

**REGULAR MEETING BOARD OF TRUSTEES
WISEBURN UNIFIED SCHOOL DISTRICT**

December 15, 2016

The Regular Meeting of the Board of Trustees was called to order at 6:00 p.m. by Israel Mora, President, in the District Board Room. Call to Order

Members present: Roll Call
Roger Bañuelos Neil Goldman
JoAnne Kaneda Nelson Martinez
Israel Mora

Administrators present:
Dr. Thomas R. Johnstone, Superintendent
Dr. Chris Jones, Deputy Superintendent (absent)
Mr. Vince Madsen, Director of Facilities Planning
David Wilson, Chief Business Official

The Board entered closed session at 6:00 p.m. and reconvened at 7:00 p.m. There was no reportable action during Closed Session. Closed Session

The Pledge of Allegiance to the Flag was led by Ms. Sheila LaCour.

Dr. Mary Ring, and Vicki Moeller from Project Optimal, provided the Board with an overview of the Commission on Teacher Credentialing's accreditation with major stipulations for Wiseburn's added authorization programs. Dr. Ring indicated to the Board that effective June 30, 2017 Wiseburn will no longer continue to provide the added authorization programs through Project Optimal. Project Optimal will need to find another school district or county office of education to provide the program. The District is working with Project Optimal on a transition plan that will ensure that any students enrolled in any of the four added authorization programs will be able to complete the program by June 30, 2017. Special Presentation

Dr. Goldman shared that he was able to attend the CSBA Conference in San Francisco along with Trustees Martinez and Bañuelos and Drs. Johnstone and Jones. As always, CSBA provided many valuable learning experiences and also the opportunity for Wiseburn to continue to shine. From the Board

Mr. Bañuelos shared that he and four of our Board members attended the Winter Concert at Dana Middle School on December 14, 2016.

The Wiseburn Education Foundation presented the District with a check for \$20,000 to continue to support the arts.

In closing, Mr. Bañuelos thanked Dr. Goldman for all of his work with the Wiseburn Education Foundation.

Mr. Mora shared that he attended the WEF/PTA Holiday Dinner at The Lakes. This was a wonderful opportunity to spend time with volunteers who give so much to our schools.

Mr. Mora thanked the many people who have supported him and his family during this difficult time with the loss of his mother.

Ms. Kaneda publically thanked Chevron for the \$25,000 check in support of our Project Lead the Way programs.

In closing, she congratulated Vince Madsen for the excellent progress on the Wiseburn High School Project.	From the Board (Cont'd.)
Mr. Wilson shared that the auditors have completed their audit, and we received a clean audit with no findings. Mr. Wilson thanked his Business Office staff for their outstanding work.	From the Chief Business Official
Dr. Johnstone shared two pieces of correspondence from former Cabrillo teacher, Jami Kae, and from Emilio Flores from Caldwell Flores Winters.	From the Superintendent
Dr. Johnstone shared results from the PISA exams (Program for International Student Assessment). The United States continues to under-perform on the PISA assessments, scoring behind 36 other countries in mathematics and only slightly better in English Language Arts and Science.	
Dr. Johnstone shared that he met with the President of the COTSEN Foundation, Jerry Harris, and discussed plans for the 2017-18 school year.	
Dr. Johnstone shared that he and Dr. Wunder had attended two initial meetings for the establishment of RISE High School. On December 8 th they met with a Place Called Home in the Skidrow area of Los Angeles. And on December 13 th they met with the Richstone Family Center in Hawthorne.	
Dr. Johnstone shared that he and Dr. Jones had an opportunity to make a Table Talk Presentation at the CSBA Conference regarding Wiseburn's Mathematics Professional Development through Math Leadership Corps and the COTSEN Foundation. The presentation was very well-attended and generated lots of positive questions.	
Dr. Johnstone shared that he was able to attend the Winter Concert at Dana Middle School. The performances by all of the instrumental music and choral groups were outstanding. The "overcrowdedness" of the concert took away from the experience and we will need to find a new venue for this concert next year.	
In closing, Dr. Johnstone echoed Ms. Kaneda's words of gratitude to Chevron for their generous support of Project Lead the Way consistently over the last several years.	
On a motion by Mr. Bañuelos, which was seconded by Mr. Martinez, the Board voted unanimously to add the Addendum to the agenda. Added as the last action items to Personnel, Resolutions #16/17.12 to Honor the Retirement of Gilbert Gonzalez and #16/17.13 to Honor the Retirement of Stella Juarez.	M16.297 Addendum Added
On a motion by Ms. Kaneda, which was seconded by Mr. Bañuelos, the Board voted unanimously to approve the minutes of the Regular meeting held November 17, 2016.	M16.298 Minutes
On a motion by Ms. Kaneda, which was seconded by Mr. Bañuelos, the Board voted unanimously to approve the minutes of the Special meeting held November 29, 2016.	
On a motion by Dr. Goldman, which was seconded by Ms. Kaneda, the Board voted unanimously to adopt the Organizational Item – Establish Membership and Elect Mr. Israel Mora as President and Ms. JoAnne Kaneda as Vice President / Clerk of the Board.	M16.299 Establish Membership
On a motion by Dr. Goldman, which was seconded by Ms. Kaneda, the Board voted unanimously to authorize the following to provide the necessary signatures for the transaction of school business subject to Board approval and ratification:	M16.300 Certificate of Signatures

