



SCHOOL

DISTRICT

EDUCATING LEARNERS FOR THE 21ST CENTURY

REGULAR BOARD MEETING

August 19, 2020

**Rio School District
Conference Room
1800 Solar Drive
Oxnard, CA 93030**

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

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

2.0



**Wednesday, August 19, 2020
RSD Regular Board Meeting**

**Rio School District
1800 Solar Drive
Oxnard, CA 93030**

1. Open Session 5:00 p.m.

- 1.1 Call to Order
- 1.2 Pledge of Allegiance
- 1.3 Roll Call

2. Approval of the Agenda

- 2.1 Agenda Correction, Additions, Modifications
- 2.2 Approval of the Agenda

3. Public Comment-Closed Session

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

- 4.1 Public Employee Performance Evaluation [Government Code 54957] Title: Staffing 2020/2021
- 4.2 Conference with Labor Negotiators [Government Code 54957.6] Agency designated representatives: RSD Negotiating Team; Employee Organization: California School Employee's Association and Rio Teachers' Association
- 4.3 Public Employee Discipline/Dismissal/Release

5. Reconvene Open Session 6:00 p.m.

- 5.1 Report of Closed Session

6. Communications

- 6.1 Acknowledgement of Correspondence to the Board
- 6.2 Board Member Reports
- 6.3 Organizational Reports-RTA/CSEA/Other
- 6.4 Superintendent Report

6.5 Public Comment-Board meetings are meetings of the Governing Board held in public, not public forums, and will be held in a civil, orderly and respectful manner. All public comments or questions should be addressed to the board through the board president. To assure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker card. Cards are available at the meeting and on the District website. Cards must be submitted to the Secretary or Clerk of the Board. The speaker may choose to speak during public comment or at the time of the agenda item prior to board consideration. The Governing Board may place

limitations on the total time to be devoted to each topic if it finds that the number of speakers would impede the Board's ability to conduct its business in a timely manner. Procedures for receiving communication from the public on topics that fall under the subject jurisdiction of the Governing Board. A member of the public may address the Governing Board on any item(s) on the agenda or non-agenda items. 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.

7. Information

7.1 Business Services Report

7.2 Educational Services Report

7.3 School and Systems Improvement Updates

7.4 Forty-five day Budget Presentation

8. Discussion/Action

8.1 Second and Final Reading of CSBA Revised Board Policies

8.2 Approval of Board Policy 0470 COVID-19 Mitigation Plan

8.3 Approval of Rio del Valle Middle School New/Revised Course Descriptions for the 2020-2021 School Year

8.4 2020/2021 Annual Declaration of Need for Fully Qualified Educators

8.5 Approval of Annual Statement of Need/30 Day Substitute Teaching Permits and Designated Subjects Vocational Education 30-Day Substitute Teaching Permits

8.6 2019/2020 RSD and CSEA, Chapter 329 Tentative Agreement

8.7 2019/2020 One time 1% Salary Increase (Bonus) - Confidential Employee Team, School Psychologists, District Nurse

9. Consent

9.1 Approval of the Consent Agenda

9.2 Approval of the Minutes of the Regular Board Meeting of June 24, 2020

9.3 Approval of the Minutes of the Special Board Meeting of July 29, 2020

9.4 Approval of the Donation Report

9.5 August 19, 2020 Personnel Report

9.6 Ratification of the Commercial Warrant for June 13, 2020, through August 10, 2020.

9.7 Ratification of Contract with SAGE Realty Group for July 2020 - December 2020.

9.8 Approval of Contract Renewal with Godoy Studios FY 2020/21

9.9 Approval of the Contract Renewal with Learning Priority, Inc FY 20/21

9.10 Approval of the Contract with Diane DeLaurentis to Provide Performing Arts Services FY 2020/2021

9.11 Approval of Contract Renewal with Lawrence Interactive Media FY 2020/2021

9.12 RSD and Cal Lutheran Agreement for Counseling Internship Services

9.13 RSD and National University Agreement for Teacher Internship Services

9.14 Authorization of Teaching Assignment - Multiple Subject

- 9.15 Williams Quarterly Complaint Report
- 9.16 Contract for Speech Pathologist Services
- 9.17 County of Ventura Memorandum of Agreement with Ventura County Behavioral Health
- 9.18 Approval of Application for Categorical Programs Funding
- 9.19 Ratification of First Amendment to the City of Oxnard's Sewer Agreement with Rio School District
- 9.20 Ratification of agreement with School Services of California for consulting services
- 9.21 Approval of Mystery Science Supply kits for all Elementary Schools
- 9.22 Authorization of Teaching Assignment – Speech & Hearing Therapy Services
- 9.23 Approval of Stem Scope Science Kits from Accelerate Learning, Inc.
- 9.24 Notice of Completion of Monet Construction and Approval of Resolution 20/21-003
- 9.25 Notice of Completion of Venco Electric and approval of Resolution 20/21-04
- 9.26 Ratification of agreement from Hughes Engineering for the Kiln Enclosure at Rio Del Sol
- 9.27 Approval of Credit Change Order from Pierre Landscape
- 9.28 Approval of Credit Change Order from Brannon, Inc. dba Smith Electric Service
- 9.29 Approval of Change Order from Reed Mechanical Systems for HVAC Services at Rio Lindo
- 9.30 Approval of Change Order from Reed Mechanical Systems for the HVAC Services at Rio Plaza
- 9.31 Approval of Credit Change Order from Painting and Decor
- 9.32 Approval of Credit Change Order from Venco Electric for Campus wide Fire Alarm at Rio Lindo
- 9.33 Notice of Completion for Reed Mechanical and approval of Resolution 20/21-02.
- 9.34 Approval of Credit Change Order from K&Z at Rio Del Sol, Building C
- 9.35 Ratification of agreement with MM Mechanical, Inc., Project No. 20-14L
- 9.36 Ratification of agreement from Reed Mechanical for COVID 19 HVAC Service and Filter Upgrade at Rio Lindo
- 9.37 Ratification of agreement from AirTek for Duct Cleaning at Rio Lindo
- 9.38 Ratification of agreement from Reed Mechanical for COVID 19 Air Conditioning Installation in Library at Rio Lindo.
- 9.39 Ratification of award of bid to Reed Mechanical Systems for the COVID 19 HVAC service at Rio Plaza
- 9.40 Ratification of award of Project #20-11L to Reed Mechanical Systems, for COVID 19 HVAC Service and Filter Upgrade at Rio Real, Rio Del Valley and Rio Rosales
- 9.41 Ratification of agreement from MM Mechanical for fixture replacement at Rio Real, Rio Del Valle, and Rio Rosales.
- 9.42 Ratification of agreement from Precision Plumbing for fixture replacement at Rio Plaza.
- 9.43 Ratification of agreement from MM Mechanical for COVID 19 touchless plumbing fixtures at Rio Del Sol
- 9.44 Ratification of agreement with Got Shade for Rio Rosales.

