
9. Communicates mandates to appropriate department/school personnel.
10. Translates data for import/export between SIS and secondary data systems.
11. Designs and lays out reports to meet the needs of users, agencies and organizations.

## SUPERVISOR OF STAFF AND STUDENT INFORMATION SYSTEMS (Cont.)

12. Monitors database for data accuracy and integrity.
13. Instructs and assists school personnel in student attendance record keeping and reporting.
14. Organizes, compiles, and summarizes student attendance, enrollment and achievement data and prepares required reports.
15. Works with site and district leaders to organize and present student data to inform decisions related to curriculum, instruction and assessment.
16. Organizes, compiles, processes and maintains student inter-district and intra-district transfer data.
17. Maintains knowledge of current state and governmental agency reporting requirements.
18. Provides user training and may travel to school sites in support of related duties.
19. May act as liaison between vendors and district with regard to system needs.
20. May represent the District to state and local governmental agencies relative to CALPADS and best practices.
21. Maintains confidentiality of sensitive employee and student information.
22. Performs other duties as assigned.

### **Qualifications**

#### **Knowledge of:**

Principles, practices, and practical applications of database management

State reporting mandates and timelines

Aeries Student Information System

And skill in user training and support techniques

And skill in techniques for explaining technical concepts to non-technical users

#### **Ability to:**

Work independently with little direction

Organize, prioritize and schedule work

Develop data management processes and procedures

Define and communicate project requirements

Convey information in non-technical terms

Document and archive data

Read and utilize technical information in print or electronic form

Create scripts and/or queries and batch files to automate data management processes

Transform data using scripts and advanced query processes to convert and merge data from one data system to another

Communicate and interact effectively to provide user support to all levels of end users and administrative staff

Troubleshoot and analyze situations accurately and adopt an effective course of action

Communicate with users to effectively resolve problems with applications

Use initiative and independent judgment within established guidelines and procedures

Establish and maintain cooperative working relationships with those contacted in the course of work

Exhibit proper email etiquette

Explain technical concepts to non-technical users



**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

- Minimum two (2) years student data base experience, AERIES preferred

**Training:**

- High school diploma
- A.A. degree, preferred

**WORKING CONDITIONS**

Office environment (working on a computer); travel

**PERSONAL SKILLS AND QUALITIES:**

High standards of ethics, integrity, and personal conduct  
Outstanding interpersonal skills  
Superior oral and written communications  
Skilled in problem-solving and first-class conceptual skills  
Capacity to listen and learn  
Possess a sense of humor, tact, patience, courtesy and enthusiasm  
Possess a valid California Driver's License

**PHYSICAL CONDITIONS:**

Essential and marginal functions may require maintaining physical condition necessary for work in different office environments  
Traveling to and from sites  
Sustained posture in a seated and in a standing position  
Hearing and speaking to exchange information and make presentations  
Seeing to read a variety of financial and statistical records and reports  
Dexterity to operate a computer keyboard

**JOB PROFILE:**

Classified Management & Confidential Employee Salary Schedule - Range 11  
12 Month