Dr. Tom Johnstone, Superintendent
Dr. Chris Jones, Deputy Superintendent
Mr. David Wilson, Chief Business Official
Ms. Ana Montes, Director of Human Resources

On a motion by Ms. Kaneda, which was seconded by Mr. Martinez, the Board voted unanimously to take the necessary action to appoint Mr. Roger Bañuelos and Mr. Israel Mora as the representatives to the Da Vinci Board of Trustees.	M16.301 Da Vinci Board of Trustees
On a motion by Mr. Mora, which was seconded by Ms. Kaneda, the Board voted unanimously to appoint Mr. Roger Bañuelos to represent the Wiseburn Unified School District Board of Trustees on the County Committee on School District Organization.	M16.302 County Committee Representative
On a motion by Mr. Mora, which was seconded by Ms. Kaneda, the Board voted unanimously to appoint Mr. Roger Bañuelos to represent the Wiseburn Unified School District Board of Trustees at the Los Angeles County School Trustees Association.	M16.303 LACSTA Representative
On a motion by Mr. Martinez, which was seconded by Ms. Kaneda, the Board voted unanimously to appoint Dr. Neil Goldman to represent the Wiseburn Unified School District Board of Trustees on the Wiseburn Education Foundation.	M16.304 Wiseburn Education Foundation
On a motion by Dr. Goldman, which was seconded by Ms. Kaneda, the Board voted unanimously to appoint Mr. Roger Bañuelos and Mr. Nelson Martinez as representatives of the Board to the Facilities Committee.	M16.305 Facilities Committee
On a motion by Mr. Mora, which was seconded by Ms. Kaneda, the Board voted unanimously to appoint Dr. Neil Goldman and Ms. JoAnne Kaneda to represent the Wiseburn Unified School District Board of Trustees on the Wiseburn Future Ready Committee.	M16.306 Wiseburn Future Ready Committee
On a motion by Ms. Kaneda, which was seconded by Mr. Bañuelos, the Board voted unanimously to approve a Clinical Practicum Agreement with California State University Northridge to provide graduate training for Speech Language Pathology Assistants, effective January 21, 2017 through January 20, 2020. This is a three-year agreement and there is no cost to the District.	M16.307 Clinical Practicum – CSUN
On a motion by Ms. Kaneda, which was seconded by Mr. Bañuelos, the Board voted unanimously to conduct a first reading of the following Board Policies:	M16.308 Board Policies – First Reading
<ul style="list-style-type: none"> • BP 5030 – Student Wellness • BP 6146.1 – Graduation Requirements 	
On a motion by Dr. Goldman, which was seconded by Ms. Kaneda, the Board voted unanimously to approve the proposal for labor only to replace and install District-provided marker boards in 26 classrooms at Cabrillo Elementary School from Garcia-Bentley Construction, Inc. in an amount not to exceed \$14,950 and to be paid from the General Fund, One-Time State Revenue, Resource 00043.0.	M16.309 Garcia-Bentley
On a motion by Mr. Bañuelos, which was seconded by Mr. Martinez, the Board voted unanimously to execute an agreement with Crew, Inc. for Bid Package 1: Demolition / Grading / Asphalt / SWPPP for Phase II of the New Wiseburn High School Project to include all scope included in the bid documents in an amount not to exceed \$2,122,870 and to be paid from Bond Fund 35.1.	M16.310 Crew, Inc.
On a motion by Mr. Bañuelos, which was seconded by Mr. Martinez, the Board voted unanimously to execute an assignment agreement between Balfour Beatty Construction and Crew, Inc. for Bid Package 1: Demolition / Grading / Asphalt / SWPPP for Phase II of the New Wiseburn High School Project.	M16.311 Crew, Inc.
On a motion by Mr. Bañuelos, which was seconded by Mr. Martinez, the Board voted unanimously to execute an agreement with Empyrean Plumbing, Inc. for Bid Package 14: Plumbing / Site Utilities for Phase II of the New Wiseburn High School Project to include all scope included in the bid documents in an amount not to exceed \$3,441,485 and to be paid from Bond Fund 35. 1.	M16.312 Empyrean Plumbing, Inc.