9.45 Ratification of agreement with MM Mechanical for replacing plumbing fixtures at the Rio District Office with touchless plumbing fixtures

9.46 Ratification of agreement with Channel Islands Roofing to replace the rain gutter at Rio Del Valle.

9.47 Ratification of purchasing 432 Lenovo 100e Chromebooks

9.48 Ratification of purchasing 2000 Lenovo 100e Chromebooks

9.49 Ratification of purchasing 6400 teacher and student headsets

9.50 Ratification of a 6-month contract with AT&T for 100 Hotspots for students and staff

9.51 Ratification of purchasing 134 HP G7 Chromebooks

9.52 Approval of renewing Story Maker 3D animation software site licenses and support for 2020-2021

9.53 Ratification of renewing EADMS/IOEducation online assessment platform contract

9.54 Ratification of a Two (2) Month Contract for 150 Hotspots for Students Learning from Home

9.55 Approval to Declare Obsolete E-waste Devices

10. Organizational Business

10.1 Future Items for Discussion

10.2 Future Meeting Dates: Annual Organizational Meeting December 12, 2018; Special Board Meeting December 19, 2018

11. Adjournment

11.1 Adjournment

4.1



Agenda Item Details

Meeting Aug 19, 2020 - RSD Regular Board Meeting

Category 4. Closed Session

Subject 4.1 Public Employee Performance Evaluation [Government Code 54957] Title: Staffing 2020/2021

Access Public

Type Discussion

Public Content

Speaker:

Rationale:

Administrative Content

Executive Content

4.2



Agenda Item Details

Meeting Aug 19, 2020 - RSD Regular Board Meeting

Category 4. Closed Session

Subject 4.2 Conference with Labor Negotiators [Government Code 54957.6] Agency designated representatives: RSD Negotiating Team; Employee Organization: California School Employee's Association and Rio Teachers' Association

Access Public

Type

Public Content

Speaker:

Rationale:

Administrative Content

Executive Content

4.3



Agenda Item Details

Meeting Aug 19, 2020 - RSD Regular Board Meeting
Category 4. Closed Session
Subject 4.3 Public Employee Discipline/Dismissal/Release
Access Public
Type

Public Content

Speaker:

Rationale:

Administrative Content

Executive Content

6.4



Agenda Item Details

Meeting Aug 19, 2020 - RSD Regular Board Meeting
Category 6. Communications
Subject 6.4 Superintendent Report
Access Public
Type Procedural

Public Content

Speaker: Superintendent Puglisi

Rationale:

Superintendent Puglisi will update the Governing Board on the following:

- 2021 School Year

Administrative Content

Executive Content

7.1



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	7. Information
Subject	7.1 Business Services Report
Access	Public
Type	Information
Goals	<p>Goal 3-Create welcoming and safe environments where students attend and are connected to their school</p> <p>Goal 1-Improved student achievement at every school and every grade in all content areas</p>

Public Content

Speaker: Wael Saleh, Assistant Superintendent of Business Services

Rationale: Mr. Saleh will update the Governing Board on the following topics:

- Child Nutrition Update
- Transportation Update
- Custodial Update
- Bond Refunding Update

Administrative Content

Executive Content

7.2

**Agenda Item Details**

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	7. Information
Subject	7.2 Educational Services Report
Access	Public
Type	Information
Goals	<p>Goal 1-Improved student achievement at every school and every grade in all content areas</p> <p>Goal 2-Engage parents and other District stakeholders in the development of meaningful partnerships to support student learning.</p>

Public Content

Speaker: Educational Services Staff

Rationale: Educational Staff will provide the Governing Board with the following updates:

- Learning Models Update

Administrative Content**Executive Content**

7.3



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	7. Information
Subject	7.3 School and Systems Improvement Updates
Access	Public
Type	Information

Public Content

Speaker: Carolyn Bernal, Ed.D., Assistant Superintendent of School and Systems Improvement

Rationale:

Dr. Bernal will provide the following updates:

- Enrollment Update

Administrative Content

Executive Content

7.4

**Agenda Item Details**

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	7. Information
Subject	7.4 Forty-five day Budget Presentation
Access	Public
Type	Information

Public Content

Speaker:
Wael Saleh, Assistant Superintendent, Business Services

Rationale:

As a result of the final state budget being materially different than what the governor proposed in his May Revise Budget proposal, School Districts are required to prepare a revised budget within 45 days to reflect the impact of the changes on the districts' budget.

Assistant Superintendent Wael Saleh will present to the governing board the impact of the final state budget on Rio School District.

45 Day Budget Revision - Rio (Revised).pdf (195 KB)

Administrative Content**Executive Content**

**Rio School District
45-Day Budget Revision
2020-21 Fiscal Year**

Description		Original Budget (A)	45-Day Budget Revision (B)	Difference (B - A) (C)	% Diff (C / A) (D)
REVENUES	Obj. Codes				
LCFF Revenues	8010-8099	49,439,491	53,092,673	3,653,182	7%
Federal Revenues	8100-8299	3,906,369	8,074,157	4,167,788	107%
State Revenues	8300-8599	2,280,085	2,733,933	453,848	20%
Local Revenues	8600-8799	3,238,360	3,238,360	0	0%
TOTAL REVENUES		58,864,305	67,139,123		
EXPENDITURES					
Certificated Salaries	1000	24,815,613	25,245,613	430,000	2%
Classified Salaries	2000	9,074,403	9,234,403	160,000	2%
Employees' Benefits	3000	15,344,976	15,744,976	400,000	3%
Books and Supplies	4000	2,818,061	8,419,697	5,601,636	199%
Services and Operating Expenses	5000	6,476,058	7,016,058	540,000	8%
Capital Outlay	6000	0	0	0	0%
Other Outgo	7100-7499	1,956,000	1,956,000	0	0%
TOTAL EXPENDITURES		60,485,111	67,616,747		
OPERATING SURPLUS (DEFICIT)		(1,620,806)	(477,624)		
OTHER SOURCES AND TRANSFERS IN	8900-8979	657,605	657,605	0	0%
OTHER USES AND TRANSFERS OUT	7600-7699	20,000	20,000	0	0%
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE		(983,201)	159,981		
BEGINNING BALANCE	9791	3,493,043	3,136,750	(356,293)	-10%
CURRENT YEAR ENDING BALANCE		2,509,842	3,296,731		
COMPONENTS OF ENDING BALANCE					
Non-spendable	9711-9719	30,000	30,000		
Restricted	9740	424,891	322,813		
Committed	9750 / 9760	0	0		
Assigned	9780	0	0		
Reserve for Economic Uncertainties	9789	1,814,553	2,028,502		
Unappropriated Amounts	9790	240,398	915,416		

Percentage of Unrestricted Ending Balance

3.40%

4.35%

8.1



Agenda Item Details

Meeting Aug 19, 2020 - RSD Regular Board Meeting
Category 8. Discussion/Action
Subject 8.1 Second and Final Reading of CSBA Revised Board Policies
Access Public
Type Information

Public Content

Speaker: John Puglisi, Ph.D.

Rationale:

Staff has reviewed the CSBA recommended revisions to board policies. This is a first reading and will be brought for action at a future meeting.

[CSBARdgPt1.pdf \(9,364 KB\)](#)

[CSBARdgPt2.pdf \(9,525 KB\)](#)

Administrative Content

Executive Content

8.2

**Agenda Item Details**

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	8. Discussion/Action
Subject	8.2 Approval of Board Policy 0470 COVID-19 Mitigation Plan
Access	Public
Type	Action, Information
Recommended Action	Staff recommends approval of Board Policy 0470 COVID 19 Mitigation Plan

Public Content

Speaker: John Superintendent, Ph.D., Superintendent

Rationale:

California School Board Association has recommended the attached board policy addition to districts to address the COVID 19 pandemic.

