

RIVER DELTA UNIFIED SCHOOL DISTRICT

Notice of a Regular Meeting of the Board of Trustees

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

October 10, 2023 ♦ General Open Session 6:30pm Bates Elementary School • Courtland, CA

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 72 hours prior to the announced meeting of the Board of Trustees or online at <http://rdusd.org> under the heading: Board of Trustees

ADDRESSING THE BOARD: Anyone may address the Board regarding any subject that is within the Board's subject-matter jurisdiction [Government Code Section 54954.3 and Education Code Sections 35145.5 and 72121.5]. The Board of Trustees welcomes public participation, consistent with the Brown Act, on items that appear on the agenda and those items that are not appearing on the agenda. **If you wish to address the Board during the Public Comment section of the meeting or during the corresponding item section, you must complete and submit an electronic Public Comment Card or submit a paper Public Comment Card to the Executive Assistant or designee prior to the General Open Session of the meeting.** Individuals are not required to sign in, or otherwise disclose their name or other information as a condition to attend a meeting or address the Board. You will be called upon to speak during the Public Comment section or the specified agenda item you have selected. If you prefer not to provide your name, you will need to provide how you wish to be identified when called upon. If you are attending the School Board meeting via Zoom please make sure that the name on the Public Comment Card matches the name you enter when joining the Zoom Meeting. **However, understand the Board may not take action on any item which is not listed on this agenda** (except as authorized by Government Code Section 54954.2). (BB9323), The Board may ask clarifying questions related to the public comments made on items appearing on the agenda or the Board may refer such matter to the Superintendent or designee. (Education Code 35145.5, Government Code 54954.2). **Individual speakers shall be allowed three minutes to address the Board on any agenda item or non-agenda item. The Board shall limit the total time for public presentation and input on all items to a maximum of 20 minutes.** With Board consent, the Board President may increase or decrease the time allowed for public comment, depending on the topic and the number of persons wishing to be heard and the overall length of the agenda. The Board President may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. (BB 9323) Anyone may appear at the Board meeting to testify in support of, or in opposition to, any item on this agenda being presented to the Board for consideration. {If you wish to have an item placed on the agenda for discussion and/or action by the Board, you must notify the Board Secretary/Superintendent in writing no later than ten working days prior to a regularly scheduled Board meeting requesting permission. After the Superintendent's Cabinet has met, you will be notified of their decision.} **If you have a comment or complaint regarding a specific employee, please refrain from making a public comment and contact the employee's supervisor for resolution.**

Listen in English: Meeting ID: 976 7938 8878 Passcode: 625953

REGULAR MEETING AGENDA

1. Call the Open Session to Order (@ 5:30 p.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** (@5:35 p.m.)
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Time: _____
5. Reconvene to Open Session (@ approx. 6:30 p.m.) Time: _____
 - 5.1 Retake Roll Call
Member Stone ____; Member Jelly ____; Member Riley ____; Member Casillas ____;
Member Apel ____; Member Mahoney ____; Member Lamera ____
 - 5.2 Pledge of Allegiance

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

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

Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____

8. **Public Comment: Individual speakers who have submitted a Comment Card shall be allowed three minutes to address the Board on any non-agendized item. The Board shall limit the total time for public presentation and input on all items to a maximum of 20 minutes.** The Board will follow the process for Public Comments listed above.

Special Presentations, Reports, Information

- 9.1 Special Presentations
 - 9.1.1 Presentation from Mokelumne High and River Delta Community Day Schools
- 9.2 Board Member(s) and Superintendent Report(s) and/or Presentation(s) –
 - 9.2.1 Board Members’ report(s)
 - 9.2.2 Committee report(s)
 - 9.2.2.1 City of Rio Vista 2 X 2
 - 9.2.3 Superintendent Wright’s report(s)
- 9.3 Business Services’ Reports and/or Presentations on: Routine Restricted Maintenance; Deferred Maintenance; Maintenance and Operations; Transportation Department; Food Services Department; District Technology; and District Budget – Tammy Busch, Asst. Superintendent of Business Services; Ken Gaston, Directors of MOT
 - 9.3.1 Business Services’ Report – Tammy Busch, Asst. Superintendent of Business Services
 - 9.3.1.1 ADA/Enrollment Report – Tammy Busch, Asst. Superintendent of Business Services
 - 9.3.1.2 Monthly Financial Report – Tammy Busch, Asst. Superintendent of Business Services
 - 9.3.2 Maintenance, Operations & Transportation Update, Ken Gaston, Director of MOT
- 9.4 Education Services’ Reports and/or Presentation(s) - Nancy Vielhauer, Asst. Superintendent of Educational Services and Tracy Barbieri, Director of Special Education
 - 9.4.1 Educational Services Update – Nancy Vielhauer, Asst. Superintendent of Educational Services
 - 9.4.2 Williams’ Settlement Public Notification Regarding Sufficiency of Teachers, Facilities, and Textbook and Instructional Materials – First Quarter (July – September 2022) – Nancy Vielhauer, Asst. Superintendent of Educational Services
- 9.5 River Delta Unified Teacher’s Association (RDUTA) Update – Chris Smith, RDUTA President
- 9.6 California State Employees Association (CSEA) Chapter 319 Update – Patty DuBois, CSEA President
- 9.7 Request to Hold a Public Hearing to Sunshine the River Delta Unified School District’s Negotiation Proposals to the California School Employees’ Association (CSEA) Delta Chapter 319 for 2023-2024 – Katherine Wright, Superintendent

Open Public Hearing _____pm Public Comment: Close Public Hearing _____pm

9.8 Request to Hold a Public Hearing to Sunshine the California School Employees’ Association (CSEA) Delta Chapter 319 Negotiation Proposals to the River Delta Unified School District for 2023-2024 – Patty Dubois, CSEA President

Open Public Hearing _____pm Public Comment: Close Public Hearing _____pm

10. **Consent Calendar**

- 10.1 Approve Board Minutes
Regular Meeting of the Board, September 12, 2023
- 10.2 Receive and Approve Monthly Personnel Reports
As of October 10, 2023
- 10.3 District’s Monthly Expenditure Report
September 2023
- 10.4 Request to Approve the Consolidated Application (ConApp) for 2023-2024 School Year
Tammy Busch, Assistant Superintendent of Business Services

- 10.5 Request to Approve Request to Approve the Overnight Field Trip for Bates Elementary School 5th and 6th Grade Students to Attend the Sly Park Environmental Science Camp from October 16 through October 20, 2023 – Dr. MJ Kiwan Gómez, Principal Bates Elementary
- 10.6 Request the Approval to Surplus Outdated and Broken Equipment from Rio Vista High School and Deem its Value as Zero – Nancy Vielhauer, Asst. Superintendent of Educational Services
- 10.7 Request to Approve the General Agreement for Nonpublic, Nonsectarian School/Agency (The Genesis Group) to Provide a Certified Occupational Therapy Assistant (COTA) for the 2023-2024 School Year – at a cost not to exceed \$95,000, Special Education Funds – Tracy Barbieri, Director of Special Education
- 10.8 Request to Approve the List of Overnight Travel for Delta High School’s FFA Department FY 2023 2024– Craig Cornelson, Principal
- 10.9 Request to Approve the List of Overnight Travel for Delta High School’s Wrestling Team for FY 2023-2024 – Craig Cornelson, Principal
- 10.10 Request to Approve the Purchase of 3 Chromebook Carts, 66 Chromebooks, and 2 SMART Projectors for D.H. White Elementary School, at a Cost Not to Exceed \$25,402.05 ESSER Funds – Jennie Gornto, Principal
- 10.11 Donations or Receive and Acknowledge
 - Bates Elementary School**
Ala! Marketing – Crest Dental Kits for Students (\$800 Value)
 - D.H. White Elementary School - In honor of Lynn Leany**
Anonymous – School Supplies (\$400 Value)
 - Walnut Grove Elementary School – School Supplies**
Walmart – (\$7,500 Value)
 - Delta High School – Media Center**
Delta Elementary Charter School – Conference Table & Chairs - \$1,500 value
 - Delta High School – Baseball Field Maintenance**
Friends of Clarksburg - \$10,000
 - Delta High School – Baseball Field Irrigation and Landscaping Supplies**
Ewing Irrigation and Landscaping Supplies - \$1,805 value
 - Delta High School – Baseball Field Grass**
Delta Blue Grass Co. - \$1,655 value
 - Delta High School – Agriculture Department**
Delta High School Ag Boosters - \$8,200 for Chromebooks and Cart
 - Clarksburg Middle School – 7th Grade Spirit Shirts**
Spirit Saints - \$1,500

Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____

Action Items -- Individual speakers who have submitted a Comment Card shall be allowed three minutes to address the Board on any agenda item. The Board shall limit the *total time* for public presentation and input on *all items* to a maximum of 20 minutes including the Public Comments made previously in this meeting. The Board will follow the process for Public Comments listed above.

- 11. Approve the Short-Term Staff Permit (STSP) as Authorized by the Commission on Teacher Credentialing for 2023-2024 School Year – Katherine Wright, Superintendent
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
- 12. Request to Approve the Memorandum of Understandings between the California School Employees Association and its River Delta Chapter 319 (CSEA) and the River Delta Unified School District Regarding the Classified Job Description Revisions – Katherine Wright, Superintendent
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
- 13. Request to Approve and Adopt the 2022-23 Tentative Agreement Between the California School Employees Association and its River Delta Chapter 319 and the River Delta Unified School District – Katherine Wright, Superintendent
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
- 14. Request to Approve and Adopt the 2023-2024 Tentative Agreement with the River Delta Unified Teacher’s Association (RDUTA) and For All Non-Represented Employees – Tammy Busch, Asst. Superintendent of Business Services
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____

15. Request to “Sunshine” the River Delta Unified School District Initial Negotiation Proposals to California School Employees’ Association (CSEA) Delta Chapter 319 for 2023-2024 – Katherine Wright, Superintendent
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
16. Request to Acknowledge California School Employees’ Association (CSEA) Delta Chapter 319 “Sunshined” Proposals for Negotiations with River Delta Unified School District for 2023-2024 – Katherine Wright, Superintendent
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
17. Request to Approve the Assistant Superintendent of Educational Services Employee Agreement with Nancy Vielhauer, From 7/1/2023 through 6/30/2026 – Katherine Wright, Superintendent
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
18. Request to Approve the Assistant Superintendent of Business Services Employee Agreement with Tammy Busch, From 7/1/2023 through 6/30/2026 – Katherine Wright, Superintendent
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
19. Request to Approve the Amended Employment Agreement and Contract Extension for Katherine Wright, Superintendent, Expiring 6/30/2026 - Board President Lamera
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
20. Request to Ratification of Change Order #1 to August-Jaye, Inc. dba August-Jaye Construction and Approval of Notice of Completion for the Walnut Grove Elementary School Window Replacement Project – Tammy Busch, Asst Superintendent of Business Services
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
21. Request the Boards Authorization for RGM Kramer to continue to provide Program Management Services for the Measure J and K Facilities Bond Programs, Total Bond Funds \$152,850 – Tammy Busch, Asst Superintendent of Business Services
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____
22. Re-Adjourn to continue Closed Session, if needed
23. Report of Action taken, if any, during continued Closed Session (Government Code Section 54957.1) - Board President Lamera
24. Adjournment
Motioned: _____ Second: _____ Ayes: _____ Noes: _____ Absent: _____ Abstentions: _____ 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 Regular Meeting Agenda/Notice was posted in the bulletin board in front of the District Office and that the Board of Trustees Members, District administrative offices and schools, the community libraries were provided notice or caused to be provided notice via fax, e-mail and/or hand delivery on Friday, October 6, 2023, by or before 5:30 p.m.

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

ATTACHMENT

RIVER DELTA UNIFIED SCHOOL DISTRICT

Notice of a Regular Meeting of the Board of Trustees

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

October 10, 2023 ♦ Closed Session 5:35pm Bates Elementary School • Courtland, CA

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 5:35 p.m. on October 10, 2023, at Bates Elementary School, Courtland, California (which is prior to the full Open Session). Any formal action taken by the Board will be reported in the Open Session of this regular 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; 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 (Edwards, Stevens & Tucker LLP)

Public Employee(s) Evaluation:

4.3.1 Superintendent

4.3.2 Asst. Superintendent

4.3.3 Certificated

4.3.4 Classified

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

4.3.6 Complaint, Discipline, Dismissal, Non-reelects, & Releases

4.3.7 Employee/Employer Negotiations [Government Code Section 3549.1 and 54957.6] Following negotiation meetings any/all units.

4.3.7.1 RDUTA

4.3.7.2 CSEA

5. Adjourn to Open Session (@6:30 p.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: _____

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Tammy Busch, Asst. Superintendent of Business Services Item Number: 9.3.1.1

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

SUBJECT: Monthly Enrollment and ADA Report (SEPTEMBER MONTH 2)

BACKGROUND:

Each month district staff compiles attendance and enrollment data for all school sites. The attached summary shows enrollment and ADA for 2022-2023 compared to current year 2023-2024.

STATUS:

District-wide enrollment **decreased by 23** students compared to the same month of school year 2022-23, decreasing from 1,767 to 1,744 (does not include Adult Ed).

District-wide enrollment **increased by 32 students** compared to **last month from 1,712 to 1,744.**
(Does not include Adult Ed)

District-wide attendance **decreased by 64 ADA** compared to the same month of school year, 2022-23, decreasing from 1,677 to 1,613 (does not include Adult Ed).

District-wide attendance **increased by 12 ADA** compared to **last month, from 1,601 to 1,613.**
(Does not include Adult Ed)

PRESENTER:

Tammy Busch, Asst. Superintendent of Business Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:

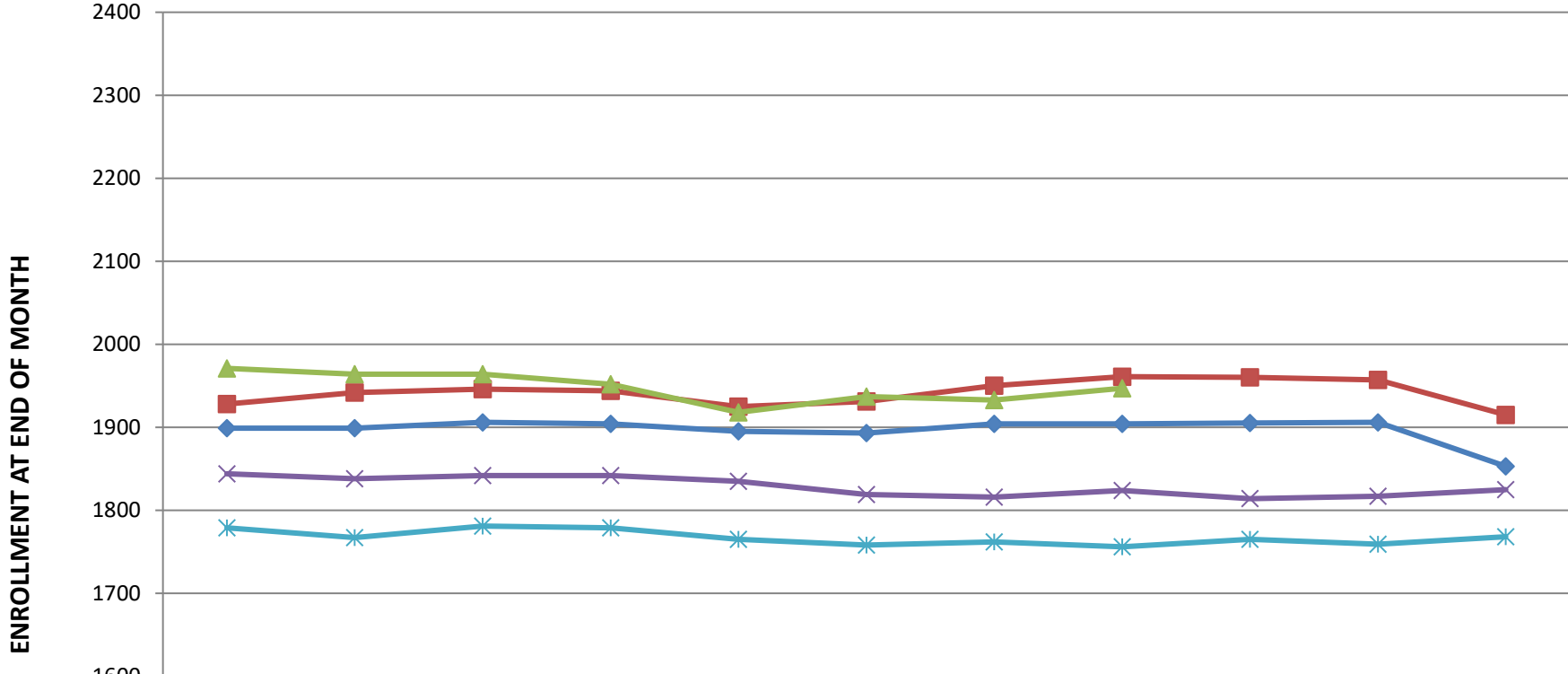
RECOMMENDATION:

That the Board receives the information presented

Time allocated: 3 minutes

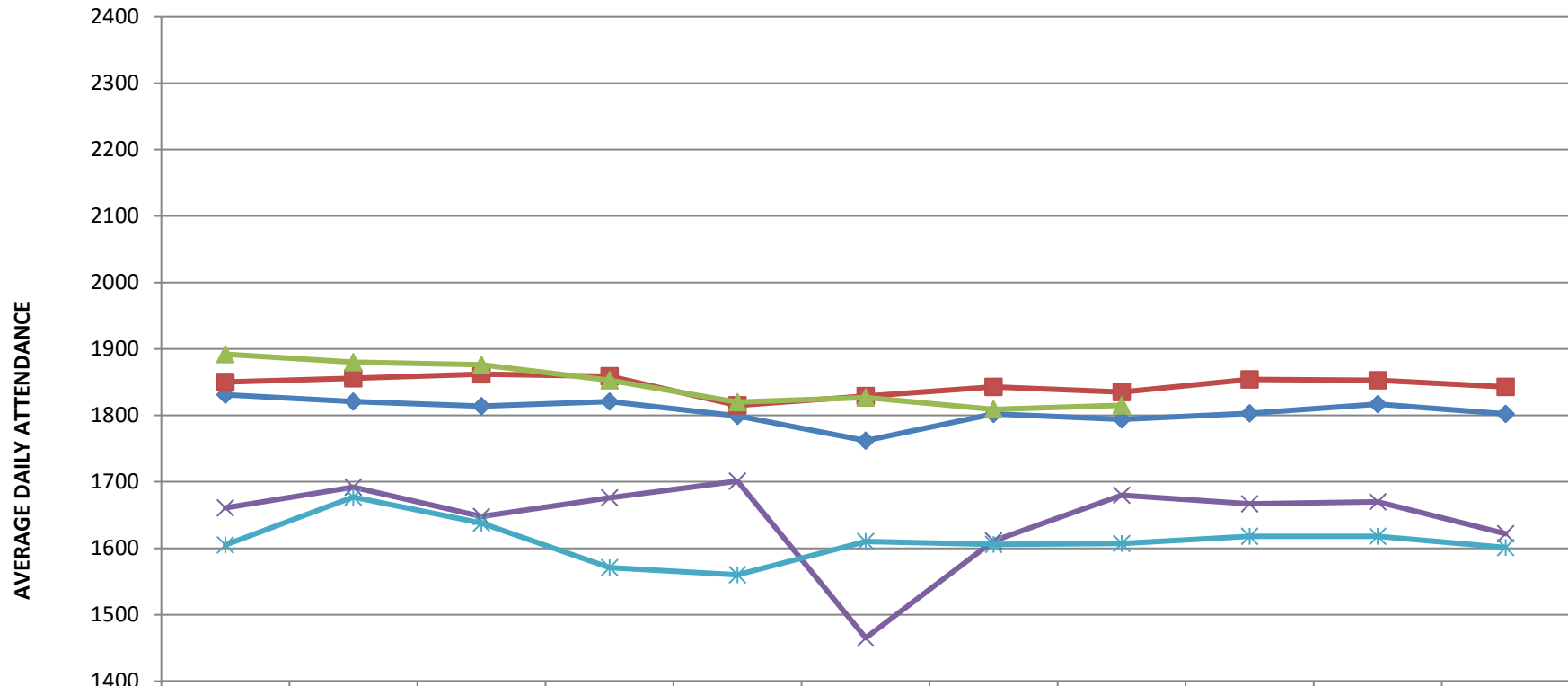
SITE		AUG	AUG	% of ADA		SEPT	SEPT	Incr/Decr From Pr Month	% of ADA
		22-23	23-24			22-23	23-24		
BATES	ENR	83	80	96.3%		83	79	-1	97.5%
	ADA	78	77			79	77		
CLARKSBURG (7th & 8th Gr)	ENR	138	118	93.2%		137	119	1	93.3%
	ADA	123	110			129	111		
ISLETON	ENR	174	167	97.6%		178	181	14	91.7%
	ADA	161	163			166	166		
RIVERVIEW	ENR	168	158	93.0%		165	163	5	92.6%
	ADA	152	147			152	151		
WALNUT GROVE	ENR	156	141	95.0%		136	142	1	90.8%
	ADA	138	134			144	129		
D.H. WHITE	ENR	394	421	92.9%		398	424	3	93.2%
	ADA	353	391			361	395		
ELEMENTARY SUB TOTAL	ENR	1,113	1,085			1,097	1,108	23	
	ADA	1,005	1,022			1,031	1,029		
CLARKSBURG (9th Grade)	ENR	62	67	95.5%		64	68	1	92.6%
	ADA	58	64			60	63		
DELTA HIGH	ENR	211	185	93.5%		206	183	-2	92.3%
	ADA	185	173			193	169		
RIO VISTA HIGH	ENR	367	350	92.6%		367	349	-1	92.8%
	ADA	335	324			327	324		
HIGH SCHOOL SUB TOTAL	ENR	640	602			637	600	-2	
	ADA	578	561			580	556		
Mokelumne High (Continuation)	ENR	1	8			4	8	0	
	ADA	0	3			41	5		
River Delta High/Elem (Alternative)	ENR	25	15			29	26	11	
	ADA	22	14			25	21		
Community Day	ENR	0	2			0	2	0	
	ADA	0	1			0	2		
TOTAL K-12 LCFF Funded	ENR	1,779	1,712			1,767	1,744	32	
	ADA	1,605	1,601			1,677	1,613		
Wind River- Adult Ed	ENR	8	0			0	0	0	
TOTAL DISTRICT	ENR	1,787	1,712			1,767	1,744	32	

ENROLLMENT



	1	2	3	4	5	6	7	8	9	10	11
◆ 17/18	1899	1899	1906	1904	1895	1893	1904	1904	1905	1906	1853
■ 18/19	1928	1942	1946	1944	1925	1931	1950	1961	1960	1957	1915
▲ 19/20	1971	1964	1964	1952	1918	1937	1933	1947			
× 21/22	1844	1838	1842	1842	1835	1819	1816	1824	1814	1817	1825
* 22/23	1779	1767	1781	1779	1765	1758	1762	1756	1765	1759	1768

ACTUAL ATTENDANCE



	1	2	3	4	5	6	7	8	9	10	11
◆ 17/18	1831	1821	1814	1821	1799	1762	1802	1794	1803	1817	1802
■ 18/19	1850	1856	1862	1859	1815	1829	1843	1835	1854	1853	1843
▲ 19/20	1892	1880	1876	1853	1820	1827	1809	1815			
× 21/22	1661	1692	1648	1676	1701	1465	1611	1680	1667	1670	1622
* 22/23	1605	1677	1638	1571	1560	1610	1606	1607	1618	1618	1601

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

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Tammy Busch, Asst. Supe of Business Services

Item Number: 9.3.1.2

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

SUBJECT:

Monthly Financial Report

BACKGROUND:

Each month the Chief Business Officer prepares a monthly financial summary report, showing both budgeted and actual revenues and expenditures for each district fund for the prior month. The report includes: the percentage of the districts ending fund from the prior month, the percentage of the districts ending fund balance (reserves) at the end of the reported month.

This report does not include any encumbered expenditures.

STATUS:

PRESENTER:

Tammy Busch, Asst. Superintendent of Business Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES: NOT APPLICABLE

RECOMMENDATION:

That the Board receives the Monthly Financial report as submitted

Time allocated: 2 minutes

River Delta Unified School District
 2023-24 Working Budget vs. Actuals Report
 September 30, 2023

Working Budget						Actuals thru: 9/30/2023					
	Beginning Balance (A)	Net Income/ Contributions in (B)	Expense/ Contributions out (C)	Ending Balance (D)	YTD Income (E)	YTD Paid to Delta Charter (F)	YTD Net Revenue (G)	Percentage Received (H)	YTD Expense (I)	Percentage Spent (J)	
					(G/B=H)				(I/C=J)		
General Fund: (01)											
Unrestricted	10,247,446	20,491,886	21,249,108	9,490,224	1,456,053	349,332	1,106,721	5.40%	4,491,371	21.14%	
Restricted	4,850,527	12,456,152	15,807,777	1,498,902	374,022		374,022	3.00%	1,560,880	9.87%	
Combined	15,097,973	32,948,038	37,056,885	10,989,126	1,830,075	349,332	1,830,075	5.55%	6,052,251	16.33%	
Other Funds											
Adult Ed. (11)	66,110	98,081	139,084	25,107	-		-	0.00%	12,159	8.74%	
Child Development (12)	(220)	478,777	478,777	(220)	172,300		172,300	35.99%	79,537	16.61%	
Cafeteria (13)	559,929	1,488,548	1,391,797	656,680	22,503		136,082	9.14%	79,069	5.68%	
Sp. Res-Other than Cap. Outlay (17)	42,016	400	-	42,416	-		-	0.00%	-	0.00%	
Bond Fund (21)	155,786	34,656	-	190,442	-		-	0.00%	-	0.00%	
Bond Fund- Measure J (22)	14,336,871	14,126,023	14,126,020	14,336,874	2,300,000		2,300,000	0.00%	1,282,740	0.00%	
Bond Fund - Measure K (23)	4,569,813	3,839,067	3,839,061	4,569,819	1,300,000		1,300,000	0.00%	975,203	0.00%	
Developer Fees (25)	1,173,383	123,785	121,399	1,175,769	13,075		13,075	10.56%	7,480	6.16%	
County School Facilities (35)	3,523	30	-	3,553	-		-	0.00%	-	0.00%	
Capital Projects (49)	930,330	351,100	6,100	1,275,330	-		-	0.00%	-	0.00%	

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

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Ken Gaston, Director of MOT

Item Number: 9.3.2

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

SUBJECT:

Monthly MOT Information Report

BACKGROUND:

To provide a monthly update on the activities of the Maintenance, Operations & Transportation Departments. The only projects included in this report are those over \$100.

STATUS:

See attached monthly report for the period of September 2023

PRESENTER:

Ken Gaston

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:

RECOMMENDATION:

That the Board receives this information

Time allocated: 5 minutes

Maintenance, Operations & Transportation
Monthly Report for Board Meeting
October 10, 2023

Routine maintenance, repairs and custodial duties at all school sites and district office were completed. Other non-routine projects have been captured below.

Maintenance & Operations:

- **Bates Elementary**
 - Changed HVAC filters to all classrooms. - \$210

- **Clarksburg Middle School**
 - Changed HVAC filters to all classrooms. - \$230

- **Delta High School**
 - Repaired leaking mainline irrigation pipe in front lawn. - \$165
 - Built ramps for gym door entry and temporary kitchen for easy access for kitchen carts. - \$ 165
 - Repaired water leak in the maintenance building. - \$531
 - Patched basketball and entry gate fence. - \$ 279
 - Filled in holes and trenches on the football field. - \$110
 - Changed watering time on sprinkler around the edge of the football field. - \$110

- **D. H. White Elementary**
 - Replaced A/C unit motor in room 16. - \$570
 - Installed missing handicap sign in staff parking lot. - \$130
 - Sprayed the play structure and basketball hoops for wasps. - \$145
 - Dumped 20 years of play bark in bark box and spread bark around. - \$1,860

- **Isleton Elementary School**
 - Removed toilet to snake main line, found a pencil stuck in toilet. Removed pencil, replaced ring, and reinstall toilet. - \$240
 - Weld the back fence. - \$110

- **Rio Vista High School**
 - Painted Senior parking spots with white paint. - \$500
 - Cut padlock off roll door and installed all gender sign in bathroom door. Checked if bathroom can lock from the inside. - \$110
 -

- **Riverview Middle School**
 - Picked up, cleaned, and took to the dump tree branches that came down in the field. - \$660
 - Installed hasps and locks to prevent students from getting into the breaker box. - \$182

- **Walnut Grove Elementary School**
 - Reset chiller for classroom, HVAC working again. - \$ 110
 - Changed all HVAC filters to all classrooms. - \$210

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Nancy Vielhauer, Assist. Superintendent of Educational Services Item Number: 9.4.2

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

SUBJECT:

Williams Settlement Public Notification Regarding Sufficiency of Teachers, Facilities, and Textbook and Instructional Materials – First Quarter 2023 (July-September)

BACKGROUND:

The Williams Settlement requires that all students have qualified teachers, appropriate instructional materials and that their schools be clean and safe. The settlement holds schools accountable for delivering these fundamental elements. Education Code 35186 BP 13124 also requires the district to provide quarterly reports regarding Williams Settlement compliance.

STATUS:

The district has received no complaints this quarter.

PRESENTER:

Nancy Vielhauer, Assistant Superintendent of Educational Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:

No cost to the district.

RECOMMENDATION:

That the Board receives this item as fulfillment of Williams Settlement requirements.

Time allocated: 2 minutes

Quarterly District Report: *Williams* Uniform Complaint Process (UCP)

Properly submitting this form to SCOE serves as your district's *Williams* UCP Quarterly Complaint Report per *Education Code* § 35186(d). **All fields are required.**

SUBMITTER INFORMATION

Name

Person submitting form

Job Title

Phone Number

Include area code

E-mail Address

DISTRICT INFORMATION

School District

Year Covered by This Report

Quarter Covered by This Report

COMPLAINTS

Sufficiency of Textbooks

Total Number of Textbook Complaints Enter 0 if none.	
Number of Textbook Complaints <u>Resolved</u> Enter 0 if none.	
Number of Textbook Complaints <u>Unresolved</u> Enter 0 if none.	

Emergency School Facilities Issues

Total Number of Emergency Facilities Complaints Enter 0 if none.	
Number of Emergency Facilities Complaints <u>Resolved</u> Enter 0 if none.	
Number of Emergency Facilities Complaints <u>Unresolved</u> Enter 0 if none.	

Vacancy or Misassignment of Teachers

Total Number of Vacancy/Misassignment Complaints Enter 0 if none.	
Number of Vacancy/Misassignment Complaints <u>Resolved</u> Enter 0 if none.	
Number of Vacancy/Misassignment Complaints <u>Unresolved</u> Enter 0 if none.	

RESOLUTION OF COMPLAINTS

Briefly summarize the nature of complaints and how they were resolved.

Enter "N/A" if no complaints were received. If you need more space, enter "sent by e-mail" and send your summary to Shannon Hansen with your report.

REPORT INCLUDES ALL COMPLAINTS FOR THIS QUARTER

The number of UCP complaints (textbooks, facilities, and teachers categories) filed for the quarter being reported *MUST* be entered in this report. Please check the box below confirming this:

Includes All UCP Complaints

All UCP complaints for the indicated quarter are being reported—from my district office and all school sites in my district.

By submitting this form, you certify that the information is complete and accurate, and that you have verified the accuracy of the report information by contacting each school in your district. The report includes *ALL* UCP complaints in the above categories received at school sites in the district, plus the district office.

RETURN INSTRUCTIONS

After completing the form in its entirety, save the file and e-mail it to Erika Franzon at the Sacramento County Office of Education (SCOE): efranzon@scoe.net.

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Katherine Wright, Superintendent

Item Number: 9.7

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

SUBJECT:

Request to Hold a Public Hearing to “Sunshine” the River Delta Unified School District Negotiation Proposals to the California School Employees’ Association (CSEA) Delta Chapter 319 for 2023-2024

BACKGROUND:

Under the California Educational Employment Relations Act (EERA) the District must participate in “Good Faith” bargaining with the CSEA Delta Chapter 319. The law states that the District must present its proposals to the public before the bargaining process can begin.

STATUS:

The District proposes to discuss the following Articles:

Article 4: Employee Rights

Article 7: Transportation

Article 16: Pay and Allowances

Article 17: Health & Welfare Benefits

PRESENTER:

Katherine Wright, Superintendent

OTHER PEOPLE WHO MIGHT BE PRESENT:

Classified Staff

COST AND FUNDING SOURCES:

N/A

RECOMMENDATION:

That the Board Holds a Public Hearing to “Sunshine” the River Delta Unified School District Negotiation Proposals to the California School Employees’ Association (CSEA) Delta Chapter 319 for 2023-2024

Time allocated: 4 minutes

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Katherine Wright, Superintendent

Item Number: 9.8

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

SUBJECT:

Request to Hold a Public Hearing to “Sunshine” the California School Employees’ Association (CSEA) Delta Chapter 319 Negotiation Proposals to the River Delta Unified School District for 2023-2024

BACKGROUND:

Under the California Educational Employment Relations Act (EERA) the CSEA Delta Chapter 319 must participate in “Good Faith” bargaining with the District. The law states that CSEA Delta Chapter #319 must present its proposals to the public before the bargaining process can begin.

STATUS:

See attached proposal

PRESENTER:

Patty DuBois, CSEA President and Negotiations Chair

OTHER PEOPLE WHO MIGHT BE PRESENT:

Classified Staff

COST AND FUNDING SOURCES:

N/A

RECOMMENDATION:

That the Board Holds a Public Hearing to “Sunshine” the California School Employees’ Association (CSEA) Delta Chapter 319 Negotiation Proposals to the River Delta Unified School District for 2023-2024

Time allocated: 4 minutes



California
School
Employees
Association

5375 West Lane
Stockton, CA 95210

(209) 472-2170
(800) 757-4229

www.csea.com

Adam Weinberger
Association President

Keith Pace
Executive Director

Member of the AFL-CIO

*The nation's largest
independent classified
employee association*



October 2, 2023

VIA EMAIL

kwright@rdusd.org

Kathy Wright, Superintendent
River Delta Unified School District
445 Montezuma
Rio Vista, CA 94571-1651

Re: River Delta Chapter 319 Reopener Negotiations 2023-2024

Dear Superintendent Wright:

Pursuant to the agreement between the California School Employees Association and its River Delta Chapter 319 (CSEA) River Delta Unified School District, please find enclosed the initial proposal for amendments and modifications.

Please consider this document for public notice provisions pursuant to Government Code Section 3547(a). CSEA desire to commence negotiations as soon as possible after the completion of the public notice provisions.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Carol Black
Labor Relations Representative

CB/mk

Enclosure: Initial Proposals for Reopener Negotiations

Cc: Patricia Dubois, Chapter President 319
Toni Thompson, Regional Representative 42
Rosemarie Lopes-Horn, Area Director E
Stacy Galaviz, Field Director
319 file

**PROPOSAL
FROM
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
And Its
RIVER DELTA CHAPTER #319
TO
RIVER DELTA UNIFIED SCHOOL DISTRICT**

Reopener 2023-2024

ARTICLE 9 Vacation

CSEA proposes to discuss vacation language.

ARTICLE 11 Leaves

CSEA proposes to discuss leaves language.

ARTICLE 16 – Pay and Allowances

CSEA proposes to discuss pay and allowances.

ARTICLE 17 – Health and Welfare Benefits

CSEA proposes to discuss changes to the health and welfare benefits.

(NEW) CSESAP (Summer Assistance Program)

CSEA proposes to discuss the Summer Assistance Program language.

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

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Katherine Wright, Superintendent

Item Number: 10.1

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

SUBJECT:

Request to Approve the Minutes from the Regular meeting of the Board of Trustees held on September 12, 2023.

BACKGROUND:

Attached are the Minutes from the Regular meeting of the Board of Trustees held on September 12, 2023.

STATUS:

The Board is to review and approve.

PRESENTER:

Katherine Wright, Superintendent

OTHER PEOPLE WHO MIGHT BE PRESENT:

Jennifer Gaston, Recorder

COST AND FUNDING SOURCES:

None

RECOMMENDATION:

That the Board approves the Minutes as submitted.

Time allocated: 2 minutes

RIVER DELTA UNIFIED SCHOOL DISTRICT

MINUTES

REGULAR MEETING

September 12, 2023

1. **Call Open Session to Order** – Board President Lamera called the Open Session of the meeting of the Board of Trustees to order at 5:32 p.m. on September 12, 2023, at Walnut Grove Elementary School, Walnut Grove, California.
2. **Roll Call of Members:**
 - Marcial Lamera, President
 - Jennifer Stone, Vice President
 - Randall Jelly, Clerk
 - Marilyn Riley, Member (Absent)
 - Rafaela Casillas, Member
 - Wanda Apel, Member
 - Dan Mahoney, MemberAlso present: Katherine Wright, Superintendent
3. **Review, Approve the Closed Session Agenda**
 - 3.1 Board President Lamera announced items on the Closed Session Agenda
 - 3.2 Public Comment on Closed Session Agenda Items. – None to report
4. **Approve Closed Session and Adjourn to Closed Session**
 - 4.1 Board President Lamera asked for a motion to approve the Closed Session agenda and adjourned the meeting to **Closed Session @ 5:32 pm.**
Member Stone moved to approve, Member Jelly seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)
5. **Open Session was reconvened at 6:39 pm**
 - 5.1 Roll was retaken. Member Riley was absent. All other members were present.
Also present: Katherine Wright, Superintendent; Tammy Busch, Assistant Superintendent of Business Services; Nancy Vielhauer, Assistant Superintendent of Educational Services and Jennifer Gaston, Recorder
 - 5.2 Pledge of Allegiance was led by Walnut Grove Principal, Gabino Perez
6. **Report of Action taken, if any, during the Closed Session** (Government Code Section 54957.1)
Board President Lamera reported that the Board received information; no action taken during Closed Session.
7. **Review and Approve the Open Session Agenda**
 - 7.1 Board President Lamera asked for a motion to approve the Open Session agenda
Member Stone moved to approve, Member Jelly seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)
8. **Public Comment:** Aiden Mayhood, expressed his concerns regarding the ELD Program at D.H. White Elementary School. He has the opinion that the program needs to have a dedicated teacher that their sole purpose is to serve these students and not rely on the general education teachers to provide these services.
Phan Ouk, parent of a Rio Vista High School student, mentioned that she received a letter from the District's school nurse after the District had received notification from the California Health Department revoking medical exemptions. The letter stated that her son was in need of vaccinations prior to attending school. She noted that her son is enrolled at Rio Vista High School; however, he is not allowed to attend as he is not vaccinated. Ms. Ouk stated that her son was previously on a medical exemption. In 2018, the exemption was written by a fully licensed doctor. Ms. Ouk stated that the Health Department has revoked the medical exemption for her son because the doctor who previously approved her son's medical exemption had their medical license revoked in 2021. She also stated that the Health Department sent a letter to all school districts to revoke all medical exemptions, and she has the opinion that this is illegal. She provided documents for review regarding this issue and hoped for resolution so her son can return to school.
MJ Kiwan Gomez, Principal of Bates Elementary, Mokelumne High and River Delta Community Day School, thanked Board President Lamera and Member Apel for their site visit. He thanked Superintendent Wright for her

support, as well as the newly updated wifi at the school site. He acknowledged the Bates PTA for the successful Pair Fair fundraiser event. Mr. Kiwan Gomez acknowledged and thanked all the business partners that donated to the school and mentioned a large donation of \$10,000 was received from Olam Faming Inc. for the construction of a greenhouse.

Mr. Kiwan Gomez announced that the 2022-2023 Sly Park Educational Fieldtrip that was postponed due to the illness of the park's staff and has been rescheduled for this coming October.

9. Special Presentations, Reports, Information

9.1 Special Presentations

- 9.1.1 Recognition of the Teacher of the Year, Kristy Apple – Superintendent Wright was pleased to acknowledge and honor Kristy Apple as River Delta Unified School District's 2023-2024 Teacher of the Year. She gave a summary of Ms. Apple's contributions to the District. Superintendent Wright presented a commemorative clock in appreciation. Ms. Apple gave a heartfelt statement of her time in the River Delta Unified School District.
- 9.1.2 Recognition of the California State Employees Association (CSEA), Patty DuBois – Superintendent Wright announced the River Delta Unified School District's 2023-2024 CSEA's Employee of the Year, Patty DuBois. Superintendent Wright mentioned that Ms. DuBois has served in the District for over 30 years and presented Ms. DuBois with a commemorative clock in appreciation of her years of service to the District and its students. Ms. DuBois noted that it is quite the honor to receive this recognition.
- 9.1.3 Presentation of SFID#2 Bond Sales on August 23, 2023 – Lori Raineri, Government Financial Services Joint Powers Authority, provided the Board with the steps leading up to the SFID #2 Bond Sale and the outcome of the August 23, 2023 Bond Sale for SFID #2. She gave a summary of upcoming events regarding future Bond sales for both Measure J and Measure K.

9.2 Board Member(s) and Superintendent Report(s) and/or Presentation(s) –

- 9.2.1 Board Members' report(s) President Lamera reported that he and Member Apel made site visits on August 25th. They started their visits in Courtland visiting the school sites of Bates Elementary School, River Delta Community Day School and Mokelumne High School and ended their visits in Clarksburg at Delta High and Clarksburg Middle Schools. President Lamera thanked the administrators for their time and tours. President Lamera has plans to visit more school sites on September 22nd.

Member Apel reported that she attended the Rio Vista High School football game the previous Friday night, stating that, unfortunately, they did not win. Member Apel mentioned that she attended the Rio Vista City Council meeting to support Superintendent Wright who was giving a report. Member Apel along with Member Mahoney, Member Stone and Superintendent Wright were invited to Mrs. Johnson's Teacher Pathway class and were interviewed by the students. They answered questions explaining what their roles were for the District.

Lastly Member Apel announced that she attended the Rio Vision Meet and Greet for the new Principal of Rio Vista High School, Clarence Isadore.

9.2.2 Committee report(s)

- 9.2.2.1 City of Rio Vista 2 X 2 – Member Mahoney reported that he, Superintendent Wright and Member Jelly attended the last 2 X 2 meeting. The group discussed a possible location for a book warehouse in correlation to a land swap with the City of Rio Vista for a piece of property to drill a new City well on a portion of Rio Vista High School property. Member Mahoney noted that a land swap is an easier way to make an exchange of property. Selling land is much more difficult and time consuming.

Member Mahoney reported that they discussed the Brann Ranch development. However, as it is still under negotiations, he did not provide further information.

Lastly, at the meeting they discussed the Facility Use Agreement between the City of Rio Vista and River Delta Unified School District. Member Mahoney mentioned that this is the first time he has seen cooperation and collaboration with City officials to work together to benefit the kids.

Superintendent Wright elaborated on the City of Rio Vista's need to provide water to its community members and the potential well site. The City has determined that the best location and opportunity for drilling and installing a well is located on a small portion of land on Rio Vista High School campus. Superintendent Wright noted that it is very difficult to sell state land and it takes many years to complete the process. She mentioned that finding a piece of land of similar size or value that the City owns and swapping this land with for the piece of land on the Rio Vista High School campus is an easier way for the City to obtain the well site and provide water to the community members. Unlike many districts, River Delta Unified School District does not have a distribution center to receive large orders of books, materials, and supplies. With a district that is over 50 miles long, it would be more convenient and cost effective to have these orders delivered, sorted, and distributed through one site. It would also benefit the District to inventory of supplies and order in bulk. A collaborative partnership with the City of Rio Vista by finding land for each party would be beneficial for both parties.

- 9.2.3 Superintendent Wright's report(s) - Superintendent Wright reported that many wonderful things are happening in the District. However, there is one important statement that needs to be read regarding an incident that took place last week. Superintendent Wright read the following statement: "River Delta Unified School District would like to start by sharing and acknowledging we are all experiencing a difficult and disheartened time as a result of the choices and image posted on social media by a group of our students. This is not who we are, what we stand for or represent as a community. We know we will have hard work ahead to repair the harm and educate where there are clear gaps of understanding diversity, history, equity and inclusion.

We learned of this social media posting on Monday evening from a School Board Member, President Lamera and prioritized the investigation immediately. We know the profound impact this incident has had on our small school communities and our families. We sincerely care about being in communication with all of you.

Although we reserve the right to continue to investigate, we believe we have a clear understanding of the details of the actions of a small student group on school grounds and during school hours. Although we cannot reveal the specific disciplinary actions and consequences assigned, we can assure you it was assigned appropriately and with the utmost seriousness. Equally important is the work we are doing to select discussion topics for guided learning in the classroom during our Advisory periods at Delta High School. These discussion topics will be focused on topics such as historical events that impacted humankind in a profound way, the origin of racial gestures and slurs and why they are offensive, the responsibility and the responsible use of technology, and the most respectful ways to challenge adversity and embrace diversity, equity, and inclusion.

We are also looking to provide a challenge day for both high schools and have an open-ended invitation that will be extended to all students and staff to attend and spend as much time as they need in our school's wellness centers with our school counselors.

We stand strong on our commitment to uphold our beliefs, values, and goals of our school district to respect, protect and celebrate the diversity of our student population and the community and world at large by only accepting behaviors that uphold the dignity of ALL people."

9.3 Business Services' Reports and/or Presentations on: Routine Restricted Maintenance; Deferred Maintenance; Maintenance and Operations; Transportation Department; Food Services Department; District Technology; and District Budget – Tammy Busch, Asst. Superintendent of Business Services; Ken Gaston, Directors of MOT

- 9.3.1 Business Services' Report – Tammy Busch, Asst. Superintendent of Business Services
- 9.3.1.1 ADA/Enrollment Report – Tammy Busch, Asst. Superintendent of Business Services, reported that the district-wide enrollment had a decrease of 67 students compared to the same month of school year 2022-2023, however the district-wide ADA only had a decrease of four (4).
- 9.3.1.2 Monthly Financial Report – Tammy Busch, Asst. Superintendent of Business Services, reported that the actuals reported through August 31, 2023, the District had more

expenditures than year to date income, due to the LCFF funding starts coming in during the month of October. Ms. Busch indicated that the ending fund balance is still an estimation until it has been Board approved and approved by the County. Once approved by both entities, the funding will be rolled over to FY2023-2024.

9.3.1.3 Discussion on Board Policy 3300 Expenditures and Purchases – Ms. Busch provided that Board with the current policy for expenditures and purchases. The discussion was held and determined that there was no need to bring the policy to the Board for changes.

9.3.1.4 Request to Hold a Public Hearing on the Delta Elementary Charter School Material Revision Petition for the Term of July 1, 2020 through June 30, 2028 – Tammy Busch, Asst. Superintendent of Business Services

Open Public Hearing: 8:10 pm

Public Comment: No public comments were received.

Close Public Hearing: 8:11 pm

9.3.2 Maintenance, Operations & Transportation Update, Ken Gaston, Director of MOT, reported that a bus driver candidate has finished step one of three to become a bus driver. Mr. Gaston noted that his team interviewed three potential van drivers, they offered positions to all three. One accepted a position; however, they resigned prior to starting the position.

Mr. Gaston mentioned that thirteen applications were received for the custodian position at Bates Elementary School. All applicants were called for an interview. Zero applicants committed to an interview.

9.4 Education Services' Reports and/or Presentation(s) - Nancy Vielhauer, Asst. Superintendent of Educational Services and Tracy Barbieri, Director of Special Education

9.4.1 Educational Services Update – Nancy Vielhauer, Asst. Superintendent of Educational Services, reported that the Educational Services department has had another busy month since the professional development planning has been completed. The department is now planning staff trainings for Naviance & Edgenuity. Naviance is an educational data management platform. Edgenuity is an online educational platform that is used for credit recovery, alternative education settings and for the Adult Education Program in the District.

Ms. Vielhauer mentioned that she has been working closely with the Sacramento County Office of Education's (SCOE) Differentiated Assistance Team on Academic Conversation tools for collecting data for the District's Academic Conversation Dashboard.

The District has uploaded our Dashboard Indicators data to the California Department of Education (CDE).

The District has finalized the 2023-2024 LCAP meetings with SCOE and now is ready to be submitted to CDE.

9.5 River Delta Unified Teacher's Association (RDUTA) Update – Chris Smith, RDUTA President was not present so no update was given.

9.6 California State Employees Association (CSEA) Chapter #319 Update – Patty DuBois, CSEA President, reported that the job descriptions that were reviewed and updated with CSEA and the District have been approved through the 610 process and will be voted on by the CSEA bargaining unit members on September 21, 2023. She anticipates they will be brought to the Board for approval at the October meeting.

10. **Consent Calendar**

10.1 Approve Board Minutes

Regular Meeting of the Board, August 8, 2023

10.2 Receive and Approve Monthly Personnel Reports

As of September 12, 2023

10.3 District's Monthly Expenditure Report

August 2023

10.4 Request to Approve the General Agreement for Nonpublic, Nonsectarian School/Agency (Point Quest Education Central Valley) for the 2023-2024 School Year, at a Cost Not to Exceed \$100,000, Special Education Funds – Tracy Barbieri, Director of Special Education

- 10.5 Request to Approve the General Agreement for Nonpublic, Nonsectarian School/Agency (Ascend Rehab Services, Inc) for the 2023-2024 School Year at a Cost Not to Exceed \$120,000, Special Education Funds – Tracy Barbieri, Director of Special Education
- 10.6 Request to Approve the General Agreement for Nonpublic, Nonsectarian School/Agency (New Directions Solutions, dba ProCare Therapy) to Provide a School Paraprofessional for the 2023-2024 School Year, at a Cost Not to Exceed \$75,000 Special Education Funds – Tracy Barbieri, Director of Special Education
- 10.7 Request to Approve the Contract with Document Tracking Services for the 2023-2024 School Year, at a Cost Not to Exceed \$4,650, Educational Service Funds – Nancy Vielhauer, Asst. Superintendent of Educational Services
- 10.8 Request the Approval to Apply for the Career Technical Education (CTE) Renewal Grant for the 2023-2024 School Year – Nancy Vielhauer, Asst. Superintendent of Educational Services
- 10.9 Request to Approve the Physical Education Physical Activity Log (PE P.A.L.) PE P.A.L. a Non Credit Elective Course – Nancy Vielhauer, Asst. Superintendent of Educational Services
- 10.10 Request to Approve the Independent Contract with West Coast Broadcast Services, LLC to Provide Engineering Services to Support KRVH (Radio Rio), at a cost not to exceed \$7,000 General Fund – Tammy Busch, Assistant Superintendent of Business Services
- 10.11 Request to Approve the Indoff Quote for District Office Furniture in the Amount of \$14,237.16, General Fund – Tammy Busch, Assistant Superintendent of Business Services
- 10.12 Request to Approve Blanket Purchase Orders for more than \$10,000 for Maintenance, Operations and Transportation – Tammy Busch, Asst. Superintendent of Business Services
- 10.13 Donations or Receive and Acknowledge

Bates Elementary School

- Yolo County Children's Alliance – Backpacks and Hand Sanitizer (\$1,800)
- Sacramento County Public Library – Courtland Branch (Books)

President Lamera acknowledged the donations and thanked them for their continued support.

Member Mahoney requested the item number 10.3 be pulled for further discussion. Member Jelly asked to have the expenditure reports to indicate the funding source.

Member Mahoney moved to approve all other consent agenda items, Member Apel seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)

- 10.3 District's Monthly Expenditure Report for August 2023

Member Mahoney moved to approve, Member Casillas seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)

Action Items -- Individual speakers who have submitted a Comment Card shall be allowed three minutes to address the Board on any agenda item. The Board shall limit the total time for public presentation and input on all items to a maximum of 20 minutes including the Public Comments made previously in this meeting. The Board will follow the process for Public Comments listed above.

- 11. Request to Approve the Second and Final Reading of the Updated or New Board Policies, Administrative Regulation and or Exhibits Due to New Legislation or Mandated Language and Citation Revisions as of June 2023 – Katherine Wright, Superintendent

Member Stone moved to approve, Member Jelly seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)

- 12. Request to Hold a Public Hearing on the Sufficiency of Textbooks and Instructional Materials and to Approve Resolution #854 on the Sufficiency of Textbooks and Instructional Materials as per Education Code Section 60199 and 5 CCR 9531 for 2023-2024 School Year – Nancy Vielhauer, Assistant Superintendent of Educational Services

Open Public Hearing 8:25 pm

Public Comment: Asst. Superintendent Nancy Vielhauer, explained the purpose of the hearing and the Resolution regarding the sufficiency of textbooks and materials. No public comments were received.

Close Public Hearing 8:26 pm

Member Jelly moved to approve, Member Casillas seconded. Motion carried 6 by roll call vote (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)

13. Request to Approve Resolution #855 Regarding the 2022-2023 Appropriations (Gann) Limit Calculation – Tammy Busch, Assistant Superintendent of Business Services
Member Mahoney moved to approve, Member Casillas seconded. Motion carried 6 by roll call vote (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)
14. Request to Approve the Unaudited Actuals Financial Report for 2022-2023 – Tammy Busch, Assistant Superintendent of Business Services
Member Stone moved to approve, Member Jelly seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)
15. Request to Approve the Three-Year Service Agreement and Equipment Purchase of Zonar Student Tracking and Management System, at a Cost Not to Exceed \$7,251.66 for 2023-2024, \$4,266 for 2024-2025, and \$4,394 for 2025-2026, Transportation Funds - Tammy Busch, Asst. Superintendent of Business Services
Member Stone moved to approve, Member Apel seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)
16. Request to Approve the Salary Schedule for Substitute Teachers – Katherine Wright, Superintendent
Member Mahoney moved to approve, Member Apel seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)
17. Request to Approve Delta Elementary Charter School Material Revision Petition for the Term of July 1, 2020 through June 30, 2028 – Tammy Busch, Asst. Superintendent of Business Services
Member Mahoney moved to approve, Member Casillas seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)
18. Request to Approve the Ratification of Change Order #1 to Kerex Engineering, Inc. and Approval of Notice of Completion for the D. H. White Elementary School Modular Classroom Project, a Credit of \$70.95 to Measure J Bond Funds – Tammy Busch, Asst. Superintendent of Business Services
Member Casillas moved to approve, Member Jelly seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)
19. Request to Approve the Ratification of Change Order #1 to Mobile Modular for the D. H. White Elementary School Modular Building Project in the Amount of \$3,440 from Measure J Bond Funds – Tammy Busch, Asst. Superintendent of Business Services
Member Mahoney moved to approve, Member Jelly seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)
20. Request to Approve the Ratification of Change Order #1 to Diablo Roofing, Inc. and Approval of Notice of Completion for the D. H. White Elementary School Building A & B Roof Replacement Project, a Credit of \$21,145.81 to Measure J Bond Funds – Tammy Busch, Asst. Superintendent of Business Services
Member Stone moved to approve, Member Jelly seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)
21. Request to Approve the Ratification of Change Order #1 to Pac Shield Roof Services, Inc. and Approval of Notice of Completion for the Rio Vista High School Building D Roof Replacement Project, a Credit of \$6,906.61 to Measure J Bond Funds – Tammy Busch, Asst. Superintendent of Business Services
Member Casillas moved to approve, Member Stone seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)
22. Request to Ratification of Change Order #1 to Clark Roofing, Inc. and Approval of Notice of Completion for the Delta High School Building A Roofing Repairs Project, a Credit of \$16,482.15 to Measure K Bond Funds– Tammy Busch, Asst. Superintendent of Business Services
Member Apel moved to approve the amount change of \$16,482.12, Member Mahoney seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)
23. Re-Adjourn to continue Closed Session, if needed – Board President Lamera reported that the Board would reconvene to Closed Session for a few minutes. He welcomed all to remain in the meeting.
24. Report of Action taken, if any, during continued Closed Session (Government Code Section 54957.1) –Board

President Lamera reported the Board took no actions during closed session.

25. Adjournment: There being no further business before the Board, Board President Lamera asked for a motion to adjourn.

Member Casillas moved to approve, Member Jelly seconded. Motion carried 6 (Ayes: Stone, Jelly, Apel, Casillas, Mahoney, Lamera): 0 (Nays): 1 (Absent: Riley)

The meeting was adjourned at 11:20 pm

Submitted:

Approved:

Katherine Wright, Superintendent and
Secretary to the Board of Trustees

By: Jennifer Gaston, Recorder

End

Randall Jelly, Clerk, Board of Trustees

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

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X _____

From: Codi Agan, Director of Personnel

Item Number: 10.2

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

SUBJECT:

Request to Approve the 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

RIVER DELTA UNIFIED SCHOOL DISTRICT
PERSONNEL TRANSACTION AND REPORT

DATE: October 10, 2023

ACTION - CERTIFICATED	NAME	POSITION	FTE	SITE/DEPT	EFFECTIVE DATE	VICE
New Hire	Marina Pearl	Elementary Teacher	0.31	D.H. White Elementary	10/2/2023	
ACTION - CLASSIFIED	NAME	POSITION	FTE	SITE/DEPT	EFFECTIVE DATE	VICE
New Hire						

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Tammy Busch, Asst. Superintendent of Business Services Item Number: 10.3

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

SUBJECT:

Approve Monthly Expenditure Summary

BACKGROUND:

The Staff prepares a report of expenditures for the preceding month.

STATUS:

PRESENTER:

Tammy Busch, Asst. Superintendent of Business Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:

Not Applicable

RECOMMENDATION:

That the Board approves the monthly expenditure summary report as submitted.

Time allocated: 2 minutes

Cutoff amount: \$1.00

Select vendors with 1099 flags: of any setting.

Select payments with 1099 flags: of any setting.

