



**SCHOOL**  

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**DISTRICT**

EDUCATING LEARNERS FOR THE 21ST CENTURY

**SPECIAL BOARD MEETINGS**

**July 24, 2019**

**Office of Student and Family Services  
3300 Cortez Street  
Oxnard, CA 93036**

**JOHN D. PUGLISI, Ph. D.  
Superintendent**

**Board of Education  
Joe Esquivel, President  
Linda Aguilar, Clerk  
Eleanor Torres  
Felix Eisenhaur, DMA  
Edith Martinez-Cortes**



2.0





**Wednesday, July 24, 2019  
RSD Special Board Meeting**

**Office of Student and Family Services  
3300 Cortez Street  
Oxnard, CA 93036  
Closed Session: 6:30 p.m.  
Open Session: 7:30 p.m.**

**1. Preliminary Business- 6:30 p.m.**

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- 1.1 Call to Order-6:30 p.m
- 1.2 Pledge of Allegiance
- 1.3 Roll Call

**2. Approval of the Agenda**

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- 2.1 Agenda corrections, additions, and modifications.
- 2.2 Approval of the Agenda

**3. Public Comment/Closed Session**

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3.1 Public Comment (Closed Session) The public may address the Board concerning items that are scheduled for discussion during the closed session only. These presentations are limited to three minutes each, or a total of fifteen minutes in all.

**4. Closed Session-6:30 P.M.**

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- 4.1 Conference Legal Counsel Re Existing Litigation: OAH Case No. 2019030762 and 2019050691
- 4.2 Public Employee Discipline/Dismissal/Release [Government Code 54957]
- 4.3 Conference with Real Property Negotiators, pursuant to Government Code §54956.8 Property: Those parcels identified by APNs 133-0-041-015 through 045 and 133-0-042-015 through 045 located in Oxnard, CA Agency negotiators: Dr. John Puglisi, District Superintendent, and Dr. Joel Kirschenstein, District consultant Negotiating party: Martin Marietta, Beedy Street Properties, LLC Under negotiation: price and terms of payment
- 4.4 Conference with Real Property Negotiators, pursuant to Government Code §54956.8 Property: the El Rio School site, 2714 E. Vineyard Avenue, Oxnard, CA 93036 Agency negotiators: Dr. John Puglisi, District Superintendent, and Dr. Joel Kirschenstein, District consultant Negotiating parties: Caleb Roope, 2714 E. Vineyard Avenue LLC, an Idaho limited liability company Under negotiation: price and terms of payment
- 4.5 Public Employee Performance Evaluation [Government Code 54957] Title: Staffing 2019/2020

**5. Communications**

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- 5.1 Reconvene Open Session and Report of Closed Session

5.2 Public Comment Procedures for receiving communication from the public on topics that fall under the subject jurisdiction of the Governing Board. 1. Special Board Meeting - A member of the public may address the Governing Board on any item(s) on the agenda. (Each person speaking may not exceed a total of three minutes on each item). The speaker may choose to speak during public comment or at the time of the agenda item prior to board consideration. These presentations are limited to three minutes or a total of twenty minutes.

## **6. Information/Action**

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6.1 Rio Del Sol Phase II Update

6.2 Measure L Projects Update

6.3 Discussion of refinancing of 2013 Special Tax Bonds.

6.4 Approval of Third Modification Agreement to Promissory Note with 2714 E. Vineyard Avenue, LLC

6.5 RSD and CSEA Negotiated Job Descriptions

6.6 New Proposed Job Descriptions

6.7 Rio DO Tenant Improvement #19-0000-1739, Notice of Intent to award contract.

## **7. Consent**

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7.1 Approval of Contract with Maxim Healthcare Services

7.2 Ratification of the Commercial Warrant

7.3 Approval of Proposal from Kenco for the Rio Lindo Bldg. A Renovation

7.4 Williams Quarterly Complaint Report

## **8. Closed Session (continued)**

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8.1 Public Employee Appointment: Titles: Assistant Superintendent of School and Systems Improvement; Director of School and Systems Improvement; Administrator of Special Projects; Principal and Director of Accounting

## **9. Adjournment**

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9.1 Adjournment

4.1







EDUCATING LEARNERS FOR THE 21ST CENTURY

**Agenda Item Details**

Meeting Jul 24, 2019 - RSD Special Board Meeting

Category 4. Closed Session-6:30 P.M.

Subject 4.1 Conference Legal Counsel Re Existing Litigation: OAH Case No. 2019030762 and 2019050691

Access Public

Type

**Public Content**

Speaker:

Rationale:

**Administrative Content**

**Executive Content**









EDUCATING LEARNERS FOR THE 21ST CENTURY

**Agenda Item Details**

Meeting Jul 24, 2019 - RSD Special Board Meeting  
Category 4. Closed Session-6:30 P.M.  
Subject 4.2 Public Employee Discipline/Dismissal/Release [Government Code 54957]  
Access Public  
Type Discussion

**Public Content**

Speaker:

Rationale:

**Administrative Content**

**Executive Content**











EDUCATING LEARNERS FOR THE 21ST CENTURY

**Agenda Item Details**

Meeting Jul 24, 2019 - RSD Special Board Meeting

Category 4. Closed Session-6:30 P.M.

Subject 4.3 Conference with Real Property Negotiators, pursuant to Government Code §&nbsp;54956.8 Property: Those parcels identified by APNs 133-0-041-015 through 045 and 133-0-042-015 through 045 located in Oxnard, CA Agency negotiators: Dr. John Puglisi, District Superintendent, and Dr. Joel Kirschenstein, District consultant Negotiating party: Martin Marietta, Beedy Street Properties, LLC Under negotiation: price and terms of payment

Access Public

Type

**Public Content**

Speaker:

Rationale:

**Administrative Content**

**Executive Content**



4.4





**Agenda Item Details**

Meeting Jul 24, 2019 - RSD Special Board Meeting

Category 4. Closed Session-6:30 P.M.

Subject 4.4 Conference with Real Property Negotiators, pursuant to Government Code §&nbsp;54956.8 Property: the El Rio School site, 2714 E. Vineyard Avenue, Oxnard, CA 93036 Agency negotiators: Dr. John Puglisi, District Superintendent, and Dr. Joel Kirschenstein, District consultant Negotiating parties: Caleb Roope, 2714 E. Vineyard Avenue LLC, an Idaho limited liability company Under negotiation: price and terms of payment

Access Public

Type

**Public Content**

Speaker:

Rationale:

**Administrative Content**

**Executive Content**



4.5







EDUCATING LEARNERS FOR THE 21ST CENTURY

**Agenda Item Details**

Meeting Jul 24, 2019 - RSD Special Board Meeting

Category 4. Closed Session-6:30 P.M.

Subject 4.5 Public Employee Performance Evaluation [Government Code 54957] Title: Staffing 2019/2020

Access Public

Type Discussion

**Public Content**

Speaker:

Rationale:

**Administrative Content**

**Executive Content**



6.1





EDUCATING LEARNERS FOR THE 21ST CENTURY

**Agenda Item Details**

Meeting Jul 24, 2019 - RSD Special Board Meeting  
Category 6. Information/Action  
Subject 6.1 Rio Del Sol Phase II Update  
Access Public  
Type Information

**Public Content**

Speaker: Superintendent Puglisi

Rationale:

Superintendent Puglisi and Balfour Beatty will provide the Governing Board on construction updates on phase 2 of Rio del Sol School.

**Administrative Content**

**Executive Content**



6.2







### **Agenda Item Details**

Meeting	Jul 24, 2019 - RSD Special Board Meeting
Category	6. Information/Action
Subject	6.2 Measure L Projects Update
Access	Public
Type	Information

### **Public Content**

Speaker: Superintendent Puglisi

#### **Rationale:**

Superintendent Puglisi and staff will provide the Governing Board with projects are in the beginning stages for Measure L.

### **Administrative Content**

### **Executive Content**



6.3



**Agenda Item Details**

Meeting	Jul 24, 2019 - RSD Special Board Meeting
Category	6. Information/Action
Subject	6.3 Discussion of refinancing of 2013 Special Tax Bonds.
Access	Public
Type	Information

**Public Content**

Speaker: Wael Saleh, Assistant Superintendent of Business Services

**Rationale:**

The District has the potential to refinance its outstanding 2013 Special Tax Bonds (Community Facilities District No. 1) which would mean a reduction in annual debt service payments. Currently, a refinancing of the 2013 Bonds would lower total payments by \$3.8 million, or \$190,000 annually, without extending the final payment on the 2013 Bonds (subject to market interest rates at the time of the sale). District staff requests guidance to proceed with the refunding, including working with its finance team to prepare legal documents, a credit presentation, and to market and sell the refunding bonds. If so directed, the Board would be asked to approve a resolution authorizing the financing at its August 21<sup>st</sup> meeting.

**Administrative Content****Executive Content**



6.4







### Agenda Item Details

Meeting	Jul 24, 2019 - RSD Special Board Meeting
Category	6. Information/Action
Subject	6.4 Approval of Third Modification Agreement to Promissory Note with 2714 E. Vineyard Avenue, LLC
Access	Public
Type	Action, Discussion
Recommended Action	Staff recommends approval of Third Modification Agreement to Promissory Note with 2714 E. Vineyard Ave., LLC

### Public Content

Speaker:

Rationale:

On June 30, 2017, the District sold the former El Rio School site located at 2714 E. Vineyard Avenue Oxnard CA to an entity named 2714 E Vineyard Avenue, LLC, an Idaho limited liability company ("Buyer") for \$8,116,250.00. The District carried a note in the amount of \$7,000,000.00 (the "Note").

The original Note matured on June 30, 2018. The Buyer requested an extension of the maturity date due to certain unforeseen development matters involving Buyer's water allocation. The parties previously believed that any water allocation issues for the site were fully mitigated by the District transferring its rights in the water well on the property to the City of Oxnard (the "City"). However, almost two years after the original opening of escrow, the City implemented a water allocation policy that resulted in an alleged water shortfall for the property. The potential water deficit would likely result in a significant reduction of Buyer's allowable project density (i.e., a decrease in the number of units that Buyer could construct in its development). To provide themselves additional time to investigate this issue, the parties decided to extend the maturity date. At a regularly held meeting on June 27, 2018, the Board of Trustees approved a first amendment to the Note, which extended the maturity date to January 10, 2019. In accordance with the first amendment, the Buyer made a principal payment in the amount of \$1,000,000.00 in July 2018.

At a regular meeting held on October 17, 2018, the Board approved a second amendment to the Note. The second amendment extended the maturity date to July 10, 2019. Additionally, the District reallocated a percentage of its water allocation (which the District does not require) to Buyer in an effort to provide sufficient water to the site. The parties also agreed to reduce the remaining principal in the event that Buyer's allowable project density was nevertheless reduced because of the water allocation issues. In exchange, Buyer made a principal payment of \$4,500,000.00 to the District, leaving a balance of \$1,500,000.00 due on the Note.

This item is for approval of a third amendment to the Note. If approved, the third amendment will accomplish several things. First, Buyer's \$1,500,000.00 principal will be decreased to \$1,000,000.00 because Buyer's allowable project density has in fact been reduced. The \$500,000.00 adjustment reflects a pro rata unit reduction at the original unit price of the disposition. Second, Buyer will pay the \$1,000,000.00 principal balance in two equal installments, with the first \$500,000.00 payment due by September 1, 2019 and the final \$500,000.00 payment due by November 1, 2019. The reduced total purchase price of \$7,616,250.00 remains above fair market value. Finally, due to ongoing and unanticipated water allocation issues, the District will transfer an additional 29.916 acre feet of its water rights (that it does not need) to Buyer.



6.5





**Agenda Item Details**

Meeting	Jul 24, 2019 - RSD Special Board Meeting
Category	6. Information/Action
Subject	6.5 RSD and CSEA Negotiated Job Descriptions
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	6,000.00
Budgeted	Yes
Budget Source	LCAP
Recommended Action	It is recommended the board take action and approve the revised/new job descriptions as presented.
Goals	<p><b>Goal 1-Improved student achievement at every school and every grade in all content areas</b></p> <p><b>Goal 4-Prepare students to be college and career ready through technology and innovation that facilitates collaboration, creativity, critical thinking and communication.</b></p> <p><b>Goal 3-Create welcoming and safe environments where students attend and are connected to their school</b></p> <p><b>Goal 2-Engage parents and other District stakeholders in the development of meaningful partnerships to support student learning.</b></p> <p><b>Goal 5-Recruit, hire, train, and retain exemplary employees who are caring, committed, collaborative, creative and critical thinkers.</b></p>

**Public Content**

Speaker: Carolyn Bernal

Rationale: During the course of the 18/19 negotiations cycle between RSD and CSEA, several job descriptions were updated to be more reflective of actual work performance and duties assigned to the positions. This is the first round of updated and approved job descriptions being presented for final approval. In addition, a new job description of Bus Driver/Custodian was created and agreed to. Finally, a reclassification of an old job description, Family Development Worker, was updated and reclassified to District Parent/Student/Teacher Liaison. The cost of the reclassification is approximately \$6,000. CSEA voted and approved these job descriptions on July 16th, 2019. With the approval of the board, the proposed changes will be made and implemented.



MEMORANDUM OF UNDERSTANDING

BETWEEN

RIO SCHOOL DISTRICT

AND

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS RIO CHAPTER #329

The California School Employees Association and its Rio Chapter #329 (CSEA) and The Rio School District (the District) agree to the following new and revised job descriptions as attached:

- 1) District Parent/Student/Teacher Liaison (New)
- 2) Bus Driver/Custodian (New)
- 3) Occupational Therapist
- 4) Account Clerk I/ASB
- 5) Account Clerk II
- 6) Account Clerk III
- 7) Purchasing Assistant
- 8) Bus Driver/Delivery Driver
- 9) Bus Driver/Maintenance
- 10) After School Program Specialist
- 11) After School Program Site Coordinator

For RSD:

Carolyn Bernal

Date: 6/25/19

For CSEA:

Angy Carreon

Diane Wilbur

Date: 6/25/2019



**SCHOOL  
DISTRICT**

EDUCATING LEARNERS FOR THE 21ST CENTURY

*LW 4-4-19  
PR 4-4-19  
CB 4/4/19*

2500 Vineyard Avenue, Oxnard, CA 93036 ~ Telephone: (805) 485-3111 ~ Fax Number (805) 604-7825 ~ www.rioschools.org

NEW

**JOB DESCRIPTION**  
**DISTRICT PARENT/STUDENT/TEACHER LIAISON**  
**RANGE 29, 11 Months**

**JOB SUMMARY:**

Under the direction of the Assistant Superintendent, Educational Services, serve as a liaison between teachers, parents, students, support staff and the community regarding educational programs, services and student issues in the areas such as attendance, academics, behavior and health; provide related outreach, support and guidance services. Assist with case management, data entry, and a variety of other duties as needed to support the goals of the Rio School District.

**REPRESENTATIVE DUTIES:**

1. Serve as a liaison between teachers, parents, students, support staff and the community regarding educational programs, services and various student issues; assist in coordinating and arranging various programs and services to meet the needs of students.
2. Provide outreach, liaison and guidance services to assist in resolving student issues and problems in areas such as attendance, academics, behavior and health; work with parents, teachers and others in developing and implementing strategies, goals and objectives for resolving student issues.
3. Promotes parent participation in parent meetings, programs and school activities.
4. Serve as informational resource to parents, staff and others concerning school programs, services, attendance issues and other matters; responds to inquiries and provide information concerning related activities, standards, guidelines, practices, goals, objectives, processes, policies and procedures.
5. Meet, confer with, and interview parents in the identification of family needs and issues; provide information and materials to parents to assist in the location and utilization of school and community services and resources; refer parents to school services or community resources as appropriate.
6. Translate communications between teachers, staff and limited or non-English speaking students and parents as assigned by the position; serve as interpreter for conferences, telephone calls, assemblies and meetings as needed; translate written correspondence as necessary.
- new* 7. Assist and/or facilitate connecting families and students to tutoring and academic assistance programs in order to support and/or help to resolve academic issues.
8. Compose, distribute and respond to a variety of correspondence related to assigned liaison and support services; initiate and receive telephone calls; make home visits; schedule and arrange various students, parent and other appointments as assigned.
9. Contact parents to discuss student needs, issues and progress and provide assistance in meeting student goals and objectives; follow up on student issues, progress and problems with staff, teachers and others to assure needs are being met.
10. Establish and maintain partnerships with community agencies to facilitate and enhance support services for District students, parents and teachers.



### ESSENTIAL DUTIES CONTINUED:

11. Works collaboratively with appropriate personnel to review student records in the identification and monitoring of student attendance and academic issues, prepare and update SARB documentation for families and students on caseload.
12. Assist in coordinating and arranging various programs and services to meet the needs of student, parents and teachers.
13. Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.
14. Contact community agencies to provide information and follow up on referrals.
15. Maintain various records related to assigned activities.

### KNOWLEDGE AND ABILITIES:

#### Knowledge of:

1. Knowledge of local community resources, programs and services for at-risk children.
2. Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of identified families.
3. General principles, practices and techniques of providing educational assistance to families.
4. Strong interpersonal skills demonstrating respect, acceptance and patience.
5. Correct English and designated second language usage; vocabulary, spelling, grammar and punctuation.
6. Effective reading, oral and writing communication skills in English and designated second language Preferably Spanish.
7. Telephone techniques and etiquette.
8. Record keeping and report preparation techniques.
9. Interpersonal skills using patience and courtesy.

#### ABILITY TO:

1. Serve as liaison between teachers, parents, students, support staff and the community regarding educational programs, services and various student issues.
2. Provide outreach, liaison and guidance services to assist in resolving student issues and problems in areas such as attendance, academics, behavior and health.
3. Serve as informational resource to parents, staff and others concerning school programs, services, attendance issues and other matters.
4. Work with parents, teachers and others in developing and implementing strategies, goals and objective for resolving student issues.
5. Translate oral and written communications between English and a designated second language.
6. Meet, confer with and interview parents in the identification of educational needs and issues.
7. Refer families to school services and community resources as appropriate.
8. Learn policies and objectives of assigned programs and activities.
9. Operate a variety of office equipment including a computer and assigned software.
10. Assist with the outreach and in encouraging participation of parents, public and private providers.
11. Learn plans and objectives for Rio School District programs; including community resources and services.
12. Maintain confidentiality of parent, student and teacher information/records.
13. Establish and maintain effective working relationships with those contacted in the course of work.
14. Work effectively in a multi-cultural setting.
15. Work well both independently and within a team.
16. Understand and follow oral and written instructions.
17. Ability to communicate effectively in both English and designated second language. Spanish preferred.
18. May be required to work after hours and/or Saturdays.
19. Performs duties effectively with many demands on time and constant interruptions.
- 20.

**EDUCATION AND EXPERIENCE:**

1. High school diploma or equivalent.
2. Any combination of experience and training that would likely provide the required knowledge and abilities such as listed above. Typically, this would be gained through: graduation from high school or equivalent and two years' experience working with students or families in a social services or educational environment.