[BP 0470 COVID-19 Mitigation Plan.docx.pdf \(242 KB\)](#)

Administrative Content**Executive Content**

Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0470(a)

COVID-19 MITIGATION PLAN

Note: The following policy is intended for use during the coronavirus (COVID-19) pandemic and supersedes conflicting provisions in other district policies and administrative regulations, thereby eliminating the need to temporarily revise multiple policies. When the Governing Board determines, consistent with state and local orders from health officials, that the need for this policy no longer exists, the following policy should be removed from the district's policy manual.

Due to the unexpected nature of the pandemic, the evolving circumstances, and rapidly changing information about the virus, the topics covered in this policy may not be directly addressed in current law. Therefore, the policy presents options and best practices for districts as they reopen school campuses following extended closures due to the COVID-19 pandemic. Districts are encouraged to consult with local health officials, staff, students, parents/guardians, neighboring school districts, and the county office of education in comprehensive planning for safe operations following campus reopening.

This policy involves a number of working conditions that are often addressed in collective bargaining agreements and, as such, may be subject to negotiations with employee organizations.

Resources that provide additional information, such as applicable state and local guidelines from health officials, school schedules, handwashing instructions, and specific personal protective equipment (PPE) requirements, may be attached as exhibits to augment this policy and should be periodically reviewed and updated as necessary.

The following policy establishes actions that will be taken by the district to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing district policies or administrative regulations until the Governing Board determines that the need for this policy no longer exists. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting district operations are subject to change without notice. In the event that any federal, state, or local order may conflict with this policy, the order shall govern.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 5141.22 - Infectious Diseases)

(cf. 9310 - Board Policies)

The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.

Note: Stay-at-home orders, restrictions on social gatherings, and PPE requirements and their impact on the opening and closing of school campuses will vary based on local conditions. CSBA strongly recommends that districts consult state and local health officials for guidance on decisions regarding the opening and closing of school campuses.

The Board recognizes that students and staff have the right to a safe campus that protects their physical and psychological health and well-being. School campuses shall only be open

COVID-19 MITIGATION PLAN (continued)

when deemed safe for in-person instruction. The Board's decision to reopen school campuses for classes, before or after school programs, child care centers, and/or preschool programs shall be made in consultation with state and local health officials, the county office of education, and neighboring school districts. The district shall evaluate its capacity to implement safety precautions and to conduct full or partial school operations, and shall consider student, parent/guardian, and community input.

(cf. 0400 - Comprehensive Plans)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Prior to the return to on-campus teaching and learning, the Superintendent or designee shall provide to students, parents/guardians, and staff current information about COVID-19, including its symptoms, how it is transmitted, how to prevent transmission, the current recommendations from the state and local departments of public health, and any other information and/or resources to prepare for a safe return to on-campus teaching and learning. The Superintendent or designee shall also provide information on the processes and protocols the district will follow to minimize the health risks associated with COVID-19, including, but not limited to, physically separating individuals (social distancing), limits on large gatherings, the provision of personal protective equipment (PPE) such as masks and gloves, and the sanitization of facilities.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6020 - Parent Involvement)

Student Support

The Board recognizes that the consequences of the COVID-19 pandemic, including fear for one's safety, the economic crisis, the loss of school-based relationships, and disruptions in student learning, impact all students but may have a disproportionate effect on the youngest students, students with disabilities, those students most vulnerable to basic needs insecurity or child abuse and neglect, and other at-risk students.

(cf. 0415- Equity)

As school campuses reopen, staff shall provide a caring and nurturing educational environment for students. The district may provide instruction on social-emotional well-being to all students, including information on how to deal with stress and anxiety in healthy ways and the importance of emotional well-being for academic success.

(cf. 6142.8 - Comprehensive Health Education)

COVID-19 MITIGATION PLAN (continued)

Staff shall pay careful attention to students' increased mental health concerns. Counseling, other support services, and/or referrals to other agencies shall be available to assist students in dealing with the social and emotional effects of COVID-19, such as stress, anxiety, depression, grief, social isolation, and post-traumatic stress disorder.

(cf. 5141.5 - Mental Health)
(cf. 5141.52 - Suicide Prevention)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)

As needed, the district may provide referrals of students and families to basic needs assistance or social services, and may assess students for eligibility for the free and reduced-price meal program or assistance under the McKinney-Vento Homeless Assistance Act.

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall ensure that staff understand their obligations as mandated reporters to report suspected child abuse or neglect, regardless of whether the student is on campus or participating in distance learning.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

The Superintendent or designee may provide information to staff and parents/guardians regarding how to provide mental health support to students. The Superintendent or designee may also provide counseling to staff who are experiencing emotional difficulties as a result of COVID-19.

Instruction/Schedules

Note: Until COVID-19 is no longer a concern, schools may offer instruction through one of three prevailing approaches: (1) return to full on-campus instruction with social distancing/PPE requirements and modified schedules, (2) continue exclusively with distance learning, or (3) use a hybrid approach that incorporates both on-campus instruction and distance learning. To accomplish any approach that uses on-campus instruction while maintaining social distancing may require the implementation of staggered schedules, such as having half the students on campus one week followed by the other half the following week, having grades 1-3 on campus on Monday and Wednesday and grades 4-6 on Tuesday and Thursday, or teaching elementary students on campus while secondary students use distance learning.

The following section reflects a hybrid approach, which may be the most practical for the majority of districts, and should be revised to reflect district practice.

The district shall offer a combination of on-campus instruction and distance learning to meet the needs of all students.

(cf. 6157 - Distance Learning)
(cf. 6158 - Independent Study)

COVID-19 MITIGATION PLAN (continued)

The Superintendent or designee shall work with school principals, teachers, other staff, students, and parents/guardians to recommend to the Board a schedule of on-campus instruction for each school. If all students cannot attend on-campus instruction for the entire school day due to space limitations as a result of social distancing requirements, the Superintendent or designee shall consider arrangements for rotating groups of students, such as on a daily or weekly basis, and/or shall provide on-campus instruction to students with the greatest need for in-person supervision.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

Priority for on-campus instruction shall be given to the lowest performing students, students with disabilities, elementary level students, students at risk of child abuse and neglect, homeless students, foster youth, and English learners. To the extent practicable, the district shall also consider the needs of essential workers, as designated in the Governor's executive orders, for child care during normal school hours.

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

On-campus instruction may be prioritized for subjects that are difficult to deliver through distance learning, such as laboratory science, art, or career technical education.

For distance learning, lessons may be delivered through live video sessions, or other technology-based distance learning platforms and/or the district may supplement on-campus instruction with home assignments. As much as possible, distance learning shall be provided through synchronous learning.

Appropriate training shall be provided to teachers and other instructional staff involved in distance learning, including training on how to use any technology or platform approved for distance learning by the school and opportunities for the sharing of best practices among instructional staff. Available training resources may also be provided to students and parents/guardians when necessary.

Evaluation of Academic Progress Following Campus Closure

Note: Pursuant to the Governor's Executive Order N-30-20, administration of the California Assessment of Student Performance and Progress was waived in spring 2020 due to the COVID-19 pandemic. Districts will need to use other measures to evaluate students' academic progress during that period of campus closure.