Input file: Unknown Updated:

Report prepared: Fri, Oct 06, 2023, 10:02 AM

SEPTEMBER EXPENDITURES

09/01/2023 - 09/30/2023

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
015023 49ER WATER SERVICES 245 NEW YORK RANCH ROAD #A JACKSON, CA 95642	1,855.00	INV#5299 LEAD TESTING INV#5298 SRVCS	09/14/2023 09/14/2023	24438541 PO-240038 24438541 PO-240038	455.00 1,400.00	N N
(0) - 0						
014539 ADOBE SYSTEMS 345 PARK AVENUE SAN JOSE, CA 951102704	2,496.00	INV#2557004028 ADOBE LICENSING	09/21/2023	24439910 PV-240235	2,496.00	N
(800) 443-8158						
012976 AGAN, CODI	229.00	CONF PER DIEM	09/21/2023	24439914 PV-240238	229.00	N
						N
014658 AGE OF LEARNING FOR SCHOOLS 101 N. BRAND BLVD 8TH FLOOR GLENDALE, CA 91206	6,080.00	INV#1625 SUBSCRIPT FOR MATH	09/07/2023	24437342 PO-240027	6,080.00	N
(818) 246-2223						
015827 ALTA FENCE CO PO BOX 1523 MARTINEZ, CA 94553	3,243.00	INV#407-23 DHW MOD FENCING	09/07/2023	24437338 PO-240142	3,243.00	N
(0) - 0						
015430 AMAZON 2201 WESTLAKE AVE. #500 SEATTLE, WA 98121	6,128.54	INV#17XK-HK6G-JH17 ISLE SUPPL INV#1W6X-GQ11-6FLT BATES SUPPL INV#1DRK-WJRT-9FQW DHS/CMS INV#1DRK-WJRT-9FQW DHS/CMS INV#11RK-T3CR-9GNY ISLE SUPPL INV#1K31-C7L6-9F7H MOT SUPPL INV#1X7K-CCWL-9FXL ED SRVCS INV#1FTH-HJHP-4RX1 ISLE INV#114Y-W6PK-9JK7 ISLE SUPPL INV#1WFX-GHGN-4Y7L ISLE SUPPL INV#1J7M-TM3W-66LY DHS SUPPL INV#1LYM-XXXV-61JC ISLE SUPPL INV#1JQM-RJFG-9HJQ ISLE SUPPL INV#1L7C-ND79-4YHG ISLE SUPPL	09/12/2023 09/12/2023 09/14/2023 09/14/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023	24438031 PO-240011 24438031 PO-240180 24438543 PO-240120 24438543 PO-240120 24439329 PO-240015 24439329 PO-240029 24439329 PO-240066 24439329 PO-240099 24439329 PO-240100 24439329 PO-240101 24439329 PO-240121 24439329 PO-240136 24439329 PO-240138 24439329 PO-240157	537.23 280.12 85.75 85.75 119.18 1,479.28 130.62 1,369.05 528.66 284.58 139.40 489.85 512.69 86.38	N N N N N N N N N N N N N N N
(0) - 0						

SEPTEMBER EXPENDITURES

09/01/2023 - 09/30/2023

Vendor Name/Address	Total	Description	Date	Warrant	Reference	Amount	1099
015007 AMS.NET	8,079.48	INV#068882 DHW ERATE	09/12/2023	24438030	PO-230336	426.80	N
C/O FREMONT BANK		INV#0068892 RVHS ERATE	09/12/2023	24438030	PO-230336	34.50	N
PO BOX 4933		INV#0068893 RMS ERATE	09/12/2023	24438030	PO-230336	170.72	N
HAYWARD, CA 94540-4933		INV#0068894 DIST OFF ERATE	09/12/2023	24438030	PO-230336	170.72	N
(0) - 0		INV#0068895 BATES ERATE	09/12/2023	24438030	PO-230336	34.50	N
		INV#0069381 RVHS ERATE	09/14/2023	24438542	PO-230336	140.00	N
		INV#009392 BATES ERATE	09/14/2023	24438542	PO-230336	40.00	N
		INV#0069388 DHW ERATE	09/14/2023	24438542	PO-230336	10.00	N
		INV#0069390 DHS ERATE	09/14/2023	24438542	PO-230336	50.00	N
		INV#0069394 WGE ERATE	09/14/2023	24438542	PO-230336	30.00	N
		INV#0069393 MOKE ERATE	09/14/2023	24438542	PO-230336	10.00	N
		INV#0069382 RMS ERATE	09/14/2023	24438542	PO-230336	20.00	N
		INV#0069383 DIST OFF ERATE	09/14/2023	24438542	PO-230336	20.00	N
		INV#0069396 RVHS SPEAKERS	09/14/2023	24438559	PO-230655	5,480.00	N
		INV#0069395 DHW IP SPEAKERS	09/14/2023	24438559	PO-240090	90.00	N
		INV#SIN054581 NON ERATE ELIG	09/26/2023	24440620	PO-230336	341.44	N
		INV#0068746 BATES ERATE	09/26/2023	24440620	PO-230336	256.08	N
		INV#0068207 RVHS SPEAKERS	09/26/2023	24440621	PO-230655	754.72	N
015851 ANAYA CONSTRUCTION	1,950.00	INV#11954 ROOF CAPS	09/14/2023	24438577	PV-240200	1,950.00	Y
PO BOX 1260							
RIPON, CA 95366							
(0) - 0							
012964 ASSOCIATED VALUATION SERVICES	1,400.90	INV#7380 WITS 4TH QRTR	09/19/2023	24439316	PV-240209	1,400.90	N
1501 COFFEE ROAD							
SUITE N							
MODESTO, CA 95355							
(209) 543-8245							
014367 BANK OF AMERICA	11,043.17	C.R. HOTEL CONF	09/14/2023	24438587	PV-240202	654.76	N
PO BOX 15796		SOUTHWEST K.S. V.P. M.B.	09/14/2023	24438587	PV-240202	1,403.88	N
WILMINGTON, DE 19886-5710		K.W. HOTEL CONF	09/14/2023	24438587	PV-240202	709.29	N
(0) - 0		OVEN FOR RVHS	09/14/2023	24438587	PV-240202	798.27	N
		K.W. CONF REG	09/14/2023	24438587	PV-240202	800.00	N
		N.V. VONF REG	09/14/2023	24438587	PV-240202	800.00	N
		TACOS FOR PD DAY	09/14/2023	24438587	PV-240202	3,180.94	N
		FASTRAK	09/14/2023	24438587	PV-240202	14.00	N
		RMS HOTEL	09/14/2023	24438587	PV-240202	133.47	N
		C.I. HOTEL CONF	09/14/2023	24438587	PV-240202	654.76	N
		FASTRAK	09/14/2023	24438587	PV-240202	14.00	N
		CA AMER WTR	09/14/2023	24438587	PV-240202	384.84	N
		TRUCKEE FOR M.M. R.S.	09/14/2023	24438587	PV-240202	694.96	N
		C.A. CONF REG	09/14/2023	24438587	PV-240202	800.00	N

SEPTEMBER EXPENDITURES

09/01/2023 - 09/30/2023

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
010822 BARKMAN, MELINDA	161.00	CONF PER DIEM	09/21/2023	24439915 PV-240239	161.00	N
(0) - 0		N				
013404 BARNES & NOBLE 1600 GATEWAY BLVD FAIRFIELD, CA 94533	735.31	INV#4457016 BOOKS	09/14/2023	24438544 PO-240078	735.31	N
(707) 435-0484						
012586 BAY ALARM 60 BERRY DRIVE PACHECO, CA 94553	5,392.74	INV#20789640 RMS	09/14/2023	77002311 PV-240196	2,177.57	N
(209) 465-1986		INV#20790852 RMS	09/14/2023	77002311 PV-240196	116.69	N
		INV#20797889 RMS	09/14/2023	77002311 PV-240196	65.50	N
		INV#20789043 DHW	09/14/2023	77002311 PV-240196	109.00	N
			09/14/2023	77002311 PV-240196	250.96	N
		INV#20786409 ISLE	09/14/2023	77002311 PV-240196	196.19	N
		INV#20802851 RVHS	09/14/2023	77002311 PV-240196	273.50	N
		INV#20803428 RVHS	09/14/2023	77002311 PV-240196	183.50	N
		INV#20786144 RVHS	09/14/2023	77002311 PV-240196	679.06	N
		INV#20788875 RVHS	09/14/2023	77002311 PV-240196	47.61	N
		INV#20790421 RVHS	09/14/2023	77002311 PV-240196	189.31	N
		INV#20791388 RVHS	09/14/2023	77002311 PV-240196	46.23	N
		INV#20799960 MOKE	09/14/2023	77002311 PV-240196	146.00	N
		INV#20788022 MOKE	09/14/2023	77002311 PV-240196	120.03	N
		INV#20795204 MOKE	09/14/2023	77002311 PV-240196	66.16	N
		INV#20790518 BUS GRGE	09/14/2023	77002311 PV-240196	59.29	N
		INV#20796509 BUS GRGE	09/14/2023	77002311 PV-240196	132.25	N
		INV#20784352 DIST OFF	09/14/2023	77002311 PV-240196	67.85	N
		INV#20782517 BATES	09/14/2023	77002311 PV-240196	86.79	N
		INV#20779433 BATES	09/14/2023	77002311 PV-240196	78.72	N
		INV#20787748 WGE	09/14/2023	77002311 PV-240196	169.26	N
		INV#20788967 RMS	09/14/2023	77002311 PV-240196	131.27	N
015749 BAY CITY BOILER & ENGINEERING 23312 CABOT BLVD HAYWARD, CA 94545	9,146.59	INV#27416 EMERGENCY REPAIR	09/14/2023	24438561 PV-240180	9,146.59	N
(0) - 0						

SEPTEMBER EXPENDITURES

09/01/2023 - 09/30/2023

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
015812 BOBO CONSTRUCTION INC 9722 KENT STREET ELK GROVE, CA 95624 (0) - 0	374,530.07	7/1-7/30 DHS CAFE MODERN	09/07/2023	24437341 PO-230661	374,530.07	N
015095 BRIOSO, TRINIDAD	45.52	AUG MILEAGE	09/19/2023	24439336 PV-240224	45.52	N
N						
015204 BROOKCREST WATER COMPANY 1908 D ST SACRAMENTO, CA 95811-1123 (916) 441-7261	87.70	BATES WATER	09/14/2023	24438562 PV-240181	87.70	N
015701 BURCH, AMANDA	97.86	AUG MILEAGE	09/14/2023	24438583 PV-240203	97.86	N
N						
003681 CALIFORNIA AMERICAN WATER P.O. BOX 7150 PASADENA, CA 91109-7150 (888) 237-1333	2,548.91	ACCT#9402650 ACCT#9334092 ACCT#9749496	09/19/2023 09/19/2023 09/19/2023	24439317 PV-240210 24439317 PV-240210 24439317 PV-240210	2,160.30 356.71 31.90	N N N
N						
013205 CALIFORNIA FFA PO BOX 460 GALT, CA 95632 (209) 744-1600	1,290.00	INV#109215 AG PACKETS INV#109215 AG PACKETS	09/07/2023 09/07/2023	24437353 PV-240142 24437353 PV-240142	645.00 645.00	N N
N						
012268 CALIFORNIA WASTE RECOVERY SYSTEMS 175 ENTERPRISE CT STE #A GALT, CA 95632-9047 (209) 369-6887	1,326.38	AUG WASTE	09/26/2023	24440622 PV-240245	1,326.38	N
N						

SEPTEMBER EXPENDITURES

09/01/2023 - 09/30/2023

Vendor Name/Address	Total	Description	Date	Warrant	Reference	Amount	1099
014242 CAMACHO MECHANICAL 618 A AIRPORT RD RIO VISTA, CA 94571	1,921.67	INV#8827 DHW SRVCS INV#8833 WGE SRVCS	09/14/2023 09/14/2023	24438545 24438545	PO-240028 PO-240028	1,471.67 450.00	Y Y
(209) 607-9807							
015343 CAPITAL ENGEINEERING CNSLTS 11020 SUN CENTER DR. #100 RANCHO CORDOVA, CA 95670	18,540.00	INV#85301 ISLE HVAC INV#85300 DHW HVAC INV#85302 RVHS HVAC INV#65303 CMS HVAC	09/07/2023 09/07/2023 09/07/2023 09/19/2023	24437343 24437343 24437343 24439334	PO-230599 PO-230604 PO-230607 PO-230608	2,775.00 12,007.50 1,597.50 2,160.00	N N N N
(0) - 0							
015654 CAPITAL KIDS OCCUPATIONAL THERAPY INC. 5340 ELVAS AVENUE SUITE #300 SACRAMENTO, CA 95819	6,860.40	INV#ESY2023_005 OCT SRVCS INV#CK23011 OCT SRVCS	09/14/2023 09/19/2023	24438546 24439330	PO-240148 PO-240148	1,740.00 5,120.40	N N
(916) 296-4616							N
014082 CAS INSPECTION INC 373 PEBBLE BEACH DRIVE RIO VISTA, CA 94571	30,000.00	INV#2583 RVHS CULIN. BUIDLING INV#2586 RVHS CULIN BUILDING	09/07/2023 09/19/2023	24437339 24439308	PO-230652 PO-230652	10,000.00 20,000.00	N N
(925) 584-1930							
003380 CENTRAL VALLEY WASTE SERVICE INC P.O. BOX 78251 PHOENIX, AZ 85062-8251	2,088.77	INV#2691913-0543-3 BATES INV#2691926-0543-5 MOKE INV#2691809-0543-3 WGE INV#2691927-0543-3 CRTNLD BUS	09/26/2023 09/26/2023 09/26/2023 09/26/2023	24440623 24440623 24440623 24440623	PV-240246 PV-240246 PV-240246 PV-240246	710.89 84.70 1,151.98 141.20	N N N N
(0) - 0							N
015222 CHEN, JIALING	49.12	AUG MILEAGE	09/19/2023	24439337	PV-240225	49.12	N
							N

SEPTEMBER EXPENDITURES

09/01/2023 - 09/30/2023

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
015849 CHRISTIANSON-TREAT, TRICIA	60.52	AUG MILEAGE	09/12/2023	24438038 PV-240173	60.52	N
(0) - 0						N
015797 CHRISTOPHER WARD GULLP QUALITY INSPECTIONS 4824 COURTANLAND LANE CARMICAEHL, CA 95608	4,160.00	INV#23-1002-02 CMS/DHS CAFE	09/14/2023	24438560 PO-230642	4,160.00	N
(0) - 0						
000201 CITY OF ISLETON P.O. BOX 716 101 SECOND STREET ISLETON, CA 95641	411.05	INV#97028 ISLE SWR	09/26/2023	24440624 PV-240247	411.05	N
(916) 777-7770						
000077 CITY OF RIO VISTA 1 MAIN STREET RIO VISTA, CA 94571	28,898.64	MET#83100904 RMS SEWER	09/26/2023	24440625 PV-240248	832.10	N
(0) - 0		MET#83071276 DIST OFF SEWER	09/26/2023	24440625 PV-240248	297.57	N
		MET#83100904 RMS WATER	09/26/2023	24440625 PV-240248	2,669.53	N
		MET#83071643 RVHS WATER	09/26/2023	24440625 PV-240248	173.79	N
		MET#83100899 DHW WATER	09/26/2023	24440625 PV-240248	2,224.76	N
		MET#893338475 RMS WATER	09/26/2023	24440625 PV-240248	1,867.72	N
		MET#83071643 RVHS SEWER	09/26/2023	24440625 PV-240248	11.42	N
		MET#84221509 RVHS SEWER	09/26/2023	24440625 PV-240248	3,958.50	N
		MET#83100899 DHW SEWER	09/26/2023	24440625 PV-240248	1,994.73	N
		MET#83100903 DHW WATER	09/26/2023	24440625 PV-240248	640.26	N
		MET#83071726 DIST OFF WATER	09/26/2023	24440625 PV-240248	619.91	N
		MET#82723111 RVHS WATER	09/26/2023	24440625 PV-240248	3,871.70	N
		MET#75183805 RVHS WATER	09/26/2023	24440625 PV-240248	2,526.02	N
		MET#84221509 RVHS WATER	09/26/2023	24440625 PV-240248	5,063.87	N
		MET#82723108 DHW WATER	09/26/2023	24440625 PV-240248	1,872.20	N
		MET#83071642 DHW WATER	09/26/2023	24440625 PV-240248	274.56	N
015265 CLARK PEST CONTROL OF STOCKTON PO BOX 6015 WHITTIER, CA 90607	270.00	INV#33848151	09/14/2023	24438563 PV-240207	135.00	N
(800) 936-3339		INV#33673157	09/14/2023	24438563 PV-240207	135.00	N

SEPTEMBER EXPENDITURES

09/01/2023 - 09/30/2023

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
010510 COLLEGE BOARD PUBLICATIONS TWO COLLEGE WAY DEPT CMC01990 FORRESTER CENTER, WV 25438 () - N	388.00	INV#ES203687 SAT SCHOOL DAY	09/14/2023	24438572 PV-240198	388.00	N
013922 COMPREHENSIV DRUG TESTING 230 COMMERCE, SUITE 100 IRVINE, CA 92602 (714) 852-5200 N	243.00	INV#53224 DOT EXAM	09/19/2023	24439318 PV-240211	243.00	N
013476 CURRICULUM ASSOCIATES PO BOX 936600 ATLANTA, GA 31193-6600 (800) 225-0248	579.27	INV#90766247 CCOMMON CORE INV#90766247 CCOMMON CORE	09/07/2023 09/07/2023	24437344 PO-240097 24437344 PO-240097	537.60 41.67	Y Y
013876 DATAPATH PO BOX 94046 SEATTLE, WA 98124-9446 (888) 693-2827 900242296 N	16,762.68	INV#164305 INV#164305 INV#164396 INV#164304	09/12/2023 09/12/2023 09/12/2023 09/12/2023	24438035 PV-240170 24438035 PV-240170 24438035 PV-240170 24438035 PV-240170	986.33 21.00 15,443.89 311.46	N N N N
013722 DE LAGE LANDEN PUBLIC FINANCE 1111 OLD EAGLE SCHOOL ROAD WAYNE, PA 19087 (800) 736-0220	3,880.01	INV#80771880 DIST OFF INV#80717941 DIST OFF INV#80693648 DIST OFF INV#80727472 F5 INV#80702019 F5 INV#80704285 DIST OFF INV#80735172 BATES INV#80692845 BATES INV#80727442 WGE INV#80702017 WGE	09/07/2023 09/07/2023 09/07/2023 09/07/2023 09/07/2023 09/07/2023 09/07/2023 09/07/2023 09/07/2023 09/07/2023	24437354 PV-240143 24437354 PV-240143 24437354 PV-240143 24437354 PV-240143 24437354 PV-240143 24437354 PV-240143 24437354 PV-240143 24437354 PV-240143 24437354 PV-240143 24437354 PV-240143	469.89 834.41 552.08 84.87 31.21 197.45 1,027.18 440.27 178.63 64.02	N N N N N N N N N N
015164 DELAROSA, SUSAN N	48.44	RALLY REIMB	09/19/2023	24439338 PV-240226	48.44	N

SEPTEMBER EXPENDITURES

09/01/2023 - 09/30/2023

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
002819 DELTA CARE DEPT #0170 LOS ANGELES, CA 90084-0170 (0) - 0	48.39	SEPT 23 HEALTH PREMIUMS	09/14/2023	24438579 PV-240192	48.39	N
012807 DELTA ELEMENTARY CHARTER SCHOOL 36230 N SCHOOL ST CLARKSBURG, CA 95612 (916) 995-1335 N	232,888.00	SEPT TAX IN LIEU	09/19/2023	24439319 PV-240212	232,888.00	N
015836 DEPARTMENT OF CONSERVATION 715 P STREET MS 1801 SACRAMENTO, CA 95814 (0) - 0 N	4,800.00	SURVEY APPLICATION	09/12/2023	24438032 PO-240211	4,800.00	N
015776 DIABLO ROOFING 10227 INTERNATIONAL BOULEVARD OAKLAND, CA 94603 (0) - 0	3,468.77	DHW AUG ROOF REPLCMNT	09/07/2023	24437340 PO-230577	3,468.77	N
012757 DIVISION OF STATE ARCHITECT 1102 Q STREET SUITE 5200 SACRAMENTO, CA 95811 (916) 445-8730	2,000.00	REQ FEES FOR ISLE REST	09/12/2023	24438033 PO-240207	2,000.00	N
000188 DOLK TRACTOR COMPANY 242 N. FRONT STREET RIO VISTA, CA 94571 (0) - 0	566.85	INV#6319 MOT SUPPL	09/14/2023	24438547 PO-240042	566.85	N
010469 E.F. KLUEDT & SONS INC P.O. BOX 166 LODI, CA 95241-0166 (0) - 0 N	7,648.44	INV#308600 TRASPORT FUEL INV#308911 FUEL INV#309171 FUEL	09/07/2023 09/19/2023 09/19/2023	24437345 PO-240060 24439331 PO-240060 24439331 PO-240060	3,661.27 1,377.34 2,609.83	N N N

SEPTEMBER EXPENDITURES

09/01/2023 - 09/30/2023

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
014222 E3 DIAGNOSTICS 3333 N. KENNICOTT AVE ARLINGTON HEIGHTS , IL 60004 (800) 653-3277	305.56	INV#SRV-62509 23-24 AUDIOMTRS	09/07/2023	24437346 PO-240006	305.56	N
015725 EBERHARD EQUIPMENT 2506 S. HARBOR BLVD SANTA ANA, CA 92704 (714) 957-7777	810.75	STALE DATE#23394543	09/12/2023	24438023 PV-240165	810.75	N
015659 EDWARDS, STEVENS, AND TUCKER 333 UNIVERSITY AVE. #200 SACRAMENTO, CA 95825 (916) 565-7697	3,793.00	INV#5139 PROF SRVCS INV#5139 PROF SRVCS INV#17-05557 C.A. WEBINAR	09/14/2023 09/14/2023 09/21/2023	24438564 PV-240182 24438564 PV-240182 24439909 PO-240230	248.00 2,945.00 600.00	Y Y Y
015848 FENTON, COURTNEY (0) - 0	61.11	AUG MILEAGE	09/12/2023	24438039 PV-240174	61.11	N
011339 FRONTIER COMMUNICATIONS CORPORATION THREE HIGH RIDGE PARK STAMFORD, CT 06905 (0) - 0	10,633.14	AUG RADIO RIO RIVER DELTA/RDJUSD RIVER DELTA/RDJUSD	09/14/2023 09/19/2023 09/19/2023	24438565 PV-240183 24439320 PV-240213 24439320 PV-240213	33.14 1,510.36 9,089.64	N N N
015699 GORBENKO, VADIM (0) - 0	223.49	AUG MILEAGE	09/14/2023	24438584 PV-240204	223.49	N
014382 GORNTO, JENNIE N	562.97	RIEMB RIEMB PBI CAMPUS POSTER	09/07/2023 09/07/2023 09/12/2023	24437369 PV-240156 24437369 PV-240156 24438040 PV-240175	210.09 297.88 55.00	N N N

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003598 GRAINGER 3691 INDUSTRIAL BLVD WEST SACRAMENTO, CA 95691-3479 (916) 372-7800	118.83	INV#9797882926 MOT SUPPL	09/14/2023	24438548	PO-240019	118.83	N
014072 H B & T ENVIORMENTAL 1828 TRIBUTE ROAD SUITE M SACRAMENTO, CA 95815 (916) 646-6076	5,298.00	INV#23-5911 RVHS GYM/WGT RM	09/19/2023	24439309	PO-240012	5,298.00	N
015210 HKIT 538 NINTH ST #240 OAKLAND, CA 94607 (510) 625-9800	205,004.41	INV#12 DHS/CMS CAFE MODERN INV#12 RVHS NEW BUILDING INV#4 RMS MODERNIZATION INV#4 RVHS GYM MODERN	09/19/2023 09/19/2023 09/19/2023 09/19/2023	24439313 24439310 24439310 24439310	PO-230001 PO-230003 PO-230517 PO-230582	3,781.66 16,322.75 93,775.24 91,124.76	N N N N
003538 HOME DEPOT CREDIT SERVICES DEPT 32-2500439736 P.O. BOX 78047 PHOENIX, AZ 85062-8047 (0) - 0	1,965.51	AUG STATEMENT AUG STATEMENT AUG STATEMENT	09/19/2023 09/19/2023 09/19/2023	24439348 24439348 24439348	PO-240016 PO-240183 PO-240183	1,870.94 47.29 47.28	N N N
013947 HOME DEPOT PRO PO BOX 742056 LOS ANGELES, CA 90074-2056 (877) 577-1114	5,232.50	INV#760929315 CUSTODIAL SUPPL INV#760606889 CUSTODIAL SUPPL INV#759398142 CUSTODIAL SUPPL INV#759202427 CUSTODIAL SUPPL INV#758716229 CUSTODIAL SUPPL INV#760353060 CUSTODIAL SUPPL INV#761082288 CUSTODIAL SUPPL INV#760914580 CUSTOIAL SUPPL INV#761316033 CUSTODIAL SUPPL	09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023	77002360 77002360 77002360 77002360 77002360 77002360 77002360 77002360 77002360	PO-240031 PO-240031 PO-240031 PO-240031 PO-240031 PO-240031 PO-240031 PO-240031 PO-240031	68.21 115.22 191.12 4,148.88 39.05 58.65 26.67 506.53 78.17	N N N N N N N N N
012272 HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY 222 BERKELEY STREET BOSTON, MA 02116 (800) 225-5425	1,421.02	INV#92184806 MATH CURRIC	09/14/2023	24438549	PO-240146	1,421.02	N

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014921 HUDL 29775 NETWORK PLACE CHICAGO, IL 60673-1775 (402) 817-0060	1,099.00	INV#H00012606 RVHS SUB	09/14/2023	24438550 PO-240168	1,099.00	N
015819 IMAGINE LEARNING LLC 8860 E CHAPARRAL ROAD SUITE 100 SCOTTSDALE, AZ 85250 (0) - 0	62,500.00	INV#947709 CURRIC LICENSES	09/07/2023	24437347 PO-240119	62,500.00	N
011917 INDOFF 11816 LACKLAND AVENUE ST. LOUIS, MO 63146-4206 (707) 374-4037 430964848 N	14,237.17	INV#3674855 NEW DESKS INV#3674855 NEW DESKS	09/14/2023 09/14/2023	24438551 PO-240144 24438551 PO-240144	11,512.17 2,725.00	N N
015842 ISADORE, CLARENCE (0) - 0 N	85.05	REIMBURSEMENT	09/07/2023	24437370 PV-240157	85.05	N
013836 IXL LEARNING INC 777 MARINERS ISLAND BLVD SUITE 600 SAN MATEO, CA 94404 (855) 255-8800	19,977.00	INV#S469378 IXL PROF SRVCS	09/14/2023	77002312 PO-240026	19,977.00	N
015681 KIWAN, MICHEL (0) - 0 N	144.48	INCENTIVE REIMB	09/19/2023	24439339 PV-240227	144.48	N

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015789 LAMERA, MARCIAL F	288.14	STALE DATE#23531888	09/12/2023	24438024 PV-240166	288.14	N
(0) - 0		N				
015282 LANGUAGE PEOPLE INC PO BOX 158 HUNTERS, WA 99137	8,092.86	FY 22/23 INVOICES	09/19/2023	24439335 PV-240220	8,092.86	N
(0) - 0						
015512 LEAF PO BOX 5066 HARTFORD, CT 06102-5066 (866) 219-7924	10,822.83	INV#15192706 RVHS INV#15207909 RMS INV#15264266 DHW INV#15207910 INV#15264267 DHS INV#15207912 RVHS INV#15207911 RVHS INV#15207908 CAFE INV#15207913 CAFE	09/07/2023 09/14/2023 09/14/2023 09/14/2023 09/14/2023 09/14/2023 09/14/2023 09/14/2023 09/14/2023	24437355 PV-240144 24438566 PV-240184 24438566 PV-240184 24438566 PV-240184 24438566 PV-240184 24438566 PV-240184 24438566 PV-240184 24438576 PV-240184 24438576 PV-240184	2,877.32 1,366.58 1,611.76 1,046.92 2,763.71 28.96 41.99 162.71 922.88	Y Y Y Y Y Y Y Y Y
015820 LEXIA LEARNING SYSTEMS LLC 300 BAKER AVE STE 320 CONCORD, MA 01742-2131 (0) - 0	52,920.00	INV#6967562 LEXIA SUB	09/14/2023	24438552 PO-240104	52,920.00	N
000548 LIRAS SUPERMARKET 609 HWY 12 RIO VISTA, CA 94571 (707) 374-5399	540.84	JUL-AUG PURCHASES JUL-AUG PURCHASES JUL-AUG PURCHASES JUL-AUG PURCHASES	09/14/2023 09/14/2023 09/14/2023 09/14/2023	24438553 PO-240112 24438553 PO-240112 24438553 PO-240199 24438553 PO-240199	246.10 164.07 78.40 52.27	N N N N
013206 LOWE'S 8369 POWER INN ROAD ELK GROVE, CA 95624-3464 (866) 232-7443	4,250.13	INV#902472 MOT SUPPL INV#902747 MOT SUPPL INV#901301 MOT SUPPL INV#979055 MOT SUPPL INV#901301 MAINT SUPPL INV#902747 MAINT SUPPL INV#996307 MAINT SUPPL INV#9224272 MAINT SUPPL INV#979055 MAIT SUPPL INV#996685 MAINT SUPPL INV#940843 RVHS AG	09/07/2023 09/07/2023 09/07/2023 09/07/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023 09/19/2023	24437348 PO-240017 24437348 PO-240017 24437348 PO-240017 24437348 PO-240017 24439347 PO-240017 24439347 PO-240017 24439347 PO-240017 24439347 PO-240017 24439347 PO-240017 24439347 PO-240017 24439347 PV-240221	133.47 342.68 720.37 229.49 720.37 342.68 1,120.21 133.47 229.49 218.83 29.54	N N N N N N N N N N N

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013206 LOWE'S (Continued...)		INV#940843 RVHS AG	09/19/2023	24439347 PV-240221	29.53	N
014956 MAHONEY, KELLI 127 MERLOT WAY RIO VISTA, CA 94571 (707) 249-3564	118.94	JULY MILEAGE	09/12/2023	24438041 PV-240176	118.94	N

014144 MARTINEZ, SANDRA (0) - 0	99.82	AUG MILEAGE	09/19/2023	24439340 PV-240228	99.82	N

014107 MCCARTY, MELADEE 9217 VERVAIN WAY SACRAMENTO, CA 95829-8733 (209) 601-2940	1,100.00	AUG SRVCS	09/14/2023	24438554 PO-240135	1,100.00	Y

011392 MCGRAW HILL SCHOOL PUBLISHING 220 E DANIELDALE ROAD DESOTO, TX 75115 (614) 755-4151	3,564.56	INV#128624735002 ELA BOOKS INV#128627435001 4TH GRADE CUR INV#128812754001 CURRIC INV#128812754001 SHIPPING	09/14/2023 09/14/2023 09/14/2023 09/14/2023	24438558 PO-240035 24438558 PO-240052 24438558 PO-240064 24438558 PO-240064	3,022.76 356.81 158.74 26.25	N N N N

015147 MICHAEL'S TRANSPORTATION SERV 2029 BENNINGTON DRIVE VALLEJO, CA 94591 (707) 644-1219	4,905.00	INV#121968 SPED DRIVER INV#122088 SPED DRIVER	09/26/2023 09/26/2023	24440627 PV-240249 24440627 PV-240249	2,180.00 2,725.00	N N

014934 MIMIAGA, MICHAEL (0) - 0	90.00	DOT MED EXAM	09/14/2023	24438585 PV-240205	90.00	N

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015770 MJB PLUMBING AND BACKFLOW 2715 W. KETTLEMAN LANE SUITE #203-300 LODI, CA 95242	12,547.00	INV#2374 WG SRVCS INV#2376 RMS SRVSC INV#2373 BATES SRVCS INV#2375 ISLE SRVCS	09/07/2023 09/07/2023 09/07/2023 09/07/2023	24437349 PO-240108 24437349 PO-240108 24437349 PO-240108 24437349 PO-240108	258.50 4,495.00 858.50 6,935.00	N N N N
(0) - 0						N
015850 MORGAN, ELDORADANAN 430 GRAND AVENUE SACRAMENTO, CA 95838	148.75	AUG MILEAGE	09/12/2023	24438042 PV-240179	148.75	N
(0) - 0						N
013068 NCS PEARSON INC 5601 GREEN VALLEY DRIVE BLOOMINGTON, MN 55437	442.40	STALE DATE#23394540	09/12/2023	24438025 PV-240163	442.40	N
(0) - 0						
014975 NEWSELA po box 392675 PITTSBURGH, PA 15251	48,800.02	INV#31839 PROGRAM SUB	09/14/2023	77002313 PV-240197	48,800.02	N
(0) - 0						
014359 NORTH STATE TIRE CO 1610 KATHLEEN AVE SACRAMENTO, CA 95815	1,192.86	INV#SAC0007652 INV#SAC0008151 INV#SAC0007824	09/14/2023 09/14/2023 09/14/2023	24438567 PV-240185 24438567 PV-240185 24438567 PV-240185	293.28 308.70 590.88	N N N
(916) 922-1075						N
015696 NORTHERN CALIFORNIA PREPARATORY SCHOOL PO BOX 2761 ELK GROVE, CA 95759	1,868.45	INV#NCPS5431 NPS SRVCS INV#NCPS5413 NPS SRVCS	09/14/2023 09/14/2023	24438555 PO-240150 24438555 PO-240150	124.45 1,744.00	N N
(0) - 0						N

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015692 PANDI, BRAMARAMBA	12.90	SCIENCE CLASS REIMB	09/19/2023	24439341 PV-240229	12.90	N
(0) - 0						N
013692 PATIN, ANGELA	103.49	JUN/AUG MILEAGE	09/14/2023	24438586 PV-240206	103.49	N
(707) 628-4406						
015261 PCR CONSULTING 4041 SOQUEL DRIVE, STE A-1 SOQUEL, CA 95073	822.16	INV#RD17 CONSULTING SRVCS	09/12/2023	24438036 PV-240171	822.16	N
(0) - 0						
014912 PETERPAN AUTO GLASS 1638 NORTH TEXAS STREET FAIRFIELD, CA 94533	250.00	INV#010006151 GLASS REPAIR	09/19/2023	24439321 PV-240214	250.00	N
(707) 428-6920						N
003270 PG&E 685 EMBARCADERO DRIVE SACRAMENTO, CA 95605	26.40	RADIO RIO JUL-AUG	09/12/2023	24438037 PV-240172	26.40	N
(0) - 0						
013458 PITNEY BOWES INC 1 ELMCROFT ROAD STAMFORD, CT 06926-0700	422.44	INV#3106244909 POSTAGE LEASE	09/19/2023	24439322 PV-240215	422.44	N
(800) 228-1071						
013554 POINT QUEST EDUCATION 9355 E STOCKTON BLVD STE 225 ELK GROVE, CA 95624	19,458.00	INV#539972 SPCH SRVCS	09/19/2023	24439332 PO-240149	125.00	N
		INV#740105 SPCH SRVCS	09/19/2023	24439332 PO-240149	187.50	N
		INV#539958 SPCH SRVCS	09/19/2023	24439332 PO-240149	9,703.00	N
		INV#539981 SPCH SRVCS	09/19/2023	24439332 PO-240149	52.50	N
(916) 422-0571		INV#740088 SPCH SRVCS	09/19/2023	24439332 PO-240149	9,390.00	N

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013244 PRECIADO, VICKI	161.00	CONF PER DIEM	09/21/2023	24439916 PV-240240	161.00	N
(0) - 0						N
012857 PRISTINE REHAB CARE 706 N. DIAMOND BAR BLVD STE #B DIAMOND BAR, CA 91765	17,137.50	INV#8347 OCT INV#8202 OCT	09/21/2023 09/21/2023	24439911 PV-240236 24439911 PV-240236	10,897.50 6,240.00	7 7
(317) 371-3866						
014333 PROCARE THERAPY 10151 DEERWOOD PARK BLVD BLDG 200 SUITE 400 JACKSONVILLE, FL 32256	6,510.00	INV#20747414 NPS SRVCS INV#20752158 SRVCS INV#20757539 BCBA, SLP, RRA SR	09/07/2023 09/14/2023 09/19/2023	24437356 PV-240145 24438568 PV-240186 24439323 PV-240216	2,010.00 2,700.00 1,800.00	N N N
(678) 459-1120						
015852 PROFESSIONA ASBESTOS & LEAD SERVICES LLC PO BOX 31986 STOCKTON, CA 95213	16,052.84	INV#26297 EMRGNCY LEAD DECOMP	09/14/2023	24438578 PV-240201	16,052.84	Y
(0) - 0						
010134 READ NATURALLY INC 1284 CORPORATE CENTER DR. #600 SAINT PAUL, MN 55121	690.00	INV#263064 READ NAT SUB	09/14/2023	77002314 PO-240152	690.00	N
(800) 788-4085						
000193 RIO VISTA ACE HARDWARE 506 STATE HIGHWAY 12 RIO VISTA, CA 94571	859.66	6/1-7/28 MOT SUPPLIES	09/07/2023	24437357 PV-240146	859.66	N
(714) 962-4160						N

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010239 RIO VISTA SANITATION P.O. BOX 607 RIO VISTA, CA 94571-0607	3,178.35	INV#002276063 DHW AUG	09/26/2023	24440626 PV-240250	891.55	N
		INV#002276101 RVHS AUG	09/26/2023	24440626 PV-240250	161.00	N
		INV#002276099 RVHS AUG	09/26/2023	24440626 PV-240250	946.45	N
		INV#002276084 DHW AUG	09/26/2023	24440626 PV-240250	402.35	N
(0) - 0 N		AUG 23 DIST OFF	09/26/2023	24440626 PV-240250	132.72	N
		AUG 23 RMS	09/26/2023	24440626 PV-240250	644.28	N

015787 RIVERA, LAURA	104.80	AUG MILEAGE	09/12/2023	24438044 PV-240177	104.80	N
(0) - 0 N						

011167 ROCHESTER 100 INC 40 JEFFERSON RD ROCHESTER, NY 14623 (585) 475-0200	310.00	INV#05898 FOLDERS	09/19/2023	77002359 PO-240094	310.00	N

014784 ROMAN, ANA	46.77	AUG MILEAGE	09/19/2023	24439342 PV-240230	46.77	N
(0) - 0						

012796 ROSSI, MARCY	71.22	REIMB	09/07/2023	24437371 PV-240158	71.22	N
(0) - 0 N						

000090 SACRAMENTO COUNTY UTILITIES 9700 GOETHE ROAD SUITE C SACRAMENTO, CA 95827	402.50	BATES JUL-AUG SWR CHARGES	09/07/2023	24437358 PV-240147	113.70	N
		BATES AUG	09/26/2023	24440628 PV-240251	113.70	N
		WGE AUG	09/26/2023	24440628 PV-240251	175.10	N
(0) - 0 N						

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012039 SAN JOAQUIN CO OFFICE OF ED 2707 TRANSWORLD DRIVE STOCKTON, CA 95213	800.00	INV#242133 EDJOIN 23-24 FEES	09/07/2023	24437359 PV-240148	800.00	N
(0) - 0						N
014210 SCHOOL DATEBOOKS, INC. 2880 US HIGHWAY 231 S. SUITE 200 LAFAYETTE, IN 47909	1,982.09	INV#S23-0262100 PLANNERS	09/14/2023	24438569 PV-240187	991.04	N
		INV#S23-0262100 PLANNERS	09/14/2023	24438569 PV-240187	991.05	N
(765) 471-8883						
013193 SCOE P.O. BOX 269003 10474 MATHER BLVD SACRAMENTO, CA 95826	364.00	TCHR OF THE YR DINNER	09/14/2023	24438556 PO-240137	364.00	N
(0) - 0						N
015572 SERNA, CECILIA	353.70	AUG MILEAGE	09/19/2023	24439343 PV-240231	353.70	N
(0) - 0						N
013480 SHELDON GAS COMPANY 450 CHADBOURNE ROAD SUITE C FAIRFIELD, CA 94534	122.92	INV#14978012	09/19/2023	24439314 PV-240208	69.61	N
		INV#15121685	09/19/2023	24439314 PV-240208	53.31	N
(707) 425-2951						
014524 SHRED IT PO BOX 101007 PASADENA, CA 91189-1007	1,542.65	INV#8004548615 SHREDDING SRVCS	09/19/2023	24439324 PV-240217	1,542.65	N
(0) - 0						N

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000055 SIA DELTA DENTAL P.O. BOX 276710 SACRAMENTO, CA 95827-6710	4,744.81	AUG 23 PREMIUMS	09/14/2023	24438580	PV-240193	2,910.62	N
		AUG 23 PREMIUMS	09/14/2023	24438580	PV-240193	1,626.70	N
		AUG 23 PREMIUMS	09/14/2023	24438580	PV-240193	207.49	N
(0) - 0							N
000056 SIA VISION SERVICE P.O. BOX 276710 SACRAMENTO, CA 95827-6710	980.56	SEPT 23 PREMIUMS	09/14/2023	24438581	PV-240194	547.96	N
		SEPT 23 PREMIUMS	09/14/2023	24438581	PV-240194	28.84	N
		SEPT 23 PREMIUMS	09/14/2023	24438581	PV-240194	403.76	N
(0) - 0							N
014477 SISNEROS, KELLE	201.35	AUG MILEAGE	09/07/2023	24437372	PV-240159	40.35	N
		CONF PER DIEM	09/21/2023	24439917	PV-240241	161.00	N
(0) - 0							N
015504 SKINNER, MELANIE	16.54	STALE DATE#23531901	09/12/2023	24438026	PV-240167	16.54	N
(0) - 0							N
015722 SMITH, ANNEKATHERINE	262.99	STALE DATE#23532460	09/12/2023	24438027	PV-240168	36.75	N
		COMP BOOKS REIMB	09/19/2023	24439344	PV-240233	226.24	N
(0) - 0							N
000095 SMUD P.O. BOX 15555 SACRAMENTO, CA 95852	8,829.92	ACCT#3192225	09/07/2023	24437360	PV-240149	994.83	N
		ACCT#376785	09/07/2023	24437360	PV-240149	14.03	N
		ACCT#311497	09/07/2023	24437360	PV-240149	59.08	N
		ACCT#376682	09/07/2023	24437360	PV-240149	606.65	N
		ACCT#376786	09/07/2023	24437360	PV-240149	107.64	N
		ACCT#376135	09/07/2023	24437360	PV-240149	28.07	N
		ACCT#376224	09/07/2023	24437360	PV-240149	564.21	N
		ACCT#376672	09/07/2023	24437360	PV-240149	3,545.71	N
		ACCT#376178	09/07/2023	24437360	PV-240149	2,909.70	N

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Vendor Name/Address	Total	Description	Date	Warrant	Reference	Amount	1099
012084 SODEXO INC & AFFILIATES PO BOX 360170 PITTSBURGH, PA 15251-6170 (0) - 0	2,667.64	WG SNACKS DHW SNACKS ISLE SNACKS ISLE SNACKS BATES SNACK INV#1002251035 CREDIT	09/21/2023 09/21/2023 09/21/2023 09/21/2023 09/21/2023 09/21/2023 09/21/2023	24439912 24439912 24439912 24439912 24439912 24439913 24439913	PV-240237 PV-240237 PV-240237 PV-240237 PV-240237 PV-240237 PV-240237	17.33 51.95 121.31 121.31 34.66 2,608.04 286.96	N N N N N N N
013540 SOLIANT HEALTH PO BOX 934411 ATLANTA, GA 31193-4411 (904) 360-2142	48,728.63	INV#20748298 INV#20739554 INV#20748298 INV#20758774 BCBA	09/07/2023 09/07/2023 09/07/2023 09/19/2023	24437361 24437361 24437361 24439333	PV-240150 PV-240150 PV-240150 PO-240243	16,511.10 5,852.30 13,004.29 13,360.94	N N N N
013858 SPURR 1850 GATEWAY BOULEVARD CONCORD, CA 94520 (888) 400-2155	1,021.36	INV#132595 GAS CHARGES INV#132595 GAS CHARGES	09/19/2023 09/19/2023	24439325 24439328	PV-240223 PV-240223	993.67 27.69	N N
014280 STANDARD & POOR'S FINANCIAL SV 55 WATER STREET NEW YORK, NY 10041 (800) 767-1896	18,000.00	INV#11459572 ANALYTICAL SRVCS	09/07/2023	24437368	PV-240151	18,000.00	N
014069 STAPLES ADVANTAGE 500 STAPLES DRIVE FRAMINGHAM, MA 01702 (0) - 0	4,188.41	INV#3545217325 DHS SUPPL INV#3544305258 ED SRVCS STALE DATE#23394542 INV#3547058421 RVHS SUPPL INV#3547058420 RVHS SUPPL	09/07/2023 09/07/2023 09/12/2023 09/14/2023 09/14/2023	24437350 24437362 24438028 24438557 24438557	PO-240116 PV-240160 PV-240164 PO-240165 PO-240165	47.48 70.27 1,496.79 2,405.24 168.63	N N N N N
013401 STATE BOARD OF EQUALIZATION FUEL TAXES DIVISION PO BOX 942879 SACRAMENTO, CA 94279-6155 (916) 322-9669	31.03	FUEL TAX 4/1-6/30	09/12/2023	24438034	PV-240169	31.03	N

SEPTEMBER EXPENDITURES

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
000923 STEVE SMITH ELECTRIC STEPHEN A SMITH P.O. BOX 386 RIO VISTA, CA 94571 (707) 249-1848	1,680.00	DHW OVEN ELEC	09/14/2023	24438570 PV-240188	1,680.00	7
000096 STEWART INDUSTRIAL SUPPLY INC 608 HWY 12 RIO VISTA, CA 94571 (707) 374-5567	445.63	JUL STATEMENT	09/14/2023	24438571 PV-240189	445.63	N
014832 TEACHERS PAY TEACHERS , (0) - 0 N	10,575.00	INV#ZINV0019946 23-24 SUBSCRIP	09/07/2023	24437351 PO-240025	10,575.00	N
015762 TERE HAM (0) - 0 N	121.83	AUG MILEAGE (PD)	09/12/2023	24438043 PV-240178	121.83	N
015790 THE RADIO GUYS 2061 FREEWAY DRIVE SUITE E WOODLAND, CA 95776 (0) - 0	400.00	INV#24553 NEXEDGE NETWORK	09/07/2023	24437352 PO-240047	400.00	N
014873 TPX COMMUNICATIONS PO BOX 509013 SAN DIEGO, CA 92150-9013 (877) 487-2877 N	2,954.55	INV#17398980-0 LONG DIST PHONE	09/19/2023	24439326 PV-240218	2,954.55	N
012694 U.S. BANK 221 SOUTH FIGUEROA ST, STE 210 LM-CA-F2TC LOS ANGELES, CA 90012 (0) - 0 N	13,876.70	AUG 23 GASB 75	09/14/2023	24438582 PV-240195	13,876.70	N

Vendor Name/Address	Total	Description	Date	Warrant	Reference	Amount	1099
015275 U.S. BANK CORPORATE	11,663.67	K.W. NAME TAG MAGNET	09/26/2023	24440631	PV-240255	82.16	N
BUSINESS CARD		K.W. AIRPORT FOOD	09/26/2023	24440631	PV-240255	13.91	N
P.O. BOX 6335		N.V. A.GALLEGOS	09/26/2023	24440631	PV-240255	800.00	N
FARGO, ND 58125-6335		K.G. KEY SWITCH	09/26/2023	24440631	PV-240255	99.30	N
(800) 344-5696		K.W. C.I. SOUTHWEST	09/26/2023	24440631	PV-240255	302.96	N
		N.V. PD DAY SUPPL	09/26/2023	24440631	PV-240255	87.59	N
		K.W. SUPPL	09/26/2023	24440631	PV-240255	112.87	N
		T.B. DHS PROM #1	09/26/2023	24440631	PV-240255	1,247.50	N
		N.V. CREDIT	09/26/2023	24440631	PV-240255	800.00	N
		N.V. M. ROMAN	09/26/2023	24440631	PV-240255	800.00	N
		BILL FEE	09/26/2023	24440631	PV-240255	2.29	N
		J.G. LAPEL PINS	09/26/2023	24440631	PV-240255	9.60	N
		K.W. SOUTHWEST	09/26/2023	24440631	PV-240255	302.96	N
		N.V. PD DAY SUPPL	09/26/2023	24440631	PV-240255	236.44	N
		K.W. UBER	09/26/2023	24440631	PV-240255	24.88	N
		N.V. T. HIGGS	09/26/2023	24440631	PV-240255	800.00	N
		T.B. STAFF SUPPL	09/26/2023	24440631	PV-240255	45.37	N
		K.G. SWITCH LEVER	09/26/2023	24440631	PV-240255	53.96	N
		K.W. GREENENVELOPE	09/26/2023	24440631	PV-240255	59.00	N
		K.W. CONF REG-C.C/ C.I.	09/26/2023	24440631	PV-240255	2,163.00	N
		N.V. PD DAY SUPPL	09/26/2023	24440631	PV-240255	1,026.00	N
		K.W. C.C. SOUTHWEST	09/26/2023	24440631	PV-240255	302.96	N
		J.G. LAPEL PINS	09/26/2023	24440631	PV-240255	278.13	N
		K.W. UBER	09/26/2023	24440631	PV-240255	124.40	N
		N.V. C. DRURY	09/26/2023	24440633	PV-240255	763.59	N
		K.W. DINNER	09/26/2023	24440631	PV-240256	17.98	N
		K.W. UBER	09/26/2023	24440631	PV-240256	13.89	N
		K.W. DRIVER	09/26/2023	24440631	PV-240256	126.00	N
		K.W. UBER	09/26/2023	24440631	PV-240256	13.71	N
		N.V. T.T. CONF	09/26/2023	24440631	PV-240256	227.97	N
		C.A. MEMBERSHIP	09/26/2023	24440631	PV-240256	650.00	N
		K.W. LEADERSHIP	09/26/2023	24440631	PV-240256	411.26	N
		K.W. LEADERSHIP	09/26/2023	24440631	PV-240256	59.34	N
		BILL FEE	09/26/2023	24440631	PV-240256	2.29	N
		C.A. STAFF REC	09/26/2023	24440631	PV-240256	16.19	N
		C.A. STAFF REC	09/26/2023	24440631	PV-240256	10.74	N
		K.W. PARKING FEE	09/26/2023	24440631	PV-240256	30.00	N
		K.W. RIDE	09/26/2023	24440631	PV-240256	3.00	N
		K.W. LEADERSHIP	09/26/2023	24440631	PV-240256	47.52	N
		N.V. J.R. CONF	09/26/2023	24440631	PV-240256	450.00	N
		J.G. LEADERSHIP SUPPL	09/26/2023	24440631	PV-240256	195.37	N
		K.G. WHEELER	09/26/2023	24440632	PV-240256	144.82	N
		K.G. RVHS DEBRIS	09/26/2023	24440632	PV-240256	31.68	N
		K.G.REPORTS FOR DRIVERS	09/26/2023	24440632	PV-240256	62.50	N
		N.V. LUNCH	09/26/2023	24440632	PV-240256	70.31	N
		N.V. LUNCH	09/26/2023	24440632	PV-240256	11.48	N
		K.G. RVHS DEBRIS	09/26/2023	24440632	PV-240256	60.20	N
		K.G. DOOR LATCH	09/26/2023	24440632	PV-240256	68.55	N

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Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
001896 UNITED PARCEL SERVICE INC 55 GLENLAKE PARKWAY NE ATLANTA, GA 30328	982.98	INV#30333 WEEKLY CHRGS	09/07/2023	24437363 PV-240152	354.56	N
		INV#30353	09/14/2023	24438573 PV-240190	136.77	N
		INV#30343	09/14/2023	24438573 PV-240190	284.47	N
		INV#30373	09/26/2023	24440629 PV-240252	127.02	N
(0) - 0		INV#30363	09/26/2023	24440629 PV-240252	80.16	N
015803 VALLES, ALFONSO	7.86	AUG MILEAGE	09/19/2023	24439345 PV-240232	7.86	N
(0) - 0						N
015747 VANDEN BOS ELECTRIC INC 502 GIUSEPPE COURT STE. 5 ROSEVILLE, CA 95678	1,237.50	INV#23046-001 CRTLND POWER REP	09/07/2023	24437364 PV-240161	1,237.50	N
(0) - 0						
013997 VERIZON WIRELESS ONE VERIZON PLACE ALPHARETTA, GA 30004	2,871.20	HOT SPOTS	09/07/2023	24437365 PV-240155	220.09	7
		DIST WIDE	09/07/2023	24437365 PV-240155	2,233.11	7
		ASP	09/07/2023	24437365 PV-240155	83.60	7
		SPED	09/07/2023	24437365 PV-240155	50.16	7
()	-	MAINTENANCE	09/07/2023	24437365 PV-240155	284.24	7
013261 VIELHAUER, NANCY	229.00	CONF PER DIEM	09/21/2023	24439918 PV-240242	229.00	N
						N
015674 WARREN CONSULTING ENGINEERS 1117 WINDFIELD WAY STE. 110 EL DORADO HILLS, CA 95762	15,500.00	INV#45550 DHW SURVEYING	09/19/2023	24439311 PO-240048	15,500.00	N
(0) - 0						
000679 WARREN E GOMES EXCAVATING INC P.O. BOX 369 RIO VISTA, CA 94571	5,013.00	INV#3834 TREE REMOVAL	09/07/2023	24437366 PV-240153	5,013.00	N
(707) 374-2881						N

SEPTEMBER EXPENDITURES

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Vendor Name/Address	Total	Description	Date	Warrant	Reference	Amount	1099
010906 WASTE MANAGEMENT OF WOODLAND P.O. BOX 78251 PHOENIX, AZ 85062-8251	1,863.61	INV#0817784-2549-6 DHS INV#0819061-2549-7 DHS	09/26/2023 09/26/2023	24440630 24440630	PV-240253 PV-240253	800.44 1,063.17	N N
(0) - 0							
013341 WESTERN ASSOCIATION 533 AIRPORT BLVD SUITE 200 BURLINGAME, CA 94010-2009	2,380.00	INV#1321136 INV#1321135	09/14/2023 09/14/2023	24438574 24438574	PV-240199 PV-240199	1,190.00 1,190.00	N N
(650) 696-1060	N						
012528 WILLIAMS SCOTSMAN INC 901 SOUTH BOND ST. #600 BALTIMORE, MD 21231	2,766.48	INV#9018709426 INV#9018709426	09/19/2023 09/19/2023	77002361 77002361	PV-240222 PV-240222	1,383.24 1,383.24	N N
(800) 782-1500							
014049 WILSON ARCHITECTURE INC 609 15TH STREET MODESTO, CA 95354	32,586.50	INV#20230741 DHW PORT INSTALL INV#20230739 CMS RESTROOMS INV#20230740 DHS RESTROOMS	09/19/2023 09/19/2023 09/19/2023	24439312 24439315 24439315	PO-230010 PO-230636 PO-230639	1,874.00 18,335.00 12,377.50	N N N
(0) - 0							
014450 WIZIX 4777 BENNETT DRIVE SUITE D LIVERMORE, CA 94551	3,206.65	INV#353623 DIST OFF INV#353096 DIST OFF INV#353588 RVHS INV#354468 INV#354612 INV#355785 INV#354716 INV#354613 INV#356812 RMS INV#356047 DHS INV#356811 BATES	09/07/2023 09/07/2023 09/07/2023 09/14/2023 09/14/2023 09/14/2023 09/14/2023 09/14/2023 09/14/2023 09/19/2023 09/19/2023 09/19/2023	24437367 24437367 24437367 24438575 24438575 24438575 24438575 24438575 24438575 24439327 24439327 24439327	PV-240154 PV-240154 PV-240154 PV-240191 PV-240191 PV-240191 PV-240191 PV-240191 PV-240191 PV-240219 PV-240219 PV-240219	470.03 230.81 50.86 28.99 70.12 303.98 722.70 91.90 146.12 565.56 360.50 165.08	N N N N N N N N N N N N
(916) 913-6191							
003308 WRIGHT, KATHERINE	440.43	CONF PER DIEM CONF PER DIEM	09/19/2023 09/21/2023	24439346 24439919	PV-240234 PV-240243	211.43 229.00	N N
(0) - 0	N						

SEPTEMBER EXPENDITURES

09/01/2023 - 09/30/2023

Vendor Name/Address	Total	Description	Date	Warrant Reference	Amount	1099
000585 WRIGHT, STEVE	438.75	STALE DATE#23393144	09/12/2023	24438029 PV-240162	438.75	N

(0) - 0 N

District total: 1,562,414.75

Report total: 1,562,414.75

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Tammy Busch, Asst. Supt., Business Services

Item Number: 10.4

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

SUBJECT:

Request to Approve the 2023-24 Consolidated Application (Con App).

BACKGROUND:

The Con App is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. This application is River Delta Unified School District's (RDUSDU) mechanism for requesting funding and reporting on the expenditures of the money received for Federal Funds; Title I, Title II, Title III and Title IV.

STATUS:

This is an annual request and for 2023-24 RDUSD has applied for Title IV and was approved by the DELAC Committee on 9/27/2023.

PRESENTER:

Tammy Busch, Assistant Superintendent of Business Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:

N/A

RECOMMENDATION:

The Board approve the 2023-24 Consolidated Application as submitted.

Time allocated: 5 minutes



CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

River Delta Joint Unified (34 67413 0000000)

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2023–24 Application for Funding

Required fields are denoted with an asterisk ().*

Data saved successfully as a draft.

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year:

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year:

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

* **Title I, Part A (Basic Grant):** No Yes
ESSA Sec. 1111 et seq.
SACS 3010

* **Title II, Part A (Supporting Effective Instruction):** No Yes
ESEA Sec. 2104
SACS 4035

* **Title III English Learner:** No Yes
ESEA Sec. 3102
SACS 4203

* **Title III Immigrant:** No Yes
ESEA Sec. 3102
SACS 4201

* **Title IV, Part A (Student and School Support):** No Yes

ESSA Sec. 4101
SACS 4127

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Consolidated Application Support Desk, Education Data Office | ConAppSupport@cde.ca.gov | 916-319-0297
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
1430 N Street
Sacramento, CA 95814

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2023–24 LCAP Federal Addendum Certification

Required fields are denoted with an asterisk ().*

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Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District:

(ex. MM/DD/YYYY)

For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP

Direct Funded Charter:

Enter the adoption date of the current LCAP

 (ex. MM/DD/YYYY)

* Authorized Representative's Full Name:

* Authorized Representative's Title:

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Local Agency Systems Support Office | LCAPAddendum@cde.ca.gov | 916-323-5233
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

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2023–24 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

Required fields are denoted with an asterisk ().*

Data saved successfully as a draft.

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

* The authorized representative agrees to the above statement: No Yes

Authorized Representative's Full Name:

Authorized Representative's Title:

Authorized Representative's Signature Date: (ex. MM/DD/YYYY)

Comment:

If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)

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Miguel Cordova, Title I Policy, Program, and Support Office | MCordova@cde.ca.gov | 916-319-0381
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

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2023–24 Title III English Learner Student Program Subgrant Budget

The purpose of this data collection form is to provide a proposed budget for English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

Required fields are denoted with an asterisk ().*

Data saved successfully as a draft.

Estimated Allocation Calculation

Estimated English learner per student allocation: \$125.15

* Estimated English learner student count:

Estimated English learner student program allocation: \$45,930

Note: \$10,000 minimum program eligibility criteria

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

Budget

* Professional development activities:	<input type="text" value="0"/>
* Program and other authorized activities:	<input type="text" value="45930"/>
* English Proficiency and Academic Achievement:	<input type="text" value="0"/>
* Parent, family, and community engagement:	<input type="text" value="0"/>
* Direct administrative costs: (Amount cannot exceed 2% of the estimated English learner student program allocation)	<input type="text" value="0"/>
* Indirect costs: (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	<input type="text" value="0"/>
Total budget:	\$45,930

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Annie Abreu Park, Language Policy and Leadership Office | AAbreuPark@cde.ca.gov | 916-319-9620
Geoffrey Ndirangu, Language Policy and Leadership Office | GNdirang@cde.ca.gov | 916-323-5831
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

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2023–24 Title III Immigrant Student Program Subgrant Budget

The purpose of this data collection form is to provide a proposed budget for Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

Required fields are denoted with an asterisk ().*

Data saved successfully as a draft.

Estimated Allocation Calculation

Estimated immigrant per student allocation: \$120.05

* Estimated immigrant student count:

Estimated immigrant student program allocation: \$24,610

Note: Eligibility criteria

A local educational agency which has 5 or more eligible immigrant students and has experienced a significant increase of one half of 1 percent or more in eligible immigrant students enrollment in the current year, compared with the average of the two preceding fiscal years, is eligible to apply.

Budget

* Authorized activities:

* Direct administrative costs:
(Amount should not exceed 2% of the estimated immigrant student program allocation)

* Indirect costs:
(LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)

Total budget: \$24,610

Last Saved: Vicki Preciado (vpreciado), 8/28/2023 3:28 PM, Draft

Annie Abreu Park, Language Policy and Leadership Office | AAbreuPark@cde.ca.gov | 916-319-9620
Geoffrey Ndirangu, Language Policy and Leadership Office | GNdirang@cde.ca.gov | 916-323-5831
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
1430 N Street
Sacramento, CA 95814

Web Policy

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: _____

From: Dr. MJ Kiwan Gómez, Principal Bates Elementary

Item Number: 10.5

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

SUBJECT:

Request to Approve the Overnight Field Trip for Bates Elementary School 5th and 6th Grade Students to Attend the Sly Park Environmental Science Camp from Oct. 16- 20, 2023

BACKGROUND:

Every year students in the 5th/6th grade attend the Sly Park Science Camp for hands-on environmental education. This educational opportunity is provided to our students through a partnership with the Sacramento County Office of Education. The students spend the week engaged in Environmental Education programs at Sly Park. This week-long field trip program features the climbing wall, astronomy, the animal room, arts and crafts, and more! Lessons embedded with California and local history and geography, including Park Creek trails and the Native American Interpretive Center. Students will also participate in team-building activities that include hiking, shelter construction, and challenging activities.

STATUS:

Overnight travel for students requires Board approval.

PRESENTER:

Dr. MJ Kiwan Gómez, Principal

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:

Funded by Parent/Community Donations

RECOMMENDATION:

That the Board approves the 5th and 6th Grade Overnight Student Educational Science Camp to Sly Park for approx. 28 students from Bates Elementary School from Oct 16 through Oct 20, 2023.

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: October 10, 2023

Attachments: X

From: Nancy Vielhauer, Asst. Superintendent of Ed. Services

Item Number: 10.6

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

SUBJECT:

Request the Approval to Surplus Outdated and Broken Equipment from Rio Vista High School and Deem its Value as Zero

BACKGROUND:

The attached is a list of woodshop equipment that can no longer be used. These items are either broken and too old to repair, do not meet the Schools Insurance Authority (SIA) safety requirements, or do not meet the needs of the classroom and instruction.

STATUS:

Requesting the permission of the RDUSD Board of Trustees to surplus and recycle the attached list of woodworking equipment.

PRESENTER:

Nancy Vielhauer, Assistant Superintendent of Educational Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

None

COST AND FUNDING SOURCES:

No cost. All equipment will be picked up and recycled by a local scrape metal business. This business has offered to give River Delta USD the money received from the recycling.

RECOMMENDATION:

That the Board approves to surplus outdated and broken equipment from Rio Vista High School and deem its value as zero.

Time allocated: 2 minutes

**River Delta Unified School District
Surplus Declaration**

School Site: Rio Vista High School

Board Meeting Date: 10/10/2023

Asset Tag#	Make	Description	Serial #	Approx. Value
2413	N/A	Band saw	8001	0
2430	N/A	Band saw	7947	0
2418	Rockwell Manufaturing	Table saw	80-8370	0
7942	N/A	Sand blaster	114260078	0
N/A	N/A	Jointer	9016972	0
N/A	Jet Equipment	Planner		0
298	N/A	Drill press	8003	0
N/A	WMMA	Drill press	10 MFG 5176	0
N/A	n/A	Dyi Cut	8004	0
N/A	n/A	2 wind turbine's	N/A	0

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Tracy Barbieri, Director of Special Education

Item Number: 10.7

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

SUBJECT:

Request to Approve the General Agreement for Nonpublic, Nonsectarian Agency (The Genesis Group) to Provide a Certified Occupational Therapy Assistant (COTA) for the 2023-2024 School Year.

BACKGROUND:

The Genesis Group is a premier health care and education staffing company, servicing clients and candidates across the country. They provide services in the areas of therapy, nursing, behavior and other allied healthcare to numerous healthcare facilities – including hospitals, school systems, and long-term care facilities They will provide a well-trained, highly skilled Certified Occupational Therapy Assistant (COTA) for River Delta Unified School District students.

STATUS:

This is a new contract.

PRESENTER:

Tracy Barbieri, Director of Special Education

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:

Cost not to exceed \$65,000 paid by Special Education Funds.

RECOMMENDATION:

That the Board approves the General Agreement for Nonpublic, Nonsectarian School/Agency (The Genesis Group) to provide a Certified Occupational Therapy Assistant (COTA) for the 2023-2024 school year.

Time allocated: 2 minutes



SACRAMENTO COUNTY SELPA

SUPPORTING THE FOLLOWING LEAS:

*ARCOHE, CENTER, ELVERTA, GALT ELEMENTARY, GALT HIGH SCHOOL, NATOMAS
CHARTER SCHOOL, RIVER DELTA, ROBLA*

*NONPUBLIC, NONSECTARIAN
SCHOOL/AGENCY SERVICES*

MASTER CONTRACT

SACRAMENTO COUNTY SELPA

2023-2024

MASTER CONTRACT

GENERAL AGREEMENT FOR NONSECTARIAN,
NONPUBLIC SCHOOL AND AGENCY SERVICES

LEA

Contract Year 2023-2024

The Genesis Group

<input type="checkbox"/>
<input checked="" type="checkbox"/>

Nonpublic School ("NPS")

Nonpublic Agency ("NPA")

Type of Contract:

Master Contract for fiscal year with Individual Service Agreements (ISA) to be approved throughout the term of this Contract.

Individual Master Contract for a specific student incorporating the Individual Service Agreement (ISA) into the terms of this Individual Master Contract specific to a single student.

Interim Extension of the Master Contract: an extension of the previous fiscal years approved contracts and rates. The sole purpose of this Interim Contract is to provide for ongoing funding at the prior year's rates for 90 days at the sole discretion of the LEA in accordance with Section 4 of this Master Contract.
Expiration Date: _____

When this section is included as part of any Master Contract, the changes specified above shall amend Section 4 – Term of Master Contract

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2023-2024

CONTRACT NUMBER:

LEA:

NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER: The Genesis Group

NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
MASTER CONTRACT

AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS

1. MASTER CONTRACT

This Master Contract (or "Contract") is entered into on July 1, 2023, between [redacted], hereinafter referred to as the local educational agency ("LEA") and The Genesis Group (nonpublic, nonsectarian school [NPS] or nonpublic, nonsectarian agency [NPA]), hereinafter referred to as "NPS/A" or "CONTRACTOR," for the purpose of providing special education and/or related services to LEA students with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq.* and Title 5 of the California Code of Regulations section 3000 *et seq.*, AB 490 (Chapter 862, Statutes of 2003) and AB 1858 (Chapter 914, Statutes of 2004). It is understood that this Contract does not commit LEA to pay for special education and/or related services provided to any LEA student, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR.

Upon acceptance of a student, LEA shall submit to CONTRACTOR an Individual Service Agreement (hereinafter referred to as "ISA"). Unless otherwise agreed in writing, these forms shall acknowledge CONTRACTOR's obligation to provide all relevant services specified in the student's Individualized Education Program (hereinafter referred to as "IEP"). The ISA shall be executed within ninety (90) days of a student's enrollment. LEA and CONTRACTOR shall enter into an ISA for each student served by CONTRACTOR. As available and appropriate, the LEA shall make available access to any electronic IEP system and/or electronic database for the development of the ISA and invoices.

Unless placement and/or services is ordered pursuant to an Office of Administrative Hearings (hereinafter referred to as "OAH") order, a lawfully executed agreement between LEA and Parent, or authorized by LEA for a transfer student pursuant to California Education Code section 56325, LEA is not responsible for the costs associated with NPS placement or NPS/A services until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement and/or NPS/A services is appropriate, and the IEP is signed by the Parent.

2. CERTIFICATION AND LICENSES

CONTRACTOR shall be certified by the California Department of Education (hereinafter referred to as "CDE") as a NPS/A. All NPS/A placements and services shall be provided consistent with the area of certification and licensure specified by CDE Certification and as defined in California Education Code, section 56366 *et seq* and within the professional scope of practice of each provider's license, certification and/or credential. A current copy of CONTRACTOR's NPS/A certification or a waiver of such certification issued by the CDE pursuant to Education Code section 56366.2 must be provided to LEA on or before the date this Contract is executed by CONTRACTOR. This Contract shall be null and void if such certification

or waiver is expired, revoked, rescinded, or otherwise nullified during the effective period of this Contract. Total student enrollment shall be limited to capacity as stated on CDE certification and in Section 24 of the Contract.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of the State of California shall be certified and all staff persons providing services to pupils shall be certified and/or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. § 1400 *et seq.*).

If CONTRACTOR is a licensed children's institution (hereinafter referred to as "LCI"), CONTRACTOR shall be licensed by the State of California, or other public agency having delegated authority by contract with the State of California to license, to provide nonmedical care room and board to children, including, but not limited to, individuals with exceptional needs. The LCI must also comply with all licensing requirements relevant to the protection of the child, and have a special permit, if necessary, to meet the needs of each child so placed. If the CONTRACTOR operates a program outside of the State of California, CONTRACTOR must obtain all required licenses from the appropriate licensing agency in both California and in the state where the LCI is located.

With respect to CONTRACTOR's certification, failure to notify LEA and CDE in writing of any changes in: (1) credentialed/licensed staff; (2) ownership; (3) management and/or control of the agency; (4) major modification or relocation of facilities; or (5) significant modification of the program may result in the suspension or revocation of CDE certification and/or suspension or termination of this Contract by the LEA. Any suspension or revocation of CONTRACTOR's CDE certification shall also be good cause for the immediate suspension or termination of this Contract by LEA, at LEA's discretion.

3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS

During the term of this Contract, unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, State of California, and local statutes, laws, ordinances, rules, policies and regulations. CONTRACTOR shall also comply with all applicable LEA and SELPA policies, regulations, and procedures (collectively referred to as "LEA Procedures") unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with LEA Procedures and shall indemnify LEA under the provisions of Section 16 of this Contract for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of CONTRACTOR's failure to comply with applicable LEA Procedures (e.g., those policies relating to; the provision of special education and/or related services, facilities for individuals with exceptional needs, student enrollment and transfer, student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that LEA may report to CDE any violations of the provisions of this Contract; and that this may result in the suspension and/or revocation of CDE NPA/S certification pursuant to California Education Code section 56366.4(a).

4. TERM OF MASTER CONTRACT

The term of this Contract shall be from July 1, 2023 to June 30, 2024 (Title 5 California Code of Regulations section 3062(a)) unless otherwise stated. Neither the CONTRACTOR nor the LEA is required to renew this Contract in subsequent contract years. The parties acknowledge that any subsequent Master Contract is to be re-negotiated prior to June 30, 2024. In the event the contract negotiations are not agreed to by June 30th, the most recently executed Master Contract will remain in effect for 90 days. (Title 5 California Code of Regulations section 3062(d)) No Master Contract will be offered unless and until all of the contracting requirements have been satisfied. The offer of a Master Contract to a CONTRACTOR is at the sole discretion of the LEA.