**LICENSES AND OTHER REQUIREMENTS:**

1. This classification requires the ability to speak, read and write in a designated second language.
2. Valid State of California Driver's License.
3. CPR and Red Cross First Aid Certificates required. ( may obtain upon employment)

**WORKING CONDITIONS:**

1. District or school office environment.
2. Subject to driving personal vehicle to make home visits and attend meetings.
3. Subject to many demands on time and constant interruptions.
4. Subject to sitting, bending or stooping, lifting and walking.
5. Subject to working in a school environment and exposure to sunlight and other outside conditions.
6. Subject to working at a computer video work station(s), operating computer keyboards, looking at computer video screens.

**PHYSICAL ABILITIES:**

1. Seeing to inspect documents and to read fine print; depth perception to file.
2. Hearing and speaking to communicate with others in a normal voice in person and on the telephone.
3. Speak clearly to communicate with parents, staff and others.
4. Sitting or standing alternately for extended periods of time.
5. Climbing stairs.
6. Dexterity of hands and fingers to operate office equipment.
7. Write legibly.
8. Bending and stooping; reaching overhead and above shoulders.
9. Lifting, carrying, pushing, or pulling objects weighing up to twenty-five (25) pounds.



EDUCATING LEARNERS FOR THE 21ST CENTURY

*NEW*

**JOB DESCRIPTION  
BUS DRIVER/CUSTODIAN  
12 months/Range 31**

**BASIC FUNCTION:** Under the direction of the Director of MOT, transports students to and from school over designated routes and on special school trips; maintains an assigned school plant, group of buildings or office space in a clean, orderly and secure manner; performs other related duties as required. This is an itinerant position.

**REPRESENTATIVE DUTIES:**

**Bus Driver Duties:**

1. Completes a daily bus safety check before leaving the maintenance yard;
2. Drives a school bus daily over designated routes in accordance to time schedules, picking up and discharging students;
3. Transports District students, staff and authorized adults on field trips or other authorized destinations;
4. Escorts students across streets and roadways when necessary, stopping traffic as needed;
5. Cleans windshields and headlights; cleans interior and exterior of buses including picking up debris, sweeping floors and wiping upholstery; services buses with fuel and oil;
6. Maintains appropriate behavior among students on buses at all times and while the bus is parked; follows District policies regarding student discipline and conferences with parents when requested;
7. Reports problems or equipment malfunctions; reports incidents which affect the safety of students;
8. Performs first aid or emergency assistance; maintains records of all trips; files accident and discipline reports;
9. Attends scheduled safety meetings; safety programs and other meetings as directed;
10. Responsible for maintaining State Department of Education TO-1 credits and to submit to OMNIBUS ACT rules;
11. Operates various office equipment, including but not limited to, telephone, fax and copier;
12. Assists in the loading and unloading of students from buses; assists students to classrooms, homes and other locations and events as necessary;
13. Performs other duties as directed.

**Custodial Duties:**

1. Confers with the school site administrator regarding special and regular custodian needs;
2. Inspects school plant to assure appropriate maintenance, safety and cleanliness; reports health and safety hazards to appropriate personnel; removes minor graffiti;
3. Performs security duties related to buildings and grounds; sets security alarm system; locks and unlocks doors and gates; raises and lowers flags;
4. Sweeps, cleans, mops, strips, seals, and waxes floors; vacuums and cleans carpets;

5. Empties, cleans, and disinfects waste receptacles; refills dispensers; cleans drinking fountains; cleans and replaces erasers; clean chalk rails; empties pencil sharpeners; cleans and disinfects equipment;
6. Picks-up or sweeps paper and other debris from grounds and buildings;
7. Cleans, scrubs, disinfects and maintains various classrooms, offices and facilities, including but not limited to, restrooms; polishes various fixtures, cleans windows, walls, mirrors, doors and display writing boards;
8. Adjusts and arranges furniture and equipment; sets-up various facilities and equipment for special events, meetings and other school activities;
9. Replaces interior and exterior light bulbs and fluorescent tubes as needed;
10. Dusts and polishes furniture and woodwork;
11. Orders and maintains custodial materials and supplies; receives and distributes supplies and materials as needed;
12. Locates and operates all emergency shutoff valves, switches or controls for electric, gas and water in emergency;
13. Assists in performing minor repairs and adjustments to building fixtures and equipment; performs minor maintenance of custodial equipment;
14. Performs other duties as directed.

### **KNOWLEDGE AND ABILITIES:**

- **Knowledge Of:**

1. Safe driving practices;
2. Operation of modern school buses laws and regulations;
3. Effective reading, oral and writing communications skills;
4. General needs and behavior of children;
5. Record keeping techniques;
6. First aid techniques and practices;
7. Interpersonal skills using patience and courtesy.
8. Health and safety regulations;
9. Proper methods of storing equipment, materials and supplies;
10. Methods, materials and equipment used in custodial work;
11. Requirements of maintaining school buildings in a safe, clean and orderly condition;
12. Interpersonal skills using patience and courtesy.

- **Ability To:**

1. Accept, understand and appropriately respond to the needs of all students, including special education students;
2. Maintain confidentiality of school and student information;
3. Learn state and federal laws, rules and regulations and District policy pertaining to school bus operations and pupil transportation;
4. Learn to drive a school bus safely and efficiently;
5. Learn designated bus routes, including stops and traffic hazards;
6. Maintain order among students while driving a school bus and at bus stops;
7. Recognize malfunctions in equipment and take appropriate action;
8. Assist in performing minor maintenance on school buses and all other district vehicles;
9. Administer first aid to ill or injured passengers;
10. React calmly under stressful situation and emergencies;
11. Lift and move objects weighing up to seventy-five (75) pounds;
12. Climb and work from ladders;
13. Perform minor mechanical repairs on sprinkler systems;

14. Plan and perform custodian work;
15. Use the proper cleaning equipment and materials;
16. Perform minor repairs to facilities and equipment;
17. Maintain custodial supplies and equipment;
18. Sweep, scrub, polish, strip and seal wax floors, dust, vacuum, empty waste receptacles and perform other cleaning duties;
19. Learn school security system;
20. Read, interpret and follow rules, regulations, policies and procedures;
21. Write and print legibly;
22. Work cooperatively with others and independently as needed;
23. Understand and follow oral and written directions;
24. Maintain records and reports;
25. Effectively speak, read and write in English;
26. Meet schedules and timelines;
27. Understand and follow safety directions.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

1. Minimum of high school diploma is desirable or equivalent, and
2. One (1) year of experience or any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above;
3. One (1) year of experience in the operation of a bus or truck is desirable.

#### **Licenses and Other Requirements:**

1. Valid State of California Class "A" or "B" Driver's License with a "P" endorsement.
2. Valid California Bus Certificate.
3. Valid First aid Certificate
4. Valid Medical Certificate.
5. Valid CPR Certificate is desirable.

#### **Working Conditions:**

1. Working in a school bus and maintenance yard environment.
2. Working in a school site both in an indoor and outside environment.
3. Subject to sitting, bending or stooping, lifting, climbing stairs, ladders and walking.
4. Subject to exposure in adverse weather conditions and emergency traffic situations.
5. Work involves heavy physical exertion and noise.

#### **Physical Abilities:**

Seeing to obtain driver's license and to inspect documents and read fine print; hearing and speaking to communicate with others in a normal voice and on the telephone; speak clearly to communicate with parents, staff and others; sitting or standing alternately for extended periods of time; climbing stairs and ladders; dexterity of hands and fingers to operate tools and equipment; write legibly, bending and stooping; reaching overhead and above shoulders; lifting, carrying, pushing, or pulling objects weighing up to seventy-five (75) pounds, pushing students in a wheelchair.

*Pending Board Approval*

**JOB DESCRIPTION**  
**OCCUPATIONAL THERAPIST**  
*new* **\$6,182 - \$7,514**  
**11 month**

**JOB SUMMARY:**

Under the direction of the Director of Pupil Services, Special Education Program Specialist, or Principal, the Occupational Therapist is responsible for participating with an integrative collaborative team to provide assessment, consultation to parents and teachers.

**REPRESENTATIVE DUTIES:**

1. Prepare and conduct initial, triennial, and annual assessments and evaluations.
2. Evaluate students using standardized tests, observations, and/or clinically derived surveys to enhance sensory processing, perceptual-motor skills, motor coordination, self-care, muscle strength, range of motion, postural reflexes, and other functional abilities among identified students. Establish and maintain treatment, intervention and objectives to improve student functioning and enhance student learning. Provide occupational therapy services, intervention, and treatment and activities and assess need for adaptive devices and vocation skills based on child's educational needs.
3. Provide recommendations for occupational therapy interventions as appropriate.
4. Confer with teachers, administrators, and other District staff to develop effective IEPs for individual students; assure IEPs have appropriate goals, accommodations, and modifications to support student learning.
5. Provide occupational therapy services, interventions, treatment, and activities to meet specific IEP and therapeutic goals.
6. Assess need for adaptive devices and vocation skills based on child's educational needs.
7. Design and develop materials and specialized programs for individual student use in the classroom and at home to meet student IFSP or IEP goals; monitor and consult with paraprofessionals and teachers who use and carry out specialized programs.
8. Attend and participate in IFSP/IEP meetings and other assigned meetings and conferences concerning students with special needs and collaborate with staff and administrators in the formulation, development, and implementation of IFSP/IEPs, intervention plans and related services, goals and objectives.
9. Collect and record data for IFSP/IEPs and occupational therapy files.
10. Utilize and adapt a variety of intervention and treatment tools, equipment and materials during therapeutic activities; adjust and demonstrate the use of various therapeutic equipment as needed; evaluate and identify adaptive equipment needs and make adaptations to equipment as needed; confer and collaborate with equipment providers in meeting students' needs.
11. Prepare detailed and concise notes concerning daily therapy activities and student responses and progress; compile information and prepare and maintain various records and detailed written reports concerning students, goals, objectives, progress, assessments, interventions and assigned activities.
12. Supervise COTA or OT fieldwork students in accordance with local state, and national guidelines.
13. Communicate with students, staff, faculty, outside agencies, and others to exchange information and resolve issues or concerns.
14. Attend and participate in various in-services, professional development, committees and workshops as directed.

**REPRESENTATIVE DUTIES CONTINUED:**

15. Operate a variety of office equipment.
16. Performs other job-related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

1. Non-violent crisis intervention techniques and principles.
2. Principles, methods, equipment, and techniques of occupational therapy.
3. Applicable federal, state, and local laws, regulations, and legal mandates related to education, health, and safety codes.
4. Practices, procedures, and techniques involved in the development and implementation of treatment plans and interventions for individual students according to students' needs and disabilities.
5. Child growth and developmental disabilities, diagnosis and syndromes and applicable treatment, assessment, and techniques.
6. Developmental foundations and neurodevelopmental implications related to learning, behaviors, and educational success.
7. Motor and reflex development.
8. Skeletal anatomy, neuromuscular function and dysfunction.
9. Operation of a variety of office equipment, a computer and assigned software.
10. Proper selection, operation and adaptation of therapeutic equipment and assistive technology.
11. Oral and written communication skills.
12. Record keeping and report writing techniques.

**ABILITY TO:**

1. Perform a variety of professional activities involved in observation, assessment, and treatment of needs among identified students with special needs as they relate to occupational therapy.
2. Understand applicable federal, state, and local laws, regulations, and legal mandates related to education, health, and safety codes.
3. Establish and maintain project schedules and balance responsibilities for multiple activities to ensure timely, high quality results.
4. Provide occupational therapy services, intervention, treatment and activities to enhance motor, sensory processing and coordination, perceptual-motor skills, self-care, muscle strengths, range of motion, postural reflexes and other functional abilities among identified students.
5. Participate in the formulation, development and implementation of IFSP/ISPs, benchmark reviews, plans, and related services goals, objectives, and options.
6. Select and deliver appropriate interventions.
7. Conduct student assessments, quantify objectives, and provide recommendations for occupational therapy interventions.
8. Document and quantify objectives for OT intervention.
9. Operate therapeutic equipment and assistive technology.
10. Communicate clearly and effectively, both orally and in writing.
11. Prepare and maintain clear, concise and accurate proposals, reports, documentation, and other written materials.
12. Exercise sound independent judgment within general policy guidelines.
13. Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations.
14. Establish and maintain highly effective, customer-focused working relationships with all families, Rio School District Staff, representatives of other agencies, and others encountered in the course of work.
15. Plan, organize, and maintain an appropriate work pace to accomplish an acceptable volume of work.
16. Work independently with little direction.
17. Drive a car.

**EDUCATION AND EXPERIENCE:**

1. BA/BS or MA/MS degree in Occupational Therapy
2. At least one year work experience providing occupational therapy services for children birth to 8<sup>th</sup> grade.
3. Experience working in a classroom setting.
4. Experience working with students with special needs is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

**Required:**

1. Possession of Board Certification from the National Board for Certification in Occupational Therapy (NBCOT)
2. Valid California State Occupational Therapy License registered through the California Department of Consumer Affairs
3. Valid Driver's License

**Desirable:**

1. Experience working with students with Moderate to Severe Disabilities.
2. Experience working with students with Autism.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Environment:**

1. Classroom, office and outdoor work environment.
2. The noise level in the work environment is usually moderate.
3. Exposure to students who may become hostile or disorderly and who exhibit physical aggression.
4. Required to use personal vehicle in the course of employment.

**PHYSICAL ABILITIES:**

1. Hearing and speaking to exchange information.
2. Seeing to read a variety of materials.
3. Ability to walk long distances.
4. Bending at the waist, kneeling, or crouching to assist students.
5. Frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds.
6. Occasional lifting, pushing and/or pulling of objects which may weigh up to 75 pounds.
7. Sitting or standing for extended periods of time.

Rio School District is an Equal Opportunity/Affirmative Action Employer and Provides a Tobacco Free Environment.

Board approved 3/21/18





EDUCATING LEARNERS FOR THE 21ST CENTURY

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## JOB DESCRIPTION

### ACCOUNT CLERK I/ASB

#### JOB SUMMARY:

Under the direction of an assigned supervisor, performs a variety of accounting clerical duties in the preparation, checking and maintenance of accounting records, support documents and financial and statistical reports in an assigned area such as accounts payable; performs other related duties as required.

#### DISTINGUISHING CHARACTERISTICS:

Incumbents in the Account Clerk I classification performs clerical duties involving regular accounts such as accounts payable. Incumbents in the Account Clerk II classification are assigned more complex and specialized accounting clerical functions: payroll, insurance benefits, and/or other assigned areas. The Account Clerk III classification is the lead classification of the series. Incumbents perform responsible and complex accounting clerical duties in assigned areas.

#### REPRESENTATIVE DUTIES:

1. Assembles, matches, sorts, tabulates and inputs a variety of financial and statistical data.
2. Posts, inputs balance and adjusts accounts; assembles and tabulates financial and statistical data; assures that all data entered or posted is accurate and complete.
3. Prepares, checks, processes and distributes warrants, invoices, purchase orders and similar documents; compares, schedules, indexed and files bills, vouchers, warrants and other records.
4. Assures that District procedures and policies are adhered to at all times.
5. Maintains a variety of statistical records and reports; processes documents involved in financial transactions; reviews and processes revolving cash checks for payment.
6. Obtains and verifies information from other district departments and personnel, vendors, utilities, and other outside organizations as necessary.
7. Assists other personnel as needed in support of the maintenance of ore complex accounts.
8. Resolves problems for discrepancies on account balances and charges.
9. Maintains current tax identification file on vendors; files vendor payment.
10. Operates a variety of office equipment including, but not limited to, computer terminal, computer keyboard, calculator, telephone, fax and copiers.
11. Performs other duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### Knowledge of:

1. Basic accounting practices and procedures.
2. Modern office practices, procedures and operation of equipment.
3. Financial record-keeping techniques.
4. Correct English language usage; vocabulary, spelling, grammar and punctuation.
5. Effective reading, oral and writing communication skills.
6. Telephone technique and etiquette.
7. Operation of standard business equipment and a computer terminal.
8. Interpersonal skills using patience and courtesy.

**ABILITY TO:**

1. Apply financial record-keeping principles to the maintenance of fiscal and accounting records.
2. Perform clerical duties of average difficulty such as filing, duplicating, typing and maintaining simple records.
3. Make arithmetic calculations and tabulations quickly and accurately.
4. Maintain accurate financial and statistical records.
- new* 5. Operate a variety of office equipment such as, but not limited to, computer terminal, computer keyboard, calculator, telephone, fax, copier and 10-key adding machine by touch.
6. Understand and follow oral and written directions.
7. Meet schedules and timelines.
8. Maintain records and files.
- new* 9. Maintain confidentiality of District information.
10. Effectively speak, read and write English.
11. Performs duties effectively with many demands on time and constant interruptions.
12. Establish and maintain effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

High school diploma or equivalent; and one (1) year of financial clerical experience or any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

*new* 1. Valid State of California Driver's License.

**WORKING CONDITIONS:**

1. District office environment.
2. Subject to many demands on time and constant interruptions.
3. Subject to sitting, bending or stooping, lifting and walking.
4. Subject to working in school environment and exposure to sunlight and other outside conditions.

**PHYSICAL ABILITIES:**

1. Seeing to inspect documents and to read fine print; depth perception to file.
2. Hearing and speaking to communicate with others in a normal voice in person and on telephone.
3. Speak clearly to communicate with parents; staff and others.
4. Sitting or standing alternately for extended periods of time.
5. Climbing stairs.
6. Dexterity of hands and fingers to operate office equipment.
7. Write legibly.
8. Bending and stooping; reaching overhead and above shoulders; lifting, carrying, pushing, or pulling objects weighing up to twenty-five (25) pounds.

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## JOB DESCRIPTION

### ACCOUNT CLERK II

#### JOB SUMMARY:

Under the direction of an assigned supervisor, performs a variety of accounting clerical duties in the preparation, checking and maintenance of support documents and financial and statistical reports in an assigned area such as accounts receivable, payroll and insurance benefits; performs other related duties as required.

#### DISTINGUISHING CHARACTERISTICS:

Incumbents in the Account Clerk II classification are assigned more complex and specialized accounting clerical functions: payroll, insurance benefits, or other assigned areas. Incumbents in the Account Clerk I classification perform accounting clerical duties involving regular accounts such as accounts payable. The Account Clerk III classification is the lead classification of the series. Incumbents perform responsible and complex accounting clerical duties in assigned areas.