Upon return to on-campus instruction following an extended campus closure, the Superintendent or designee shall evaluate the impact of the campus closure on students' academic progress. Such evaluation may:

COVID-19 MITIGATION PLAN (continued)

1. Address student-specific needs arising from the transition back into on-campus instruction
2. Consider whether or not a student has experienced a regression of skills and/or lack of progress
3. If regression and/or a lack of progress is present, identify opportunities for recovery, including supplemental educational services and/or new or different support services

(cf. 6179 - Supplemental Instruction)

For students with disabilities, the evaluation of academic progress shall also be used to determine whether an additional or revised individualized education program (IEP) or Section 504 plan is needed for the student to be academically successful when returning to on-campus instruction. The Superintendent or designee may prioritize urgent student need in scheduling initial and triennial assessments and annual IEP meetings. The Superintendent or designee shall ensure district compliance with all procedural timelines for IEPs and Section 504 plans as required, unless amended by executive order.

(cf. 6159 - Individualized Education Program)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

Grading

Note: The district may select or revise any of the items below to reflect district practice. The California Department of Education's (CDE) FAQs on Grading and Graduation Requirements, available on its web site, includes an appendix on Distance Learning Grading Guidance for Teachers which contains a non-exhaustive list of options for assigning final grades for spring 2020 for courses interrupted by COVID-19 and the resulting school closures. Those options are only applicable to final semester grades and may not necessarily apply to shorter periods of campus closure. Grading policies for the 2020-21 school year may be dependent on the date that campuses reopen and/or whether campuses need to be reclosed for an extended period at any time during the year.

Also see CSBA's Sample School Board Resolution on Grading During Emergency School Closures.

For each grading period, student progress shall be reported in accordance with BP/AR 5121 - Grades/Evaluation of Student Achievement. However, in the event that school campuses are closed for an extended period of time during any grading period, the Board may, upon recommendation by the Superintendent or designee, adopt one or more alternative grading policies which may vary by grade level or type of course. Options for such grading include, but are not limited to:

1. Assignment of final grades based on the student's grades when the campus shutdown

COVID-19 MITIGATION PLAN (continued)

- occurred, with opportunities to increase the final grade based on progress through distance learning or other assignments and assessments
2. Assignment of pass/no pass grades for all courses
 3. Grading based on students' understanding of applicable course content through assessments, projects, portfolios, or other appropriate means

(cf. 5121 - Grades/Evaluation of Student Achievement)

Health Screening of Students

Note: The following **optional** paragraph reflects recommendations in the Centers for Disease Control and Prevention's (CDC) Interim Guidance for Schools and Day Camps to conduct temperature checks and/or visual checks of students before they enter the school. CDC recommends that persons who have a fever of 100.4 degrees or above or exhibit other signs of illness not be admitted to the facility.

Temperature checks may also be conducted before students board a school bus. If not practical, districts should implement social distancing on school buses as provided in the section "Social Distancing" below and may require students to wear PPE on the bus as provided in the section "Personal Protective Equipment and Hygiene Practices" below.

To the extent feasible, students shall be screened for COVID-19 symptoms before boarding a school bus and/or upon arrival at school each day. The Superintendent or designee shall work with local health officials to determine the appropriate means of screening, which may include temperature checks with a no-touch thermometer.

If the screening indicates a fever or other COVID-19 symptoms, or if the student exhibits symptoms at any time during the school day, the student shall be placed in a supervised isolation area until the student's parent/guardian is contacted and the student can be transported home or to a health care facility. School staff may provide the parent/guardian with referrals to school or community health centers for further testing.

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

Student Absence and Attendance

The Board recognizes that COVID-19 will continue to impact the attendance of students following the reopening of school campuses. The Superintendent or designee shall notify students and parents/guardians of expectations regarding school attendance. Such notification shall direct any student who contracts the virus or lives with someone who has been diagnosed with COVID-19 to stay home in accordance with state and local health directives so as to curtail the spread of the disease.

COVID-19 MITIGATION PLAN (continued)

Students who are infected with COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the student is no longer contagious. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202)

Students who are identified as being in a high-risk population for serious complications from COVID-19 because of a medical condition may request assessment and accommodations under Section 504 and/or an alternative instructional method that allows the student to continue receiving instruction off campus.

Note: Pursuant to Education Code 48205, student absences due to illness or quarantine are considered excused absences. 5 CCR 306 authorizes the school to require a satisfactory explanation from a student's parent/guardian whenever the student is absent. Pursuant to 5 CCR 421, the Board may adopt policy or a resolution establishing reasonable methods for verifying student absences, and absences due to illness or quarantine may be verified by a school or public health nurse, attendance supervisor, physician, principal, teacher, or other qualified district employee assigned to make such verification. See AR 5113 - Absences and Excuses for verification methods authorized by the district.

When a student is absent, the student's parent/guardian shall notify the school of the reason for the absence. A physician's verification of a student's illness or quarantine may be required.

(cf. 5113 - Absences and Excuses)

If a student would otherwise be required to attend on-campus instruction but is kept home by the parents/guardians due to concerns for the welfare of their child, the principal or designee shall work with the student and parent/guardian to find alternative means of instruction, which may include distance or blended learning, independent study, printed class assignments, or other reasonable means.

(cf. 6154 - Homework/Makeup Work)

Note: Pursuant to the Governor's Executive Order N-26-20, districts are not penalized for failure to offer regular school days when campuses are closed due to COVID-19. Although districts are not required to record daily attendance for apportionment purposes when campuses are closed, CDE's FAQs for 2019 Novel Coronavirus encourage districts to track participation and engagement in distance learning at such times. As campuses reopen, districts should follow state guidance, when issued, pertaining to attendance accounting.

The Superintendent or designee shall maintain enrollment and student attendance data, including the participation of students in distance learning, and shall report data in accordance with state requirements.

The district employee designated as the attendance supervisor pursuant to Education Code 48240 shall track patterns of student absence throughout the district and regularly report such

information to the Superintendent. When a student who is participating in distance learning

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COVID-19 MITIGATION PLAN (continued)

repeatedly fails to check in with the teacher when required, the teacher and/or attendance supervisor shall attempt to contact the student or parent/guardian to resolve the issues leading to the absence.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.11 - Attendance Supervision)

Social Distancing

Note: Public health officials from the California Department of Public Health (CDPH), CDC, and World Health Organization recommend social distancing to help stop or slow the spread of COVID-19. Social distancing requires creating physical space between individuals and minimizing the size and number of gatherings as much as possible. It is generally recommended that space between individuals be at least six feet whenever possible.

In order to maintain a campus environment that allows for social distancing, the district shall assess the capacity of school facilities, including classrooms, cafeterias, multi-purpose rooms, gyms, and outdoor areas, and determine the means by which the facilities can best be utilized considering space and time alternatives. To the extent reasonably possible, the district may:

1. Within classrooms, space desks at least six feet apart and position them in a way that limits students facing each other
2. Stagger students in areas of high traffic, such as when students are using lockers, lining up for class, or passing between classes
3. Mark six-foot boundaries within classrooms, common areas, outdoor spaces, and places where students are likely to gather so that students and staff are more readily aware of and can more easily abide by social distancing requirements
4. Utilize restroom stalls and sinks in a manner that allows for social distancing, such as limiting the number of students and/or staff who may use the restroom at a time, blocking off every other stall or sink from use, and/or marking six-foot boundaries
5. Minimize the mixing of students from different classrooms in common spaces, such as in cafeterias and libraries
6. Conduct recess and physical education classes in a manner that allows for social distancing and minimizes the use of physical education equipment

Note: Item #7 is for use by districts that provide transportation for students. CDC's [Interim Guidance for Schools and Day Camps](#) presents examples of bus seating arrangements that may be established to meet the

COVID-19 MITIGATION PLAN (continued)

six-foot social distancing objectives, such as (1) seating one student to a bench on both sides of the bus, skipping every other row, and (2) seating one student to a bench, alternating rows on each side to create a zigzag pattern. Seats that must be left vacant should be marked or blocked.