The provisions of this Contract apply to CONTRACTOR and any of its employees or independent contractors. Notice of any change in CONTRACTOR's ownership or authorized representative shall be provided in writing to LEA within thirty (30) calendar days of change of ownership or change of authorized representative.

5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION

This Contract incorporates LEA Procedures herein by this reference. Each ISA is also incorporated herein by this reference. This Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Contract may be amended only by written amendment executed by both parties. Notwithstanding the foregoing, LEA may modify LEA Procedures from time to time without the consent of CONTRACTOR

CONTRACTOR shall provide LEA with information as requested in writing to secure a Contract or a renewal.

At a minimum, such information shall include copies of current teacher credentials and clearance, insurance documentation, and CDE certification. LEA may require additional information as applicable. If the application packet is not completed and returned to LEA, no Contract will be issued. If CONTRACTOR does not return the Contract to LEA duly signed by an authorized representative within ninety (90) calendar days of issuance by LEA, the new contract rates will not take effect until the newly executed Contract is received by LEA and will not be retroactive to the first day of the new Contract's effective date. If CONTRACTOR fails to execute the new Contract within such ninety-day period, all payments shall cease until such time as the new Contract for the current school year is signed and returned to LEA by CONTRACTOR. (California Education Code §56366(c)(1) and (2)). In the event that this Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed Contract between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized LEA students at the discretion of LEA.

6. INDIVIDUAL SERVICE AGREEMENT ("ISA")

This Contract shall include an ISA developed for each LEA student to whom CONTRACTOR is to provide special education and/or related services. An ISA shall only be issued for LEA students enrolled with the approval of LEA pursuant to Education Code section 56366(a)(2)(A). An ISA may be effective for more than one contract year provided that there is a concurrent Contract in effect. In the event that this Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed ISAs between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students.

Any and all changes to a student's educational placement/program/services provided under this Contract and/or an ISA shall be made solely on the basis of a revision to the student's IEP or by written agreement between the Parent and LEA. At any time during the term of this Contract, a Parent, CONTRACTOR, or LEA may request a review of a student's IEP subject to all procedural safeguards required by law.

Unless otherwise provided in this Contract, CONTRACTOR shall provide all services specified in the IEP unless CONTRACTOR and LEA agree otherwise in the ISA. (California Education Code §56366(a)(5) and California Code of Regulations, tit. 5, § 3062(e).) In the event CONTRACTOR is unable to provide a specific service at any time during the term of the ISA, CONTRACTOR shall notify LEA in writing within five (5) business days of the last date a service was provided. CONTRACTOR shall provide any and all subsequent compensatory service hours awarded to an LEA student as a result of lack of provision of services while the student was served by CONTRACTOR.

If a Parent or LEA contests the termination of an ISA by initiating a due process proceeding with the OAH, CONTRACTOR shall abide by the "stay-put" requirement of the State of California and federal law unless the Parent and LEA voluntarily agree otherwise, or an Interim Alternative Educational Setting ("IAES") is

deemed lawful and appropriate by LEA or OAH consistent with Title 20 of the United States Codes Sections 1415(k)(1)(G), 1415(k)(2), and 1415(k)(3)(B)(ii)(II). CONTRACTOR shall adhere to all LEA requirements concerning changes in placement.

Disagreements between LEA and CONTRACTOR concerning the formulation of an ISA or the Contract may be appealed to the Sacramento County Superintendent of Schools or the California State Superintendent of Public Instruction pursuant to the provisions of California Education Code section 56366(c)(2).

Exhibit B includes the ISA form.

7. DEFINITIONS

The following definitions shall apply for purposes of this contract:

- a. The term "CONTRACTOR" means a nonpublic, nonsectarian school/agency ("NPS/A") certified by the California Department of Education ("CDE"), and its officers, agents and employees.
- b. The term "authorized LEA representative" means a LEA administrator designated to be responsible for NPS/A. It is understood, a representative of the Special Education Local Plan Area (SELPA) of which LEA is a member is an authorized LEA representative in collaboration with LEA. LEA maintains sole responsibility for this Contract, unless otherwise specified in this Contract.
- c. The term "credential" means a valid credential, life diploma, permit, or document in special education or pupil personnel services issued by, or under the jurisdiction of, the California State Board of Education if issued prior to 1970 or the California Commission on Teacher Credentialing, which entitles the holder thereof to perform services for which certification qualifications are required as defined in Title 5 of the California Code of Regulations section 3001(g).
- d. The term "qualified" means that a person holds a certificate, permit or other document equivalent to that which staff in a public school are required to hold to provide special education and related services and has met federal and state certification, licensing, registration, or other comparable requirements which apply to the area in which the individual is providing special education or related services, including those requirements set forth in Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and those requirements set forth in Title 5 of the California Code of Regulations Sections 3064 and 3065, and adheres to the standards of professional practice established in federal and state law or regulation, including the standards contained in the California Business and Professions Code.

Nothing in this definition shall be construed as restricting the activities in services of a graduate needing direct hours leading to licensure, or of a student teacher or intern leading to a graduate degree at an accredited or approved college or university, as authorized by State laws or regulations. (California Code of Regulations, tit. 5, § 3001(r).)

- e. The term "license" means a valid non-expired document issued by a licensing agency within the California Department of Consumer Affairs or other State of California licensing office authorized to grant licenses and authorizing the bearer of the document to provide certain professional services or refer to themselves using a specified professional title. This includes, but is not limited to, mental health and board and care services at a residential placement. If a license is not available through an appropriate State of California licensing agency, a certificate of registration with the appropriate professional organization at the national or State of California level which has standards established for the certificate that are equivalent to a license shall be deemed to be a license as defined in Title 5 of the California Code of Regulations section 3001(l).

- f. "Parent" means:
- i. a biological or adoptive parent; unless the biological or adoptive parent does not have legal authority to make educational decisions for the child,
 - ii. a foster parent if the authority of the biological or adoptive parents to make educational decisions on the child's behalf has been specifically limited by court order in accordance with Title 34 of the Code of Federal Regulations sections 300.30(b)(1) or (b)(2),
 - iii. a guardian generally authorized to act as the child's parent or authorized to make educational decisions for the child,
 - iv. an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the child lives, or an individual who is legally responsible for the child's welfare,
 - v. a surrogate parent.

Parent does not include the state or any political subdivision of government or a NPS/A under contract with the LEA for the provision of special education or designated instruction and services for a child. (California Education Code §56028.)

- g. The term "days" means calendar days unless otherwise specified.
- h. The phrase "billable day" means a school day in which instructional minutes meet or exceed those in comparable LEA programs.
- i. The phrase "billable day of attendance" means a school day as defined in California Education Code Section 46307, in which an LEA student is in attendance and in which instructional minutes meet or exceed those in comparable LEA programs unless otherwise stipulated in an IEP or ISA.
- j. It is understood that the term "Master Contract" also means "Contract" and is referred to as such in this document.

ADMINISTRATION OF CONTRACT

8. NOTICES

All notices provided for by this Contract shall be in writing. Notices shall be mailed or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices mailed to LEA shall be addressed to the person and address as indicated on the signature page of this Contract. Notices to CONTRACTOR shall be addressed as indicated on the signature page of this Contract.

9. MAINTENANCE OF RECORDS

All records shall be maintained by CONTRACTOR as required by State and federal laws and regulations. Notwithstanding the foregoing sentence, CONTRACTOR shall maintain all records for at least five (5) years after the termination of this Contract. For purposes of this Contract, "records" shall include, but not be limited to pupil records as defined by California Education Code section 49061(b) including electronically stored information; cost data records as set forth in Title 5 of the California Code of Regulations section 3061; registers and roll books of teachers and/or daily service providers; chart notes, Medi-Cal logs, daily service logs and notes and other documents used to record the provision of related services including supervision; daily service logs and notes used to record the provision of services provided through additional instructional assistants, behavior intervention aides, and bus aides; behavior emergency reports (BER); incident reports; notification of injuries; absence verification records (Parent/doctor notes, telephone logs, and related documents) if CONTRACTOR is funded for excused absences, however, such records are not required if positive attendance is required; transcripts; grade and progress reports; behavioral data; IEP/IFSPs; assessment reports; bus rosters; staff lists specifying credentials held and documents evidencing other staff qualifications, social security numbers, dates of hire, and dates of termination;

records of employee training and certification, staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related services subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications; business licenses held; by-laws; lists of current board of directors/trustees, if incorporated; all budgetary information, including operating budgets; statements of income and expenses; general journals; cash receipts and disbursement books; general ledgers and supporting documents; documents evidencing financial expenditures; federal/State payroll quarterly reports (Form 941/DE3DP); and bank statements and canceled checks or facsimile thereof.

CONTRACTOR shall maintain LEA student records in a secure location to ensure confidentiality and prevent unauthorized access. CONTRACTOR shall maintain a current list of the names and positions of CONTRACTOR's employees who have access to confidential records. CONTRACTOR shall maintain an access log for each LEA student's record which lists all persons, agencies, or organizations requesting or receiving information from the record. Such log shall be maintained as required by California Education Code section 49064 and include the name, title, agency/organization affiliation, date/time of access for each individual requesting or receiving information from the student's record, and a description of the record(s) provided. Such log needs to record access to the LEA student's records by: (a) the LEA student's Parent; (b) an individual to whom written consent has been executed by the LEA student's Parent; or (c) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record. CONTRACTOR/LEA shall maintain copies of any written parental concerns granting access to LEA student records. For purposes of this Section, "employees of LEA or CONTRACTOR" do not include subcontractors. CONTRACTOR shall grant the following access to student records, (a) the LEA student's Parent; (b) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record, and comply with Parent requests for copies of LEA student records, as required by State of California and federal laws and regulations. CONTRACTOR agrees, in the event of NPS/A closure, to forward all LEA student records held by CONTRACTOR within ten (10) business days to LEA. LEA and/or SELPA shall have access to and receive copies of any and all records upon request within five (5) business days.

10. SEVERABILITY CLAUSE

If any provision of this Contract is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire Contract shall be severable and remain in effect.

11. SUCCESSORS IN INTEREST

This Contract binds CONTRACTOR's successors and assignees. CONTRACTOR shall notify LEA of any change of ownership or corporate control within ten (10) business days of such change.

12. VENUE AND GOVERNING LAW

The laws of the State of California shall govern the terms and conditions of this contract with venue in the County where LEA is located.

13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES

This Contract may be modified or amended by LEA to conform to administrative and statutory guidelines issued by any state, federal or local governmental agency. LEA shall provide CONTRACTOR thirty (30) days' notice of any such changes or modifications made to conform to administrative or statutory guidelines and a copy of the statute, guideline, or regulation upon which the modifications or changes are based.

14. TERMINATION

This Contract or ISA may be terminated for cause. Cause shall include but not be limited to non-maintenance of current NPS/A certification, failure of either LEA or CONTRACTOR to maintain the

standards required under the Contract and/or ISA, or other material breach of this Contract by CONTRACTOR or LEA. For purposes of NPS placement, the cause shall not be the availability of a public class initiated during the period of the Contract unless the Parent agrees to the transfer of the LEA student to the public school program at an IEP team meeting. To terminate the Contract or ISA, either party shall give no less than twenty (20) days prior written notice to the other party. (California Education Code §56366(a)(4).) If this Contract is terminated with twenty (20) days' notice, CONTRACTOR shall provide to LEA any and all documents CONTRACTOR is required to maintain under this Contract on the date of termination.

Notwithstanding the foregoing, this Contract or ISA may be terminated immediately, without twenty (20) days prior notice and at LEA's discretion, if LEA determines that there are significant health or safety concerns or there has been a suspension or revocation of CONTRACTOR's NPS/A certification. If this Contract is terminated immediately, CONTRACTOR shall provide to LEA any and all documents CONTRACTOR is required to maintain under this Contract within five (5) business days of termination. Notwithstanding the foregoing regarding termination of an ISA, CONTRACTOR is bound by the "stay put" provisions described in Section 6 of this Contract.

15. INSURANCE

CONTRACTOR shall, at CONTRACTOR's sole cost and expense, maintain in full force and effect, during the term of this Contract, the following insurance coverage from a California licensed and/or admitted insurer with an A minus (A-), VII, or better rating from A.M. Best, sufficient to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with CONTRACTOR's fulfillment of any of its obligations under this Contract or either party's use of the work or any component or part thereof:

PART I - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AND AGENCIES

- A. **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:

- \$2,000,000 per occurrence
- \$ 500,000 fire damage
- \$ 5,000 medical expenses
- \$1,000,000 personal & adv. Injury
- \$4,000,000 general aggregate
- \$2,000,000 products/completed operations aggregate

CONTRACTOR's general liability policy shall be primary and shall not seek contribution from LEA's coverage, and be endorsed using Insurance Services Office form CG 20 10 or CG 20 26 (or equivalent) to provide that LEA and its officers, officials, employees, and agents shall be additional insureds under such policies.

- B. **Commercial Auto Liability Insurance** for all owned, non-owned or hired automobiles with a limit of two million dollars (\$2,000,000) per accident.

If no owned automobiles, then only hired and non-owned is required. If CONTRACTOR uses a vehicle to travel to/from school sites, between schools and/or to/from students' homes or other locations as approved service locations by the LEA, CONTRACTOR must comply with State of California auto insurance requirements.

- C. **Workers' Compensation and Employers Liability Insurance** in accordance with provisions of California Labor Code sections 3200 et seq., adequate to protect CONTRACTOR from claims that may arise from its operations pursuant to the California Workers' Compensation Insurance and Safety Act and in accordance with applicable State and federal laws.

Part A – Statutory Limits

Part B – \$1,000,000/\$1,000,000/\$1,000,000 Employers Liability

D. Sexual Abuse and Molestation Insurance

CONTRACTOR shall provide Sexual Abuse and Molestation coverage in the minimum amount of three million dollars (\$3,000,000) per occurrence.

E. Errors & Omissions (E & O)/Malpractice (Professional Liability) Insurance

CONTRACTOR shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Contract, in the minimum amount of two million dollars (\$2,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Contract, and CONTRACTOR agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this Contract.

F. For all Insurance Coverage in Part I:

- 1) Each insurance policy required by the Contract shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to LEA, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.
- 2) All self-insured retentions over \$100,000 must be declared and approved by LEA.
- 3) Evidence of Insurance – Prior to commencement of serving LEA students pursuant to this Contract, CONTRACTOR shall furnish LEA with certificates, additional insured endorsements, and waivers of subrogation evidencing compliance with the insurance requirements above. CONTRACTOR must agree to provide complete, certified copies of all required insurance policies if requested by LEA.
- 4) Acceptability of Insurers – Insurance shall be placed with insurers admitted in the State of California and with an AM Best rating of A-, VII, or higher.

G. All Certificates of Insurance must reference the contract number, name of the school or agency submitting the certificate, and the location of the school or agency submitting the certificate on the certificate.

PART II - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AFFILIATED WITH A RESIDENTIAL TREATMENT FACILITY (“RTC”)

When CONTRACTOR is a NPS affiliated with a residential treatment center ("NPS/RTC"), the following insurance policies are required:

A. Commercial General Liability including both bodily injury and property damage, with limits of at least:

\$3,000,000 per Occurrence
\$6,000,000 in General Aggregate.

The policy shall be endorsed to name LEA and LEA's Board of Education as named additional insureds and shall provide specifically that any insurance carried by LEA which may be applicable to any claims or loss shall be deemed excess and NPS/RTC's insurance primary

despite any conflicting provisions in the NPS/RTC's policy. Coverage shall be maintained with no Self-Insured Retention above \$100,000 without the prior written approval of LEA.

- B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the NPS/RTC from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of \$1,000,000/\$1,000,000/\$1,000,000.
- C. **Commercial Auto Liability Coverage** with limits of \$1,000,000 Combined Single Limit per Occurrence if the NPS/RTC does not operate a student bus service. If the NPS/RTC provides student bus services, the required coverage limit is \$5,000,000 Combined Single Limit per Occurrence.
- D. **Fidelity Bond or Crime Coverage** shall be maintained by the NPS/RTC to cover all employees who process or otherwise have responsibility for NPS/RTC funds, supplies, equipment or other assets. Minimum amount of coverage shall be \$250,000 per occurrence, with no self-insured retention.
- E. **Professional Liability/Errors & Omissions/Malpractice Coverage** with minimum limits of \$3,000,000 per occurrence and \$6,000,000 general aggregate.
- F. **Sexual Molestation and Abuse Coverage**, unless that coverage is afforded elsewhere in the Commercial General Liability or Professional liability policy by endorsement, with minimum limits of \$3,000,000 per occurrence and \$6,000,000 general aggregate.

If LEA or CONTRACTOR determines that a change in insurance coverage obligations under this section is necessary, either party may reopen negotiations to modify the insurance obligations.

16. INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent allowed by law, CONTRACTOR shall indemnify and hold LEA and its Board Members, administrators, employees, agents, attorneys, volunteers, and subcontractors ("LEA Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by negligence, intentional act, or willful act or omission of CONTRACTOR, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding LEA and LEA Indemnities). The duty and obligation to defend shall arise immediately upon tender of a claim or lawsuit to CONTRACTOR. LEA shall have the right in its sole discretion to select counsel of its choice to provide the defense at the sole cost of CONTRACTOR or the applicable insurance carrier.

To the fullest extent allowed by law, LEA shall indemnify and hold CONTRACTOR and its Board Members, administrators, employees, agents, attorneys, and subcontractors ("CONTRACTOR Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Contract or its performance thereof, to the extent that such loss, expense, damage or liability was proximately caused by the negligent or willful act or omission of LEA, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding CONTRACTOR and/or any CONTRACTOR Indemnities).

LEA represents that it is self-insured in compliance with the laws of the State of California, that the self-insurance covers LEA employees acting within the course and scope of their respective duties and that its self-insurance covers the LEA's indemnification obligations under this Contract.

17. INDEPENDENT CONTRACTOR

Nothing herein contained will be construed to imply a joint venture, partnership or principal-agent relationship between LEA and CONTRACTOR. CONTRACTOR shall provide all services under this Contract as an independent contractor, and neither party shall have the authority to bind or make any commitment on behalf of the other. Nothing contained in this Contract shall be deemed to create any association, partnership, joint venture or relationship of principal and agent, master and servant, or employer and employee between the Parties or any affiliates of the Parties, or between LEA and any individual assigned by CONTRACTOR to perform any services for LEA.

If LEA is determined to be a partner, joint venture, co-principal, employer or co-employer of CONTRACTOR, CONTRACTOR shall indemnify and hold harmless LEA from and against any and all claims for loss, liability, or damages arising from that determination, as well as any expenses, costs, taxes, penalties and interest charges incurred by LEA as a result of that determination.

18. SUBCONTRACTING

CONTRACTOR shall not enter into any subcontracting relationship without first obtaining final written approval of LEA. Should CONTRACTOR wish to subcontract for special education and/or related services pursuant to this Contract, it must provide written notification to LEA before any subcontracting arrangement is made. In the event LEA determines that it can provide the subcontracted service(s) at a lower rate, LEA may elect to provide such service(s). If LEA elects to provide such service(s), LEA shall provide written notification to CONTRACTOR within five (5) days of receipt of CONTRACTOR's original notice and CONTRACTOR shall not subcontract for said service(s).

Should LEA approve in concept of CONTRACTOR subcontracting for services, CONTRACTOR shall submit the proposed subcontract to LEA for approval. CONTRACTOR shall incorporate all of the provisions of this Contract in all subcontracts, to the fullest extent possible. Furthermore, when CONTRACTOR is developing subcontracts for the provision of special education and/or related services (including, but not limited to, transportation) for any LEA student, CONTRACTOR shall cause each subcontractor to procure and maintain indemnification and insurance requirements which comply with the provisions of Sections 15 and 16 of this Contract during the term of each subcontract. If a proposed subcontract is approved by LEA, each subcontractor shall furnish LEA with original endorsements and certificates of insurance effecting coverage required by Section 15 of this Contract. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Unless otherwise agreed to by LEA, the endorsements are to be on forms provided by LEA. All endorsements are to be received and approved by LEA before the subcontractor's work commences. The Commercial General Liability and Automobile Liability policies shall name the LEA/SELPA and the LEA Board of Education as additional insureds.

As an alternative to LEA's forms, a subcontractor's insurer may provide, with prior LEA approval, complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Contract. All Certificates of Insurance must reference the LEA contract number, name of the NPS/A submitting the certificate, designation of NPS or NPA, and the location of the NPS/A submitting the certificate. In addition, all subcontractors must meet the requirements as contained in Section 45 (Clearance Requirements) and Section 46 (Staff Qualifications) of this Contract. No subcontract shall be considered final without LEA approval.

19. CONFLICTS OF INTEREST

CONTRACTOR shall provide to LEA upon request a copy of its current bylaws and a current list of its Board of Directors (or Trustees), if it is incorporated. CONTRACTOR and any member of its Board of Directors (or Trustees) shall disclose any relationship with LEA that constitutes or may constitute a conflict of interest pursuant to California Education Code section 56042 and Government Code Section 1090 including, but not limited to, employment with LEA, provision of private party assessments and/or reports,

and attendance at IEP team meetings acting as a student's advocate. Pursuant to California Education Code section 56042, an attorney or advocate for a Parent of an individual with exceptional needs shall not recommend placement at CONTRACTOR's facility if the attorney or advocate is employed or contracted by the CONTRACTOR, or will receive a benefit from the CONTRACTOR, or otherwise has a conflict of interest.

LEA shall neither execute an ISA with CONTRACTOR nor amend an existing ISA for an LEA student when a recommendation for special education and/or related services is based in whole or in part on assessment(s) or reports provided by CONTRACTOR to the LEA student without prior written authorization by LEA. This section shall apply to CONTRACTOR regardless of when an assessment is performed or a report is prepared (i.e., before or after the LEA student is enrolled in CONTRACTOR's NPS/A) or whether an assessment of the LEA student is performed or a report is prepared in the normal course of the services provided to the LEA student by CONTRACTOR. To avoid conflict of interest, and in order to ensure the appropriateness of an Independent Educational Evaluation (hereinafter referred to as "IEE") and its recommendations, LEA may not fund an IEE by an evaluator who provides ongoing service(s) or is sought to provide service(s) to the LEA student for whom the IEE is requested. Likewise, LEA may not fund services through the evaluator whose IEE LEA agrees to fund. When no other appropriate assessor is available, LEA may request and if CONTRACTOR agrees, CONTRACTOR may provide an IEE.

When CONTRACTOR is a NPA, CONTRACTOR acknowledges that its authorized representative has read and understands California Education Code section 56366.3 which provides, in relevant part, that no special education and/or related services provided by CONTRACTOR shall be paid for by LEA if provided by an individual who is or was an employee of LEA within the three hundred sixty-five (365) days prior to executing this Contract. This provision does not apply to any person who is able to provide designated instruction and services during the extended school year because he or she is otherwise employed for up to ten months of the school year by LEA.

CONTRACTOR shall not admit a student living within the jurisdictional boundaries of the LEA on a private pay or tuition free "scholarship" basis and concurrently or subsequently advise/request Parent(s) to pursue funding for the admitted school year from LEA through due process proceedings. Such action shall constitute good cause for termination of this Contract by LEA.

20. NON-DISCRIMINATION

CONTRACTOR shall not, in employment or operation of its programs, unlawfully discriminate on the basis of gender, nationality, national origin, ancestry, race, color, ethnicity, ethnic group affiliation, religion, age, marital status, pregnancy or parental status, sex, sexual orientation, gender, gender identity or expression, physical or mental disability, genetic information, medical condition, military or veteran status, or any other classification protected by federal or State law or the perception of one or more of such characteristics or association with a person or group with one or more of these actual or perceived characteristics.

EDUCATIONAL PROGRAM

21. FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)

LEA shall provide CONTRACTOR with a copy of the IEP including the Individualized Transition Plan (hereinafter referred to as "ITP") of each LEA student served by CONTRACTOR. CONTRACTOR shall provide special education and/or related services (including transition services) to each LEA student within the NPS/A consistent with the student's IEP and as specified in the ISA. If CONTRACTOR is a NPS, CONTRACTOR shall not accept an LEA student if it cannot provide or ensure the provision of the services outlined in the student's IEP. If an LEA student's services are provided by a third party (i.e. Related Services Provider), CONTRACTOR shall notify LEA, in writing, if provision of services cease.

Unless otherwise agreed to between CONTRACTOR and LEA, CONTRACTOR shall be responsible for the provision of all appropriate supplies, equipment, and/or facilities, as specified in the LEA student's IEP and ISA. CONTRACTOR shall make no charge of any kind to parents for special education and/or related services as specified in the student's IEP and ISA (including, but not limited to, screenings, assessments, or interviews that occur prior to or as a condition of an LEA student's enrollment under the terms of this Contract). LEA shall provide low incidence equipment for eligible students with low incidence disabilities when specified in an LEA student's IEP and ISA. Such equipment remains the property of the LEA and shall be returned to the LEA when the IEP team determines the equipment is no longer needed or when the student is no longer enrolled in the NPS. CONTRACTOR shall ensure that facilities are adequate to provide LEA students with an environment which meets all pertinent health and safety regulations.

CONTRACTOR may charge an LEA student's Parent(s) for services and/or activities not necessary for the student to receive a FAPE after: (a) written notification to the LEA student's Parent(s) of the cost and voluntary nature of the services and/or activities; and (b) receipt by LEA of the written notification and a written acknowledgment signed by the LEA student's Parent(s) of the cost and voluntary nature of the services and/or activities. CONTRACTOR shall adhere to all LEA requirements concerning Parent acknowledgment of financial responsibility.

Voluntary services and/or activities not necessary for the student to receive a FAPE shall not interfere with the LEA student's receipt of special education and/or related services as specified in the LEA student's IEP and ISA unless the LEA, CONTRACTOR, and Parent agree otherwise in writing.

22. GENERAL PROGRAM OF INSTRUCTION

All NPS/A services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code section 56366 *et seq.*

When CONTRACTOR is a NPS, CONTRACTOR's general program of instruction shall: (a) utilize evidence-based practices and be consistent with LEA's standards regarding the particular course of study and curriculum; (b) include curriculum that addresses mathematics, literacy and the use of educational, assistive technology and transition services; (c) be consistent with CDE's standards regarding the particular course of study and curriculum; (d) provide the services as specified in the LEA student's IEP and ISA. LEA students shall have access to: (a) State Board of Education (SBE) - adopted Common Core State Standards ("CCSS") for curriculum and the same instructional materials for kindergarten and grades 1 to 8, inclusive; and provide standards – aligned core curriculum and instructional materials for grades 9 to 12, inclusive, used by LEA; (b) college preparation courses; (c) extracurricular activities, such as art, sports, music and academic clubs; (d) career preparation and vocational training, consistent with transition plans pursuant to State and federal law and; (e) supplemental assistance, including individual academic tutoring, psychological counseling, and career and college counseling. When appropriate, CONTRACTOR shall utilize the designated curriculum guidelines for students with moderate to severe disabilities who participate in the State's alternative assessment. These students shall have access to the core content, activities, and instructional materials delineated within these curriculum guidelines. CONTRACTOR'S general program of instruction shall be described in writing and a copy provided to LEA prior to the effective date of this Contract.

When CONTRACTOR serves students in grades 9 through 12 inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not award a high school diploma to students who have not successfully completed all of LEA's graduation requirements.

When CONTRACTOR is a NPA and/or related services provider, CONTRACTOR's general program of instruction and/or services shall utilize evidence-based practices and be consistent with LEA and CDE guidelines and certifications, and shall be provided as specified in the student's IEP and ISA. CONTRACTOR shall provide to LEA a written description of the services and location provided prior to the effective date of this Contract. School-based services may not be unilaterally converted by CONTRACTOR to a substitute program or provided at a location not specifically authorized by the IEP

team. Except for services provided by a CONTRACTOR that is a Licensed Children's Institution (LCI), all services not provided in the school setting require the presence of a Parent or adult caregiver during the delivery of services, provided such guardian or caregiver have a signed authorization by the Parent to authorize emergency services as requested. LCI CONTRACTORS shall ensure that appropriate and qualified residential or clinical staff is present during the provision of services under this Contract. CONTRACTOR shall immediately notify LEA in writing if no Parent, guardian or adult caregiver is present.

CONTRACTORS providing Behavior Intervention Services shall develop a written plan that specifies the nature of their NPA service for each student within thirty (30) days of enrollment and shall be provided in writing to the LEA. CONTRACTORS providing Behavior Intervention Services must have a trained behaviorist or trained equivalent on staff who is qualified and responsible for the design, planning, and implementation of behavioral interventions as the law requires. (Cal. Code Regs., tit. 5, § 3051.23; Ed. Code § 56366.10(e).) It is understood that Behavior Intervention Services are limited per CDE Certification and do not constitute an instructional program.

When CONTRACTOR is a NPA, CONTRACTOR shall not provide transportation nor subcontract for transportation services for students unless LEA and CONTRACTOR agree otherwise in writing.

23. INSTRUCTIONAL MINUTES

When CONTRACTOR is a NPS, the total number of instructional minutes per school day provided by CONTRACTOR shall be at least equivalent to the number of instructional minutes per school day provided to LEA students at like grade level attending LEA schools and shall be specified in the student's ISA developed in accordance with the student's IEP.

For students in grades kindergarten through 12 inclusive, unless otherwise specified in the student's IEP and ISA, the number of instructional minutes, excluding breakfast, recess, lunch and passing time shall be at the same level that California Education Code prescribes for LEA.

The total number of annual instructional minutes shall be at least equivalent to the total number of annual instructional minutes provided to LEA students attending LEA schools in like grade level unless otherwise specified in the student's IEP.

When CONTRACTOR is a NPA and/or related services provider, the total number of minutes per school day provided by CONTRACTOR shall be specified in the LEA student's ISA developed in accordance with the student's IEP.

24. CLASS SIZE

When CONTRACTOR is a NPS, CONTRACTOR shall ensure that class size shall not exceed a ratio of one teacher per twelve (12) students, unless CONTRACTOR and LEA agree otherwise in writing. Upon prior written approval by an authorized LEA representative, class size may be temporarily increased by a ratio of 1 teacher to fourteen (14) students when necessary during the regular or extended school year to provide services to students with disabilities.

In the event a NPS CONTRACTOR is unable to fill a vacant teaching position responsible for direct instruction to LEA students, and the vacancy has a direct impact on the CDE Certification of that school, CONTRACTOR shall develop a plan to ensure appropriate coverage of students by first utilizing existing certificated staff. CONTRACTOR and LEA may agree to one 30 school day period per contract year where class size may be increased to ensure coverage by an appropriately credentialed teacher. Such an agreement shall be in writing and signed by both parties. This provision does not apply to a NPA CONTRACTOR.

CONTRACTOR providing special education instruction for individuals with exceptional needs between the ages of three and five years, inclusive, shall also comply with the appropriate instructional adult to child ratios pursuant to California Education Code sections 56440 *et seq.*

25. CALENDARS

When CONTRACTOR is a NPS:

CONTRACTOR shall submit to LEA a school calendar with the total number of billable days not to exceed 180 days, plus extended school year billable days equivalent to the number of days determined by LEA's extended school year calendar. Billable days shall include only those days that are included on the submitted and approved school calendar, and/or required by the IEP (developed by LEA) for each LEA student. CONTRACTOR shall not be allowed to change its school calendar and/or amend the number of billable days without the prior written approval of LEA. Nothing in this Contract shall be interpreted to require LEA to accept any requests for calendar changes. In the event LEA adjusts the number of school days for its regular school year and/or extended school year, the approved number of days shall become the total billable days for CONTRACTOR. In such a case, an amended calendar shall be provided by CONTRACTOR for LEA approval.

Unless otherwise specified by the LEA student's IEP, educational services shall occur at the school site. A student shall only be eligible for extended school year services as determined by the student's IEP team and the provision of such is specifically included in the ISA. Extended school year shall consist of twenty (20) instructional days, unless otherwise agreed upon by the student's IEP team convened by the LEA. Any days of extended school year in excess of twenty (20) billable days must be mutually agreed to by LEA and CONTRACTOR, in writing, prior to the start of the extended school year.

Student must have actually been in attendance during the regular school year and/or during extended school year and received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by LEA, in writing, in advance of the delivery of any NPS service. Any instructional days provided without this written agreement shall be at the sole financial responsibility of CONTRACTOR.

CONTRACTOR shall observe the same legal holidays as LEA. As of the execution of this Contract, those holidays are: Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Juneteenth and Independence Day. With the prior written approval of LEA, CONTRACTOR may revise the date upon which CONTRACTOR closes in observance of any of the holidays observed by LEA.

When CONTRACTOR is a NPA:

CONTRACTOR shall be provided with a LEA-developed/approved calendar prior to the initiation of services. CONTRACTOR herein agrees to observe holidays as specified in LEA-developed/approved calendar. CONTRACTOR shall provide services pursuant to LEA-developed/approved calendar; or as specified in the LEA student's IEP and ISA. Unless otherwise specified in the LEA student's ISA, CONTRACTOR shall provide related services to LEA students on only those days that the LEA student's school of attendance is in session and the LEA student attends school. CONTRACTOR shall bill only for services provided on billable days of attendance as indicated on LEA calendar unless CONTRACTOR and LEA agree otherwise in writing before delivery of any NPA services. Student must have actually been in attendance and/or received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by LEA, in writing, in advance of the delivery of any NPA service provided by CONTRACTOR. Any services provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR. In the event of school closures due to emergency, payment will follow the procedures in accordance with Section 62 of this Contract.

26. DATA REPORTING

CONTRACTOR shall agree to provide to LEA all data related to LEA student information and billing information. CONTRACTOR shall provide data related to all sections of this Contract, including student discipline as noted below, when requested by LEA and in the format required by LEA. It is understood that CONTRACTOR shall utilize LEA-approved electronic IEP system for all IEP development, service tracking documentation, and progress reporting, unless otherwise agreed to in writing by LEA. Additional progress reporting may be required by the LEA. LEA shall provide CONTRACTOR with appropriate software, user training and proper internet permissions to allow adequate access so that this information may be compiled.

Using forms developed by the CDE or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Codes sections 48900 and 48915. CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code sections 48900 and 48915. (Ed. Code § 49006.)

LEA shall provide CONTRACTOR with approved forms and/or format for such data including, but not limited to, invoicing, attendance reports and progress reports. LEA may approve use of CONTRACTOR-provided forms at its discretion.

27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT

CONTRACTOR and LEA shall follow all LEA Procedures that support Least Restrictive Environment (“LRE”) options and/or dual enrollment options if available and appropriate, for students to have access to the general curriculum and to be educated with their nondisabled peers to the maximum extent appropriate.

CONTRACTOR and LEA shall ensure that LRE placement options are addressed at all IEP team meetings regarding students for whom ISAs have been or may be executed. This shall include IEP team consideration of supplementary aids and services, goals and objectives necessary for placement in the LRE and necessary to enable students to transition to less restrictive settings.

When an IEP team has determined that a student should be transitioned into the public school setting, CONTRACTOR shall assist LEA in implementing the IEP team’s recommended activities to support the transition.

28. STATEWIDE ACHIEVEMENT TESTING

When CONTRACTOR is a NPS, per implementation of Senate Bill 484, CONTRACTOR shall administer all statewide assessments within the California Assessment of Student Performance and Progress (“CAASPP”), Desired Results Developmental Profile (“DRDP”), California Alternative Assessment (“CAA”), achievement and abilities tests (using LEA-authorized assessment instruments), the Fitness Gram, the English Language Proficiency Assessments for California (“ELPAC”), and Alternative English Language Proficiency Assessments for California (“Alternative ELPAC”), and as appropriate to the LEA student, and mandated by LEA pursuant to LEA, State of California, and federal guidelines.

CONTRACTOR is subject to the alternative accountability system developed pursuant to Education Code section 52052, in the same manner as public schools. Each LEA student placed with CONTRACTOR by the LEA shall be tested by qualified staff of CONTRACTOR in accordance with that accountability program. LEA shall provide test administration training to CONTRACTOR’S qualified staff.

CONTRACTOR shall attend LEA test training and comply with completion of all coding requirements as required by LEA.

29. MANDATED ATTENDANCE AT LEA MEETINGS

CONTRACTOR shall attend LEA-mandated meetings when legal mandates and/or LEA Procedures are reviewed, including but not limited to the areas of: curriculum, high school graduation, standards-based instruction, behavior intervention, cultural and linguistic needs of students with disabilities, dual enrollment responsibilities, LRE responsibilities, transition services, data collection, standardized testing, and IEPs. LEA shall provide CONTRACTOR with reasonable notice of mandated meetings. Attendance at such meetings does not constitute a billable service hour(s).

30. POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

CONTRACTOR shall comply with the requirements of Education Code section 49005, *et seq.*, 56521.1 and 56521.2. CONTRACTOR shall ensure that CONTRACTOR utilizes a multi-tier system of support ("MTSS") to address student needs. CONTRACTOR shall also ensure that all staff are trained on the use of positive behavior interventions and supports consistent with this Contract.

LEA students who exhibit behaviors that interfere with their learning or the learning of others must receive timely and appropriate assessments and positive supports and interventions in accordance with the federal law and its implementing regulations. If the IEP team determines that a student's behavior impedes his or her learning or the learning of others, the IEP team is required to consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations. This could mean that instead of developing a Behavior Intervention Plan ("BIP"), the IEP team may conclude it is sufficient to address the student's behavioral problems through the development of behavioral goals and behavioral interventions to support those goals.

CONTRACTOR shall maintain a written policy pursuant to California Education Code section 56521.1 regarding emergency interventions and behavioral emergency reports ("BERs"). CONTRACTOR shall inform each of its employees about the policy, provide each employee a copy thereof, and provide training to all employees regarding the policy. CONTRACTOR shall ensure that all of its staff members are trained in crisis intervention, emergency procedures, and evidenced-based practices and interventions specific to the unique behavioral needs of the CONTRACTOR's pupil population. Training shall include certification by an approved LEA crisis intervention program. The training shall be provided within 30 days of employment to new staff who have any contact or interaction with pupils during the school day, and annually to all staff who have any contact or interaction with pupils during the school day. (Ed. Code 56366.10(f).) The CONTRACTOR shall select and conduct the training in accordance with California Education Code section 56366.1. CONTRACTOR shall maintain accurate written records documenting all training completed by all of CONTRACTOR's employees. Evidence of all trainings shall be submitted to LEA at least annually at the beginning of the school year, and within five (5) business days of completion of training or any new hire upon LEA request.

Pursuant to Education Code section 56521.1, emergency interventions shall not be used as a substitute for a BIP and shall not be employed longer than necessary to contain the behavior. Emergency interventions may only be used to control unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to a LEA student or others and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. If a situation requires prolonged use of emergency intervention, staff must seek assistance from the school site administrator or a law enforcement agency. Consistent with Section 44 of this Contract, LEA may observe and/or audit CONTRACTOR's implementation of BIPs, staff use of behavior interventions, including emergency interventions, at any time, and without prior notice.

CONTRACTOR shall complete a BER when an emergency occurs that is defined as a serious, dangerous behavior that staff has determined to present a clear and present danger to others. It requires a non-violent physical intervention to protect the safety of student, self, or others and a physical intervention has been used; or a physical intervention has not been used, but an injury or serious property damage has occurred. The use of Personal Safety Techniques (which may or may not have been used) does not determine whether a BER is required. Emergencies *require* a BER form be completed and submitted to the LEA within twenty-four (24) hours for administrative action. CONTRACTOR shall notify Parent within twenty-four (24) hours via telephone. If the student's IEP does not contain a BIP, an IEP team shall schedule a meeting to review the BER, determine if there is a necessity for a functional behavioral assessment ("FBA"), and to determine an interim plan, or both. If the student already has a BIP, the IEP team shall review and modify the BIP if a new serious behavior has been exhibited or existing behavioral interventions have proven to be ineffective. CONTRACTOR shall schedule with LEA an IEP meeting within two (2) days.

Pursuant to Education Code section 56521.2, CONTRACTOR shall not authorize, order, consent to, or pay for the following interventions, or any other interventions similar to or like the following:

1. any intervention that is designed to, or likely to, cause physical pain, including, but not limited to, electric-shock;
2. an intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances in proximity to the face of the individual;
3. an intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities;
4. an intervention that is designed to subject, used to subject, or likely to subject, the individual to verbal abuse, ridicule, or humiliation, or that can be expected to cause excessive emotional trauma;
5. restrictive interventions that employ a device, material, or objects that simultaneously immobilize all four extremities, including the procedure known as prone containment, except that prone containment or similar techniques may be used by trained personnel as a limited emergency intervention;
6. locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room;
7. an intervention that precludes adequate supervision of the individual;
8. an intervention that deprives the individual of one or more of his or her senses.

CONTRACTOR shall comply with Education Code section 49005.8. Specifically, Contractor shall not do any of the following:

1. Use seclusion or a behavioral restraint for the purpose of coercion, discipline, convenience, or retaliation.
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room.
3. Use a physical restraint technique that obstructs a pupil's respiratory airway or impairs the pupil's breathing or respiratory capacity, including techniques in which a staff member places pressure on a pupil's back or places his or her body weight against the pupil's torso or back.
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, using a pillow, blanket, carpet, mat, or other item to cover a pupil's face.
5. Place a pupil in a facedown position with the pupil's hands held or restrained behind the pupil's back.
6. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the pupil or others.

CONTRACTOR shall keep constant, direct observation of a pupil who is in seclusion, which may be through observation of the pupil through a window, or another barrier, through which the educational provider is able to make direct eye contact with the pupil. This observation shall not be through indirect means, including through a security camera or a closed-circuit television.

CONTRACTOR shall afford pupils who are restrained the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the pupil and others.

If prone restraint techniques are used by CONTRACTOR, a staff member shall observe the pupil for any signs of physical distress throughout the use of prone restraint. Whenever possible, the staff member monitoring the pupil shall not be involved in restraining the pupil.

In the case of a child whose behavior impedes the child's learning or that of others, the IEP team shall consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations. CONTRACTOR shall immediately notify LEA via telephone of any severe or increasingly frequent behavior problem, any emergency intervention in response to a previously unseen serious behavior problem, or where a previously designed behavior intervention is ineffective, that may require an IEP team meeting.

All restraint practices must be reviewed and revised when they have an adverse effect on a student and are used repeatedly for an individual child, either on multiple occasions within the same classroom or multiple uses by the same individual. CONTRACTOR shall notify the Parent when any type of physical or mechanical restraint or seclusion has been used. Upon the use of any type of physical or mechanical restraint or seclusions of an LEA student, CONTRACTOR shall complete a BER per the reporting and notification requirements listed above.

BEHAVIOR INTERVENTION REPORTING: Twice annually, CONTRACTOR shall certify to LEA that (a) CONTRACTOR has reviewed the BERs for each LEA student in conjunction with that student's IEP and BIP; (b) Staff are trained to implement each LEA student's BIP, including approved or prohibited restraint techniques for each student; (c) emergency interventions have only been used to control unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to LEA students or others and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior; and (d) BERs have been properly completed and timely forwarded to LEA as required by this Contract.

CONTRACTOR's failure to comply with any of the requirements of Section 30: Positive Behavior Interventions and Supports shall constitute sufficient good cause for immediate termination of this Contract by LEA.

31. STUDENT DISCIPLINE

CONTRACTOR shall maintain and abide by a written policy for student discipline that is consistent with State of California and federal law and regulations. Using forms developed by the California Department of Education or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Codes 48900 and 48915. CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code Sections 48900 and 48915. (Ed. Code § 49006.)

When CONTRACTOR seeks to remove a LEA student from the student's current educational placement for disciplinary reasons, CONTRACTOR shall immediately (within 24 hours) submit a written discipline report to LEA. Written discipline reports shall include, but not be limited to: the student's name, grade, race, ethnicity, and gender; the time, date, and description of the misconduct; the disciplinary action taken by CONTRACTOR; and the rationale for such disciplinary action. A copy of the LEA student's behavior plan, if any, shall be submitted with the written discipline report. CONTRACTOR and LEA agree to participate in a manifestation determination at an IEP meeting no later than the tenth (10th) day after the decision is made to suspend the student for more than ten (10) school days or recommend expulsion of the

student. LEA shall notify and invite CONTRACTOR representatives to the IEP team meeting where the manifestation determination will be made.

32. IEP TEAM MEETINGS

An IEP team meeting shall be convened at least annually to evaluate: (1) the educational progress of each LEA student placed with CONTRACTOR, including all state assessment results pursuant to the requirements of Education Code section 52052; (2) whether or not the needs of the LEA student continue to be best met at the NPS; and (3) whether changes to the student's IEP are necessary, including whether the LEA student may be transitioned to a public school setting. (California Education Code sections 56366(a)(2)(B)(i) and (ii) and California Education Code section 56345(b)(4).)

If an LEA student is to be transferred from a NPS setting into a regular class setting in a public school for any part of the school day, the IEP team shall document, a description of activities provided to integrate the student into the regular education program, including the nature of each activity as well as the time spent on the activity each day or week and a description of the activities provided to support the transition of the student from the special education program into the regular education program. Each LEA student shall be allowed to provide confidential input to any representative of the student's IEP team. Except as otherwise provided in the Contract, CONTRACTOR and LEA shall participate in all IEP team meetings regarding LEA students for whom ISAs have been or may be executed. At any time during the term of this Contract, the Parent, CONTRACTOR, or LEA may request a review of the LEA student's IEP, subject to all procedural safeguards required by law, including reasonable notice given to, and participation of, CONTRACTOR, LEA, and Parent in the meeting. Every effort shall be made to schedule IEP team meetings at a time and place that is mutually convenient to CONTRACTOR, LEA, and Parent. CONTRACTOR shall provide to LEA, at no cost and prior to an annual or triennial IEP team meeting, documentation regarding the student's progress on goals and any and all assessments and written assessment reports (including testing protocols) created by CONTRACTOR and any of its agents or subcontractors, upon request and/or pursuant to LEA Procedures. It is understood that attendance at an IEP meeting is part of CONTRACTOR'S professional responsibility and is not a billable service under this Contract.

It is understood that CONTRACTOR shall utilize the LEA approved electronic IEP system for all IEP planning and progress reporting at LEA's discretion. LEA may provide training for any CONTRACTOR to ensure access to the approved system. CONTRACTOR shall maintain confidentiality of all IEP data on the approved system and shall protect the password requirements of the system. When a LEA student disenrolls from the NPS/A, the CONTRACTOR shall discontinue use of the approved system for that student.

Changes in any LEA student's educational program, including instruction, services, or instructional setting provided under this Contract, may only be made on the basis of revisions to the student's IEP. In the event that CONTRACTOR believes a LEA student requires a change of placement, CONTRACTOR may request a review of the student's IEP for the purposes of consideration of a change in the student's placement. A LEA student is entitled to remain in the last agreed upon and implemented placement unless Parent agrees otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH consistent with Section 1415(k)(4) of Title 20 of the United States Code.

33. SURROGATE PARENTS AND FOSTER YOUTH

CONTRACTOR shall comply with LEA surrogate parent assignments. Surrogate parents shall serve as the child's Parent and have all the rights relative to the student's education that a parent has under the Individuals with Disabilities Education Act pursuant to 20 U.S.C. sections 1414-1482 and 34 C.F.R. sections 300.1-300.756. A pupil in foster care shall be defined pursuant to California Education Code section 42238.01(b). LEA shall annually notify CONTRACTOR who LEA has designated as the educational liaison for foster children. When a pupil in foster care is enrolled in a NPS by LEA any time after the completion of the student's second year of high school, CONTRACTOR shall schedule the pupil in courses leading towards graduation based on the diploma requirements of LEA unless provided notice otherwise in writing pursuant to Section 51225.1.

34. DUE PROCESS PROCEEDINGS

CONTRACTOR shall fully participate in special education due process proceedings including mediations and hearings, as requested by LEA. Participation includes CONTRACTOR's staff being made available for witness preparation and testimony as is necessary to facilitate a due process hearing. CONTRACTOR shall also fully participate in the investigation and provision of documentation related to any complaint filed with the State of California, the Office of Civil Rights, or any other State and/or federal governmental body or agency. Full participation shall include, but in no way be limited to, cooperating with LEA representatives to provide complete answers raised by any investigator and/or the immediate provision of any and all documentation that pertains to the operation of CONTRACTOR's program and/or the implementation of a particular student's IEP/ISA.

35. COMPLAINT PROCEDURES

CONTRACTOR shall maintain and adhere to its own written procedures for responding to Parent complaints. These procedures shall include annually notifying and providing Parents of LEA students with appropriate information (including complaint forms) for the following: (1) Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations section 4600 *et seq.*; (2) Nondiscrimination policy pursuant to Title 5 of the California Code of Regulations section 4960 (a); (3) Sexual Harassment Policy, California Education Code 231.5 (a) (b) (c); (4) Title IX Student Grievance Procedure, Title IX 106.8(a), (d) and 106.9(a); and (5) Notice of Privacy Practices in compliance with Health Insurance Portability and Accountability Act ("HIPAA"). CONTRACTOR shall include verification of these procedures to the LEA. CONTRACTOR shall immediately (within 24 hours) notify LEA of any complaints filed against it related to LEA students and provide LEA with all documentation related to the complaints and/or its investigation of complaints, including any and all reports generated as a result of an investigation.

36. LEA STUDENT PROGRESS REPORTS/REPORT CARDS AND ASSESSMENTS

Unless LEA requests in writing that progress reports be provided on a monthly basis, CONTRACTOR shall provide to Parents, with a concurrent copy sent to LEA, at least four (4) written progress reports/report cards. At a minimum, progress reports shall include progress over time towards IEP goals and objectives. A copy of the progress reports/report cards shall be maintained at CONTRACTOR's place of business and shall be submitted to the LEA and LEA student's Parent quarterly.

CONTRACTOR shall also provide LEA representatives access to supporting documentation used to determine progress on any goal or objective, transition plans, and behavior intervention plans, including but not limited to log sheets, chart notes, observation notes, data sheets, pre-/post-tests, rubrics and other similar data collection used to determine progress or lack of progress on approved goals, objectives, transition plans or behavior intervention plans. LEA may request such data at any time within five (5) years of the date of service. CONTRACTOR shall maintain such information for at least five (5) years and shall provide this data supporting progress to LEA within five (5) business days of request. Additional time may be granted as needed by the LEA.

CONTRACTOR shall complete academic or other evaluations of the LEA student at least ten (10) days prior to the student's IEP team meeting for the purpose of reporting the LEA student's present levels of performance at the IEP team meeting as required by State and federal laws and regulations and pursuant to LEA Procedures, and/or LEA practices. CONTRACTOR shall provide sufficient copies of its reports, documents, and projected goals to share with members of the IEP team at least five (5) business days prior to the IEP meeting. CONTRACTOR shall maintain supporting documentation, such as test protocols and data collection, which shall be made available to LEA within five (5) business days of request.

CONTRACTOR is responsible for all evaluation costs regarding the updating of goals and objectives, progress reporting, and development of present levels of performance. All assessments resulting from an assessment plan shall be provided by LEA unless LEA specifies in writing a request that CONTRACTOR perform such assessment. Any assessment and/or evaluation costs may be added to the ISA and/or approved separately by LEA at LEA's sole discretion.

It is understood that all billable hours must be in direct services to LEA students as specified in the ISA. For NPA services, supervision provided by a qualified individual as specified in Title 5 Regulation, subsection 3065, shall be determined as appropriate and included in the ISA. Supervision means the direct observation of services, data review, case conferencing and program design consistent with professional standards for each professional's license, certification, or credential.

CONTRACTOR shall not charge a LEA student's Parent(s) or LEA for the provision of progress reports, report cards, and/or any evaluations conducted in order to obtain present levels of performance, interviews, and/or attendance at any meetings. It is understood that all billable hours are limited to those specified on the ISA consistent with the IEP. It is understood that copies of data collection notes, forms, charts and other such data are part of the student's record and shall be made available to LEA upon written request.

37. TRANSCRIPTS

When CONTRACTOR is a NPS, CONTRACTOR shall prepare transcripts at the close of each semester, or upon LEA student transfer, for LEA students in grades nine (9) through twelve (12) inclusive, and submit such transcripts on LEA-approved forms to the LEA student's school of residence for evaluation of progress toward completion of diploma requirements as specified in LEA Procedures. CONTRACTOR shall submit to LEA, the names of LEA students and their schools of residence for whom transcripts have been submitted as specified by LEA. All transcripts shall be maintained by CONTRACTOR and furnished to LEA upon request, consistent with the parameters of Sections 9 and 26 of this Contract.

38. LEA STUDENT CHANGE OF RESIDENCE

Upon enrollment, CONTRACTOR shall notify Parents in writing of their obligation to notify CONTRACTOR of an LEA student's change of residence. CONTRACTOR shall maintain, and provide upon request by LEA, documentation of such notice to Parents. Within five (5) school days from the date CONTRACTOR becomes aware of a LEA student's change of residence, CONTRACTOR shall notify LEA in writing of the LEA student's change of residence as specified in LEA Procedures.

If CONTRACTOR had knowledge or should reasonably have had knowledge of an LEA student's change of residence and CONTRACTOR fails to follow the procedures specified in this section, LEA shall not be responsible for the costs of services delivered following the LEA student's change of residence.

39. WITHDRAWAL OF LEA STUDENT FROM NPS/A

CONTRACTOR shall immediately report to LEA via telephone and electronically (within 24 hours) and in writing to LEA within five (5) business days when a LEA student is withdrawn from school and/or services without prior notice. This includes but is not limited to a LEA student's change of residence to a residence outside of LEA boundaries, and LEA student's discharge against professional advice from a NPS and/or residential treatment center ("RTC"). CONTRACTOR shall assist LEA to verify potential dropouts three (3) times per year.

40. PARENT ACCESS

CONTRACTOR shall provide for reasonable parental access to LEA students and all facilities including, but not limited to, the instructional setting, recreational activity areas, meeting rooms and student living quarters when applicable. CONTRACTOR shall comply with any known court orders regarding parental visits and access to LEA students.

CONTRACTOR operating programs associated with a NPS/RTC shall cooperate with a Parent's reasonable request for LEA student therapeutic visits in their home or at the NPS/RTC. CONTRACTOR shall require that Parents obtain prior written authorization for therapeutic visits from CONTRACTOR and LEA at least thirty (30) days in advance. When requested, CONTRACTOR shall facilitate all Parent travel and

accommodations and for providing travel information to the parent as appropriate. Payment by LEA for approved travel-related expenses shall be made directly through LEA consistent with LEA Procedures.

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CONTRACTOR providing services in a LEA student's home as specified in the IEP shall ensure that at least one Parent of the child, or an adult caregiver with the Parent's written and signed authorization to make decisions in an emergency, is present. The names of any adult caregiver other than the Parent shall be provided to the LEA prior to the start of any home based services, including written and signed authorization in emergency situations. CONTRACTOR shall ensure that the Parent informs the LEA of any changes of caregivers and provide written authorization for emergencies. The adult caregiver cannot also be an employee or volunteer associated with CONTRACTOR.

CONTRACTOR shall notify LEA in writing immediately (within 24 hours) of all problems and/or concerns reported to Parents, both verbal and written.

41. LICENSED CHILDREN'S INSTITUTION ("LCI") CONTRACTORS AND RESIDENTIAL TREATMENT CENTER ("RTC") CONTRACTORS

If CONTRACTOR is a LCI, CONTRACTOR shall adhere to all legal requirements regarding educational placements for LCI students as stated in Education Code 56366 (a) (2) (C), 56366.9 (c) (1), Health and Safety Code section 1501.1 and any other applicable laws and/or regulations, including LEA guidelines and LEA Procedures. An LCI shall not require that a pupil be placed in its NPS as a condition of being placed in its residential facility.

If CONTRACTOR is a NPS/RTC, CONTRACTOR shall adhere to all legal requirements under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. section 1400 et seq. including the federal regulations 34 C.F.R section 300 et seq. and Education Code section 56000 et seq. including Title 5 of the California Code of Regulations section 3000 et seq.. CONTRACTOR shall comply with all monitoring requirements set forth in Section 43 below.

If CONTRACTOR is a NPS that is owned, operated by, or associated with a LCI, CONTRACTOR shall provide to LEA, on a quarterly basis, a list of all LEA students, including those identified as eligible for special education. For those identified as special education students, the list shall include: 1) special education eligibility at the time of enrollment and; 2) the educational placement and services specified in each student's IEP at the time of enrollment. A copy of the current IEP shall be provided to the LEA.

Unless placement is made pursuant to an Office of Administrative Hearings order or a lawfully executed agreement between LEA and Parent, LEA is not responsible for the costs associated with NPS placement until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the LEA student's Parent or another adult with educational decision-making rights.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

42. STATE MEAL MANDATE

When CONTRACTOR is a NPS, CONTRACTOR and LEA shall satisfy the State Meal Mandate under California Education Code sections 49005 et seq.; 49501.5, the universal meal mandate enacted by AB 130 (2021-2022); 49530 et seq; and 49550 et seq.

43. MONITORING

When CONTRACTOR is a NPS, LEA (or SELPA) shall conduct at least one onsite monitoring visit during each school year to the NPS at which LEA has a student attending and with which it maintains a master

contract. The monitoring visit shall include, but is not limited to, a review of services provided to the student through the ISA between LEA and the NPS, a review of progress the student is making toward the goals set forth in the student's IEP, a review of progress the student is making toward the goals set forth in the student's BIP, if applicable, an observation of the pupil during instruction, and a walkthrough of the facility. LEA (or SELPA) shall report the findings resulting from the monitoring visit to the California Department of Education within 60 calendar days of the onsite visit.

LEA (or SELPA) shall conduct an onsite visit to the NPS before placement of a student if LEA does not have any students enrolled at the NPS at the time of placement. (Ed. Code § 56366.1.)

CONTRACTOR shall allow LEA representatives access to its facilities for additional periodic monitoring of each LEA student's instructional program. LEA shall have access to observe each LEA student at work, observe the instructional setting, interview CONTRACTOR, and review each LEA student's records and progress held by CONTRACTOR. LEA's access shall include unannounced monitoring visits. When making site visits, LEA shall initially report to CONTRACTOR's site administrative office. CONTRACTOR and LEA shall be invited to participate in the review of each LEA student's progress.

If CONTRACTOR is also an LCI and/or NPS/RTC, the CDE shall annually evaluate whether CONTRACTOR is in compliance with Education Code section 56366.9 and Health and Safety Code section 1501.1(b). LEA may also conduct its own onsite review of a NPS using LEA's Quality On-Site NPS Review Rubric.

The State Superintendent of Public Instruction ("Superintendent") shall monitor CONTRACTOR'S facilities, the educational environment, and the quality of the educational program, including the teaching staff, the credentials authorizing service, the standards-based core curriculum being employed, and the standard focused instructional materials used on a three-year cycle, as follows: (1) CONTRACTOR shall complete a self-review in year one; (2) Superintendent shall conduct an onsite review in year two; and (3) Superintendent shall conduct a follow-up visit in year three.

CONTRACTOR shall participate in any LEA or CDE compliance review, if applicable, to be conducted as aligned with the CDE Onsite Review and monitoring cycle in accordance with California Education Code section 56366.1(j). This review will address programmatic aspects of the NPS, compliance with relevant State and federal regulations, and Contract compliance. If requested by LEA, CONTRACTOR shall complete and submit a Nonpublic School/Agency Self-Review Assessment to LEA and CDE. CONTRACTOR shall conduct any follow-up or corrective action procedures related to review findings.

CONTRACTOR understands that LEA reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; curriculum/instruction; related services; and contractual, legal, and procedural compliance.

When CONTRACTOR is a NPS, CONTRACTOR shall collect all applicable data and prepare the applicable portion of a School Accountability Report Card as appropriate in accordance with California Education Code Section 33126.

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44. CLEARANCE REQUIREMENTS

If CONTRACTOR is a NPA:

When CONTRACTOR is an NPA, all employees, volunteers, and subcontractors of CONTRACTOR who will or are likely to interact with LEA students shall obtain clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI"). Notwithstanding the restrictions on sharing and destroying criminal background check information and notwithstanding the express provisions of California Education Code sections 44237, 45125.1, and 56366.1, CONTRACTOR shall require all employees, volunteers, and

subcontractors to submit fingerprints through LEA's Live Scan system, regardless of whether CONTRACTOR requires its employees and volunteers to submit fingerprints for background checks in accordance with its own procedures. In addition, CONTRACTOR shall require all employees, volunteers, and subcontractors who will interact with LEA students outside the immediate supervision and control of the student's Parent or an LEA employee to enroll in LEA's subsequent arrest notification service as required by California Penal Code section 11105.2.

No employees, volunteers, or subcontractors of CONTRACTOR who have been convicted of a violent or serious felony, as those terms are defined in California Education Code Section 44237 subdivision (h) shall interact with LEA students outside the immediate supervision and control of the student's Parent or an LEA employee, unless despite the employee's, volunteer's, or subcontractor's conviction of a violent or serious felony, they have met the criteria to be eligible for employment pursuant to California Education Code section 44237 subdivisions (i) or (j). CONTRACTOR hereby agrees that CONTRACTOR's employees and volunteers shall not interact with LEA students unless and until CDOJ and DBI clearances are ascertained through LEA's Live Scan system.

If CONTRACTOR is a NPS or RTC:

When CONTRACTOR is an NPS or RTC, CONTRACTOR shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for CONTRACTOR's employees and volunteers who will have or likely may have any direct contact with LEA students. In addition, if CONTRACTOR is located outside of California, then the CONTRACTOR shall also obtain clearance from its state's department of justice. CONTRACTOR hereby agrees that CONTRACTOR's employees and volunteers shall not come in contact with LEA students until CDOJ, its state's DOJ, and FBI clearance are ascertained. CONTRACTOR shall certify in writing to LEA that none of its employees, and volunteers, unless CONTRACTOR determines that the volunteers will have no direct contact with students, or subcontractors who may come into contact with LEA students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237(i) or (j). Upon request, clearance certification shall be submitted to the LEA. In addition, CONTRACTOR shall make a request for subsequent arrest service from CDOJ as required by California Penal Code section 11105.2. CONTRACTOR shall certify to LEA that CONTRACTOR'S employees, volunteers, and subcontractors have successful background checks and CONTRACTOR enrolled in subsequent arrest notification service for all employees, volunteers, and subcontractors who may come into contact with LEA students.

Notwithstanding the restrictions on sharing and destroying criminal background check information, CONTRACTOR, upon demand, shall make available to LEA evidence of a successful criminal background check clearance and enrollment in subsequent arrest notification service, as provided, for each owner, operator, employee, volunteer, and subcontractor of the CONTRACTOR. CONTRACTOR is required to retain the evidence on-site, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service, as required by California Penal Code section 11105.2, for all staff shall be provided to the LEA upon request.

45. STAFF QUALIFICATIONS

CONTRACTOR shall ensure that all individuals employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or related services hold a license, certificate, permit, or other document equivalent to that which staff in a public school are required to hold in the service rendered consistent with Education Code section 56366.1(n)(1) and are qualified pursuant to Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and Title 5 of the California Code of Regulations sections 3001(r), 3064 and 3065. Such qualified staff may only provide related services within the scope of their professional license, certification or credential and ethical standards set by each

profession, and not assume responsibility or authority for another related services provider or special education teacher's scope of practice.

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CONTRACTOR shall ensure that all staff are appropriately credentialed to provide instruction and services to students with the disabling conditions placed in their program/school through documentation provided to the CDE. (Cal. Code Regs., tit. 5, § 3064(a).)

In accordance with California Education Code section 56366.1(a)(5), when CONTRACTOR is a NPS, an appropriately qualified person shall serve as curricular and instructional leader, and be able to provide leadership, oversight and professional development. The administrator of the NPS holds or is in the process of obtaining one of the following: (A) An administrative credential granted by an accredited postsecondary educational institution and two years of experience with pupils with disabilities. (B) A pupil personnel services credential that authorizes school counseling or psychology. (C) A license as a clinical social worker issued by the Board of Behavioral Sciences. (D) A license in psychology regulated by the Board of Psychology. (E) A master's degree issued by an accredited postsecondary institution in education, special education, psychology, counseling, behavioral analysis, social work, behavioral science, or rehabilitation. (F) A credential authorizing special education instruction and at least two years of experience teaching in special education before becoming an administrator. (G) A license as a marriage and family therapist certified by the Board of Behavioral Sciences. (H) A license as an educational psychologist issued by the Board of Behavioral Sciences. (I) A license as a professional clinical counselor issued by the Board of Behavioral Sciences. (California Education Code §56366.1(a)(5)) CONTRACTOR shall maintain, and provide to the LEA upon request, documentation of its administrator's qualifications in accordance with the above.