#### REPRESENTATIVE DUTIES:

1. Performs a variety of accounting clerical work in posting, assembling, tabulating and reconciling financial data.
2. Maintains assigned accounts; balances checks, and corrects irregularities; maintains and reports on account balances as necessary.
3. Maintains various financial or statistical records, documents and files.
4. Prepares invoices, purchase orders, and similar documents; audits and inputs for payment. Initiates payments for expenditures as directed; assures proper authorization for expenditures.
5. Receives and processes time cards for payroll; checks for accuracy and verifies required information; posts and adjusts data as necessary; totals and balances to prepare payroll.
6. Obtains, verifies and provides information to other district departments and personnel, vendors, banks and other outside organizations regarding assigned accounting area; researches and provides information from records and files as required.
7. Reconciles various billings; provides for the timely processing and delivery of checks, billings, invoices and other accounting-related materials.
8. Deposits money; maintains records of cash transactions; prepares and distributes warrants as necessary.
9. Reviews and processes revolving cash checks for payments.
10. Operates computer terminal to enter financial information, verifying input to assure accuracy.
11. Operates a variety of office equipment including, but not limited to, computer keyboard, calculator, telephone, fax and copiers.
12. Expedites orders as necessary; discusses invoice adjustment with vendors as necessary.
13. Performs related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### Knowledge Of:

1. Accounting practices and procedures.
2. Modern office practices, procedures and operation of equipment.
3. Financial record-keeping techniques
4. Correct English language usage, vocabulary, spelling, grammar and punctuation.
5. Effective reading, oral and writing communication skills.
6. Telephone technique and etiquette.
7. Operation of standard business equipment and a computer terminal.
8. Interpersonal skills using patience and courtesy.

### ABILITY TO:

1. Apply financial record-keeping principles to the maintenance of complex fiscal and accounting records as it relates to assigned area.
2. Perform clerical duties of above average difficulty
3. Make arithmetic calculations and tabulations quickly and accurately.
4. Maintain accurate financial and statistical records.
5. Operate a variety of office equipment such as, but not limited to, computer terminal, computer keyboard, calculator, telephone, fax, copiers, and a 10-key adding machine by touch.
6. Prepare data processing input documents rapidly and accurately.
7. Understand and follow oral and written directions.
8. Meets schedules and timelines.
9. Maintain records and files.
10. *new* Maintain confidentiality of District information.
11. Performs duties effectively with many demands on time, and constant interruptions.
12. Establish and maintain effective working relationships with others.

## EDUCATION AND EXPERIENCE:

High school diploma or equivalent; and three (3) years of financial clerical experience, preferably one (1) year in a school district or any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

## WORKING CONDITIONS:

1. District office environment.
2. Subject to many demands on time and constant interruptions.
3. Subject to sitting, bending or stooping, lifting and walking.
4. Subject to working in a school environment and exposure to sunlight and other outside conditions.

## PHYSICAL ABILITIES:

1. Seeing to inspect documents and to read fine print.
2. Depth perception to file.
3. Hearing and speaking to communicate with others in a normal voice in person and on telephone.
4. Speak clearly to communicate with parents, staff and others.
5. Sitting or standing alternately for extended periods of time.
6. Climbing stairs; dexterity of hands and fingers to operate office equipment.
7. Write legibly.
8. Bending and stooping; reaching overhead and above shoulders.
9. Lifting, carrying, pushing, or pulling objects weighing up to twenty-five (25) pounds.

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## JOB DESCRIPTION

### ACCOUNT CLERK III

#### JOB SUMMARY:

Under the direction of an assigned supervisor, performs difficult and complex accounting clerical duties requiring independent judgment and knowledge related to District financial procedures and an assigned function such as payroll, attendance accounting, State and Federal reports; performs other related duties as required.

#### DISTINGUISHING CHARACTERISTICS:

The Account Clerk III classification is the lead classification of the series. Incumbents perform responsible and complex accounting clerical duties in assigned areas. Incumbents in the Account Clerk I classification perform accounting clerical duties involving regular accounts such as accounts payable. Incumbents in the Account Clerk II classification are assigned more complex and specialized accounting clerical functions; payroll, insurance benefits or other assigned areas.

#### REPRESENTATIVE DUTIES:

1. Compiles and analyzes financial and statistical data and prepares various reports and statements related to assigned programs for functions.
2. Performs a variety of bookkeeping and financial record-keeping duties, assuring compliance with applicable federal and state rules, laws and regulations; maintains ledgers; posts, adjusts and verifies data; corrects irregularities and balances ledgers; review reports for accuracy; matches bank deposit slips to reports.
3. Prepares and maintains various records, files, lists, logs and cards related to assigned program or functions; posts, assembles and tabulates financial and statistical data; compiles information and data and prepares a variety of financial and statistical reports and summaries.
4. Receives and processes payroll timesheets; computes earnings and calculates deductions; corrects, adjusts and balances payroll; verifies accuracy and completeness of data and documents and submits to County for processing pay warrants.
5. Prepares invoices and similar documents; audits and inputs for payment; maintains and monitors records and accounts regarding District contracts and agreements.
6. Initiates payments for expenditures as directed; assures proper authorization for expenditures.
7. Calculates miscellaneous tax payments and processes appropriate tax forms; send to appropriate agencies.
8. Monitors and prepares reports for District attendance.
9. Monitors changes in payroll-related data; prepares changes or corrections as necessary.
10. Receives and sorts paychecks for delivery according to established procedures and guidelines.
11. Prepares voluntary payroll deduction input; verifies accuracy and completeness of employee directed charges; establishes deductions resulting from employee contractual agreements; correct, adjust and balances and input and submits to county for processing with regular payroll; maintains all employee authorizations.
12. Obtains, verifies and provides information to other District departments and personnel, other schools, insurance companies, banks and other outside agencies and organizations; responds to questions or complaints from employees regarding District payroll, insurance or related procedure.
13. Provides work direction and guidance to other personnel as assigned.
14. Operates computer terminal to enter financial information, verifying input to assure accuracy.
15. Operates a variety of office equipment including, but not limited to; calculator, telephone, fax and copiers.
16. Performs related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### Knowledge Of:

1. Practices, procedures and terminology used in accounting, bookkeeping, invoice auditing and financial record-keeping.
2. Financial record-keeping techniques.
- new* 3. Modern office practices, procedures and operation of standard business equipment and a computer terminal.
4. Organization, operations, rules, policies and objectives of an accounting department.
5. Effective reading, oral and writing communication skills.
6. Technical aspects of field of specialty.
7. Interpersonal skills using patience and courtesy.
8. Telephone technique and etiquette.
9. Correct English language usage; vocabulary, spelling, grammar and punctuation.

### ABILITY TO:

1. Perform difficult and complex accounting, bookkeeping, or financial record-keeping clerical duties related to assigned program or functions.
2. Maintain complex financial and statistical records; analyze data and prepare accurate reports.
3. Apply financial record-keeping principles to the maintenance of complex fiscal and accounting records as it relates to assigned area.
4. Read and interpret various state and federal guidelines or other information pertaining to work.
5. Understand and follow oral and written directions.
6. Analyze situations accurately and respond appropriately.
7. Meet schedules and timelines.
8. Plan and organize work.
9. Make arithmetic calculations and tabulations quickly and accurately.
10. Effectively speak, read, and write English.
- new* 11. Operate a variety of office equipment such as, but not limited to, computer terminal, calculator, telephone, fax, copiers, and a 10-key adding machine by touch.
- new* 12. Establish and maintain effective working relationships with others.
13. Maintain confidentiality of District information.
14. Performs duties effectively with many demands on time and constant interruptions.

## EDUCATION AND EXPERIENCE:

High school diploma or equivalent; and four (4) years of financial clerical experience, preferably two (2) years in a school district or any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

## WORKING CONDITIONS:

1. District office environment.
2. Subject to many demands on time and constant interruptions.
3. Subject to sitting, bending or stooping, lifting and walking.
4. Subject to working in a school environment and exposure to sunlight and other outside conditions.

## PHYSICAL ABILITIES:

1. Seeing to inspect documents and to read fine print; depth perception to file.
2. Hearing and speaking to communicate with others in a normal voice in person and on telephone.
3. Speak clearly to communicate with parents, staff and others.
4. Sitting or standing alternately for extended periods of time.
5. Climbing stairs.
6. Dexterity of hands and fingers to operate office equipment; write legibly; bending and stooping; reaching overhead and above shoulders; lifting, carrying, pushing, or pulling objects weighing up to twenty-five (25) pounds.

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JOB DESCRIPTION:

PURCHASING ASSISTANT

Range 42

JOB SUMMARY:

*NEW*  
Under the direction of the Director of Fiscal Services performs duties related to the District's purchasing program. Individual must be highly skilled and detailed-oriented; provide complex administrative duties in the Business Services Division. As the Purchasing Assistant, the individual must be able to process and complete purchasing duties in accordance with company policies and local bidding laws.

REPRESENTATIVE DUTIES:

1. Performs a wide variety of high-level clerical responsibilities in support of the purchasing program.
2. Responds to questions regarding purchasing policies and procedures.
3. Maintains numerical files on all purchase orders and requisitions processed.
4. Operates a computerized purchase order system; prepare purchase orders for signature; prepare purchase order reports for Board agendas.
5. Expedites purchase orders to insure prompt delivery; contact vendors concerning discrepancies or problems related to purchases.
6. Resolves delivery problems and other discrepancies related to purchase orders; conduct follow-up activities as necessary to finalize purchase order transactions.
7. Assists the warehouse and district personnel with the return of incorrect materials; obtain credit or exchange from vendors.
8. Verifies accuracy and route purchase order and requisition paperwork.
9. Prepares and maintains a variety of records, logs and files related to purchasing activities and operations.
10. Reports all student accidents monthly to insurance adjusters.
11. Maintains District telephones.
12. Submits and maintains all liability insurance claims student/employees.
13. Performs data entry/processes purchase orders, vendor information.
14. Coordinates with vendors for off-site printing services.
15. Ensures maintenance of District fixed assets. Processes Requests for Proposals (RFP).
16. Processes W-9 tax documents.
17. Develops, implements, and monitors an obsolete equipment program.
18. Process all District Field Trip requests.
19. Processes credit applications.
20. Completes adjustments to purchase orders and encumbrances.
21. Maintains all service and lease agreements.
22. Completes annual renewal of insurance liability coverage for District.
23. Facilitates purchasing bids and negotiations.
24. Conducts meetings with prospective vendor clients.

**REPRESENTATIVE DUTIES CONTINUED:**

25. Files and organizes related documents.
26. Inputs data into database system.
27. Provides secretarial/clerical support to the Division as needed.
28. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. To successfully and efficiently perform this job, an individual must be able to perform all the essential duties in a professional and efficient manner that constitutes a satisfactory rating.
2. The minimum requirements noted below are essential to successfully perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- new*
1. Must be able to define problems, collect data, establish facts, and draw conclusions.
  2. Knowledge of software applications; performing standard bookkeeping; and preparing and maintaining accurate records.
  3. Basic math, including calculation using fraction, percents, and and/or ratios.
  4. Accounting/bookkeeping principles.
  5. Office management procedures.
  6. Concepts of grammar and punctuation.
  7. Purchasing procedures, practices, methods, and terminology.

**ABILITY TO:**

1. Ability to read, analyze and interpret financial reports and legal documents; respond to inquiries and complaints both verbally and in writing.
2. Ability to apply mathematical concepts, such as mathematical operations, variances, pricing, and factor analysis.
3. Ability to interpret policies and procedures, legal statements, and contracts.

**EDUCATION AND EXPERIENCE:**

1. The candidate must possess a combination of experience and education in business or related field that will provide the knowledge and skills required to perform the duties of this position.
2. A Bachelor's degree is preferred.
3. A minimum of five (5) years related experience and/or training; or equivalent combination of education and experience is required.

**WORKING CONDITIONS:**

- new*
1. District office environment.
  2. Subject to many demands on time and constant interruptions.
  3. Subject to sitting, bending or stooping, lifting and walking.
  4. Subject to working in a school environment and exposure to sunlight and other outside conditions.



**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.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

**PHYSICAL ABILITIES CONTINUED:**

2. Perceiving the nature of sound, near and far vision, depth perception.
3. Providing oral information.
4. Manual dexterity to operate business related equipment.
5. Handle and work with various materials and objects are important aspects of this job.

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## JOB DESCRIPTION

### BUS DRIVER / DELIVERY DRIVER

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, the employee transports students to and from school over designated routes and on special school trips; operates a District vehicle to transport various supplies and equipment; performs other related duties as required.

#### REPRESENTATIVE DUTIES:

1. Completes a daily bus safety check before leaving the maintenance yard.
2. Performs two-way radio communication with transportation staff as needed in an appropriate and professional demeanor.
3. Drives a school bus daily over designated routes in accordance to time schedules, picking up and discharging students.
4. Transports District students, staff and authorized adults on field trips or other authorized destinations.
5. Escorts students across streets and roadways when necessary, stopping traffic as needed.
6. Cleans windshields and headlights; cleans interior and exterior of buses including picking up debris, sweeping floors, and wiping upholstery, services bus with fuel and oil.
7. Maintains appropriate behavior among students on buses at all times and while the bus is parked, follows District policies regarding student discipline and conferences with parents when requested.
8. Reports problems or equipment malfunctions, reports incidents which affect the safety of students.
9. Performs first aid or emergency assistance.
10. Maintains records of all trips, files accident and discipline reports.
11. Attends scheduled safety meetings, safety programs and other meetings as directed.
12. Responsible for maintaining State Department of Education TO-1 credits to submit to OMNIBUS ACT rules.
13. Assists in the loading and unloading of students from buses; assists students to classrooms, homes and other locations and events as necessary.
14. Operates a District vehicle to transport various supplies and equipment, such as but not limited to, cafeteria food, school supplies and equipment and the daily mail run.
15. Performs errands as directed.
16. Picks-up and delivers various materials.
17. Operates a variety of machines and equipment, such as but not limited to, telephones, calculators, adding machines, computers, rolling stock ladders, hand trucks and carts, trailers and pallet jacks.
18. Performs other related duties as directed.

## KNOWLEDGE AND ABILITIES:

### Knowledge Of:

1. Safe driving practices.
2. Operation of modern school buses laws and regulations.
3. General needs and behaviors of children.
4. Record keeping techniques.
5. First aid techniques and practices.
6. Equipment and supplies used in schools.
7. Health and safety regulations.
8. Interpersonal skills using patience and courtesy.
9. Proper methods of storing equipment, materials and supplies.
10. Proper loading of trucks.
11. Safe driving techniques.
12. Effective reading, oral and writing communication skills.

### Ability To:

1. Accept, understand and appropriately respond to the needs of students including special education students.
2. Maintain confidentiality of school and student information.
- new* 3. Ability to interact with other employees and co-workers to accomplish common tasks and promote good staff morale.
4. Learn state and federal laws, rules and regulations and District policies pertaining to school bus operations and pupil transportation.
5. Learn to drive a school bus safely and efficiently.
6. Learn designated bus routes, including stops and traffic hazards.
7. Maintain order among students while driving a school bus and at bus stops.
8. Recognize malfunctions in equipment and take appropriate action.
9. Assists in performing minor maintenance on school buses and all other District vehicles.
10. Administer first aid to or injured passengers.
11. React calmly under stressful situations and emergencies.
12. Meet schedules and timelines.
13. Operate a forklift and District vehicle.
14. Inspect deliveries for damage, obvious and concealed.
15. Understand and follow oral and written directions.
16. Work cooperatively with others and independently as needed.
17. Performs heavy manual labor.
18. Follow an assigned route.
19. Effectively speak, read and write in English.
20. Lift and move objects weighting up to seventy-five (75) pounds.
21. Read, interpret and follow rules, regulations, policies and procedures.
22. Observe legal and defensive driving practices.
23. Maintains records and reports.
24. Write and print legibly.
25. Climb and work from ladders and stairwells.
26. Perform related duties as directed.
- new* 27. Drive all Rio School District Busses; maintain all necessary proficiencies.

## EDUCATION AND EXPERIENCE:

1. Minimum of high school diploma or equivalent, and
2. One (1) year of experience in the operation of a bus or truck is desirable or any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above. Any knowledge and experience as it relates to the Food Service Satellite programs is highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

1. Valid State of California Class "A" or "B" Driver's License with "P" endorsement.
2. Valid State of California Class "C" Driver's License (For both Type 1 and Type 2 Busses)
3. Valid California Bus Certificate.
4. Valid First Aid Certificate.
5. Valid CPR Certificate.
6. Valid Medical Certificate.

**WORKING CONDITIONS:**

1. Working on a school bus, school site and warehouse/maintenance yard environment.
2. Subject to sitting, bending, stooping, lifting, climbing stairs and ladders and walking.
3. Subject to exposure to sunlight, fumes, noise, extreme heat and cold and other outside conditions.
4. Subject to working in adverse weather conditions and emergency traffic situations.
5. Work involves heavy physical exertion, working with a forklift and noise.

**PHYSICAL ABILITIES:**

1. Seeing to inspect documents and to read fine print; depth perception to file.
2. Hearing and speaking to communicate with others in a normal voice in person and on telephone.
3. Speak clearly to communicate with parents, staff and others.
4. Sitting or standing alternately for extended periods of time; climbing stairs.
5. Dexterity of hands and fingers to operate office equipment.
6. Write legibly.
7. Bending and stooping; reaching overhead and above shoulders.
8. Lifting, carrying, pushing, or pulling objects weighing up to seventy-five (75) pounds.
9. Pushing students in a wheelchair.

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## JOB DESCRIPTION

### BUS DRIVER/MAINTENANCE

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, the bus driver/maintenance position transports students to and from school over designated routes and on special school trips; performs a wide variety of unskilled to semi-skilled work in the maintenance and repair of District facilities and equipment; assists skilled personnel in the performance of a wide variety of duties related to the building trades; performs other related duties as required.

#### REPRESENTATIVE DUTIES:

1. Completes a daily bus safety check before leaving the maintenance yard.
- new* 2. Performs two-way radio communication with transportation staff as needed in an appropriate and professional demeanor.
3. Drives a school bus daily over designated routes in accordance to time schedules, picking up and discharging students.
4. Transports District students, staff and authorized adults on field trips or other authorized destinations.
5. Escorts students across streets and roadways when necessary, stopping traffic as needed.
6. Cleans windshields and headlights; cleans interior and exterior of buses including picking up debris, sweeping floors and wiping upholstery; services buses with fuel and oil.
7. Maintains appropriate behavior among students on buses at all times and while the bus is parked; follows District policies regarding student discipline and conferences with parents when requested.
8. Reports problems or equipment malfunctions; reports incidents which affect the safety of students.
9. Performs first aid or emergency assistance; maintains records of all trips; files accident and discipline reports.
10. Attends scheduled safety meetings; safety programs and other meetings as directed.
11. Responsible for maintaining State Department of Education IO-1 credits and to submit to OMNIBUS ACT rules.
12. Operates various office equipment, including but not limited to, telephone, fax and copier.
13. Assists in the loading and unloading of students from buses; assists students to classrooms, homes and other locations and events as necessary.
14. Performs a variety of unskilled and semi-skilled work in the maintenance and repair of District facilities and equipment.
15. Assists skilled personnel in the performance of a wide variety of duties related to the building trades.
16. Operates a variety of equipment, including but not limited to, saws, drills, presses, sanders, routers, planers and various hand tools to perform repair and maintenance work.
17. Maintains various routine records related to labor, materials and work orders.
18. Performs related duties as directed.

### Knowledge Of:

1. Safe driving practices.
2. Operation of modern school buses laws and regulations.
3. General needs and behaviors of children.
4. Record keeping techniques.
5. First aid techniques and practices.
6. Equipment and supplies used in schools.
7. Interpersonal skills using patience and courtesy.
8. Basic tools, methods and techniques used in general maintenance and repair.
9. Use of hand and power tools used in maintenance and repair.