7. Assess the capacity of school buses and develop a plan for bus routes and bus seating consistent with social distancing objectives

(cf. 3540 - Transportation)

(cf. 3543 - Transportation Safety and Emergencies)

8. Encourage students to walk, bicycle, or travel by private vehicle to reduce the number of students traveling on school buses. Schools may provide designated areas with proper distancing for bicycles to be stored during the school day, and may mark spaces for private vehicle drop-off and pick-up zones.

(cf. 5142.2 - Safe Routes to School Program)

Note: CDPH Guidance for the Prevention of COVID-19 Transmission for Gathering, issued March 16, 2020, states that gatherings that bring together people in a single room or single space at the same time, such as school sporting events, should be postponed or canceled until further guidance is released by CDPH. The Governor's Resilience Roadmap issued in spring 2020 establishes four stages for gradually reopening businesses and activities, with large gatherings generally withheld until stage 4.

Large gatherings, such as assemblies, rallies, field trips, extracurricular activities, and athletic events, shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may grant an exception if an activity can be arranged to take place in phases or per class, or modified in a manner that would keep participants from violating social distancing recommendations. When deciding whether an activity may resume, the Superintendent or designee may consider the size of the group that participates, the extent to which the students and other attendees have physical contact, whether the activity can be modified to avoid physical contact, if shared equipment is required for the activity, and if social distancing can be maintained.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

Personal Protective Equipment and Hygiene Practices

Note: CDC's Considerations for Schools reinforces the value of using cloth face coverings to protect oneself and others, but recognizes that wearing face coverings in all-day settings such as school may be challenging for students, particularly younger students. CDC advises that face coverings be worn as feasible, but especially when social distancing is difficult.

COVID-19 MITIGATION PLAN (continued)

It is also recommended that all staff should use cloth face coverings and that food service workers and other staff who are in routine contact with the public should wear gloves. However, requiring staff to use such equipment may be subject to collective bargaining. Districts are encouraged to review their collective bargaining agreements and applicable memoranda of understanding and consult with legal counsel before requiring staff to use facial coverings.

The Board requires students, staff, and visitors to wear face coverings and may require use of other PPE while on school campuses or school buses, especially in high-traffic areas and/or when social distancing is not possible. If the use of PPE in schools is required by state or local health officials, the district shall provide PPE to students and staff who do not bring their own personal PPE. Students and staff shall be provided instruction in the proper use, removal, disposal, and cleaning of PPE.

Note: The following paragraph reflects a recommendation in CDC's Considerations for Schools and may be revised to reflect district practice.

Face coverings shall not be required for children younger than two years, or for anyone who has trouble breathing or is incapacitated or otherwise unable to remove the covering without assistance. Reasonable accommodations shall be made for anyone who is unable to wear a face covering for medical reasons.

The Board also encourages students and staff to practice good hygiene, such as appropriate covering of coughs and sneezes and regular hand washing of at least 20 seconds, including before eating and after blowing one's nose, coughing, or sneezing. The district shall provide adequate time and opportunity for students to wash hands, and shall make hand sanitizer available in areas where handwashing is less accessible. Signage regarding healthy hygiene practices and how to stop the spread of COVID-19 may be posted in and around school facilities.

Sanitization of Facilities and Equipment

School facilities, school buses, and shared equipment such as desks, tables, sports/playground equipment, computers, door handles, light switches, and other frequently used equipment and supplies shall be cleaned and disinfected daily with appropriate cleaning agents. Disinfectants and cleaning agents shall be stored properly and in a manner not accessible to students.

(cf. 3510 - Green School Operations)
(cf. 3514.1 - Hazardous Substances)
(cf. 4157/4257/4357 - Employee Safety)

The Superintendent or designee shall ensure that ventilation systems are operating properly and that air flow and ventilation within district facilities is increased, to the extent possible,

by opening windows and doors and using fans and air conditioning. Garbage shall be removed daily and disposed of safely.

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COVID-19 MITIGATION PLAN (continued)

Food Services

The Superintendent or designee shall ensure that students have access to clean drinking water other than through a drinking fountain, and food which is procured, stored, and served in a manner that reduces the likelihood of COVID-19 transmission and follows state and national guidelines for nutrition.

(cf. 3550 - Food Service/Child Nutrition Program)

For meals that are consumed on school grounds, the Superintendent or designee shall ensure that students will be able to maintain proper social distancing while eating. In order to do so, the Superintendent or designee may consider the consumption of meals in classrooms, gyms, the outdoors, and/or other district grounds.

Meal service shall also be available to students participating in distance learning, which may include and/or entirely consist of a "grab and go" service or delivery.

Due to the changing financial circumstances of many families as a result of COVID-19, the Superintendent or designee shall regularly provide information to students and parents/guardians regarding the free and reduced-price meal program, eligibility, and how to apply for the program.

(cf. 3553 - Free and Reduced Price Meals)

Staff

Note: The following section may be subject to negotiations with employee organizations.

Upon request, the Superintendent or designee shall review staff assignments and may reassign employees or offer accommodations on a case-by-case basis to reduce exposure to the virus, especially for high-risk staff. When feasible for the position, employees may be granted a remote work assignment.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4113 - Assignment)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

(cf. 4113.5/4213.5/4313.5 - Working Remotely)

Note: The Governor's Executive Order N-26-20 requires that districts continue to pay employees even if campuses close temporarily due to COVID-19. Furthermore, according to Office of Management and Budget Memorandum M-20-17, during extraordinary circumstances such as a pandemic which interrupts district operations, employees paid with federal grant funds can continue to be paid out of federal grant funds as long as other similarly situated employees paid with nonfederal funds are continuing to get compensated. See BP 4151/4251/4351 - Employee Compensation.

COVID-19 MITIGATION PLAN (continued)

In the event that employees are unable to perform their duties due to partial or full closure of campuses, the Board shall compensate employees as permitted by law.

(cf. 4151/4251/4351 - Employee Compensation)

Any employee who contracts the virus, shows symptoms of possible infection, or is caring for someone who has been diagnosed with the virus shall self-quarantine for the period of time recommended by health authorities in order to prevent the spread of the disease to students or other staff.