CONTRACTOR shall comply with personnel standards and qualifications regarding instructional aides and teacher assistants respectively pursuant to federal requirements and California Education Code sections 45340 *et seq.* and 45350 *et seq.* Specifically, all paraprofessionals, including but not limited to, instructional aides and teacher assistants, employed, contracted, and/or otherwise hired or subcontracted by CONTRACTOR to provide classroom and/or individualized instruction or related services, shall possess a high school diploma (or its recognized equivalent) and at least one of the following qualifications: (a) completed at least two (2) years of study at an institution of higher education; or (b) obtained an associate's (or higher) degree; or (c) met a rigorous standard of quality and can demonstrate, through a formal state or local assessment (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. CONTRACTOR shall comply with all laws and regulations governing the licensed professions, including but not limited to, the provisions with respect to supervision.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State and serving a LEA student shall be certified or licensed by that state where it is located to provide special education and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. § 1400 *et seq.*).

46. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS

CONTRACTOR shall submit to LEA a staff list, and copies of all current licenses, credentials, certifications, permits and/or other documents which entitle the holder to provide special education and/or related services by individuals employed, contracted, and/or otherwise hired or sub-contracted by CONTRACTOR. CONTRACTOR shall ensure that all licenses, credentials, permits or other documents are on file at the office of the Sacramento County Superintendent of Schools. CONTRACTOR shall comply with the requirements of Section 44 (Clearance Requirements) and provide LEA with verified dates of Tuberculosis Test clearance for all employees, approved subcontractors and/or volunteers prior to such individuals starting to work with any LEA student.

CONTRACTOR shall monitor the status of licenses, credentials, certifications, permits and/or other documents for all individuals employed, contracted, and/or otherwise hired by CONTRACTOR. CONTRACTOR shall notify LEA and CDE in writing within thirty (30) days when personnel changes

occur which may affect the provision of special education and/or related services to LEA students. CONTRACTOR shall notify LEA within thirty (30) days if any such licenses, certifications or waivers are expired, suspended, revoked, rescinded, challenged pursuant to an administrative or legal complaint or lawsuit, or otherwise nullified during the effective period of this Contract. LEA shall not be obligated to pay for any services provided by a person whose such licenses, certifications or waivers are expired, suspended, revoked, rescinded, or otherwise nullified during the period which such person is providing services under this Contract.

CONTRACTOR'S failure to notify LEA and CDE of any changes in credentialing/licensed staff may result in suspension or revocation of CDE certification and/or suspension or and shall be good cause for termination of this Contract by LEA.

CONTRACTOR shall identify to LEA any employee (or CONTRACTOR, if CONTRACTOR is an individual) expected to perform services under this Agreement who is then-receiving California State Teachers' Retirement System ("CalSTRS") benefits, and who may perform creditable service for the LEA as defined in Education Code 22119.5. Identification to LEA shall include the individual's full legal name and STRS and social security identification numbers. Before any services by the individual are provided, the CONTRACTOR shall provide to LEA a signed written confirmation from the individual that he/she is aware of the separation-from-service requirement and earnings limitations imposed by Education Code sections 22714, 24114, 24116, 24214, 24214.5, and 24215. CONTRACTOR shall thereafter provide on a monthly basis to the employee and LEA the actual amounts paid to the individual for services rendered under this Contract, with LEA responsible for reporting the individual's earnings to CalSTRS as required by law or regulation, including but not limited to Education Code section 22461.

47. STAFF ABSENCE

When CONTRACTOR is a NPS and CONTRACTOR's classroom teacher is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to the LEA documentation of substitute coverage. Substitute teachers shall remain with their assigned class during all instructional time.

The LEA shall not be responsible for any payment for instruction and/or services when an appropriately credentialed substitute teacher is not provided in accordance with California Education Code section 56061.

When CONTRACTOR is a NPA and/or related services provider, and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. It is understood that the parent of a LEA student shall not be deemed to be a qualified substitute for their student. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and authorized LEA representative.

48. STAFF PROFESSIONAL BEHAVIOR WHEN PROVIDING SERVICES AT SCHOOL OR SCHOOL RELATED EVENTS OR AT SCHOOL FACILITY AND/OR IN THE HOME

It is understood that all employees, subcontractors, and volunteers of any certified NPS/A shall adhere to the customary professional and ethical standards when providing services. All practices shall only be within the scope of professional responsibility as defined in the professional code of conduct for each profession as well as any LEA professional standards as specified in Board policies and/or regulations when made available to the CONTRACTOR.

For services provided on a public school campus, CONTRACTOR shall comply with California Penal Code section 627.1 *et seq.*, as well as all other LEA Procedures and school campus-specific policies and procedures regarding visitors to/on school campuses. Such LEA Procedures shall be made available to the CONTRACTOR upon request. It is understood that the LEA public school credentialed classroom teacher is responsible for the instructional program, and all NPA service providers shall work collaboratively with the classroom teacher, who shall remain in charge of the instructional program. Failure to comply with this and all LEA requirements in this regard shall be sufficient cause for LEA to terminate this Contract.

CONTRACTOR providing services outside of the student's school as specified in the IEP shall ensure that at least one Parent of the child or an adult caregiver with written and signed authority to make decisions in an emergency is present during provision of services. The names of any adult caregiver other than the Parent shall be provided to LEA prior to the start of any home-based services, including written and signed authorization in emergency situations. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider. All problems and/or concerns reported by CONTRACTOR to Parents, in either verbal or written form, shall also be immediately (within 24 hours) reported to the LEA.

HEALTH AND SAFETY MANDATES

49. HEALTH AND SAFETY

CONTRACTOR shall comply with all applicable federal, State, and local, and laws, regulations, ordinances, policies, and procedures, and LEA Procedures regarding student and employee health and safety. CONTRACTOR shall comply with the requirements of California Education Code sections 35021 *et seq.*, 49406, and Health and Safety Code section 121545(a) regarding the examination of CONTRACTOR's employees and volunteers for tuberculosis. CONTRACTOR shall provide to LEA documentation for each individual volunteering, employed, contracted, and/or otherwise hired by CONTRACTOR of such compliance before an individual comes in contact with a LEA student.

CONTRACTOR shall comply with OSHA Blood-Borne Pathogens Standards, 29 Code of Federal Regulations (CFR) section 1910.1030 *et seq.* and Cal/OSHA's Blood-Borne Pathogens Standards, Title 8 of the California Code of Regulations section 5193, when providing medical treatment or assistance to a student. CONTRACTOR further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

See also the Health and Safety Addendum to Master Contract 2023-2024 in Exhibit C.

50. FACILITIES AND FACILITIES MODIFICATIONS

CONTRACTOR shall provide special education and/or related services to students in facilities that comply with all applicable federal, State, and local laws, regulations, and ordinances related, but not limited to: disability access; fire, health, sanitation, and building standards and safety; fire warning systems; zoning permits; and occupancy capacity. When CONTRACTOR is a NPS, CONTRACTOR shall conduct fire drills as required by Title 5 California Code of Regulations section 550. During the duration of this Contract, if CONTRACTOR is subject to fines, penalties and findings of non-compliance, CONTRACTOR shall assume any and all responsibilities for payment of such financial obligations. CONTRACTOR shall also be responsible for any structural changes and/or modifications to CONTRACTOR's facilities as required complying with applicable federal, State, and local laws, regulations, and ordinances. Failure to notify the LEA and CDE of any changes in, major modification or relocation of facilities may result in the suspension or revocation of CDE certification and/or suspension or termination of this Contract by LEA.

In signing this Contract, CONTRACTOR certifies that its facilities either comply with federal and State of California and local laws regarding disability access, or possesses and has available upon demand, a self-evaluation and/or transition plan in accordance with said laws.

51. ADMINISTRATION OF MEDICATION

CONTRACTOR shall comply with the requirements of California Education Code section 49422 et seq. when CONTRACTOR serves a LEA student who is required to take prescription and/or over-the-counter medication during the school day. CONTRACTOR may designate personnel to assist the student with the administration of such medication after the student's Parent(s) provides to CONTRACTOR: (a) a written statement from a physician detailing the type, administration method, amount, and time schedules by which such medication shall be taken; and (b) a written statement from the student's Parent(s) granting CONTRACTOR permission to administer medication(s) as specified in the physician's statement. CONTRACTOR shall maintain, and provide to LEA upon request, copies of such written statements. CONTRACTOR shall maintain a written log for each student to whom medication is administered. Such written log shall specify the student's name; the type of medication; the date, time, and amount of each administration; and the name of CONTRACTOR's employee who administered the medication. CONTRACTOR maintains full responsibility for storing medications in a secure location and ensuring appropriate staff training in the administration of such medication consistent with physician's written orders. Any change in medication type, administration method, amount or schedule must be authorized by both a licensed physician and Parent.

52. INCIDENT/ACCIDENT REPORTING

CONTRACTOR shall submit within 24 hours, electronically, any accident or incident report to LEA. CONTRACTOR shall properly submit required accident or incident reports pursuant to and as specified in LEA Procedures.

53. CHILD ABUSE REPORTING

CONTRACTOR hereby agrees to annually train all staff members, including volunteers, so that they are familiar with and agree to adhere to its own child and dependent adult abuse reporting obligations and procedures as specified in California Penal Code section 11164 *et seq.* and Education Code 44691. In addition, CONTRACTOR is to read and become familiar with the LEA's Mandated Child Abuse and Neglect Reporting Policies (BP 5141.4 and AR 5141.4.). To protect the privacy rights of all parties involved (i.e., reporter, child and alleged abuser), reports will remain confidential as required by law and professional ethical mandates. A written statement from CONTRACTOR acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the LEA before execution of this Contract and upon subsequent request from LEA.

In the event there is a suspicion of abuse conducted by anyone (students, staff, contractor or others) on or off campus, CONTRACTOR is to file the appropriate report to the Sacramento County Sheriff. CONTRACTOR is also to confidentially notify LEA's Legal Compliance Department ("Legal Compliance") of the report. CONTRACTOR is to cooperate with any investigation conducted by LEA in connection with such report.

54. SEXUAL HARASSMENT

CONTRACTOR shall have a Sexual and Gender Identity Harassment Policy that clearly describes the kinds of conduct that constitutes sexual harassment and that is prohibited by the CONTRACTOR's policy, as well as federal and State law. The policy should include procedures to make complaints without fear of retaliation, and for prompt and objective investigations of all sexual harassment complaints. CONTRACTOR further agrees to provide annual training to all employees regarding the laws concerning sexual harassment and related procedures pursuant to Government Code 12950.1.

55. REPORTING OF MISSING CHILDREN

CONTRACTOR assures LEA that all of its staff members, including volunteers, independent contractors and subcontractors, are familiar with and agree to adhere to requirements for reporting missing children as specified in California Education Code section 49370 *et seq.* A written statement acknowledging the legal

requirements of such reporting and verification of staff adherence to such reporting shall be properly submitted to the LEA by CONTRACTOR before execution of this Contract and in response to subsequent requests by LEA. The written statement shall be submitted as specified by LEA.

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56. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING, AND BILLING PROCEDURES

CONTRACTOR shall assure that the NPS/A has the necessary financial resources to provide an appropriate education for the students enrolled and will distribute those resources in such a manner to implement the IEP and ISA for each and every student.

CONTRACTOR shall comply with all LEA Procedures concerning enrollment, contracting, attendance reporting, service tracking and billing including requirements of electronic billing as specified by LEA Procedures, as well as provide all such records requested by LEA concerning the same. CONTRACTOR shall be paid for the provision of special education and/or related services specified in the LEA student's IEP and ISA which are provided on billable days of attendance. All payments to CONTRACTOR by LEA shall be made in accordance with the terms and conditions of this Contract and in compliance with LEA Procedures, and governed by all applicable federal and State of California laws.

If CONTRACTOR is a NPS, CONTRACTOR shall ensure that the NPS's enrollment procedures include verification of required immunizations (including but not limited to the adolescent pertussis booster vaccination (Tdap) for all students entering the seventh grade).

CONTRACTOR shall maintain separate registers for the basic education program, each related service, and services provided by instructional assistants, behavior intervention aides and bus aides. Original attendance forms (i.e., roll books for the basic education program, service tracking documents and notes for instructional assistants, behavioral intervention aides, bus aides, and each related service) shall be completed by the actual service provider whose signature shall appear on such forms and shall be available for review, inspection, or audit by LEA during the effective period of this Contract and for a period of five (5) years thereafter. CONTRACTOR shall verify the accuracy of minutes of reported attendance that is the basis of services being billed for payment.

CONTRACTOR shall submit invoices and related documents to LEA for payment, for each calendar month when education or related services were provided. Invoices and related documents shall be properly submitted electronically and in addition, on a LEA form with signatures in the manner prescribed by LEA. At a minimum, each invoice must contain the following information: type of service provided; month of service; specific days and times of services coordinated by the LEA approved calendar unless otherwise specified in the IEP or agreed to by the LEA; name of staff who provided the service and the individual's licensing and credentials; approved cost of each invoice; total for each service and total for the monthly invoice; date invoice was mailed; signature of NPS/A administrator authorizing that the information is accurate and consistent with the ISA, CDE certificates and staff notification; verification that attendance report is attached as appropriate; indication of any made-up sessions consistent with this Contract; verification that progress reports have been provided consistent with the ISA (monthly or quarterly unless specified otherwise on the ISA); and name of each LEA student for whom the service was provided.

In the event services were not provided, each invoice shall include the rationale for why the services were not provided.

Such an invoice is subject to all conditions of this Contract. At the discretion of LEA, an electronic invoice may be required provided such notice has been made in writing and training provided to CONTRACTOR at no additional charge for such training.

Invoices shall be submitted no later than thirty (30) days after the end of the attendance accounting period in which the services were rendered. LEA shall make payment to CONTRACTOR based on the number of billable days of attendance and hours of service at rates specified in this contract within forty-five (45) days of LEA's receipt of properly submitted hard copy of invoices prepared and submitted as specified in California Education Code Section 56366.5. CONTRACTOR shall correct deficiencies and submit rebilling invoices no later than thirty (30) calendar days after the invoice is returned by LEA. LEA shall pay properly submitted re-billing invoices no later than forty-five (45) days after the date a completely corrected re-billing invoice is received by LEA.

In no case shall initial payment claim submission for any Contract fiscal year (July through June) extend beyond December 31st after the close of the fiscal year. In no case shall any rebilling for the Contract fiscal year (July through June) extend beyond six (6) months after the close of the fiscal year unless approved by LEA to resolve billing issues including re-billing issues directly related to a delay in obtaining information from the Commission on Teacher Credentialing regarding teacher qualification, but no later than twelve (12) months from the close of the fiscal year. If the billing or re-billing error is the responsibility of LEA, then no limit is set provided that LEA and CONTRACTOR have communicated such concerns in writing during the 12-month period following the close of the fiscal year. LEA will not pay mileage for NPA employee.

57. RIGHT TO WITHHOLD PAYMENT

LEA may withhold payment to CONTRACTOR when: (a) CONTRACTOR has failed to perform, in whole or in part, under the terms of this Contract; (b) CONTRACTOR has billed for services rendered on days other than billable days of attendance or for days when student was not in attendance and/or did not receive services; (c) CONTRACTOR was overpaid by LEA as determined by inspection, review, and/or audit of its program, work, and/or records; (d) CONTRACTOR has failed to provide supporting documentation with an invoice, as required by EC 56366.5(a); (e) education and/or related services are provided to students by personnel who are not appropriately credentialed, licensed, or otherwise qualified; (f) LEA has not received prior to school closure or contract termination, all documents concerning one or more LEA students enrolled in CONTRACTOR's educational program; (g) CONTRACTOR fails to confirm a student's change of residence to another district or confirms the change of residence to another district, but fails to notify LEA within five (5) days of such confirmation; (h) CONTRACTOR receives payment from Medi-Cal or from any other agency or funding source for a service provided to a LEA student; or (i) CONTRACTOR fails to provide the required liability/insurance documentation as outlined in Section 15 of this Contract. It is understood that no payments shall be made for any invoices that are not received by six (6) months following the close of the prior fiscal year, for services provided in that year.

Final payment to CONTRACTOR in connection with the cessation of operations and/or termination of a Contract will be subject to the same documentation standards described for all payment claims for regular ongoing operations. In addition, final payment may be withheld by LEA until completion of a review or audit, if deemed necessary by LEA. Such review or audit will be completed within ninety (90) days. The final payment may be adjusted to offset any previous payments to CONTRACTOR determined to have been paid in error or in anticipation of correction of documentation deficiencies by the CONTRACTOR that remain uncorrected.

The amount which may be withheld by LEA with respect to each of the subparagraphs of the preceding paragraph are as follows: (a) the value of the service CONTRACTOR failed to perform; (b) the amount of overpayment; (c) the entire amount of the invoice for which satisfactory documentation has not been provided by CONTRACTOR; (d) the amount invoiced for services provided by the individual not appropriately credentialed, licensed, or otherwise qualified; (e) the proportionate amount of the invoice related to the applicable LEA student for the time period from the date the violation occurred and until the violation is cured; or (f) the amount paid to CONTRACTOR by Medi-Cal or another agency or funding source for the service provided to the LEA student.

If LEA determines that cause exists to withhold payment to CONTRACTOR, LEA shall, within ten (10) business days of this determination, provide to CONTRACTOR written notice that LEA is withholding

payment. Such notice shall specify the basis or bases for LEA's withholding payment and the amount to be withheld. Within thirty (30) days from the date of receipt of such notice, CONTRACTOR shall take all necessary and appropriate action to correct the deficiencies that form the basis for LEA's withholding payment or submit a written request for extension of time to correct the deficiencies or submit to LEA written documentation demonstrating that the basis or bases cited by LEA for withholding payment is unfounded. Upon receipt of CONTRACTOR's written request showing good cause, LEA shall extend CONTRACTOR's time to correct deficiencies (usually an additional thirty (30) days), otherwise payment will be denied.

If after subsequent request for payment has been denied and CONTRACTOR believes that payment should not be withheld, CONTRACTOR shall send written notice to LEA specifying the reason it believes payment should not be withheld. LEA shall respond to CONTRACTOR's notice within thirty (30) business days by indicating that a warrant for the amount of payment will be made or stating the reason LEA believes payment should not be made. If LEA fails to respond within thirty (30) business days or a dispute regarding the withholding of payment continues after the LEA's response to CONTRACTOR's notice, CONTRACTOR may invoke the following escalation policy.

After forty-five (45) business days: The CONTRACTOR may notify the LEA's Authorized Representative of the dispute in writing. The LEA Authorized Representative shall respond to the CONTRACTOR in writing within fifteen (15) business days.

After sixty (60) business days: Pursuant to the provisions of Education Code section 56366(c)(2), the LEA or CONTRACTOR may appeal to the Sacramento County Superintendent of Schools so long as the County Superintendent of Schools is not participating in the Local Plan involved in the NPS/A contract to negotiate the contract. Within thirty (30) days of receipt of this appeal, the Sacramento County Superintendent of Schools or a designee, shall mediate the formulation of a contract, which shall be binding on both parties. Alternatively, the parties may agree to retain the services of a mutually agreed upon mediator to negotiate the contract. Both parties agree to pay for their own costs and expenses arising out of any such mediation. Each party agrees to act in good faith in participating in any mediation process agreed to by the parties.

58. PAYMENT FROM OUTSIDE AGENCIES

CONTRACTOR shall notify LEA when Medi-Cal or any other agency is billed for the costs associated with the provision of special education and/or related services to LEA students. Upon request, CONTRACTOR shall provide to LEA any and all documentation regarding reports, billing, and/or payment by Medi-Cal or any other agency for the costs associated with the provision of special education and/or related services to LEA students. CONTRACTOR shall provide prior written notice of the rights and protections required by Title 34 of the Code of Federal Regulations section 300.154(d) whenever it seeks to use the LEA students' public benefits to pay for special education and related services. Such notice shall be provided before seeking payment from Medi-Cal for the first time and annually.

59. PAYMENT FOR ABSENCES

NONPUBLIC SCHOOL (NPS) STAFF ABSENCE

Whenever a classroom teacher employed by CONTRACTOR is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to LEA documentation of substitute coverage pursuant to the LEA Procedures. Substitute teachers shall remain with their assigned class during all instructional time. LEA will not pay for instruction and/or services unless said instruction or service is provided by an appropriately credentialed substitute teacher.

Whenever a related service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this Contract and as determined by LEA) substitute. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision

of “make-up” services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided unless otherwise agreed in a LEA student’s IEP.

NONPUBLIC SCHOOL (NPS) STUDENT ABSENCE

If CONTRACTOR is a NPS, no later than the tenth (10th) cumulative day of a LEA student’s unexcused absence, CONTRACTOR shall notify the LEA of such absence.

Criteria for a billable day for payment purposes is one (1) day of attendance as defined in California Education Code, sections 46010, 46010.3 and 46307. LEA shall not pay for services provided on days that a student’s attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law. *Per Diem* rates for LEA students whose IEPs authorize less than a full instructional day may be adjusted on a pro rata basis in accordance with the actual proportion of the school day the student was served. LEA shall not be responsible for payment of related services for days on which a student’s attendance does not qualify for Average Daily Attendance (“ADA”) reimbursement under state law, nor shall student be eligible for make-up services.

NONPUBLIC AGENCY (NPA) STAFF ABSENCE

When CONTRACTOR is a NPA and CONTRACTOR’s service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this Contract and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR’s service providers. LEA shall not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of “make-up” services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not “bank” or “carry over” make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and LEA. In the event services were not provided, reasons for why the services were not provided shall be included.

NONPUBLIC AGENCY (NPA) STUDENT ABSENCE

If CONTRACTOR is a NPA, it shall notify LEA of the absence of a LEA student no later than the fifth (5th) consecutive service day of the student’s absence. LEA shall not be responsible for the payment of services when a student is absent.

60. LEA and/or NONPUBLIC SCHOOL CLOSURE DUE TO EMERGENCY

The following shall apply in the event of a LEA or NPS school closure due to an emergency in accordance with Education Code sections 41422 and 46392:

- a. If CONTRACTOR remains open, if allowed, during an emergency for the reasons set forth in Education Code section 41422 and serves LEA students appropriately as delineated in the ISA, CONTRACTOR shall receive payment, regardless of whether LEA is open or closed.
- b. If CONTRACTOR is closed during an emergency for the reasons set forth in Education Code section 41422, if LEA is able to obtain alternative placement for the LEA student, CONTRACTOR shall not receive payment for days the student is not in attendance due to CONTRACTOR's NPS closure. If LEA is unable to obtain an alternative placement for the LEA student, CONTRACTOR shall receive payment consistent with the signed ISA, as though the student were continuing in regular attendance, until an alternative placement can be found, so long as CONTRACTOR complies with Section 60(d), below.
- c. If both LEA and CONTRACTOR are closed during an emergency for the reasons set forth in Education Code section 41422, on days LEA is funded, CONTRACTOR shall receive payment consistent with the LEA student's ISA, until an alternative placement for the LEA student can be found so long as CONTRACTOR complies with Section 60(d), below. If LEA is able to obtain an alternative placement

for the LEA student, CONTRACTOR shall not receive payment for days the student is not in attendance due to CONTRACTOR'S NPS closure.

- d. CONTRACTOR shall, in the case of school closures during an emergency for the reasons set forth in Education Code section 41422, implement the LEA student's IEP in accordance with Education Code 56345(a)(9) pertaining to emergency conditions and continue implementing ISAs for enrolled students. CONTRACTOR shall ensure its students have reliable internet accessibility as well as the physical technology (i.e. Chromebooks, i-Pad, hot-spots etc.) as required to access and participate.
- e. In the event of CONTRACTOR'S closure during an emergency, LEA reserves the right to withhold payment to CONTRACTOR for instruction and services not rendered pursuant to an LEA student's ISA, consistent with Section 59.

When the emergency school closure is lifted, CONTRACTOR shall notify LEA of any lost instructional minutes for any LEA student. CONTRACTOR and LEAs shall work collaboratively to determine the need for make-up days or service changes, and shall work together to amend IEP and ISA paperwork as appropriate.

61. INSPECTION AND AUDIT

The CONTRACTOR shall maintain and LEA shall have the right to examine and audit all of the books, records, documents, accounting procedures and practices and other evidence that reflect all costs claimed to have been incurred or fees claimed to have been earned under this Contract.

CONTRACTOR shall provide access to LEA to all records including, but not limited to those documents identified in Section 9 of this Contract. CONTRACTOR shall also make available to LEA all budgetary information including operating budgets submitted by CONTRACTOR to LEA for the relevant contract period being audited.

CONTRACTOR shall make all records available at the office of LEA or CONTRACTOR (to be specified by LEA) at all reasonable times and without charge. CONTRACTOR shall provide all records to LEA within five (5) working days of a written request. CONTRACTOR shall, at no cost to LEA, provide assistance for such examination or audit. LEA's rights under this section shall also include access to CONTRACTOR's offices for purposes of interviewing CONTRACTOR's employees. If any document or evidence is stored in an electronic form, a hard copy shall be made available to LEA, unless LEA agrees to the use of the electronic format. Such access shall also include unannounced inspections by LEA.

CONTRACTOR shall obtain from its subcontractors and suppliers written agreements to the requirements of this section and shall provide a copy of such agreements to LEA upon request by LEA.

If an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm determines that CONTRACTOR owes LEA monies as a result of CONTRACTOR's over billing or failure to perform, in whole or in part, any of its obligations under this Contract, LEA shall provide to CONTRACTOR written notice demanding payment from CONTRACTOR and specifying the basis or bases for such demand. Unless CONTRACTOR and LEA otherwise agree in writing, CONTRACTOR shall pay to LEA the full amount owed as a result of CONTRACTOR's over billing and/or failure to perform, in whole or in part, any of its obligations under this Contract, as determined by an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm. CONTRACTOR shall make such payment to LEA within thirty (30) days of receipt of LEA's written notice demanding payment.

62. RATE SCHEDULE

The attached Rate Schedule (Exhibit A) limits the number of LEA students that may be enrolled and maximum dollar amount of the Contract. It may also limit the maximum number of LEA students that can be provided specific services. Per Diem rates for LEA students whose IEPs authorize less than a full

instructional day may be adjusted proportionally. In such cases only, the adjustments in basic education rate shall be based on the required minimum number of minutes per grade level as set forth in paragraph 23, above, and noted in California Education Code Section 46200-46208.

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and federal law, and the codes and charges for such educational and/or related services during the term of this Contract, shall be as stated in Exhibit A.

When CONTRACTOR is a NPS associated with a RTC (“NPS/RTC”), Educationally Related Mental Health Services (“ERMHS”) are provided in an integrated, intensive, educationally related therapeutic residential setting which includes social emotional/behavior support through individual counseling, group counseling, family consultation and support, as appropriate. It is a collaborative model which includes educational professionals and related service providers, where all supports and services are integrated in the NPS/RTC program. Costs for ERMHS are all inclusive and combined with the daily rate as ERMHS+RB (“ERMHS + Room and Board”). ERMHS plus Room and Board payments are based on positive attendance (payable for up to a maximum of 365 days) only, with up to a maximum of 10 days payment per LEA student, per contract year, when a bed is unoccupied, for home visits of a therapeutic nature. Any NPS or RTC requesting a change in rate for any services provided during a subsequent contract year must make a request in writing to the Sacramento County SELPA Directors, with a copy sent to LEA Director or designee, by January 15th of each calendar year. Increases will only be considered for approval for entities that have received a positive review on the LEA's Quality On-Site NPS Review Rubric.

63. DEBARMENT CERTIFICATION

By signing this Contract, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency, and
- (b) CONTRACTOR and any of its shareholders, partners, or executive officers have not, within a three-year period preceding this Contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, any state or local government contract or subcontract; violation of federal or any state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

EXHIBIT A: 2023-2024 RATES

4.1 RATE SCHEDULE FOR CONTRACT YEAR

The CONTRACTOR: _____

The CONTRACTOR CDS NUMBER: _____

Type text here

PER ED CODE 56366 – TEACHER-TO-PUPIL RATIO: _____

Maximum Contract Amount:

Education service(s) offered by the CONTRACTOR and the charges for such service(s) during the term of this contract shall be as follows:

- 1) Daily Basic Education Rate:

- 2) Inclusive Education Program
(Includes Educational Counseling (not ed related mental health) services, Speech & Language services, Behavior Intervention Planning, and Occupational Therapy as specified on the student's IEP.) DAILY RATE:

- 3) Related Services

<u>SERVICE</u>	<u>RATE</u>	<u>PERIOD</u>
<u>Intensive Individual Services (340)</u>	_____	_____
<u>Language and Speech (415)</u>	97.00 -130.00	per hour
<u>Adapted Physical Education (425)</u>	_____	_____
<u>Health and Nursing: Specialized Physical Health Care (435)</u>	70.00 - 80.00	per hour
<u>Health and Nursing: Other Services (436)</u>	65.00 - 75.00	per hour
<u>Assistive Technology Services (445)</u>	97.00 - 125.00	per hour
<u>Occupational Therapy (450)</u>	95.00 - 120.00	per hour
<u>Physical Therapy (460)</u>	95.00 -120.00	per hour
<u>Individual Counseling (510)</u>	90.00- 95.00	per hour
<u>Counseling and Guidance (515)</u>	95.00-120.00	per hour
<u>Parent Counseling (520)</u>	95.00 - 120.00	per hour
<u>Social Work Services (525)</u>	80.00 - 85.00	per hour
<u>Psychological Services (530)</u>	115.00 - 130.00	per hour
<u>Behavior Intervention Services (535)</u>	85.00 - 105.00	per hour
<u>Specialized Services for Low Incidence Disabilities (610)</u>	_____	_____
<u>Specialized Deaf and Hard of Hearing (710)</u>	97.00 -115.00	per hour
<u>Interpreter Services (715)</u>	95.00 - 115.00	per hour
<u>Audiological Services (720)</u>	117.00 -150.00	per hour

Specialized Vision Services (725)	110.00 - 140.00	per hour
Orientation and Mobility (730)	110.00 - 140.00	per hour
Specialized Orthopedic Services (740)	110.00 -140.00	per hour
Reader Services (745)		
Transcription Services (755)		
Recreation Services, Including Therapeutic (760)		
College Awareness (820)		
Work Experience Education (850)		
Job Coaching (855)		
Mentoring (860)		
Travel Training (870)		
Other Transition Services (890)		
Transportation		
Other (900)		

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: 1

From: Craig Cornelson, Principal

Item Number: 10.8

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

SUBJECT:

Request to Approve the List of Overnight Travel for Delta High School's FFA Department
FY 2023-2024

BACKGROUND:

Students at Delta High School have expressed an interest in participating in extra-curricular activities which are relatable to their agricultural studies. These trips also provide an excellent networking opportunity and peers interactions for our students. They will have the ability to analyze and share learning experiences as it relates to the FFA program.

STATUS:

Delta High School is interested in offering these opportunities to our students for the 2023-2024 school year pending Board review and approval. Events will be cancelled should funding not available.

PRESENTER:

Craig Cornelson, Principal

OTHER PEOPLE WHO MIGHT BE PRESENT:

Charles VanRiper (Ag. Teacher)

COST AND FUNDING SOURCES:

Delta High School ASB and Ag. Incentive Grant

RECOMMENDATION:

That the Board Approves the 2023-2024 overnight FFA activities for Delta High School

Time allocated: 2 minutes

Potential Overnight Field Trips for Delta FFA during the 2023-24 school year. Please submit to the School Board For approval.

Delta FFA

FFA Activities- 2023-2024 School Year

Below is a pending list of all the activities for Delta FFA. Every item is subject to change to accommodate different situations that may arise. In addition, funding requirements are estimated, and each event may or may not require funding. Events will be cancelled should funding not be available.

NOTE: It is considered N/A if the box is left blank.

Date	Name of Activity	Location	Funding	Off Campus	Over Night
November 17th/18th, 2023	CATA Road Show and Mtg (Teachers only, no students)	Manteca	Ag. Incentive	Yes 1 school day	Yes
December 18th-20th, 2023	Chapter Officer Retreat (1 teacher, 6 kids)	TBD	Delta ASB	Yes Non-school days	Yes
January 12th/13th, 2024	MFE/ALA Leadership Conference (1 teacher, 6-10 kids)	Sacramento	Student funds and Ag. Incentive Grant	Yes 1 school day	Yes
January 12th/13th, 2024	St. Helena Grapevine Pruning Contest (1 teacher, 6 kids)	St. Helena	Delta ASB	Yes 1 school day	Yes
January 16th/17th, 2023 or January 18th/19th, 2024	Butte College Arc Exposure Welding Camp (1 teacher, 4 kids)	Chico	Ag Incentive Delta ASB Student Funds	Yes 2 school days	Yes
February 2nd/3rd, 2024	Fresno State Winter State Finals (1 teacher, 4 kids)	Fresno State	Ag. Incentive Delta ASB	Yes 1 school day	Yes
February 27th thru March 1st, 2024	SLE Conference (FFA provided Ag. Chaperones, 1 student)	Sacramento		Yes 4 school days	Yes
March 21st thru 24th, 2024	State Convention (2 teachers, 15 kids)	Sacramento	Student Funds Ag. Incentive Ag. Boosters	Yes 2 school days	No
April 19th/20th, 2024	Fresno Field Day (2 teachers, 10-12 kids)	Fresno	Delta ASB Ag. Incentive	Yes 1 school day	Yes
May 3rd thru 5th, 2024	Cal Poly State Finals (1 teacher, 4-7 kids)	San Luis Obispo	Delta ASB Ag. Incentive	Yes 1 school day	Yes
June 23rd thru 26th, 2024	State CATA Conference (teachers only; no students)	Cal Poly San Luis Obispo	Ag Incentive	Yes Non-school days	Yes

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: yes

From: Craig Cornelson, Principal

Item Number: 10.9

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

SUBJECT:

Request to Approve the List of Overnight Travel for Delta High School's Wrestling Team for FY 2023-2024

BACKGROUND:

Delta High School and Clarksburg Middle School (9th grade) would like to participate in the McKinleyville High Wrestling Invitational and California Invitational Wrestling Tournament in McKinleyville and Morro Bay, Ca respectively.

STATUS:

Delta High School Wrestling requests overnight travel approval to the McKinleyville High School (December 8-10, 2023) and Morro Bay High School (January 18-21, 2024) wrestling tournaments.

PRESENTER:

Craig Cornelson, Principal

OTHER PEOPLE WHO MIGHT BE PRESENT:

AJ Valles (Wrestling Coach/Teacher), Shane Cooper (Asst. Coach/Teacher)

COST AND FUNDING SOURCES:

ASB funds, Site funds

RECOMMENDATION:

That the Board approves the overnight travel for the Delta High School Wrestling Team.

Time allocated: 2 minutes

DELTA Wrestling
2023-2024
Season Schedule Draft

1. **November 18-Home Scrimmage**
Group: Boys and Girls
Location: Delta High School
2. **November 25-Goddess of War**
Group: Girls
Location: Tokay High School-Lodi, CA
3. **December 2-Vista Eagle Varsity Tournament**
Group: Boys
Location: Vista Del Lago High, Folsom, CA
4. **December 6-Dual against Rio Vista**
Group: Boys and Girls
Location: Rio Vista High, Rio Vista, CA
5. ***December 8-10-McKinleyville HS-Over Night**
Group: Boys
Location: McKinleyville High-McKinleyville, CA
6. **December 16-Tokay JV Tournament**
Group: Boys and Girls
Location: Lodi, CA
7. **December 20-Home Dual against Rio Vista**
Group: Boys and Girls
Location: Delta High School
8. **December 16-Tokay JV Tournament**
Group: Boys and Girls
Location: Lodi, CA
9. **January 7- Dick Snider JV Boys and Girls**
Group: Boys and Girls
Location: Vista Del Lago High-Folsom, CA
10. **January 10-League Duals: Delta vs Highlands and San Juan**
Group: Boys and Girls
Location: Highlands, CA
11. **January 13- Queen of the Mat**

*
Group of 14-20

Group: Girls

Location: Pittsburg, CA

12. January 17-League Duals: Delta vs Golden Sierra and Futures

Group: Boys and Girls

Location: Esparto High, Esparto, CA.

*** **13. *January 18- 21 Morro Bay CIT -Over Night**

Group: Boys

Location: Morro Bay High, Morro Bay, CA

} Group of 10

14. January 24-League Duals Championship: Delta vs Esparto, Woodland Christian, and Rio Vista.

Group: Boys and Girls

Location: Golden Sierra-Garden Valley, CA.

15. January 26-Dual against Mira Loma

Group: Boys and Girls

Location: Mira Loma, CA

16. January 27-Section Duals-Invite Only

Group: Boys and Girls

Location: Lincoln, CA.

All Dates TBA

17. SDL Tournament

18. Girls Regional

19. DV Boys Section

20. DV Girls Section

21. Boys Masters

22. Girls State

23. Boys State

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10,2023

Attachments: X

From: Jennie Gornto, Principal D.H. White Elementary School

Item Number: 10.10

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

SUBJECT:

Request to Approve the Purchase of 3 Chromebook Carts, 66 Chromebooks, and 2 SMART Projectors for D.H. White Elementary School

BACKGROUND:

Two classrooms are in need of updating their projectors. Currently, classes are sharing Chromebooks and our goal is to have Chromebooks accessible in each classroom.

STATUS:

With the purchase of these three Chromebook Carts and Chromebooks we will achieve our goal of having Chromebooks accessible in each classroom. Two classrooms need to update their technology with SMART projectors.

PRESENTER:

Jennie Gornto, Principal D.H. White Elementary School

OTHER PEOPLE WHO MIGHT BE PRESENT:

Staff

COST AND FUNDING SOURCES:

\$25,409.02 Funding source ESSER Funds

RECOMMENDATION:

That the Board approves the purchase of 2 SMART projectors, 66 Chromebooks and 3 Chromebook charging carts.

Time allocated: 2 minutes



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

TAMMY BUSCH,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NNRB757	9/15/2023	NNRB757	1173321	\$25,409.02

IMPORTANT - PLEASE READ

Fees applied to item(s): 7377715

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Lenovo 100e Chromebook Gen 4 - 11.6" - MediaTek Kompanio 520 - 4 GB RAM - 3 Mfg. Part#: 82W00001US Contract: MARKET	66	7377715	\$232.01	\$15,312.66
Carrier 30 Cart - Chromebook, Laptop, iPad, Tablet Mfg. Part#: 10135 UNSPSC: 56101535 Contract: MARKET	2	4593957	\$1,683.55	\$3,367.10
BenQ TK860i True 4K 3300lm Smart Home Theater Projector with HDR-PRO Mfg. Part#: TK860I Contract: MARKET	2	7442073	\$1,804.84	\$3,609.68

RECYCLING FEE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
RECYCLING FEE 4" TO LESS THAN 15" Fee Applied to Item: 7377715	66	654809	\$4.00	\$264.00

SUBTOTAL	\$22,289.44
SHIPPING	\$1,044.56
RECYCLING FEE	\$264.00
SALES TAX	\$1,811.02
GRAND TOTAL	\$25,409.02

PURCHASER BILLING INFO **DELIVER TO**

Billing Address:
RIVER DELTA UNIFIED SCHOOL DIST.
ACCOUNTS PAYABLE
445 MONTEZUMA ST
RIO VISTA, CA 94571-1699
Phone: (707) 374-2345
Payment Terms: VISA

Shipping Address:
RIVER DELTA UNIFIED SCHOOL DIST.
TAMMY BUSCH
445 MONTEZUMA ST
RIO VISTA, CA 94571-1699
Phone: (707) 374-2345
Shipping Method: Expeditors Deferred 3-5 Days

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Nick Pavich | (866) 224-6448 | nicholas.pavich@cdw.com

LEASE OPTIONS

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$23,598.00	\$646.35/Month	\$23,598.00	\$742.87/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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For more information, contact a CDW account manager

BOARD OF TRUSTEES
RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: _____

From: Tammy Busch, Asst. Superintendent of Business Services Item Number: 10.11

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

SUBJECT:

Donations to Receive and Acknowledge:

Bates Elementary School

Ala! Marketing – Crest Dental Kits for Students (\$800 Value)

D.H. White Elementary School - In honor of Lynn Leany

Anonymous – School Supplies (\$400 Value)

Walnut Grove Elementary School – School Supplies

Walmart – (\$7,500 Value)

Delta High School – Media Center

Delta Elementary Charter School – Conference Table & Chairs - \$1,500 value

Delta High School – Baseball Field Maintenance

Friends of Clarksburg - \$10,000

Delta High School – Baseball Field Irrigation and Landscaping Supplies

Ewing Irrigation and Landscaping Supplies - \$1,805 value

Delta High School – Baseball Field Grass

Delta Blue Grass Co. - \$1,655 value

Delta High School – Agriculture Department

Delta High School Ag Boosters - \$8,200 for Chromebooks and Cart

Clarksburg Middle School – 7th Grade Spirit Shirts

Spirit Saints - \$1,500

BACKGROUND:

According to Board Policy 3290, the Board may accept any gift, grant or bequest of money, property, or service to the District and before acceptance shall carefully consider any conditions or restrictions.

STATUS:

Donations are listed for Board acceptance.

PRESENTER:

Tammy Busch, Asst. Superintendent of Business Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

Staff

COST AND FUNDING SOURCES:

RECOMMENDATION:

That the Board acknowledge and approve the receipt of these donations

Time allocated: 3 minutes

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

445 Montezuma Street
Rio Vista, California 9457-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Codi Agan, Director of Personnel

Item Number: 11

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

SUBJECT:

Request to Approve the Short-Term Staffing Permit as authorized by the Commission on Teacher Credentialing for 2023-2024 school year.

BACKGROUND:

Due to the unavailability of fully qualified and acceptable teaching candidates to teach for the 2023-2024 school year, RDUSD has had to assign teachers under the provision of a Short-Term Staffing Permit as authorized by the Commission on Teacher Credentialing.

STATUS:

Public posting, attached, was posted October 6, 2023 – October 10, 2023. Applicants have been prepared and are ready to be submitted to the commission on Teacher Credentialing for, Marina Pearl, D.H. White Elementary School.

PRESENTER:

Katherine Wright, Superintendent

OTHER PEOPLE WHO MIGHT BE PRESENT:

Staff

COST AND FUNDING SOURCES:

RECOMMENDATION:

That the Board approves the Short-Term Staffing Permit Request for Marina Pearl.

Time allocated: 2 minutes



RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street

Rio Vista, California 94571-1651

(707) 374-1700

Fax (707) 374-2995

<http://riverdelta.org>

PUBLIC NOTICE

INTENT TO REQUEST A SHORT-TERM STAFFING PERMIT (STSP) FROM THE COMMISSION ON TEACHER CREDENTIALING

I, Katherine Wright, Superintendent for River Delta Unified School District do hereby declare that a need has been shown that the district is currently unable to recruit fully qualified and acceptable teaching candidates. Therefore, it is my intent to employ the following people under the provisions of a Short-Term Staffing Permit as authorized by the California Commission on Teacher Credentialing.

Marina Pearl

D.H. White Elementary School

Multiple Subject Credential

As required by law, this notice will be posted in a public place for a minimum of Seventy-two (72) hours. The period of this posting shall commence on Friday, October 6, 2023, at 5:00 p.m. and will end on Tuesday, October 10, 2023, at 5:00 p.m.

Any person having an objection to the use of a Short-Term Staffing Permit for the filing of the above-mentioned teaching positions shall submit such objection in writing to Superintendent, Katherine Wright, 445 Montezuma Street, Rio Vista, CA 94571.

NOTE: The Board of Trustees encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, contact the Superintendent's Office at (707) 374-1711 at least 48 hours before the scheduled meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132).]

9/27/23
Dated


Katherine Wright
Superintendent

PLEASE POST

Creating Excellence To Ensure That All Students Learn

Bates School	Isleton School	Walnut Grove School	Delta High School	Wind River School
Clarksburg Middle	Riverview Middle	D. H. White Elementary	Rio Vista High School	Mokelumne High School
	River Delta High/Elementary School	River Delta Community Day School		
	Delta Elementary Charter School			



RIVER DELTA UNIFIED SCHOOL DISTRICT

445 Montezuma Street
Rio Vista, California 94571-1651
(707) 374-1700 Fax (707) 374-2995
<http://riverdelta.org>

NOTICIA PUBLICA

INTENCION DE SOLICITAR UN PERMISO DE PERSONAL A CORTO PLAZO (STSP) DE LA COMISION DE CREDENCIAL DE MAESTROS

Yo, Katherine Wright, Superintendente del Distrito Escolar Unificado River Delta, declaro por lo presente que se ha demostrado la necesidad de que el distrito actualmente no puede reclutar candidatos docentes aceptables y completamente calificados. Por lo tanto, tengo la intención de emplear a las siguientes personas bajo las disposiciones de un Permiso de Personal a Corto Plazo según lo autoriza la Comisión de Acreditación de Maestros de California.

Marina Pearl

Escuela Primaria D.H. White

Credencial de Materia Múltiple

Según lo exige la ley, esta noticia se publicará en un lugar público por un mínimo de setenta y dos (72) horas. El periodo de esta publicación comenzará el viernes, 6 de octubre de 2023, a las 5:00 p.m. y finalizará el martes, 10 de octubre de 2023, a las 5:00 p.m.

Cualquier persona que tenga una objeción al uso de un Permiso de Personal a Corto Plazo para la presentación de los puestos docentes mencionados anteriormente deberá presentar dicha objeción por escrito a la Superintendente, Katherine Wright, 445 Montezuma Street, Rio Vista, CA 94571.

NOTA: La Junta Directiva anima a las personas con discapacidades a que participen plenamente en el proceso de la reunión pública. Si necesita una modificación o adaptación relacionada con una discapacidad, incluidos servicios o ayudas auxiliares, para participar en la reunión pública, comuníquese con la Oficina de la Superintendente al (707) 374-1711 por lo menos 48 horas anterior a la reunión programada para hacer los esfuerzos razonables para complacerle. [Codigo de Gobierno § 54954.2; Ley de Estadounidenses con Discapacidades de 1990, § 202 (42 U.S.C. § 12132).]

9/27/23

Fecha

Katherine Wright
Superintendente

POR FAVOR PUBLICAR

Creating Excellence To Ensure That All Students Learn

Bates School
Clarksburg Middle

Isleton School
Riverview Middle

Walnut Grove School
D. H. White Elementary
River Delta High/Elementary School
Delta Elementary Charter School

Delta High School
Rio Vista High School
River Delta Community Day School

Wind River School
Mokelumne High School

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Katherine Wright, Superintendent

Item Number: 12

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

SUBJECT:

Request to Approve the Memorandums of Understanding between the California School Employees Association and its River Delta Chapter 319 (CSEA) and the River Delta Unified School District Regarding the Classified Job Description Revisions

BACKGROUND:

The District and CSEA have been working collaboratively to review and revise classified job descriptions to align the descriptions to the duties of the positions. Many of these job descriptions are approximately thirty years old.

STATUS:

The District and CSEA and its Chapter 319 bring the job descriptions to the Board for approval and adoption.

- Secretary I, II, III, IV
- Attendance Secretary/Registrar
- Office Specialist
- Clerical Specialist
- Maintenance, Operations & Transportation (MOT Secretary)
- Account Specialist
- After School Program Supervisor
- School to Career Coordinator
- Administrative Assistant for MOT & Business Services
- Administrative Assistant for Educational Services & Special Education
- Food Service Worker I, II
- Senior Food Service Worker

PRESENTER:

Katherine Wright, Superintendent

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:

Minimal change to funding for the reclassification of some positions.

RECOMMENDATION:

That the Board approves the Memorandums of Understanding between the California School Employees Association and its River Delta Chapter 319 (CSEA) and the River Delta Unified School District Regarding the Classified Job Description Revisions.

Time allocated: 5 minutes

**Memorandum of Understanding ("MOU")
Between the
California School Employees Association
and its River Delta Chapter 319 ("CSEA" collectively)
And the
River Delta Unified School District ("District")**

August 31, 2023

This MOU is entered by the District and CSEA. The parties agree the following:

- Secretary I will be a 10.5-12-month contract at Range 10 of the classified salary schedule
- Secretary II will be a 11-month contract at Range 12 of the classified salary schedule
- Secretary III will be a 11-month contract at Range 13 of the classified salary schedule
- Secretary IV will be a 12-month contract at Range 14 of the classified salary schedule

CSEA and the District also agree to the revised job descriptions for each of these positions as attached.

CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION,
RIVER DELTA CHAPTER 319

Dated: 9/1/23

By: Patty DuBois
Patty DuBois, CSEA River Delta Chapter 319
President

By: _____

Carol Black, CSEA Labor Relations
Representative

RIVER DELTA UNIFIED SCHOOL
DISTRICT

Dated: 8/31/23

By: Katherine Wright
Katherine Wright, Superintendent

RIVER DELTA UNIFIED SCHOOL DISTRICT SECRETARY I

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

To perform a variety of secretarial and clerical functions in support of the school ~~and p~~Principal or program director; to provide assistance to students, parents, faculty and the general public; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the high level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Incumbents in this class work independent and may lead and oversee the work of lower-~~k~~level staff and or students. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Principal.

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

Essential Functions:

1. Provide secretarial and clerical support to the school principal program and administrator; prepare correspondence, memos, and letters; edit, proofread, and review material. schedule appointment.
- 1-2. Serve as a liaison between program administrator and the general public of whom the program services. Provide assistance and respond to students, parents, faculty, and the general public; screen calls and visitors; coordinate flow of information and communication and make referrals.
2. Serve as receptionist; provide assistance to students, parents, faculty, and the general public; screen calls and visitors; provide information and make referrals.
3. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquires to the appropriate person or office.
4. Track and monitor student attendance and enrollment if necessary for program; verify students notes and ensure accuracy; send enrollment count and employee information to the District Office; track independent study requests.
5. Administer new student registration; review and explain school policies, procedures, rules and regulations.
3.
6. Maintain a variety of personnel records; monitor teacher program personnel absence forms reporting; perform monitor and confirm a daily list of absences; complete and reconcile weekly reports for District Office.
- 4-7. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquiries to the appropriate person or office.
- 5-8. Contact Reserve substitute teacher employees; provide substitutes with bell schedules and related information; direct and escort new teaches to their classrooms; maintain substitute time sheets.

9. Compile information from records; develop and maintain files; maintain confidential data; classify and post information and keep a variety of records.
6. ~~Prepare forms and files for new students in special programs; enter data into the computer; file health assessment and related reports in student files.~~
- 7.10. ~~Prepare IEP notices for parents, teachers and psychologists; mail to appropriate sites.~~
- 8.1. ~~Administer new student registration; review and explain school policies, procedures, rules and regulations.~~
- 9.11. ~~Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.~~
10. ~~Collect funds for student body accounts; prepare deposit slips; make bank deposits; perform bank statement reconciliations; monitor expenditure records.~~
11. ~~Prepare staff bulletins, newsletters and related communications; edit, proofread and review material.~~
12. ~~Maintain a school calendar; schedule uses of facility; make arrangements for custodian setups and clean up for special events.~~
- 13.12. ~~Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.~~
- 14.13. ~~Assist sick ill or injured students; contact parents, administer first aid in accordance with established procedures.~~
15. ~~Assist with lunch count; collect and count nutrition lunch money, assist in serving meals.~~
- 16.14. ~~Open Recieve, open, sort, screen, and distribute mail.~~
15. ~~Prepare payroll and attendance reports for school site personnel.~~
- 17.16. ~~Perform other related duties as assigned.~~
18. ~~Lead, oversee and review the work of lower level clerical staff and student assistants.~~
19. ~~Verify eligibility for free/reduced meal programs and maintain related records for reimbursement purposes.~~

QUALIFICATIONS

Knowledge of:

English grammar, spelling and punctuation.
 Business office machines, ~~iei.e.~~, fax, phone, copier, printer, etc.
 Basic mathematic principles.
 Modern office practices and procedures, including use of a computer.
 Pertinent federal, ~~statestate~~, and local laws, codes and regulations.
 Basic first aid and CPR techniques.
Bilingual preferred

Ability to:

Interpret and explain district and school policies and procedures.
 Administer first aid and CPR.
 Compose letters, ~~memoranda~~ memoranda, and other written documents.
 Type at a speed necessary for successful job performance.
 Operate office equipment, including a computer.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.

Work independently in the absence of a supervisor.

Communicate clearly and concisely both orally and in writing.

Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.

Focus on details of work content, work steps, and final work products.

Display honest, adherence to principals, personal accountability, and confidentiality.

Present self as a positive representative of the organization.

Maintain emotional stability and self-control under pressure, challenge, adversity.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities
- Oral Comprehension
- Oral expression
- Auditory understanding
- Memorization
- Written comprehension

EXPERIENCE AND TRAINING GUIDELINES POSITION REQUIREMENTS

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:

Three years of administrative and clerical experience, including experience in a public school system as an office assistant or equivalent position.

Training:

Equivalent to completion of the twelfth grade; supplemental course work in secretarial and office skills is highly desirable.

WORKING CONDITIONS:

Environmental Conditions:

Office environment

Physical Conditions:

Functions may require maintaining physical condition necessary for sitting prolonged periods of time.

JOB PROFILE

Annual Contract: 10.5-12 months

Classified Salary Schedule: ~~12~~ 10*

***All employees hired on or before July 1, 2023 will be grandfathered into Range 12.**

**RIVER DELTA UNIFIED SCHOOL DISTRICT
SECRETARY I**

DEFINITION

To perform a variety of secretarial and clerical functions in support of the school and Principal; to provide assistance to students, parents, faculty and the general public; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the high level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Incumbents in this class work independent and may lead and oversee the work of lower-level staff and or students. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Principal.

DUTIES

Essential Functions:

1. Provide secretarial and clerical support to the program and administrator; prepare correspondence, memos, and letters; edit, proofread, and review material.
2. Serve as a liaison between program administrator and the general public of whom the program services. Provide assistance and respond to students, parents, faculty, and the general public; screen calls and visitors; coordinate flow of information and communication and make referrals.
3. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquires to the appropriate person or office.
4. Track and monitor student attendance and enrollment if necessary for program; verify students notes and ensure accuracy; send enrollment count and employee information to the District Office;
5. Administer new student registration; review and explain school policies, procedures, rules and regulations.
6. Maintain a variety of personnel records; monitor program personnel absence reporting; monitor and confirm daily list of absences; complete and reconcile weekly reports for District Office.
7. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquiries to the appropriate person or office.
8. Reserve substitute employees; provide substitutes with bell schedules and related information; maintain substitute time sheets.
9. Compile information from records; develop and maintain files; maintain confidential data; classify and post information and keep a variety of records.
- 10.
11. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.
12. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.

13. Assist ill or injured students; contact parents, administer first aid in accordance with established procedures.
14. Receive, open, sort, screen, and distribute mail.
15. Prepare payroll and attendance reports for school site personnel.
16. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

English grammar, spelling and punctuation.
Business office machines, i.e., fax, phone, copier, printer, etc.
Basic mathematic principles.
Modern office practices and procedures, including use of a computer.
Pertinent federal, state, and local laws, codes and regulations.
Basic first aid and CPR techniques.
Bilingual preferred

Ability to:

Interpret and explain district and school policies and procedures.
Administer first aid and CPR.
Compose letters, memoranda, and other written documents.
Type at a speed necessary for successful job performance.
Operate office equipment, including a computer.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.
Work independently in the absence of a supervisor.
Communicate clearly and concisely both orally and in writing.
Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honest, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity. Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities
- Oral Comprehension
- Oral expression
- Auditory understanding
- Memorization
- Written comprehension

POSITION REQUIREMENTS

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:

Three years of administrative and clerical experience, including experience in a public school system as an office assistant or equivalent position.

Training:

Equivalent to completion of the twelfth grade; supplemental course work in secretarial and office skills is highly desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment

Physical Conditions:

Functions may require maintaining physical condition necessary for sitting prolonged periods of time.

JOB PROFILE

Annual Contract: 10.5-12 months

Classified Salary Schedule: 10*

***All employees hired on or before July 1, 2023 will be grandfathered into Range 12.**

RIVER DELTA UNIFIED SCHOOL DISTRICT SECRETARY II

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

To perform a variety of secretarial and clerical functions in support of the school and ~~or~~ Principal or program director; to provide assistance to students, parents, faculty and the general public; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the ~~high~~ high level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Incumbents in this class work independent and may lead and oversee the work of ~~lower-level~~ lower-level staff and or students. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Principal.

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

Essential Functions:

1. Provide secretarial and clerical support to the school and ~~Principal~~ Principal; prepare correspondence, memos, and letters; ~~schedule appointment forms, staff bulletins, newsletters, and related communications; edit, proofread, and review material.~~
2. Provide varied and responsible office support services to relieve the Principal of clerical details at school.
4. Maintain various school and Principals schedules and calendars, schedule appointments, events, meetings; schedule uses of facility; confirm arrangements for custodian setups and clean up for special events.
3. Prepare and coordinate flow of site personnel travel requests between site and District Office.
4. Serve as receptionist; provide assistance and respond to students, parents, faculty, and the general public; screen calls and visitors; ~~provide~~ coordinate flow of information and communication, and make referrals.
- 2.5. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Directly inquires to the appropriate person or office.
3. Track and monitor student attendance and enrollment; verify students notes and ensure accuracy; send enrollment count and employee information to the District Office; track independent study requests.
6. Maintain a variety of personnel records; monitor teacher site personnel absence reporting forms; ~~perform~~ monitor and confirm a daily list of absences; complete and reconcile weekly reports for District Office.
7. Compile information from records; develop and maintain files; maintain confidential data; classify and post information and keep a variety of records.
- 4.8. Organize tasks and establish priorities to meet deadlines, operate standard office equipment, resolve difficult and complex public relation matters.

- ~~5.9. Contact Reserve substitute teacheremployees for absent site personnel in accordance with district procedures; check-in substitute employees; provide substitutes with bell schedules and related information; direct and escort new teaches-staff to their classrooms; maintain substitute time sheets.~~
- ~~6. Prepare forms and files for new students in special programs; enter data into the computer; file health assessment and related reports in student files.~~
- ~~7. Prepare IEP notices for parents, teacherteachers, and psychologists; mail to appropriate sites.~~
- ~~8. Administer new student registration; review and explain school policies, procedures, rules and regulations.~~
- ~~10. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.~~
- ~~9.11. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.~~
- ~~10.12. Collect funds for student body accounts (ASB); prepare deposit slips; make bank deposits; perform bank statement reconciliations; monitor expenditure records.~~
- ~~11. Prepare staff bulletins, newsletters and related communications; edit, proofread and review material.~~
- ~~12. Maintain a school calendar; schedule uses of facility; make arrangements for custodian setups and clean up for special events.~~
- ~~13. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.~~
- ~~14.13. Assist sick-ill or injured students; contact parents, administer first aid in accordance with established procedures.~~
- ~~15. Assist with lunch count; collect and count nutrition lunch money, assist in serving meals.~~
- ~~16.14. Receive, Open, sort, screen, and distribute mail.~~
- ~~17.15. Prepare payroll and attendance reports for school site personnel.~~
- ~~16. Lead, oversee and review the work of lower-levellower-level clerical staff and student assistants.~~
- ~~17. Monitor students with medical or discipline problems in office at times.~~
- ~~18. Perform other related duties as assigned.~~
- ~~19. Verify eligibility for free/reduced meal programs and maintain related records for reimbursement purposes.~~

QUALIFICATIONS

Knowledge of:

- English grammar, spelling and punctuation.
- Business office machines, i.e., fax, phone, copier, printer, etc.
- Basic mathematic principles.
- Modern office practices and procedures, including use of a computer.
- Pertinent federal, statestate, and local laws, eodescodes, and regulations.
- Basic first aid and CPR techniques.
- Bilingual preferred

Ability to:

- Interpret and explain district and school policies and procedures.
- Administer first aid and CPR.
- Compose letters, memoremoranda, and other written documents.
- Type at a speed necessary for successful job performance.

Operate office equipment, including a computer.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.
Work independently in the absence of a supervisor.
Communicate clearly and concisely both orally and in writing.
Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honest, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity.
Maintain effective audio-visual discrimination and perception needed for:
 --Making observations
 --Communicating with others
 --Reading and writing
 --Operating assigned equipment
Maintain mental capacity which allows the capability of:
 --Making sound decisions
 --Demonstrating intellectual capabilities
 --Oral Comprehension
 --Oral expression
 --Auditory understanding
 --Memorization
 --Written comprehension

EXPERIENCE AND TRAINING GUIDELINES POSITION REQUIREMENTS

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:

Three years of administrative and clerical experience, including experience in a public school system as an office assistant or equivalent position.

Training:

Equivalent to completion of the twelfth grade; supplemental course work in secretarial and office skills is highly desirable.

WORKING CONDITIONS:

Environmental Conditions:

Office environment

Physical Conditions:

Functions may require maintaining physical condition necessary for sitting prolonged periods of time.

JOB PROFILE

Annual Contract: 12 11 months*

Classified Salary Schedule: 12

Employees hired in this position before July 1, 2023 will be “grandfathered” into a 12-month contract.

**RIVER DELTA UNIFIED SCHOOL DISTRICT
SECRETARY II**

DEFINITION

To perform a variety of secretarial and clerical functions in support of the school and Principal; to provide assistance to students, parents, faculty and the general public; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the high level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Incumbents in this class work independent and may lead and oversee the work of lower-level staff and or students. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Principal.

DUTIES

Essential Functions:

1. Provide secretarial and clerical support to the school and Principal; prepare correspondence, memos, letters, forms, staff bulletins, newsletters, and related communications; edit, proofread, and review material.
2. Provide varied and responsible office support services to relieve the Principal of clerical details at school.
3. Maintain various school and Principals schedules and calendars, schedule appointments, events, meetings; schedule uses of facility; confirm arrangements for custodian setups and clean up for special events. Prepare and coordinate flow of site personnel travel requests between site and District Office.
4. Serve as receptionist; provide assistance and respond to students, parents, faculty, and the general public; screen calls and visitors; coordinate flow of information and communication, and make referrals.
5. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquiries to the appropriate person or office.
6. Maintain a variety of personnel records; monitor site personnel absence reporting; monitor and confirm daily list of absences; complete and reconcile weekly reports for District Office.
7. Compile information from records; develop and maintain files; maintain confidential data; classify and post information and keep a variety of records.
8. Organize tasks and establish priorities to meet deadlines, operate standard office equipment, resolve difficult and complex public relation matters.
9. Reserve substitute employees for absent site personnel in accordance with district procedures; check-in substitute employees; provide substitutes with bell schedules and related information; direct and escort new staff to their classrooms; maintain substitute time sheets.
10. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.

11. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
12. Collect funds for student body accounts (ASB); prepare deposit slips; make bank deposits; perform bank statement reconciliations; monitor expenditure records.
13. Assist ill or injured students; contact parents, administer first aid in accordance with established procedures.
14. Receive, open, sort, screen, and distribute mail.
15. Prepare payroll and attendance reports for school site personnel.
16. Lead, oversee and review the work of lower-level clerical staff and student assistants.
17. Monitor students with medical or discipline problems in office at times.
18. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

English grammar, spelling and punctuation.
Business office machines, i.e., fax, phone, copier, printer, etc.
Basic mathematic principles.
Modern office practices and procedures, including use of a computer.
Pertinent federal, state, and local laws, codes, and regulations.
Basic first aid and CPR techniques.
Bilingual preferred

Ability to:

Interpret and explain district and school policies and procedures.
Administer first aid and CPR.
Compose letters, memoranda, and other written documents.
Type at a speed necessary for successful job performance.
Operate office equipment, including a computer.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.
Work independently in the absence of a supervisor.
Communicate clearly and concisely both orally and in writing.
Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honest, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity.
Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities
- Oral Comprehension
- Oral expression
- Auditory understanding

- Memorization
- Written comprehension

POSITION REQUIREMENTS: *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:

Three years of administrative and clerical experience, including experience in a public school system as an office assistant or equivalent position.

Training:

Equivalent to completion of the twelfth grade; supplemental course work in secretarial and office skills is highly desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment

Physical Conditions:

Functions may require maintaining physical condition necessary for sitting prolonged periods of time.

JOB PROFILE

Annual Contract: 11 months*

Classified Salary Schedule: 12

Employees hired in this position before July 1, 2023 will be “grandfathered” into a 12-month contract.

RIVER DELTA UNIFIED SCHOOL DISTRICT SECRETARY III

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

To perform a variety of secretarial and clerical functions in support of the school and pPrincipal or program director; to provide assistance to students, parents, faculty and the general public; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the high level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Incumbents in this class work independent and may lead and oversee the work of lower level lower-level staff and or students. Employees at this level are required to be fully trained in all procedure related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Principal.