### Ability To:

1. Accept, understand and appropriately respond to the needs of special education students.
2. Maintain confidentiality of school and student information.
3. Learn state and federal laws, rules and regulations and District policy pertaining to school bus operations and pupil transportation.
4. Learn to drive a school bus safely and efficiently.
5. Learn designated bus routes, including stops and traffic hazards.
6. Maintain order among students while driving a school bus and at bus stops.
7. Recognize malfunctions in equipment and take appropriate action.
8. Assists in performing minor maintenance on school buses and all other district vehicles.
9. Administer first aid to ill or injured passengers.
10. React calmly under stressful situation and emergencies.
11. Meet schedule and timelines.
12. Effectively speak, read and ad write in English.
13. Maintain simple records.
14. Understand and follow oral and written directions.
15. Work cooperatively with others and independently as needed.
16. Ability to interact with other employees and co-workers to accomplish common tasks and promote good staff morale.
17. Write and print legibly.
18. Perform a wide variety of unskilled to semi-skilled work in the maintenance and repair of District facilities and equipment.
19. Assist skilled personnel in the performance of a wide variety of duties related to the building trades.
20. Lift and move objects weighing up to seventy-five (75) pounds.
21. Climb and work from ladders.
22. Performs heavy manual labor.
23. Drive all Rio School District Busses; maintain all necessary proficiencies.

### EDUCATION AND EXPERIENCE:

1. Minimum of high school diploma or equivalent, and
2. One (1) year of experience in the operation of a bus or truck is desirable or any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

### LICENSES AND OTHER REQUIREMENTS:

1. Valid State of California Class "A" or "B" Driver's License with "P" endorsement.
2. Valid State of California Class "C" Driver's License (For Type 1 and Type 2 Busses)
3. Valid California Bus Certificate.
4. Valid First Aid Certificate.
5. Valid CPR Certificate.
6. Valid Medical Certificate.

**WORKING CONDITIONS:**

1. Working in a school bus and maintenance yard environment.
2. Subject to sitting, bending or stooping, lifting, climbing stairs, ladders and walking.
3. Subject to exposure in adverse weather conditions and emergency traffic situations.
4. Work involves heavy physical exertion and noise.

**PHYSICAL ABILITIES:**

1. Seeing to obtain driver's license and to inspect documents and read fine print.
2. Hearing and speaking to communicate with others in a normal voice and on the telephone.
3. Speak clearly to communicate with parents, staff and others.
4. Sitting or standing alternately for extended periods of time; climbing stairs and ladders.
5. Dexterity of hands and fingers to operate tools and equipment.
6. Write legibly.
7. Bending and stooping; reaching overhead and above shoulders.
8. Lifting, carrying, pushing, or pulling objects weighing up to seventy-five (75) pounds.
9. Pushing students in wheelchairs.

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## JOB DESCRIPTION

### AFTER SCHOOL PROGRAM SPECIALIST

#### JOB SUMMARY:

Under the supervision of the After School Program Site Coordinator <sup>MRU</sup> or designee, plans, implements, supervises and evaluates activities provided within a specific program area such as education, social recreation, arts & crafts, and physical education

#### RESPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

- I. Create an environment that facilitates the achievement of Youth Development Outcomes in the Afterschool Program (ASP):
  - Promote and stimulate program participation.
  - Ensure that all programs and activities are organized and conducted in a professional manner.
  - Provide support to students and families at all times.

#### ***Program Development and Implementation***

2. Effectively implement and administer programs, services and activities for ASP students and visitors.
3. Monitor and evaluate ASP services and activities to ensure safety of students, quality in programs and appearance of the program at all times. Prepare periodic activity reports.
4. Plan and develop daily/weekly lesson plans, coordinate, and implement daily academic (home assistance) curriculum and daily/weekly high yield enrichment activities and structured physical activities for youth.
5. Be prepared with weekly schedule and each rotation planned in advance using a variety of activities that utilize and teach diverse learning skills.
6. Aid in the continual development and implementation of new, fun, and educational activities for youth.
7. Aid in the development, planning, and implementation of on-going quarterly activities, special events, parent night, etc.
8. Establish communication links between students, parents, administration, teachers, school support staff, police, community leaders and supervisors.

#### ***Supervision***

9. Ensure a productive work environment by participating in weekly site staff meetings and required professional development trainings.
10. Assist with the implementation and enforcement of safety policies/procedures regarding participant safety.
11. Assist with the up-keep of program maintenance and appearance.
12. Handle minor youth conflict as it occurs in programs.



**RESPRESENTATIVE DUTIES CONTINUED:**

***Building Relationships***

13. Maintain close, daily contact with program staff and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions, implementation of curriculum; instruct; and advise/counsel or as instructed by supervisor.
14. Maintain contact with school community, students' parents and others to assist in resolving problems.
15. Create a positive relationship and collaboration with the school administration, teachers and janitorial staff.
16. May participate in special programs and/or events
17. Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

1. Knowledge of youth development

**ABILITY TO:**

1. Ability to motivate youth and manage behavior problem.
2. Ability to deal with the general public
3. Ability to plan and implement quality programs for youth
4. Ability to organize and supervise members in a safe environment

**EDUCATION AND EXPERIENCE:**

1. Pass district instructional aide exam or hold a two year degree in related field from an accredited college.
2. Or university, or meet school district required number of units at an accredited college or university.

**LICENSES AND OTHER REQUIREMENTS:**

1. Valid State Drivers License (recommended)

**WORK CONDITIONS:**

1. School/Classroom student environment.
2. Subject to sitting, bending or stooping, lifting and walking.
3. Subject to working in a school environment and exposure to sunlight and other outside conditions.
4. Subject to working at computer video work station(s), operating computer keyboards, looking at computer video screens.

**PHYSICAL ABILITIES:**

1. Seeing to inspect documents and to read fine print; depth perception to file; hearing.
2. Speaking to communicate with others in a normal voice, in person and on telephone.
3. Speak clearly to communicate with parents, staff and others.
4. Sitting or standing alternately for extended periods of time.
5. Climbing stairs.
6. Dexterity of hands and fingers to operate office equipment.
7. Write legibly.

**PHYSICAL ABILITIES CONTINUED:**

8. Bending and stooping; reaching overhead and above shoulders.
9. Lifting, carrying, pushing, or pulling objects weighing up to twenty-five (25) pounds.

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## JOB DESCRIPTION

### AFTER SCHOOL PROGRAM SITE COORDINATOR

#### JOB SUMMARY:

Under the supervision of the District After School Program Coordinator, this position is responsible for overseeing the delivery of a broad range of programs within designated school areas that include Academic and Curricular Program Areas; Sports, Fitness, and Recreation; The Arts; Character & Leadership Development; Career & Education Development; Health & Life Skills. This position plans, develops and oversees implementation and supervises programs and program staff.

#### REPRESENTATIVE DUTIES:

##### *Prepare Youth for Success*

1. Plan and oversee the administration of designated programs and activities that support Youth Development Outcomes:
  - Establish program objectives consistent with organizational goals and mission.
  - Oversee the provision of day-to-day program activities in accordance with established standards and goals.
  - Ensure that students are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
  - Demonstrate leadership to assure conduct, safety and development of students.

##### *Program Development and Implementation*

2. Conduct regular/weekly meetings with program staff. Establish and maintain program goals and settings that insure the health and safety of members.
3. Ensure that staff and volunteers understand and effectively communicate standards of program; that program areas are safe, well lit and ventilated; and that equipment is maintained in good working condition.
4. Ensure the evaluation of programs on a continual basis and ensure programs/activities respond to member needs and address their gender and cultural diversity.
5. Control program and activity expenditures.

##### *Supervision*

6. Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal.
7. Identify and support training and development opportunities for assigned volunteers and staff. Attend required professional development trainings.

**WORKING CONDITIONS:**

1. School/Classroom student environment.
2. Subject to sitting, bending or stooping, lifting and walking.
3. Subject to working in a school environment and exposure to sunlight and other outside conditions.
4. Subject to working at computer video work station(s), operating computer keyboards, looking at computer video screens.

**PHYSICAL ABILITIES:**

1. Seeing to inspect documents and to read fine print: depth perception to file.
2. Hearing and speaking to communicate with others in a normal voice in person and on telephone.
3. Speak clearly to communicate with parents, staff and others.
4. Sitting or standing alternately for extended periods of time.
5. Climbing stairs.
6. Dexterity of hands and fingers to operate office equipment: write legibly.
7. Bending and stooping: reaching overhead and above shoulders.
8. Lifting, carrying, pushing, or pulling objects weighing up to twenty-five (25) pounds.

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6.6





**Agenda Item Details**

Meeting	Jul 24, 2019 - RSD Special Board Meeting
Category	6. Information/Action
Subject	6.6 New Proposed Job Descriptions
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	54,600.00
Budgeted	Yes
Budget Source	\$24,600 LCAP; \$30,000 General Fund
Recommended Action	It is recommended the board take action and approve the new proposed job descriptions as presented.
Goals	<p><b>Goal 5-Recruit, hire, train, and retain exemplary employees who are caring, committed, collaborative, creative and critical thinkers.</b></p> <p><b>Goal 4-Prepare students to be college and career ready through technology and innovation that facilitates collaboration, creativity, critical thinking and communication.</b></p> <p><b>Goal 2-Engage parents and other District stakeholders in the development of meaningful partnerships to support student learning.</b></p> <p><b>Goal 3-Create welcoming and safe environments where students attend and are connected to their school</b></p> <p><b>Goal 1-Improved student achievement at every school and every grade in all content areas</b></p>

**Public Content**

Speaker: John Puglisi, Carolyn Bernal

Rationale: The district management team has worked collaboratively to examine and realign/redistribute the work of the team in order to better serve and support student achievement, learning and social-emotional well-being. These new job descriptions maximize both people and services and strengthens the support system of the administrative team overall at a very minimal cost. The district recommends approval of the newly created job descriptions.

[New Job Descriptions.pdf \(4,364 KB\)](#)

**Administrative Content**







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## JOB DESCRIPTION

### ASSISTANT SUPERINTENDENT OF SCHOOL AND SYSTEM IMPROVEMENT \$138,295 – 159,491/225 Work Days

#### JOB SUMMARY:

Under the direction of the Superintendent, this position oversees and supports school and system improvement planning and structures aimed at improving overall student learning, student achievement, and student social-emotional well-being. This position has direct oversight over the human resources department including the planning and directing of programming for certificated and classified employees and aims to develop and implement improvement processes to maximize employee potential in order to improve student learning, achievement, and social-emotional well-being.

#### MAJOR DUTIES AND RESPONSIBILITIES:

The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

**System Improvement:** *The Assistant Superintendent recognizes that the recruitment and retention of a highly knowledgeable and committed staff is foundational to the District's success and ensures the implementation of best practices for human resource management and oversight, including recruitment, hiring practices, staffing, employee evaluation, and other human resource functions within the District.*

1. Plans, directs, and coordinates the District's Human Resources Division;
2. Supervises, develops, and evaluates the performance of assigned personnel; plans, assigns, and directs the work of subordinates; addresses and manages complaints and problems;
3. Attends Board of Education meetings as a resource to the Superintendent;
4. Develops, refines, interprets, and recommends policies and procedures for the Superintendent's review and administers same upon adoption by the Board of Education;
5. Interprets District personnel policies, legal requirements, and philosophy to the Board of Education, staff, and the community;
6. Oversees employment, promotion and assignment of certificated and classified employees, in keeping with legal requirements and Board Policies;
7. Maintains current knowledge and monitors compliance with state laws and codes, credentialing, court decisions, and other laws, regulations, and litigation relevant to all areas of personnel and employee relations;
8. Assists in the data gathering process and in the preparation of the Board of Education's agenda and related materials; delivers reports and presentations as necessary;
9. Promotes effective, two-way communication; collaborative planning and problem solving; innovative thinking; organizational efficiency; and accountability within the human resources division;
10. Prepares, monitors, and revises budgets to maintain fiscal accountability and program quality for all assigned programs and services;
11. Files reports with county, state, and federal agencies as required;
12. Provides required training and district procedure updates for the certificated and classified staff;
13. Oversees orientation for new employees;

14. Works with district administration and principals on staffing to support the educational priorities of the district;
15. Maintains and oversees district enrollment processes including inter-district and intra-district application and implementation processes in order to appropriately project and hire personnel;
16. Develops and maintains a system of personnel records to provide a comprehensive record of all matters relating to employment status;
17. Acts as a resource on evaluation procedures for both certificated and classified personnel;
18. Administers the classified and certificated personnel grievance process;
19. Works with Business Services on staffing, wage, and salary data required for budget preparation and negotiations, salary, and health and welfare information;
20. Serves as the chief negotiator representing the district team. Calendars and coordinates negotiation sessions with employee bargaining units; prepares, works with district administration and district legal counsel to prepare district proposals; maintains records of negotiations sessions and district caucuses;
21. Interprets the negotiated agreements to members of the staff, as appropriate;
22. Maintains an effective working liaison with District legal counsel;
23. Performs actions and makes recommendation to the Superintendent on employee matters, as appropriate;
24. Coordinates the functioning of the Division with the Business Services and Educational Services Division;
25. Performs such tasks and assumes such responsibilities as may be assigned by the Superintendent.

**School Improvement:** *The Assistant Superintendent shall work collaboratively with the Superintendent, District administrators, teachers and support staff to create a culture of teaching and learning, with an emphasis on continuous school improvement and the implementation of best practices.*

1. Provides leadership in school improvement processes, programs, and systems;
2. Effectively collaborates with the Superintendent and Executive Cabinet team to develop and monitor district policy and administrative regulations related to Organizational Leadership that targets improved student achievement and student social-emotional well-being;
3. Assists the Superintendent in developing and implementing operational plans and processes to accomplish strategic goals of the district;
4. Assists and motivates others in achieving personal, professional, and district goals that support improved student learning, achievement and social-emotional well-being;
5. Assists the Superintendent in identifying, analyzing, and resolving problems that impact the district, student learning, and student social-emotional well-being;
6. Maintains a regular presence in district buildings and at district events for the purpose of monitoring effectiveness of programming;
7. Provides leadership and support to the administrative team in implementation processes of the district's vision, mission, and short/long term priorities and strategic planning;
8. Assists the Superintendent in analyzing and seeking continuous improvement of professional learning practices and methodologies of staff collaboration and their impacts on student learning and teaching effectiveness;
9. Facilitates solutions for areas of responsibility, and identifies discrepancies between goals and current status in order to stimulate achievement, and provide support for departments' continuous improvement objectives and strategies;
10. Assists the Superintendent in guiding, mentoring, coaching, and developing principals to provide learning environments that enable every student to achieve;
11. Assists the Superintendent in supporting principals to assess the core competencies that teachers need to implement curriculum, deliver instruction and improve their teaching practices;
12. Assists the Superintendent in developing, overseeing, and evaluating the effectiveness of a world-class professional development program to improve learning for staff and administrators;
13. Assists the Superintendent in supporting principals to identify and create instructional environments that support academic rigor, access, cultural relevance, and relationships that ignite the potential of each and every student;

14. Effectively collaborates with the Superintendent and the Executive Cabinet team to inform the development of district and school culture and climate that promotes and sustains student learning, achievement, and social-emotional well-being;
15. Performs such tasks and assumes such responsibilities as may be assigned by the Superintendent.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Problem solving and conflict resolution techniques; principles and practices of modern public Human Resource administration; recruitment, selection, training, and evaluation procedures; collective bargaining and contract management techniques; program planning, development, and evaluation methods; state and federal laws, regulations, and codes related to basic school district and human resources; budget preparation and administration; record keeping techniques; basic research and statistical methods; procedures and legal issues involving labor practices; oral and written communication skills and computer literacy; interpersonal skills; team building methods and techniques; principles and practices of administration, supervision, and training; learning theory, program planning, curriculum development, effective instructional programs and methodologies, teaching/learning process in school setting.

#### **Ability To:**

Communicate effectively both orally and in writing with individuals and groups with diverse backgrounds; maintain records and generate reports; prepare and deliver oral presentations; establish and maintain team-building, cooperative and effective working relationships with others; train, supervise, and evaluate personnel; complete work with many interruptions; use data-driven decision making to determine effectiveness of various programs and initiatives and develop strategies for improvement; read, interpret, apply and explain rules, regulations, policies, and procedures; analyze situations and adopt an effective course of action; meet schedules and timelines; plan and organize work; work confidentially and with discretion; accept responsibility; serve as a resource to employees pertaining to personnel related problems, concerns, and issues; work effectively with legal counsel and understand legal concepts and language; facilitate meetings, demonstrate effective positive and ethical human relations abilities in working with students, parents, teachers, support staff, and administrators as well as governmental agencies and business, industry, and community groups; motivate staff to implement planned changes; coordinate a variety of schedules; work independently with little direction.

#### **EDUCATION/TRAINING/EXPERIENCE:**

Completion of a Master's or higher degree from an accredited college or university in a field related to above-stated responsibilities; at least three years of successful public school (K-14) administration; site leadership experience; District office and/or Human Resources experience desirable; experience with supervision and evaluation of personnel; experience in investigation and facilitating resolution of grievances, discrimination and personnel complaints desirable.

#### **LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS:**

Must possess a current valid California Administrative Credential and a current valid California teaching credential during course of employment; must possess a valid class C California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

#### **PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Demands:**

While performing the duties of this position, the employees is required to sit and/or stand and walk for extended periods of time; hear and speak to exchange information in person and on the telephone; use hands and fingers to operate standard office equipment including technology. The employee may be occasionally required to bend at the waist, stoop, reach overhead, above the shoulders and horizontally, grasp, carry, push,

pull or lift up to 20 pounds. Visual ability to read, prepare and process documents and small figures and enter data into a computer.

**Mental Demands:**

While performing the duties of this position, the employee may be required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, school administrators, managers, staff, vendors, the public, and other encountered in the course of work.

**WORK ENVIRONMENT:**

The employee will work under typical office conditions with demanding timelines, frequent interruptions and daily contact with staff and public, and considerable distraction by the complexity of a large office. The employee frequently drives to district sites and other locations as needed.

*Pending Board approval 7-24-2019*



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## JOB DESCRIPTION

### DIRECTOR OF SCHOOL AND SYSTEM IMPROVEMENT \$121,438 – 140,086/225 Work Days

#### JOB SUMMARY:

Under the direction of the Superintendent, this position supports school and system improvement planning and structures aimed at improving overall student learning, student achievement, and student social-emotional well-being. This position assists and supports the work of the Superintendent and the Executive Cabinet team including the departments and personnel they oversee.

