

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
Regular Meeting
January 19, 2010

Board of Education
5:30 p.m.

TO: Board of Education

FROM: Arturo Delgado, Ed. D., Superintendent
As prepared by Human Resources Division

SUBJECT: Personnel Report #14

It is requested that the Board approve Personnel Report #14, January 19, 2010, which contains actions such as hiring, retirements, resignations, promotions and terminations involving certificated, classified and other employees in the categories of noon duty aide, recreational supervisors, substitute employees, and others. These actions are consistent with policies of the Board of Education, the rules and regulations of the Personnel Commission and the District's Affirmative Action Plan.

The following resolution is recommended:

BE IT RESOLVED that Personnel Report #14, January 19, 2010, be approved as presented. Personnel actions included in this report are in accordance with policies of the Board of Education, the rules and regulations of the Personnel Commission and the District's Affirmative Action Plan.

RECOMMENDED FOR SUPERINTENDENT APPROVAL

HAROLD J. VOLLKOMMER, Ed.D.
Assistant Superintendent, Human Resources Division

RECOMMENDED FOR BOARD APPROVAL

ARTURO DELGADO, Ed.D.
Superintendent

Agenda Item

CERTIFICATED PERSONNEL

REPORT

RESIGNATIONS/RETIREMENTS/SEPARATIONS

Approve the resignation, no longer available, of the following certificated personnel, effective date as indicated:

BENOIT, DAVID: Curtis Middle School, December 18, 2009

Approve the resignation, no longer available, of the following certificated substitute, effective date as indicated:

BI, LINDA: January 4, 2010

Approve the retirement, no longer available, of the following certificated personnel, effective date as indicated:

CHANEY, EUGENE: San Gorgonio High School, June 11, 2010
THEISEN, PATRICIA: San Gorgonio High School, January 11, 2010

Approve the separation, no longer available, of the following certificated substitute, effective date as indicated:

KONTRA, RICHARD: January 4, 2010
ORR, CARLA: December 17, 2009

SECONDARY NEW HIRE/REHIRES

GONZALEZ, STEPHANIE: A-2, Temporary, \$253.25 per diem, subject to verification of Bachelor's degree and credential. Employment effective December 22, 2009.

PARKER, OLIVIA: XX-2, Intern, \$242.15 per diem, subject to verification of Bachelor's degree. Employment effective January 4, 2010.

READE, MEGAN: B-1, Temporary, \$253.25 per diem, subject to verification of Bachelor's degree plus 30 units or Master's degree. Employment effective December 17, 2009.

OTHER NEW HIRE/REHIRES

MARQUEZ, JUAN CARLOS: A-2, Temporary, \$253.25 per diem, subject to verification of Bachelor's degree and credential. Employment effective January 4, 2010.

Certificated Personnel Report
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EXTRA DUTY ASSIGNMENTS

Approve payment to the following certificated personnel, Belvedere Elementary School, Tutoring, effective January 4, 2010 to June 30, 2010, not to exceed 250 hours each, at the hourly rate of \$26.06; account 01-3010-0-920-524-1110-1000-1130:

JACINTO, JORGE

MESONES, AL

Approve payment to the following certificated personnel, Golden Valley Middle School, Internal Substitute Coverage, after the third time, effective January 4, 2010 to June 11, 2010, at the hourly rate of \$25.00; account 01-0000-0-308-04D-1110-1000-1130:

ABELL, MEGAN
BRANCH, KIMBERLY
CARRANZA, JOHN
CERECERES, SERENA
DARTON, AMANDA
DAVIS, GAYLE
DE PUZO, MICHELLE
DIAZ, AMANDA
DONDALSKI, JENNIFER
DORAME, ERIC
ENGELGAU, REBECCA
FLORES, SARAH
FRANZEN, ELAINE
GABRIEL, MARYANNA
GONZALEZ, MANUEL
GORDON, PHILIP
GRAY, KRYSTAL
HAN, DIANA
HARPER, PATRICIA
HAYNES, ANDREA
HOFFMAN, SCOTT
HOOD, TIFFANY
IMBRIANI, SAUNDRA
JACKSON, CHRISTOPHER
KOLLER, ROBERT
LAYMAN, DIANE
LE, HUY
LE, THU
MANOR, PEGGY