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

Essential Functions:

1. Provide secretarial and clerical support to the school and pPrincipal; prepare correspondence, memos, and letters; forms, staff bulletins, newsletters, and related communications; edit, proofread, and review material. schedule appointment.
2. Provide varied and responsible office support services to relieve the Principal of clerical details at school.
3. Maintain various school and Principals schedules and calendars, schedule appointments, events, meetings; schedule uses of facility; confirm arrangements for custodian setups and clean up for special events.
4. Prepare and coordinate flow of site personnel travel request between site and District Office.
5. Serve as receptionist; provide assistance and respond to students, parents, faculty, and the general public; screen calls and visitors; provide coordinate flow of information and communication, and make referrals.
2. 6. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquires to the appropriate person or office.
7. Complete daily attendance procedures. Track and monitor student attendance and enrollment; verify students notes and ensure accuracy; prepare and send attendance reports to District office; send enrollment count and employee information to the District Office; track independent study requests.
8. Prepare for new school year by coordinating and disseminating student registration procedures.
3. —
9. Assure that overflow students are transferred to appropriate schools, coordinate flow of interdistrict transfers between parents, site, and district.
10. Update and maintain class rosters

11. Maintain a variety of personnel records; monitor teacher-site personnel absence reporting forms; perform monitor and confirm a daily list of absences; complete and reconcile weekly reports for District Office.
12. Compile information from records; develop and maintain files; maintain confidential data; classify and post information, and keep a variety of records.
- ~~4.~~13. Organize task and establish priorities to meet deadlines, operate standard office equipment, resolve difficult and complex public relation matters.
- ~~5.~~14. Contact-Reserve substitute teachersemployees for absent site personnel in accordance with district procedures;check-in substitute employees; provide substitutes with bell schedules and related information; direct and escort new teaches-staff to their classrooms; maintain substitute time sheets.
- 6.15. Prepare forms and files for new students in special programs; enter data into the computer; file health assessment and related reports in student files.
- 7.16. Prepare IEP notices for parents, teachers and psychologists; mail to appropriate sites.
- ~~8.~~17. Administer new student registration; review and explain school policies, procedures, rules and regulations.
18. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.
- 9.19. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
- ~~10.~~20. Collect funds for student body accounts (ASB); prepare deposit slips; make bank deposits; perform bank statement reconciliations; monitor expenditure records.
- ~~11.~~ Prepare staff bulletins, newsletters and related communications; edit, proofread and review material.
- ~~12.~~ Maintain a school calendar; schedule uses of facility; make arrangements for custodian setups and clean up for special events.
- ~~13.~~ Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
- 14.21. Assist sick-ill or injured students; contact parents, administer first aid in accordance with established procedures.
- ~~15.~~ Assist with lunch count; collect and count nutrition lunch money, assist in serving meals.
- ~~16.~~22. OpenRecieve, open, sort, screen, and distribute mail.
- 17.23. Prepare payroll and attendance reports for school site personnel.
24. Lead, oversee and review the work of lower-levellower-level clerical staff and student assistants.
25. Monitor students with medical or discipline problems in office at times.
- ~~18.~~26. Perform other related duties as assigned.
19. Verify eligibility for free/reduced meal programs and maintain related records for reimbursement purposes.

QUALIFICATIONS

Knowledge of:

- English grammar, spelling and punctuation.
- Business office machines, i.e., fax, phone, copier, printer, etc.
- Basic mathematic principles.
- Modern office practices and procedures, including use of a computer.
- Pertinent federal, state, and local laws, codes, and regulations.
- Basic first aid and CPR techniques.
- Bilingual preferred

Ability to:

Interpret and explain district and school policies and procedures.

Administer first aid and CPR.

Compose letters, ~~memoranda~~ memoranda, and other written documents.

Type at a speed necessary for successful job performance.

Operate office equipment, including a computer.

Use Microsoft Office Suite proficiently.

Master new computer-based office software as required.

Maintain reliable, punctual, and regular attendance.

Work independently in the absence of a supervisor.

Communicate clearly and concisely both orally and in writing.

Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.

Focus on details of work content, work steps, and final work products.

Display honest, adherence to principals, personal accountability, and confidentiality.

Present self as a positive representative of the organization.

Maintain emotional stability and self-control under pressure, challenge, adversity.

Maintain effective audio-visual discrimination and perception needed for:

--Making observations

--Communicating with others

--Reading and writing

--Operating assigned equipment

Maintain mental capacity which allows the capability of:

--Making sound decisions

--Demonstrating intellectual capabilities

--Oral Comprehension

--Oral expression

--Auditory understanding

--Memorization

--Written comprehension

PROGRAM REQUIRMENTS 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:

Three years of administrative and clerical experience, including experience in a public school system as an office assistant or equivalent position.

Training:

Equivalent to completion of the twelfth grade; supplemental course work in secretarial and office skills is highly desirable.

WORKING CONDITIONS:

Environmental Conditions:

Office environment

Physical Conditions:

Functions may require maintaining physical condition necessary for sitting prolonged periods of time.

JOB PROFILE

Annual Contract: 10.5 11 months*

Classified Salary Schedule: 12 13

***Employees hired before July 1, 2023 will be grandfathered in at 10.5 months and will receive prorated compensation.**

**RIVER DELTA UNIFIED SCHOOL DISTRICT
SECRETARY III**

DEFINITION

To perform a variety of secretarial and clerical functions in support of the school and Principal; to provide assistance to students, parents, faculty and the general public; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the high level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Incumbents in this class work independently and may lead and oversee the work of lower-level staff and or students. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Principal.

DUTIES

Essential Functions:

1. Provide secretarial and clerical support to the school and Principal; prepare correspondence, memos, letters; forms, staff bulletins, newsletters, and related communications; edit, proofread, and review material.
2. Provide varied and responsible office support services to relieve the Principal of clerical details at school.
3. Maintain various school and Principals schedules and calendars, schedule appointments, events, meetings; schedule uses of facility; confirm arrangements for custodian setups and clean up for special events.
4. Prepare and coordinate flow of site personnel travel request between site and District Office.
5. Serve as receptionist; provide assistance and respond to students, parents, faculty, and the general public; screen calls and visitors; coordinate flow of information and communication, and make referrals.
6. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Directly inquires to the appropriate person or office.
7. Complete daily attendance procedures. Track and monitor student attendance and enrollment; verify students notes and ensure accuracy; prepare and send attendance reports to District office; send enrollment count and employee information to the District Office; track independent study requests.
8. Prepare for new school year by coordinating and disseminating student registration procedures.
9. Assure that overflow students are transferred to appropriate schools, coordinate flow of interdistrict transfers between parents, site, and district.
10. Update and maintain class rosters
11. Maintain a variety of personnel records; monitor site personnel absence reporting; monitor and confirm daily list of absences; complete and reconcile weekly reports for District Office.
12. Compile information from records; develop and maintain files; maintain confidential data; classify and post information, and keep a variety of records.

13. Organize tasks and establish priorities to meet deadlines, operate standard office equipment, resolve difficult and complex public relation matters.
14. Reserve substitute employees for absent site personnel in accordance with district procedures; check-in substitute employees; provide substitutes with bell schedules and related information; direct and escort new staff to their classrooms; maintain substitute time sheets.
15. Prepare forms and files for new students in special programs; enter data into the computer; file health assessment and related reports in student files.
16. Prepare IEP notices for parents, teachers and psychologists; mail to appropriate sites.
17. Administer new student registration; review and explain school policies, procedures, rules and regulations.
18. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.
19. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
20. Collect funds for student body accounts (ASB); prepare deposit slips; make bank deposits; perform bank statement reconciliations; monitor expenditure records.
21. Assist ill or injured students; contact parents, administer first aid in accordance with established procedures.
22. Receive, open, sort, screen, and distribute mail.
23. Prepare payroll and attendance reports for school site personnel.
24. Lead, oversee and review the work of lower-level clerical staff and student assistants.
25. Monitor students with medical or discipline problems in office at times.
26. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

English grammar, spelling and punctuation.
Business office machines, i.e., fax, phone, copier, printer, etc.
Basic mathematic principles.
Modern office practices and procedures, including use of a computer.
Pertinent federal, state, and local laws, codes, and regulations.
Basic first aid and CPR techniques.
Bilingual preferred

Ability to:

Interpret and explain district and school policies and procedures.
Administer first aid and CPR.
Compose letters, memoranda, and other written documents.
Type at a speed necessary for successful job performance.
Operate office equipment, including a computer.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.
Work independently in the absence of a supervisor.
Communicate clearly and concisely both orally and in writing.
Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.

Display honest, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity. Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities
- Oral Comprehension
- Oral expression
- Auditory understanding
- Memorization
- Written comprehension

PROGRAM REQUIREMENTS *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:

Three years of administrative and clerical experience, including experience in a public school system as an office assistant or equivalent position.

Training:

Equivalent to completion of the twelfth grade; supplemental course work in secretarial and office skills is highly desirable.

WORKING CONDITIONS:

Environmental Conditions:

Office environment

Physical Conditions:

Functions may require maintaining physical condition necessary for sitting prolonged periods of time.

JOB PROFILE

Annual Contract: 11 months*

Classified Salary Schedule: 13

***Employees hired before July 1, 2023 will be grandfathered in at 10.5 months and will receive prorated compensation.**

RIVER DELTA UNIFIED SCHOOL DISTRICT SECRETARY IV

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

To perform a variety of secretarial and clerical functions in support of the school and ~~Principal~~ Principal or program director; to provide assistance to students, parents, faculty and the general public; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the high level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Incumbents in this class work independent and may lead and oversee the work of ~~lower level~~ lower-level staff and or students. Employees at this level are required to be fully trained in all procedure related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Principal.

~~**DUTIES ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**~~ — *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provide secretarial and clerical support to the school and ~~Principal~~ Principal; prepare correspondence, memos, and letters; forms, staff bulletins, newsletters, and related communications; edit, proofread, and review material.
2. Provide varied and responsible office support services to relieve the principal of clerical details at school.
3. Maintain various school and Principals schedules and calendars, schedule appointments, events, meetings; schedule uses of facility; confirm arrangements for custodian setups and clean up for special events.
4. Prepare and coordinate flow of site personnel travel request between site and District Office.
5. Serve as receptionist; provide assistance and respond to students, parents, faculty, and the general public; screen calls and visitors; ~~provide~~ coordinate flow of information and communication, and make referrals.
- 2-6. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquires to the appropriate person or office.
7. Track and monitor student attendance and enrollment; verify students notes and ensure accuracy; prepare and send attendance reports to District office; send enrollment count and employee information to the District Office; track independent study requests.
8. Complete attendance procedures for each class period throughout the day.
9. Prepare for new school year by coordinating and disseminating student registration procedures.
10. Update and maintain class rosters and schedules; input changes into computer; prepare master class schedule.
11. Assist the Principal with changing classes, making corrections, and resolving conflicts.

12. Process student grades in accordance with established procedures; collect, file and mail academic and attendance progress reports; enter grades into the computer; distribute report cards.
- ~~3.13.~~ Assure that overflow students are transferred to appropriate schools, coordinate flow of interdistrict transfers between parents, site, and district.
14. Maintain a variety of personnel records; monitor teacher-site personnel absence reporting forms; perform monitor and confirm a daily list of absences; complete and reconcile weekly reports for District Office.
15. Compile information from records; develop and maintain files; maintain confidential data; classify and post information, and keep a variety of records.
- 4.16. Organize task and establish priorities to meet deadlines, operate standard office equipment, resolve difficult and complex public relation matters.
- 5.17. Contact Reserve substitute teacher employees for absent site personnel in accordance with district procedures; check-in substitute employees; provide substitutes with bell schedules and related information; direct and escort new teacher-staff to their classrooms; maintain substitute time sheets.
- 6.18. Prepare forms and files for new students in special programs; enter data into the computer; file health assessment and related reports in student files.
- 7.19. Prepare IEP notices for parents, teachers and psychologists; mail to appropriate sites.
- 8.20. Administer new student registration; review and explain school policies, procedures, rules and regulations.
21. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.
- 9.22. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
- 10.23. Collect funds for student body accounts (ASB); prepare deposit slips; make bank deposits; perform bank statement reconciliations; monitor expenditure records.
11. Prepare staff bulletins, newsletters and related communications; edit, proofread and review material.
12. Maintain a school calendar; schedule uses of facility; make arrangements for custodian setups and clean up for special events.
13. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
- 14.24. Assist sick-ill or injured students; contact parents, administer first aid in accordance with established procedures.
15. Assist with lunch count; collect and count nutrition lunch money, assist in serving meals.
- 16.25. Open/Receive, open, sort, screen, and distribute mail.
- 17.26. Prepare payroll and attendance reports for school site personnel.
27. Lead, oversee and review the work of lower-level/lower-level clerical staff and student assistants.
28. Monitor students with medical or discipline problems in office at times.
- 18.29. Perform other related duties as assigned.
19. Verify eligibility for free/reduced meal programs and maintain related records for reimbursement purposes.

QUALIFICATIONS

Knowledge of:

English grammar, spelling and punctuation.

Business office machines, i.e., fax, phone, copier, printer, etc.

Basic mathematic principles.
Modern office practices and procedures, including use of a computer.
Pertinent federal, state, and local laws, codes, and regulations.
Basic first aid and CPR techniques.
Bilingual preferred

Ability to:

Interpret and explain district and school policies and procedures.
Administer first aid and CPR.
Compose letters, ~~memoranda~~memoranda, and other written documents.
Type at a speed necessary for successful job performance.
Operate office equipment, including a computer.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.
Work independently in the absence of a supervisor.
Communicate clearly and concisely both orally and in writing.
Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honest, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity.
Maintain effective audio-visual discrimination and perception needed for:
 --Making observations
 --Communicating with others
 --Reading and writing
 --Operating assigned equipment
Maintain mental capacity which allows the capability of:
 --Making sound decisions
 --Demonstrating intellectual capabilities
 --Oral Comprehension
 --Oral expression
 --Auditory understanding
 --Memorization
 --Written comprehension

POSITION REQUIREMENTS 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:

Three years of administrative and clerical experience, including experience in a public school system as an office assistant or equivalent position.

Training:

Equivalent to completion of the twelfth grade; supplemental course work in secretarial and office skills is highly desirable.

WORKING CONDITIONS:

Environmental Conditions:

Office environment

Physical Conditions:

Functions may require maintaining physical condition necessary for sitting prolonged periods of time.

JOB PROFILE

Annual Contract: 10.5 12 months

Classified Salary Schedule: 12 14

**RIVER DELTA UNIFIED SCHOOL DISTRICT
SECRETARY IV**

DEFINITION

To perform a variety of secretarial and clerical functions in support of the school and Principal; to provide assistance to students, parents, faculty and the general public; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the high level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Incumbents in this class work independent and may lead and oversee the work of lower-level staff and or students. Employees at this level are required to be fully trained in all procedure related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Principal.

DUTIES

Essential Functions:

1. Provide secretarial and clerical support to the school and Principal; prepare correspondence, memos, letters; forms, staff bulletins, newsletters, and related communications; edit, proofread, and review material.
2. Provide varied and responsible office support services to relieve the principal of clerical details at school.
3. Maintain various school and Principals schedules and calendars, schedule appointments, events, meetings; schedule uses of facility; confirm arrangements for custodian setups and clean up for special events.
4. Prepare and coordinate flow of site personnel travel request between site and District Office.
5. Serve as receptionist; provide assistance and respond to students, parents, faculty, and the general public; screen calls and visitors; coordinate flow of information and communication, and make referrals.
6. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquires to the appropriate person or office.
7. Track and monitor student attendance and enrollment; verify students notes and ensure accuracy; prepare and send attendance reports to District office; send enrollment count and employee information to the District Office; track independent study requests.
8. Complete attendance procedures for each class period throughout the day.
9. Prepare for new school year by coordinating and disseminating student registration procedures.
10. Update and maintain class rosters and schedules; input changes into computer; prepare master class schedule.
11. Assist the Principal with changing classes, making corrections, and resolving conflicts.
12. Process student grades in accordance with established procedures; collect, file and mail academic and attendance progress reports; enter grades into the computer; distribute report cards.
13. Assure that overflow students are transferred to appropriate schools, coordinate flow of interdistrict transfers between parents, site, and district.

14. Maintain a variety of personnel records; monitor site personnel absence reporting ; monitor and confirm daily list of absences; complete and reconcile weekly reports for District Office.
15. Compile information from records; develop and maintain files; maintain confidential data; classify and post information, and keep a variety of records.
16. Organize task and establish priorities to meet deadlines, operate standard office equipment, resolve difficult and complex public relation matters.
17. Reserve substitute employees for absent site personnel in accordance with district procedures; check-in substitute employees; provide substitutes with bell schedules and related information; direct and escort new staff to their classrooms; maintain substitute time sheets.
18. Prepare forms and files for new students in special programs; enter data into the computer; file health assessment and related reports in student files.
19. Prepare IEP notices for parents, teachers and psychologists; mail to appropriate sites.
20. Administer new student registration; review and explain school policies, procedures, rules and regulations.
21. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.
22. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
23. Collect funds for student body accounts (ASB); prepare deposit slips; make bank deposits; perform bank statement reconciliations; monitor expenditure records.
24. Assist ill or injured students; contact parents, administer first aid in accordance with established procedures.
25. Receive, open, sort, screen, and distribute mail.
26. Prepare payroll and attendance reports for school site personnel.
27. Lead, oversee and review the work of lower-level clerical staff and student assistants.
28. Monitor students with medical or discipline problems in office at times.
29. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

English grammar, spelling and punctuation.
Business office machines, i.e., fax, phone, copier, printer, etc.
Basic mathematic principles.
Modern office practices and procedures, including use of a computer.
Pertinent federal, state, and local laws, codes, and regulations.
Basic first aid and CPR techniques.
Bilingual preferred

Ability to:

Interpret and explain district and school policies and procedures.
Administer first aid and CPR.
Compose letters, memoranda, and other written documents.
Type at a speed necessary for successful job performance.
Operate office equipment, including a computer. Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.
Work independently in the absence of a supervisor.

Communicate clearly and concisely both orally and in writing.
Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honest, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity. Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities
- Oral Comprehension
- Oral expression
- Auditory understanding
- Memorization
- Written comprehension

POSITION REQUIREMENTS *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:

Three years of administrative and clerical experience, including experience in a public school system as an office assistant or equivalent position.

Training:

Equivalent to completion of the twelfth grade; supplemental course work in secretarial and office skills is highly desirable.

WORKING CONDITIONS:

Environmental Conditions:

Office environment

Physical Conditions:

Functions may require maintaining physical condition necessary for sitting prolonged periods of time.

JOB PROFILE

Annual Contract: 12 months

Classified Salary Schedule: 14

**Memorandum of Understanding (“MOU”)
Between the
California School Employees Association
and its River Delta Chapter 319 (“CSEA” collectively)
And the
River Delta Unified School District (“District”)**

August 31, 2023

This MOU is entered by the District and CSEA. The parties agree the following:

- Attendance Secretary/Registrar will be a 12-month contract at Range 12 of the classified salary schedule
- Office Specialist will be a 10.5-month contract at Range 9 of the classified salary schedule
- Clerical Specialist will be a 12-month contract at Range 14 of the classified salary schedule
- Maintenance, Operations & Transportation (MOT) Secretary will be a 12-month contract at Range 15 of the classified salary schedule

CSEA and the District also agree to the revised job descriptions for each of these positions as attached.

CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION,
RIVER DELTA CHAPTER 319

Dated: 9/1/23

By: Patty DuBois
Patty DuBois, CSEA River Delta Chapter 319
President

By: _____

Carol Black, CSEA Labor Relations
Representative

RIVER DELTA UNIFIED SCHOOL
DISTRICT

Dated: 9/31/23

By: Katherine Wright
Katherine Wright, Superintendent

**RIVER DELTA UNIFIED SCHOOL DISTRICT
ATTENDANCE SECRETARY/REGISTRAR**

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

To perform a variety of record keeping functions related to attendance accountings; to register new students and schedule student classes; to perform clerical support functions for assigned Vice Principal and Counselor; and to perform a variety of tasks relative to assigned area of responsibility. Under the direction of the Principal, or District Administrator, prepare, maintain and account for Average Daily Attendance and other attendance records and reports in accordance with established rules and regulations; analyzes and processes a variety of data; communicates with staff, students, parents and community concerning student attendance; to register new students and schedule student classes; to perform clerical support functions; may provide work direction to any assigned clerical staff; and to perform a variety of tasks relative to assigned area of responsibility..

DISTINGUISHING CHARACTERISTICS

Positions from this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned, including attendance accounting functions. Incumbents in this class work independently and may lead and oversee the main work of ~~lower level~~lower-classification-level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direct general supervision from the assigned Principal, Vice Principal and Counselor.

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

Essential Functions:

1. Perform accurate record keeping functions for daily period-by-period attendance accountings; collect attendance sheets; track attendance for each period; determine tardies; truancies and related absences; enter data into the computer.
2. Collect and verify student notes; Communicate with parents, students and teachers regarding attendance and enrollment. Process and verify student absence information from teachers and parents.
3. Correct discrepancies in data and resolve unexcused absences. Issue readmit slips and off campus passes, write tardy slips. Notify administrator when attendance issues arise.
- ~~2.~~ contact parents regarding student attendance.
- ~~3-4.~~ Coordinate with annual attendance auditors; conduct research and provide information.
- ~~4-5.~~ Prepare a variety of attendance reports, including apportionment attendance reports and daily and monthly attendance and enrollment reports; forward forward them to the District Office.
- ~~5-6.~~ Register new students; review applications for accuracy and completeness; enter student information into the computer, e.g., health, emergency, and schedule data.
- ~~6-7.~~ Coordinate new student meetings with the counselor; schedule appointments; prepare and maintain cumulative files.

- 7.8. Update and maintain class rosters and schedules; input changes into the computer; prepare and update the current and future master class-schedule. Attend meetings to aid in completion of master schedule.
- 8.9. Serve as student registrar; receive transcripts and review for accuracy; input grades into the computer; maintain confidentiality of student grades; issue transcripts to students, as appropriate.
- 9.10. Collect, file, and mail academic and attendance progress reports; enter grades into the computer; distribute report cards.
- 10.11. Create honor roll eligibility list; distribute to teacher and student.
- 11.12. Monitor student withdrawal process; receive and review withdrawal forms; transfer student transcripts and files. Maintain records of students who enter and leave the district and reconcile data with attendance reports.
- 12.13. Collect independent student contracts; prepare homework requests sheets for each teacher.
13. Process paperwork for athletics, including proof of insurance, power of attorney and physical examination results; maintain files.
14. Perform a variety of clerical functions in support of assigned ~~the assigned~~ Principal, Vice Principal or Counselor; answer calls, make appointments and prepare letters, memos and other correspondence.
15. Lead and oversee the work of ~~lower level~~ lower-level--classification clerical staff and student assistants.
16. Direct and monitor the daily task of students assigned as office interns.
- 15.17. Supervise and monitor students with medical or discipline problems in office at times.
16. Assist sick or injured students; contact parents; administer first aid.
17. Order office supplies and equipment.
18. Verify eligibility for free/reduced meal programs and maintain related records for reimbursement purposes.
19. Monitor work environment to ensure student safety and report any potential danger or threat to the school administration.
- 18.20. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Attendance accounting principles and practices.
 English grammar, ~~spellingspelling~~, and punctuation.
Basic mathematic principles.
 Modern office practices and procedures, including computers.
 Record keeping methods and techniques.
 Pertinent Federal, State and local laws, codes and regulations.
Basic first aid and CPR techniques.
Bilingual preferred

Ability to:

Interpret and explain District policies and procedures.
 Administer first aid and CPR.
 Compose letters, memoranda, and other written documents.
 Operate office equipment including a fax, copier, computer, etc.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.

Maintain reliable, punctual, and regular attendance.

Work independently in the absence of supervision.

Type at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish/maintain effective and mutually productive working relationships with those contacted in the course of work.

Focus on details of work content, work steps, and final work products.

Display honesty, adherence to principals, personal accountability, and confidentiality.

Present self as a positive representative of the organization.

Maintain emotional stability and self-control under pressure, challenge, adversity.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities.

--Oral Comprehension

--Oral expression

--Auditory understanding

--Memorization

--Written comprehension

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:

Three years of responsible clerical experience in accounting or bookkeeping, or as an office assistant.

Training:

Equivalent to completion of the twelfth grade. Supplemental A supplemental course of work in accounting or office skills is highly desirable.

WORKING CONDITIONS:

Environmental Conditions:

Office environment.

Physical Conditions:

Essential and marginal functions may require maintaining ~~physical~~ the physical condition necessary for sitting for prolonged periods of time.

JOB PROFILE:

Annual Contract: 12 months

Unit: CSEA (classified)

Salary: Range 12

**RIVER DELTA UNIFIED SCHOOL DISTRICT
ATTENDANCE SECRETARY/REGISTRAR**

DEFINITION

Under the direction of the Principal, or District Administrator, prepare, maintain and account for Average Daily Attendance and other attendance records and reports in accordance with established rules and regulations; analyzes and processes a variety of data; communicates with staff, students, parents and community concerning student attendance; to register new students and schedule student classes; to perform clerical support functions; may provide work direction to any assigned clerical staff; and to perform a variety of tasks relative to assigned area of responsibility..

DISTINGUISHING CHARACTERISTICS

Positions from this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned, including attendance accounting functions. Incumbents in this class work independently and may lead and oversee the main work of lower-classification staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the assigned Principal.

DUTIES

Essential Functions:

1. Perform accurate record keeping functions for daily period-by-period attendance accountings; collect attendance sheets; track attendance for each period; determine tardies; truancies and related absences; enter data into the computer.
2. Collect and verify student notes; Communicate with parents, students and teachers regarding attendance and enrollment. Process and verify student absence information from teachers and parents.
3. Correct discrepancies in data and resolve unexcused absences. Issue re-admit slips and off campus passes, write tardy slips. Notify administrator when attendance issues arise.
4. Coordinate with annual attendance auditors; conduct research and provide information.
5. Prepare a variety of attendance reports, including apportionment attendance reports and daily and monthly attendance and enrollment reports; forward them to the District Office.
6. Register new students; review applications for accuracy and completeness; enter student information into the computer, e.g., health, emergency, and schedule data.
7. Coordinate new student meetings with the counselor; schedule appointments; prepare and maintain cumulative files.
8. Update and maintain class rosters and schedules; input changes into the computer; prepare and update the current and future master schedule. Attend meetings to aid in completion of master schedule.
9. Serve as student registrar; receive transcripts and review for accuracy; input grades into the computer; maintain confidentiality of student grades; issue transcripts to students, as appropriate.

10. Collect, file, and mail academic and attendance progress reports; enter grades into the computer; distribute report cards.
11. Create honor roll eligibility list; distribute to teacher and student.
12. Monitor student withdrawal process; receive and review withdrawal forms; transfer student transcripts and files. Maintain records of students who enter and leave the district and reconcile data with attendance reports.
13. Collect independent student contracts; prepare homework requests sheets for each teacher.
14. Perform a variety of clerical functions in support of the assigned Principal, Vice Principal or Counselor; answer calls, make appointments and prepare letters, memos and other correspondence.
15. Lead and oversee the work of lower-classification clerical staff.
16. Direct and monitor the daily task of students assigned as office interns.
17. Supervise and monitor students with medical or discipline problems in office at times.
17. Assist sick or injured students; contact parents; administer First Aid.
18. Order office supplies and equipment.
19. Verify eligibility for free/reduced meal programs and maintain related records for reimbursement purposes.
20. Monitor work environment to ensure student safety and report any potential danger or threat to the school administration.
21. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Attendance accounting principles and practices.
English grammar, spelling, and punctuation.
Basic mathematic principles.
Modern office practices and procedures, including computers.
Record keeping methods and techniques.
Pertinent Federal, State and local laws, codes and regulations.
Basic first aid and CPR techniques.
Bilingual preferred

Ability to:

Interpret and explain District policies and procedures.
Administer first aid and CPR.
Compose letters, memoranda, and other written documents.
Operate office equipment including a fax, copier, computer, etc.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.
Work independently in the absence of supervision.
Type at a speed necessary for successful job performance.
Communicate clearly and concisely, both orally and in writing.
Establish/maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honesty, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities.
- Oral Comprehension
- Oral expression
- Auditory understanding
- Memorization
- Written comprehension

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:

Three years of responsible clerical experience in accounting or bookkeeping, or as an office assistant.

Training:

Equivalent to completion of the twelfth grade. A supplemental course of work in accounting or office skills is highly desirable.

WORKING CONDITIONS:

Environmental Conditions:

Office environment

Physical Conditions:

Essential and marginal functions may require maintaining the physical condition necessary for sitting for prolonged periods of time.

JOB PROFILE:

Annual Contract: 12 months

Salary: Range 12

**RIVER DELTA UNIFIED SCHOOL DISTRICT
OFFICE SPECIALIST**

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

To perform clerical functions in support of the assigned school site; data entry and preparing correspondence from rough draft, answering phones, serving as ~~back-up~~ receptionist; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the entry level class within the clerical/secretarial series. Employees at this level perform the full range of duties assigned to the class and receive only occasional instruction or assistance as new or unusual situations ~~arise, and~~ arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Attendance Secretary and Secretary classes in that these latter classes assume lead responsibilities for lower-level staff and perform much more complex clerical, secretarial and technical functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned higher level staff and site Principal.

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

Essential Functions:

1. Perform a variety of clerical functions in support of the assigned school site and Principal; including data entry and preparing general correspondence from rough draft; type, proofread and edit a variety of documents.
2. Maintain records regarding school lunch programs; ~~receive and count monies; make bank deposits; reconcile bank statements and receipts.~~
3. Maintain files and records; retrieve files for staff.
4. ~~Schedule appointments, meetings and conferences for assigned staff.~~
5. ~~4.~~ Act as receptionist, answer the phone and assist the general public, in person and over the phone; provide assistance and respond to students, parents, faculty, and the general public; screen calls and visitors; provide information on district policies and procedures; take messages as necessary.
5. Maintain files for records; maintain files for staff.
6. Maintain CUM records, request records from previous schools, maintain record of CUM files requested, received, and sent.
7. Assist in maintaining attendance records verify students notes and ensure accuracy; key attendance notes into computer.
7. ~~8.~~ Assist ill or injured students; contact parents, administer first aid in accordance with established procedures.
8. ~~9.~~ Open/Receive, open, sort, screen and distribute mail.

QUALIFICATIONS

Knowledge of:

English grammar, spelling and punctuation.
Modern office practices and procedures, including computers.
Methods and procedures of data entry.
Mathematical principles.

Ability to:

Learn District and school policies and procedures.
Perform a wide variety of clerical duties in support of an assigned function.
Operate office equipment including a computer.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honest, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity.
Maintain effective audio-visual discrimination and perception needed for:
 --Making observations
 --Communicating with others
 --Reading and writing
 --Operating assigned equipment
Maintain mental capacity which allows the capability of:
 --Making sound decisions
 --Demonstrating intellectual capabilities.
 --Oral Comprehension
 --Oral expression
 --Auditory understanding
 --Memorization
 --Written comprehension

JOB REQUIREMENTS 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:

One year of general clerical experience.

Training:

Equivalent to completion of the twelfth grade.

WORKING CONDITIONS:

Environmental Conditions:

Office environment.

Physical Conditions:

Functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

JOB PROFILE

Annual Contract: 10.5 months

Classified Salary Schedule: 9

**RIVER DELTA UNIFIED SCHOOL DISTRICT
OFFICE SPECIALIST**

DEFINITION

To perform clerical functions in support of the assigned school site; data entry and preparing correspondence from rough draft, answering phones, serving as receptionist; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the entry level class within the clerical/secretarial series. Employees at this level perform the full range of duties assigned to the class and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Attendance Secretary and Secretary classes in that these latter classes assume lead responsibilities for lower-level staff and perform much more complex clerical, secretarial and technical functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned higher level staff and site Principal.

DUTIES

Essential Functions:

1. Perform a variety of clerical functions in support of the assigned school site and Principal; including data entry and preparing general correspondence from rough draft; type, proofread and edit a variety of documents.
2. Maintain records regarding school lunch programs.
3. Maintain files and records; retrieve files for staff.
4. Act as receptionist, answer the phone and assist the general public, in person and over the phone; provide assistance and respond to students, parents, faculty, and the general public; screen calls and visitors; take messages as necessary.
5. Maintain files for records; maintain files for staff.
6. Maintain CUM records, request records from previous schools, maintain record of CUM files requested, received, and sent.
7. Assist in maintaining attendance records verify students notes and ensure accuracy; key attendance notes into computer.
8. Assist ill or injured students; contact parents, administer first aid in accordance with established procedures.
9. Receive, open, sort, screen and distribute mail.
10. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

English grammar, spelling and punctuation.
Modern office practices and procedures, including computers.
Methods and procedures of data entry.

Mathematical principles.

Ability to:

- Learn District and school policies and procedures.
- Perform a wide variety of clerical duties in support of an assigned function.
- Operate office equipment including a computer.
- Use Microsoft Office Suite proficiently.
- Master new computer-based office software as required.
- Maintain reliable, punctual, and regular attendance.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.
- Focus on details of work content, work steps, and final work products.
- Display honest, adherence to principals, personal accountability, and confidentiality.
- Present self as a positive representative of the organization.
- Maintain emotional stability and self-control under pressure, challenge, adversity.
- Maintain effective audio-visual discrimination and perception needed for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment
- Maintain mental capacity which allows the capability of:
 - Making sound decisions
 - Demonstrating intellectual capabilities.
 - Oral Comprehension
 - Oral expression
 - Auditory understanding
 - Memorization
 - Written comprehension

JOB REQUIREMENTS *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:

One year of general clerical experience.

Training:

Equivalent to completion of the twelfth grade

WORKING CONDITIONS:

Environmental Conditions:

Office environment

Physical Conditions:

Functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

JOB PROFILE

Annual Contract: 10.5 months

Classified Salary Schedule: 9

**RIVER DELTA UNIFIED SCHOOL DISTRICT
CLERICAL SPECIALIST**

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

To perform a wide variety of clerical/secretarial/technical receptionist duties related to District Office Business; to perform department support functions for the departments assigned; and to perform a variety of tasks relative to related duties assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Accounting; and she/he will be responsible for ~~seeing~~ensuring that work assigned from each department does not exceed allocated hours.

WORK ASSIGNMENTS

Work will be assigned from the Business Services Department, Personnel Department and Superintendents office through the positions immediate supervisor who will be responsible for seeing that work assigned from each department does not exceed allocated hours.

Generally, this position will provide 25% support each to the General District Office, to Business Services, to the Personnel and to the Superintendent's Office (time will be taken from all departments as needed to perform Board meeting preparations as required usually once or twice per month).

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

Essential Functions:

1. Provide clerical/technical/secretarial support for the Executive Secretary as necessary, which includes assisting with maintaining permanent and archive files, filing, copying, and distribution, assisting with supply and equipment inventory and purchasing. data entry, assist in overseeing work of student assistants if necessary (total allocated time is two hours per day).
2. Provide clerical/technical/secretarial support for the director of personnel as necessary, which includes copying, filing, ~~posting~~posting, and distributing vacancy notices, setting up personnel interviews; data entries in QSS system (total allocated time is two hours per day).
3. Provide clerical/technical/secretarial support for the Assistant Superintendent ofChief of Business Services as necessary, which includes data entry, typing, copying, filing, logging daily checks and depositing funds into the clearing bank account (total allocated time is two hours per day).
4. Provide receptionist assistance to students, parents, ~~general public~~public; screen calls and visitors to the District Office and assist with appropriate referrals.
5. Provide maintenance of district bulletin board and information bulletin posting, removing outdated items.
6. Responsible to ~~open~~for opening, screen, sort all daily District Office incoming mail assuring appropriate routing.

7. Serve as the primary Key Operator for District Office machines, such as the copier, ~~fax~~fax, and mail machine, arrange for equipment, supplies, machine repairs as needed.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Attendance accounting principles and practices.
English grammar, spelling, and punctuation.
Basic mathematic principles.
Modern office practices and procedures, including computers.
Record keeping methods and techniques.
Pertinent Federal, State and local laws, codes and regulations.
Basic first aid and CPR techniques.
Bilingual preferred

Ability to:

Interpret and explain District policies and procedures.
Administer first aid and CPR.
Compose letters, memoranda, and other written documents.
Operate office equipment including a fax, copier, computer, etc.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.

Work independently in the absence of supervision.
Type at a speed necessary for successful job performance.
Communicate clearly and concisely, both orally and in writing.
Establish/maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honesty, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity.
Maintain effective audio-visual discrimination and perception needed for:
 --Making observations
 --Communicating with others
 --Reading and writing
 --Operating assigned equipment
Maintain mental capacity which allows the capability of:
 --Making sound decisions
 --Demonstrating intellectual capabilities.
 -Oral Comprehension

--Oral expression

--Auditory understanding

--Memorization

--Written comprehension

QUALIFICATIONS

Knowledge of:

~~Modern office procedures and methods~~

~~Computer use including database, spreadsheet, and word processing programs~~

~~English usage, spelling, grammar and punctuation~~

~~Record keeping methods.~~

~~Pertinent, Federal, State, and local laws, codes and regulations in assigned areas.~~

~~Telephone and public business etiquette~~

Ability to:

~~Maintain confidentiality of work~~

~~Collect and compile information and data for a variety of reports.~~

~~Work independently in the absence of supervision~~

~~Communicate effectively, both orally and in writing.~~

~~Perform basic mathematical calculations quickly and accurately~~

~~Operate within the Gamut on Line System for board policy and other legal resource access.~~

~~Type/word process at a speed necessary for successful job performance (minimum 35wpm)~~

~~Operate a variety of modern office equipment including computer equipment.~~

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

~~Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capability to ask for assistance as needed.~~

~~Maintain effective audio visual discrimination and perception needed for successful job performance.~~

~~Maintain physical capability needed for successful job performance.~~

EXPERIENCE AND TRAINING GUIDELINES POSITION REQUIREMENTS

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:

Licenses/Other Requirements:

Possession of a valid California Driver's License.

Experience:

Three years of increasingly responsible clerical experience.

Experience/Training Preferred:

Equivalent to the completion of twelfth grade.
Bilingual (Spanish) strongly preferred, but not required.

~~Possession of a valid California Driver's License.~~

WORKING CONDITIONS:

Environmental Conditions:

Office environment (~~work~~working on a computer).

Physical Conditions (with or without aids):

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and in standing position; as well ~~as~~ stamina to work occasional overtime. Hearing and speaking to exchange information; seeing to read a variety of records and proof work; dexterity to operate a computer keyboard.

Hazards:

Contact with dissatisfied and abusive individuals.

Other Characteristics:

Able to work additional hours (employee, by Contract, has the right of refusal)
~~Willing~~Willing to travel ~~locally~~ within the District's attendance boundaries

PERSONAL SKILLS AND QUALITIES:

~~Highs standards of ethics, integrity~~integrity, and personal conduct
~~Reputation for warmth, open mindedness, respect for human dignity, genuine interest in people,~~
~~sensitive to the needs of others~~
~~Skill in verbal and written communication~~
~~Skill in problem-solving.~~
~~Interpersonal skills including conflict resolution abilities, capacity to listen and learn, tact,~~
~~patience~~patience, and courtesy.

JOB PROFILE:

~~Annual Contract (July 1-June 30)~~

~~Salary Range~~

~~Classified (CSEA) position~~

JOB PROFILE:

Annual Contract: 12 months

Unit: CSEA (classified)

Salary: Range 814

**RIVER DELTA UNIFIED SCHOOL DISTRICT
CLERICAL SPECIALIST**

DEFINITION

To perform a wide variety of clerical/secretarial/technical receptionist duties related to District Office Business; to perform department support functions for the departments assigned; and to perform a variety of tasks relative to related duties assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Accounting; and she/he will be responsible for ensuring that work assigned from each department does not exceed allocated hours.

WORK ASSIGNMENTS

Work will be assigned from the Business Services Department, Personnel Department and Superintendents office through the positions immediate supervisor who will be responsible for seeing that work assigned from each department does not exceed allocated hours.

Generally, this position will provide 25% support each to the General District Office, to Business Services, to the Personnel and to the Superintendent's Office (time will be taken from all departments as needed to perform Board meeting preparations as required usually once or twice per month).

DUTIES:

Essential Functions:

1. Provide clerical/technical/secretarial support for the Executive Secretary as necessary, which includes assisting with maintaining permanent and archive files, filing, copying, and distribution, assisting with supply and equipment inventory and purchasing, data entry, assist in overseeing work of student assistants if necessary (total allocated time is two hours per day).
2. Provide clerical/technical/secretarial support for the director of personnel as necessary, which includes copying, filing, posting, and distributing vacancy notices, setting up personnel interviews; data entries in QSS system (total allocated time is two hours per day).
3. Provide clerical/technical/secretarial support for the Assistant Superintendent of Business Services as necessary, which includes data entry, typing, copying, filing, logging daily checks and depositing funds into the clearing bank account (total allocated time is two hours per day).
4. Provide receptionist assistance to students, parents, public; screen calls and visitors to the District Office and assist with appropriate referrals.
5. Provide maintenance of district bulletin board and information bulletin posting, removing outdated items.
6. Responsible for opening, screen, sort all daily District Office incoming mail assuring appropriate routing.
7. Serve as the primary Key Operator for District Office machines, such as the copier, fax, and mail machine, arrange for equipment, supplies, machine repairs as needed.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Attendance accounting principles and practices.
English grammar, spelling, and punctuation.
Basic mathematic principles.
Modern office practices and procedures, including computers.
Record keeping methods and techniques.
Pertinent Federal, State and local laws, codes and regulations.
Basic first aid and CPR techniques.
Bilingual preferred

Ability to:

Interpret and explain District policies and procedures.
Administer first aid and CPR.
Compose letters, memoranda, and other written documents.
Operate office equipment including a fax, copier, computer, etc.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.

Work independently in the absence of supervision.
Type at a speed necessary for successful job performance.
Communicate clearly and concisely, both orally and in writing.
Establish/maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honesty, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity.
Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities.
- Oral Comprehension
- Oral expression
- Auditory understanding
- Memorization
- Written comprehension

POSITION REQUIREMENTS

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:

Licenses/Other Requirements:

Possession of a valid California Driver's License.

Experience:

Three years of increasingly responsible clerical experience.

Experience/Training Preferred:

Equivalent to the completion of twelfth grade.

Bilingual (Spanish) strongly preferred, but not required.

WORKING CONDITIONS:

Environmental Conditions:

Office environment (working on a computer).

Physical Conditions (with or without aids):

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and in standing position; as well as stamina to work occasional overtime. Hearing and speaking to exchange information; seeing to read a variety of records and proof work; dexterity to operate a computer keyboard.

Hazards:

Contact with dissatisfied and abusive individuals.

Other Characteristics:

Able to work additional hours (employee, by Contract, has the right of refusal)

Willing to travel within the District's attendance boundaries

JOB PROFILE:

Annual Contract: 12 months

Salary: Range 14

**RIVER DELTA UNIFIED SCHOOL DISTRICT
MAINTENANCE, OPERATIONS & TRANSPORTATION SECRETARY**

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

To perform a variety of secretarial and clerical duties related to the support of Maintenance, Operations & Transportation Department. Maintain all documents, ~~records~~records, and reports for the department. Create and maintain budget worksheets and reports. Assist the Maintenance, Operations & Transportation Director in completing reports, ~~spreadsheets~~spreadsheets, and various correspondence, to perform a variety of tasks relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level will be required to be trained in specialty information related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Maintenance, Operations & Transportation Director.

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

Essential Functions:

1. Provide Secretarial and clerical support~~assistance~~ for the Maintenance, Operations and Transportation Director. Prepare correspondence, memos, letters; forms, staff bulletins, newsletters, and related communications; edit, proofread, and review material.
2. Create and/or complete reports, applications, and other documents for district and other governmental agencies as needed.
3. Research legal written responses as needed to written inquiries by the public or governmental agencies regarding River Delta school sites.
4. Update and maintain physical site plans; collect from sites; file for permanent retention at the District Office.
5. Maintain various schedules and calendars for department and supervisor, schedule appointments, events, meetings; schedule uses of facility; schedule arrangements for custodian setups and clean up for special events and facility use.
- 2-6. Prepare and coordinate flow of site personnel travel requests between site and District Office.
- 3-7. Create, submit, and maintain board agenda items for board meetings and assure follow up action as required resulting from the board's decisions.
8. Serve as departmental receptionist, + Provide assistance to staff members, professionals and consultants, professional and governmental agencies and to the generic public; provide information, make referrals and schedule conference calls and meetings.
9. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquiries to the appropriate person or office.

10. Maintain Departmental public bulletin board as required; post legal notices, vacancy notices, board agendas, information bulletins; remove outdated items at least weekly.
11. Maintain funding and expenditure reports for all departmental accounts.
- ~~4. to screen calls and provide information and make referrals as necessary.~~
- ~~5.~~12. Serve as departmental secretary to open, screen, sort all daily departmental incoming mail; develop and generate letters, memoranda and other correspondence as needed.
13. Create departmental purchase orders; maintain funding and expenditures records for all departmental accounts. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.
14. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
15. Operate daily a variety of office equipment including a computer, copier, fax, postage meter, etc. and use daily a variety of computer programs, such as databases, spreadsheets, presentations, word processing programs, as well as accessing research and data from the internet in support of the departmental programs.
16. Compile information from records; develop and maintain files; maintain confidential data; classify and post information and keep a variety of records.
17. Organize tasks and establish priorities to meet deadlines, operate standard office equipment, resolve difficult and complex public relation matters.
18. Prepare payroll reports for department personnel and provide them to the district office.
- ~~6.~~
- 7.19. Perform record-keeping record-keeping functions on budget reports from the Business Office to submit to the Director.
20. Create, monitor, progress, and maintain files of departmental personnel action forms and vacancy notices submitted through Personnel and Budget Offices.
21. Track employee absences, notify school site Principals and other staff of employee absences, and create weekly absent reports for district office. Reserve substitute employees for absent site personnel in accordance with district procedures.
22. Order parts and schedule services for transportation/maintenance repairs and annual testing for permits.
23. Monitor and maintain licensing of vehicles with the Department of Motor Vehicles.
- ~~8.~~24. Call and notify parents regarding transportation approvals, declines, or changes.

Marginal Functions:

1. Perform miscellaneous clerical functions as needed for the Director of Maintenance and Operations.
2. Perform as primary Back up to the Superintendent's Executive Secretary.
3. Perform related duties and responsibilities as required.
- ~~4. Perform related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

Research and data collection
Report preparation techniques
Modern office procedures and methods, files management
Modern computer equipment and programs (Microsoft Office, Word Excel, and PowerPoint, etc)
English usage, Spelling, ~~grammar~~grammar, and punctuation.
Record keeping methods and procedures
General bookkeeping skills
Telephone/public business etiquette
Bilingual preferred

Ability to:

Perform research, collect and compile information and data.
Maintain confidentiality of work
Work independently in the absence of supervision
Communicate effectively, both orally (in person or on phone) and in writing
Perform mathematical calculations quickly and accurately
Operate a variety of modern office equipment including computer equipment, copier, fax, postage meter etc.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.
Compose letters, memoranda, and other written documents.
Type at a speed necessary for successful job performance.
Interpret and explain District policies and procedures.
Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honesty, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual ~~capabilities~~capabilities.
--Making sound decisions
--Demonstrating intellectual capabilities
--Oral Comprehension
--Oral expression
--Auditory understanding
--Memorization
--Written comprehension
Maintain effective audio-visual discrimination and perception needed for successful job performance.
--Making observations
--Communicating with others
--Reading and writing
--Operating assigned equipment

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:

Equivalent to four years of increasingly responsible office experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by further specialized training in any area related to office needs. Bilingual (Spanish), preferred but is not required,

WORKING CONDITIONS:

Environmental Conditions:

High pressure office environment utilizing a computer.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and a standing position for prolonged periods of time.

JOB PROFILE:

Annual Contract: 12 months

Unit: CSEA (classified)

Salary: Range 15

**RIVER DELTA UNIFIED SCHOOL DISTRICT
MAINTENANCE, OPERATIONS & TRANSPORTATION SECRETARY**

DEFINITION

To perform a variety of secretarial and clerical duties related to the support of Maintenance, Operations & Transportation Department. Maintain all documents, records, and reports for the department. Create and maintain budget worksheets and reports. Assist the Maintenance, Operations & Transportation Director in completing reports, spreadsheets, and various correspondence, to perform a variety of tasks relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level will be required to be trained in specialty information related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Maintenance, Operations & Transportation Director.

DUTIES

Essential Functions:

1. Provide Secretarial and clerical support for the Maintenance, Operations and Transportation Director. Prepare correspondence, memos, letters; forms, staff bulletins, newsletters, and related communications; edit, proofread, and review material.
2. Create and/or complete reports, applications, and other documents for district and other governmental agencies as needed.
3. Research legal written responses as needed to written inquiries by the public or governmental agencies regarding River Delta school sites.
4. Update and maintain physical site plans; collect from sites; file for permanent retention at the District Office.
5. Maintain various schedules and calendars for department and supervisor, schedule appointments, events, meetings; schedule uses of facility; schedule arrangements for custodian setups and clean up for special events and facility use.
6. Prepare and coordinate flow of site personnel travel requests between site and District Office.
7. Create, submit, and maintain board agenda items for board meetings and assure follow up action as required resulting from the board's decisions.
8. Serve as departmental receptionist.
9. Provide assistance to staff members, professionals and consultants, professional and governmental agencies and to the generic public; provide information, make referrals and schedule conference calls and meetings.
10. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquiries to the appropriate person or office.
11. Maintain Departmental public bulletin board as required; post legal notices, vacancy notices, board agendas, information bulletins; remove outdated items at least weekly.
12. Maintain funding and expenditure reports for all departmental accounts.
13. Serve as departmental secretary to open, screen, sort all daily departmental incoming mail; develop and generate letters, memoranda and other correspondence as needed.

14. Create departmental purchase orders; maintain funding and expenditures records for all departmental accounts. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.
15. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
16. Operate daily a variety of office equipment including a computer, copier, fax, postage meter, etc. and use daily a variety of computer programs, such as databases, spreadsheets, presentations, word processing programs, as well as accessing research and data from the internet in support of the departmental programs.
17. Compile information from records; develop and maintain files; maintain confidential data; classify and post information and keep a variety of records.
18. Organize tasks and establish priorities to meet deadlines, operate standard office equipment, resolve difficult and complex public relation matters.
19. Prepare payroll reports for department personnel and provide them to the district office.

20. Perform record-keeping functions on budget reports from the Business Office to submit to the Director.
21. Create, monitor, progress, and maintain files of departmental personnel action forms and vacancy notices submitted through Personnel and Budget Offices.
22. Track employee absences, notify school site Principals and other staff of employee absences, and create weekly absent reports for district office. Reserve substitute employees for absent site personnel in accordance with district procedures.
23. Order parts and schedule services for transportation/maintenance repairs and annual testing for permits.
24. Monitor and maintain licensing of vehicles with the Department of Motor Vehicles.
25. Call and notify parents regarding transportation approvals, declines, or changes.

Marginal Functions:

1. Perform miscellaneous clerical functions as needed for the Director of Maintenance and Operations.
2. Perform as primary Back up to the Superintendent's Executive Secretary.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Research and data collection
 Report preparation techniques
 Modern office procedures and methods, files management
 Modern computer equipment and programs (Microsoft Office, Word Excel, and PowerPoint, etc)
 English usage, Spelling, grammar, and punctuation.
 Record keeping methods and procedures
 General bookkeeping skills
 Telephone/public business etiquette
 Bilingual preferred

Ability to:

Perform research, collect and compile information and data.

Maintain confidentiality of work
Work independently in the absence of supervision
Communicate effectively, both orally (in person or on phone) and in writing
Perform mathematical calculations quickly and accurately
Operate a variety of modern office equipment including computer equipment, copier, fax, postage meter etc.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.
Compose letters, memoranda, and other written documents.
Type at a speed necessary for successful job performance. Interpret and explain District policies and procedures.
Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honesty, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
--Making sound decisions
 --Demonstrating intellectual capabilities
 --Oral Comprehension
 --Oral expression
 --Auditory understanding
 --Memorization
 --Written comprehension
Maintain effective audio-visual discrimination and perception needed for successful job performance.
--Making observations
 --Communicating with others
 --Reading and writing
 --Operating assigned equipment

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:

Equivalent to four years of increasingly responsible office experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by further specialized training in any area related to office needs. Bilingual (Spanish), preferred but is not required,

WORKING CONDITIONS:

Environmental Conditions:

High pressure office environment utilizing a computer.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and a standing position for prolonged periods of time.

JOB PROFILE:

Annual Contract: 12 months

Salary: Range 15

**Memorandum of Understanding ("MOU")
Between the
California School Employees Association
and its River Delta Chapter 319 ("CSEA" collectively)
And the
River Delta Unified School District ("District")**

August 31, 2023

This MOU is entered by the District and CSEA. The parties agree the following:

- Account Specialist will be a 12-month contract at Range 19 the classified salary schedule
- After School Program Supervisor be a 12-month contract at Range 19 of the classified salary schedule
- School to Career Coordinator be a 12-month contract at Range 19 of the classified salary schedule

CSEA and the District also agree to the revised job descriptions for each of these positions as attached.

CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION,
RIVER DELTA CHAPTER 319

Dated: 9/1/23

By: _____
Patty DuBois, CSEA River Delta Chapter 319
President

By: _____

Carol Black, CSEA Labor Relations
Representative

RIVER DELTA UNIFIED SCHOOL
DISTRICT

Dated: 8/31/23

By: Katherine Wright
Katherine Wright, Superintendent

RIVER DELTA UNIFIED SCHOOL DISTRICT ACCOUNT SPECIALIST

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

To perform assigned clerical accounting work involving either accounts payable, ~~and~~ accounts receivable ~~and~~ ~~or~~ payroll and benefits; as well as and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives ~~general supervision~~ directive from the Director of Accounting and Assistant Superintendent of Business Services.

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

Essential Functions:

Perform clerical accounting functions involving either accounts payable, accounts receivable or payroll and benefits.

When Assigned Accounts Payable/Accounts Receivable:

1. Perform accounts payable functions; receive and match invoices with purchase orders; process purchase orders.
2. Enter data into various computer-based accounting systems; code and encumber purchase orders.
3. Receive and count incoming monies; reconcile cash receipts; prepare deposit slips; make bank deposits.
4. ~~Receive receipts and invoices for lunch program reimbursement; input lunch program count into the computer; prepare State and Federal lunch reimbursement reports.~~
5. Receive warrants from the County; mail to vendors; respond to and resolve vendor inquiries.
6. Prepare and process District wide purchase orders; coordinate purchasing decisions under the direction of the Director of Accounting or the Assistant Superintendent of Business Services.
7. Maintain records of District contracts with service providers including other public agencies, contractors, professional service firms, banks and commercial vendors.
8. Maintain records on student body accounts; maintain records on all bank deposits; reconcile bank statements and verify authorized signers.
9. Prepare billings for field trips provided by Transportation Department; receive and apply correct payment to invoices. process payments.
10. Manage district credit card accounts, ensure all receipts are turned in and process payments.
11. Maintain and input fixed assets and inventory into on-line system.
12. Work with consultant to ensure district compliance for E-rate.

13. Prepare required state and federal reports

14. Receive, analyze, and process P-1, P-2, Annual Attendance reports to CDE.

9.

Essential Functions:

~~10.~~15. ___ Collect district developer fees; calculate amounts based on square footage; prepare monthly and quarterly reports. Reconcile annual report.

~~11.~~16. ___ Maintain Districts revolving fund account; disburse approved funds and reconcile reimbursements.

~~12.~~17. ___ Prepare billings District-provided services; calculate costs for custodial services, use of facilities, reimbursements and lease agreements.

18. Prepare State-mandated cost reports; account for fuel use and State sales taxes.

~~13.~~19. ___ Prepare and reconcile invoices for funds that are due to the district.

When Assigned Payroll

~~14.~~20. ___ Provide information and assistance to District employees regarding their pay and benefits entitlements and transactions.

~~15.~~21. ___ Perform financial record keeping operations related to regular and variable payroll; compute and prepare salary agreements; prepare and balance payroll earnings and deductions.

~~16.~~22. ___ Process stipends and overtime payments; maintain records on all seasonal employees.

~~17.~~23. ___ Audit timesheets; post absences and leave records; calculate deductions and leave allowances; make routine verifications in accordance with established procedures.

~~18.~~24. ___ Prepare STRS and PERS retirement reports; stay abreast of changing legislation affecting STRS and PERS.

~~19.~~25. ___ Process payments for benefit claims; maintain related records and files.

26. Maintain and process workers compensation claims.

27. Comply with Federal Regulations regarding ACA, including monthly and annual reports.

~~20.~~28. ___ Reconcile and process monthly spreadsheet and payments for Benefits.

When assigned any functions:

~~21.~~29. ___ Provide information on benefits and workers compensation; respond to and resolve inquiries; conduct research and monitor outcome.

~~22.~~30. ___ Prepare a variety of financial and statistical reports on operations and activities in assigned area on a monthly, quarterly and annual basis.

~~23.~~31. ___ Process student insurance information; maintain files; forward to insurance carrier.

- ~~24.32.~~ 24.32. Receive and process applications for facility usage; coordinate with site contact and MOT Ssecretary/Administrative Assistant for Maintenance, Operations and Facilities.
- ~~25.33.~~ 25.33. Perform technical and clerical and functions involving data input; answering phones and preparing correspondence.
34. Answers questions and resolves concerns in assigned area.
- ~~26.35.~~ 26.35. Verify information on all travel requests, process reimbursements and make all travel arrangements.

Marginal Functions:

1. Assist at the front desk, answers phones and assist the public.
2. ~~Serve as back up to other clerical and accounting staff.~~
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles of clerical accounting.
Payroll principles and practices.
Modern office practices, procedures and equipment.
Personal computer software applications including word processing and spread sheet applications and accounting systems.
Pertinent Federal, State and Local laws, codes and regulations.
Education Code requirements related to finance activities.
Retention of appropriate records.

Ability to:

Use and operate ten-key adding machine.
Make calculations accurately and quickly.
Maintain confidential information.
Prepare clear and concise reports.
Use and operate a personal computer.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for successful job performance.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

POSITION REQUIREMENTS 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:

Two years of **responsible** clerical **responsibilities and/or knowledge. Some including some** accounting experience **preferred.**

Training:

Equivalent to completion of the twelfth grade. Supplemental college level course work in accounting and bookkeeping is desired. Bilingual, oral and written, (Spanish) preferred, not required.

WORKING CONDITIONS:

Environmental Conditions:

Office environment (work on a computer).

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary or sustained posture in a seated and in a standing position. **Occasional lifting required up to 25 lbs.;**

JOB PROFILE

Annual Contract: 12 months

Salary: Range 19

**RIVER DELTA UNIFIED SCHOOL DISTRICT
ACCOUNT SPECIALIST**

DEFINITION

To perform assigned clerical accounting work involving either accounts payable, accounts receivable and payroll and benefits; as well as to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives directive from the Director of Accounting and Assistant Superintendent of Business Services

DUTIES

Essential Functions:

Perform clerical accounting functions involving ~~either~~ accounts payable, accounts receivable or payroll and benefits.

1. Perform accounts payable functions; receive and match invoices with purchase orders; process purchase orders.
2. Enter data into various computer-based accounting systems; code and encumber purchase orders.
3. Receive and count incoming monies; reconcile cash receipts; prepare deposit slips; make bank deposits.
4. Receive warrants from the County; mail to vendors; respond to and resolve vendor inquiries.
5. Prepare and process District wide purchase orders; coordinate purchasing decisions under the direction of the Director of Accounting or the Assistant Superintendent of Business Services.
6. Maintain records of District contracts with service providers including other public agencies, contractors, professional service firms, banks and commercial vendors.
7. Maintain records on student body accounts; maintain records on all bank deposits; reconcile bank statements and verify authorized signers
8. Prepare billings for field trips provided by Transportation Department; receive and apply correct payment to invoices, process payments.
9. Manage district credit card accounts, ensure all receipts are turned in and process payments.
10. Maintain and input fixed assets and inventory into on-line system.
11. Work with consultant to ensure district compliance for E-rate.
12. Prepare required state and federal reports
13. Receive, analyze, and process P-1, P-2, Annual Attendance reports to CDE.
14. Collect district developer fees; calculate amounts based on square footage; prepare monthly and quarterly reports. Reconcile annual report.
15. Maintain Districts revolving fund account; disburse approved funds and reconcile reimbursements.

16. Prepare billings District-provided services; calculate costs for custodial services, use of facilities, reimbursements and lease agreements.
17. Prepare State-mandated cost reports; account for fuel use and State sales taxes.
18. Prepare and reconcile invoices for funds that are due to the district.
19. Provide information and assistance to District employees regarding their pay and benefits entitlements and transactions.
20. Perform financial record keeping operations related to regular and variable payroll; compute and prepare salary agreements; prepare and balance payroll earnings and deductions.
21. Process stipends and overtime payments; maintain records on all seasonal employees.
22. Audit timesheets; post absences and leave records; calculate deductions and leave allowances; make routine verifications in accordance with established procedures.
23. Prepare STRS and PERS retirement reports; stay abreast of changing legislation affecting STRS and PERS.
24. Process payments for benefit claims; maintain related records and files.
25. Maintain and process workers compensation claims.
26. Comply with Federal Regulations regarding ACA, including monthly and annual reports.
27. Reconcile and process monthly spreadsheet and payments for Benefits.
28. Provide information on benefits and workers compensation; respond to and resolve inquiries; conduct research and monitor outcome.
29. Prepare a variety of financial and statistical reports on operations and activities in assigned area on a monthly, quarterly and annual basis.
30. Process student insurance information; maintain files; forward to insurance carrier.
31. Receive and process applications for facility usage; coordinate with site contact and MOT Secretary/Administrative Assistant for Maintenance, Operations and Facilities
32. Perform technical and clerical and functions involving data input; answering phones and preparing correspondence.
33. Answers questions and resolves concerns in assigned area.
34. Verify information on all travel requests, process reimbursements and make all travel arrangements.

Marginal Functions:

1. Assist at the front desk, answers phones and assist the public.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles of clerical accounting.

Payroll principles and practices.

Modern office practices, procedures and equipment.

Personal computer software applications including word processing and spread sheet applications and accounting systems.

Pertinent Federal, State and Local laws, codes and regulations.

Education Code requirements related to finance activities.

Retention of appropriate records.

Ability to:

Use and operate ten-key adding machine.

Make calculations accurately and quickly.

Maintain confidential information.

Prepare clear and concise reports.

Use and operate a personal computer.

Communicate clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for successful job performance.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

POSITION REQUIREMENTS

Experience:

Two years of clerical responsibilities and/or knowledge. Some accounting experience preferred

Training:

Equivalent to completion of the twelfth grade. Supplemental college level course work in accounting and bookkeeping is desired. Bilingual, oral and written, (Spanish) preferred, not required.

WORKING CONDITIONS:

Environmental Conditions:

Office environment (work on a computer).

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary or sustained posture in a seated and in a standing position. Occasional lifting required up to 25 lbs.

JOB PROFILE

Annual Contract: 12 months

Salary: Range 19

**RIVER DELTA UNIFIED SCHOOL DISTRICT
AFTER SCHOOL PROGRAM SUPERVISOR
District-wide**

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

Plan, organize and implement the operation and evaluation of all River Delta Unified School District's after school programs and related grant funded programs; train and supervise the performance of assigned after school staff.

SUPERVISION RECEIVED AND EXERCISED

Receives ~~general supervision~~ direction from the Assistant Superintendent of Educational Services.

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

Essential Functions:

1. Plan, organize and implement the operation and evaluation of the after-school program and related grant funded programs, such as the Family Literacy and Direct Access grants.
2. Assure program compliance with district, state and federal laws, rules ~~and~~ guidelines, and quality standards.
3. Train and supervise the performance of assigned after school staff; interview and select staff; oversee transfers, reassignments, terminations and disciplinary actions.
4. Control and authorize expenditures in accordance with established limitations; keep a budget of projected expenditures and actual expenditures.
5. Complete semi-annual attendance reports and annual evaluations reports; submit to California Department of Education.
6. Attend after school program trainings and workshops through Sacramento County Office of Education, California Department of Education and other agencies or organizations.
7. Maintain and oversee all communication between the after-school program and the community.
8. Develop and maintain district policies for the after-school program related to attendance and behavior.
9. Work with staff and parents to ensure the safety of all students.
10. Work with principals and everyday staff to coordinate after school activities with regular day activities.
11. Provide annual report to River Delta School Board and community organizations such as, city/town councils and service groups.
12. Research and implement best practices for after school programs.
13. Substitute for After School Program Site Coordinator in their absence
- ~~12,14.~~

Marginal Functions:

QUALIFICATIONS

Knowledge of:

Basic knowledge of computers, including word processing, spreadsheet programs and researching on the internet.
Effective oral and written communication skills.
Effective interpersonal skills, using tact, patience, and courtesy.
Effective public speaking skills.