#### MAJOR DUTIES AND RESPONSIBILITIES:

The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

#### System Improvement:

1. Assists and supports the work of the District's Human Resources Division;
2. Assists with oversight of employment, promotion and assignment of certificated and classified employees, in keeping with legal requirements and Board Policies;
3. Assists with staffing to support the educational priorities of the district;
4. Assists with providing required training and district procedure updates for the certificated and classified staff;
5. Assists with the administration of the classified and certificated personnel grievance process;
6. Assists the chief negotiator in preparing for district negotiations;
7. Assists with the interpretation of negotiated agreements to members of staff, as appropriate;
8. Assists with the interpretation of District personnel policies, legal requirements, and philosophy to the Board of Education, staff, and the community;
9. Assists in the data gathering process and in the preparation of the Board of Education's agenda and related materials; delivers reports and presentations as necessary;
10. Attends Board of Education meetings as a resource to the Superintendent upon request;
11. Oversees and develops orientation processes for new employees including the new teacher Mentor Induction Program;
12. Maintains direct oversight of the district enrollment processes including inter-district and intra-district application and implementation processes in order to appropriately project and hire personnel;
13. Acts as a resource on evaluation procedures for both certificated and classified personnel;
14. Supervises, develops, and evaluates the performance of assigned personnel; plans, assigns, and directs the work of subordinates; addresses and manages complaints and problems;
15. Maintains current knowledge and monitors compliance with state laws and codes, credentialing, court decisions, and other laws, regulations, and litigation relevant to all areas of personnel and employee relations;
16. Promotes effective, two-way communication; collaborative planning and problem solving; innovative thinking; organizational efficiency; and accountability within the human resources division;
17. Performs such tasks and assumes such responsibilities as may be assigned by the Superintendent.

### School Improvement:

1. Assists in providing leadership in school improvement processes, programs, and systems;
2. Assists the Superintendent and the Executive Cabinet team in developing and implementing operational plans and processes to accomplish strategic goals of the district;
3. Assists the Superintendent and the Executive Cabinet team in identifying, analyzing, and resolving problems that impact the district, student learning, and student social-emotional well-being;
4. Assists the Superintendent and Executive Cabinet team in supporting principals to identify and create instructional environments that support academic rigor, access, cultural relevance, and relationships that ignite the potential of each and every student;
5. Assists in providing leadership and support to the administrative team in implementation processes of the district's vision, mission, and short/long term priorities and strategic planning;
6. Assists in developing and supporting the District's professional development program including short and long-term strategic planning;
7. Assists with supporting and analyzing the District LCAP and making recommendations for continuous improvement;
8. Assists with supporting Parent engagement including parent outreach, development, and coordination of services;
9. Assists with the coordination, planning, and organization of direct programs funded by State, federal or special funding sources, including Title I, II, III, and IV, LCFF, and related programs funded through grants;
10. Oversees District English Learner program including oversight of English Learner Coordinators and supporting activities including testing and professional development;
11. Oversees reporting and analysis of district data systems including direct supervision of district data analysts;
12. Provides guidance, mentoring, coaching, and support to principals to provide learning environments that enable every student to achieve;
13. Performs such tasks and assumes such responsibilities as may be assigned by the Superintendent.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Problem solving and conflict resolution techniques; principles and practices of modern public Human Resource administration; recruitment, selection, training, and evaluation procedures; collective bargaining and contract management techniques; program planning, development, and evaluation methods; state and federal laws, regulations, and codes related to basic school district and human resources; budget preparation and administration; record keeping techniques; basic research and statistical methods; procedures and legal issues involving labor practices; oral and written communication skills and computer literacy; interpersonal skills; team building methods and techniques; principles and practices of administration, supervision, and training; learning theory, program planning, curriculum development, effective instructional programs and methodologies, teaching/learning process in school setting.

#### Ability To:

Communicate effectively both orally and in writing with individuals and groups with diverse backgrounds; maintain records and generate reports; prepare and deliver oral presentations; establish and maintain team-building, cooperative and effective working relationships with others; train, supervise, and evaluate personnel; complete work with many interruptions; use data-driven decision making to determine effectiveness of various programs and initiatives and develop strategies for improvement; read, interpret, apply and explain rules, regulations, policies, and procedures; analyze situations and adopt an effective course of action; meet schedules and timelines; plan and organize work; work confidentially and with discretion; accept responsibility; serve as a resource to employees pertaining to personnel related problems, concerns, and issues; work effectively with legal counsel and understand legal concepts and language; facilitate meetings, demonstrate effective positive and ethical human relations abilities in working with students, parents, teachers, support staff, and administrators as well as governmental agencies and business,

industry, and community groups; motivate staff to implement planned changes; coordinate a variety of schedules; work independently with little direction.

**EDUCATION/TRAINING/EXPERIENCE:**

Completion of a Master's or higher degree from an accredited college or university in a field related to above-stated responsibilities; at least three years of successful public school (K-14) administration; site leadership experience; District office and/or Human Resources experience desirable; experience with supervision and evaluation of personnel; experience in investigation and facilitating resolution of grievances, discrimination and personnel complaints desirable.

**LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS:**

Must possess a current valid California Administrative Credential and a current valid California teaching credential during course of employment; must possess a valid class C California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this position, the employees is required to sit and/or stand and walk for extended periods of time; hear and speak to exchange information in person and on the telephone; use hands and fingers to operate standard office equipment including technology. The employee may be occasionally required to bend at the waist, stoop, reach overhead, above the shoulders and horizontally, grasp, carry, push, pull or lift up to 20 pounds. Visual ability to read, prepare and process documents and small figures and enter data into a computer.

**Mental Demands:**

While performing the duties of this position, the employee may be required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, school administrators, managers, staff, vendors, the public, and other encountered in the course of work.

**WORK ENVIRONMENT:**

The employee will work under typical office conditions with demanding timelines, frequent interruptions and daily contact with staff and public, and considerable distraction by the complexity of a large office. The employee frequently drives to district sites and other locations as needed.

*Pending Board approval 7-24-2019*



EDUCATING LEARNERS FOR THE 21ST CENTURY

2500 Vineyard Avenue, Oxnard CA 93036 – Telephone (805)485-3111- Fax  
Number (805)604-7825 -- [www.rioschools.org](http://www.rioschools.org)

**JOB DESCRIPTION**  
**ADMINISTRATOR OF SPECIAL PROGRAMS**  
**\$116,963 - \$135,154/216 Work Days**

**BASIC FUNCTIONS:**

Under the direction of the Assistant Superintendent of Educational Services, the Director of School and System Improvement, and the Director of Pupil Personnel Services, the Administrator of Special Programs serves as a knowledgeable professional, providing leadership to programs designed to improve the academic learning trajectories and reduce the achievement gap between subgroups for RSD students.

**REPRESENTATIVE DUTIES:**

1. Assists and supports the work of the Assistant Superintendent of Educational Services, the Director of School and System Improvement, and the Director of Pupil Personnel Services and the departments and personnel they oversee;
2. Collaborates with district staff regarding multi-tiered systems of support and the response to intervention process;
3. Provides assistance to special education staff in planning, organizing, and coordinating staff functions, facilities, materials, and equipment purchase and use;
4. Serves as a member of the support team to assist in the coordination of special education services including preschool through transition to high school and in the least restrictive environment;
5. Develops and/or coordinates effective practices in instruction aimed at improving student learning and achievement for identified subgroups;
6. Develops and/or coordinates the alignment and articulation of core curriculum between the district, county special education programs, and non-public schools;
7. Develops and/or coordinates the alignment and articulation of a planned curriculum for extended school year;
8. Serves as an administrator or member of an IEP team as directed by the Director of Pupil Personnel Services;
9. Assists in the planning and development of program evaluation;
10. Makes recommendations and coordinates special education student placements and services;
11. Assists with identification and support services for Foster and Homeless Youth;
12. Assists with implementing procedures and coordinating processes to identify English Learner students at all grade levels districtwide, including review of student data and testing of students;
13. Assists with developing English Learner curricular documents and instructional support materials, providing resources and materials to staff in accomplishing program goals;
14. Assists with consulting with teachers to develop and provide English Learner students with appropriate course work through curriculum modification and acceleration;
15. Observes classroom instruction and provides feedback and assistance to classroom teachers to facilitate improvement and innovation, demonstrating teaching strategies and model lessons;



16. Plans and provides professional development aimed at improving the academic learning trajectories and reducing the achievement gap between RSD subgroups;
17. Assists with ensuring district compliance with all state and federal guidelines;
18. Collects and maintains data and prepares various reports as designated by the Director of Pupil Personnel Services and the Assistant Superintendent of Educational Services;
19. Serves as administrative designee at schools when principals are absent;
20. Performs other job-related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

1. Applicable federal, state, and local laws, regulations, and legal mandates related to education, health, and safety codes;
2. Federal and state laws pertaining to the education of individuals with exceptional needs and English Learner students;
3. Developmental foundations and neurodevelopmental implications related to learning, behaviors, and educational success;
4. Operation of a variety of office equipment, a computer and assigned software;
5. Oral and written communication skills; and
6. Record keeping and report writing techniques.

#### **Ability to:**

1. Has the ability to complete a full evaluation with assessments in all areas of suspected disability and complete a legally defensible report regarding the findings.
2. Understand applicable federal, state, and local laws, regulations, and legal mandates related to education, health, and safety codes;
3. Establish and maintain project schedules and balance responsibilities for multiple activities to ensure timely, high quality results;
4. Communicate clearly and effectively, both orally and in writing;
5. Prepare and maintain clear, concise and accurate proposals, reports, documentation, and other written materials;
6. Exercise sound independent judgment within general policy guidelines;
7. Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations;
8. Establish and maintain highly effective, customer-focused working relationships with all families, Rio School District Staff, representatives of other agencies, and others encountered in the course of work;
9. Plan, organize, and maintain an appropriate work pace to accomplish an acceptable volume of work;
10. Work independently with little direction; and
11. Drive a car.

### **EDUCATION AND EXPERIENCE:**

1. At least five years' of teaching experience, preferably with English Learner students and/or students with exceptional needs.
2. Two or more years of experience working as a school administrator preferred.
3. Completion of a BA from a recognized college or university, MA preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

#### **Required:**

1. Holds a valid California teaching credential.
2. Holds a valid administrative credential or certificate of eligibility.
3. Valid Driver's License.

**Desirable:**

1. Experience working with students with Moderate to Severe Disabilities.
2. Experience working with students with Autism.
3. Experience working with English Learner students.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Environment:**

1. Classroom, office and outdoor work environment.
2. The noise level in the work environment is usually moderate.
3. Exposure to students who may become hostile or disorderly and who exhibit physical aggression.
4. Required to use personal vehicle in the course of employment.

**Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Seeing to read a variety of materials.
3. Ability to walk long distances.
4. Bending at the waist, kneeling, or crouching to assist students, and
5. Sitting or standing for extended periods of time.

***Pending Board Approval: July 24, 2019***

6.7





### Agenda Item Details

Meeting	Jul 24, 2019 - RSD Special Board Meeting
Category	6. Information/Action
Subject	6.7 Rio District Office Tenant Improvement #19-0000-1739, Notice of Intent to Award Contract
Access	Public
Type	Information

### Public Content

Speaker: Wael Saleh, Assistant Superintendent of Business Services

#### Rationale:

The RSD has accepted Apex General Contractors, Inc. as the Rio DO contractor and plans to and intends to award the Rio DO Renovation (TI) project. Please see the attached Notice of Intent.

The project period ends on July 26th and the district plans to execute contracts by July 29th and plans to issue the Notice to Proceed on August 5, 2019.

Construction is scheduled to begin on August 5, 2019 and scheduled to be completed by November 8, 2019.

District representatives shall notify Apex to schedule a Pre-Construction meeting.

#### Funding Source:

Sale of Surplus Property

[Do Renovations - Bid Result Sheet - 7-19-19.pdf \(86 KB\)](#)

[NOI - Rio DO. Apex Gen. Cont. #19-0000-1739, 7-22-19.pdf \(137 KB\)](#)

### Administrative Content

### Executive Content





**Board of Trustees**

Joe Esquivel, President  
Linda Aguilar, Clerk  
Eleanor Torres  
Felix Eisenhauer  
Edith Martinez Cortes

**John D. Puglisi, Ph.D., Superintendent**

Kelly Michon - President  
Apex General Contractors, Inc.  
1250 N. Olive St. Suit A  
Ventura, Ca. 93001  
(805) 643-2121  
July 22, 2019

**Subject: Notice of Intent to Award from the Rio School District for the New District Office (DO) Tenant Improvement #19-0000-1739, 1800 Solar Dr. Oxnard.**

Dear Kelly Michon,

On July 19<sup>th</sup>, 2019, the Rio School District ("District") received bid responses for Bid Package #19-0000-1739 (tenant improvement) for the new Rio District Office (DO) in Oxnard, CA as indicated below:

<u>Contractor</u>	<u>Total Base Bid</u>
Apex General Contractors, Inc.	\$1,873,000.00
Parker Brown, Inc.	\$2,450,000.00
Monet Construction, Inc.	\$2,520,485.00
Menemsha Development Group, Inc.	\$2,630,000.00
SBS Corporation	\$2,857,804.00

Pursuant to Instructions to Bidders Article 31, the District intends to award the subject bid to the lowest responsive bidder, **Apex General Contractors, Inc.** for the Total Base Bid indicated above. Recommendation of award has been accepted by the Rio School District Superintendent, Dr. John Puglisi and will be heard during the Board of Trustees meeting on Wednesday July 24<sup>th</sup>, 2019. The open session starts at 6:00 p.m. The meeting will be held in the District's Board Room at the Office of Student & Family Services, which is located at 3300 Cortez Street, Oxnard, CA 93036.

Pursuant to Instruction to Bidders Article 35, any bidder submitting a Bid to the District may file a protest of the District's intent to award the Contract to this office not more than five (5) calendar days following the opening of bids on Friday, July 19<sup>th</sup>, 2019. The "Bid Protest Deadline" is July 24<sup>th</sup>, 2019.

The District would like to thank you for your participation and appreciates your time and effort in submitting a bid for this Project. If you have any questions regarding this transmittal, please do not hesitate to contact me at (805) 485-3111 or [wsaleh@rioschools.org](mailto:wsaleh@rioschools.org).

Sincerely,

Wael Saleh  
Assistant Superintendent Of Business Services









7.1





### Agenda Item Details

Meeting	Jul 24, 2019 - RSD Special Board Meeting
Category	7. Consent
Subject	7.1 Approval of Contract with Maxim Healthcare Services
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	158,000.00
Budgeted	Yes
Budget Source	General Fund
Recommended Action	It is recommended that the Contract with Maxim Healthcare Services be approved.

### Public Content

Speaker:  
Rebecca Rocha

#### Rationale:

Maxim Healthcare services provides school districts with supplemental staffing services for areas of high need. These areas include school nursing, physical therapy, occupational therapy, and behavior support, among others. The staff contracted through Maxim Healthcare are highly qualified and typically have experience working in Ventura County so they are familiar with educational programs and procedures that are standard throughout the different districts served by VCOE and the Ventura County SELPA.

Although every attempt is mired to hire directly, occasionally the district has a need to contract both short term and long term substitutes for employees in areas for which we do not have a regular substitute pool. Maxim is able to provide qualified substitutes on short notice. The district has used Maxim in the past for school nursing support and occupational therapy support with positive results.

In 18/19, Maxim Healthcare was paid \$158,000.00.

[Maxim Contract.pdf \(281 KB\)](#)

### Administrative Content

### Executive Content





## **EDUCATIONAL INSTITUTION STAFFING AGREEMENT**

This EDUCATIONAL INSTITUTION Staffing Agreement (hereinafter "Agreement") is entered into this 11<sup>th</sup> day of July, 2019, by and between Rio School District located at 2500 E. Vineyard Ave. #100 Oxnard, CA 93036, referred to in this Agreement as "EDUCATIONAL INSTITUTION," and Maxim Healthcare Services Inc. D/B/A Maxim Staffing Solutions, a Maryland Corporation including its affiliates and subsidiaries, with an office located at 500 Esplanade Dr. #660 Oxnard, CA 93036 referred to in this Agreement as "MAXIM."

### **RECITALS**

**WHEREAS**, EDUCATIONAL INSTITUTION operates a School, as defined by State Law located in CA and wishes to engage MAXIM to provide personnel to supplement EDUCATIONAL INSTITUTION's staff.

**WHEREAS**, MAXIM operates a supplemental staffing agency and employs licensed health care personnel to provide healthcare services to EDUCATIONAL INSTITUTION.

**THEREFORE**, in consideration of the above premises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, and intending to be legally bound, EDUCATIONAL INSTITUTION and MAXIM hereby agree to the following terms and conditions.

### **ARTICLE 1. TERM OF AGREEMENT**

**Section 1.1 Term.** This Agreement will be in effect for one (1) EDUCATIONAL INSTITUTION calendar year and will be automatically renewed at the end of the first year and each subsequent year unless terminated.

**Section 1.2 Termination.** Either party may terminate this Agreement at any time, with or without cause, by providing at least thirty (30) days advance written notice of the termination date to the other party. Such termination will have no effect upon the rights and obligations resulting from any transactions occurring prior to the effective date of the termination.

### **ARTICLE 2. RESPONSIBILITIES OF MAXIM**

**Section 2.1 Services.** MAXIM will, upon request by EDUCATIONAL INSTITUTION, provide one or more licensed or certified health care providers (i.e. LPNs, RNs, SLPs, School Psychologists, SPED Teachers, BCBAs, and other various health and related services personnel) as specified by EDUCATIONAL INSTITUTION (collectively, "Personnel") for supplemental staffing services, subject to availability of qualified Personnel. Subject to the terms of Section 6.8 of this Agreement, to the extent that MAXIM is unable to provide the type of healthcare provider requested by EDUCATIONAL INSTITUTION, MAXIM will provide EDUCATIONAL INSTITUTION with a higher skilled healthcare provider. MAXIM must, however, bill that higher skilled provider at that provider's fair market value rate.

**Section 2.2 Personnel.** MAXIM will supply EDUCATIONAL INSTITUTION with Personnel who meet the following criteria and will provide evidence of the following to EDUCATIONAL INSTITUTION upon written request:

- 1) Possess current state license, certification(s) and/or credential(s), as applicable and appropriate for the services provided to EDUCATIONAL INSTITUTION, documentation of which will be kept in the MAXIM employee file and will be provided to EDUCATIONAL INSTITUTION as requested in writing.
- 2) Skills competency evaluation, if applicable, to be verified by a MAXIM clinician.
- 3) Completed MAXIM standard OSHA and HIPAA training.
- 4) Complete state-specific background checks and health assessment requirements, as defined by state-specific educational code.
- 5) MAXIM will ensure completion of documentation, as requested by EDUCATIONAL INSTITUTION, to assist in Local Education Agency reimbursement.

**Section 2.3 Insurance.** MAXIM will maintain (at its sole expense), or require the individuals it provides under this Agreement to maintain, valid policies of insurance evidencing general and professional liability coverage of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, covering the sole negligent acts or omissions which may give rise to liability for services provided under this Agreement. MAXIM will provide a certificate of insurance evidencing such coverage upon request by EDUCATIONAL INSTITUTION.