MCGARRY, JAMES
MURILLO, JOSEPH
NEILSON, PATRICK
NELSON, GERALD
NIEWOEHRER, TERI
NORBERTO, JOHN
NORQUIST, BRENDA
OLSON, TRACY
ONYEGBADUO, CHIDINMA
PEREZ, DENISE
PHAM, JENNIFER
ROMERO, JESSE
RUGOWSKI, KRISTY
SALCIDO, DENISE
SALGUEIRO, DEBORAH
SERRANO-GOMEZ, NATIVIDAD
SMEBY, JOHN
SOMERS, HEATHER
STANTON, THEODORE
SWATZEL, KIMBERLY
TETLOCK, CHARLES
THOMAS, DESIREE
TURNER, JON
WARE, LAVENNA
WHEELER, LAURA
WOOD, STEPHEN
YOUNGLOVE, GINA
ZILCH, KAREN

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Approve payment to the following certificated personnel, Jones Elementary School, Tutoring, effective January 18, 2010 to June 25, 2010, not to exceed 250 hours each, at the hourly rate of \$26.06; account 01-3010-0-920-524-1110-1000-1130:

ARCHULETA, TOMMIE	KELLEY, DARI
BLACK, CLINTON	LIPINSKI, LAUREN
BURR, MICHELLE	LUCE, BONNIE
CALM, ANNAMARIE	MOCTEZUMA, BEATRIZ
CAMPBELL, KIMBERLY	PADILLA, CATALINA
CASEY, TAMIKA	PEREZ, CLAUDIA
CLAUSELL, REGINA	RICHER, GAELLEN
CLEPPE, MARIA	SCHMIDT, AMY
COLLINS, JODY	SERRAO-LEIVA, JESSICA
CORRUJEDO, CARMEN	SINNER, MAYTE
GUILLIAM, GRETTA	TALAMANTES, TRACY
HALLBERG, LISA	TRAN, DIEM
HOLZBERGER, SANDRA	VELAZQUEZ, LETICIA

Amend Board action dated October 20, 2009, approve payment to the following certificated personnel, Pacific High School, Department Chairpersons, effective August 21, 2009 to June 30, 2010. Department Chairs at the high school level are paid the indicated corrected percentage rate of Column XX, Step 1, of the Certificated Teachers Salary Schedule; account 01-0000-0-404-05D-1110-1000-1130:

<u>Corrected from 3% to 4%</u>	
CRAIG, SALLY	- Fine Arts
FRAZER, KIRK	- Physical Education
LIGHT, ROGER	- Vocational Education
MENDOZA, JUAN	- Foreign Language

ANYABWILE, NAAZIR: Approve payment, San Bernardino High School, Head Counselor Department Chairperson, effective August 21, 2009 to June 11, 2010. Head Counselor Department Chairs at the high school level are paid 6% percent of Column XX, Step 1, of the Certificated Teachers Salary Schedule; account 01-0000-0-406-05D-1110-1000-1130.

Amend Board action dated January 12, 2010, to delete extra duty assignment, to the following certificated personnel, San Gorgonio High School, Tutoring, effective January 5, 2010 to June 10, 2010, not to exceed 3 hours each per week, at the hourly rate of \$26.06; account 01-3010-0-920-524-1110-1000-1130:

GONZALEZ, MICHELLE	HAYMAN, GARY
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Amend Board action dated January 12, 2010, to delete extra duty assignment to the following certificated personnel, Shandin Hills Middle School, Tutoring, effective January 5, 2010 to June 25, 2010, not to exceed 250 hours each, at the hourly rate of \$26.06; account 01-3010-0-920-524-1110-1000-1130:

MCNIFF, GINGER
OWENS, MARY

SIMPSON, ALEXIS

SUBSTITUTE TEACHERS

Approve payment to the following certificated substitute teachers for the 2009-2010 school year, at the established daily rate of \$125.00:

REED, DAWN

Approve payment to the following certificated substitute teachers for the 2009-2010 school year, at the established daily rate of \$135.00:

JACINTO, JORGE

Amend Board action dated September 1, 2009 for Declaration of Need for Fully Qualified Teachers:

BE IT RESOLVED that the Board of Education adopts the following declaration certifying that there may be an insufficient number of certificated persons who meet the District's employment criteria for all anticipated vacancies.

BE IT FURTHER RESOLVED that the Board of Education authorizes the District to offer Emergency Permits to fill the anticipated vacancies for the 2009-2010 school year.