Ability to:

Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work creatively and independently with little direction.
Meet schedule and timelines.
Plan and organize work.
Prepare comprehensive narrative statistical reports.
Manage a variety of reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.

POSITION REQUIREMENTS 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:

Must have a bachelor's degree or AA/AS degree preferred with ECE units with Two 2 years related ds experience.

Job Profile:

_____ 165 183 work day calendar
_____ Confidential/Classified Management position
_____ Salary: Range 11-19
_____ Mileage Allowance: \$160 per month

WORKING CONDITIONS:

Environmental Conditions:

Office, School setting, work closely with others.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time

Job Profile:

_____ Annual Contract: 12 months
_____ Unit: Classified (CSEA) Confidential/Classified Management position
_____ Salary: Range 1-19
_____ Mileage Allowance: \$160 per month

**RIVER DELTA UNIFIED SCHOOL DISTRICT
AFTER SCHOOL PROGRAM SUPERVISOR
Districtwide**

DEFINITION

Plan, organize and implement the operation and evaluation of all River Delta Unified School District's after school programs and related grant funded programs; train and supervise the performance of assigned after school staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Superintendent of Educational Services

DUTIES

Essential Functions:

1. Plan, organize and implement the operation and evaluation of the after-school program and related grant funded programs, such as the Family Literacy and Direct Access grants.
2. Assure program compliance with district, state and federal laws, rules and guidelines, and quality standards
3. Train and supervise the performance of assigned after school staff; interview and select staff; oversee transfers, reassignments, terminations and disciplinary actions.
4. Control and authorize expenditures in accordance with established limitations; keep a budget of projected expenditures and actual expenditures.
5. Complete semi-annual attendance reports and annual evaluations reports; submit to California Department of Education.
6. Attend after school program trainings and workshops through Sacramento County Office of Education, California Department of Education and other agencies or organizations.
7. Maintain and oversee all communication between the after-school program and the community.
8. Develop and maintain district policies for the after-school program related to attendance and behavior.
9. Work with staff and parents to ensure the safety of all students.
10. Work with principals and everyday staff to coordinate after school activities with regular day activities.
11. Provide annual report to River Delta School Board and community organizations such as, city/town councils and service groups.
12. Research and implement best practices for after school programs.
13. Substitute for After School Program Site Coordinator in their absence

QUALIFICATIONS

Knowledge of:

Basic knowledge of computers, including word processing, spreadsheet programs and researching on the internet.

Effective oral and written communication skills.

Effective interpersonal skills, using tact, patience, and courtesy.

Effective public speaking skills.

Ability to:

Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work creatively and independently with little direction.
Meet schedule and timelines.
Plan and organize work.
Prepare comprehensive narrative statistical reports.
Manage a variety of reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.

POSITION REQUIREMENTS

Experience:

Must have a bachelor's degree or AA/AS degree preferred with ECE units
Two years related experience.

WORKING CONDITIONS:

Environmental Conditions:

Office, School setting, work closely with others.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time

JOB PROFLIE:

Annual Contract: 12 month
Salary: Range 19

RIVER DELTA UNIFIED SCHOOL DISTRICT SCHOOL TO CAREER COORDINATOR

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 direct supervision of ~~Director~~ Assistant Superintendent of Educational Services, responsible for planning, organizing, and coordinating curriculum development and improvement, implementing and maintaining the CTE budget, and overseeing the ~~CRANE~~ project and major functions. other Career Technical Education budgets and programs.

SUPERVISION RECEIVED AND EXERCISED

Receives ~~sd~~ direction from the ~~Director~~ Assistant Superintendent of Educational Services; supervision over none

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

Essential Functions:

1. Direct and coordinate all components involved in the implementation and operation of the CTE program at all the school sites.
2. Work cooperatively with the school site principals, CTE teachers and Ed services to support full implementation of pathways and projects goals.
3. Coordinate the staff development with ed services support as it relates to the CTE related instruction project and maintain all required staff development records.
4. Maintain and implement and request needed revisions to the CTE budgets, including site monies with appropriate written justifications, certifications and budget printouts.
- ~~4.5.~~ Work closely with the Business Department on budget adjustments and revisions as applicable to the various grants.
- ~~5.6.~~ Complete all required CTE forms and reports.
- ~~6.7.~~ Direct and manage the purchase of classroom and program equipment and supplies.
- ~~7.8.~~ Coordinate the ongoing planning and evaluation of the CTE program, including advisory meetings and business partnership meetings.
- ~~8.9.~~ Coordinate or arrange with site staff CTE funded conferences and field trips and maintain documentation including trip requests, substitute requests, conference requests, projected expenses and conference reports.
- ~~9.10.~~ Develops and maintains close liaison with business and industry in development of new courses, labor market information, and establishing internship opportunities.
- ~~10.11.~~ Develops and maintains close liaison with community college personnel as required to implement projects, such as articulation and alternative credit.
- ~~11.12.~~ Monitor the progress of unduplicated students who are enrolled in CTE pathway to ensure pathway completion.
- ~~12.13.~~ Analyze and utilize parent feedback from the annual survey to determine the needs of students enrolled in CTE pathways, especially those in the unduplicated student groups.
- ~~13.14.~~ Assess and adjust CTE-related enrichment opportunities to meet the needs of the student in the unduplicated student groups.
- ~~14.15.~~ Other duties as related to the job descriptions.

QUALIFICATIONS

POSITION REQUIREMENTS:

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:

Credentials/Licenses

1. Highschool graduation or equivalent is required.
2. Successful completion of the Districts Basic Skills Tests. Possession of, or ability to obtain within 90 days, CPR and First Aid certifications, to be renewed as required.
3. Possession of a valid California's Driver's License and proof of insurance are required.

Experience/Training/Knowledge Preferred Knowledge of:

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:

1. Knowledge of Agriculture and various educational STEM pathway programs in the secondary setting.
2. Strong analytical communication and program management skills.
3. Good record keeping and report writing skills.

Ability to:

Ability to:

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work creatively and independently with little direction.

Meet schedule and timelines.

Plan and organize work.

Prepare comprehensive narrative statistical reports.

Manage a variety of reports and files related to assigned activities.

Maintain consistent, punctual and regular attendance.

POSITION REQUIREMENTS EXPERIENCE AND TRAINING GUIDELINES

Credentials/Licenses

1. High School graduation or equivalent is required.
2. Successful completion of the Districts Basic Skills Tests.
3. Possession of, or ability to obtain within 90 days, CPR and First Aid certifications, to be renewed as required.
4. Possession of a valid California's Driver's License and proof of insurance are required.

WORKING CONDITIONS

Environmental Conditions:

Office, School setting, work closely with others.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time.

JOB PROFILE

Annual Contract: 12 months

Salary: Range 19

**RIVER DELTA UNIFIED SCHOOL DISTRICT
SCHOOL TO CAREER COORDINATOR**

DEFINITION

Under direct supervision of Assistant Superintendent of Educational Services, responsible for planning, organizing, and coordinating curriculum development and improvement, implementing and maintaining the CTE budget, and overseeing other Career Technical Education budgets and programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Superintendent of Educational Services

DUTIES

Essential Functions:

1. Direct and coordinate all components involved in the implementation and operation of the CTE program at all the school sites.
2. Work cooperatively with the school site principals, CTE teachers and Ed services to support full implementation of pathways and projects goals.
3. Coordinate the staff development with ed services support as it relates to the CTE related instruction project and maintain all required staff development records.
4. Maintain and implement and request needed revisions to the CTE budgets, including site monies with appropriate written justifications, certifications and budget printouts.
5. Work closely with the Business Department on budget adjustments and revisions as applicable to the various grants.
6. Complete all required CTE forms and reports.
7. Direct and manage the purchase of classroom and program equipment and supplies.
8. Coordinate the ongoing planning and evaluation of the CTE program, including advisory meetings and business partnership meetings.
9. Coordinate or arrange with site staff CTE funded conferences and field trips and maintain documentation including trip requests, substitute requests, conference requests, projected expenses and conference reports.
10. Develops and maintains close liaison with business and industry in development of new courses, labor market information, and establishing internship opportunities.
11. Develops and maintains close liaison with community college personnel as required to implement projects, such as articulation and alternative credit.
12. Monitor the progress of unduplicated students who are enrolled in CTE pathway to ensure pathway completion.
13. Analyze and utilize parent feedback from the annual survey to determine the needs of students enrolled in CTE pathways, especially those in the unduplicated student groups.
14. Assess and adjust CTE-related enrichment opportunities to meet the needs of the student in the unduplicated student groups.
15. Other duties as related to the job descriptions.

QUALIFICATIONS

Knowledge of:

Knowledge of Agriculture and various educational pathway programs in the secondary setting.

Strong analytical communication and program management skills.

Good record keeping and report writing skills.

Ability to:

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work creatively and independently with little direction.

Plan and organize work.

Prepare comprehensive narrative statistical reports.

Manage a variety of reports and files related to assigned activities.

Maintain consistent, punctual and regular attendance.

POSITION REQUIREMENTS

Credentials/Licenses

High School graduation or equivalent is required.

Successful completion of the Districts Basic Skills Tests.

Possession of, or ability to obtain within 90 days, CPR and First Aid certifications, to be renewed as required.

Possession of a valid California's Driver's License and proof of insurance are required.

WORKING CONDITIONS

Environmental Conditions:

Office, School setting, work closely with others.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time.

JOB PROFILE

Annual Contract: 12 months

Salary: Range 19

**Memorandum of Understanding (“MOU”)
Between the
California School Employees Association
and its River Delta Chapter 319 (“CSEA” collectively)
And the
River Delta Unified School District (“District”)**

August 31, 2023

This MOU is entered by the District and CSEA. The parties agree the following:

- Administrative Assistant for Maintenance, Operations, Transportation & Business Services will be a 12-month contract at Range 16 of the classified salary schedule
- Administrative Assistant for Educational Services & Special Education Department will be a 12-month contract at Range 16 of the classified salary schedule

CSEA and the District also agree to the revised job descriptions for each of these positions as attached.

CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION,
RIVER DELTA CHAPTER 319

Dated: 9/1/23

By: Patty DuBois
Patty DuBois, CSEA River Delta Chapter 319
President

By: _____

Carol Black, CSEA Labor Relations
Representative

RIVER DELTA UNIFIED SCHOOL
DISTRICT

Dated: 8/31/23

By: Katherine Wright
Katherine Wright, Superintendent

RIVER DELTA UNIFIED SCHOOL DISTRICT

~~ADMINISTRATIVE ASSISTANT FOR MAINTENANCE, OPERATIONS, TRANSPORTATION & BUSINESS SERVICES & FACILITIES MAINTENANCE, OPERATIONS & TRANSPORTATION SECRETARY~~

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

To perform a variety of secretarial and clerical duties related to the support of Maintenance, Operations & Transportation Department and, for tasks related to the General Obligation Bond, Business Services Department. Maintain all documents, ~~reeords~~records, and reports for the department. Create and maintain budget worksheets and reports. Assist the Maintenance, Operations & Transportation Director in completing reports, ~~spreadsheets~~spreadsheets, and various correspondence, to perform a variety of tasks relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level will be required to be trained in specialty information related to assigned areas of responsibilities [i.e. Asbestos Hazardous Emergency Response Act (AHERA), Office of Public School Construction (OPSC) and Occupational Safety and Health Administration (OSHA)].

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Maintenance, Operations & Transportation Director and Assistant Superintendent of Business Services (General Obligation Bond-related tasks only).

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

Essential Functions:

1. Provide Secretarial ~~and clerical support~~assistance for the Maintenance, Operations and Transportation Director and General Obligation Bond support for Business Services.
2. Prepare ~~correspondence, memos, letters; forms, staff bulletins, newsletters, and related communications; edit, proofread, and review material~~.
3. Assist in creation of (or obtain) and maintenance of as well as perform data entry for data bases and spreadsheets programs for the department – such as AHERA compliance, America with Disabilities Act (ADA) compliance, work orders, physical site plans, facilities planning, District Facilities Master Plan, District Strategic Plan for Facilities, budget, etc.
4. ~~Assists and facilitates in the implementation in creation~~ of Bond Projects.
5. Create and/or complete reports, applications, and other documents for district and other governmental agencies as needed.
6. Research legal written responses as needed to written inquiries by the public or governmental agencies regarding River Delta school sites.
7. Update and maintain physical site plans; collect from sites; file for permanent retention at the District Office.

8. Maintain various schedules and calendars for department and supervisor, schedule appointments, events, meetings; schedule uses of facility; schedule arrangements for custodian setups and clean up for special events and facility use.
- 2-9. Prepare and coordinate flow of site personnel travel requests between site and District Office.
- 3-10. _____ Create, submit, and maintain board agenda items for board meetings and assure follow up action as required resulting from the board's decisions.
11. Serve as departmental receptionist. Provide assistance to staff members, professionals and consultants, professional and governmental agencies and to the general public; provide information, make referrals and schedule conference calls and meetings.
12. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquiries to the appropriate person or office.
13. Maintain Departmental public bulletin board as required; post legal notices, vacancy notices, board agendas, information bulletins; remove outdated items at least weekly.
14. Maintain funding and expenditure reports for all departmental accounts.
4. ~~to screen calls and provide information and make referrals as necessary.~~
- 5-15. _____ Serve as departmental secretary to open, screen, sort all daily departmental incoming mail; develop and generate letters, memoranda and other correspondence as needed.
16. Create departmental purchase orders; maintain funding and expenditures records for all departmental accounts. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.
17. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
18. Operate daily a variety of office equipment including a computer, copier, fax, postage meter, etc. and use daily a variety of computer programs, such as databases, spreadsheets, presentations, word processing programs, as well as accessing research and data from the internet in support of the departmental programs.
19. Compile information from records; develop and maintain files; maintain confidential data; classify and post information and keep a variety of records.
20. Organize tasks and establish priorities to meet deadlines, operate standard office equipment, resolve difficult and complex public relation matters.
21. Prepare payroll reports for department personnel and provide them to the district office.
6. 7-22. _____ Perform ~~record-keeping~~ record-keeping functions on budget reports from the Business Office to submit to the Director.
23. Create, monitor, progress, and maintain files of departmental personnel action forms and vacancy notices submitted through Personnel and Budget Offices.
24. Track employee absences, notify school site Principals and other staff of employee absences, and create weekly absent reports for district office. Reserve substitute employees for absent site personnel in accordance with district procedures.
25. Order parts and schedule services for transportation/maintenance repairs and annual testing for permits.
26. Monitor and maintain licensing of vehicles with the Department of Motor Vehicles.
- 8-27. _____ Call and notify parents regarding transportation approvals, declines, or changes.

Marginal Functions:

1. Perform miscellaneous clerical functions as needed for the Director of Maintenance and Operations and Assistant Superintendent of Business Services.
2. Perform as primary "back back up to the Superintendent's Executive Secretary. ????"
3. Perform related duties and responsibilities as required.

~~1.—Perform related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

Research and data collection
Report preparation techniques
Modern office procedures and methods, files management
Modern computer equipment and programs (Microsoft Office, Word Excel, and PowerPoint, etc)
English usage, Spelling, ~~grammar~~grammar, and punctuation.
Record keeping methods and procedures
General bookkeeping skills
Telephone/public business etiquette
Bilingual preferred

Ability to:

Perform research, collect and compile information and data.
Maintain confidentiality of work
Work independently in the absence of supervision
Communicate effectively, both orally (in person or on phone) and in writing
Perform mathematical calculations quickly and accurately
Operate a variety of modern office equipment including computer equipment, copier, fax, postage meter etc.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.
Compose letters, memoranda, and other written documents.
Type at a speed necessary for successful job performance.
Interpret and explain District policies and procedures.
Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honesty, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual ~~capabilities~~capabilities.
--Making sound decisions
--Demonstrating intellectual capabilities

- Oral Comprehension
- Oral expression
- Auditory understanding
- Memorization
- Written comprehension

Maintain effective audio-visual discrimination and perception needed for successful job performance.

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

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:

Licenses/Other Requirements:

Possession of a Valid California Driver's License

Experience:

Equivalent to four years of increasingly responsible office experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by further specialized training in any area related to office needs. Bilingual (Spanish), preferred but is not required,

WORKING CONDITIONS:

Environmental Conditions:

High pressure office environment utilizing a computer.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and a standing position for prolonged periods of time.

Other Characteristics:

Able to work additional hours (employee, by Contract, has the right of refusal)

Willing to travel within and outside the District's attendance boundaries

JOB PROFILE:

Annual Contract: 12 months

Unit: CSEA (classified)

Salary: Range 16

RIVER DELTA UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT FOR MAINTENANCE, OPERATIONS,
TRANSPORTATION & BUSINESS SERVICES

DEFINITION

To perform a variety of secretarial and clerical duties related to the support of Maintenance, Operations & Transportation Department and, for tasks related to the General Obligation Bond, Business Services Department. Maintain all documents, records, and reports for the department. Create and maintain budget worksheets and reports. Assist the Maintenance, Operations & Transportation Director in completing reports, spreadsheets, and various correspondence, to perform a variety of tasks relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level will be required to be trained in specialty information related to assigned areas of responsibilities [i.e. Asbestos Hazardous Emergency Response Act (AHERA), Office of Public School Construction, (OPSC) and Occupational Safety and Health Administration (OSHA)].

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Maintenance, Operations & Transportation Director and Assistant Superintendent of Business Services (General Obligation Bond-related tasks only).

DUTIES

Essential Functions:

1. Provide Secretarial and clerical support for the Maintenance, Operations and Transportation Director and General Obligation Bond support for Business Services.
2. Prepare correspondence, memos, letters; forms, staff bulletins, newsletters, and related communications; edit, proofread, and review material.
3. Assist in creation of (or obtain) and maintenance of as well as perform data entry for data bases and spreadsheets programs for the department – such as AHERA compliance, America with Disabilities Act (ADA) compliance, work orders, physical site plans, facilities planning, District Facilities Master Plan, District Strategic Plan for Facilities, budget, etc.
4. Assists and facilitates in the implementation of Bond Projects.
5. Create and/or complete reports, applications, and other documents for district and other governmental agencies as needed.
6. Research legal written responses as needed to written inquiries by the public or governmental agencies regarding River Delta school sites.
7. Update and maintain physical site plans; collect from sites; file for permanent retention at the District Office.
8. Maintain various schedules and calendars for department and supervisor, schedule appointments, events, meetings; schedule uses of facility; schedule arrangements for custodian setups and clean up for special events and facility use.
9. Prepare and coordinate flow of site personnel travel requests between site and District Office.

10. Create, submit, and maintain board agenda items for board meetings and assure follow up action as required resulting from the board's decisions.
11. Serve as departmental receptionist.
12. Provide assistance to staff members, professionals and consultants, professional and governmental agencies and to the general public; provide information, make referrals and schedule conference calls and meetings.
13. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquiries to the appropriate person or office.
14. Maintain Departmental public bulletin board as required; post legal notices, vacancy notices, board agendas, information bulletins; remove outdated items at least weekly.
15. Maintain funding and expenditure reports for all departmental accounts.
16. Serve as departmental secretary to open, screen, sort all daily departmental incoming mail; develop and generate letters, memoranda and other correspondence as needed.
17. Create departmental purchase orders; maintain funding and expenditures records for all departmental accounts. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.
18. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
19. Operate daily a variety of office equipment including a computer, copier, fax, postage meter, etc. and use daily a variety of computer programs, such as databases, spreadsheets, presentations, word processing programs, as well as accessing research and data from the internet in support of the departmental programs.
20. Compile information from records; develop and maintain files; maintain confidential data; classify and post information and keep a variety of records.
21. Organize tasks and establish priorities to meet deadlines, operate standard office equipment, resolve difficult and complex public relation matters.
22. Prepare payroll reports for department personnel and provide them to the district office.
23. Perform record-keeping functions on budget reports from the Business Office to submit to the Director.
24. Create, monitor, progress, and maintain files of departmental personnel action forms and vacancy notices submitted through Personnel and Budget Offices.
25. Track employee absences, notify school site Principals and other staff of employee absences, and create weekly absent reports for district office. Reserve substitute employees for absent site personnel in accordance with district procedures.
26. Order parts and schedule services for transportation/maintenance repairs and annual testing for permits.
27. Monitor and maintain licensing of vehicles with the Department of Motor Vehicles.
28. Call and notify parents regarding transportation approvals, declines, or changes.

Marginal Functions:

1. Perform miscellaneous clerical functions as needed for the Director of Maintenance and Operations and Assistant Superintendent of Business Services.
2. Perform as primary back up to the Superintendent's Executive Secretary
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Research and data collection

Report preparation techniques
Modern office procedures and methods, files management
Modern computer equipment and programs (Microsoft Office, Word Excel, and PowerPoint, etc)
English usage, Spelling, grammar, and punctuation.
Record keeping methods and procedures
General bookkeeping skills
Telephone/public business etiquette
Bilingual preferred

Ability to:

Perform research, collect and compile information and data.
Maintain confidentiality of work
Work independently in the absence of supervision
Communicate effectively, both orally (in person or on phone) and in writing
Perform mathematical calculations quickly and accurately
Operate a variety of modern office equipment including computer equipment, copier, fax, postage meter etc.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance.
Compose letters, memoranda, and other written documents.
Type at a speed necessary for successful job performance. Interpret and explain District policies and procedures.
Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honesty, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
--Making sound decisions
 --Demonstrating intellectual capabilities
 --Oral Comprehension
 --Oral expression
 --Auditory understanding
 --Memorization
 --Written comprehension
Maintain effective audio-visual discrimination and perception needed for successful job performance.
--Making observations
 --Communicating with others
 --Reading and writing
 --Operating assigned equipment

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:

Licenses/Other Requirements:

Possession of a Valid California Driver's License

Experience:

Equivalent to four years of increasingly responsible office experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by further specialized training in any area related to office needs. Bilingual (Spanish), preferred but is not required,

WORKING CONDITIONS:

Environmental Conditions:

High pressure office environment utilizing a computer.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and a standing position for prolonged periods of time.

Other Characteristics:

Able to work additional hours (employee, by Contract, has the right of refusal)

Willing to travel within and outside the District's attendance boundaries

JOB PROFILE:

Annual Contract: 12 months

Salary: Range 16

RIVER DELTA UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT FOR ~~STATE AND FEDERAL~~
PROGRAMS EDUCATIONAL SERVICES AND SPECIAL EDUCATION
DEPARTMENT

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 Assistant Superintendent of Educational Services and Director of Special Education, administer and assist with all Educational Services programs and activities throughout the District including: CALPADS and student information systems (Aeries/SEIS), testing, categorical and special projects; program reviews, provided for training and in service for the District staff to ensure adherence to applicable laws, codes and regulations and Board policies; to maintain the mission and educational goals of the District; to administer assigned activities with each school site; and to provide highly responsible, difficult, and complex administrative support to assigned administrators. Perform complex office work involving the use of considerable independent judgment and an understanding of departmental functions and procedures. The Administrative Assistant duties may involve record keeping, budget maintenance, data entry, database management, coordinating schedules, office organization and serving as an information source for the department on a whole district level.
~~To perform a variety of technical and administrative duties related to Special Projects and State and Federal Programs throughout the District. Maintain program records and provide information to the District's staff on the requirements of these programs. To provide training and in service for the District staff. To plan and coordinate activities related to these programs. To assist the State and Federal Programs Director and the Superintendent with any additional needed support for these programs.~~

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Director of State and Federal Programs~~ Assistant Superintendent of Educational Services and Director of Special Education.

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

Essential Functions:

1. Provide information and assistance to District staff regarding ~~State and Federal P~~rogram requirements.
2. Provide secretarial and clerical support to the Assistant Superintendent of Educational Services and the Director of Special Education; prepare correspondence, memos, letters; forms, staff bulletins, newsletters, and related communications; edit, proofread, and review material.
3. Maintain various schedules and calendars for supervisors, schedule appointments, events, meetings; schedule uses of facility; confirm arrangements for custodian setups and clean up for special events.

4. Serve as receptionist; provide assistance and respond to parents, faculty, and the general public; screen calls and visitors; coordinate flow of information and communication and make referrals.
5. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquires to the appropriate person or office.
6. Maintain a variety of personnel records; monitor site personnel absence reporting; monitor and confirm daily list of absences; complete and reconcile weekly reports for District Office.
7. Compile information from records; develop and maintain files; maintain confidential data; classify and post information and keep a variety of records.
8. Organize task and establish priorities to meet deadlines, operate standard office equipment, resolve difficult and complex public relation matters.
9. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.
10. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
11. Receive, open, sort, screen, and distribute mail.
12. Administer new student registration; review and explain school policies, procedures, rules and regulations for special education preschool students.
13. Request records from previous school districts for all new special education students enrolling in the district.
14. Send records to other school district for current student in district that are disenrolling.
15. Create and maintain special education student files for all students in the district, enter students in SEIS student database, maintain SEIS database.
16. Create transactions and upload to CALPADS, responsible for CALPADS departmental reports. Contact vendors, write contracts for special education services and independent contractors.
17. Prepare board briefings for Educational Services and Special Education departments.
18. Monitor DRDP reporting annually.
19. Medi-Cal reporting and quarterly reports.
20. Administer curriculum orders for the district, ensure sites have all needed curriculum for begging of school year, and assure compliance with Williams Schools.
21. Assist with SARB, student suspension tracking, and all department sponsored meeting and trainings.
22. Prepare for ESY programs, send ESY letters of registration to parents, coordinate transportation for ESY students, order supplies for ESY program.
- 4-
- 2-23. Research and compile data for, as well as coordinate and prepare, District reports for ~~District State and Federal Programs Director, District Assistant Superintendent of Educational Services, Director of Special Education, Superintendent~~ and various State and federal agencies.
- 3-24. Develop and generate letters, memoranda, Board agenda items, and other correspondence and reports related to ~~State and Federal Program~~ programs needs and issues.
- 4-25. Establish and maintain regular and confidential District files and documents, including, minutes, agendas, administrative guidelines, reports, grants, IEPs, student data, and correspondence.
- 5-26. Coordinates in service and training for District staff on various aspects of ~~State and Federal P~~ programs to assure compliance.
- 6-27. Coordinate the process and prepare material and documents as needed when the District has a compliance review or audit ~~regarding State and Federal Programs.~~

28. Perform a variety of technical and administrative support functions for the Assistant Superintendent of Educational Services and Director of Special Education Director of State and Federal Programs.

29. Arrange conferences, meeting, or travel reservations for office staff including but not limited to flight, hotel reservations, and event registrations.

7.30. Perform other related duties as assigned.

Marginal Functions:

1. Provide information and assistance to the general public.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic management systems and programs.

Modern office procedures, methods, and computer equipment.

Business letter writing and basic report preparation.

Record keeping methods and procedures.

Administrative skills to analyze problems, policies and operational needs.

Principles and practices of program development and administration.

Principles and practices of grant preparation and administration.

Personal computer software applications including word processing and spreadsheet applications.

Pertinent Federal, and State and local laws, codes, and regulations.

Education code as well as other applicable local, county, state, and federal requirements related to testing, staff development, categorical and special education programs and activities.

Bilingual preferred

~~Basic management systems and programs.~~

~~Modern office procedures, methods and computer equipment.~~

~~Business letter writing and basic report preparation.~~

~~Record keeping methods and procedures.~~

~~Pertinent Federal, State, and local laws, codes and regulations.~~

Ability to:

Collect and compile information and data for a variety of reports.

Maintain confidentiality of work.

Work independently in the absence of supervision.

Communicate effectively, both orally and in writing.

Perform mathematical calculations accurately.

Type or word process at a speed necessary for adequate job performance.

Use Microsoft Office Suite proficiently.

Master new computer-based office software as required.

Maintain reliable, punctual, and regular attendance.

Operate a variety of modern office equipment including computer equipment.

Maintain effective audio-visual discrimination and perception needed for successful job performance.

Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.

Focus on details of work content, work steps, and final work products.

Display honest, adherence to principals, personal accountability, and confidentiality.

Present self as a positive representative of the organization.

Maintain emotional stability and self-control under pressure, challenge, adversity.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for:

--Making observations

--Communicating with others

--Reading and writing

--Operating assigned equipment

Maintain mental capacity which allows the capability of:

--Making sound decisions

--Demonstrating intellectual capabilities

--Oral Comprehension

--Oral expression

--Auditory understanding

--Memorization

--Written comprehension

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:

Licenses/Other Requirements:

Possession of a Valid California Driver's License

Experience:

Four years of highly responsible administrative and/or secretarial experience.

Training:

Equivalent to completion of the twelfth grade, supplemented by specialized administrative and/or secretarial training. Bilingual (Spanish preferred) skills desired, not required.

WORKING CONDITIONS:

Environmental Conditions:

Office environment utilizing computers.

Physical Conditions:

Essential and marginal functions may require maintaining physical conditions necessary for work in different office environments, traveling to and from sites, as well as 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.

~~Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.~~

JOB PROFILE:

Annual Contract: 12 months

Unit: CSEA (classified)

Salary: Range 16

**RIVER DELTA UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT FOR EDUCATIONAL SERVICES AND SPECIAL
EDUCATION DEPARTMENT**

DEFINITION

Under the direction of the Assistant Superintendent of Educational Services and Director of Special Education, administer and assist with all Educational Services programs and activities throughout the District including: CALPADS and student information systems (Aeries/SEIS), testing, categorical and special projects; program reviews, provided for training and in service for the District staff to ensure adherence to applicable laws, codes and regulations and Board policies; to maintain the mission and educational goals of the District; to administer assigned activities with each school site; and to provide highly responsible, difficult, and complex administrative support to assigned administrators. Perform complex office work involving the use of considerable independent judgment and an understanding of departmental functions and procedures. The Administrative Assistant duties may involve record keeping, budget maintenance, data entry, database management, coordinating schedules, office organization and serving as an information source for the department on a whole district level.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Superintendent of Educational Services and Director of Special Education.

DUTIES:

Essential Functions:

1. Provide information and assistance to District staff regarding program requirements.
2. Provide secretarial and clerical support to the Assistant Superintendent of Educational Services and the Director of Special Education; prepare correspondence, memos, letters; forms, staff bulletins, newsletters, and related communications; edit, proofread, and review material.
3. Maintain various schedules and calendars for supervisors, schedule appointments, events, meetings; schedule uses of facility; confirm arrangements for custodian setups and clean up for special events.
4. Serve as receptionist; provide assistance and respond to parents, faculty, and the general public; screen calls and visitors; coordinate flow of information and communication and make referrals.
5. Answer inquiries and give out information concerning standards, procedures, policies, rules, and programs. Direct inquires to the appropriate person or office.
6. Maintain a variety of personnel records; monitor site personnel absence reporting; monitor and confirm daily list of absences; complete and reconcile weekly reports for District Office.
7. Compile information from records; develop and maintain files; maintain confidential data; classify and post information and keep a variety of records.
8. Organize task and establish priorities to meet deadlines, operate standard office equipment, resolve difficult and complex public relation matters.

9. Process purchase requisitions; confer with vendors on purchase requests; monitor expenditures and maintain files; distribution of orders received; forward approved purchased documents to District Office for payment.
10. Order office supplies and equipment; maintain inventory of supply requests. Arrange for equipment and machine repairs.
11. Receive, open, sort, screen, and distribute mail.
12. Administer new student registration; review and explain school policies, procedures, rules and regulations for special education preschool students.
13. Request records from previous school districts for all new special education students enrolling in the district.
14. Send records to other school district for current student in district that are disenrolling.
15. Create and maintain special education student files for all students in the district, enter students in SEIS student database, maintain SEIS database.
16. Create transactions and upload to CALPADS, responsible for CALPADS departmental reports. Contact vendors, write contracts for special education services and independent contractors.
17. Prepare board briefings for Educational Services and Special Education departments.
18. Monitor DRDP reporting annually.
19. Medi-Cal reporting and quarterly reports.
20. Administer curriculum orders for the district, ensure sites have all needed curriculum for begging of school year, and assure compliance with Williams Schools.
21. Assist with SARB, student suspension tracking, and all department sponsored meeting and trainings.
22. Prepare for ESY programs, send ESY letters of registration to parents, coordinate transportation for ESY students, order supplies for ESY program.
23. Research and compile data for, as well as coordinate and prepare, District reports, Assistant Superintendent of Educational Services, Director of Special Education, and various State and federal agencies.
24. Develop and generate letters, memoranda, Board agenda items, and other correspondence and reports related to programs needs and issues.
25. Establish and maintain regular and confidential District files and documents, including, minutes, agendas, administrative guidelines, reports, grants, IEPs, student data, and correspondence.
26. Coordinates in-service and training for District staff on various aspects of programs to assure compliance.
27. Coordinate the process and prepare material and documents as needed when the District has a compliance review or audit.
28. Perform a variety of technical and administrative support functions for the Assistant Superintendent of Educational Services and Director of Special Education.
29. Arrange conferences, meetings, or travel reservations for office staff including but not limited to flight, hotel reservations, and event registrations.
30. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic management systems and programs.

Modern office procedures, methods, and computer equipment.

Business letter writing and basic report preparation.

Record keeping methods and procedures.

Administrative skills to analyze problems, policies and operational needs.

Principles and practices of program development and administration.
Principles and practices of grant preparation and administration.
Personal computer software applications including word processing and spreadsheet applications.
Pertinent Federal, and State and local laws, codes, and regulations.
Education code as well as other applicable local, county, state, and federal requirements related to testing, staff development, categorical and special education programs and activities.
Bilingual preferred

Ability to:

Collect and compile information and data for a variety of reports.
Maintain confidentiality of work.
Work independently in the absence of supervision.
Communicate effectively, both orally and in writing.
Perform mathematical calculations accurately.
Type or word process at a speed necessary for adequate job performance.
Use Microsoft Office Suite proficiently.
Master new computer-based office software as required.
Maintain reliable, punctual, and regular attendance. Operate a variety of modern office equipment including computer equipment.
Maintain effective audio-visual discrimination and perception needed for successful job performance.
Establish and maintain effective and mutually productive working relationships with those contacted in the course of work.
Focus on details of work content, work steps, and final work products.
Display honest, adherence to principals, personal accountability, and confidentiality.
Present self as a positive representative of the organization.
Maintain emotional stability and self-control under pressure, challenge, adversity.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio-visual discrimination and perception needed for:
--Making observations
--Communicating with others
--Reading and writing
--Operating assigned equipment
Maintain mental capacity which allows the capability of:
--Making sound decisions
--Demonstrating intellectual capabilities
--Oral Comprehension
--Oral expression
--Auditory understanding
--Memorization
--Written comprehension

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:

Licenses/Other Requirements:

Possession of a Valid California Driver's License

Experience:

Four years of highly responsible administrative and/or secretarial experience.

Training:

Equivalent to completion of the twelfth grade, supplemented by specialized administrative and/or secretarial training. Bilingual (Spanish preferred) skills desired, not required.

WORKING CONDITIONS:

Environmental Conditions:

Office environment utilizing computers.

Physical Conditions:

Essential and marginal functions may require maintaining physical conditions necessary for work in different office environments, traveling to and from sites, as well as 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:

Annual Contract: 12 months

Salary: Range 16

**Memorandum of Understanding (“MOU”)
Between the
California School Employees Association
and its River Delta Chapter 319 (“CSEA” collectively)
And the
River Delta Unified School District (“District”)**

August 31, 2023

This MOU is entered by the District and CSEA. The parties agree the following:

- Food Services Worker I will be a 183-day contract at Range 4 of the classified salary schedule
- Food Services Worker II will be a 183-day contract at Range 6 of the classified salary schedule
- Senior Food Services Worker will be a 185-day contract at Range 8 of the classified salary schedule

CSEA and the District also agree to the revised job descriptions for each of these positions as attached.

CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION,
RIVER DELTA CHAPTER 319

Dated: 9/1/23

By: Patty DuBois 9/1/23
Patty DuBois, CSEA River Delta Chapter 319
President

By: _____

Carol Black, CSEA Labor Relations
Representative

RIVER DELTA UNIFIED SCHOOL
DISTRICT

Dated: 8/31/23

By: Katherine Wright
Katherine Wright, Superintendent

RIVER DELTA UNIFIED SCHOOL DISTRICT FOOD SERVICES WORKER I

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

To assist in the preparation of serving of meals at school sites, including supervision of students, recording information regarding meals served, cleaning the area used for meal service, and maintaining inventories of supplies used in meal service.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Food Services Worker series. Employees within this class perform the full range of duties assigned to the class involving preparing and packaged meals, serving food, and cleaning the cafeteria area. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the cafeteria. This class is distinguished from the Food Services Worker II in that the full journey level class has responsibilities for meal planning, cooking foods, and exercising responsibility in the absence of the Food Service worker II, Senior Food Services Worker or Food Services Supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Chief Business Officer~~/Food Services Supervisor and Assistant Superintendent of Business Services.

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

Essential Functions:

1. Prepare food service areas for the serving of meals at time determined by site administrator. This includes breakfast, lunch, breakfast, lunch and after school programs.
2. Prepare and package meals and salads; cut fruit and mix salads; pack hot and cold lunches.
3. Prepare food for snack bar, including but not limited to making sandwiches and wrapping cookies.
4. Heat and distribute meals and food items to children during mealtime periods, as directed.
5. ~~Collect tickets,~~ Tally the names of children being served in accordance with defined procedures.
6. Collect money; balance and reconcile cash drawer; operate the cash register.
7. Assist in supervising students being served in the lunchroom/cafeteria areas.
8. Clean areas following meal service, wipe tables, clean up spills, put away supplies.
9. Stock supplies and food; order supplies and maintain inventory records of supplies, ~~and,~~ and food received, and food waste.
10. Clean and maintain kitchen area; wash implements, trays, clean tables pick up trash, clean racks, defrost freezer, apply oven cleaner and clean oven, shelves, storage areas and other food preparation equipment.
11. ~~Wash, fold, and put away cleaning towels and other laundry.~~
12. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic ~~Math~~mathematic.

Record keeping practices applicable to a food service operation.

Occupational hazards and standard safety practices applicable to food handling.

Basic computer skills for emails and keeping track of inventory for ordering purposes.

Ability to:

Work with children and supervisors in a courteous and effective manner.

Understand and follow oral and written instructions.

Count money and issue change.

Lift up to 50 pounds.

Learn cash handling techniques.

Maintain consistent, punctual and regular attendance.

Maintain food service equipment and facilities in clean and sanitary conditions.

Establish and maintain effective relationships with those contacted in the course of work.

POSITION REQUIREMENTS 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:

Certificate/Credentials/Licenses:

ServSafe Food Handler Certification

Experience:

Experience working with young people ~~is desired.~~

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Bilingual (Spanish) preferred, not required.

ServSafe Food Handler Certification is required.

WORKING CONDITIONS:

Environmental Conditions:

School/cafeteria environment; exposure to heavy and hot kitchen equipment. Exposure to water temperatures up to 200 degrees F. Exposure to oven temperature up to 400 degrees F.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing, bending, or stooping for prolonged periods of time; moderate to heavy lifting (containers up to 50 pounds).

JOB PROFILE

Annual Contract: 180 183 days

Classified Salary Schedule: 4

**RIVER DELTA UNIFIED SCHOOL DISTRICT
FOOD SERVICES WORKER I**

DEFINITION

To assist in the preparation of serving of meals at school sites, including supervision of students, recording information regarding meals served, cleaning the area used for meal service, and maintaining inventories of supplies used in meal service.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Food Services Worker series. Employees within this class perform the full range of duties assigned to the class involving preparing and packaged meals, serving food, and cleaning the cafeteria area. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the cafeteria. This class is distinguished from the Food Services Worker II in that the full journey level class has responsibilities for meal planning, cooking foods, and exercising responsibility in the absence of the Food Service worker II, Senior Food Services Worker or Food Services Supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Food Services Supervisor and Assistant Superintendent of Business Services.

DUTIES

Essential Functions:

1. Prepare food service areas for the serving of meals at time determined by site administrator. This includes breakfast, lunch and after school programs.
2. Prepare and package meals and salads; cut fruit and mix salads; pack hot and cold lunches.
3. Prepare food for snack bar, including but not limited to making sandwiches and wrapping cookies.
4. Heat and distribute meals and food items to children during mealtime periods, as directed.
5. Tally the names of children being served in accordance with defined procedures.
6. Collect money; balance and reconcile cash drawer; operate the cash register.
7. Assist in supervising students being served in the lunchroom/cafeteria areas.
8. Clean areas following meal service, wipe tables, clean up spills, put away supplies.
9. Stock supplies and food; order supplies and maintain inventory records of supplies, food received, and food waste.
10. Clean and maintain kitchen area; wash implements, trays, clean tables pick up trash, clean racks, defrost freezer, apply oven cleaner and clean oven, shelves, storage areas and other food preparation equipment.
11. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic Math

Record keeping practices applicable to a food service operation.

Occupational hazards and standard safety practices applicable to food handling.

Basic computer skills for emails and keeping track of inventory for ordering purposes.

Ability to:

Work with children and supervisors in a courteous and effective manner.
Understand and follow oral and written instructions.
Count money and issue change.
Lift up to 50 pounds.
Learn cash handling techniques.
Maintain consistent, punctual and regular attendance.
Maintain food service equipment and facilities in clean and sanitary conditions.
Establish and maintain effective relationships with those contacted in the course of work.

POSITION REQUIREMENTS

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:

Certificate/Credentials/Licenses:

ServSafe Food Handler Certification

Experience:

Experience working with young people

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
Bilingual (Spanish) preferred, not required.

WORKING CONDITIONS:

Environmental Conditions:

School/cafeteria environment; exposure to heavy and hot kitchen equipment. Exposure to water temperatures up to 200 degrees F. Exposure to oven temperature up to 400 degrees F.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing, bending, or stooping for prolonged periods of time; moderate to heavy lifting (containers up to 50 pounds).

JOB PROFILE

Annual Contract:183 days

Classified Salary Schedule: 4

RIVER DELTA UNIFIED SCHOOL DISTRICT FOOD SERVICES WORKER II

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

To prepare and serve of meals ~~and-at~~ school sites, to supervise students, record information regarding meals served, clean the area used for meal service, and maintain inventories of supplies used in meal service.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Food Service Worker series. Employees within this class perform the full range ~~if-of~~ duties assigned to the class involving preparing and packaging meals, serving food and cleaning the cafeteria area. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the food service program. This class is distinguished from the Senior Food Services Worker in that the advanced journey level class has lead responsibilities for meal planning, cooking meals, and exercising responsibility in the absence of the Senior Food Service Worker ~~and-or~~ the Food Services Supervisor, including ordering food and maintaining a variety of records.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Chief Business Officer~~/Food Services Supervisor or Assistant Superintendent of Business Services.

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

Essential Functions:

1. Cook and bake food service menu items in quantity for use in meal programs, based upon quantities, schedules and recipes approved by the Food Services Supervisor or Assistant Superintendent of Business Services.
2. Prepare food service areas for the serving of meals at time determined by site administrator. This includes breakfast, lunch and after school programs.
3. Prepare and package meals and salads; cut fruit and mix salads; pack hot and cold lunches.
4. Prepare food for snack bar, including making sandwiches and wrapping cookies.
5. Heat and distribute food items to children during mealtime periods, as directed.
6. ~~Collect tickets/~~Tally the names of children being served in accordance with defined procedures.
7. Collect money, balance and reconcile cash drawer; operate the cash register.
8. Assist in supervising students being served in the lunchroom/cafeteria areas.
9. Clean areas following meal service, wipe tables, clean up spills, put away supplies.
- 9.10. Order food; receive and check deliveries.
11. Stock supplies and foods; order supplies and maintain inventory records of supplies ~~and~~ food received, and food waste.
12. Receive, stock and rotate food to assure freshness and temperature control, dating food items and checking expiration dates.
- 10.13. Maintain routine records and reports related to kitchen operations, outputs, and inventory.

- ~~11.~~14. Clean and maintain kitchen area; wash implements, trays, clean tables, pick up trash, clean racks, defrost freezer, apply oven cleaner and clean oven, shelves, storage areas and other food preparation equipment.
- ~~12.~~15. Wash, fold and put away cleaning towels and other laundry.
- ~~13.~~16. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic math.

Record keeping practices applicable to a food service operation.

Occupational hazards and standard safety practices applicable to food handling.

Basic computer skills for emails and keeping track of inventory for ordering purposes.

Ability to:

Work with children and supervisors in a courteous and effective manner.

Understand and follow oral and written instructions.

Work effectively in a demanding environment.

Maintain consistent, punctual, and regular attendance.

Learn basic computer skills. Operate a computer and use related software.

Count money and issue change.

Lift up to 50 pounds.

Learn cash handling techniques.

Establish and maintain effective relationships with those contacted in the course of work.

POSITION REQUIREMENTS 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:

Certificates/Credentials/Licenses:

ServSafe Food Manager Certification

Experience:

Three years' experience equivalent to Food Services Worker I.

Experience working with young people is desired.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Bilingual (Spanish) preferred, not required.

ServSafe Food Manager Certification is required.

WORKING CONDITIONS:

Environmental Conditions:

School/Cafeteria environment; exposure to heavy and hot kitchen equipment. Exposure to water temperatures up to 200 degrees F. Exposure to oven temperatures up to 400 degrees F.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing, bending or stooping for prolonged periods of time; moderate ~~or~~to heavy lifting (containers up to 50 pounds).

JOB PROFILE

Annual Contract: 180 183 days

Classified Salary Schedule: 4-6

**RIVER DELTA UNIFIED SCHOOL DISTRICT
FOOD SERVICES WORKER II**

DEFINITION

To prepare and serve meals at school sites, to supervise students, record information regarding meals served, clean the area used for meal service, and maintain inventories of supplies used in meal service.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Food Service Worker series. Employees within this class perform the full range of duties assigned to the class involving preparing and packaging meals, serving food and cleaning the cafeteria area. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the food service program. This class is distinguished from the Senior Food Services Worker in that the advanced journey level class has lead responsibilities for meal planning, cooking meals, and exercising responsibility in the absence of the Senior Food Service Worker or the Food Services Supervisor, including ordering food and maintaining a variety of records.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Food Services Supervisor or Assistant Superintendent of Business Services.

DUTIES

Essential Functions:

1. Cook and bake food service menu items in quantity for use in meal programs, based upon quantities, schedules and recipes approved by the Food Services Supervisor or Assistant Superintendent of Business Services.
2. Prepare food service areas for the serving of meals at time determined by site administrator. This includes breakfast, lunch and after school programs.
3. Prepare and package meals and salads; cut fruit and mix salads; pack hot and cold lunches.
4. Prepare food for snack bar, including making sandwiches and wrapping cookies.
5. Heat and distribute food items to children during mealtime periods, as directed.
6. Tally the names of children being served in accordance with defined procedures.
7. Collect money, balance and reconcile cash drawer; operate the cash register.
8. Assist in supervising students being served in the lunchroom/cafeteria areas.
9. Clean areas following meal service, wipe tables, clean up spills, put away supplies.
10. Order food; receive and check deliveries.
11. Stock supplies and foods; order supplies and maintain inventory records of supplies, food received, and food waste.
12. Receive, stock and rotate food to assure freshness and temperature control, dating food items and checking expiration dates.
13. Maintain routine records and reports related to kitchen operations, outputs, and inventory.
14. Clean and maintain kitchen area; wash implements, trays, clean tables, pick up trash, clean racks, defrost freezer, apply oven cleaner and clean oven, shelves, storage areas and other food preparation equipment.
15. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic math

Record keeping practices applicable to a food service operation.

Occupational hazards and standard safety practices applicable to food handling.

Basic computer skills for emails and keeping track of inventory for ordering purposes.

Ability to:

Work with children and supervisors in a courteous and effective manner.

Understand and follow oral and written instructions.

Work effectively in a demanding environment.

Maintain consistent, punctual, and regular attendance.

Learn basic computer skills.

Operate a computer and use related software.

Count money and issue change.

Lift up to 50 pounds.

Learn cash handling techniques.

Establish and maintain effective relationships with those contacted in the course of work.

POSITION REQUIREMENTS

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:

Certificates/Credentials/Licenses:

ServSafe Food Manager Certification

Experience:

Three years' experience equivalent to Food Services Worker I.

Experience working with young people

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Bilingual (Spanish) preferred, not required.

WORKING CONDITIONS:

Environmental Conditions:

School/Cafeteria environment; exposure to heavy and hot kitchen equipment. Exposure to water temperatures up to 200 degrees F. Exposure to oven temperatures up to 400 degrees F.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing, bending or stooping for prolonged periods of time; moderate to heavy lifting (containers up to 50 pounds).

JOB PROFILE

Annual Contract: 183 days

Classified Salary Schedule: 6

RIVER DELTA UNIFIED SCHOOL DISTRICT SENIOR FOOD SERVICES WORKER

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

To lead and participate in the work of staff responsible for providing meals and snacks in the schools; to perform a variety of bookkeeping functions; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced level class in the Food Services Worker Series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees lead lower-level staff in the performance of assigned duties and assume additional responsibilities beyond the scope of the journey level, including ordering food for the snack bar, and maintain personnel paperwork for lower-level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from ~~Chief Business Officer~~/Food Services Supervisor or Assistant Superintendent of Business Services.

Exercises functional and technical supervision over lower-level food services staff.

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

Essential Functions:

1. Lead, train and assist staff responsible for providing meals in the school cafeteria; respond to and resolve questions from staff.
2. Cook and bake food service menu items in quantity for use in meal programs, based upon quantities, schedules and recipes approved by the Food Services Supervisor or Assistant Superintendent of Business Services.
3. Prepare food service areas for the serving of meals at time determined by site administrator. This includes breakfast, lunch and after school programs.
- 2.4. Collect monies; operate a cash register; prepare daily cash sheets; balance and reconcile cash drawers.
- 3.5. Order food; receive and check deliveries. Check food and beverage delivery contents in order to verify product quality and quantity.
- 4.6. Prepare and package meals and salads; cut fruit and mix salads; pack hot and cold lunches.
- 5.7. Prepare food for snack bar, including making sandwiches and wrapping cookies.
- 6.8. Load trays and carts, serve student meals, provide appropriate meal mount; ensure compliance with regulations governing school lunch program.
- 7.9. Prepare nutrition snacks; deliver to school sites.
- 8.10. Operate the cash register; collect monies for milk and ice cream and give change; balance and reconcile cash drawer.
- 9.11. Bake food including the mixer and ovens; adhere to safety precautions.
12. Count and record ~~leftovers;~~leftovers, log information on appropriate forms.
- 10.13. Maintain routine records and reports related to kitchen operations, outputs, and inventory.
- 11.14. Supervise students; enforce district and school rules, regulations, policies, and procedures; recommend disciplinary actions as necessary.

- 15. Clean and maintain cafeteria area; wash trays, clean tables, empty trash, clean racks, defrost freezer, apply oven cleaner and clean oven, shelves, storage areas, and other food preparation equipment.
- ~~12.16. Train staff in appropriate processes, techniques, food and safety standards.~~
- ~~13.17. Wash, fold, and put away cleaning towels and other laundry.~~
- ~~14.18. Clean and maintain kitchen area, including washing trays, counters, and equipment.~~
- ~~15.19. Collect employee timesheets, forward to appropriate staff.~~

Marginal Functions:

- ~~1. Respond to inquiries from parents; contact students regarding students' lunch; provide information; resolve complaints or direct appropriate staff.~~
- ~~2. Perform related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a school cafeteria or snack bar.

Mathematic principles.

Food preparation methods and techniques.

Record keeping principles and practices.

Cash handling techniques.

Occupational hazards and standard safety practices.

Pertinent state codes and regulations related to school lunch programs.

Basic computer skills for emails and keeping track of inventory for ordering purposes.

Ability to:

Lift up to 50 pounds.

Lead, organize and review the work of staff in the area of work assigned.

Independently perform advanced food preparation and cooking functions.

Interpret and explain district policies and procedures related to food services.

Operate a variety of specialized equipment used for food preparation in a safe and effective manner.

Maintain consistent, punctual and regular attendance.

Work effectively in a demanding environment.

Learn to operate a computer effectively. Send and receive emails and research information through the Internet.

Use and operate a cash register.

Maintain accurate records and prepare reports.

Work independently in the absence of supervisor.

Work effectively with food service staff, students, administrators, and others.

Understand and follow oral and written instructions.

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

~~Maintain effective audio-visual discrimination and perception needed for successful job performance.~~

JOB REQUIREMENTS 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:

Certificates/Credentials/Licenses:

ServSafe Food Manager Certification

Experience:

Three years of responsible experience preparing, handling, or distributing food, preferably in the public school system.

Training:

~~Equivalent to the completion of the twelfth grade.~~ Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Bilingual (Spanish) preferred, not required.

ServSafe Food Manager Certification is required.

WORKING CONDITIONS:

Environmental Conditions:

~~Cafeteria environment; exposure to heavy and hot kitchen equipment.~~ School/Cafeteria environment; exposure to heavy and hot kitchen equipment. Exposure to water temperatures up to 200 degrees F. Exposure to oven temperatures up to 400 degrees F.

Physical Conditions:

Essential ~~and marginal~~ functions may require maintaining physical condition necessary for walking, standing bending or stooping for prolonged periods of time; moderate to heavy lifting. (containers up to 50 pounds).

JOB PROFILE

Annual Contract: 180 185 days
Classified Salary Schedule: 5-8

**RIVER DELTA UNIFIED SCHOOL DISTRICT
SENIOR FOOD SERVICES WORKER**

DEFINITION

To lead and participate in the work of staff responsible for providing meals and snacks in the schools; to perform a variety of bookkeeping functions; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced level class in the Food Services Worker Series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees lead lower-level staff in the performance of assigned duties and assume additional responsibilities beyond the scope of the journey level. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Food Services Supervisor or Assistant Superintendent of Business Services.

Exercises functional and technical supervision over lower-level food services staff.

DUTIES

Essential Functions:

1. Lead, train and assist staff responsible for providing meals in the school cafeteria; respond to and resolve questions from staff.
2. Cook and bake food service menu items in quantity for use in meal programs, based upon quantities, schedules and recipes approved by the Food Services Supervisor or Assistant Superintendent of Business Services.
3. Prepare food service areas for the serving of meals at time determined by site administrator. This includes breakfast, lunch and after school programs.
4. Collect monies; operate a cash register; prepare daily cash sheets; balance and reconcile cash drawers.
5. Order food; receive and check deliveries. Check food and beverage delivery contents in order to verify product quality and quantity.
6. Prepare and package meals and salads; cut fruit and mix salads; pack hot and cold lunches.
7. Prepare food for snack bar, including making sandwiches and wrapping cookies.
8. Load trays and carts, serve student meals, provide appropriate meal mount; ensure compliance with regulations governing school lunch program.
9. Prepare nutrition snacks; deliver to school sites.
10. Operate the cash register; collect monies and give change; balance and reconcile cash drawer.
11. Bake food including the mixer and ovens; adhere to safety precautions.
12. Count and record leftovers, log information on appropriate forms.
13. Maintain routine records and reports related to kitchen operations, outputs, and inventory.
14. Supervise students; enforce district and school rules, regulations, policies, and procedures; recommend disciplinary actions as necessary.

15. Clean and maintain cafeteria area; wash trays, clean tables, empty trash, clean racks, defrost freezer, apply oven cleaner and clean oven, shelves, storage areas, and other food preparation equipment.
16. Train staff in appropriate processes, techniques, food and safety standards.
17. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a school cafeteria or snack bar.

Mathematic principles.

Food preparation methods and techniques.

Record keeping principles and practices.

Cash handling techniques.

Occupational hazards and standard safety practices.

Pertinent state codes and regulations related to school lunch programs.

Basic computer skills for emails and keeping track of inventory for ordering purposes.

Ability to:

Lift up to 50 pounds.

Lead, organize and review the work of staff in the area of work assigned.

Independently perform advanced food preparation and cooking functions.

Interpret and explain district policies and procedures related to food services.

Operate a variety of specialized equipment used for food preparation in a safe and effective manner.

Maintain consistent, punctual and regular attendance.

Work effectively in a demanding environment.

Learn to operate a computer effectively. Send and receive emails and research information through the Internet.

Use and operate a cash register.

Maintain accurate records and prepare reports.

Work independently in the absence of supervisor.

Work effectively with food service staff, students, administrators, and others.

Understand and follow oral and written instructions.

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

JOB REQUIREMENTS

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:

Certificates/Credentials/Licenses:

ServSafe Food Manager Certification

Experience:

Three years of responsible experience preparing, handling, or distributing food, preferably in the public school system.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Bilingual (Spanish) preferred, not required.

WORKING CONDITIONS:

Environmental Conditions:

School/Cafeteria environment; exposure to heavy and hot kitchen equipment. Exposure to water temperatures up to 200 degrees F. Exposure to oven temperatures up to 400 degrees F.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing bending or stooping for prolonged periods of time; moderate to heavy lifting (containers up to 50 pounds).

JOB PROFILE

Annual Contract: 185 days

Classified Salary Schedule:-8

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Katherine Wright, Superintendent

Item Number: 13

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

SUBJECT:

Request to Approve and Adopt the 2022-23 Tentative Agreement Between the California School Employees Association and its River Delta Chapter 319 and the River Delta Unified School District

BACKGROUND:

The District and CSEA entered into a MOU for 2022-23 which settled Salary and Health and Welfare Benefits for FY 2022-23. CSEA bargaining members voted on October 10, 2022 to approve MOU. Salary disclosure has been submitted to Sacramento County Office of Education (SCOE). SCOE approved the salary disclosure on 10/31/2022. The Board of Trustees approved the Salary and Benefits for FY2022-2023 at its November 8, 2022 meeting.

The District and CSEA have come to a Tentative Agreement for 2022-2023. CSEA ratified with its members on September 21, 2023. The Tentative Agreement is attached.

STATUS:

The District and CSEA and its Chapter 319 is bringing the Tentative Agreement to the Board for approval and adoption for FY2022-2023.

PRESENTER:

Katherine Wright, Superintendent

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:

RECOMMENDATION:

That the Board approves and adopts the 2022-23 Tentative Agreement between the California School Employees Association and its River Delta Chapter 319 and the River Delta Unified School District.

Time allocated: 5 minutes

**TENTATIVE AGREEMENT
BETWEEN
RIVER DELTA UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS
RIVER DELTA CHAPTER #319**

August 31, 2023

To conclude contract negotiations for the 2022-2023 school year, RDUSD and CSEA, River Delta Chapter #319 agree to the following:

1. ARTICLE 6: HOURS AND OVERTIME

Please see the attached document to review the tentatively agreed upon language.

2. ARTICLE 11: LEAVES

Please see the attached document to review the tentatively agreed upon language.

3. ARTICLE 17: HEALTH & WELFARE BENEFITS

This Article was settled through the attached Memorandum of Understanding (MOU) dated September 26, 2022, and signed by both parties.

4. APPENDIX B: SALARY SCHEDULE

This Article was settled through the attached Memorandum of Understanding (MOU) dated September 26, 2022, and signed by both parties.

For River Delta Unified School District:

Katherine Wright, Superintendent 9/31/23

[Signature] Director of Personnel 9/31/23

Jany Bush, Asst. Supt. Business 9/31/23

[Signature] Director of Fed 9/1/23

For CSEA, River Delta Chapter #319:

Patty Dubois 9/1/23 President

Shereen Hart, Secretary 9-1-2023

[Signature] 9/1/23 Treasurer

[Signature] 9/6/23

ARTICLE 6

HOURS AND OVERTIME

6.1 Workweek

The normal workweek for full-time employees shall consist of five (5) consecutive days, of eight (8) hours per day and forty (40) hours per week. This Article shall not restrict the extension of the regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District.

6.2 Workday

Each employee shall be assigned a fixed, regular and ascertainable minimum number of hours which shall not be changed without prior notice, no less than fifteen (15) working days.

6.2.1 Shift Change

Any proposed shift change shall be preceded by a discussion between the bargaining unit member and the immediate supervisor. The discussion shall include the proposed change and, if a temporary change, its duration.

6.2.1.1 Temporary Shift Change/Temporary Flexible Schedule: If there is mutual agreement between the bargaining unit member and the immediate supervisor, the temporary change can be implemented. Temporary shift changes/temporary flexible schedules shall not exceed ninety (90) consecutive calendar days. Lacking mutual agreement, the immediate supervisor may not alter the shift by more than sixty (60) minutes. This section shall not be utilized to avoid overtime compensation.

*Summer school schedule is exempt

*Change to non-student days is exempt

6.2.1.2 Permanent Shift Change: All permanent shift changes over sixty (60) minutes require the approval of CSEA and the District Personnel Office before the change can be implemented. The immediate supervisor shall submit the written request, including the bargaining unit member's signature of agreement, to the District Personnel Office to initiate the approval process.

6.3 Adjustment of Assigned Time

Any employee who works at their regular job assignment (not substitute work) for a minimum of thirty (30) minutes per day in excess of his/her part-time assignment for a period of twenty (20) consecutive working days or more, shall have his/her basic assignment changed to reflect the longer hours, effective with the next pay period.

6.4

Lunch Period

6.4.1 Any employee shall be entitled to an uninterrupted, unpaid lunch period if after the employee is contracted to work for a minimum of five (5) hours has been on duty for four (4) hours. The length of time for such lunch period shall be a period of no longer than one (1) hour, nor less than one-half (½) hour for full-time employees at or about the midpoint of each work shift. The lunch period must start before the end of the fifth hour of work.

6.4.2 With prior approval from the immediate supervisor, any employee may forego the lunch period as long as they do not work longer than six (6) hours. All requests to forego the lunch period must be submitted in writing to the immediate supervisor at least 24 hours in advance. An employee can only forego the lunch period at a maximum of once a week.

6.5

Rest Periods

All employees shall be granted on-campus/on-site rest periods which, insofar as practicable, shall be in the middle of each four (4) hour work period at the rate of fifteen (15) minutes per four (4) hours worked or prorated accordingly. The rest period must be separate from the lunch period by a minimum of one hour, both before and after.

~~All employees shall be granted rest periods which, insofar as practicable, shall be in the middle of each work period at the rate of fifteen (15) minutes per four (4) hours worked or prorated accordingly.~~

6.6

Rest Facilities

The District shall make available at each work site a lunchroom, restroom, and lavatory facilities for employee use.

6.7 Overtime

6.7.1 All overtime hours must be agreed-upon by the supervisor and employee and must have approval from the Assistant Superintendent of Business Services or designee before the hours are worked.

~~6.7.2~~ All overtime hours shall be compensated at a rate of pay equal to time and one-half (1-1/2) the regular rate of pay of the employee. Overtime is defined to include any time worked in excess of eight (8) hours in any one (1) day or any one (1) shift or in excess of forty (40) hours in any calendar week, whether such hours are worked prior to the commencement of a regular assigned starting time or subsequent to the assigned quitting time.

~~6.7.3~~ All hours worked beyond the workweek of five (5) consecutive days shall be compensated at the overtime rate commencing on the sixth (6th) consecutive day of work, as set forth in Education Code 45131.

~~6.7.4~~ All hours worked on holidays shall be compensated at two and one-half (2-1/2) times the regular rate of pay (regular salary, plus 1-1/2 times regular salary, in accordance with Education Code Section 45203).

~~6.7.5~~ Overtime shall be, when possible, distributed and rotated as equally as is practical among employees within each department.

6.8 Shift Differential

Any employee with a majority of his regularly assigned work shift occurring after 5:00 p.m., shall be paid a shift differential premium of five percent (5%) above the regular rate of pay for all hours worked.

6.9 Compensatory Time

6.9.1 Compensatory time is only applicable to approved and earned overtime as outlined above.

An employee shall have the option to elect to take up to four (4) hours compensatory time off in lieu of cash compensation for overtime worked. Such election shall be submitted in writing through email and/or online absence reporting system to the immediate supervisor and Assistant Superintendent of Business Services ~~system~~ within five (5) working days following the day the overtime was worked. Compensatory time off shall be granted at the appropriate rate of overtime.

6.9.2 An employee can accrue a maximum of 24 hours of compensatory time (16 hours of worked time) at any given time.

~~6.9.1 An employee shall have the option to elect to take up to four (4) hours compensatory time off in lieu of cash compensation for overtime worked. Such election shall be submitted in writing to the immediate supervisor within five (5)~~

~~working days following the day the overtime was worked. Compensatory time off shall be granted at the appropriate rate of overtime.~~

- 6.9.32 Compensatory time shall be taken at a time mutually acceptable to the employee and the District within four (4) months of the date on which it was earned. If the compensatory time has not been taken within four (4) months of the date on which it was earned, the District shall pay the employee in cash for all such time at the appropriate overtime rate based on the employee's current rate of pay.