On a motion by Mr. Bañuelos, which was seconded by Mr. Martinez, the Board voted unanimously to execute an assignment agreement between Balfour Beatty Construction and Empyrean Plumbing, Inc. for Bid Package 14: Plumbing / Site Utilities for the Phase II of the New Wiseburn High School Project.	M16.313 Empyrean Plumbing, Inc.
On a motion by Mr. Bañuelos, which was seconded by Ms. Kaneda, the Board voted unanimously to approve "Apparent Low Bidder" for Bid Packages 3, 6, 10, 15, 16 & 19 or Phase II of the New Wiseburn High School Project. These Trade Contracts will be paid from Fund 35.1.	M16.314 Apparent Low Bidder
On a motion by Mr. Martinez, which was seconded by Mr. Bañuelos, the Board voted unanimously to reject all bids for Bid Package 17: Landscape / Irrigation for Phase II of the New Wiseburn High School Project.	M16.315 Rejection of Bids
On a motion by Mr. Martinez, which was seconded by Ms. Kanda, the Board voted unanimously to approve a Notice of Completion for Louis Todd Corporation for the completion of Trade Package #6: Grading for the New Wiseburn High School Project, effective December 15, 2016.	M16.316 Notice of Completion – Louis Todd
On a motion by Mr. Bañuelos, which was seconded by Mr. Martinez, the Board voted unanimously to approve an increase to the original agreement for architectural services dated August 30, 2013 with Gensler Architects by \$13,510. These additional services are for revisions to the CMO space for the New Wiseburn High School Project. This increase to the agreement to be reimbursed by Da Vinci Schools.	M16.317 Gensler Architects
On a motion by Ms. Kaneda, which was seconded by Dr. Goldman, the Board voted unanimously to approve a proposal to assist the District in getting California Department of Education plan approval for the gym from School Site Solutions for Phase II of the New Wiseburn High School Project in an amount not to exceed \$3,000 and to be paid by Bond Fund 21.4, Resource 00002.0.	M16.318 School Site Solutions
On a motion by Mr. Bañuelos, which was seconded by Ms. Kaneda, the Board voted unanimously to approve a request to increase the authorization with the Department of Toxic Substance Control (DTSC) in an amount not to exceed \$14,053 as that is the remaining balance available in the Phase I soft cost budget.	M16.319 DTSC
On a motion by Ms. Kaneda, which was seconded by Mr. Martinez, the Board voted unanimously to approve the First Interim Report and all related budget revisions and transfers as of October 31, 2016, as a positive certification.	M16.320 First Interim
On a motion by Mr. Mora, which was seconded by Mr. Bañuelos, the Board voted unanimously to approve the Memorandum of Understanding (MOU) with the Los Angeles County Office of Education (LACOE) to procure, configure and implement the BEST system. The anticipated cost to the District to participate is approximately \$140,500 or \$28,100 per year, beginning in 2017-18 through 2021-22.	M16.321 MOU - LACOE
On a motion by Mr. Martinez, which was seconded by Ms. Kaneda, the Board voted unanimously to adopt Resolution #16/17.09, Regarding Accounting of Developer Fees for Fiscal Year 2015-16.	M16.322 Resolution #16/17.09 – Developer Fee Accounting
On a motion by Mr. Bañuelos, which was seconded by Mr. Martinez, the Board voted unanimously to adopt Resolution #16/17.10, Reissuance of Stale-Dated Warrants.	M16.323 Resolution #16/17.10 – Reissuance of Stale-Dated Warrants

On a motion by Ms. Kaneda, which was seconded by Mr. Martinez, the Board voted unanimously to adopt Resolution #16/17.11, Certification of Signatures which is required by the Los Angeles County Office of Education.

M16.324
Certificate of Signatures

On a motion by Mr. Bañuelos, which was seconded by Mr. Martinez, the Board voted unanimously to approve purchase orders #108530-108622, warrants and miscellaneous receipts as submitted.

M16.325
Purchase Orders,
Warrants &
Miscellaneous Receipts

On a motion by Mr. Martinez, which was seconded by Ms. Kaneda, the Board voted unanimously to ratify/approve attendance at the following meetings or conferences, including provision of substitute teachers as needed, and transportation by car at 50¢ per mile, or lowest reasonable air fare as appropriate:

M16.326
Conference Attendance

1. Ilona Grothe, Tammy Miller and Katie Nelson at UCLA Center X's "UCLA Mathematics Project" in Hawthorne on November 14, 15 and 17, 2016 at an approximate cost of \$1,915 to be paid from Educator Effectiveness Funds and included in budget.
2. Nora Jimenez at COTSEN UCLA Math Lab's "CGI Training" in Hawthorne on November 14-16, 2016 at an approximate cost of \$400 to be paid from Educator Effectiveness Funds and included in budget.
3. Diandra Benton at the Southwest SELPA's "Behavior is Communication" in Redondo Beach on November 15, 2016 at no cost to the district.
4. Dr. Aileen Harbeck, Christine Carpenter, Aimee Glotz and Lisa Wilberg at the Writer's Workshop's "Site Visits to Long Beach and Manhattan Beach" on November 16, 2016 at an approximate cost of \$400 to be paid from Site Discretionary Funds and included in budget.
5. Cathy Waller at LACOE's "Annual Legislative Update" in Downey on December 9, 2016 at an approximate cost of \$55 to be paid from Special Education Funds and included in budget.
6. Ayana Cadres at the Southwest SELPA's "Larry P's and Q's: Clearing Up the Confusion" in Redondo Beach on December 13, 2016 at no cost to the district.
7. Diandra Benton at the Southwest SELPA's "Write Better BIPs with Dr. Teague" in Redondo Beach on January 18, 2017 at no cost to the district.
8. Mayra Figueroa, Cathy Ginter, Stacey Henry, Stephanie Kinsella, Stacy Shepard and Zylphia Stevens at the Bureau of Education & Research's (BER) "Practical Therapy Techniques for Challenging Articulation Cases" in Anaheim on February 10, 2017 at an approximate cost of \$1,800 and to be paid by Special Education Funds and included in budget.
9. Jessica Acosta at the Southwest SELPA's "NCI Training" in Redondo Beach on February 27-28, 2017 at an approximate cost of \$75 to be paid by Special Education Funds and included in budget.
10. Dr. Blake Silvers, Kiana Brede, Robin Elder, Carol Martinez and Tanya Morosan at the University of California's "CHSSP – California History – Social Science Project" in Long Beach on March 9, 2017 at an approximate cost of 1,700 to be paid from Site Funds and included in budget.
11. Diandra Benton at the Southwest SELPA's "Non-Violent Crisis Prevention Intervention" in Redondo Beach on March 17, 2017 at no cost to the district.

On a motion by Mr. Martinez, which was seconded by Ms. Kaneda, the Board voted unanimously to approve/ratify the following classified employment/additional hours to be paid from the Classified Salary Schedule unless otherwise noted:

M16.327
Additional Hours –
Classified

District

1. Silke Tecun, Human Resources Technician, approve up to 24 temporary overtime hours to assist with processing changes that resulted from negotiations with both WFA and CSEA and assist with retro processing and processing salary tables as appropriate, effective November 1, 2016 through December 2, 2016 and to be paid at her appropriate Range/Step from the General Fund. Cost to District \$1,400 and included in budget.

2. Edgar Sanchez, Maintenance Worker II, approve up to 4 temporary overtime hours to fix a leak on the outside condenser unit that could not be repaired during regular work hours or school day, effective November 17, 2016 through November 18, 2016 and to be paid at his appropriate Range/Step from the General Fund. Cost to District \$200 and included in budget. M16.327
Additional Hours –
Classified (Cont'd.)
3. Rogelio Diaz and Todd Houzvicka, Custodian/Groundskeepers, approve up to 2 temporary overtime hours each to provide custodial support to the Cabrillo PTA for their Holiday Bear Bizarre, effective December 3, 2016 to be paid at their appropriate Range/Step from the General Fund and to be reimbursed by the Cabrillo PTA.

Anza

4. Jessica Acosta, Instructional Aide and Noon Duty Supervisor, approve up to 10 part-time hours per week as Instructional Aide, 5 part-time hours of Noon Duty Supervisor and occasional additional hours for IEPs and trainings, effective November 14, 2016 to replace Ms. Zepeda, who resigned and to be paid from Special Education Funds. No cost to District as Ms. Acosta is replacing Ms. Zepeda.
5. Theresa Warlich, Reading Intervention Substitute, approve up to 8 temporary hours per week to occasionally substitute for the Reading Intervention Advisor, effective November 17, 2016 through May 31, 2017 and to be paid at her appropriate Range/Step from Supplemental Funds. Cost dependent upon hours worked.