**Section 2.4 Use of Independent Contractors and Subcontractors.** Personnel provided to EDUCATIONAL INSTITUTION are employees of MAXIM and are subject to MAXIM'S standard screening process, as well as additional qualifications as required in this Agreement. If MAXIM deems it necessary to obtain the services of a subcontractor to fulfill its requirements under this Agreement, MAXIM will notify EDUCATIONAL INSTITUTION in writing of its intent to use subcontractors and will obtain written approval from EDUCATIONAL INSTITUTION. MAXIM will ensure that any subcontractor will comply with all applicable terms of this Agreement. MAXIM will provide written notification to EDUCATIONAL INSTITUTION if it becomes necessary for MAXIM to utilize independent contractors to fulfill its staffing obligations to EDUCATIONAL INSTITUTION. Any Personnel provided to EDUCATIONAL INSTITUTION by an independent contractor will be subject to the same qualifications as MAXIM employees.

**Section 2.5 Employment and Taxes.** MAXIM will follow its standard employment policies and procedures to verify that all Personnel meet applicable licensing requirements. MAXIM, or its subcontractor if applicable, will maintain direct responsibility as employer for the payment of wages and other compensation, and for any applicable mandatory withholdings and contributions such as federal, state, and local income taxes, social security taxes, worker's compensation, and unemployment insurance. EDUCATIONAL INSTITUTION shall be responsible for any sales tax, gross receipts tax, excise tax or other state taxes applicable to the Services provided by MAXIM.

### **ARTICLE 3. RESPONSIBILITIES OF EDUCATIONAL INSTITUTION**

**Section 3.1 Orientation.** EDUCATIONAL INSTITUTION will promptly provide MAXIM Personnel with an adequate and timely orientation to EDUCATIONAL INSTITUTION. EDUCATIONAL INSTITUTION shall review instructions regarding confidentiality (including student and employee), and orient MAXIM Personnel to the specific Exposure Control Plan of the EDUCATIONAL INSTITUTION as it pertains to OSHA requirements for bloodborne pathogens, as well as any of the EDUCATIONAL INSTITUTION'S specific policies and procedures provided to MAXIM for such purpose.



- Section 3.2 Requests for Personnel.** EDUCATIONAL INSTITUTION will use its best efforts to request Personnel at least twenty-four (24) hours prior to reporting time in order to assure prompt arrival of assigned Personnel. All information regarding reporting time and assignment will be provided by EDUCATIONAL INSTITUTION at the time of the initial call.
- Section 3.3 Short-Notice Requests.** MAXIM will bill EDUCATIONAL INSTITUTION for the entire shift if an order for staff is made less than two (2) hour(s) prior to the start of the shift, as long as the Personnel report for work within a reasonable prompt period of time under existing conditions after receiving notice of the assignment.
- Section 3.4 Staff Order Cancellation.** If FACILITY changes or cancels an order less than two (2) hours prior to the start of a shift, MAXIM will bill FACILITY for four (4) hours at the established fee for each scheduled Personnel. MAXIM will be responsible for contacting MAXIM Personnel prior to reporting time.
- Section 3.5 Responsibility for Student Care.** EDUCATIONAL INSTITUTION retains full authority and responsibility for professional and medical management of care for each of its students, for developing and providing Individualized Healthcare Plans (IHP's) for its students, and for ensuring that services provided by MAXIM Personnel under this agreement are furnished in a safe and effective manner and in accordance with applicable standards.
- Section 3.6 Placement Fee.** For a period of twelve (12) months following that date on which MAXIM Personnel last worked a shift at EDUCATIONAL INSTITUTION, EDUCATIONAL INSTITUTION agrees that it will take no steps to recruit, hire or employ as its own employees or as a contractor those Personnel provided by MAXIM during the term of this Agreement. EDUCATIONAL INSTITUTION understands and agrees that MAXIM is not an employment agency and that Personnel are assigned to the EDUCATIONAL INSTITUTION to render temporary service(s) and are not assigned to become employed by the EDUCATIONAL INSTITUTION. The EDUCATIONAL INSTITUTION further acknowledges and agrees that there is a substantial investment in business related costs incurred by MAXIM in recruiting, training and employing Personnel, to include advertisement, recruitment, interviewing, evaluation, reference checks, training, and supervising Personnel. In the event that EDUCATIONAL INSTITUTION, or any affiliate, subsidiary, department, or division of EDUCATIONAL INSTITUTION hires, employs or solicits MAXIM Personnel, EDUCATIONAL INSTITUTION will be in breach of this Agreement. EDUCATIONAL INSTITUTION agrees to give MAXIM either (a) one hundred and eighty (180) days prior written notice of its intent to hire, or employ, continuing to staff Personnel through MAXIM for a minimum of thirty-six (36) hours per week through the one hundred and eighty (180) days notice period; OR (b) to pay MAXIM a placement fee equal to the greater of: five thousand dollars (\$5,000) or the sum of twenty-five (25%) of such Personnel's annualized salary (calculated as Weekday Hourly Bill Rate x 2080 Hours x 25%).
- Section 3.7 Per Diem or Short Term Staff Non-Performance.** If EDUCATIONAL INSTITUTION concludes, in its sole discretion, that any Personnel provided by MAXIM have engaged in misconduct, or have been negligent, EDUCATIONAL INSTITUTION may require the Personnel to leave the premises and will notify MAXIM immediately in writing, providing in reasonable detail the reason(s) for such dismissal. EDUCATIONAL INSTITUTION'S obligation to compensate MAXIM for such Personnel's services will be limited to the number of hours actually worked. MAXIM will not reassign the individual to EDUCATIONAL INSTITUTION without prior approval of the EDUCATIONAL INSTITUTION.
- Section 3.8 Per Diem or Short Term Staff Right to Dismiss.** EDUCATIONAL INSTITUTION may request the dismissal of any MAXIM Personnel for any

reason. EDUCATIONAL INSTITUTION agrees to notify MAXIM of any such action immediately in writing, providing in reasonable detail the reason(s) for such dismissal. EDUCATIONAL INSTITUTION shall be obligated to compensate MAXIM for all Personnel hours worked prior to dismissal.

**Section 3.9 Assignment Confirmation.** MAXIM may cancel the remaining term of an assignment with notification to EDUCATIONAL INSTITUTION. MAXIM will use its best efforts to provide a qualified replacement for such cancelled Personnel within fourteen (14) days from the date of notification.

**Section 3.10 Assignment Cancellation for Convenience.** EDUCATIONAL INSTITUTION agrees to utilize Personnel for the specified period of time, agreed upon by both parties. Should EDUCATIONAL INSTITUTION staffing needs change and EDUCATIONAL INSTITUTION wishes to cancel Personnel already being utilized, EDUCATIONAL INSTITUTION must give MAXIM thirty (30) days' notice before cancellation date. EDUCATIONAL INSTITUTION will compensate MAXIM 50% of the uncompleted portion of the original assignment period.

**Section 3.11 Insurance.** EDUCATIONAL INSTITUTION will maintain at its sole expense valid policies of general and professional liability insurance with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate covering the acts or omissions of its employees, contractors and agents which may give rise to liability in connection with the Services under this Agreement. EDUCATIONAL INSTITUTION will give MAXIM prompt written notice of any material change in EDUCATIONAL INSTITUTION coverage.

**Section 3.12 Incident Reports.** EDUCATIONAL INSTITUTION shall report to MAXIM any unexpected incident known to involve any Personnel (such as Personnel errors, unanticipated deaths or other unanticipated student-related events or injuries known to be attributable to Personnel, and any safety hazards known to be related to the services provided by Personnel) if the incident may have an adverse impact on the EDUCATIONAL INSTITUTION and/or MAXIM in order to comply with MAXIM'S incident tracking program. Complaints and grievances regarding MAXIM Personnel may be reported to the local MAXIM representative at any time.

#### **ARTICLE 4. MUTUAL RESPONSIBILITIES**

**Section 4.1 Non-discrimination.** Neither MAXIM nor EDUCATIONAL INSTITUTION will discriminate on the basis of age, race, color, national origin, religion, sex, disability, being a qualified disabled veteran, being a qualified veteran of the Vietnam era, or any other category protected by law.

#### **ARTICLE 5. COMPENSATION**

**Section 5.1 Invoicing.** MAXIM will supply Personnel under this Agreement at the rates listed in the Attachment(s). MAXIM will submit invoices to EDUCATIONAL INSTITUTION at chosen schedule below:

- Weekly
- Bi-weekly
- Monthly

Invoice will be for Personnel provided to EDUCATIONAL INSTITUTION during the preceding timeframe. Invoices shall be submitted to the following address:

**Rio School District  
2500 E. Vineyard Ave. #100  
Oxnard, CA 93036**

**ATTN: Accounts Payable**

- Section 5.2 Payment.** All amounts due to MAXIM are due and payable within thirty (30) days from date of invoice. EDUCATIONAL INSTITUTION will send all payments to the address set forth on the invoice.
- Section 5.3 Late Payment.** Payments not received within thirty (30) days from the applicable invoice date will accumulate interest, until paid, at the rate of one and one-half percent (1.5%) per month on the unpaid balance, equating to an annual percentage rate of eighteen percent (18%), or the maximum rate permitted by applicable law, whichever is less.
- Section 5.4 Rate Change.** MAXIM will provide EDUCATIONAL INSTITUTION at least thirty (30) days advance written notice of any change in rates.
- Section 5.5 Annual Rate Increases.** EDUCATIONAL INSTITUTION agrees to and accepts annual rate increases at the percentage listed on Attachment A of this Agreement.

**ARTICLE 6. GENERAL TERMS**

- Section 6.1 Independent Contractors.** MAXIM and EDUCATIONAL INSTITUTION are independent legal entities. Nothing in this Agreement shall be construed to create the relationship of employer and employee, or principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Neither MAXIM nor EDUCATIONAL INSTITUTION nor any of their respective agents or employees shall control or have any right to control the activities of the other party in carrying out the terms of this Agreement.
- Section 6.2 Assignment.** Neither party may assign this Agreement without the prior written consent of the other party, and such consent will not be unreasonably withheld. No such consent will be required for assignment to an entity owned by or under common control with assignor or in connection with any acquisition of all of the assets or capital stock of a party; provided however, the assigning party will provide notice of such transaction to the other party and remain fully responsible for compliance with all of the terms of this Agreement.
- Section 6.3 Indemnification.** MAXIM agrees to indemnify and hold harmless EDUCATIONAL INSTITUTION, and its directors, officers, and agents from and against any and all claims, actions, or liabilities which may be asserted against them by third parties in connection with the sole negligent performance of MAXIM, its directors, officers, employees or agents under this Agreement only. EDUCATIONAL INSTITUTION agrees to indemnify and hold harmless MAXIM, its directors, officers, shareholders, employees and agents from and against any and all claims, actions, or liabilities which may be asserted against them by third parties in connection with the negligent performance of EDUCATIONAL INSTITUTION, its directors, officers, employees, contractors or agents under this Agreement.
- Section 6.4 Attorneys' Fees.** In the event either party is required to obtain legal assistance (including in-house counsel) to enforce its rights under this Agreement, or to collect any monies due to such party for services provided, the prevailing party shall be entitled to receive from the other party, in addition to all other sums due, reasonable attorney's fees, court costs and expenses, if any, incurred enforcing its rights and/or collecting its monies.
- Section 6.5 Notices.** Any notice or demand required under this Agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of

receipt; and will be sent to the addresses below. Either party may change the address to which notices are sent by sending written notice of such change of address to the other party.

Rio School District  
2500 E. Vineyard Ave. #100  
Oxnard, CA 93036  
ATTN: Rebecca Rocha

Maxim Healthcare Services, Inc.  
7227 Lee DeForest Drive  
Columbia, MD 21046  
ATTN: Contracts Department

COPY TO:

Maxim Staffing Solutions  
500 Esplanade Dr. #660  
Oxnard, CA 93036  
ATTN: **Matt Amerault**

- Section 6.6 Headings.** The headings of sections and subsections of this Agreement are for reference only and will not affect in any way the meaning or interpretation of this Agreement.
- Section 6.7 Entire Contract; Counterparts.** This Agreement constitutes the entire contract between EDUCATIONAL INSTITUTION and MAXIM regarding the services to be provided hereunder. Any agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect. This Agreement may be executed in any number of counterparts, each of which will be deemed to be the original, but all of which shall constitute one and the same document. No amendments to this Agreement will be effective unless made in writing and signed by duly authorized representatives of both parties except as provided in Section 6.9.
- Section 6.8 Availability of Personnel.** The parties agree that MAXIM'S duty to supply Personnel on request of EDUCATIONAL INSTITUTION is subject to the availability of qualified MAXIM Personnel. The failure of MAXIM to provide Personnel or the failure of EDUCATIONAL INSTITUTION to request Personnel shall result in no penalty to EDUCATIONAL INSTITUTION or any party claiming by or through it and shall not constitute a breach of this Agreement. In instances where MAXIM is providing individual care for a student(s), MAXIM will make commercially reasonable efforts to ensure that student(s) care remain consistent.
- Section 6.9 Compliance with Laws.** MAXIM agrees that all services provided pursuant to this Agreement shall be performed in compliance with all applicable federal, state, and/or local rules and regulations. In the event that applicable federal, state or local laws and regulations or applicable accrediting body standards are modified, MAXIM reserves the right to notify EDUCATIONAL INSTITUTION in writing of any modifications to the Agreement in order to remain in compliance with such law, rule or regulation.
- Section 6.10 Severability.** In the event that one or more provision(s) of this Agreement is deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.
- Section 6.11 Governing Law, Jurisdiction.** This Agreement will be governed by and construed in accordance with the laws of the State of Maryland, without regard to its principles of conflict of laws. Any dispute or claim from this Agreement shall be resolved exclusively in the federal and state courts of the State of Maryland and the parties hereby irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.

- Section 6.12 Limitation on Liability.** Neither MAXIM nor EDUCATIONAL INSTITUTION will be responsible for special, indirect, incidental, consequential, or other similar damages, including but not limited to lost profits, that the other party may incur or experience in connection with this Agreement or the services provided, however caused, even if such party has been advised of the possibility of such damages.
- Section 6.13 Incorporation of Recitals.** The recitals set forth at the top of this Agreement are incorporated by reference as if fully set forth herein.
- Section 6.14 Conflict of Interest.** By entering into this Agreement, the Parties agree that all conflicts of interest shall be disclosed to the other Party for review in accordance with that Party's policies and procedures. A conflict of interest occurs when an employee or Contractor has professional or personal interests that compete with his/her services to or on behalf of MAXIM or the EDUCATIONAL INSTITUTION, or the best interests of students. Such competing interests may make it difficult for an employee or Contractor to fulfill his or her duties impartially.

## **ARTICLE 7. CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION**

### **Section 7.1 Confidentiality.**

**A. MAXIM/EDUCATIONAL INSTITUTION Information.** The parties recognize and acknowledge that, by virtue of entering into this Agreement and providing services hereunder, the parties will have access to certain information of the other party that is confidential and constitutes valuable, special, and unique property of the party. Each of the parties agrees that neither it nor his/her staff shall, at any time either during or subsequent to the term of this Agreement, disclose to others, use, copy, or permit to be copied, except pursuant to his duties for or on behalf of the other party, any secret or confidential information of the party, including, without limitation, information with respect to the party's students, costs, prices, and treatment methods at any time used, developed or made by the party during the term of this Agreement and that is not available to the public, without the other party's prior written consent.

**B. Terms of this Agreement.** Except for disclosure to his/her legal counsel, accountant or financial or other advisors/consultants neither party nor its respective staff shall disclose the terms of this Agreement to any person who is not a party or signatory to this Agreement, unless disclosure thereof is required by law or otherwise authorized by this Agreement. Unauthorized disclosure of the terms of this Agreement shall be a material breach of this Agreement and shall provide the party with the option of pursuing remedies for breach or immediate termination of this Agreement in accordance with the provisions stated herein.

**C. Student/Customer Information:** Neither party nor its employees shall disclose any financial or medical information regarding students/customers treated hereunder to any third-party, except where permitted or required by law or where such disclosure is expressly approved by EDUCATIONAL INSTITUTION, MAXIM and student/customer in writing. Further, each party and its employees shall comply with the other party's rules, regulations and policies regarding the confidentiality of such information as well as all federal and state laws and regulations including, without limitation, Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Family Educational Rights and Privacy Act ("FERPA"), and the Health Information Technology for Economic and Clinical Health Act ("HITECH").

**D.** The obligations set forth in this Section shall survive the termination of this Agreement.

**Section 7.2 HIPAA/FERPA /HITECH Obligations.** Each party and its respective staff shall comply with all federal and state laws and regulations, and all rules, regulations, and policies of the other party, regarding the confidentiality of student information, to include, without limitation, HIPAA, FERPA, and HITECH. In addition, if necessary, the parties agree to resist any effort to obtain access to such records or information in judicial proceedings, except such access as is expressly permitted by federal/state regulations.

To the extent that EDUCATIONAL INSTITUTION may be a "Covered Entity" as defined by HIPAA, and would therefore be subject to applicable requirements, including, but not limited to, requirements to enter into certain contracts with their "business associates," by HIPAA, the parties acknowledge that a business associate agreement is not needed due to the nature of services provided by MAXIM. Specifically, the parties acknowledge that under HIPAA, Personnel provided hereunder are considered part of EDUCATIONAL INSTITUTION's workforce and to that end, all Protected Health Information ("PHI") is created, viewed, used, maintained and otherwise stored and safeguarded in EDUCATIONAL INSTITUTION's work environment. The parties further acknowledge that PHI is not exchanged between the parties in order for MAXIM to provide Personnel as part of EDUCATIONAL INSTITUTION's temporary workforce.

Notwithstanding the foregoing, MAXIM and all staff provided to EDUCATIONAL INSTITUTION hereunder shall comply with confidentiality, medical records and/or other applicable laws and regulations with regard to any and all information directly or indirectly accessed or used by MAXIM and their personnel, including without limitation HIPAA, FERPA, and HITECH.

EDUCATIONAL INSTITUTION and MAXIM have acknowledged their understanding of and agreement to the mutual promises written above by executing and delivering this Agreement as of the date set forth above.

RIO SCHOOL DISTRICT:

MAXIM HEALTHCARE SERVICES, INC., D/B/A  
MAXIM STAFFING SOLUTIONS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ATTACHMENT A**  
**Rio School District STAFFING RATES**

Charges will be based on the following hourly rate schedule effective July 11<sup>th</sup> 2019:

<b>Service</b>	<b>Rate</b>
LVN	\$48.00
RN	\$60.00
Credentialed RN	\$70.00
PT	\$77.00- \$87.00
OT	\$77.00- \$87.00
COTA	\$65.00
SLP	\$82.00- \$92.00
SLPA	\$65.00
Teacher of Visual Impairment	\$70.00
Special Education Teacher	\$70.00
School Psychologist	\$87.00- \$97.00
Audiologist	\$60.00
BCBA	\$100.00
Behavioral Tech	\$50.00
Midlevel (RBT)	\$70.00

**Annual Rate Increase.** An annual rate increase of 0% will be added to each services type listed above every year on Effective Date.