6.10 Minimum Call-In Time

- 6.10.1 Any employee called in to work on a day when the employee is not scheduled to work shall receive a minimum of two (2) hours pay at the appropriate rate of pay.

- | /6.10.2 When an employee is required to work one (1) hour or more beyond the assigned shift with less than twenty-four (24) hour advance notice, the employee shall be compensated for no less than two (2) hours of work at the appropriate rate.
- 6.11 Standby Time
- All standby time shall be considered as regular hours worked and shall be compensated on a straight or overtime basis.
- 6.12 Call-Back Time
- Any employee called back to work after completion of his/her regular assignment shall be compensated for at least two (2) hours of work at the overtime rate, irrespective of the actual time less than that required to be worked.
- 6.13 Right of Refusal
- Any employee shall have the right to reject any offer or request for overtime, or call-back, on-call, or call-in time, except in an emergency as defined by the Superintendent and/or designee.
- 6.14 Summer School
- 6.14.1 When work normally and customarily performed by employees is required to be performed at times other than during the regular August-June academic year, the work shall be assigned to employees in the appropriate classification(s). If employees who regularly serve in the needed classification are not available, the work will be offered to other qualified employees in other classifications. If no regular employee is available, the District may hire outside persons.
- 6.14.2 An employee who voluntarily accepts a summer school assignment shall receive, on a prorate basis, no less than the compensation and benefits applicable to that classification during the regular academic year.

ARTICLE 11

LEAVES

11.1 Bereavement Leave

11.1.1 Employees shall be granted a leave with full pay in the event of the death of any member of the employee's immediate family. The leave shall be for a period of ~~three (3) days, or five (5) days if travel of more than 200 miles or out of state travel is required.~~ The immediate family is defined as

- ~~_____~~ Husband/-wife, domestic partner
- ~~_____~~ Mother/-father,
- ~~_____~~ sister, brother,
- ~~_____~~ son/-daughter,
- ~~_____~~ mother-in-law/-father-in-law
- ~~_____~~ -grandfather/-grandmother,
- ~~_____~~ son-in-law/-daughter-in-law
- ~~_____~~ -grandchild,
- ~~_____~~ foster parent,
- ~~_____~~ step-parent
- ~~_____~~ -step-son/-step-daughter,
- ~~_____~~ foster son/-foster daughter,
- ~~_____~~ brother-in-law/-sister-in-law,
- ~~_____~~ aunt/uncle
- ~~_____~~ or any relative of either spouse living in the immediate household of the employee.

11.2 Jury Duty

11.2.1 An employee shall be entitled to leave without pay for any time the employee is required to perform jury duty. The District shall pay the employee the difference, if any, between the amounts received for jury duty and the employee's regular rate of pay. Any meal, mileage, and/or parking allowance provided the employee for jury duty shall not be considered in the amount received for jury duty. The employee shall not be required to return to work when jury duty services exceed over one-half (1/2) of the employee's normal work day. Any combination of jury duty (in the court process) plus the employee's regular work assignment time shall not exceed eight (8) hours for any day, unless the actual jury duty time exceeds eight (8) hours.

11.3 Military Leave

11.3.1 An employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

11.4 Sick Leave

- 11.4.1 An employee employed five (5) days a week shall be granted twelve (12) days leave of absence for illness or injury, exclusive of all days he/she is not required to render service to the District with full pay for a fiscal year of service.
- 11.4.2 An employee employed five (5) days a week, who is employed for less than a full fiscal year, is entitled to that proportion of twelve (12) days leave of absence for illness or injury as the number of months he/she is employed bears to twelve (12).
- 11.4.3 An employee employed less than five (5) days per week shall be entitled, for a fiscal year of service, to that proportion of twelve (12) days leave of absence for illness or injury as the number of days he/she is employed per week bears to five (5). When such persons are employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.
- 11.4.4 Pay for any day of such absence shall be as the pay which would have been received had the employee served during the day of illness. For absences in excess of Five (5) days for personal illness or injury, the employee must provide to his/her supervisor a certification of absence from a health care provider with an authorization to return to work.
- 11.4.5 At the beginning of each fiscal year, the full amount of sick leave granted under this section shall be credited to each employee. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year. However, a new employee of the District shall not be eligible to take more than six (6) days until the first day of the calendar month after completion of six (6) months of active service with the District.
- 11.4.6 Medical complications caused by pregnancy, childbirth or related medical conditions shall be treated as illnesses for purposes of sick leave.
- 11.4.7 If an employee does not take the full amount of leave allowed in any year under this section, the amount not taken shall be accumulated from year to year.
- 11.4.8 Any sick leave benefits earned but unused on the date of termination for any cause shall in lieu thereof, the employee may convert unused sick leave to retirement credit in accordance with Government Code Section 20862.5, or its successor if the employee is filing a request for retirement.
- 11.5 Industrial Accident and Illness Leave
- 11.5.1 In addition to any other benefits that an employee may be entitled to under the Worker's Compensation Laws of this state, employees shall be entitled to the benefits listed below.
- 11.5.2 An employee suffering an injury or illness arising out of and in the course and scope of his/her employment shall be entitled to a leave of up to sixty (60)

working days in any one (1) fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

- 11.5.3 Payment for wages lost on any day shall not, when added to an award granted the employee under the Worker's Compensation Law of this state, exceed the normal wage for the day.
- 11.5.4 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, an employee is still receiving temporary disability payments under the Worker's Compensation Laws of this state at the time of the exhaustion of benefits under this section, he/she shall be entitled to use his/her accumulated and available normal sick leave and vacation leave, which when added to the Worker's Compensation award provides for a day's pay at the regular rate of pay.
- 11.5.5 Any time an employee on industrial accident or illness leave is able to return to work, he/she shall be reinstated in his/her position without loss of pay or benefits.
- 11.6 Entitlement to Other Sick Leave
- 11.6.1 Any employee who is absent from duty for more than his/her sick leave entitlement and for up to five (5) school months total, shall receive the difference between his/her regular salary and that actually paid for a substitute employee.
- 11.7 Break in Service
- 11.7.1 No absence under any paid leave provisions of this Article shall be considered as a break in service for any employee who is in paid status, and all benefits accruing under the provisions of this Agreement shall continue to accrue under such absence.
- 11.8 Absence for Personal Necessity
- 11.8.1 An employee may elect to use his/her sick leave for personal necessity absences. Days taken under this policy shall be in compliance with the Education Code, Section 45207 and shall not exceed ten (10) days per year, and is non-accumulative.
- 11.8.2~~11~~ Two (2) days with no explanation, also as known as "no-tell days", may be used for personal necessity absences for which the disclosure of business will not be required, nor need to fall under the guidelines for personal necessity days.

- 11.8.312 A bargaining unit member must request the use of no-tell days 48 hours in advance in writing from the site administrator/supervisor. These requests are limited to one employee per department and will be processed on a "first come, first served" basis.
- 11.8.42 Should an employee elect to use his/her sick leave pursuant to Education Code 44981, there will be no pay deduction, and the employee's sick leave credits shall be reduced accordingly.
- 11.8.54 The reason for personal necessity shall be stated on the ~~District form.~~ "Employee's Certification of Absence," online absence management system, currently known as Frontline.

11.8.5 A letter of certification may be required. Such letter would be from the attending physician, courts, officers of the law, officers of banks, or others who may have knowledge of the personal necessity.

11.8.6 Examples of Qualifying Conditions:

- 1) Death of a member of his/her family when additional leave is required beyond that provided in Section 11.1 or death of a personal friend.
- 2) Accident, involving his/her person or property or the person or property of a member of his/her immediate family.
- 3) Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
- 4) An illness of a member of the employee's immediate family, sudden or serious in nature, which under the circumstances the employee cannot reasonably be expected to disregard and which required the attention during his/her assigned hours of service.
- 5) The birth of a child, making it necessary for an employee who is the parent ~~father~~ of the child to be absent from their ~~his~~ position during his ~~their~~ assigned hours of service.
- 6) Imminent danger to the home of an employee, occasioned by a factor such as flood or fire, serious in nature which under the circumstances the employee cannot reasonably be expected to disregard, and which requires the attention of the employee during his/her assigned hours of service.
- 7) Personal business of a nature that cannot be transacted outside of assigned working hours and where there is no alternative as to person, time, or place for its transaction. The nature of such business must not involve payment for the employee's services.
- 8) Care for a recently adopted child.

11.8.7 Limitations - Personal Necessity Does Not Include:

- 1) Vacation
- 2) Recreation
- 3) Work Stoppage
- 4) Seeking Employment
- 5) Shopping
- 6) Traveling
- 7) Personal Interest Conferences/Retreats
- 8) Other Employment

9) Residential Upkeep

For the purpose of this leave, necessity is defined as a great and imperative need.

11.9 Family and Medical Leaves

11.9.1 The District provides leaves of absence in accordance with the provisions of the federal Family and Medical Leave Act, and the California Family Rights Act. Employees working in excess of 1,250 hours in the preceding twelve (12) months shall be entitled to the full benefit provided under the law, i.e., twelve (12) weeks of leave in any twelve (12) month period.

11.9.2 Employees working between 800 and 1,250 hours in the preceding twelve (12) months shall be entitled to take leaves of absence in accordance with the provisions of the federal Family and Medical Leave Act, and the California Family rights act, except that the maximum leave period available to such employees shall be six (6) weeks in any twelve (12) month period.

11.9.3 With regard to family and medical leaves of absence, where a conflict exists between federal law, state law or the provisions of this collective bargaining agreement, the greater benefit prevails.

11.10 Adoption Leave/Parental Leave

11.10.1 The full ten (10) days of personal necessity leave shall be granted to an employee, upon request, for the purpose of caring for a recently adopted child.

11.11 Unpaid Leave of Absence

11.11.1 An employee may request an unpaid leave of absence to be taken at times mutually agreeable to the employee and Superintendent.

11.12 Should the employee not have any available leave, and not report to work, there shall be, at a minimum, a salary deduction.

11.13 Catastrophic Illness Leave

11.13.1 "Catastrophic illness" or "injury" means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave, vacation, if applicable, paid time off, excluding differential pay.

11.13.2 The employee who is, or whose family member is, suffering from a catastrophic —illness or injury must submit a written request to the Superintendent/Designee for a donation of eligible leave credits and provide medical verification of the —catastrophic illness or injury as required by the District.

11.13.2.1 As in the case of all sick leave use, the continued use of donated eligible—
—————leave credits shall be subject to appropriate medical verification by —————

_____physicians selected by the District. The request will be reviewed by a
_____confidential committee comprised of the Superintendent/Designee and the
_____CSEA president/designee for approval.

- 11.13.3 Any classified employee may transfer on a voluntary basis a portion of his or her accumulated leave credits up to five (5) days at a time, in daily increments, to another employee because of catastrophic or life-threatening sickness or accident. Any classified employee may make additional donations up to five (5) days in the same calendar year if they so desire.
- 11.13.3.1 Any classified employee may transfer credits by signing an authorization
_____identifying the employee and the number of days accumulated leave to be transferred to the named employee. Sick leave may not be transferred by any employee who, following the transfer of the designated leave, will have less than fifteen (15) days of accumulated sick leave (Ed. Code 44043.5)
- 11.13.4 Eligible leave credits means sick leave accrued by the donating employee.
- 11.13.5 The employee who is voluntarily contributing the leave credits shall be
_____responsible to fill out the necessary form to initiate this action and to deliver that
_____form to the District's Personnel Department.
- 11.13.6 In the event that donations exceed the need of the individual making the request, the excess days will be rebated to the donors on a pro-rata basis.
- 11.13.7 No employee may receive transferred leave credits from another employee unless receiving employee has exhausted all accrued sick and vacation, if applicable, paid leave credits, excluding differential.
- 11.13.8 The maximum amount of time for which donated leave credits may be used shall not exceed a period of twelve (12) consecutive months.

**Memorandum of Understanding
Between
River Delta Unified School District ("District")
and
California School Employees Association
And Its River Delta Chapter #319 ("CSEA")**

**Salary and HW Contribution Increase for 2022-2023
September 26, 2022**

Pending the River Delta Unified School District Board approval on the salary increase and the health and welfare benefits contribution increase, effective July 1, 2022, each cell of the CSEA salary schedule shall be increased by 10% for the 2022 – 2023 school year.

CSEA bargaining unit members employed by the District as of the date the District's Board of Trustees approves this retroactive salary increase based on their actual date of employment. Payments may require proration.


Any former CSEA bargaining unit members who retired between July 1, 2022, and the date that the District's Board of Trustees approves this retroactive salary increase, will also receive retro pay based on their actual dates of employment. Payments may require proration.

The cap on the District's contribution rate for health benefit premiums is increased from \$807 monthly to \$1,500 monthly as of the first month after the District's Board of Trustees approves this increase.

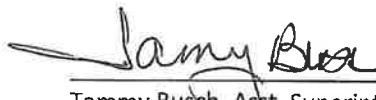
The terms and condition of this agreement are non-precedent setting.

River Delta Unified School District

**California School Employees Association, River
Delta Chapter 319**

 9/28/22
Katherine Wright, Superintendent Date

 09-29-22
David Groves, Chapter President Date

 9.29.22
Tammy Busch, Asst. Superintendent Date

 9/28/22
Carol Black, CSEA LRR Date

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023 Attachments: X

From: Tammy Busch, Asst. Superintendent, Business Item Number: 14

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

SUBJECT:

Request to Approve and Adopt the 2023-2024 Tentative Agreement with the River Delta Unified Teacher's Association (RDUTA) and For All Non-Represented Employees

BACKGROUND:

River Delta Unified School District has reached a Tentative Agreement with River Delta Unified Teachers Association (RDUTA) and non-represented employees for 2023-24. Retroactive to July 1, 2023, an 8% increase on the salary schedule. Changes have been made to Appendix B and a retirement health benefit cap of \$750 after fifteen (15) years of service until the age of 65.

STATUS:

RDUTA notified the District that members ratified at 92% on September 21, 2023. Salary disclosure has been submitted to Sacramento County Office of Education.

The cost to the District for RDUTA and non-represented for salary and benefits is approximately \$1,277,255.

PRESENTER:

Tammy Busch, Asst. Superintendent of Business Services

OTHER PEOPLE WHO MIGHT BE PRESENT:

COST AND FUNDING SOURCES:

The salary schedules for 2023-24 will be paid from General Fund, Adult Education, Child Development, and Cafeteria. One-time funding may also be used.

RECOMMENDATION:

That the Board approves the 2023-2024 Tentative Agreement with RDUTA and non-represented employees for FY2023-24, retroactive to July 1, 2023, an 8% on the salary schedule. Additionally, changes to Appendix B and a retirement health benefit cap of \$750 after fifteen (15) years of service until the age of 65.

Time allocated: 5 minutes

RDUTA to RDUSD 4/13/23 1:00 pm
RDUSD to RDUTA 4-13-23 2:30 pm
RDUTA to RDUSD 5/15/23 9:30 am
RDUSD to RDUTA 5/15/23 2:00 pm
RDUTA to RDUSD 5/15/23 2:30pm
RDUSD to RDUTA 8/29/23 9:00 am
RDUTA to RDUSD 8/29/23 11:00 am
RDUSD to RDUTA 8/29/23 12:00 pm

TA 1:30pm
[Handwritten signature]

ARTICLE 16
SALARY

A. The salary schedules have been updated to reflect an on schedule increase of 10% for all cells of all salary schedules ~~49.5% 8% 7% 8 % on salary schedule increase.~~ *Effective 7-1-23*

B. Teachers who request their annual salary in twelve (12) equal payments may request that the July and August payments be made at the same time as the June payment. This shall be applicable only if County Policy permits such payment distribution.

C. The "variable payroll" is that pay which is earned for extra duty, ~~substitute~~, or other short-term employment. Teachers being paid on the "variable payroll" shall normally receive their salary warrant on the 10th of each month.

D. The Administration shall, upon written request, meet with an Association committee to discuss the District budget

F. Salary Credit for Curriculum Projects

1. A teacher may earn up to two (2) units of credit per year toward the salary schedule for District curriculum projects. A teacher may earn a maximum of six (6) units for curriculum work while a teacher of the River Delta Unified School District.
2. The units may be applied to both regular and anniversary increments.
3. All projects are contingent on District needs and the approval of the Superintendent.

G. Staff Development Workshops.

Teachers attending District- sponsored workshops or in-services shall be eligible to receive hourly credit towards units for salary schedule movement. Such in-services and workshops shall not include contracted work hours of teachers, such as staff development days and the two (2) in-service days prior to the beginning of the school year. Fifteen (15) hours of credit at such workshops shall be equivalent to one (1) unit for purposes of salary schedule movement. The District will be responsible for maintaining records of attendance at such workshops or in-services.

H. Professional Growth Recognition.

RDUTA to RDUSD 4/13/23 1:00 pm
RDUSD to RDUTA 4-13-23 2:30 pm
RDUTA to RDUSD 5/15/23 9:30 am
RDUSD to RDUTA 5/15/23 2:00 pm
RDUTA to RDUSD 5/15/23 2:30pm
RDUSD to RDUTA 8/29/23 9:00 am
RDUTA to RDUSD 8/29/23 11:00 am
RDUSD to RDUTA 8/29/23 12:00 pm

Up to three units of credit may be earned for approved professional growth programs for each five-year professional growth program. Each unit earned will require 15 hours of approved program effort. No units will be provided for any portion of the professional growth program that is either funded by the district, performed during the normal work day or earns units from a college or university or other district policy.

The following is a list of those professional growth activities that may be approved for salary schedule credits.

1. District-sponsored conferences, workshops, teacher center programs or staff development programs.
2. Pre-approved out-of-district workshops or staff development programs.
3. Pre-approved service in a leadership role in the district.
4. Pre-approved educational research and innovation.
5. Pre-approved professional exchange programs, programs of independent study, creative endeavors and cultural experience.

I. Credit for advancement from one class to the next on the salary schedule shall be as set forth in Board Policy 4141. In order to advance from one class to another on the salary schedule with an effective date of September 1 of a school year, proof of completion of units must be submitted by October 1 of that school year. In order to advance from one class to another on the salary schedule with an effective date of February 1 of a school year, the teacher must, by the previous October 1, submit a letter of intent to complete units by February 28, and must then submit proof of completion of units by March 1 of that school year.

J. If either the CSEA or the Administrator or confidential employees negotiate and agree upon an agreement that provides a total compensation greater than what is listed in provision #1 and #2, the District shall provide an equivalent compensation agreement to RDUTA.

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 RDUSD to RDUTA 8/29/23 12:00 pm

APPENDIX B
EXTRA-CURRICULAR DUTY PAY

1. Extra-curricular duties are for services rendered beyond the regular teaching assignment.
2. Coaches and staff who are compensated in accordance with the Extra-Curricular Duty Pay and their initial start date is after the Board approval date March 8, 2016 of the tentative agreement, will receive a fixed stipend in accordance with the following schedule:

- Group 1- will be paid a stipend of \$ 2881.60 ~~3500~~ **3200**
- Group 2- will be paid a stipend of \$ 2431.35 ~~3000~~ **2700**
- Group 3- will be paid a stipend of \$ 1891.05 ~~2500~~ **2200**
- Group 4 - will be paid a stipend of \$ 1440.80 ~~2000~~ **1700**
- Group 5 - will be paid a stipend of \$ 990.55 **1000**

Group 1	<ul style="list-style-type: none"> ● High School Head Varsity coaching positions for the following sports: <ul style="list-style-type: none"> ○ Baseball ○ Basketball ○ Football ○ Softball ○ Volleyball ○ Track ○ Golf ○ Soccer ○ Cross Country ○ Wrestling ○ Swimming ○ Cheer 	\$2881.60 3500 3200
Group 2	<ul style="list-style-type: none"> ● High School Assistant Varsity coaching positions for the following: <ul style="list-style-type: none"> ○ Track ○ Football ○ Wrestling ○ Cross Country ● Radio Rio Chief Operator 	\$2431.35 3000 2700

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 RDUSD to RDUTA 8/29/23 9:00 am
 RDUTA to RDUSD 8/29/23 11:00 am
 RDUSD to RDUTA 8/29/23 12:00 pm

	<ul style="list-style-type: none"> ● Junior Varsity Assistant-Head coaching positions for the following: <ul style="list-style-type: none"> ○ Baseball ○ Basketball ○ Football ○ Softball ○ Volleyball 	
Group 3	<ul style="list-style-type: none"> ● Academic Decathlon Coach ● Music Activity Director ● High School Yearbook Advisor ● Middle School Yearbook Advisor ● Health Education Instructor 	\$1891.05 2500 <u>2200</u>
Group 4	<ul style="list-style-type: none"> ● All Middle School Athletic Head coaching positions ● FHA Advisor ● Play Director ● Newspaper Advisor 	\$1440.80 2000 <u>1700</u>
Group 5	<ul style="list-style-type: none"> ● Elementary Yearbook Advisor 	\$990.55 1000

(Rationale is that our lottery dollars are fixed and the coaches' salaries steadily increase. Therefore, the extra money must come from the general fund which limits the money available for program, etc. Some of the Coaches are not part of the bargaining unit)

3. Coaches and staff who are compensated in accordance with the Extra-Curricular Duty Pay and their initial start date is prior to the Board approval date March 8, 2016 of the tentative agreement will receive compensated based upon the contract that was in effect from July 2014 to June, 30, 2015. Therefore, extra duty compensation is calculated as a percent of Class V/Step 1 of the credentialed salary schedule at the following percentage rates. There will be a 7-step schedule for coaches who do not have a break in service in a specific sport.

Group 1 — 6.40% Varsity Baseball Coach Varsity Basketball Coach Varsity Football Coach Varsity Softball Coach Varsity Volleyball Coach Varsity Track Coach Varsity Golf Coach Varsity Soccer Coach Varsity Cross County Varsity Wrestling

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Group 2—5.40% Assistant Track Coach Junior Varsity Baseball Coach Junior Varsity Basketball Coach 60 Assistant Football Coach Junior Varsity Football Coach Junior Varsity Softball Coach Junior Varsity Volleyball Coach Tennis Coach Radio Rio Advisor (to be paid twice a year)

Group 3—4.20% Academic Decathlon Coach Communications Director Music Activity Director Pep Association Director High School Yearbook Advisor Middle School Yearbook Advisor

Group 4—3.20% Elementary Basketball Coach FHA Advisor FFA Advisor Play Director Newspaper Advisor

Group 5—2.20% Elementary School Yearbook Advisor All Elementary Coaching Positions (with the exception of elementary basketball)

3. A sports program shall may be entitled to receive an Assistant Varsity Coach and/or Junior Varsity Head coach a second Head Coach position if all of the following criteria are met:

- 1. The program requires travel to CIF-sanctioned events in which students compete**
- 2. The program includes more than fifteen (15) twenty (20) students in a single-gender program or more than ten (10) students in a co-ed program**

3.1 If a co-ed program requires travel to a CIF-sanctioned event in which students are to report and compete in different locations at the same time – the Assistant Varsity Coach will be granted release time to travel with the team.

4. Effective July 1 2023 the variable rate of pay shall be fifty-five (55) forty-eight (\$48) dollars per hour.

53. Other Extra-Duty Assignments

In recognition for the additional work before, during, and after the regular school year in lieu of variable pay, the following positions shall receive:

1. Teacher In Charge: **See attached

RDUTA to RDUSD 4/13/23 1:00 pm
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RDUTA to RDUSD 5/15/23 2:30pm
RDUSD to RDUTA 8/29/23 9:00 am
RDUTA to RDUSD 8/29/23 11:00 am
RDUSD to RDUTA 8/29/23 12:00 pm

12. Vocational Agriculture Teacher(s), if assigned as an FFA Advisor: 17% of Teacher's Salary

~~23. Counselor(s), 17% of Teacher's Salary~~

34. Athletic Director, One period for AD if an on-site teacher in lieu of 17%, or 17% of the current Teacher Salary Schedule Class V, Step 1

4. Teacher(s) On Special Assignment (TOSA) shall be placed on the High School Counselor Salary Schedule

5. Intern Support Provider(s), \$1000 per mentee

64. Special Ed Teachers

~~For n~~Newly hired or newly assigned, fully credentialed **Special Education teachers**, beginning July 1, 2018 to be payable **shall be paid** \$2,500 at the end of the first Semester of their first year in the district or assignment and \$2,500 at the end of the first semester of their second year in the district or Assignment.

75. Adult Education, Home Teaching, Summer School: **Paid at the variable rate** \$40.00 per Hour

86. Unit members accompanying students to overnight outdoor education/Science School will receive ~~\$3100~~ per day up to a total of \$500. The administrator will take the lead on the fundraising for Outdoor Education/Science Camp.

97. Teacher-In-Charge Stipend

1. The following sites would utilize a teacher-in-charge: Riverview Middle, D.H. White Elementary, Walnut Grove Elementary, Isleton Elementary, Bates Elementary (which includes Mokelumne High, and Community Day) Schools.
2. If the teacher-in-charge was called into use, ~~she/he would~~ **they shall** be paid ~~the~~ a \$25-per-hour (or current negotiated hourly **variable** rate of pay). Any time spent under an hour would be compensated at a full-hour rate. So, if the teacher-in-charge took 1½ hours to perform the duty, she/he would fill out a timecard for 2 hours of duty at \$25 per hour. The timecard would be signed by the principal immediately upon ~~their~~ **her/his** return to the site. If a teacher-in-charge performs duties outside of the said school day (dances, athletic events, **etc.**), the teacher-in-charge will submit a timecard for the entire time spent supervising the event. ~~The most that a teacher in charge could earn will be \$2,560.~~

RDUTA to RDUSD 4/13/23 9:30am

RDUSD to RDUTA 4-13-23 1:00 pm

Tentative Agreement
River Delta Unified Teachers Association and River Delta Unified School District
Article 7 – Hours

The negotiation teams for the Association and the District have tentatively agreed to the following amendments to Article 7 of their collective bargaining agreement on April 13, 2023.

7.D. Preparation Time

1. [*status quo*]
2. [*replace the existing 7.D.2 with 7.D.2 and 7.D.3 below*]

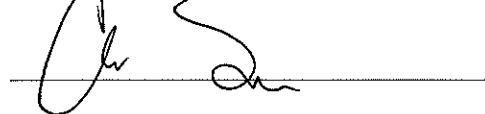
Beginning with the first full week of student instruction each school year and continuing through the end of the week before Memorial Day, elementary school teachers shall be given extra minutes of preparation time during every two calendar weeks of student instruction, skipping over the week of parent-teacher conferences in the Fall. This extra preparation time is in addition to any extra time created by early release days. The extra preparation time shall be provided as follows:

- a. In a two-week block with no holidays or minimum days, elementary school teachers shall be given 180 minutes of preparation time over the two weeks in minimum increments of at least 30 uninterrupted minutes, OR
 - b. In a two-week block that includes holidays or minimum days, elementary teachers shall be given preparation time that equals, in total over the two-week block, the equivalent of 18 minutes per full instructional day or early release Wednesday. It is the District and Association's intent that scheduled preparation time can be adjusted to attempt to avoid some teachers disproportionately receiving less preparation time because most holidays fall on Mondays or Fridays.
3. If an elementary school teacher does not receive their full allotment of extra preparation time provided by section 7.D.2, then the teacher may submit a variable timesheet for the difference (rounded up ~~or down~~ to the nearest 15 minutes) and receive pay for the shortfall in preparation time equivalent to the teacher's variable rate of pay.

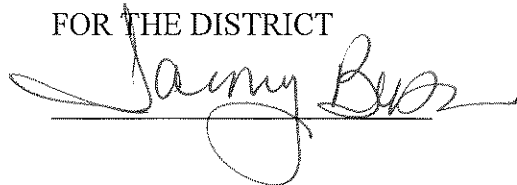
7.F. Time Adjustment for Short Instructional Days on Wednesdays

1. *Status Quo*
2. The parties agree that the extra hour of banked time each Wednesday ("Early Dismissal Wednesday") for bargaining unit members may be utilized as follows: **a maximum of two per month** staff meetings, 504 meetings, SST meetings, professional development, peer collaboration, etc.

Tentatively agreed to by:
FOR THE ASSOCIATION



FOR THE DISTRICT



Tentative Agreement

River Delta Unified Teachers Association and River Delta Unified School District

Article 13 – Leaves

The negotiation teams for the Association and the District have tentatively agreed to the following amendments to Article 13 of their collective bargaining agreement on March 23, 2023.


B. Bereavement Leave

1. Every teacher is entitled to a leave of absence, not to exceed ~~three (3) days~~, or five (5) days if travel of more than 200 miles is required, on account of the death of any member of his immediate family. Additional days due to unusual circumstances may be granted by the Superintendent upon the request of the teacher.
2. No deduction shall be made from the salary of such teacher, nor shall such leave be deducted from leave granted by other policies of the Board.
3. Members of the immediate family, as used in this Article, include the following:
 - (a) husband/wife/domestic partner
 - (b) father (stepfather)/father-in-law
 - (c) mother (stepmother)/mother-in-law
 - (d) son (stepson)/son-in-law
 - (e) daughter (stepdaughter)/daughter-in-law
 - (f) brother/brother-in-law
 - (g) sister/sister-in-law
 - (h) the grandparents of the teacher or the teacher's spouse
 - (i) grandchildren
 - (j) aunt/uncle
 - (k) any person living in the immediate household of the teacher, or a foster son or daughter
4. Leave must be used at the time of the death of the member of the family. If leave is not taken within six (6) months of the family member's death, no further allowance may be made.


5. If requested by the District, within 30 days of the first day of the leave, the teacher shall provide documentation of the death of the family member. "Documentation" includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

Tentatively agreed to by:

FOR THE ASSOCIATION



FOR THE DISTRICT



Tentative Agreement
River Delta Unified Teachers Association and River Delta Unified School District
ARTICLE 15 - GRIEVANCE PROCEDURE

The negotiation teams for the Association and the District have tentatively agreed to the following amendments to Article 15 of their collective bargaining agreement on April 13, 2023.

A. Definitions

1. **Grievance:** A grievance is an alleged violation of a specific article or section of this contract which affects the grievant.
2. **Representative:** A representative is an Association representative chosen by the grievant.
3. **Grievant:** A grievant is the unit member, unit members or the River Delta Unified Teachers' Association making the claim.
4. **A Workday:** A work day is any day that the District Administrative Offices are open for business.

B. Informal Conference

1. Alleged grievances shall be discussed in private, informal conference with the grievant's immediate administrator and may include conferees.
2. A grievant must attempt to resolve the problem within twenty (20) work days after the grievant knew or reasonably should have known of the circumstances which formed the basis for the grievance.
3. If the same alleged grievance is made by more than one (1) teacher against one (1) respondent, only one (1) teacher on behalf of self and the other complainants may process the complaint through the adjustment procedure. Names of aggrieved parties shall appear on all documents related to the settlement of the grievance.
4. The grievant and the RDUTA job representative shall be entitled to process a grievance during normal working hours with no loss of pay or benefits.

C. Level One

1. 1. Within ten (10) days after the informal conference with the administrator identified in section B.1., above, but in no event later than thirty (30) days after the grievant knew of the basis for the grievance, the grievant must present his/her grievance in writing to the administrator with immediate supervisory responsibilities for the position to which the grievant is assigned.
2. This statement shall be a clear concise statement of the grievance, and:
 - a. The contract provision for which there is an alleged violation;
 - b. The circumstances on which the grievance is based;
 - c. The person involved;
 - d. The decision rendered at the private conference;
 - e. The remedy sought.

3. Copies of this statement plus the decision of the administrator will be sent to the certificated teacher organization.
4. Within ten (10) days the administrator shall communicate his/her decision to the teacher in writing. If the administrator does not respond within the time limit, the grievant may appeal to the next level.
5. Either party to the grievance shall have the right to request a personal conference in order to resolve the grievance. Either party may request the presence of one (1) conferee.

D. Level Two

1. Within ten (10) days after meeting with the administrator in Level 1, the grievant may appeal the decision to the Superintendent. The appeal shall be made in writing.
2. Within ten (10) days after the delivery of the appeal, the Superintendent shall investigate the grievance including giving all persons who participated in Level One a reasonable opportunity to be heard.
3. Within ten (10) days after the delivery of the appeal, the Superintendent shall submit his/her decision in writing, together with the supporting reasons, to the grievant, the administrators involved and the certificated teacher organization.
4. **The Association either on its own behalf or on behalf of the affected teachers may initiate a grievance which affects more than one (1) teacher in a single building or teachers in more than one (1) building at Level Two.**

E. Level Three

1. The Association, by written notice to the Superintendent, may submit the grievance to advisory arbitration. Such written notice must be submitted within fifteen (15) days after the date the Superintendent's decision was due, or within fifteen (15) days of the date the Superintendent's decision was issued, whichever date is earlier. If any question arises as to the arbitrability of the grievance, such question will be ruled upon by the arbitrator prior to any hearing on the merits of the grievance.
2. ~~The Association either on its own behalf or on behalf of the affected teachers may initiate a grievance which affects more than one (1) teacher in a single building or teachers in more than one (1) building at Level Two.~~
3. The parties shall select a mutually acceptable arbitrator. Should they be unable to agree on an arbitrator within ten (10) days of the Association's submission of the grievance to arbitration, **the parties will request a list of at least seven (7) arbitrators from the submission of the grievance shall be made to the California State Mediation and Conciliation Service (SMCS) American Arbitration Association.** In any event, the parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator and the arbitrator shall proceed under the Voluntary Labor Arbitration Rules of said Association. **The parties will select an arbitrator by alternate striking of names until only one name remains. Counting from the first grievance filed during the school year, the District shall strike first**

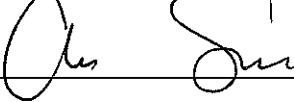
on all odd numbered grievances and the Association shall strike first on all even numbered grievances.

4. All documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.
5. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared by the Association and given appropriate distribution so as to facilitate operation of the grievance procedure. The costs of preparing such forms shall be borne by the Board.
6. Upon the mutual agreement of the Association and the Superintendent, a grievance may be taken directly to advisory arbitration.
7. A teacher may at any time present grievances to the employer, and have such grievances adjusted, without the intervention of the Association, as long as the adjustment is reached prior to the arbitration and such adjustment is not inconsistent with terms of the written agreement. If a teacher presents a grievance on his/her own behalf, the Association shall have the right to be present and state its views on all grievance meetings. The District shall not agree to a resolution of the grievance until the Association has received a copy of the grievance.
8. The time limit provided for in this policy may be extended by mutual written agreement of the parties. Any decision not appealed within the limits from one level to the next level in the grievance article shall be considered settled on the basis of the last decision and not subject to further appeal.

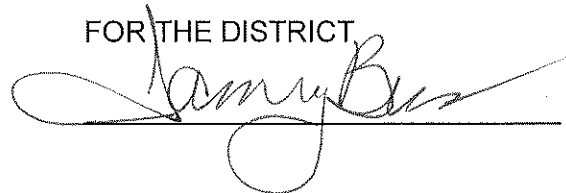
H. Upon the mutual agreement, arbitration may be held under the Expedited Rules of the **SMCS** American Arbitration Association. Notice of such option shall accompany the demand for advisory arbitration.

Tentatively agreed to by:

FOR THE ASSOCIATION




FOR THE DISTRICT



RDUTA to RDUSD 3/23/23 3:00pm
RDUSD to RDUTA 4/13/23 2:30 pm
RDUSD to RDUTA 5/15/23 2:00 pm
RDUTA to RDUSD 5/15/23 2:30pm
RDUSD to RDUTA 8/29/23 9:00 am

RDUTA to RDUSD 8/29/23 11am
ARTICLE 18
RETIREMENT

11:10am
TA


A. The District shall ~~send~~ **provide** each teacher who reaches the age of fifty-five (55) years a resume of the teacher's years of service, retirement contributions, pro rata value of the teacher's sick leave and other pertinent data concerning the teacher's retirement status. **The District shall provide eligible teachers with an updated resume each year until the date of the teacher's retirement.**

B. Retiree Health Benefits

1. Bargaining unit members who have been employed by the District for a minimum of ~~ten (10) years, who have been employed by the District for at least the final~~ **ten (10) ~~twenty (20)~~ fifteen (15) years** of their employment as a teacher, and who have reached the age of fifty-five (55) years shall be entitled to the following retirement benefits, ~~up to the age of sixty-five (65) years~~ **for ten (10) years immediately following the employee's retirement**, up to the age of sixty-five (65).
 - a. District will pay up to ~~four~~ **seven hundred fifty dollar (750) s ix** hundred dollars (~~\$6400~~) **\$600** monthly for the purchase of health, dental, vision, and/or life insurance coverage. Such coverage shall be in the same group plans available to active bargaining unit members.
 - b. After payment of premiums identified in section B.2, above, if any dollar amount remains, up to a maximum of ~~\$6400~~ **\$600** \$750 per month, said dollar amount will be paid to the retired bargaining unit member on a periodic basis (12 times per year), but shall not be included in the IRC Section 125 Cafeteria Plan.
 - c. **These** benefits ~~in section B.1, above~~, shall also be available to the retiree's spouse and eligible dependents if the retiree opts to pay the premium for the benefits. Premiums for such insurance shall be paid by the retiree to the District monthly.
 - d. Retiree benefits shall be prorated based on the average number of hours worked during the employee's total District work years.
 - e. The above stated benefit in section B.2 will also apply to employees who have been designated STRS certificated disability recipients and have been employed by the District for a minimum of ~~ten (10)~~ fifteen (15) **twenty (20)** years.
 - f. **Bargaining unit members who retired prior to July 1, 2023, and were receiving \$400 monthly retiree health benefits under this section B may shall continue to receive a benefit of \$400 monthly under section B.1.a and B.1.b up to the age of sixty-five (65) years.**

RDUTA to RDUSD 3/23/23 3:00pm
RDUSD to RDUTA 4/13/23 2:30 pm
RDUSD to RDUTA 5/15/23 2:00 pm
RDUTA to RDUSD 5/15/23 2:30pm
RDUSD to RDUTA 8/29/23 9:00 am

2. Bargaining unit members at least sixty-five (65) years of age, or the age at which the retiree becomes eligible to receive Medicare, who have been employed by the District for at least the final fifteen (15) years of their employment, shall be entitled to the following retirement health benefits:
 - a. the District shall reimburse the eligible retirees and/or the eligible dependent(s) up to a maximum of \$600 monthly for the purposes of covering the base premium cost for enrolling in Medicare plans, purchasing uncovered dental and vision care, or helping to cover the additional costs to retirees for such plans like the Medicare Advantage Plans. This shall not be included in the IRC Section 125 Cafeteria plan.
 - b. These benefits shall also be available to the retiree's spouse and eligible dependents if the retiree opts to pay the premium for the benefits. Premiums for such insurance shall be paid by the retiree to the District monthly.
 - c. Retiree benefits shall be prorated based on the average number of hours worked during the employee's total District work years.
 - d. The above stated benefit in section B.2 will also apply to employees who have been designated STRS certificated disability recipients and have been employed by the District for a minimum of fifteen (15) years.

C. Part-Time Employment with Full Retirement Credit CalSTRS Reduced Workload Program

1. The option to participate in the CalSTRS Reduced Workload Program (commonly referred to as the Willie Brown Reduced Work Year and set forth in CA Ed Code Sections 22713 and 44922) shall be exercised at the request of the bargaining unit member and can be revoked only with the mutual consent of the employer and employee. It is the parties intent that this language follow the statutory language of the CalSTRS Reduced Workload Program and in the event of a conflict between the language of this article and the law, the law will govern.
2. On or before January 1, the District shall mail a letter to each teacher who will be eligible for the Reduced Workload Program as of the commencement of the ensuing school year. Such letter shall include the following:
 - a. That such teacher is eligible for the particular program
 - b. A clear explanation of the enrollee's benefits and duties as a participant in the Reduced Workload Program
 - c. The process and timelines by which an eligible employee electing to participate in this program shall make their interest known to the district
3. Eligible bargaining unit members desiring to participate in the Reduced Workload Program shall submit a letter of intent to participate to the District Superintendent or designee no later than March 1 of the school year prior to entering the Reduced

RDUTA to RDUSD 3/23/23 3:00pm
RDUSD to RDUTA 4/13/23 2:30 pm
RDUSD to RDUTA 5/15/23 2:00 pm
RDUTA to RDUSD 5/15/23 2:30pm
RDUSD to RDUTA 8/29/23 9:00 am

Workload Program, unless in the judgment of the District, circumstances of an unusual and/or emergency nature exist that preclude a timely request, and the granting of the late request will not be contrary to the best interests of the district.

- a. For the 2023-24 school year only, unit members desiring to participate in the Reduced Workload Program for the 2023-24 school year shall submit their letter of intent to the District Superintendent or designee by no later than June 15th, 2023.
4. Eligibility
 - a. The unit member must have reached age fifty-five (55) years or older prior to the start of the school term of the first school year of the agreement for which the unit member's workload is reduced.
 - b. The unit member must have a minimum of ten (10) years of credited service in the Defined Benefit Program(CalSTRS) prior to the start of the school term of the first school year of the agreement to reduce the member's workload
 - c. The unit member must have been employed on a full-time basis to perform creditable service under the Defined Benefit Program (CalSTRS) each year of the five school years immediately preceding the first school year in which the member's workload is reduced, without having a break in service. A district approved leave of absence shall not constitute a break in service for the purposes of determining a unit member's eligibility.
 - d. Participation in the REduced Workload Program will not become effective until the unit member's eligibility with CalSTRS has been confirmed.
5. The total time in which a member reduces his or her workload pursuant to Ed Code 22713 shall not exceed ten (10) school years.
6. District and participating unit member's contributions to CAISTRs shall be equal to the amount required if the participating unit member worked fulltime for the entire school year.
7. The minimum part-time employment shall be equivalent of one-half of the number of days of service required by the unit member's contract of employment during his or her final year of service in a full-time position.
8. The participating member shall be paid a salary that is the pro rata share of the salary they would be earning had they not elected to exercise the option of part-time employment, but shall retain all other rights and benefits for which he or she makes the payments that would be required if he or she remained in full time employment.
9. A participating unit member shall be eligible for advancement on the salary schedule in the same manner as full-time unit members.
10. A participating unit member shall earn sick leave on a pro-rata basis.

RDUTA to RDUSD 3/23/23 3:00pm
RDUSD to RDUTA 4/13/23 2:30 pm
RDUSD to RDUTA 5/15/23 2:00 pm
RDUTA to RDUSD 5/15/23 2:30pm
RDUSD to RDUTA 8/29/23 9:00 am

11. The unit member and site administrator shall work together to determine a mutually agreeable work schedule. Every attempt will be made to reach mutual agreement, however absent mutual agreement, the final decision for the work schedule shall be determined by the Superintendent's designee.

12. A participating unit member shall receive the same credit toward retirement under CAISTRS that they would have received if employed on a full-time basis.

1. ~~Teachers who elect to reduce their workload from full time to part-time teachers (E.C. 22724) shall have the same benefits as full time teachers.~~
2. ~~On or before January 1, the Board shall mail a letter to each teacher who will be eligible for part-time employment as of the commencement of the ensuing school year. Such letter shall include the following:
 - (a) ~~That such teacher is eligible for the particular program.~~
 - (b) ~~A clear explanation of the benefits and duties which attach to an enrollee in such program.~~
 - (c) ~~A statement to the effect that the teacher should not enroll in such program until he/she and the Board mutually agree on his/her job description, his/her duties, his/her hours, the location or locations at 54 which he/she is required to perform his/her services, and the duration of his/her participation in the program.~~
 - (d) ~~That such teacher may not be terminated from the program except for just cause, and that such teacher may challenge his/her termination through the grievance procedure in this Agreement.~~~~
3. ~~Any teacher who is interested in participating in this program shall notify the Board no later than March 1. The Board shall schedule a meeting with each teacher on or before April 30 to develop a mutually agreeable program and assignment for such teacher.~~
4. ~~This Agreement between the Board and the participating teacher shall be consummated on or before May 15.~~
5. ~~Where two (2) or more teacher applicants are credentialed to perform the services required in a part-time position, all other considerations being equal, such position shall be filled by the teacher with the greatest district seniority.~~
6. ~~No teacher shall be pressured overtly or indirectly to participate in the part-time employment program.~~
7. ~~Termination must be mutually agreeable between the Board and the teacher.~~

River Delta Unified School District
Public Disclosure of Proposed Collective Bargaining Agreement

J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the _____ River Delta Joint Unified School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from _____ July 1, 2023 _____ to _____ June 30, 2024 _____.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:

Revenues/Transfers In and Other Sources/Contributions
 Expenditures/Transfers Out and Other Uses
 Ending Balance(s) Increase/(Decrease)

	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	\$ -
Expenditures/Transfers Out and Other Uses	\$ 1,706,522
Ending Balance(s) Increase/(Decrease)	\$ (1,706,522)

Subsequent Years

Budget Adjustment Categories:

Revenues/Transfers In and Other Sources/Contributions
 Expenditures/Transfers Out and Other Uses
 Ending Balance(s) Increase/(Decrease)

	Budget Adjustment Increase/(Decrease)
Revenues/Transfers In and Other Sources/Contributions	\$ -
Expenditures/Transfers Out and Other Uses	\$ -
Ending Balance(s) Increase/(Decrease)	\$ -

Budget Revisions

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

____ I hereby certify ____ I am unable to certify

District Superintendent
 (Signature)

Date

____ I hereby certify ____ I am unable to certify

Chief Business Official
 (Signature)

Date

Special Note: The Sacramento County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Katherine Wright, Superintendent

Item Number: 15

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

SUBJECT:

Request to “Sunshine” the River Delta Unified School District Initial Negotiation Proposals to California School Employees’ Association (CSEA) Delta Chapter 319 for 2023-2024

BACKGROUND:

Under the California Educational Employment Relations Act (EERA) the District must participate in “Good Faith” bargaining with California School Employees’ Association (CSEA) Delta Chapter 319. The law states that District must present its proposals to the public and be “sunshined” by the Board before the bargaining process can begin.

STATUS:

The District proposes to discuss the following Articles:

Article 4: Employee Rights

Article 7: Transportation

Article 16: Pay and Allowances

Article 17: Health & Welfare Benefits

PRESENTER:

Katherine Wright, Superintendent

OTHER PEOPLE WHO MIGHT BE PRESENT:

CSEA Chapter 319 members

COST AND FUNDING SOURCES:

N/A

RECOMMENDATION:

That the Board “Sunshines” the River Delta Unified School District Negotiation Proposals with California School Employees’ Association (CSEA) Delta Chapter 319 for 2023-2024

Time allocated: 4 minutes

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Katherine Wright, Superintendent

Item Number: 16

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

SUBJECT:

Request to Acknowledge California School Employees' Association (CSEA) Delta Chapter 319 "Sunshined" Proposals for Negotiations with River Delta Unified School District for 2023-2024

BACKGROUND:

Under the California Educational Employment Relations Act (EERA) the CSEA Delta Chapter 319 must participate in "Good Faith" bargaining with the District. The law states that CSEA must present its proposals to the public before the bargaining process can begin.

STATUS:

See attached proposal

PRESENTER:

Patty DuBois, CSEA President and Negotiations Chair

OTHER PEOPLE WHO MIGHT BE PRESENT:

CSEA Delta Chapter 319 members

COST AND FUNDING SOURCES:

N/A

RECOMMENDATION:

That the Board takes action by acknowledging the California School Employees' Association (CSEA) Delta Chapter 319 proposals for negotiations with River Delta Unified School District for 2023-2024

Time allocated: 4 minutes



California
School
Employees
Association

5375 West Lane
Stockton, CA 95210

(209) 472-2170
(800) 757-4229

www.csea.com

Adam Weinberger
Association President

Keith Pace
Executive Director

Member of the AFL-CIO

*The nation's largest
independent classified
employee association*



October 2, 2023

VIA EMAIL

kwright@rdusd.org

Kathy Wright, Superintendent
River Delta Unified School District
445 Montezuma
Rio Vista, CA 94571-1651

Re: River Delta Chapter 319 Reopener Negotiations 2023-2024

Dear Superintendent Wright:

Pursuant to the agreement between the California School Employees Association and its River Delta Chapter 319 (CSEA) River Delta Unified School District, please find enclosed the initial proposal for amendments and modifications.

Please consider this document for public notice provisions pursuant to Government Code Section 3547(a). CSEA desire to commence negotiations as soon as possible after the completion of the public notice provisions.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Carol Black
Labor Relations Representative

CB/mk

Enclosure: Initial Proposals for Reopener Negotiations

Cc: Patricia Dubois, Chapter President 319
Toni Thompson, Regional Representative 42
Rosemarie Lopes-Horn, Area Director E
Stacy Galaviz, Field Director
319 file

**PROPOSAL
FROM
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
And Its
RIVER DELTA CHAPTER #319
TO
RIVER DELTA UNIFIED SCHOOL DISTRICT**

Reopener 2023-2024

ARTICLE 9 Vacation

CSEA proposes to discuss vacation language.

ARTICLE 11 Leaves

CSEA proposes to discuss leaves language.

ARTICLE 16 – Pay and Allowances

CSEA proposes to discuss pay and allowances.

ARTICLE 17 – Health and Welfare Benefits

CSEA proposes to discuss changes to the health and welfare benefits.

(NEW) CSESAP (Summer Assistance Program)

CSEA proposes to discuss the Summer Assistance Program language.

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Katherine Wright, Superintendent

Item Number: 17

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

SUBJECT:

Request to Approve the Assistant Superintendent of Educational Services Employee Agreement with Nancy Vielhauer, from July 1, 2023 through June 30, 2026

BACKGROUND:

On June 28, 2022, the job titles for the Chief Educational Services Officer and the Chief Business Officer were approved to be changed to the Assistant Superintendent of Educational Services and the Assistant Superintendent of Business Services. Any employee with Superintendent, Assistant Superintendent or Associate Superintendent should have an employee agreement with the District.

STATUS:

Superintendent Wright seeks approval from the Board of Trustees to ratify this agreement with Assistant Superintendent of Educational Services, Nancy Vielhauer. The base salary listed below shall be adjusted by the greater of (1) the same percentage increase to base salary that the RDUSD Governing Board has granted to other certificated employees of the District or (2) the current year's California Consumer Price Index for Urban Wage Earners and Clerical Workers as calculated by the Department of Industrial Relations (California Consumer Price Index).

PRESENTER:

Katherine Wright, Superintendent

OTHER PEOPLE WHO MIGHT BE PRESENT:

Staff

COST AND FUNDING SOURCES:

\$ 160,722.00 Base Salary plus Fringe Benefits

RECOMMENDATION:

That the Board approves the approves and ratifies the employment agreement for Assistant Superintendent of Educational Services, Nancy Vielhauer, retroactively from July 1, 2023, expiring on June 30, 2026.

Time allocated: 2 minutes

**RIVER DELTA UNIFIED SCHOOL DISTRICT
CERTIFICATED CONTRACT OF EMPLOYMENT FOR ASSISTANT
SUPERINTENDENT**

This Contract is entered into on October 10, 2023 between the GOVERNING BOARD of the RIVER DELTA UNIFIED SCHOOL DISTRICT (hereinafter, "GOVERNING BOARD") and Nancy Vielhauer (hereinafter, "ASSISTANT SUPERINTENDENT"). The parties hereby agree as follows:

I. TERM OF CONTRACT

GOVERNING BOARD hereby employs ASSISTANT SUPERINTENDENT for the duration of the term of three (3) school years, commencing July 1, 2023 and ending June 30, 2026.

II. SALARY

1. ASSISTANT SUPERINTENDENT shall receive an annual base salary of \$160,722 per year less all legally required deductions, payable in 12 equal monthly installments. Where only a portion of a year is served, salary and fringe benefits shall be prorated, unless otherwise provided herein.
2. GOVERNING BOARD may grant an additional salary increase to ASSISTANT SUPERINTENDENT at any time in its discretion. Any such salary increase shall not cause a new Contract to have been entered into or cause the termination date of the existing Contract to be extended. For each year in which the ASSISTANT SUPERINTENDENT receives a satisfactory performance evaluation, as determined by the DISTRICT SUPERINTENDENT, the ASSISTANT SUPERINTENDENT's base salary shall be adjusted by the greater of (1) the same percentage increase to base salary that the GOVERNING BOARD has granted to other certificated employees of the District or (2) the current year's California Consumer Price Index for Urban Wage Earners and Clerical Workers as calculated by the Department of Industrial Relations (California Consumer Price Index). Should any increase exceed the current year's California Consumer Price Index, the increase in excess of this amount may not take effect without an oral report and vote by the Board of Trustees in public session at a regularly scheduled meeting. (The intent of this language is to meet the requirements of Education Code section 35032, and Government Code sections 54953 and 54956).
3. ASSISTANT SUPERINTENDENT shall receive a yearly Master's degree stipend that equals the Advanced Degrees amount listed on the current Administrative Salary Schedule.

III. DUTIES AND RESPONSIBILITIES

1. ASSISTANT SUPERINTENDENT shall serve as Designee for the DISTRICT SUPERINTENDENT who also serves as the Chief Executive Officer and Secretary of GOVERNING BOARD pursuant to California law, including Education Code section 35035.

2. In addition, all powers and duties which may lawfully be delegated to ASSISTANT SUPERINTENDENT are to be performed and executed by them in accordance with the policies adopted by GOVERNING BOARD.
3. ASSISTANT SUPERINTENDENT shall render 12 months of full and regular services to the RIVER DELTA UNIFIED SCHOOL DISTRICT during each annual period covered by her Contract, except as hereinafter provided. The Assistant Superintendent is a full-time certificated management employee of the District who is exempt from overtime and from all compensatory time off.
4. ASSISTANT SUPERINTENDENT shall endeavor to maintain and improve their professional competence by all available means, including subscriptions to and reading of appropriate periodicals, maintenance of membership in appropriate professional organizations, and attendance at professional meetings at the local, state, and national level, with DISTRICT SUPERINTENDENT's approval. ASSISTANT SUPERINTENDENT shall request permission from DISTRICT SUPERINTENDENT for her attendance at out-of-state meetings and periodically report to DISTRICT SUPERINTENDENT their appraisal of the meetings.
5. ASSISTANT SUPERINTENDENT shall furnish and maintain a valid administrative services credential issued by the State of California for the duration of this Contract.
6. ASSISTANT SUPERINTENDENT shall not acquire permanent status in any certificated administrative or teacher position as a result of employment pursuant to this Contract.

IV. OUTSIDE PROFESSIONAL ACTIVITIES

ASSISTANT SUPERINTENDENT shall devote their time, attention, and energy to the business of the DISTRICT. However, ASSISTANT SUPERINTENDENT may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations which are of a short-term duration; said outside professional activities may be performed for consideration with prior approval of GOVERNING BOARD and provided the activities do not interfere with or conflict with ASSISTANT SUPERINTENDENT's performance of their duties under the Contract, the DISTRICT's Conflict of Interest Code, or applicable law. The DISTRICT SUPERINTENDENT shall be notified if ASSISTANT SUPERINTENDENT plans to attend any conference outside the District for three (3) or more days.

V. VACATION

1. ASSISTANT SUPERINTENDENT shall be entitled to 20 working days annual vacation with pay for each school year, in addition to District holidays. In the event of termination of this Contract, ASSISTANT SUPERINTENDENT shall be entitled to full compensation for unused vacation at the salary rate effective during the school year in which the vacation was earned. GOVERNING BOARD and DISTRICT SUPERINTENDENT encourages ASSISTANT SUPERINTENDENT's use of vacation time for its intended purpose of providing rest or recreation.

2. A maximum of 10 accrued/unused vacation days may be carried forward from one fiscal year to the next and ASSISTANT SUPERINTENDENT may cash out any remaining balance at the salary rate effective during the school year in which the vacation was earned but not used. ASSISTANT SUPERINTENDENT shall not accrue more than a maximum of 30 vacation days at any time. In no case will more than 30 days of unused vacation be paid at the expiration or termination of this Contract.
3. If ASSISTANT SUPERINTENDENT desires to take more than two (2) consecutive days of vacation, ASSISTANT SUPERINTENDENT shall notify the DISTRICT SUPERINTENDENT prior to use of such vacation.

VI. EVALUATION

1. GOVERNING BOARD shall devote a portion of at least one (1) closed session meeting annually to discussion and evaluation of the performance and working relationship between ASSISTANT SUPERINTENDENT, DISTRICT SUPERINTENDENT and GOVERNING BOARD. DISTRICT SUPERINTENDENT shall provide a written evaluation, and this evaluation shall be based on the position description and the mutually agreed upon performance objectives established for ASSISTANT SUPERINTENDENT for the school year. DISTRICT SUPERINTENDENT shall meet with the ASSISTANT SUPERINTENDENT to review and sign the written evaluation prior to meeting with the GOVERNING BOARD in closed session.
2. ASSISTANT SUPERINTENDENT shall provide DISTRICT SUPERINTENDENT with at least 45 days' advance written notice prior to the dates established for setting such objectives and conducting the annual evaluation. ASSISTANT SUPERINTENDENT and DISTRICT SUPERINTENDENT shall meet prior to September 30 of each year, to set performance objectives for ASSISTANT SUPERINTENDENT. The Board meeting to conduct the ASSISTANT SUPERINTENDENT's evaluation shall normally be held during the month of September.
3. DISTRICT SUPERINTENDENT's written evaluation shall include recommendations for improvement in areas where ASSISTANT SUPERINTENDENT's performance is determined to be less than satisfactory. Any area of unsatisfactory performance shall include written samples.
4. In the case of a less than satisfactory evaluation, GOVERNING BOARD may conduct a follow-up evaluation not less than 90 days thereafter.

VII. FRINGE BENEFITS

1. Health and Welfare – ASSISTANT SUPERINTENDENT shall be entitled to receive the same health, welfare, and fringe benefits of employment enjoyed by certificated management employees in the DISTRICT.
2. Sick Leave – ASSISTANT SUPERINTENDENT shall accrue sick leave at the rate of one (1) day per month of service. Such days may be used prior to their accrual, and may accumulate indefinitely. All statutes applicable to sick leave and disability leave shall apply. Unused sick leave shall not be compensated,

but shall be credited toward California STRS/PERS retirement according to the Education Code. ASSISTANT SUPERINTENDENT may be granted other leaves as are granted to other DISTRICT management employees.

3. Travel Expense Allowance – ASSISTANT SUPERINTENDENT shall be reimbursed for any work-related travel outside of the geographical boundaries of the district.
4. Business Expense Allowance – ASSISTANT SUPERINTENDENT shall be reimbursed for other reasonable and necessary business expenses actually incurred up to a maximum of \$300.00 per month, except as otherwise approved by GOVERNING BOARD.
5. Professional and Community Organizations and Professional Development – The GOVERNING BOARD encourages the continuing professional growth of the ASSISTANT SUPERINTENDENT. The GOVERNING BOARD shall reimburse ASSISTANT SUPERINTENDENT for the cost of annual membership dues in the Association of California School Administrators (ACSA). In addition, subject to GOVERNING BOARD approval, ASSISTANT SUPERINTENDENT shall become a member and be reimbursed for (1) the reasonable cost of annual membership dues in one community service club or organization (e.g., Rotary, Lions, etc.) in one of our communities (Rio Vista, Isleton, Walnut Grove, Courtland, Clarksburg) of ASSISTANT SUPERINTENDENT's choice; and (2) other reasonable professional development activities.
6. Automobile Allowance – ASSISTANT SUPERINTENDENT is required to have a personal automobile to conduct District business, including to attend meetings, luncheons, dinners, ceremonies, and other events as required in the official performance of the duties and responsibilities of her office. Instead of receiving an automobile allowance or travel stipend, the ASSISTANT SUPERINTENDENT will receive cash in lieu of \$400 per month in addition to her base salary. ASSISTANT SUPERINTENDENT will not receive additional reimbursement for any automobile, travel or mileage expenses incurred within District boundaries but will be entitled to mileage reimbursement for necessary travel outside the District boundaries.
7. Cell Phone Allowance – ASSISTANT SUPERINTENDENT will be given a stipend of \$75 per month or provided a district cell phone with a District-paid plan. This will be at the preference of the ASSISTANT SUPERINTENDENT.

VIII. EXTENSION OR NON-RENEWAL OF CONTRACT

1. Extension – GOVERNING BOARD may, with the consent of ASSISTANT SUPERINTENDENT, extend the term of this Contract at any time.
2. Non-Renewal – GOVERNING BOARD may elect not to renew this Contract for any reason by providing written notice to ASSISTANT SUPERINTENDENT at least 45 calendar days in advance of the end of the term of the Contract in accordance with Education Code section 35031. ASSISTANT SUPERINTENDENT shall provide written notice of this timeline to GOVERNING BOARD at least 90 calendar days in advance of the expiration of this Contract.

IX. CHANGES IN CONTRACT

This Contract may be changed by mutual consent of ASSISTANT SUPERINTENDENT and GOVERNING BOARD at any time; provided, however, that the party seeking such change or termination shall give not less than 30 days' written notice to the other party. Any change, amendment, or addendum to this Contract shall be in writing and signed by the respective parties or their authorized representatives.

X. TERMINATION OF CONTRACT

1. Mutual Consent – This Contract may be terminated at any time by mutual consent of GOVERNING BOARD and ASSISTANT SUPERINTENDENT upon 30 days' prior written notice. Upon written request by either party, consent to terminate this Contract will not be unreasonably withheld by the other party.
2. Discharge For Cause – ASSISTANT SUPERINTENDENT shall be given written notice of any matter allegedly constituting grounds for termination for cause. Grounds for termination for cause shall be: (1) failure to substantially perform any specific duty set forth in this Contract; (2) the occurrence of any event which would justify suspending or revoking a credential as set forth in Education Code section 44420, et seq.; and (3) occurrence of any event which would justify dismissal of a tenured teacher as set forth in Education Code section 44932.

ASSISTANT SUPERINTENDENT shall be given the right to know the charges against them, the right to a closed session meeting with the full GOVERNING BOARD at which they shall have an opportunity to respond to charges with representation by counsel at their expense and the right to present any witnesses relevant to the alleged grounds. The closed session meeting shall be scheduled within 30 days of providing notice of the charges. The GOVERNING BOARD shall provide a written decision to ASSISTANT SUPERINTENDENT within 30 days of such closed session meeting. The meeting shall be ASSISTANT SUPERINTENDENT's exclusive right to any hearing required by law.

3. Unilateral Termination by District – GOVERNING BOARD may, at its option, and by a minimum of 60 days' notice to ASSISTANT SUPERINTENDENT, unilaterally terminate this Contract. In the event of such termination, subject to Government Code section 53260, et seq., the DISTRICT shall pay ASSISTANT SUPERINTENDENT as severance the amount which ASSISTANT SUPERINTENDENT earned during their last month of employment for each month remaining in the Contract, but not to exceed a maximum of 12 months of salary. The settlement shall not include any other non-salary benefits except that District's monthly health insurance premium contributions will continue for the same period as the salary payout. Both the salary and health benefits owing shall be reduced by any sums ASSISTANT SUPERINTENDENT earns for services rendered in other employment in a position of substantially equal responsibility or compensation in the field of education following termination and during the period of severance payments. The intent of this provision is

solely to satisfy the requirements in Government Code sections 53260-53264, and shall be interpreted consistently with these statutes. Nothing in this provision obligates the District to provide 18 months of salary to the ASSISTANT SUPERINTENDENT upon termination of this Agreement prior to the end of its term. In accordance with Government Code section 53243, et seq., any paid leave pending an investigation, funds paid for legal criminal defense, or severance payment to ASSISTANT SUPERINTENDENT shall be fully reimbursed to the DISTRICT if ASSISTANT SUPERINTENDENT is convicted of any crime involving an abuse of their office or position with the DISTRICT as defined by applicable law.

4. Unilateral Termination by Assistant Superintendent – ASSISTANT SUPERINTENDENT may terminate this contract upon 60 days written notice to the GOVERNING BOARD President.
5. Incapacity – In the event ASSISTANT SUPERINTENDENT is unable to serve in her position due to any physical and/or mental condition for a period of 60 consecutive calendar days or an aggregate total of 120 days during the term of this Contract, this Contract may be terminated by GOVERNING BOARD by giving 30 days' written notice of termination. Upon termination of the Contract, ASSISTANT SUPERINTENDENT shall remain eligible to participate in the group health plans and shall receive the same District contribution toward health insurance for the remaining term of the Contract, or for an additional 12 months, whichever is less. GOVERNING BOARD may require ASSISTANT SUPERINTENDENT to undertake a medical or psychiatric examination to determine their fitness for duty. GOVERNING BOARD, at its discretion, may appoint an Acting Assistant Superintendent during any such period(s) of absence.
6. Other Employment – Should ASSISTANT SUPERINTENDENT pursue any offer of employment elsewhere during the term of this Contract, whether solicited or otherwise, they shall indicate to DISTRICT SUPERINTENDENT their intention to do so as soon as you are notified you are a final candidate and the reasons for taking this action.