Note: Education Code 44978 and 45191 and Labor Code 245-249 establish minimum sick leave entitlements for district employees; see AR 4161.1/4361.1 - Personal Illness/Injury Leave and AR 4261.1 - Personal Illness/Injury Leave. If an employee continues to be absent for up to five months after exhausting all available sick leave, the employee may be entitled to differential pay in accordance with Education Code 44977, 44983, and 45196. In addition, an employee may use leave granted by the Family and Medical Leave Act (FMLA) (29 USC 2601-2654) or California Family Rights Act (Government Code 12945.1-12945.2) for the employee's own serious health condition or to care for a child, spouse, or parent/guardian with a serious health condition; see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

An employee may use personal illness and injury leave and/or family care and medical leave, as applicable, if the employee is unable to work or telework because the employee is ill or needs to take care of a spouse, parent/guardian, or child with COVID-19 or other serious health condition. (Education Code 44978, 45191; Government Code 12945.1-12945.2; Labor Code 245-249; 29 USC 2601-2654)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)

Note: The remainder of this section reflects provisions for expanded leave granted by the federal Families First Coronavirus Response Act (P.L. 116-127).

29 USC 2601 provides up to 80 hours of paid sick leave for eligible employees for the reasons specified in items #1-6 below. Eligible employees are entitled to their regular rate of pay for leave taken pursuant to items #1-3 (up to \$511 per day and \$5,110 in total) or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 (up to \$200 per day or \$2,000 in total). The district must not require an employee to use other paid leave before the employee uses the paid sick leave granted under this Act.

Until December 31, 2020, an eligible employee may take paid sick leave for up to 80 hours, or the number of hours that a part-time employee works on average over a two-week period, if the employee is unable to work or telework because the employee is: (29 USC 2601)

1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19

COVID-19 MITIGATION PLAN (continued)

2. Advised by a health care provider to self-quarantine due to concerns related to COVID-19
- 3 Experiencing symptoms of COVID-19 and seeking a medical diagnosis
4. Caring for an individual who is subject to a federal, state, or local quarantine or isolation order or has been advised by a health care provider to self-quarantine
5. Caring for the employee's child whose school or child care provider is closed or unavailable for reasons related to COVID-19
6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services

Employees shall be paid their regular rate of pay for leave taken pursuant to items #1-3 above, or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 above, within the limits specified in law. (29 USC 2601)

Note: Leave granted to an employee who needs to care for a child whose school or child care provider is closed due to COVID-19 (item #5 above) may be extended pursuant to 29 USC 2620. Employees must be restored to their position following such leave, unless the district has fewer than 25 employees and specified conditions are met.

For the purpose specified in item #5 above, eligible employees who have been employed by the district for at least 30 calendar days shall be granted extended leave for up to 12 work weeks upon request. The first 10 days of such leave shall be unpaid unless the employee uses accrued vacation leave, personal leave, sick leave, or paid sick leave granted pursuant to 29 USC 2601. After the first 10 days, the district shall pay not less than two-thirds of the employee's regular pay for the number of hours per week the employee normally works, with a maximum of \$200 per day and \$10,000 for the total period. Eligibility for extended leave for this purpose is subject to the employee's eligibility for leave pursuant to the Family and Medical Leave Act. (29 USC 2601, 2620)

Note: The following notice is available on the web site of the U.S. Department of Labor.

The district shall post, in conspicuous places where employee notices are customarily posted, a notice prepared by the U.S. Department of Labor regarding the requirements of 29 USC 2601 and 2620. (29 USC 2601)

COVID-19 MITIGATION PLAN (continued)

Follow-Up with Infected Persons/Contact Tracing

The Superintendent or designee shall work with county health officials to track confirmed cases of students and staff with COVID-19, including, but not limited to, following up with students, their parents/guardians, and staff who exhibit symptoms while at school and those who report an absence or miss work due to illness. The Superintendent or designee shall report confirmed cases to local health authorities.

Note: The following optional paragraph reflects a recommendation in CDC's Interim Guidance for Schools and Day Camps pertaining to contact-tracing.

If a student, family member of a student, or staff member has tested positive for COVID-19, the district shall assist local health officials in conducting contact-tracing to identify potentially exposed individuals and ask them to self-quarantine, which may include not participating in on-campus instruction. While maintaining the privacy of the infected person, the district shall inform other students and staff with whom the infected person may have had contact in school.

Nondiscrimination

The Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code 11135)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff. (Education Code 49450)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on COVID status, exposure, or high-risk status.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

Community Relations

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding district operations, school

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COVID-19 MITIGATION PLAN (continued)

schedules, and steps the district is taking to promote the health and safety of students. In addition, the members of the Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with Board policies and bylaws regarding public statements.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

The district shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that district operations reflect current recommendations and best practices for keeping students, staff, and visitors safe during the COVID-19 state of emergency. The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

While the Board recognizes the rights of parents/guardians to participate in the education of their children and the critical importance of parental involvement in the educational process, all visitors and volunteers are encouraged to respect guidelines regarding social distancing and large gatherings. School visitors and volunteers shall be limited in number and expected to observe all district protocols for COVID-19. The Superintendent or designee may place signage around the school advising that visitors and volunteers may be required to use PPE while on school sites and interacting with school personnel, and may keep a supply of such equipment available for their use.

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

Use of school facilities by persons or organizations for community purposes involving large gatherings shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may only grant an exception if the number of participants in the activity will be limited and the person or organization follows the processes and protocols established by the district to minimize the health risks associated with COVID-19.

(cf. 1330 - Use of School Facilities)

Potential Reclosure of Campus

Note: The following section reflects CDC's Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19), which describes appropriate mitigation strategies based on the level of community transmission of COVID-19 and

BP 0470(p)

COVID-19 MITIGATION PLAN (continued)

the presence of COVID-19 cases within a school. Such mitigation strategies may include closing campuses when the district determines, in consultation with state and local health officials, that keeping campuses open presents a risk to students, staff, and the community.

The district shall monitor student and staff absences and data provided by local health officials to determine if there is a risk of resurgence of COVID-19 and a need to reclose school campuses for the protection of students, staff, and the community. The Superintendent or designee shall develop plans and procedures for alternative methods of operations to the extent possible in the event that reclosure becomes necessary.

If any person diagnosed with COVID-19 is known to have been in district building(s), the Superintendent or designee shall immediately notify local health officials to determine a course of action. The building should be closed until cleaning and disinfecting of the building can be completed and the district can consult with local health officials to determine, based on up-to-date information about the specific cases in the community, whether an extended closure is needed to stop or slow further spread of COVID-19.

If local health officials report that there has been no community transmission of COVID-19, or minimal to moderate transmission in the community, school campuses may not necessarily be closed, but the district shall continue to take all preventative measures described in this policy.

If local health officials report substantial community transmission of COVID-19, campus closures of more than two weeks may be necessary, and the Superintendent or designee shall cancel group activities and events during that period. Campuses shall not reopen until recommended by local health officials.