**Mileage.** Mileage will be charged at \$.545 per mile.

**Orientation.** Rates listed above will be charged for all time spent in required EDUCATIONAL INSTITUTION orientation.

**Overtime.** Overtime rates are charged for all hours worked in excess of forty (40) per week or according to applicable state law. The overtime rate is one and one-half (1.5) times the regular billing rate for such hours.

RIO SCHOOL DISTRICT:

Maxim healthcare Services Inc D/B/A Maxim Staffing Solutions.:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





7.2





**Agenda Item Details**

Meeting	Jul 24, 2019 - RSD Special Board Meeting
Category	7. Consent
Subject	7.2 Ratification of the Commercial Warrant
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	4,326,382.91
Budgeted	Yes
Budget Source	Various Funds as listed below.
Recommended Action	It is recommended that the Commercial Warrant be approved for the period June 13, 2019 through July 11, 2019.

**Public Content**

Speaker:  
Wael Saleh, Assistant Superintendent, Business Services

Rationale:

The District processed payments to vendors since the last meeting of the Governing Board for a total amount of \$4,326,382.91 which include processing payments for all funds of the District in the following amounts:

Fund 010 General Fund	\$3,202,327.71
Fund 130 Cafeteria Fund	\$58,617.50
Fund 211 Building Fund	\$968,305.63
Fund 212 Building Fund, Measure L	\$41,444.08
Fund 251 Capital Facilities - Residential	\$1,500.00
Fund 402 Special Reserve for Capital Ou	\$26,594.95
Fund 490 Capital Project Funds for Blen	\$27,619.18
Less Unpaid Tax Liability	<u>\$26.14</u>
Total:	\$4,326,382.91

[Commercial Warrant.pdf \(516 KB\)](#)

**Administrative Content**



ReqPay12a

Board Report

Checks Dated 06/13/2019 through 07/11/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5009034106	06/13/2019	Assistance League School	010-5100	12,115.40	
5009034107	06/13/2019	Brandon Lewis	010-5800	2,884.60	15,000.00
5009034108	06/13/2019	California Sport Design	010-4300		716.03
5009034109	06/13/2019	FOOD SHARE, INC.	010-4300		627.94
5009034110	06/13/2019	MIXTECO/INDIGENA COMMUNITY ORGANIZING PROJECT	010-5100	4,585.95	60.00
5009034111	06/13/2019	PARADIGM HEALTHCARE SERVICES	010-5800	4,348.41	8,944.36
5009034112	06/13/2019	PERMA BOUND	010-4200	5,277.85	3,488.78
5009034113	06/13/2019	Ventura County SELPA	010-4300	670.58	5,948.23
5009034114	06/13/2019	VENTURA COUNTY OF EDUCATION PROGRAM 0941	010-5100	77,338.02	
5009034115	06/13/2019	Ventura County Office of Education	010-5800	7,441.98	64,780.00
5009034116	06/17/2019	A4E	010-5200	130.00	390.00
5009034117	06/17/2019	CA. ASSOC. OF SCHOOL BUSINESS OFFICIALS	010-5804	689.00	819.00
5009034118	06/17/2019	CITY OF OXNARD	211-8219		400.00
5009034119	06/17/2019	CSTRS	010-5300		2,000.00
5009034120	06/17/2019	Diane DeLaurantis	010-5540		22,729.24
5009034121	06/17/2019	E J Harrison & Sons	010-3901		25,000.00
5009034122	06/17/2019	EdTech Team	010-8800		760.00
5009034123	06/17/2019	Fry's Electronics customer #70893	010-5580		1,415.43
5009034124	06/17/2019	THE GAS COMPANY	010-5800		300.00
5009034125	06/17/2019	HARRIS WATER CONDITIONING	010-4300		3,687.01
5009034126	06/17/2019	William Venegas Hip Hop Mincest	010-5530		463.58
5009034127	06/17/2019	Kirk Raymond	010-5540		102.24
5009034128	06/17/2019	Life Ins. Co of the Southwest	010-5800		315.00
5009034129	06/17/2019	MWG MESTMAKER & ASSOCIATES	010-3901		3,060.00
5009034130	06/17/2019	MJP COMPUTERS	010-6450		25,000.00
5009034131	06/17/2019	Roger A Morgenthaler	010-4300	3,084.84	160.00
5009034132	06/17/2019	OXNARD CHAMBER OF COMMERCE	010-5810	5,649.84	
5009034133	06/17/2019	OXNARD CHAMBER OF COMMERCE	010-5800	1,148.00	9,880.68
5009034134	06/17/2019	PACIFIC COAST SOUND AND COMMUNICATIONS, INC	010-5813		334.38
5009034135	06/17/2019	RIO PLAZA WATER COMPANY #518	010-5800		1,200.00
5009034136	06/17/2019	Hekar Rivera	010-5600		375.00
5009034137	06/17/2019	Sam's Club Direct	010-5800		2,333.91
			010-5540		2,388.16
			010-5800		6,350.00
			010-4300	629.01	
			010-4325	167.96	
			130-4300	323.12	
			130-4710	309.43	
			211-4300	270.82	1,700.34

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE CONTROL

ReqPay12a

Board Report

Checks Dated 06/13/2019 through 07/11/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5009034138	06/17/2019	Scholastic Inc.	010-4200		232.41
5009034139	06/17/2019	Pacific OneSource, Inc STS education	212-4300		26,183.25
5009034140	06/17/2019	Ventura County SELPA	010-5100	21,337.22	
			010-5800	13,402.78	34,740.00
5009034141	06/17/2019	Shaw HR Consulting	010-5800		675.00
5009034142	06/17/2019	Sonitrol	010-5810	669.91	
			010-5800	47,234.71	47,904.62
5009034143	06/17/2019	School Services Of California	010-5800		3,680.00
5009034144	06/17/2019	UC REGENTS	010-5200		350.00
5009034145	06/17/2019	UNITED WATER CONSERVATION DIST.	010-5540		2,714.22
5009034146	06/17/2019	Ventura County Office of Education	010-5200		120.00
5009034147	06/17/2019	Ventura County Star	010-5800		140.80
5009034148	06/17/2019	VENTURA REFRIGERATION SALES & SERVICE	130-5600		2,323.76
5009034149	06/17/2019	VERIZON WIRELESS	010-5820		374.24
5009034150	06/17/2019	Broadview Networks	010-5800		7,947.72
5009034151	06/18/2019	Carrillo, Josefina	010-5200		143.26
5009034152	06/18/2019	Lindley, Beth	010-4300		56.08
5009034153	06/18/2019	Vasquez, Andre' J	010-5200		125.29
5009034154	06/18/2019	Ramos, Nancy	010-4300		69.86
5009034155	06/18/2019	Ramirez, Jisela	010-4300	32.64	
			010-5200	15.00	47.64
5009034156	06/18/2019	Montoya, Vivian	010-4300		64.80
5009034157	06/18/2019	Gonzalez, Pamela	010-5200		47.83
5009034158	06/18/2019	Velasco, Olga L	010-4300		300.00
5009034159	06/18/2019	Klinefelter, Matthew	010-4300		132.42
5009034160	06/18/2019	Waltmann, Pamela	010-5200		16.47
5009034161	06/18/2019	Amparan, Naomi	010-5200		29.63
5009034162	06/18/2019	Stewart, Joseph	010-4300		72.08
5009034163	06/18/2019	Higa, Cathleen S	010-4300		21.63
5009034164	06/18/2019	Sepulveda-Gallegos, Lourdes	010-4300		100.00
5009034165	06/18/2019	Cruz, Arell G	010-5200		157.52
5009034166	06/18/2019	Tilman, Erin	010-3401	140.00	
			010-5200	140.00	280.00
5009034167	06/18/2019	Prado, Amy	010-4300		66.16
5009034168	06/18/2019	Ramirez Cardenas, Maria	010-4300		46.00
5009034169	06/18/2019	Mackie, Krystle J	010-4300		136.13
5009034170	06/18/2019	Culver, Jillian A	010-4300		300.00
5009034171	06/18/2019	Macias, Melissa	010-4300		293.67
5009034172	06/18/2019	Cordova, Ralph	010-4300		133.76
5009034173	06/18/2019	Aswell Trophy	010-4300		617.95
5009034174	06/18/2019	AT&T	010-5800	2,016.67	
			130-5800	16.00	2,032.67
5009034175	06/18/2019	AT&T	010-5800		204.64
5009034176	06/18/2019	Durham School Services	010-5800		5,077.15
5009034177	06/18/2019	SOUTHERN CALIF. EDISON	010-5520		24,689.53

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ESCAPE   
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## ReqPay12a

## Board Report

Checks Dated 06/13/2019 through 07/11/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5009034178	06/18/2019	Isom Advisors a Division of Urban Futures Inc	010-5800		3,000.00
5009034179	06/18/2019	Joanne Jacquez	010-4300		1,177.00
5009034180	06/18/2019	New Management, Inc DoorBlck.com	010-4300		103.44
5009034181	06/18/2019	SERVICE PRO-FIRE PROTECTION	010-5800		3,379.89
5009034182	06/20/2019	United of Omaha Life Ins. Co.	010-9534		699.86
5009034183	06/20/2019	SISC FINANCE	010-9516	7,255.19	
			010-9534	551,770.10	
			010-9537	21,494.91	580,620.20
5009034184	06/20/2019	Ivey, Teresa R	010-5200		101.60
5009034185	06/20/2019	Anderson Systems	211-8102	5,918.32	
			211-6201	69,816.33	75,534.65
5009034186	06/20/2019	Art Trek, Inc	010-5800		332.50
5009034187	06/20/2019	Durham School Services	010-5800		6,712.53
5009034188	06/20/2019	E J Harrison & Sons	010-5560		250.68
5009034189	06/20/2019	Jordano's	211-4300	782.79	
			211-4400	354.82	1,117.41
5009034190	06/20/2019	K & Z Cabinet Cpo. Inc.	211-6201		23,849.23
5009034191	06/20/2019	PACIFIC LEARNING ATTN ORDER DEPT/2ND FLOOR	010-4140	3,283.00	
			010-4300	1,841.50	4,924.50
5009034192	06/20/2019	Painting & Decor, inc.	211-6201		64,582.80
5009034193	06/20/2019	TAFT ELECTRIC	211-8102	4,340.65	
			211-6201	78,252.83	82,593.48
5009034194	06/20/2019	US BANK	251-5800		1,500.00
5009034195	06/20/2019	U.S. Bank Corporate Payment Systems	010-4300	5,335.39	
			010-5200	1,605.46	
			010-5800	212.00	
			010-5800	4.99	7,157.84
5009034196	06/20/2019	VENTURA COUNTY OF EDUCATION PROGRAM 0941	010-5800		1,430.00
5009034197	06/20/2019	United of Omaha Life Ins. Co.	010-9534		709.32
5009034198	06/24/2019	Stewart, Joseph	010-5200		511.00
5009034199	06/24/2019	Aswell Trophy	010-4300		109.84
5009034200	06/24/2019	Blaine Kufin	010-5800		721.35
5009034201	06/24/2019	Music theatre International	010-5800		696.90
5009034202	06/24/2019	P&K Architecture, Inc.	402-5800		5,290.25
5009034203	06/24/2019	Painting & Decor, Inc.	211-6201		371,849.00
5009034204	06/24/2019	Sage Realty Group	402-5800		5,000.00
5009034205	06/24/2019	Steve Sunnarborg	010-5813	222.71	
			010-5800	1,851.54	1,874.25
5009034206	06/24/2019	US BANK	211-5800		2,000.00
5009034207	06/25/2019	CSUCI	010-5200		45.00
5009034208	06/25/2019	Buckenberger, Jenise A	130-4300		108.63
5009034209	06/25/2019	Lewis-Abriol, Marcy A	010-4300		189.32
5009034210	06/25/2019	Mathwin, Gene	010-4300		118.18

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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## ReqPay12a

## Board Report

Checks Dated 06/13/2019 through 07/11/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5009034211	06/25/2019	Arceo, Lucila	010-4300	32.31	
			010-5200	11.54	43.85
5009034212	06/25/2019	Juarez, Sara	010-5200		301.72
5009034213	06/25/2019	VonCannon-Legaspi, Sandra	010-4300		15.07
5009034214	06/25/2019	Salas, Ruth V	010-4300		83.06
5009034215	06/25/2019	Mainzer, Dana	010-4300		16.99
5009034216	06/25/2019	Smith, Jeannette D	010-4300		15.76
5009034217	06/25/2019	Atkinson, Andaison, Loya, Ruud & Romo	010-5802		23,729.57
5009034218	06/25/2019	KYA Services, LLC	211-6201		76,900.08
5009034219	06/25/2019	MAXIM STAFFING SOLUTIONS	010-5100	2,414.67	
			010-5800	1,428.00	3,842.67
5009034220	06/25/2019	Nee Quaison Sackey	010-5800		1,750.00
5009034221	06/25/2019	NSP3	211-6201		191,385.93
5009034222	06/25/2019	Oxnard Union High	010-5800		1,575.00
5009034223	06/25/2019	SC FUELS	010-4300	3,053.34	
			010-4300	552.81	
			130-4300	215.85	3,821.80
5009034224	06/27/2019	Buckenberger, Jenise A	130-4300		86.63
5009034225	06/27/2019	Guyann Jr., Robert J	010-5200		19.83
5009034226	06/27/2019	Padilla, Erika	010-5200		122.79
5009034227	06/27/2019	Cordova, Ralph	010-4300		13.10
5009034228	06/27/2019	Morales Bravo, Brenda	010-4300		193.60
5009034229	06/27/2019	A&E	211-6219		36,732.06
5009034230	06/27/2019	Aswell Trophy	010-4300		479.16
5009034231	06/27/2019	C D W GOVERNMENT, INC.	010-4300	1,180.29	
			010-4400	5,406.88	
			212-6201	5,858.64	728.53
5009034232	06/27/2019	COASTAL OCCUPATIONAL MEDICAL GROUP	010-5800		315.00
5009034233	06/27/2019	CALIFORNIA SCHOOL MANAGEMENT	010-5800		3,150.00
5009034234	06/27/2019	CULVER-NEWLIN, INC.	211-4300		11,810.80
5009034235	06/27/2019	Dept of Industrial Relations Pymt Processing Center	010-5800		125.00
5009034236	06/27/2019	Durham School Services	010-5800		95,178.71
5009034237	06/27/2019	EduLink	010-5800		6,375.00
5009034238	06/27/2019	Luis Gerardo Guillen	010-5800		1,872.50
5009034239	06/27/2019	GOLF N STUFF	010-5800		2,960.00
5009034240	06/27/2019	GREEN TREE CARE	010-5800		3,490.00
5009034241	06/27/2019	KONICA MINOLTA PREMIER FINANCE	010-5612		743.65
5009034242	06/27/2019	LAKESHORE	010-4300		225.77
5009034243	06/27/2019	Lakeshore	010-4300		2,400.67
5009034244	06/27/2019	LAZEL	010-4300		5,700.77
5009034245	06/27/2019	Learning Priority, Inc	010-5800		5,000.00
5009034246	06/27/2019	Julie Maria	010-4300	857.44	

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## ReqPay12a

## Board Report

Checks Dated 06/13/2019 through 07/11/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5009034246	06/27/2019	Julie Maria	010-5200	3,018.51	3,875.85
5009034247	06/27/2019	MAXIM STAFFING SOLUTIONS	010-5100	2,400.00	
			010-5800	1,808.00	4,008.00
5009034248	06/27/2019	MHS	010-4300		463.50
5009034249	06/27/2019	MIXTECO/INDIGENA COMMUNITY ORGANIZING PROJECT	010-5100	4,814.25	
			010-5800	4,562.41	9,376.66
5009034250	06/27/2019	Mind Research Institute	010-5800		3,770.00
5009034251	06/27/2019	MJP COMPUTERS	010-5810		508.88
5009034252	06/27/2019	Moxi, The Wolf museum of Exploration & Innovation	010-5800		300.00
5009034253	06/27/2019	Lisa Kelly dba Murals by Lisa Kelly	010-5800		1,333.34
5009034254	06/27/2019	Skating Plus	010-5800		1,476.00
5009034255	06/27/2019	Crown Castle	010-5800		2,153.73
5009034256	06/27/2019	Steve Sinnerborg	010-5613		123.22
5009034257	06/27/2019	Tax Deferred Services Corporate Office Suite 209	010-8539		90,975.00
5009034258	06/27/2019	TELCOM, INC	010-4300		1,083.60
5009034269	06/27/2019	United Site Services	211-8275		5,820.05
5009034260	06/27/2019	VENTURA COUNTY OF EDUCATION PROGRAM 0941	010-5800		50.00
5009034261	06/27/2019	Ventura County Office of Education	010-4300	808.13	
			010-5200	1,425.00	
			010-5800	1,925.00	
			010-7142	807,537.00	811,695.13
5009034262	06/27/2019	Dr. Elizabeth Yeager	010-5800		2,531.25
5009034263	07/01/2019	Aguilar, Analia	010-5800		12.00
5009034264	07/01/2019	Smith, Jeannette D	010-4300		773.20
5009034265	07/01/2019	Trammell, Lori	010-5200		174.87
5009034266	07/01/2019	360 Degree Customer Inc.	010-5100	133,348.54	
			010-5800	3,747.71	137,096.25
5009034267	07/01/2019	AMAZON.COM CORPORATE CREDIT	010-4300		16,560.05
5009034268	07/01/2019	Kirk Raymond	010-5800		2,600.00
5009034269	07/01/2019	Pacific West Communities, Inc	490-5600		7,500.00
5009034270	07/01/2019	Restaurant Success Center	130-5200		118.00
5009034271	07/01/2019	United Site Services	211-8510	400.79	
			212-8275	277.50	678.28
5009034272	07/01/2019	Ventura County Office of Education	010-5200		1,125.00
5009034273	07/01/2019	Gilbert Acosta	010-3710		2,172.00
5009034274	07/01/2019	Maria Acosta	010-3710		2,172.00
5009034275	07/01/2019	Marylou Airmilli	010-3710		2,172.00
5009034276	07/01/2019	SALLY ALVARADO	010-3710		2,172.00
5009034277	07/01/2019	BARBARA ALVIDREZ	010-3710		2,172.00
5009034278	07/01/2019	Maria Angeles	010-3710		2,172.00
5009034279	07/01/2019	Anthony Urban	010-3710		2,172.00
5009034280	07/01/2019	Wayne Antrobus	010-3710		2,172.00
5009034281	07/01/2019	Sharon Bellman	010-3710		2,172.00