Burnett

6. Lissette Campos and Devon Cervantes, Instructional Aides, approve up to four temporary hours each to provide pre-reading intervention for 3rd grade students, effective October 3, 2016 through June 2, 2017 and to be paid at each person's appropriate Range/Step from Supplemental Funds LCAP Goal 6 Action 16. Cost to District \$160 and included in budget.
7. Steve LaCour, Instructional Aide, approve up to 6 temporary hours per week, plus 15 total hours for planning to provide math intervention strategies for students who did not meet the standard on CAASPP, effective October 3, 2016 through June 2, 2017 and to be paid at his appropriate Range/Step from Title I Funds. Cost to District \$4,000 and included in budget.
8. Nicole Morris and Devon Cervantes, Instructional Aides, approve up to 6 temporary hours per week, plus 15 total hours for planning to provide support instruction for reading intervention, effective October 3, 2016 through June 2, 2017 and to be paid at their appropriate Range/Step from Supplemental Funds. Cost to District \$8,000 and included in budget.
9. Priscilla Nunez, Special Education Aide, approve up to 3 extra temporary hours per week to continue with noon duty hours in absence of regular employee, effective November 28, 2016 through January 9, 2017 and to be paid at her appropriate Range/Step from the General Fund. Cost to District \$200 and included in budget.
10. Priscilla Nunez, Instructional Aide, approve up to 19.75 temporary hours to provide instructional support for the Special Day Class to replace Mr. Grayson Jones who resigned, effective November 28, 2016 and to be paid at Classified Range 6, Step B from Special Education Funds. No additional cost to District, as Ms. Nunez replaces an employee who resigned.

Cabrillo

11. Bianca Martinez, RSP Instructional Aide, approve up to 19.75 part-time hours to provide RSP support, plus 20 extra hours for IEPs and field trip participation, effective November 18, 2016 and to be paid at Classified Range 6, Step A from Special Education Funds. Ms. Martinez replaces Ms. Nassif who resigned. No additional cost to District, as Ms. Martinez replaces an employee who resigned.
12. Valerie Duvall, Instructional Aide, approve up to 8.75 part-time hours per week, plus extra hours for field trips, to provide support as a one-on-one aide, effective November 15, 2016 and to be paid at Classified Range 6, Step A from Special Education Funds. Cost to District \$3,900 and included in budget.

Dana

13. Amy Villafana, Instructional Aide, approve up to 8 temporary hours total to provide 6th Grade Camp support, plus be paid the \$300 stipend, effective October 7, 2016 through October 9, 2016 and to be paid at Classified Range 6, Step B from Camp Funds. No cost to District, as 6th Grade Camp is a parent-pay activity.

M16.327
Additional Hours –
Classified (Cont’d.)

14. Denise Galvan, ELD Aide, approve up to 19.75 temporary hours per week to provide ELD support, effective November 10, 2016 through June 15, 2017 and to be paid at Classified Range 6, Step E from ELD (Title III) Funds. Cost to District \$10,500 and included in budget.

On a motion by Mr. Martinez, which was seconded by Ms. Kaneda, the Board voted unanimously to approve up to two additional hours for the following teachers to participate in the K-5 English Language Arts Pilot McGraw Hill training, effective November 28, 2016 and to be paid at \$30 per hour from Educator Effectiveness Funds:

M16.328
Additional Hours – ELA
Pilot Training

- Michelle Decelles
- Dina Stern
- Melissa Craig

On a motion by Mr. Martinez, which was seconded by Ms. Kaneda, the Board voted unanimously to approve the following Group Advancement on the Certificated Salary Schedule for the following certificated employees, per their effective dates:

M16.329
Group Advancement

<u>Teacher</u>	<u>Group</u>	<u>Effective Date</u>
Jessica Aguilar	V	December 1, 2016
Shannon Kuhn	V	December 1, 2016
Barry Williams	IV	December 1, 2016
Jennifer Williams	V	December 1, 2016
Stephanie Wilson	V	December 1, 2016

On a motion by Mr. Martinez, which was seconded by Ms. Kaneda, the Board voted unanimously to approve a coaching stipend for Kevin Corrinet for the Winter Sports Barbell Coach for 2016-17, effective December 13, 2016 through March 31, 2017 to be paid \$500 from Gym Fees.

M16.330
Coaching Stipend –
Barbell

On a motion by Mr. Martinez, which was seconded by Ms. Kaneda, the Board voted unanimously to approve a coaching stipend for Luis Gamez for the Winter Sports Boys’ Team “A” Basketball Coach for 2016-17, effective December 17, 2016 through March 31, 2017 and to be paid \$500 from Gym Fees.

M16.331
Coaching Stipend –
Boys’ Basketball

On a motion by Mr. Martinez, which was seconded by Ms. Kaneda, the Board voted unanimously to ratify a stipend payment of \$500 to Catherine Ginter who is supervising a Speech Language Pathologist during her practicum work, effective September 2016 through December 31, 2016 and to be paid from Special Education Funds.

M16.332
Stipend - SLP

On a motion by Mr. Martinez, which was seconded by Ms. Kaneda, the Board voted unanimously to ratify a stipend payment of \$500 to Greg Foxman to provide services to an additional student per administrative placement, effective November 28, 2016 through June 15, 2017 and to be paid from the General Fund.

M16.333
Stipend

On a motion by Mr. Martinez, which was seconded by Ms. Kaneda, the Board voted unanimously to ratify Summer Graves as a Home Study Teacher for a student for up to six (6) hours per week of home instruction, effective November 28, 2016 through January 6, 2017 and to be paid \$30 per hour from Special Education Funds.