Legal Reference: (see next page)

COVID-19 MITIGATION PLAN (continued)

Legal Reference:

EDUCATION CODE

- 44978 Sick leave for certificated employees*
- 45191 Leave of absence for illness and injury, classified employees*
- 48205 Excused absences*
- 48213 Prior parent notification of exclusion; exemption*
- 48240 Supervisors of attendance*
- 49451 Exemption from physical exam; exclusion from attendance*

GOVERNMENT CODE

- 11135 Nondiscrimination in programs or activities funded by state*
- 12945.1-12945.2 California Family Rights Act*

HEALTH AND SAFETY CODE

- 120230 Exclusion from attendance*

LABOR CODE

- 245-249 Healthy Workplaces, Healthy Families Act of 2014*

CODE OF REGULATIONS, TITLE 2

- 11087-11098 California Family Rights Act*

CODE OF REGULATIONS, TITLE 5

- 202 Exclusion from attendance*
- 306 Explanation of absence*
- 420-421 Record of verification of absence due to illness and other causes*

UNITED STATES CODE, TITLE 29

- 2601-2654 Family and Medical Leave Act of 1993, as amended, especially:*
- 2601 Paid sick leave*
- 2620 Public health emergency leave*

UNITED STATES CODE, TITLE 42

- 1760 Note National School Lunch program waivers addressing COVID-19*

CODE OF FEDERAL REGULATIONS, TITLE 29

- 825.100-825.702 Family and Medical Leave Act of 1993*

Management Resources: (see next page)

COVID-19 MITIGATION PLAN (continued)

Management Resources:

CSBA PUBLICATIONS

Sample School Board Resolution on Grading During Emergency School Closures

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FAQs for 2019 Novel Coronavirus

FAQs on Grading and Graduation Requirements

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

CDPH Guidance for the Prevention of COVID-19 Transmission for Gathering, March 16, 2020

School Guidance on Novel Coronavirus or COVID-19, March 7, 2020

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Considerations for Schools, rev. May 19, 2020

Interim Guidance for Schools and Day Camps, May 2020

Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19), March 25, 2020

OFFICE OF THE GOVERNOR PUBLICATIONS

Executive Order N-30-20, March 17, 2020

Executive Order N-26-20, March 13, 2020

OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS

Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020

U.S. DEPARTMENT OF LABOR POSTERS

Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Department of Public Health: <https://www.cdph.ca.gov>

Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov>

Office of the Governor: <https://www.gov.ca.gov>

Office of Management and Budget: <https://www.whitehouse.gov/omb>

U.S. Department of Labor: <https://www.dol.gov>

World Health Organization: <https://www.who.int>

8.3



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	8. Discussion/Action
Subject	8.3 Approval of Rio del Valle Middle School New/Revised Course Descriptions for the 2020-2021 School Year
Access	Public
Type	Action, Information
Fiscal Impact	No
Budgeted	No
Budget Source	Not applicable
Recommended Action	It is recommended that the Governing Board approves these courses for the upcoming school year. This will allow RDV and other middle schools within our district to reflect the student's rigorous course work on their transcripts.
Goals	<p>Goal 4-Prepare students to be college and career ready through technology and innovation that facilitates collaboration, creativity, critical thinking and communication.</p> <p>Goal 1-Improved student achievement at every school and every grade in all content areas</p>

Public Content

Speaker:
Adrienne Peralta/Oscar Hernandez

Rationale:

Rio del Valle Middle School is requesting your consideration and approval for the following courses: 6th grade Math Honors, Language Arts Honors, Social Science Honors, and Science Honors.

Rio Del Valle has had a strong honors program for the past several years. Offering 7th and 8th graders honors courses in the content areas, as well as Spanish 1. It was found that while we have classes designated as honors in 8th grade Language Arts, Math, Science, and Social Science; in the 7th grade only Language Arts and Math are designated as honors. Students are receiving the rigor and depth of an honors course, but this is not reflected on their transcripts currently.

[SS Honors 6th Grade course description.pdf \(38 KB\)](#)

[Science Honors 6th Grade Course Descrip..pdf \(44 KB\)](#)

[Math Honors 6th Grade course description.pdf \(47 KB\)](#)

[English Language Arts Honors 6th Grade course description.pdf \(40 KB\)](#)

Administrative Content

Executive Content

Department	Social Science Honors		Grade	6	
Course Title	Social Science 6	Course number		State number	
Course length	Year	Required	X	Elective	
Textbook	Glencoe Life Science				

COURSE DESCRIPTION:

This course is for students who have been recognized for exceptionally high achievement in social science. The course offers in-depth coverage of grade level standards as written in the California Common Core Standards, providing added challenge, rigor, differentiation, and enrichment to students. Initial placement depends on a combination of criteria including test scores, grades, teacher recommendations, and availability of space.

Students in this course will develop skills used by historians such as critical thinking/reading, essay writing, and analysis of historically significant documents. As set forth in the state standards, students will engage in a study of ancient civilizations, geography, the examination of social, cultural, economical and technological innovation during the period beginning early man and through the development of Ancient civilization such as that of Egypt, Rome, Greece, China, India, and parts of the Middle East. Students review methods used by archaeologists and historians to analyze the growth and development of these ancient civilizations, as well as their contributions to the present day. Students will develop 21st Century skills as they dive into an in depth study of how these ancient civilization developed new forms of government, the role religion played in their costumes and development of their societies, the growth of economies, music and art, and the social structures developed as a result.

Department	Science Honors		Grade	6	
Course Title	Science Honors 6	Course number	SCI	State number	
Course length	Year	Required	X	Elective	
Textbook	STEMScopes, Glencoe Life Science, and supplemental resources				

COURSE DESCRIPTION:

This course is for students who have been recognized for exceptionally high achievement in science. The courses offer in-depth coverage of grade level standards as written in the Next Generation Science Standards, providing advancement via added challenge, rigor, differentiation, and enrichment to students. Initial placement depends on a combination of criteria including test scores, grades, teacher recommendations, and availability of space.

The foundation for this course is the Next Generation Science Standards (NGSS) for sixth grade. This is an Integrated Science course which includes the study of: Acids and Bases; Decomposition and Synthesis; Oxidation and Reduction; Chemical Formulas; and Gas Laws. Student writing demonstrates mastery of the critical attributes for grade level and indicates proficiency in reading comprehension in order to access the Science curriculum. AVID and other research based strategies (i.e. Blooms, Marzano, Kagan, Archer, Kinsella) are also integrated into the curriculum. Implementation of 21st Century skills will be developed and implemented in the course of study. Students will engage in analysis through science labs, collaborative and critical debates on current topics. Students will creatively and academically demonstrate their knowledge and understanding of the content standards. Systematic progress monitoring and benchmark assessments inform instruction and appropriate placement for intervention/enrichment opportunities.

Department	Math Honors		Grade	6	
Course Title	Math 6	Course number		State number	
Course length	Year	Required	X	Elective	
Textbook	CMP 3				
Resources	Open-Up Math, Delta Math, Khan Academy, Manga High				

COURSE DESCRIPTION:

This course is for students who have been recognized for exceptionally high achievement in mathematics. The course offers in-depth coverage of grade level standards as written in the California Common Core State Standards, providing advancement via added challenge, rigor, differentiation, and enrichment to students. Initial placement depends on a combination of criteria including test scores, grades, teacher recommendations, and availability of space.

The foundation for this course is the California Common Core State Standards for Sixth Grade Math. By the end of sixth grade, students will master the four arithmetic operations with whole number, positive fractions, positive decimals and integers. They apply their knowledge of number, data analysis and probability to solve problems. Students conceptually understand and work with ratios and proportions; they compute percentages (e.g., tax, tips, interest). Students use their understanding of plane and solid figures to solve problems involving perimeter, area and volume, in particular the circumference and area of circles. Students write verbal expressions as algebraic expressions and equations; they evaluate algebraic expressions, solve simple linear equations and graph and interpret their results. The course reviews and completes the study of whole numbers, decimals and fractions, concept of algebra, discrete numbers, functions and patterns, geometry, logic, probability and statistics. Attention is given to manipulative, proportional relationships, multiple representations, patterns and generalizations, real life application and problem solving strategies. AVID strategies are embedded into the curriculum as well. The math program prepares students for honors 7th grade standards.