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## ReqPay12a

## Board Report

Checks Dated 06/13/2019 through 07/11/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5009034282	07/01/2019	Marie Benitez	010-3710		2,172.00
5009034283	07/01/2019	Belinda Betancourt	010-3710		2,172.00
5009034284	07/01/2019	SHIRLEY BROWN	010-3710		2,172.00
5009034285	07/01/2019	Jule Burchmore	010-3710		2,172.00
5009034286	07/01/2019	Carmen Carrillo	010-3710		2,172.00
5009034287	07/01/2019	Jonathan Castillo	010-3710		2,172.00
5009034288	07/01/2019	GAYLE COLEMAN	010-3710		2,172.00
5009034289	07/01/2019	Teresa Blanche Contreras	010-3710		2,172.00
5009034290	07/01/2019	John Cort	010-3710		2,172.00
5009034291	07/01/2019	Arla B Crane	010-3710		2,172.00
5009034292	07/01/2019	Kathleen Crowe	010-3710		2,172.00
5009034293	07/01/2019	David Davidson	010-3710		2,172.00
5009034294	07/01/2019	LaVerne Edgar	010-3710		2,172.00
5009034295	07/01/2019	Catherine Espinoza	010-3710		2,172.00
5009034296	07/01/2019	Carolee Feltch	010-3710		2,172.00
5009034297	07/01/2019	Jeanne Foster	010-3710		2,172.00
5009034298	07/01/2019	KATHLEEN FRANKLIN	010-3710		2,172.00
5009034299	07/01/2019	Susanne Frank	010-3710		2,172.00
5009034300	07/01/2019	Ruth Fraser	010-3710		2,172.00
5009034301	07/01/2019	JARREL FULLER	010-3710		2,172.00
5009034302	07/01/2019	Claudene Gamron	010-3710		2,172.00
5009034303	07/01/2019	Geoff Godfrey	010-3710		2,172.00
5009034304	07/01/2019	María L. Godinez	010-3710		2,172.00
5009034305	07/01/2019	Helene Golub	010-3710		2,172.00
5009034306	07/01/2019	CAROLYN GRACE	010-3710		2,172.00
5009034307	07/01/2019	Susan Hamada	010-3710		2,172.00
5009034308	07/01/2019	Milton R. Harron	010-3710		2,172.00
5009034309	07/01/2019	Jean Keller	010-3710		2,172.00
5009034310	07/01/2019	Herold Kennedy	010-3710		2,172.00
5009034311	07/01/2019	Jo Ann Kennedy	010-3710		2,172.00
5009034312	07/01/2019	Georgia Kerns	010-3710		2,172.00
5009034313	07/01/2019	LAURA KRALL	010-3710		2,172.00
5009034314	07/01/2019	Meredith Kruger	010-3710		2,172.00
5009034315	07/01/2019	RENEE LANE	010-3710		2,172.00
5009034316	07/01/2019	Christine Leonard	010-3710		2,172.00
5009034317	07/01/2019	CONNIE LOMELI	010-3710		2,172.00
5009034318	07/01/2019	BEN LUCE	010-3710		2,172.00
5009034319	07/01/2019	Marcia Marino	010-3710		2,172.00
5009034320	07/01/2019	Joan Mayeda	010-3710		2,172.00
5009034321	07/01/2019	Shirley McCafferty	010-3710		2,172.00
5009034322	07/01/2019	Virginia Nedeleft	010-3710		2,172.00
5009034323	07/01/2019	Phil Otero	010-3710		2,172.00
5009034324	07/01/2019	RUDY PALAZUELOS	010-3710		2,172.00
5009034325	07/01/2019	Pattis R. Thompson	010-3710		2,172.00
5009034326	07/01/2019	YVONNE RAILEY	010-3710		2,172.00
5009034327	07/01/2019	Jose Rodriguez	010-3710		2,172.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE



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ReqPay12a

Board Report

Checks Dated 06/13/2019 through 07/17/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5009034328	07/01/2019	SALLIE SANCHEZ	010-3710		2,172.00
5009034329	07/01/2019	Darlene Serros	010-3710		2,172.00
5009034330	07/01/2019	Linda Shaffer	010-3710		2,172.00
5009034331	07/01/2019	Andrea Shaub	010-3710		2,172.00
5009034332	07/01/2019	John Shark	010-3710		2,895.90
5009034333	07/01/2019	LYNN SILVIERA	010-3710		2,172.00
5009034334	07/01/2019	CAROL SPRACKLEN	010-3710		2,172.00
5009034335	07/01/2019	BEVERLY STARK	010-3710		2,172.00
5009034336	07/01/2019	ROY SWICKARD	010-3710		2,172.00
5009034337	07/01/2019	Virginia Swickard	010-3710		2,172.00
5009034338	07/01/2019	Eleanor Syrett	010-3710		2,172.00
5009034339	07/01/2019	Gwen Thomas	010-3710		2,172.00
5009034340	07/01/2019	HELEN TORRES	010-3710		2,172.00
5009034341	07/01/2019	Christina Valdivia	010-3710		2,172.00
5009034342	07/01/2019	Lenora Weinerth	010-3710		2,172.00
5009034343	07/01/2019	Darylene Williams	010-3710		2,172.00
5009034344	07/01/2019	Shiela Williams	010-3710		2,172.00
5009034345	07/01/2019	Sharlene Wilson	010-3710		2,172.00
5009034346	07/01/2019	Mike Wittlin	010-3710		2,172.00
5009034347	07/02/2019	Cordova, Ralph	010-5200		936.77
5009034348	07/02/2019	BOYS & GIRLS CLUBS OF GREATER OXNARD & PORT HUENEME	010-5100	29,851.00	
			010-5800	25,000.00	54,651.00
5009034349	07/02/2019	Water Walkers Inc Health-E Pro	130-5800		3,140.00
5009034350	07/02/2019	HOME DEPOT CREDIT SERVICES	010-4300	9,014.69	
			010-4325	381.01	
			010-4335	1.95	
			010-4360	3,251.92	
			010-4400	881.89	
			010-5830	276.34	
			130-4300	1.51	13,789.41
			010-4300	388.92	
			Unpaid Tax	26.14-	362.78
5009034351	07/02/2019	KAPCO	402-9510		14,400.00
5009034352	07/02/2019	KENCO CONSTRUCTION SERVICES	010-5612		12.00
5009034353	07/02/2019	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.	010-4300		3,646.29
5009034354	07/02/2019	O'Reilly Auto Parts	010-5800		8,632.00
5009034355	07/02/2019	Regency Tropicana LLC	010-5800		2,501.51
5009034356	07/02/2019	David Tausaig & Assoc. Inc	010-5800		9,610.00
5009034357	07/02/2019	UC REGENTS C/O KELLY HAYTON-UCSB	010-5800		2,080.00
5009034358	07/02/2019	VENTURA COUNTY OFFICE OF EDUCATION Program 0941	010-5200		39.44
5009034359	07/05/2019	Carrillo, Josefina	010-4300		24.12
5009034360	07/05/2019	Parks, Heather	010-5200		57.42
5009034361	07/05/2019	Ramirez, Jisela	010-4300	12.92	
5009034362	07/05/2019	Alfaro, Nora			

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

## ReqPay12a

## Board Report

Checks Dated 06/13/2019 through 07/11/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5009034382	07/05/2019	Alfaro, Nora	010-5200	86.30	99.22
5009034383	07/05/2019	Henschel, Tammy	010-5200		14.50
5009034384	07/05/2019	Navarrete, Melissa	010-5200		42.34
5009034385	07/05/2019	Emery, Ryan	010-4300		253.45
5009034386	07/05/2019	2500 Vineyard Ave, LLC c/o Essex Realty Management	490-5600		20,119.18
5009034387	07/05/2019	C D W GOVERNMENT, INC.	010-4300	2,928.28	
			010-4400	1,280.68	
			212-4300	978.57	
			212-4400	1,875.20	
			212-9510	1,402.89	8,465.62
5009034388	07/05/2019	CSBA c/o Westamerica Bank	010-5300		19,953.00
5009034389	07/05/2019	CULVER-NEWLIN, INC.	010-4400		4,565.63
5009034370	07/05/2019	Driftwood Dairy	130-4710		26,473.33
5009034371	07/05/2019	Earth Systems Consultants	211-8280		720.00
5009034372	07/05/2019	Kruger, Bensen, Zieman, Architects, Inc.	211-8219		22,350.00
5009034373	07/05/2019	Learning Priority, Inc	010-5800		4,950.00
5009034374	07/05/2019	MIXTECO/INDIGENA COMMUNITY ORGANIZING PROJECT	010-5100	3,202.58	
			010-5800	2,183.65	5,386.23
5009034375	07/05/2019	MJP COMPUTERS	010-4300	310.86	
			010-5610	563.75	
			212-4300	16,301.04	
			212-4400	1,284.27	17,489.92
5009034376	07/05/2019	Newsela, Inc	010-5800		33,000.00
5009034377	07/05/2019	Tri County Bread Service	130-4710		7,439.41
5009034378	07/05/2019	UC REGENTS C/O KELLY HAYTON-UCSB	010-5800		30,117.00
5009034379	07/05/2019	UCSB MESA/OEP	010-5800		30,000.00
5009034380	07/05/2019	United Site Services	211-8275		18.83
5009034381	07/05/2019	VENTURA COUNTY SELF-FUNDING AUTHORITY	010-5450		503,304.00
5009034382	07/09/2019	Shaw Linder, Abbey	010-5200		523.86
5009034383	07/09/2019	Ramirez, Elena	010-5200		25.98
5009034384	07/09/2019	Aswell Trophy	010-4300		119.12
5009034385	07/09/2019	FRONTLINE TECH. GROUP, LLC	010-5800		13,790.02
5009034386	07/09/2019	Dominos Pizza	130-4710		7,111.35
5009034387	07/09/2019	Durham School Services	010-5800		13,189.86
5009034388	07/09/2019	ESGI	010-5800		1,590.00
5009034389	07/09/2019	Golden State Alarms, Inc.	010-5800		3,952.10
5009034390	07/09/2019	MATTHEW GOLLUB dba TORTUGA PRESS	010-4300	293.82	
			010-5800	500.00	793.82
5009034391	07/09/2019	HAROLD'S FAST ROOTER & PLUMBING	010-5610		420.00
5009034392	07/09/2019	GREEN TREE CARE	010-5800		5,745.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE

OFFICIAL

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ReqPay12a

Board Report

Checks Dated 06/13/2019 through 07/11/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5009034393	07/09/2019	Lawrence A. Wolf	010-5800		4,590.00
5009034394	07/09/2019	Ox Blue	010-5800		599.00
5009034395	07/09/2019	P&K Architecture, Inc.	402-5800		1,904.70
5009034396	07/09/2019	Rio Real PTA	010-4300		63.55
5009034397	07/09/2019	SC FUELS	010-4300	1,477.80	
			010-4360	215.57	
			130-4300	51.02	1,744.39
5009034398	07/09/2019	Schaeffer's Spec. Lubricants	010-4300		1,689.59
5009034399	07/09/2019	SERVICE PRO-FIRE PROTECTION	010-5800		2,425.00
5009034400	07/09/2019	STARFALL EDU. FOUNDATION	010-5800		270.00
5009034401	07/09/2019	THE BERRY MAN, INC.	130-4710		10,898.46
5009034402	07/09/2019	Ventura County Office of Education	010-5200	1,125.00	
			010-5804	106.00	1,231.00
5009034403	07/09/2019	Ventura County Star	010-5800		140.60
5009034404	07/09/2019	VAVRINEK, TRINE, DAY & CO, LLP	010-5803		14,400.00
<b>Total Number of Checks</b>			<b>298</b>		<b>4,326,382.91</b>

Fund Recap

Fund	Description	Check Count	Expensed Amount
010	General Fund	265	3,202,327.71
130	Cafeteria Fund	14	58,617.50
211	Building Fund	18	988,305.63
212	Building Fund Measure L	5	41,444.08
251	CAPITAL FACILITIES - RESIDENTI	1	1,500.00
402	Special Reserve For Capital Ou	4	26,594.95
490	Capital Projects Fund for Blen	2	27,619.18
<b>Total Number of Checks</b>		<b>298</b>	<b>4,326,409.05</b>
<b>Less Unpaid Tax Liability</b>			<b>28.14</b>
<b>Net (Check Amount)</b>			<b>4,326,382.91</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE 











EDUCATING LEARNERS FOR THE 21ST CENTURY

### Agenda Item Details

Meeting	Jul 24, 2019 - RSD Special Board Meeting
Category	7. Consent
Subject	7.3 Approval of Proposal from Kenco for the Rio Lindo Bldg. A Renovation
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	76,800.00
Budgeted	Yes
Budget Source	Measure L
Recommended Action	It is recommended that the proposal from Kenco be approved.

### Public Content

#### Speaker:

Wael Saleh, Assistant Superintendent, Business Services

#### Rationale:

Kenco has provided a proposal for the DSA Inspection at Rio Lindo, Building A, Additions and Alterations for the time period July 15, 2019 through December 20, 2019. These services shall include attending all planning, pre-con conferences, and project meetings. Kenco will monitor and observe all special inspections performed by the testing laboratory and maintain a log of hours spent on the project by special inspectors.

[Rio Lindo, Inspection Proposal, 6-15-19 \(2\).pdf \(122 KB\)](#)

### Administrative Content

### Executive Content

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board*





DSA INSPECTIONS / MANAGEMENT  
*A Division of the State Architects*

DSA Cert #4922 – Class 1.  
EIN #27-2782038  
SOS Corp. # 3245180

**Project Proposal for DSA Inspection.**

**Date:** 06-15-19

**Project Client:** Rio School District  
2500 Vineyard Ave. #100  
Oxnard, Ca. 93030

**Proposed Projects:** **Rio Lindo ES – Bldg. “A” Addition & Alterations.**  
2131 Snow Ave. Oxnard.

**DSA App. Number:** #03-117628 DSA File # 56-26

**Scope of Work:** DSA Certified Inspection for addition to 1-Bldg. “A” (A#03-103868) and  
Alteration to 1-Bldg. “A”. (A#03-103868)

**Project Rate:** Estimated project start date ..... **July 15<sup>th</sup>, 2019**  
Estimated project completion date ..... **December 20<sup>th</sup>, 2019**  
\$80.00 per hour at (120 days = 960 hrs.) ..... **\$ 76,800.00**

**Total Project Estimate: \$ 76,800.00**

**NOTE:** Be advised that all inspections are subject to contractor performance.  
Therefore the total cost proposal is an estimate and subject to increase or credit.  
If “Over Time” work becomes necessary, all OT must be approved by the District or the  
CM prior to OT inspections. OT is at a rate of \$120.00 per hour after  
40 hrs. per week, all holidays, and anything over 8 hours a day.

**Project Inspector Agency Agreement and Contract Duties:**

KENCO Construction Services agrees to provide continuous inspection of work for compliance with approved contract documents and California Building Codes, including Title 24.. Project Inspector duties are outlined in Title 24, Part 1, Chapter 4, Section 4-333 thru 4-342 California Code of Regulations, including DSA Interpretation of Regulations A-6, A-7, A-8, and as incorporated in the following sections:

1. Represent the client under the guidance of the Architect, Construction Manager or designated agent.
2. Attend all planning, pre-con conferences, project meetings, or meetings as required by the client.
3. Monitor and observe all special inspections performed by the client-contracted testing laboratory as required by the Testing and Inspection Sheet and as outlined in the Project Specifications. Maintain and update a log

specifying hours spent on the project by the special inspectors. Perform or monitor testing for Torque, Epoxy, and Pull Tests as required.

4. The client and the inspector shall each defend and hold harmless each other against any losses, liabilities, damages, injuries, claims, costs, or expenses arising out of, or connected with the provisions of this agreement and the contract documents.
5. This Agreement shall begin on or about **July 15<sup>th</sup>, 2019**, and remain in effect continuously until completed, or terminated in writing. This Contract is intended to be an agency agreement and may be terminated in 30 days by either party with, or without cause. This agency agreement shall be assignable to other schools within the District, and shall apply to other inspectors as requested and approved by the District. The District shall not employ, contract, or engage in business or mutually beneficial relationship with any inspectors introduced to the District through KENCO Construction Services for a period of two (2) years after the dissolution of any contracts through KENCO Construction Services, unless written permission is granted prior to each relationship.
6. **The Rio School District** agrees to pay *KENCO Construction Services, Inc.* our monthly invoice for project services, billed at a rate of **\$80.00 per hour for each Class 1 inspector**, within 15 working days of receipt of invoice. Each monthly billing shall separately identify hours and charges for each individual school, consistent with required site accounting. KENCO Construction Services shall provide all necessary cell phones, laptop computers, digital cameras, and any equipment necessary to maintain proper documentation and administration functions throughout the duration of the project. The District shall provide all office space, utility lines, and equipment necessary per the project specifications.
7. KENCO Construction Services shall provide to the District at the end of the project all documentation in a professional format, either in binders or on a computer CD.
8. KENCO Construction Services shall not bill the client for any time not directly paid to the project inspectors working directly on the project. A DSA certified project manager will be assigned to oversee the project inspector to ensure accurate reporting of all activities and DSA compliance. Should any emergency arise where the consultant/inspector becomes absent, on vacation, or is not able to be on site due to causes beyond his/her reasonable control, this DSA certified project manager will provide inspections until the IOR returns.

X \_\_\_\_\_

**Kenneth Hinge**

Digitally signed by Kenneth Hinge  
DN: cn=Kenneth Hinge, o=KENCO, ou=DSA,  
email=kenhinge@kenco-inc.com, c=US  
Date: 2019.06.17 14:46:51 -0700

Ken Hinge, President  
KENCO Construction Services, Inc.  
Date: 06-15-19

X \_\_\_\_\_

District Authorized Agent  
Rio School District  
Date:

7.4





EDUCATING LEARNERS FOR THE 21ST CENTURY

### Agenda Item Details

Meeting	Jul 24, 2019 - RSD Special Board Meeting
Category	7. Consent
Subject	7.4 Williams Quarterly Complaint Report
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Budgeted	No
Budget Source	Not Applicable
Recommended Action	Staff recommends board approval of Williams quarterly complaint report from April 1, 2019 through June 30, 2019.

### Public Content

Speaker: Oscar Hernandez

#### Rationale:

Education Code Section 35186 (d) requires a school district to report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records. The attached report is presented to the Governing Board for approval.

[1 - UCP Quartely Report for July 2019.pdf \(25 KB\)](#)

### Administrative Content

### Executive Content

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board*





**Quarterly Report on Williams Uniform Complaints**  
**[Education Code Section 35186]**  
**Fiscal Year 2018-19**

District: Rio School District

Person completing this form: John Puglisi

Title: Superintendent

Quarterly Report Submission Date:  October 2018 (7/1/18 to 9/30/18)  
 (check one)  January 2019 (10/1/18 to 12/31/18)  
 April 2019 (1/1/19 to 3/31/19)  
 July 2019 (4/1/19 to 6/30/19)

Date for information to be reported publicly at governing board meeting: July 24, 2019

Please check the box that applies:

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

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
Totals	0	0	0

\_\_\_\_\_  
 Name of District Superintendent

\_\_\_\_\_  
 Signature of District Superintendent



8.1





**Agenda Item Details**

Meeting Jul 24, 2019 - RSD Special Board Meeting

Category 8. Closed Session (continued)

Subject 8.1 Public Employee Appointment: Titles: Assistant Superintendent of School and Systems Improvement; Director of School and Systems Improvement; Administrator of Special Projects; Principal and Director of Accounting

Access Public

Type

**Public Content**

Speaker:

Rationale:

**Administrative Content**

**Executive Content**