M16.334
Home Teacher - Graves

On a motion by Ms. Kaneda, which was seconded by Mr. Martinez, the Board voted unanimously to ratify the following field trip to Flight Path Learning Center for both TEDDE classes at Juan de Anza and Juan Cabrillo Schools on December 9, 2016 and to be paid from the General Fund.

M16.335
Field Trip and Bus
Transportation

On a motion by Ms. Kaneda, which was seconded by Mr. Martinez, the Board voted unanimously to approve the following field trips for the Juan Cabrillo School:

M16.336
Field Trip and Bus
Transportation

- Friday, June 9, 2017
TEDDE Field Trip Rooms 1 & 7 going to: Mother's Beach for Water Safety Day with LA County Lifeguards. This program is free, and the County will provide free transportation.
- Wednesday, March 15, 2017
Kindergarten Field Trip going to: Centennial Farms-OC Fairgrounds. All costs to be paid by Cabrillo PTA
- Friday, April 7, 2017
1st Grade Field Trip going to: Natural History Museum, LA. All costs to be paid by Cabrillo PTA

On a motion by Ms. Kaneda, which was seconded by Mr. Martinez, the Board voted unanimously to accept the resignation off Melody Platt, Substitute Teacher, effective December 9, 2016.

M16.337
Resignation –
Certificated

On a motion by Ms. Kaneda, which was seconded by Mr. Martinez, the Board voted unanimously to accept the following resignations of classified personnel per their effective dates:

M16.338
Resignations - Classified

<u>Employee</u>	<u>Effective Date</u>
Alexandra Cassiano, Food Services Worker	November 10 2016
Blanca Huegel, Instructional Aide	November 22, 2016
Trisha Hastings-Owen, Instructional Aide	December 2, 2016
Luverne Fellows-Mason, Playground Aide	December 30, 2016
Gilbert Gonzalez, Custodian	December 30, 2016

On a motion by Ms. Kaneda, which was seconded by Mr. Martinez, the Board voted unanimously to approve the following as On-Call Substitute Teachers per their effective dates to be paid at \$125 per day from the General Fund:

M16.339
On-Call Substitute
Teachers

- Kassandra Klatt - Effective November 28, 2016
- Moema Lorenzo - Effective November 28, 2016

On a motion by Mr. Martinez, which was seconded by Mr. Bañuelos, the Board voted unanimously to ratify Marge Faust as an On-Call Substitute Food Services Worker, effective November 28, 2016 and to be paid at Classified Range 1, Step A from the Cafeteria Fund.

M16.340
On-Call Substitute Food
Services Worker

On a motion by Ms. Kaneda, which was seconded by Mr. Martinez, the Board voted unanimously to approve the revised job description and salary schedule for Director of Curriculum, Instruction & Technology, a Certificated Management position, effective December 1, 2016 (see attachment).

M16.341
Revised Job Description
and Salary Schedule –
Dir. Of Curr./Inst./Tech.

On a motion by Ms. Kaneda, which was seconded by Mr. Martinez, the Board voted unanimously to approve the appointment of Dr. Aileen Harbeck as the Director of Curriculum, Instruction and Technology, effective January 1, 2017 through June 30, 2018. Dr. Harbeck will provide support to the K-8 program in stated areas. Salary placement at Step IV of the appropriate Salary Schedule and a Doctorate Stipend.

M16.342
Appointment – Dir. Of
Curr./Inst./Tech.

On a motion by Ms. Kaneda, which was seconded by Mr. Martinez, the Board voted unanimously to approve the updated job description and salary schedule for the position of Assistant Principal Middle School, a Certificated Management position, effective December 1, 2016 (see attachment).

M16.343
Updated Job Description
and Salary Schedule –
Assistant Principal
Middle School

On a motion by Ms. Kaneda, which was seconded by Mr. Martinez, the Board voted unanimously to approve Kiana Brede as the Assistant Principal at Dana Middle School, effective January 2017 through June 30, 2017 and to be placed at Step I of the Assistant Principal Middle School Salary Schedule.

M16.344
Assistant Principal
Middle School

On a motion by Ms. Kaneda, which was seconded by Mr. Bañuelos, the Board voted unanimously to adopt Resolution #16/17.12 to Honor the Retirement of Peter Burnett Custodian, Gilbert Gonzalez.

M16.345
Resolution #16/17.12 –
Gilbert Gonzalez

On a motion by Ms. Kaneda, which was seconded by Mr. Bañuelos, the Board voted unanimously to adopt Resolution #16/17.13 to Honor the Retirement of Juan Cabrillo School Secretary, Stella Juarez.