Failure to follow the procedure set forth in above, relating to other employment, shall be deemed to constitute a material breach of contract, and GOVERNING BOARD may then, by a vote of the majority of the members of GOVERNING BOARD, terminate the Contract of ASSISTANT SUPERINTENDENT, upon 120 days' written notification of intention to so terminate the Contract.

7. Compensation Upon Termination – In the event of termination of this Contract under paragraphs 1, 2 or 5 above, ASSISTANT SUPERINTENDENT shall only be entitled to salary and benefits earned up to the effective date of termination of the Contract. ASSISTANT SUPERINTENDENT shall not be entitled to any further compensation after the date of termination. In the event of termination under paragraph 3 above, the provisions relating to severance payments in that paragraph shall apply.
8. Indemnification – In accordance with and subject to the provisions of Government Code sections 825 and 995, the DISTRICT shall defend the ASSISTANT SUPERINTENDENT from any and all demands, claims, suits, actions, and legal proceedings brought against the ASSISTANT

SUPERINTENDENT in their individual or official capacity as an agent and employee of the DISTRICT, providing that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the ASSISTANT SUPERINTENDENT was acting within the scope of employment. Upon retirement or separation from the DISTRICT, the ASSISTANT SUPERINTENDENT will continue to be indemnified for any actions taken against her related to her role as ASSISTANT SUPERINTENDENT.

XI. GENERAL PROVISIONS

1. This Contract is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of GOVERNING BOARD of the RIVER DELTA UNIFIED SCHOOL DISTRICT. Said laws, rules, and regulations and policies are hereby made a part of the terms and conditions of this Contract as though fully set forth herein.
2. This Contract contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions and neither party has relied upon any representation, express or implied, not contained in this Contract.
3. This Contract cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument signed by both ASSISTANT SUPERINTENDENT and GOVERNING BOARD.
4. The failure of the District to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times. No waiver of any breach of any term or provision of this Agreement shall be construed to be, nor shall it be, a waiver of any other breach of this Agreement. No waiver shall be binding unless in writing and signed by the party waiving the breach.
5. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall remain in full force and effect.
6. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.

In witness herein, we affix our signatures to this Contract as the full and complete understanding of the relationships between the parties hereto.

GOVERNING BOARD OF THE RIVER DELTA UNIFIED SCHOOL DISTRICT

By: _____

By: _____

By: _____

By: _____

By: _____

By: _____

By: _____

I hereby accept this employment contract and agree to comply with the conditions thereof and to fulfill all of the duties of employment of ASSISTANT SUPERINTENDENT of the RIVER DELTA UNIFIED SCHOOL DISTRICT.

Date of Acceptance: _____
_____, Assistant Superintendent

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Katherine Wright, Superintendent

Item Number: 18

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

SUBJECT:

Request to Approve the Assistant Superintendent of Business Services Employee Agreement with Tammy Busch, from July 1, 2023 through June 30, 2026

BACKGROUND:

On June 28, 2022, the job titles for the Chief Educational Services Officer and the Chief Business Officer were approved to be changed to the Assistant Superintendent of Educational Services and the Assistant Superintendent of Business Services. Any employee with Superintendent, Assistant Superintendent or Associate Superintendent should have an employee agreement with the District.

STATUS:

Superintendent Wright seeks approval from the Board of Trustees to ratify this agreement with Assistant Superintendent of Business Services, Tammy Busch. The base salary listed below shall be adjusted by the greater of (1) the same percentage increase to base salary that the RDUSD Governing Board has granted to other certificated employees of the District or (2) the current year's California Consumer Price Index for Urban Wage Earners and Clerical Workers as calculated by the Department of Industrial Relations (California Consumer Price Index).

PRESENTER:

Katherine Wright, Superintendent

OTHER PEOPLE WHO MIGHT BE PRESENT:

Staff

COST AND FUNDING SOURCES:

\$160,722.00 Base Salary plus Fringe Benefits

RECOMMENDATION:

That the Board approves and ratifies the employment agreement for Assistant Superintendent of Business Services, Tammy Busch, retroactively from July 1, 2023, expiring on June 30, 2026.

Time allocated: 2 minutes

**RIVER DELTA UNIFIED SCHOOL DISTRICT
CERTIFICATED CONTRACT OF EMPLOYMENT FOR ASSISTANT
SUPERINTENDENT**

This Contract is entered into on October 10, 2023 between the GOVERNING BOARD of the RIVER DELTA UNIFIED SCHOOL DISTRICT (hereinafter, "GOVERNING BOARD") and Tammy Busch (hereinafter, "ASSISTANT SUPERINTENDENT"). The parties hereby agree as follows:

I. TERM OF CONTRACT

GOVERNING BOARD hereby employs ASSISTANT SUPERINTENDENT for the duration of the term of three (3) school years, commencing July 1, 2023 and ending June 30, 2026.

II. SALARY

1. ASSISTANT SUPERINTENDENT shall receive an annual base salary of \$160,722 per year less all legally required deductions, payable in 12 equal monthly installments. Where only a portion of a year is served, salary and fringe benefits shall be prorated, unless otherwise provided herein.
2. GOVERNING BOARD may grant an additional salary increase to ASSISTANT SUPERINTENDENT at any time in its discretion. Any such salary increase shall not cause a new Contract to have been entered into or cause the termination date of the existing Contract to be extended. For each year in which the ASSISTANT SUPERINTENDENT receives a satisfactory performance evaluation, as determined by the DISTRICT SUPERINTENDENT, the ASSISTANT SUPERINTENDENT's base salary shall be adjusted by the greater of (1) the same percentage increase to base salary that the GOVERNING BOARD has granted to other certificated employees of the District or (2) the current year's California Consumer Price Index for Urban Wage Earners and Clerical Workers as calculated by the Department of Industrial Relations (California Consumer Price Index). Should any increase exceed the current year's California Consumer Price Index, the increase in excess of this amount may not take effect without an oral report and vote by the Board of Trustees in public session at a regularly scheduled meeting. (The intent of this language is to meet the requirements of Education Code section 35032, and Government Code sections 54953 and 54956).
3. ASSISTANT SUPERINTENDENT shall receive a yearly Master's degree stipend that equals the amount listed on the current Administrative Salary Schedule.

III. DUTIES AND RESPONSIBILITIES

1. ASSISTANT SUPERINTENDENT shall serve as Designee for the DISTRICT SUPERINTENDENT who also serves as the Chief Executive Officer and Secretary of GOVERNING BOARD pursuant to California law, including Education Code section 35035.

2. In addition, all powers and duties which may lawfully be delegated to ASSISTANT SUPERINTENDENT are to be performed and executed by them in accordance with the policies adopted by GOVERNING BOARD.
3. ASSISTANT SUPERINTENDENT shall render 12 months of full and regular services to the RIVER DELTA UNIFIED SCHOOL DISTRICT during each annual period covered by her Contract, except as hereinafter provided. The Assistant Superintendent is a full-time certificated management employee of the District who is exempt from overtime and from all compensatory time off.
4. ASSISTANT SUPERINTENDENT shall endeavor to maintain and improve their professional competence by all available means, including subscriptions to and reading of appropriate periodicals, maintenance of membership in appropriate professional organizations, and attendance at professional meetings at the local, state, and national level, with DISTRICT SUPERINTENDENT's approval. ASSISTANT SUPERINTENDENT shall request permission from DISTRICT SUPERINTENDENT for her attendance at out-of-state meetings and periodically report to DISTRICT SUPERINTENDENT their appraisal of the meetings.
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V. VACATION

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VI. EVALUATION

1. GOVERNING BOARD shall devote a portion of at least one (1) closed session meeting annually to discussion and evaluation of the performance and working relationship between ASSISTANT SUPERINTENDENT, DISTRICT SUPERINTENDENT and GOVERNING BOARD. DISTRICT SUPERINTENDENT shall provide a written evaluation, and this evaluation shall be based on the position description and the mutually agreed upon performance objectives established for ASSISTANT SUPERINTENDENT for the school year. DISTRICT SUPERINTENDENT shall meet with the ASSISTANT SUPERINTENDENT to review and sign the written evaluation prior to meeting with the GOVERNING BOARD in closed session.
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but shall be credited toward California STRS/PERS retirement according to the Education Code. ASSISTANT SUPERINTENDENT may be granted other leaves as are granted to other DISTRICT management employees.

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VIII. EXTENSION OR NON-RENEWAL OF CONTRACT

1. Extension – GOVERNING BOARD may, with the consent of ASSISTANT SUPERINTENDENT, extend the term of this Contract at any time.
2. Non-Renewal – GOVERNING BOARD may elect not to renew this Contract for any reason by providing written notice to ASSISTANT SUPERINTENDENT at least 45 calendar days in advance of the end of the term of the Contract in accordance with Education Code section 35031. ASSISTANT SUPERINTENDENT shall provide written notice of this timeline to GOVERNING BOARD at least 90 calendar days in advance of the expiration of this Contract.

IX. CHANGES IN CONTRACT

This Contract may be changed by mutual consent of ASSISTANT SUPERINTENDENT and GOVERNING BOARD at any time; provided, however, that the party seeking such change or termination shall give not less than 30 days' written notice to the other party. Any change, amendment, or addendum to this Contract shall be in writing and signed by the respective parties or their authorized representatives.

X. TERMINATION OF CONTRACT

1. Mutual Consent – This Contract may be terminated at any time by mutual consent of GOVERNING BOARD and ASSISTANT SUPERINTENDENT upon 30 days' prior written notice. Upon written request by either party, consent to terminate this Contract will not be unreasonably withheld by the other party.
2. Discharge For Cause – ASSISTANT SUPERINTENDENT shall be given written notice of any matter allegedly constituting grounds for termination for cause. Grounds for termination for cause shall be: (1) failure to substantially perform any specific duty set forth in this Contract; (2) the occurrence of any event which would justify suspending or revoking a credential as set forth in Education Code section 44420, et seq.; and (3) occurrence of any event which would justify dismissal of a tenured teacher as set forth in Education Code section 44932.

ASSISTANT SUPERINTENDENT shall be given the right to know the charges against them, the right to a closed session meeting with the full GOVERNING BOARD at which they shall have an opportunity to respond to charges with representation by counsel at their expense and the right to present any witnesses relevant to the alleged grounds. The closed session meeting shall be scheduled within 30 days of providing notice of the charges. The GOVERNING BOARD shall provide a written decision to ASSISTANT SUPERINTENDENT within 30 days of such closed session meeting. The meeting shall be ASSISTANT SUPERINTENDENT's exclusive right to any hearing required by law.

3. Unilateral Termination by District – GOVERNING BOARD may, at its option, and by a minimum of 60 days' notice to ASSISTANT SUPERINTENDENT, unilaterally terminate this Contract. In the event of such termination, subject to Government Code section 53260, et seq., the DISTRICT shall pay ASSISTANT SUPERINTENDENT as severance the amount which ASSISTANT SUPERINTENDENT earned during their last month of employment for each month remaining in the Contract, but not to exceed a maximum of 12 months of salary. The settlement shall not include any other non-salary benefits except that District's monthly health insurance premium contributions will continue for the same period as the salary payout. Both the salary and health benefits owing shall be reduced by any sums ASSISTANT SUPERINTENDENT earns for services rendered in other employment in a position of substantially equal responsibility or compensation in the field of education following termination and during the period of severance payments. The intent of this provision is

solely to satisfy the requirements in Government Code sections 53260-53264, and shall be interpreted consistently with these statutes. Nothing in this provision obligates the District to provide 18 months of salary to the ASSISTANT SUPERINTENDENT upon termination of this Agreement prior to the end of its term. In accordance with Government Code section 53243, et seq., any paid leave pending an investigation, funds paid for legal criminal defense, or severance payment to ASSISTANT SUPERINTENDENT shall be fully reimbursed to the DISTRICT if ASSISTANT SUPERINTENDENT is convicted of any crime involving an abuse of their office or position with the DISTRICT as defined by applicable law.

4. Unilateral Termination by Assistant Superintendent – ASSISTANT SUPERINTENDENT may terminate this contract upon 60 days written notice to the GOVERNING BOARD President.
5. Incapacity – In the event ASSISTANT SUPERINTENDENT is unable to serve in her position due to any physical and/or mental condition for a period of 60 consecutive calendar days or an aggregate total of 120 days during the term of this Contract, this Contract may be terminated by GOVERNING BOARD by giving 30 days' written notice of termination. Upon termination of the Contract, ASSISTANT SUPERINTENDENT shall remain eligible to participate in the group health plans and shall receive the same District contribution toward health insurance for the remaining term of the Contract, or for an additional 12 months, whichever is less. GOVERNING BOARD may require ASSISTANT SUPERINTENDENT to undertake a medical or psychiatric examination to determine their fitness for duty. GOVERNING BOARD, at its discretion, may appoint an Acting Assistant Superintendent during any such period(s) of absence.
6. Other Employment – Should ASSISTANT SUPERINTENDENT pursue any offer of employment elsewhere during the term of this Contract, whether solicited or otherwise, they shall indicate to DISTRICT SUPERINTENDENT their intention to do so as soon as you are notified you are a final candidate and the reasons for taking this action.

Failure to follow the procedure set forth in above, relating to other employment, shall be deemed to constitute a material breach of contract, and GOVERNING BOARD may then, by a vote of the majority of the members of GOVERNING BOARD, terminate the Contract of ASSISTANT SUPERINTENDENT, upon 120 days' written notification of intention to so terminate the Contract.

7. Compensation Upon Termination – In the event of termination of this Contract under paragraphs 1, 2 or 5 above, ASSISTANT SUPERINTENDENT shall only be entitled to salary and benefits earned up to the effective date of termination of the Contract. ASSISTANT SUPERINTENDENT shall not be entitled to any further compensation after the date of termination. In the event of termination under paragraph 3 above, the provisions relating to severance payments in that paragraph shall apply.
8. Indemnification – In accordance with and subject to the provisions of Government Code sections 825 and 995, the DISTRICT shall defend the ASSISTANT SUPERINTENDENT from any and all demands, claims, suits, actions, and legal proceedings brought against the ASSISTANT

SUPERINTENDENT in their individual or official capacity as an agent and employee of the DISTRICT, providing that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the ASSISTANT SUPERINTENDENT was acting within the scope of employment. Upon retirement or separation from the DISTRICT, the ASSISTANT SUPERINTENDENT will continue to be indemnified for any actions taken against her related to her role as ASSISTANT SUPERINTENDENT.

XI. GENERAL PROVISIONS

1. This Contract is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of GOVERNING BOARD of the RIVER DELTA UNIFIED SCHOOL DISTRICT. Said laws, rules, and regulations and policies are hereby made a part of the terms and conditions of this Contract as though fully set forth herein.
2. This Contract contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions and neither party has relied upon any representation, express or implied, not contained in this Contract.
3. This Contract cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument signed by both ASSISTANT SUPERINTENDENT and GOVERNING BOARD.
4. The failure of the District to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times. No waiver of any breach of any term or provision of this Agreement shall be construed to be, nor shall it be, a waiver of any other breach of this Agreement. No waiver shall be binding unless in writing and signed by the party waiving the breach.
5. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall remain in full force and effect.
6. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.

In witness herein, we affix our signatures to this Contract as the full and complete understanding of the relationships between the parties hereto.

GOVERNING BOARD OF THE RIVER DELTA UNIFIED SCHOOL DISTRICT

By: _____

By: _____

By: _____

By: _____

By: _____

By: _____

By: _____

I hereby accept this employment contract and agree to comply with the conditions thereof and to fulfill all of the duties of employment of ASSISTANT SUPERINTENDENT of the RIVER DELTA UNIFIED SCHOOL DISTRICT.

Date of Acceptance: _____
_____, Assistant Superintendent

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: X

From: Marcial Lamera, Board President

Item Number: 19

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

SUBJECT:

Request to Approve the Amended Employment Agreement and Contract Extension for Katherine Wright, Superintendent, Expiring June 30, 2026

BACKGROUND:

The Board of Trustee entered into a contract with Katherine Wright as the District's Superintendent on May 14, 2019, commencing on July 1, 2019. The current contract for Superintendent Wright is due to expire on June 30, 2024.

STATUS:

The base salary listed below shall be adjusted by the greater of (1) the same percentage increase to base salary that the RDUSD Governing Board has granted to other certificated employees of the District or (2) the current year's California Consumer Price Index for Urban Wage Earners and Clerical Workers as calculated by the Department of Industrial Relations (California Consumer Price Index).

PRESENTER:

Marcial Lamera, Board President

OTHER PEOPLE WHO MIGHT BE PRESENT:

Staff

COST AND FUNDING SOURCES:

\$245,797.51 Base Salary plus Fringe Benefits

RECOMMENDATION:

That the Board approves the amended employment agreement and contract extension for Superintendent, Katherine Wright, retroactively from July 1, 2023, expiring June 30, 2026.

Time allocated: 2 minutes

**RIVER DELTA UNIFIED SCHOOL DISTRICT
CONTRACT OF EMPLOYMENT FOR DISTRICT SUPERINTENDENT**

This Contract is entered into October 10, 2023 between the GOVERNING BOARD of the RIVER DELTA UNIFIED SCHOOL DISTRICT (hereinafter, "GOVERNING BOARD") and Katherine Wright (hereinafter, "SUPERINTENDENT"). The parties hereby agree as follows:

I. TERM OF CONTRACT

GOVERNING BOARD hereby employs SUPERINTENDENT for the duration of the term of three (3) school years, commencing July 1, 2023 and ending June 30, 2026.

II. SALARY

1. SUPERINTENDENT shall receive an annual base salary of \$245,798.51 per year less all legally required deductions, payable in 12 equal monthly installments.
2. GOVERNING BOARD may grant an additional salary increase to SUPERINTENDENT at any time in its discretion. Any such salary increase shall not cause a new Contract to have been entered into or cause the termination date of the existing Contract to be extended. For each year in which the SUPERINTENDENT receives a satisfactory performance evaluation, as determined by the GOVERNING BOARD, the SUPERINTENDENT's base salary shall be adjusted by the greater of (1) the same percentage increase to base salary that the GOVERNING BOARD has granted to other certificated employees of the District or (2) the current year's California Consumer Price Index for Urban Wage Earners and Clerical Workers as calculated by the Department of Industrial Relations (California Consumer Price Index). Should any increase exceed the current year's California Consumer Price Index, the increase in excess of this amount may not take effect without an oral report and vote by the Board of Trustees in public session at a regularly scheduled meeting. (The intent of this language is to meet the requirements of Education Code section 35032, and Government Code sections 54953 and 54956).

III. DUTIES AND RESPONSIBILITIES

1. SUPERINTENDENT shall serve as Chief Executive Officer and Secretary of GOVERNING BOARD pursuant to California law, including Education Code section 35035.
2. In addition, all powers and duties which may lawfully be delegated to SUPERINTENDENT are to be performed and executed by her in accordance with the policies adopted by GOVERNING BOARD.
3. SUPERINTENDENT shall render 12 months of full and regular services to the RIVER DELTA UNIFIED SCHOOL DISTRICT during each annual period covered by her Contract, except as hereinafter provided. The Superintendent is a full-time certificated management employee of the District who is exempt from overtime and from all compensatory time off.

4. SUPERINTENDENT shall endeavor to maintain and improve her professional competence by all available means, including subscriptions to and reading of appropriate periodicals, maintenance of membership in appropriate professional organizations, and attendance at professional meetings at the local, state, and national level, with GOVERNING BOARD approval. SUPERINTENDENT shall request permission from GOVERNING BOARD for her attendance at out-of-state meetings and periodically report to GOVERNING BOARD her appraisal of the meetings.
5. SUPERINTENDENT shall furnish and maintain a valid administrative services credential issued by the State of California for the duration of this Contract.
6. SUPERINTENDENT shall not acquire permanent status in any certificated administrative or teacher position as a result of employment pursuant to this Contract.

IV. OUTSIDE PROFESSIONAL ACTIVITIES

SUPERINTENDENT shall devote her time, attention, and energy to the business of the DISTRICT. However, SUPERINTENDENT may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations which are of a short-term duration; said outside professional activities may be performed for consideration with prior approval of GOVERNING BOARD and provided the activities do not interfere with or conflict with SUPERINTENDENT's performance of her duties under the Contract, the DISTRICT's Conflict of Interest Code, or applicable law. The Board President shall be notified if SUPERINTENDENT plans to attend any conference outside the District for three (3) or more days.

V. VACATION

1. SUPERINTENDENT shall be entitled to 25 working days annual vacation with pay for each school year, in addition to District holidays. In the event of termination of this Contract, SUPERINTENDENT shall be entitled to full compensation for unused vacation at the salary rate effective during the school year in which the vacation was earned. GOVERNING BOARD encourages SUPERINTENDENT's use of vacation time for its intended purpose of providing rest or recreation.
2. A maximum of 10 accrued/unused vacation days may be carried forward from one fiscal year to the next and Superintendent may cash out any remaining balance at the salary rate effective during the school year in which the vacation was earned but not used. SUPERINTENDENT shall not accrue more than a maximum of 30 vacation days at any time.
3. If SUPERINTENDENT desires to take more than two (2) consecutive days of vacation, SUPERINTENDENT shall notify the Board President prior to use of such vacation.

VI. EVALUATION

1. GOVERNING BOARD shall devote a portion of at least one (1) closed session meeting annually to discussion and evaluation of the performance and working relationship between SUPERINTENDENT and GOVERNING BOARD. GOVERNING BOARD shall provide a written evaluation, and this evaluation shall be based on the position description and the mutually agreed upon performance objectives established for SUPERINTENDENT for the school year.
2. SUPERINTENDENT and GOVERNING BOARD shall meet during a closed session meeting prior to June 30 of each year, to set performance objectives for SUPERINTENDENT. The Board meeting to conduct the SUPERINTENDENT's evaluation shall normally be held during the month of September.
3. GOVERNING BOARD's written evaluation shall include recommendations for improvement in areas where SUPERINTENDENT's performance is determined to be less than satisfactory. Any area of unsatisfactory performance shall include written samples.
4. In the case of a less than satisfactory evaluation, GOVERNING BOARD may conduct a follow-up evaluation not less than 90 days thereafter.

VII. FRINGE BENEFITS

1. Health and Welfare – SUPERINTENDENT shall be entitled to receive the same health, welfare, and fringe benefits of employment enjoyed by certificated management employees in the DISTRICT.
2. Sick Leave – SUPERINTENDENT shall accrue sick leave at the rate of one (1) day per month of service. Such days may be used prior to their accrual, and may accumulate indefinitely. All statutes applicable to sick leave and disability leave shall apply. Unused sick leave shall be compensated in the same manner as in Section VI: Vacation of this contract. All accumulated, unused sick leave shall be credited toward California STRS retirement according to the Education Code. SUPERINTENDENT may be granted other leaves as are granted to other DISTRICT management employees.
3. Travel Expense Allowance – SUPERINTENDENT shall be reimbursed for any work-related travel outside of the geographical boundaries of the district.
4. Business Expense Allowance – SUPERINTENDENT shall be reimbursed for other reasonable and necessary business expenses actually incurred up to a maximum of \$300.00 per month, except as otherwise approved by GOVERNING BOARD.
5. Professional and Community Organizations and Professional Development – The GOVERNING BOARD encourages the continuing professional growth of the SUPERINTENDENT. The GOVERNING BOARD shall reimburse SUPERINTENDENT for the cost of annual membership dues in the Small School Districts Association, Association of California School Administrators (ACSA). In addition, subject to GOVERNING BOARD approval,

SUPERINTENDENT shall be reimbursed for (1) the reasonable cost of annual membership dues in one community service club or organization (e.g., Rotary, Lions, etc.) per community (Rio Vista, Isleton, Walnut Grove, Courtland, Clarksburg) of SUPERINTENDENT's choice; and (2) other reasonable professional development activities.

6. Automobile Allowance – SUPERINTENDENT is required to have a personal automobile to conduct District business, including to attend meetings, luncheons, dinners, ceremonies, and other events as required in the official performance of the duties and responsibilities of her office. SUPERINTENDENT will not receive additional reimbursement for any automobile, travel or mileage expenses incurred within District boundaries but will be entitled to mileage reimbursement for necessary travel outside the District boundaries.
7. Phone Allowance - SUPERINTENDENT will be given a stipend of \$75 per month or provided a district cell phone with a District-paid plan. This will be at the preference of the SUPERINTENDENT.

VIII. EXTENSION OR NON-RENEWAL OF CONTRACT

1. Extension – GOVERNING BOARD may, with the consent of SUPERINTENDENT, extend the term of this Contract at any time.
2. Non-Renewal – GOVERNING BOARD may elect not to renew this Contract for any reason by providing written notice to SUPERINTENDENT at least 120 calendar days in advance of the end of the term of the Contract in accordance with Education Code section 35031. SUPERINTENDENT shall provide written notice of this timeline to GOVERNING BOARD at least 90 calendar days in advance of the expiration of this Contract. SUPERINTENDENT shall be entitled to severance pay for 24 months if GOVERNING BOARD should elect not to renew this contract.

IX. CHANGES IN CONTRACT

This Contract may be changed by mutual consent of SUPERINTENDENT and GOVERNING BOARD at any time; provided, however, that the party seeking such change or termination shall give not less than 30 days' written notice to the other party. Any change, amendment, or addendum to this Contract shall be in writing and signed by the respective parties or their authorized representatives.

X. TERMINATION OF CONTRACT

1. Mutual Consent – This Contract may be terminated at any time by mutual consent of GOVERNING BOARD and SUPERINTENDENT upon 45 days' prior written notice. Upon written request by either party, consent to terminate this Contract will not be unreasonably withheld by the other party.
2. Discharge For Cause – SUPERINTENDENT shall be given written notice of any matter allegedly constituting grounds for termination for cause. Grounds for termination for cause shall be: (1) failure to substantially perform any

specific duty set forth in this Contract; (2) the occurrence of any event which would justify suspending or revoking a credential as set forth in Education Code section 44420, et seq.; and (3) occurrence of any event which would justify dismissal of a tenured teacher as set forth in Education Code section 44932.

SUPERINTENDENT shall be given the right to know the charges against her, the right to a closed session meeting with the full GOVERNING BOARD at which she shall have an opportunity to respond to charges with representation by counsel at the District's expense and the right to present any witnesses relevant to the alleged grounds. The closed session meeting shall be scheduled within 30 days of providing notice of the charges. The GOVERNING BOARD shall provide a written decision to SUPERINTENDENT within 30 days of such closed session meeting. The meeting shall be SUPERINTENDENT's exclusive right to any hearing required by law.

3. Unilateral Termination by District – GOVERNING BOARD may, at its option, and by a minimum of 60 days' notice to SUPERINTENDENT, unilaterally terminate this Contract. In the event of such termination, subject to Government Code section 53260, et seq., the DISTRICT shall pay SUPERINTENDENT as severance the amount which SUPERINTENDENT earned during her last month of employment for each month remaining in the Contract, but not to exceed a maximum of 12 months of salary. The settlement shall not include any other non-salary benefits except that District's monthly health insurance premium contributions will continue for the same period as the salary payout. Both the salary and health benefits owing shall be reduced by any sums SUPERINTENDENT earns for services rendered in other employment in a position of substantially equal responsibility or compensation in the field of education following termination and during the period of severance payments. The intent of this provision is solely to satisfy the requirements in Government Code sections 53260-53264, and shall be interpreted consistently with these statutes. Nothing in this provision obligates the District to provide 18 months of salary to the SUPERINTENDENT upon termination of this Agreement prior to the end of its term.
4. Unilateral Termination by Superintendent – SUPERINTENDENT may terminate this contract upon 60 days written notice to the GOVERNING BOARD President. If such terminate relates to her emotional or mental health and well-being, the DISTRICT shall pay SUPERINTENDENT as severance the amount which SUPERINTENDENT earned during her last month of employment for each month remaining in the Contract, but not to exceed a maximum of 12 months of salary. The settlement shall not include any other non-salary benefits except that District's monthly health insurance premium contributions will continue for the same period as the salary payout. Both the salary and health benefits owing shall be reduced by any sums SUPERINTENDENT earns for services rendered in other employment in a position of substantially equal responsibility or compensation in the field of education following termination and during the period of severance payments.
5. Incapacity – In the event SUPERINTENDENT is unable to serve in her position due to any physical and/or mental condition for a period of 60 consecutive calendar days or an aggregate total of 120 days during the term of this Contract, this Contract may be terminated by GOVERNING BOARD by giving

30 days' written notice of termination. Upon termination of the Contract, SUPERINTENDENT shall receive 12 months of compensation and remain eligible to participate in the group health plans and shall receive the same District contribution toward health insurance for the remaining term of the Contract, or for an additional 12 months, whichever is less. GOVERNING BOARD may require SUPERINTENDENT to undertake a medical or psychiatric examination to determine her fitness for duty. GOVERNING BOARD, at its discretion, may appoint an Acting Superintendent during any such period(s) of absence.

6. Other Employment – Should SUPERINTENDENT pursue any offer of employment elsewhere during the term of this Contract, whether solicited or otherwise, she shall indicate to GOVERNING BOARD her intention to do so prior to becoming a final candidate and the reasons for taking this action.

Failure to follow the procedure set forth in above, relating to other employment, shall be deemed to constitute a material breach of contract, and GOVERNING BOARD may then, by a vote of the majority of the members of GOVERNING BOARD, terminate the Contract of SUPERINTENDENT, upon 120 days' written notification of intention to so terminate the Contract.

7. Indemnification – In accordance with and subject to the provisions of Government Code sections 825 and 995, the DISTRICT shall defend the SUPERINTENDENT from any and all demands, claims, suits, actions, and legal proceedings brought against the SUPERINTENDENT in her individual or official capacity as an agent and employee of the DISTRICT, providing that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the SUPERINTENDENT was acting within the scope of employment. Upon retirement or separation from the DISTRICT, the SUPERINTENDENT will continue to be indemnified for any actions taken against her related to her role as SUPERINTENDENT.

XI. GENERAL PROVISIONS

1. This Contract is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of GOVERNING BOARD of the RIVER DELTA UNIFIED SCHOOL DISTRICT. Said laws, rules, and regulations and policies are hereby made a part of the terms and conditions of this Contract as though fully set forth herein.
2. This Contract contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions and neither party has relied upon any representation, express or implied, not contained in this Contract.
3. This Contract cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument signed by both SUPERINTENDENT and GOVERNING BOARD.
4. The failure of the District to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any

right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times. No waiver of any breach of any term or provision of this Agreement shall be construed to be, nor shall it be, a waiver of any other breach of this Agreement. No waiver shall be binding unless in writing and signed by the party waiving the breach.

5. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall remain in full force and effect.
6. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.

In witness herein, we affix our signatures to this Contract as the full and complete understanding of the relationships between the parties hereto.

GOVERNING BOARD OF THE RIVER DELTA UNIFIED SCHOOL DISTRICT

By: _____

By: _____

By: _____

By: _____

By: _____

By: _____

By: _____

I hereby accept this employment contract and agree to comply with the conditions thereof and to fulfill all of the duties of employment of SUPERINTENDENT of the RIVER DELTA UNIFIED SCHOOL DISTRICT.

Date of Acceptance: _____

Katherine Wright, Superintendent

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: 2

From: Tammy Busch, Asst. Superintendent of Business Services

Item Number: 20

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

SUBJECT:

Request the Ratification of Change Order #1 to August-Jaye, Inc. dba August-Jaye Construction and Approval of Notice of Completion for the Walnut Grove Elementary School Window Replacement Project.

BACKGROUND:

On November 8, 2022, the Board awarded a contract to August-Jaye, Inc. dba August-Jaye Construction for the Walnut Grove Elementary School Window Replacement project.

STATUS:

The contract included an allowance of \$25,000 for miscellaneous unforeseen items that may be discovered during the course of the project. Only \$12,320.33 of the allowance was used. The attached Change Order #1 credits back the remaining allowance of \$12,679.67 to the District.

The work is complete, has been inspected, and found to be satisfactory by the District's architect. The attached Notice of Completion has been prepared for signature and recording with the Sacramento County Recorder's Office.

Presenter:

Tammy Busch, Assistant Superintendent of Business Services and Katherine Wright, Superintendent

OTHER PEOPLE WHO MIGHT BE PRESENT:

Maria Denney and/or Ralph Caputo, RGM Kramer

COST AND FUNDING SOURCES:

Measure K credit of (\$ 12,679.67).

RECOMMENDATION: Staff recommends:

1. The Board ratify the attached deductive Change Order #1 to August-Jaye, Inc. dba August-Jaye Construction in the amount of (\$12,679.67).
2. The Board accepts the Walnut Grove Elementary School Window Replacement project as complete and approves the execution and recording of the attached Notice of Completion.

Time allocated: 3 minutes

CHANGE ORDER

Date: August 21, 2023

CO# 01

Project:
Window Replacement
at Walnut Grove Elementary School

Architect:
Wilson Architecture
609 15th Street
Modesto, CA 95354

Owner:
River Delta Unified School District

Contractor:
August-Jaye, Inc.
dba August-Jaye
Construction
3595 Gravenstein HWY S.
Sebastopol, CA 95472

445 Montezuma St
Rio Vista, CA 94571

Pursuant to the Contract Documents, you are hereby authorized to make the following changes to the project. Execution of this change order represents full and final costs of all direct, indirect, and delay costs for the scope of services identified herein unless otherwise noted.

<u>Item #</u>	<u>Description</u>	<u>Amount</u>
1	PCO #001 Provide and Install Obscure Glass at Windows B & H per Price Request #001	\$ 2,199.89
2	PCO #002.1 Replacement of Dry Rotted Window Sills	\$ 9,623.88
3	PCO #003 Lead Demolition Work	\$ 496.56
5	Credit Project Allowance	\$ (25,000.00)

TOTAL THIS CHANGE ORDER \$ (12,679.67)

Original contract sum: \$285,000.00
 Previous change orders: \$ -
 Original contract amount plus/minus previous change orders \$285,000.00
Total amount of this change order \$ (12,679.67)
 Adjusted contract amount including this change order will be: \$ 272,320.33

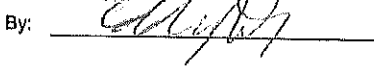
The contract time will be adjusted by the following number of days: 0 days

Owner:
River Delta Unified School District

Contractor:
August-Jaye, Inc. dba
August-Jaye
Construction
3595 Gravenstein HWY S.
Sebastopol, CA 95472

445 Montezuma St
Rio Vista, CA 94571

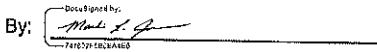
By: 

By: 

Architect:
Wilson Architecture
609 15th Street
Modesto, CA 95354

Construction Manager
RGM Kramer, Inc.
3230 Monument Way
Concord, CA 945418

By: 

By: 
DocuSigned by:
Mandi L. Kramer
180537 RELEASED

AUGUST-JAYE CONSTRUCTION

PO Box 1425, Rohnert Park, CA 94927

info@augustjaye.com

License No. 987876
(707) 766-0927

PROPOSED CHANGE ORDER #1

Date: 7/12/2023
Job Name: Walnut Grove ES
To: RGMK

Description: Obscure Windows

Summary of Work: Provide and Install Obscure Glass at Windows B and H as shown in PR01

Description	Quantity	Unit	Unit Price	Total
Materials	1	LS	\$755	\$755
Labor	8	EA	\$105	\$840
			Subtotal	\$1,595.00
			tax	\$67.95
			freight	\$250.00
			Subtotal	\$1,912.95
			OH/P (15%)	\$286.94
			TOTAL	\$2,199.89

PCO # 01 is approved for \$2,199.89. Please charge against Project Allowance.
Dave Adams RGNK 7/21/23

Quote Name: Walnut Grove Obscure B&H
Customer: AUGUST-JAYE FINISHES
Payment Terms:
Sales Representative: CT005607 Administrator **Mobile:**
 info@augustjaye.com

Quote Number: SQPHGQ000612_1
Created Date: 7/12/2023
Modified Date: 7/12/2023
PO Number:
Total Windows:
Total Doors:
Total Sq Ft: 0.00
Total Perim Ft:
Est. Delivery: _____

Comments:

For warranty information please visit www.milgard.com/warranty/

Billing Information

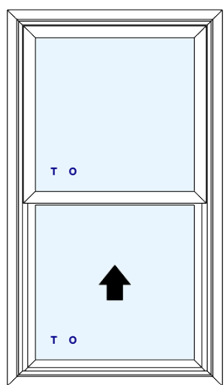
Name: AUGUST-JAYE FINISHES
Address: P O BOX 1425
 ROHNERT PARK, CA 94927-1425
Phone: 707-766-0927
Fax: 707-634-1418
Email:

Shipping Information

Name: AUGUST-JAYE FINISHES
Address: P O BOX 1425
 ROHNERT PARK, CA 94927-1425
Phone: 707-766-0927
Fax: 707-634-1418
Email:

Line: 1 **Location:**
Quantity: 1 Window Glass Unit, TG
 Argon Gas Filled
 Total List Price

\$286.90
 \$6.65
 \$293.55
Item Total: \$293.55
Line Total: \$293.55

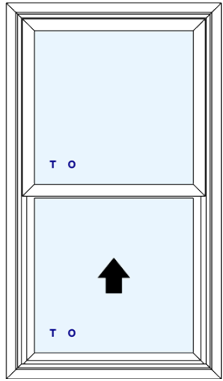


Viewed From Exterior

Model = Tuscany V400, 8240T, Wide Z-Bar, Ext White /
 Int White, Single Hung - Lower Vent Glass
 Size = Net Glass: 30 15/16" x 30 1/16", 7/8" OA
 Net Frame: 36 1/4" x 67"
 Dimensions = Sash Height: One Half
 Glass = 5/32" 42 Clear (Obscure) Tempered over 5/32" 42 Clear (Obscure) Tempered with Gray
 Foam Spacer
 Glazing = Dual Glaze with Argon

Customer Approval: _____

Line:	2	Location:		
Quantity:	1	Window Glass Unit, TG		\$286.90
		Argon Gas Filled		\$6.65
		Total List Price		\$293.55



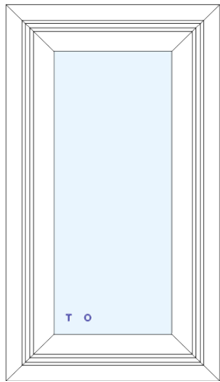
Viewed From Exterior

Model = Tuscan V400, 8240T, Wide Z-Bar, Ext White /
 Int White, Single Hung - Upper Fixed Glass
 Size = Net Glass: 30 15/16" x 30 1/16", 7/8" OA
 Net Frame: 36 1/4" x 67"
 Dimensions = Sash Height: One Half
 Glass = 5/32" 42 Clear (Obscure) Tempered over 5/32" 42 Clear (Obscure) Tempered with Gray
 Foam Spacer
 Glazing = Dual Glaze with Argon

Item Total: \$293.55
Line Total: \$293.55

Customer Approval: _____

Line:	3	Location:		
Quantity:	1	Window Glass Unit, TG		\$163.88
		Argon Gas Filled		\$3.80
		Total List Price		\$167.68



Viewed From Exterior

Model = Tuscan V400, 8375T, Wide Z-Bar, Ext White /
 Int White, Slider Picture - Fixed Glass
 Size = Net Glass: 13 15/16" x 32 15/16", 7/8" OA
 Net Frame: 19 1/4" x 38 1/4"
 Glass = 5/32" 42 Clear (Obscure) Tempered over 5/32" 42 Clear (Obscure) Tempered with Gray
 Foam Spacer
 Glazing = Dual Glaze with Argon

Item Total: \$167.68
Line Total: \$167.68

Customer Approval: _____

Submitted By: _____

Accepted By: _____

Date: _____

Material Subtotal: \$754.78
Material Tax 7.75%: \$58.50
Grand Total (USD): \$813.28

For warranty information please visit www.milgard.com/warranty/

Please note that actual NFRC energy values may vary from those reported in CTB Quote Plus due to variations that may occur during the manufacturing process. In most cases variations will be minimal. Please contact your Milgard location with questions or concerns regarding this potential variation.

Painted Vinyl Note: For stucco applications, please follow the Milgard Stucco Tape Guidelines https://www.milgard.com/sites/default/files/u/u57666/stucco_taping_guidelines_0920.pdf.

Handing is viewed from outside looking in.

ADDITIONAL INFORMATION:

Proposal Request



Date: 06/28/23

Proposal Request No. 01

Project: Walnut Grove ES Window Replacement

Owner: River Delta Unified School District

To: August Jaye Inc.
(Contractor): Po Box 1425
Rohnert Park, CA 94927

1: Please provide pricing for replacement of window sashes in 2 indicated windows with obscure glass.

Please submit an itemized quotation for changes to the Contract Sum and/or time incidental to the changes described herein for completion of the work.

Include all appurtenances to complete the work per DH White Modular Plans and specifications.

Attachments:

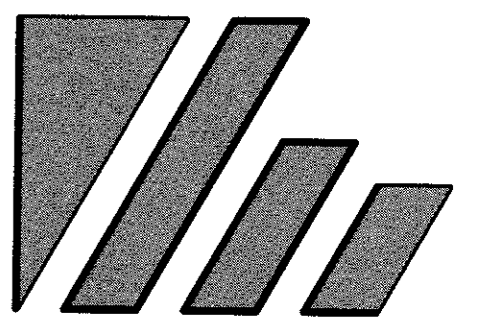
A-3

Reason for Change:

Plan Error

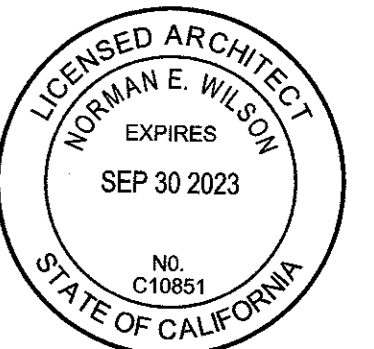
Project Manager:

Dave Adams, Project Manager
RGMK



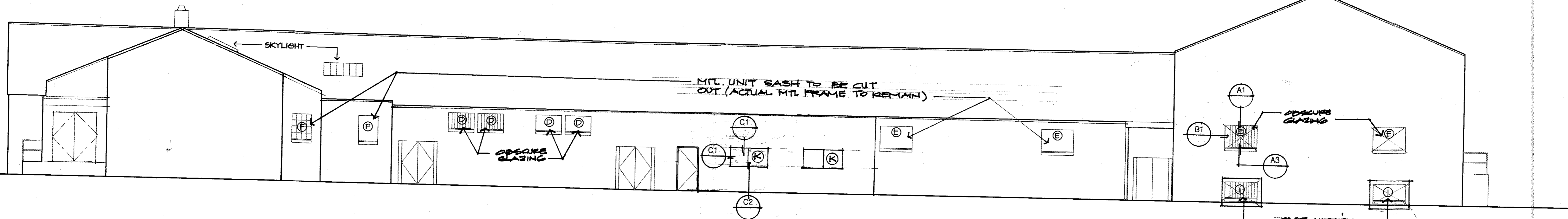
WILSON ARCHITECTURE, INC.

409 15TH STREET
MODOSTO, CALIFORNIA 95354-2510
TEL: (209) 577-0114
FAX: (209) 577-0116
EMAIL: arcon@pacbell.net
NORMAN E. WILSON



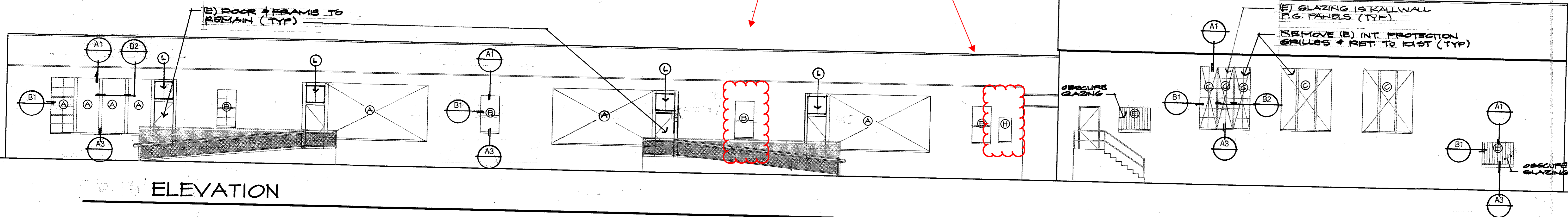
PROJECT TITLE:
WINDOW REPLACEMENT
WALNUT GROVE ES
14181 GROVE ST., CA.

SHEET TITLE:
ELEVATIONS

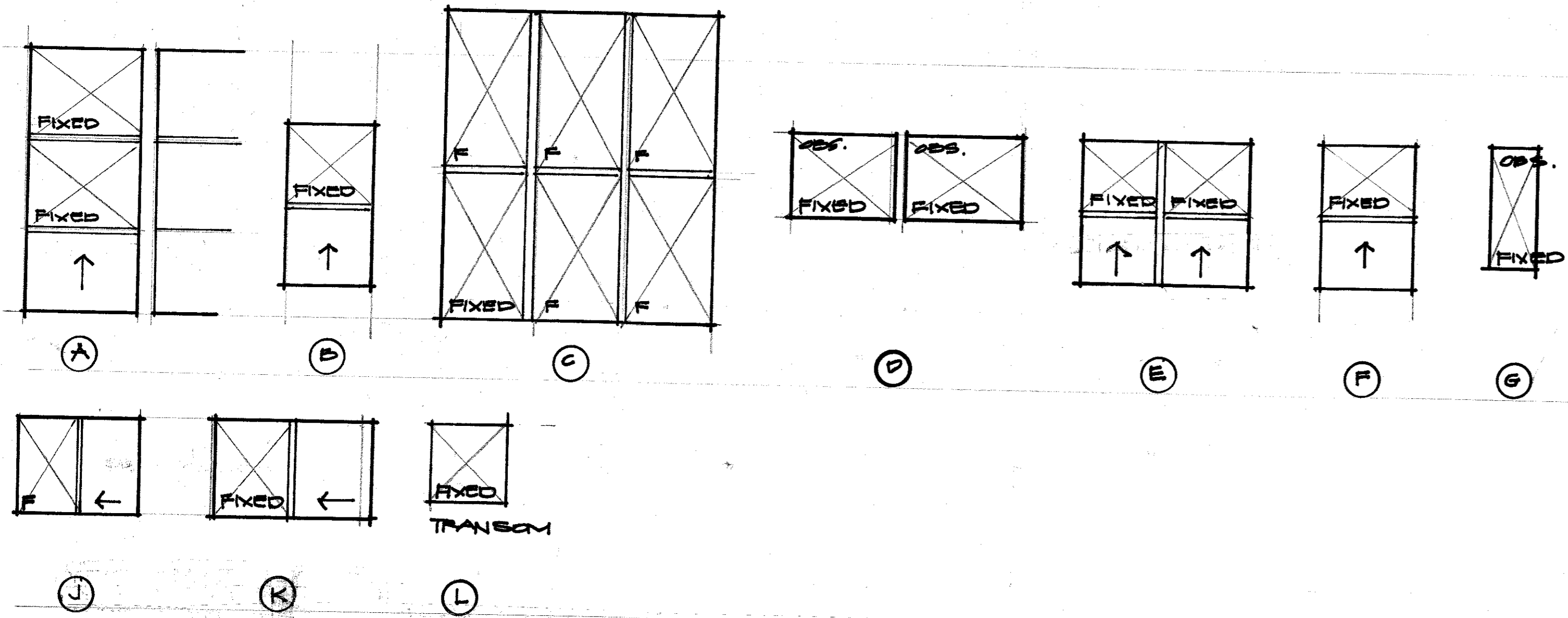


ELEVATION

New sashes with obscure glass



ELEVATION



WINDOW SCHEDULE

NO.	SIZE	(E) FRAME	RATING	COUNT	REMARKS
A	3'-6" x 2'-4"	WD SASH	NONE	40	MULTIPLE UNIT ASSEMBLIES
B	3'-2" x 5'-4"	WD SASH	NONE	7	MULTIPLE UNIT ASSEMBLIES
C	2'-6" x 9'-0"	WD SASH	NONE	12	MULTIPLE UNIT ASSEMBLIES - OPSCURE EXT. GLAZING
D	3'-6" x 2'-4"	WD SASH	NONE	6	OPSCURE EXT. GLAZING
E	4'-4" x 3'-4"	STL SASH	NONE	15	SEE ELEV. FOR OPSCURE GLAZING LOC.
F	3'-0" x 4'-4"	STL SASH	NONE	4	
G	1'-3" x 2'-4"	STL SASH	NONE	2	
H	1'-4" x 3'-4"	STL SASH	NONE	1	
I	5'-0" x 3'-0"	WD SASH	NONE	2	MULTIPLE UNIT ASSEMBLIES - OMIT
J	3'-0" x 3'-4"	WD SASH	NONE	2	MULTIPLE UNIT ASSEMBLIES
K	6'-0" x 3'-0"	AL SASH	NONE	3	
L	3'-0" x 3'-0"	AL SASH	NONE	4	TRANSCOM ABOVE REAR EXIT DOOR

NOTES:
1. WINDOW SIZES ARE APPROXIMATE AND ARE FOR REFERENCE ONLY. CONTRACTOR SHALL VERIFY EXACT SIZES AND QUANTITIES NEEDED FOR REPLACEMENT WINDOWS AS A PART OF THEIR BID.

ABBREVIATIONS
WD = WOOD
STL = STEEL
AL = ALUMINUM

ALL IDEAS, DESIGNS, ARRANGEMENTS AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY AND ARE THE PROPERTY OF WILSON ARCHITECTURE, INC. AND WERE CREATED, EVOLVED AND DEVELOPED FOR USE ON AND IN CONNECTION WITH THIS SPECIFIED PROJECT. NONE OF THE IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE EXPRESS WRITTEN PERMISSION OF WILSON ARCHITECTURE, INC.

DO NOT SCALE

REVISIONS:

#	DATE	DESCRIPTION

JOB NO: 222627 B2

DATE: JUNE 2022

CHKD: NEW

DRAWN: PWN

SHEET NO.

AUGUST-JAYE CONSTRUCTION

PO Box 1425, Rohnert Park, CA 94927

info@augustjaye.com

License No. 987876

(707) 766-0927

PROPOSED CHANGE ORDER #2

Date: 8/14/23

Job Name: Walnut Grove ES

To: RGMK

Description:

Summary of Work: T&M work for replacing window trim. See attached sheets

Description	Quantity	Unit	Unit Price	Total
Material	430	LF	\$2.28	\$980.40
Labor	69.5	HR	\$105	\$7,297.50
			Subtotal	\$8,277.90
			tax	\$90.69
			freight	\$0.00
			Subtotal	\$8,368.59
			OH/P (15%)	\$1,255.29
			TOTAL	\$9,623.88

PCO #002R1 is Approved for \$9,623.88. Please deduct from Project Allowance.
This constitutes a completed Change Order for all the Contractor's Time & Material work.
Jessie Elquist, RGMK 8/21/23

	Men	Hrs	TOTAL Hours	Price/Hr	Total
6/26	1	3	3	\$105	\$315
6/28	1	6	6	\$105	\$630
7/3	1	4	4	\$105	\$420
7/12	2	3	6	\$105	\$630
7/13	2	4.5	9	\$105	\$945
7/14	3	6.5	20	\$105	\$2,048
7/24	1	1	1	\$105	\$105
7/25	1	4	4	\$105	\$420
7/26	1	4	4	\$105	\$420
7/27	1	2	2	\$105	\$210
8/1	2	5.5	11	\$105	\$1,155
			69.5		\$7,298

Time and Materials Authorization

Project: *Walnut Grove*

Date: *July 6, 2023*

T&M Order #:

Subcontractor:
 August-Jaye Construction
 PO Box 1425
 Rohnert Park, CA 94927
 707-766-0927

General Contractor: *RCMK*

Description of Work to be Performed: *Sill Build up, water proofing Redwood sill, Porta Flush, and sheet metal pan.*

Employee	Hours	Overtime	Total
<i>6/26</i> Matthew / August, Jaye	<i>3 hours</i>		
<i>6/28</i> "	<i>6 hours</i>		
<i>7/3</i> "	<i>4 hours</i>		

VERIFIED TIME ONLY

Verification by GC of Hours and Work Performed:

[Signature], PE 7-6-23
 Print, Sign, Title and Date

Confirmation by AJC of Hours and Work Performed:

[Signature] Foreman, 7-6-23
 Print, Sign, Title and Date

Time and Materials Authorization

Date: 7-14

Project: Walnut Grove

T&M Order #:

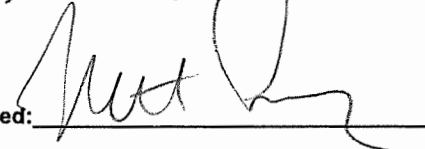
Subcontractor:
 August-Jaye Construction
 PO Box 1425
 Rohnert Park, CA 94927
 707-766-0927

General Contractor: RGMK

Description of Work to be Performed: Sill work & flashing

Employee	Hours	Overtime	Total
-12 2 guys	3		
1-13 2 guys	4.5		
7-14 3 guy	6.5		

Verification by GC of Hours and Work Performed:  7-31
 Print, Sign, Title and Date

Confirmation by AJC of Hours and Work Performed:  7-14
 Print, Sign, Title and Date

Verified Time only

Time and Materials Authorization

Date: 7-28-23

Project: Walnut Grove

T&M Order #:

Subcontractor:

August-Jaye Construction
 PO Box 1425
 Rohnert Park, CA 94927
 707-766-0927

General Contractor:


RGHE

Description of Work to be Performed:

Painting of the Replaced window sills and
 Metal Flashing

Employee	Hours	Overtime	Total
7/24 1 guy	1		
7/25 1 guy	4		
7/26 1 guy	4		
7/27 1 guy	2		

Verification by GC of Hours and Work Performed: Ayana Toliver  7-31-23
 Print, Sign, Title and Date

Confirmation by AJC of Hours and Work Performed: MR #5 ADLER  7-28-23
 Print, Sign, Title and Date

Verified Time Only

Time and Materials Authorization

Date: 8-1-23

Project: Walnut Grove

T&M Order #:

Subcontractor:
 August-Jaye Construction
 PO Box 1425
 Rohnert Park, CA 94927
 707-766-0927

General Contractor:
 RLMK

Description of Work to be Performed:

Metal FLASHING @ 2 upper windows (rooms)
 @ walkway

Employee	Hours	Overtime	Total
2 guys	5.5	—	

VERIFIED TIME ONLY

Verification by GC of Hours and Work Performed: J. [Signature], PE 8/1/23
 Print, Sign, Title and Date

Confirmation by AJC of Hours and Work Performed: Math Sadler [Signature] 8.1-23
 Print, Sign, Title and Date

Builder's Choice

OP214 3/8 in. x 2-1/4 in. Pine Base Molding

★★★★★ (4) Questions & Answers (2)



15

\$228 /linear feet

- Made of solid pine wood to ensure lasting durability
- Designed to cover gaps between wall and floor for a finished look
- Smooth surface can be painted or stained for easy customization
- [View More Details](#)

Rohnert Pk Store

✓ 1118 in stock Aisle 34, Bay 005

Pickup at Rohnert Pk

Delivering to 94928

At Your Store

Today
1,118 in stock near you,
not eligible for pickup

Delivery

Unavailable

AUGUST-JAYE CONSTRUCTION

PO Box 1425, Rohnert Park, CA 94927

info@augustjaye.com

License No. 987876

(707) 766-0927

PROPOSED CHANGE ORDER #2

Date: 8/18/23

Job Name: Walnut Grove ES

To: RGMK

Description:

Summary of Work: Cal Inc. T&M work for Lead Demo

Description	Quantity	Unit	Unit Price	Total
Labor	1	LS	\$430.92	\$430.92
			Subtotal	\$430.92
			tax	\$0.00
			freight	\$0.00
			Subtotal	\$430.92
			OH/P (15%)	\$64.64
			TOTAL	\$496

\$496.56

PCO #003 is approved for \$496.56. Please deduct from Project Allowance.
 This constitutes a completed Change order for all this subcontractors work.
 Dave Adams RGMK 8/21/23

Daily Work Authorization

Job #: 32024
 Project Name: Window Replacement Project Location: 14181 Grove St. 95690
 Date Performed: 6/26/23 CAL INC PM: Jack Trammell

Description of work:
One labor removed piece of wood in each window for 7 hours

Equipment Used Description	Make	Model	Daily Cost	Subtotal Equipment
1 Truck	Ford	F250	\$	\$
2			\$	\$
3			\$	\$
4			\$	\$



Total Equipment:

Materials Used Description	Quantity	Unit Cost	Subtotal Materials
1 bugs		\$	\$
2 fuse		\$	\$
3 Poly		\$	\$
4		\$	\$

Total Materials:

Labor Description	Laborer's Name	Hourly Rate	Regular Hours	Overtime Hours	Subtotal Labor
1 Union labor	Alexandra Villaseñor	\$	7		\$ 938.30
2		\$			\$
3		\$			\$
4		\$			\$
5		\$			\$
6		\$			\$

NOTES:	Total Labor: \$ 938.30	\$430.92
	Total Equipment: \$	
	Total Materials: \$	
	TOTAL COST: \$	

Superintendent Signature:  Date: 6/26/23
 Client's Approval Signature:  Date: 6-26-23

Recording Requested By:

When Recorded Mail To:

Name

Street
Address

City &
State

SPACE ABOVE THIS LINE FOR RECORDERS USE

Exempt Recording Fee 6103

NOTICE OF COMPLETION

(CA Civil Code §§ 8180-8190, 8100-8118, 9200-9208)

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an owner of an interest of estate in the hereinafter described real property, the nature of which interest or estate is: _____ (e.g. fee, leasehold, joint tenancy, etc.)
2. The full name and address of the undersigned owner or reputed owner and of all co-owners or reputed co-owners are:
Name _____ Street and No. _____ City _____ State _____
3. The name and address of the direct contractor for the work of improvement as a whole is: _____
4. This notice is given for (check one):
 Completion of the work of improvement as a whole.
 Completion of a contract for a particular portion of the work of improvement (per CA Civ. Code § 8186).
5. If this notice is given only of completion of a contract for a particular portion of the work of improvement (as provided in CA Civ. Code § 8186), the name and address of the direct contractor under that contract is: _____
6. The name and address of the construction lender, if any, is: _____
7. On the _____ day of _____, 20____, there was completed upon the herein described property a work of improvement as a whole (or a particular portion of the work of improvement as provided in CA Civ. Code § 8186) a general description of the work provided: _____
8. The real property herein referred to is situated in the City of _____, County of _____ State of California, and is described as follows: _____
9. The street address of said property is: _____
10. If this Notice of Completion is signed by the owner's successor in interest, the name and address of the successor's transferor is: _____

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

By: _____

Signature of Owner of Owner's Authorized Agent

Print Name

VERIFICATION

I, _____, state: I am the _____ ("Owner", "President", "Authorized Agent", "Partner", etc.) of the Owner identified in the foregoing Notice of Completion. I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____, _____. (date), at _____ (city), California.

Signature of Owner or Owner's Authorized Agent

PROOF OF SERVICE DECLARATION

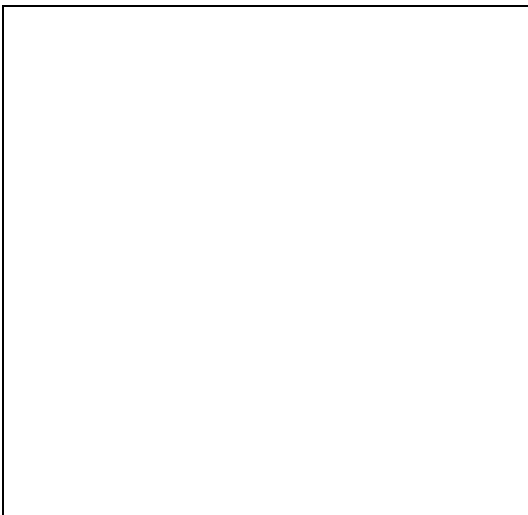
I, _____, declare that I served copies of the above **NOTICE OF COMPLETION**, (check appropriate box):

- a. By personally delivering copies to _____ (name(s) and title(s) of person served) at _____ (address), on _____, _____ (date), at _____, _____m. (time)
- b. By Registered or Certified Mail, Express Mail or Overnight Delivery by an express service carrier, addressed to each of the parties at the address shown above on _____, _____ (date).
- c. By leaving the notice and mailing a copy in the manner provided in § 415.20 of the California Code of Civil Procedure for service of Summons and Complaint in a Civil Action.

I declare under penalty of perjury that the foregoing is true and correct.

Signed at _____ (city), California, on _____, _____ (date).

(Signature of Person Making Service)



**STATE OF CALIFORNIA
COUNTY OF _____**

On _____, _____ (date), before me, _____, Notary Public (name and title of officer) personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PURJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

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

445 Montezuma Street
Rio Vista, California 94571-1561

BOARD AGENDA BRIEFING

Meeting Date: October 10, 2023

Attachments: 1

From: Business Office

Item Number: 21

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

SUBJECT:

Request the Boards Authorization for RGM Kramer to continue to provide Program Management Services for the Measure J and K Facilities Bond Programs.

BACKGROUND:

On April 13, 2021, the Board approved a Program and Construction Management contract with RGM Kramer for the Measure J and K Facilities Bond Programs in the amount of \$150,000.

On June 14, 2022, the Board approved a Program Management contract with RGM Kramer in the amount of \$184,834.

This proposal includes continued implementation of the masterplan and master schedule, budgeting, cost estimation, legacy closeout certification as required, and implementation of California Uniform Construction Cost Accounting Act (CUPCCAA) informal bidding in the amount of \$152,850.

STATUS:

Staff recommends authorization of RGM Kramer to continue to provide Program Management Services for the Measure J and K Facilities Bond Programs.

Presenter:

Tammy Busch, Assistant Superintendent of Business Services and Katherine Wright, Superintendent

OTHER PEOPLE WHO MIGHT BE PRESENT:

Maria Denney and Ralph Caputo, RGM Kramer

COST AND FUNDING SOURCES:

Measure K (24%) not to exceed \$36,684. Measure J (76%) not to exceed \$116,166. Total contract amount is \$152,850.

RECOMMENDATION: Staff recommends:

That the Board approves the program management proposal from RGM Kramer.

Time allocated: 2 minutes

September 26, 2023

Ms. Tammy Busch, Chief Business Official
River Delta Unified School District
445 Montezuma Street
Rio Vista, CA 94571

Re: Measure J and K Bond Programs
Program Management
Fee Proposal

Dear Ms. Busch:

In accordance with the Agreement between the District and RGM Kramer, Inc., the following is our fee proposal for Program Management services for the Measure J and K Bond Program. This proposal is for Program Management services and does not include project specific services which will be billed separately on a lump sum basis in accordance with the Agreement and as approved by the Board.

As set forth in the Agreement, our fee will be on an hourly basis not to exceed \$152,850 for services through June 30, 2024. The services to be provided shall be as described in the Agreement.

Please see the attached which was the basis for determining the estimated fee. The District will be invoiced monthly on an hourly basis for the actual time expended in accordance with our Agreement. In addition to the above fees, RGMK will invoice the District for any reimbursable expenses at cost plus 10% as provided for in the Agreement. We do not expect any significant reimbursable expenses and suggest a budget of \$5,000 for such expenses.

If satisfactory, please sign and return one copy for our records.

Respectfully Submitted,



Ralph J. Caputo, CEO
RGM Kramer, Inc.

CC:

Kathy Wright, RDUSD
Rich Dunlap, RGM Kramer, Inc.
Maria Denney, RGM Kramer, Inc.
Rachel Matsumoto, RGM Kramer, Inc.

RGMK PROJECTED FEE SCHEDULE						
A.	TITLE	STAFF	HOURS	RATE	WEEKS	TOTALS
	Sr. Program Manager	Rich Dunlap / Marlin Jones	6 Hours/week	\$ 205.00	50	\$ 61,500.00
	Program Manager	Maria Denney	6 Hours/week	\$ 200.00	50	\$ 60,000.00
	Contracts Manager	Susan Kettlewell	1 Hours/week	\$ 147.00	50	\$ 7,350.00
	Admin Assistant	Rachel Matsumoto	4 Hours/week	\$ 95.00	50	\$ 19,000.00
	TOTAL					\$ 147,850.00

SUMMARY	
PROGRAM MANAGEMENT	\$ 147,850.00
REIMBURSABLE ALLOWANCE	\$ 5,000.00
TOTAL PRELIMINARY FEE PROJECTION	\$ 152,850.00