REVISED

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: _____
 Revised Declaration of Need for year: 2009-10

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: San Bernardino City Unified School District District CDS Code: 36-67876
 Name of County: San Bernardino County CDS Code: 36

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 01 / 19 / 10 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2010.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Arturo Delgado, Ed.D.</u> <small>Name</small>	 <small>Signature</small>	<u>Superintendent</u> <small>Title</small>
<u>(909) 884-9830</u> <small>Fax Number</small>	<u>(909) 381-1240</u> <small>Telephone Number</small>	<u>1/19/10</u> <small>Date</small>
<u>777 North F Street, San Bernardino, CA 92410</u> <small>Mailing Address</small>		
<u>Arturo.Delgado@sbcusd.com</u> <small>E-Mail Address</small>		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____
 Name of State Agency _____
 Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Title</i>
_____ <i>Fax Number</i>	_____ <i>Telephone Number</i>	_____ <i>Date</i>
_____ <i>Mailing Address</i>		
_____ <i>E-Mail Address</i>		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	300
<input checked="" type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	30
List target language(s) for bilingual authorization: <u>Spanish</u>	
<input type="checkbox"/> Resource Specialist	
<input checked="" type="checkbox"/> Teacher Librarian Services	8
<input type="checkbox"/> Visiting Faculty Permit	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? 80

If yes, list each college or university with which you participate in an internship program.

Claremont Graduate School, Cal Poly Pomona, University of California Riverside,
University of Redlands, Cal State University San Bernardino, Azuza Pacific
University, National University, Chapman University, Cal State Fullerton

If no, explain why you do not participate in an internship program.

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January 19, 2010

LEAVE OF ABSENCE

FAMILY LEAVE
Certificated

MACIAS, JULIA
Teacher
Roosevelt Elementary School

Beginning December 11, 2009
and continuing through
December 23, 2009

CLASSIFIED

PERSONNEL RECOMMENDATIONS

BE IT RESOLVED that the Board of Education approves the following classified personnel actions. These are in accordance with Board adopted rules and regulations and the District's Affirmative Action Policy. The assignment is current and the Administration reserves the right to reassign employees to other locations according to existing agreement and procedures.

EMPLOYMENT

Approve the employment of the following:

CANNON, ERAKIESHIA: Project Workability, Transition, \$8.00 per hour, effective January 6, 2010 through June 30, 2013.

CHACON, CHRISTINA: Noon Duty Aide, Urbita, 2 hours, 12 months, \$8.04 per hour, effective December 22, 2009.

CHAVEZ, ANTHONY: Project Workability, Transition, \$8.00 per hour, effective January 4, 2010 through December 10, 2013.

DOUSSETT, CAMERON: Non-Classified Expert, Adult School, \$22.00 per hour, effective January 25, 2010.

FERNANDEZ, TESA: Substitute Morning Duty Aide, \$8.04 per hour, Substitute Noon Duty Aide, \$8.04 per hour, Substitute Recreation Aide, \$8.04 per hour, effective January 4, 2010.

HOGUE, EVERETT: Project Workability, Transition, \$8.00 per hour, effective January 6, 2010 through August 31, 2010.

LUGO, MACHEZNI: Student Intern, Technology, \$10.00 per hour, effective January 4, 2010 through June 30, 2010.

MENDOZA MACIAS, NORMA: Substitute Morning Duty Aide, \$8.04 per hour, Substitute Noon Duty Aide, \$8.04 per hour, Substitute Recreation Aide, \$8.04 per hour, effective January 4, 2010.

NATAPU, DOROTHY: Student Intern, Riley, \$10.00 per hour, effective January 4, 2010 through June 30, 2010.

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TUCKER, ALEX: Project Workability, Transition, \$8.00 per hour, effective January 6, 2010 through August 31, 2010.

VANN, BRYJON: Student Intern, San Bernardino, \$10.00 per hour, effective January 4, 2010 through June 30, 2010.

WARDLAW, SAMANTHA: Student Cafeteria Worker, Nutrition Services, \$8.00 per hour, effective January 4, 2010.

ZAVALA, PILAR: Recreation Aide, Riley, 2 hours, 12 months, \$8.04 per hour, effective January 5, 2010.

ADDITIONAL ASSIGNMENTS

HERNANDEZ, TAMMY: Approve the additional assignment of Noon Duty Aide, North Park, 1 ½ hours, 12 months, \$8.04 per hour, effective December 14, 2009.

WORKING OUT OF CLASSIFICATION

Approve the temporary rate increase while working out of classification of the following:

ANEKE, PEACE: Contract Analyst, Facilities, salary range 46, step 6, 8 hours, 12 months, \$4,938.38 per month, to Facilities Analyst, Facilities, salary range 51A, step 2, 8 hours, 12 months, \$5,238.66 per month, effective December 16, 2009 through May 15, 2010.