M16.346
Resolution #16/17.13 –
Stella Juarez

Ms. Kaneda moved and Mr. Bañuelos seconded that the meeting be adjourned at 8:20 p.m. Motion carried unanimously.

Adjournment

The next Regular Meeting of the Board of Trustees will be held Thursday, January 12, 2017, at 6:00 p.m. in the District Board Room.

JoAnne Kaneda
Vice President / Clerk of the Board

Tom Johnstone
Secretary of the Board

WISEBURN UNIFIED SCHOOL DISTRICT
DIRECTOR OF CURRICULUM, INSTRUCTION AND TECHNOLOGY

DEFINITION

An administrative position responsible to the Superintendent for the implementation of the District's curriculum, instructional, technology, and professional development programs and services.

CHARACTERISTICS

This position requires subject matter expertise in curriculum, instruction, technology, professional development, implementation of standards and comprehensive education organization management experience. This position is involved in decisions that have highly critical consequences that impact every classroom in the District as they relate to curriculum and instruction. The position meets regularly with the Superintendent, Cabinet, and policy makers in planning instructional matters, implementing decisions, and keeping the District current in the latest successful strategies related to the curriculum and instructional, and technology needs of staff and students.

SUPERVISOR: Superintendent

ESSENTIAL DUTIES –

The duties and responsibilities of the Director of Curriculum, Instruction and Technology shall include but are not limited to the following:

- Coordinate/Articulate all aspects of the District's (K-12) curriculum/instructional service programs, including technical assistance to administrators and staff as they implement the instructional program. E
- Become knowledgeable of 9-12 DaVinci programs, curriculum and teaching methodologies in order to better articulate the WUSD K-8 program with our high school programs. E
- Coordinate the development of the Local Control Accountability Plan (LCAP) and ensures the implementation of the annual LCAP goals.
- Coordinate the District's instructional program, including textbook adoption, library services and curriculum development. E
- Oversee the District's use of technology for instructional purposes. Lead the technology Committee and Future Ready Schools initiative. E
- Oversee student information system, educational data systems, online student registration and CALPADS.
- Plan, schedule and help conduct professional development and training necessary to implement the District curriculum and instruction. E
- Establish and implement District and state (Common Core) standards for instruction and implement the District master plan as it evolves. E
- Provide training for department chairs, content/instructional coaches, and instructional leadership in monitoring of instruction, State Content Standards, and State Mandated testing.
- Assist in the development of board policies, administrative procedures relating to curriculum and instruction.
- Assist in the analysis of data to determine District and school program effectiveness for purposes of identifying professional development needs. E
- Serve as a resource for all school sites and instructional personnel, as well as chairing or providing resources to curriculum/instructional related committees. E
- Supervise special projects programs as they relate to curriculum and instruction including English Language Development, Biliteracy, and Gifted and Talented Education.

- Serve as a resource to individual schools and instructional personnel.
- Provide District-wide communication on pertinent information and legal issues related to current and new curriculum and instruction ideas and initiatives. E
- Attend conferences and meetings related to curriculum and instruction.
- Other duties as assigned by the Superintendent. E

Note - Task statements coded with letter "E" are essential elements of position in this class pursuant to the Americans with Disabilities Act, 1990.

DESIRABLE QUALIFICATIONS

Required:

1. Completion of a Masters Degree or higher degree, preferred, from an accredited college or university.
2. A minimum of five (5) years successful teaching experience in grades K-12.
3. Possession of a valid California administrative credential authorizing service.
4. Possession of a valid California Motor Vehicle Operator's License.

Desired:

1. Three (3) years of successful administrative experience, including professional development, extensive experience in the implementation of curriculum, and demonstrated ability to work in a team concept with a special emphasis on highly developed people skills.
2. Record of being an effective, visible and accessible educator who recognizes the importance of teamwork.
3. Ability to establish cooperative working relationships with staff, administrators, students and community workers.
4. Successful experience as an administrator.

CONDITIONS OF EMPLOYMENT

Insurability by the District's liability insurance carrier.

Environment

Subject to constant interruptions.

Work Year:

- 224 Days

Physical Abilities

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve working or standing for brief periods.
- Accurately perceiving the sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

Board Approved: _____

WISEBURN UNIFIED SCHOOL DISTRICT
DIRECTOR OF CURRICULUM, INSTRUCTION & TECHNOLOGY SALARY/BENEFITS SCHEDULE
2016-17

SALARY

<u>CLASSIFICATION</u>	<u>WORK DAYS</u>	<u>STEP I</u>	<u>STEP II</u>	<u>STEP III</u>	<u>STEP IV</u>	<u>STEP V</u>
DIRECTOR CURR. INST. & TECH.	224	\$127,347	\$130,811	\$134,369	\$138,024	\$141,778

Anniversary Date: One Year from Date of Hire
 Effective Date:
 Board Approved:

ADD:	\$800.00	STIPEND FOR DOCTORATE
	\$500.00	STIPEND FOR CAREER INCREMENT COMMENCING W/ 20TH YR OF SRVC
	\$500.00	STIPEND FOR CAREER INCREMENT COMMENCING W/ 30TH YR OF SRVC

BENEFITS

Medical Coverage	October 1st - September 30th - \$563.20 x 10 months = \$5,632.00 Employees hired after July 1, 2002 electing out of health coverage through the District will receive \$1,500 per year. Employees hired prior to July 1, 2002 electing out of health coverage through the District will receive \$4,032 per year.
Dental Coverage	Employee plus one at the highest rate as determined by Keenan & Associates (Dental benefits carrier.) October 1st - September 30th, or cash back on dependent portion if hired prior to July 1, 2002.
Income Protection	District paid premium. Currently \$14.40 per month x 10 months = \$144.00
Life Insurance	District paid premiums. Currently \$9.00 per month x 10 months = \$90.00 \$30,000.00 policy

WISEBURN UNIFIED SCHOOL DISTRICT
DIRECTOR OF CURRICULUM, INSTRUCTION & TECHNOLOGY SALARY/BENEFITS SCHEDULE
2016-17

ELIGIBILITY

- Administrators who were hired prior to September 1, 1990.
- Who have completed fifteen (15) consecutive years of full time service or shared assignment in the District.
- Who are at least fifty-five (55) years of age and receiving retirement pay from P.E.R.S.
- Who were covered by the benefit at the time of retirement.

BENEFITS If Eligible:

Medical Coverage	Employee plus one at the highest rate as determined by PERS Rates (Health benefits carrier.) No cash back on dollar amount not used. Upon reaching age 65 retiree must enroll in Medicare Parts A and B. If retiree does not qualify for both A and B, health insurance reimbursement to the retiree will be at the PERS Medicare rate.
Dental Coverage	Employee plus one at the highest rate as determined by Keenan & Associates (Dental benefits carrier.) No cash back on dollar amount not used.
Life Insurance	District paid premium. Policy reduced to \$3,000.00 at age 65, and discontinued at age 70.

WISEBURN UNIFIED SCHOOL DISTRICT

ASSISTANT PRINCIPAL MIDDLE SCHOOL (Designated Certificated Management Employee)

BRIEF DESCRIPTION OF THE POSITION:

The Middle School Assistant Principal assumes management responsibility by assisting the Principal in the leadership functions with special emphasis on the following:

GENERAL FUNCTIONS AND RESPONSIBILITIES:

May include but are not limited to:

- Assist the principal in developing and implementing a continuous school improvement process that measurably improves student learning. E
- Uses data appropriately to improve student learning. E
- Develops and administers an effective school-wide student behavior expectations plan that improves the behavior of all students and earns the support of both parents and staff. E
- Provides leadership in the effective educational use of technology by both staff members and students. E
- Develops and administers a student program; earns the support of most students, parents, and staff members. Is fiscally responsible, and supports the school mission.
- Maintains accurate and appropriate records including cumes, discipline files and financial reports. E
- Chairs committees that met to improve programs and/ or student performance. E
- Develops and administers the school safety plan. E
- Leads staff development meetings.
- Uses the evaluation process effectively in improving the performance of certificated and classified staff members. E
- Continues professional development including reading, classes, conferences, and professional organizations.
- Performs other specific duties as assigned by the Principal.
- Performs related duties as assigned.

Note – Task statements coded with the letter “E” are essential elements of positions in this class pursuant to the American with Disabilities Act, 1990.

MINIMUM QUALIFICATIONS:

Education

- Posses a Masters Degree and the appropriate California Administrative Services Credential

Experience

- Have a minimum of five years successful elementary or middle school teaching experience.
- Have documented leadership abilities and skills in roles previously held at district and school site levels.
- Communicate effectively, verbally and in writing, with individuals and groups within the school, district and community.

- Have strong, positive interpersonal skills.
- Demonstrate knowledge of current educational research and practice.
- Demonstrate ability to facilitate effective, responsible, personal and collaborative decision-making practices.
- Have a thorough knowledge of site operations.
- Possess competent organizational and time management skills
- Posses a valid California driver's license.
- Smile in times of chaos, calm demeanor in crisis.

WORKING CONDITIONS:

Environment:

- Office environment, at times classroom/ playground environment; subject to considerable distraction and constant interruptions, and driving vehicle to conduct work.

Physical Abilities:

- Dexterity of hands and fingers to operate standard office equipment, sitting for extended periods of time, hearing and speaking to exchange information and make presentations, and walking to move around campus.

WORK YEAR:

- 205 work days

REPORTS TO:

- Principal

Board Approved: _____