MONGE, FRANK: Groundswoker, Maintenance & Operations, salary range 35, step 6A1, 8 hours, 12 months, \$3,272.04 per month, to Tree Trimmer, Maintenance & Operations, salary range 41, step 1A1, 8 hours, 12 months, \$3,402.92 per month, effective January 4, 2010 through June 17, 2010.

SEPARATIONS

Report the retirement of the following:

HIGDON, MARIANNE: Instructional Assistant/TA, Golden Valley, effective December 18, 2009.

WIDMEYER, SOUAD: Instructional Assistant/TA, Shandin Hills, Substitute Instructional, effective February 3, 2010.

Classified Personnel Report
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Report the resignation of the following:

GONZALEZ, TINA: Instructional Assistant/TA, King, Substitute Instructional Aide, effective January 6, 2010.

MARQUEZ, JUAN: Campus Security Officer I, School Police, Substitute Clerical, Substitute Instructional, Substitute Operations, effective January 1, 2010.

NGUYEN, JESSICA: Instructional Assistant/ISR, Chavez, effective December 23, 2009.

Report the separation of the following:

MORALES, YVONNE: Substitute Nutrition, effective December 17, 2009.

RAM, MOHAN: Substitute Nutrition, effective December 17, 2009.

RAMIREZ, JOSIAS: Substitute Nutrition, effective December 17, 2009.

TORRES, MARIANA: Substitute Nutrition, effective December 17, 2009.

RODGERS, TIMOTHY: REGRETFULLY REPORT THE SEPARATION, due to death of Reprographic Equipment Operator, Duplicating/Printing, effective December 16, 2009.

Classified Personnel Report
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CLASSIFIED
LEAVE OF ABSENCE

ACOSTA, SARAH
Instructional Tutor-LH/PH
Special Education

Beginning January 4, 2010
and continuing through
June 30, 2010

DIXON, LAKITA
Instructional Aide
Bing Wong Elementary School

Beginning January 6, 2010
and continuing through
January 6, 2011

ORTEGA, GINGI
Instructional Tutor-LH/PH
Special Education

Beginning January 11, 2010
and continuing through
March 26, 2010

CLASSIFIED POSITIONS ACTIONS

BE IT RESOLVED that the Board of Education approves the establishment of the following classified positions. The duties for these positions are those as previously approved by the Board.

Bilingual School Outreach Worker, extra hours, not to exceed 40 hours, San Bernardino High School, effective January 22, 2010 through April 30, 2010

Bilingual Senior Secretary, extra hours, not to exceed 40 hours, San Bernardino High School, effective January 22, 2010 through April 30, 2010

Clerk I, extra hours, not to exceed 40 hours, San Bernardino High School, effective January 22, 2010 through April 30, 2010

Curriculum Materials Clerk, extra hours, not to exceed 1 hour per day, Thompson Elementary School, effective January 6, 2010 through June 23, 2010

Instructional Aide, extra hours, not to exceed 4 hours per week, Highland-Pacific Elementary School, effective January 4, 2010 through June 30, 2010 (3 positions)

Instructional Aide, extra hours, not to exceed 2 hours per day, Hillside Elementary School, effective January 4, 2010 through June 30, 2010

Instructional Assistant/SDC, extra hours, not to exceed 4 hours per week, Highland-Pacific Elementary School, effective January 4, 2010 through June 30, 2010 (3 positions)

Instructional Assistant/SDC, extra hours, not to exceed 40 hours, San Bernardino High School, effective January 22, 2010 through April 30, 2010 (2 positions)

Instructional Assistant/TA, limited term, not to exceed 2 hours per day, Oehl Elementary School, effective November 30, 2009 through May 28, 2010

Instructional Tutor-LH/PH, extra hours, not to exceed 4 hours per week, Highland-Pacific Elementary School, effective January 4, 2010 through June 30, 2010

Instructional Tutor-LH/PH, extra hours, not to exceed 1 hour per day, Marshall Elementary School, effective December 21, 2009 through June 25, 2010

Classified Personnel Report
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Instructional Tutor-LH/PH, extra hours, not to exceed 20 hours, Pacific High School, effective December 1, 2009 through December 31, 2009

Instructional Tutor-LH/PH, extra hours, not to exceed 40 hours, San Bernardino High School, effective January 22, 2010 through April 30, 2010

Secretary, extra hours, not to exceed 40 hours, San Bernardino High School, effective January 22, 2010 through April 30, 2010