Department	English Language Arts Honors	Grade	6		
Course Title	Social Science 6	Course number		State number	
Course length	Year	Required	X	Elective	
Textbook	Houghton Mifflin Triumphs				

COURSE DESCRIPTION:

This course is for students who have been recognized for exceptionally high achievement in Language Arts. The course offers in-depth coverage of grade level standards as written in the California Standards, providing advancement via added challenge, rigor, differentiation, and enrichment to students. Initial placement depends on a combination of criteria including test scores, grades, teacher recommendations, and availability of space.

The foundation for this course is the California Common Core State Standards for Language Arts Standards for sixth grade. The language arts processes of reading (comprehension, fluency and higher thinking skills), writing, listening, and speaking are taught in an integrated and inter-related manner. Course components include the study of various literary genres and informational materials, writing in the genres of narrative, persuasive, expository which includes summaries and response to literature, direct instruction in language arts skills and strategies, including vocabulary development, spelling, grammar, oral and written language skills. Student writing demonstrates mastery of the critical attributes for each genre and indicates proficiency of grade appropriate writing strategies and conventions. Students will be able to connect their learning with the learning they are engaging in through other content material. AVID and other research based strategies (i.e. Marzano, Kagan, Archer, Kinsella) are also integrated into the curriculum. Students will practice and integrate 21st Century skills as they develop an in-depth knowledge of the function of literary techniques to present their thoughts, debate their positions, and inform others through structures of research and analysis. Systematic progress monitoring and common formative assessments inform instruction, and inform each student's learning plan and enrichment opportunities.

8.4



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	8. Discussion/Action
Subject	8.4 2020/2021 Annual Declaration of Need for Fully Qualified Educators
Access	Public
Type	Action
Fiscal Impact	No
Recommended Action	It is recommended the board take action and approve the 2020/2021 Annual Declaration of Need as presented.
Goals	Goal 5-Recruit, hire, train, and retain exemplary employees who are caring, committed, collaborative, creative and critical thinkers.

Public Content

Speaker: Carolyn Bernal

Rationale: Each year, school districts must have a Board-adopted Declaration of Need for Fully- Qualified Educators on file with the Commission on Teacher Credentialing.

This document must be approved at a regularly scheduled public meeting and include the instructional needs of the District for the entire 2020-2021 school year, including summer school.

[2020.2021 Declaration of Need for Fully Qualified Educators.pdf \(776 KB\)](#)

Administrative Content

Executive Content



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2020-2021

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Rio School District District CDS Code: 72561

Name of County: Ventura County CDS Code: 56

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

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

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 19 / 2020 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

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

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2021.

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

John Puglisi Ph.D.

Superintendent

Name

Signature

Title

805-485-3111

08/19/2020

Fax Number

Telephone Number

Date

1800 Solar Dr. #300, Oxnard, Ca 93030

Mailing Address

jpuglisi@rioschools.org

EMail Address

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

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

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

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

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

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	6 _____
Bilingual Authorization (applicant already holds teaching credential)	6 _____
List target language(s) for bilingual authorization: Spanish	
Resource Specialist	3 _____
Teacher Librarian Services	1 _____

LIMITED ASSIGNMENT PERMITS

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

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

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	4
Single Subject	4
Special Education	4
TOTAL	12

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

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

If yes, how many interns do you expect to have this year? 6

If yes, list each college or university with which you participate in an internship program.
CalSTATE Teach, Azusa Pacific, CSUN, CLU, CSUCI, WGU, National University, University of Phoenix

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



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2020-2021

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Rio School District District CDS Code: 72561

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

John Puglisi Ph.D.

Superintendent

Name

Signature

Title

805-485-3111

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Name of County _____ County CDS Code _____

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

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

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>EMail Address</i>		

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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Teacher Librarian Services	1 _____

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

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TOTAL	12

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

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

If yes, how many interns do you expect to have this year? 6

If yes, list each college or university with which you participate in an internship program.
CalSTATE Teach, Azusa Pacific, CSUN, CLU, CSUCI, WGU, National University, University of Phoenix

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

8.5



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	8. Discussion/Action
Subject	8.5 Approval of Annual Statement of Need/30 Day Substitute Teaching Permits and Designated Subjects Vocational Education 30-Day Substitute Teaching Permits
Access	Public
Type	Action
Fiscal Impact	No
Recommended Action	It is recommended that the Governing Board approve the Annual Statement of Need/30-Day Substitute Teaching Permits and Designated Subjects Vocational Education 30-Day Substitute Teaching Permits for the 2020-2021 school year as presented.
Goals	Goal 5-Recruit, hire, train, and retain exemplary employees who are caring, committed, collaborative, creative and critical thinkers.

Public Content

Speaker: Carolyn Bernal

Rationale: The statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The employing agency will complete a single statement of need form and retain the form at the school district office. This statement of need form does not require listing specific employees or their positions. The form must be signed by the Superintendent of the employing school district.

Once approved, the form will be signed and kept on file as described above.

2020.2021 Annual Statement of Need - 30 Day Substitute.pdf (474 KB)

Administrative Content

Executive Content



ANNUAL STATEMENT OF NEED 30-DAY SUBSTITUTE and DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMITS

INSTRUCTIONS TO THE EMPLOYER

This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The employing agency will complete a single statement of need form (below) and retain the form at the school district office.

The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

This statement of need form does not require listing specific employees or their positions. The form must be signed by the superintendent of the employing school district. It does not need to be co-signed by the county superintendent of schools.

A copy of the form does not need to be submitted to the county or the Commission with each Emergency 30-Day Substitute Teaching Permit application; however, the county superintendent of schools, whose responsibilities include areas such as district payroll or district substitute placement, may request a copy of the district's statement of need form to accurately fulfill these duties.

County superintendent of schools offices employing holders of the Emergency 30-Day Substitute Teaching Permit are also required to annually file, at their office, this completed statement of need form. The county superintendent of schools will sign the form.

The Commission does not require that the school board approve the statement of need. The individual school district may establish its own policy regarding this matter.

References: California Education Code, Sections 44225 and 44300 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026

8.6



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	8. Discussion/Action
Subject	8.6 2019/2020 RSD and CSEA, Chapter 329 Tentative Agreement
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	93,407.00
Budgeted	Yes
Recommended Action	It is recommended the board take action and approve the RSD and CSEA, Chapter 329 tentative agreement as presented.
Goals	<p>Goal 5-Recruit, hire, train, and retain exemplary employees who are caring, committed, collaborative, creative and critical thinkers.</p> <p>Goal 4-Prepare students to be college and career ready through technology and innovation that facilitates collaboration, creativity, critical thinking and communication.</p> <p>Goal 3-Create welcoming and safe environments where students attend and are connected to their school</p> <p>Goal 2-Engage parents and other District stakeholders in the development of meaningful partnerships to support student learning.</p> <p>Goal 1-Improved student achievement at every school and every grade in all content areas</p>

Public Content

Speaker: Carolyn Bernal

Rationale: The RSD and CSEA negotiating teams have reached a tentative agreement for the 2019/2020 school year that includes a one time 1% salary increase (bonus), job description updates, and a retirement incentive.

The terms of the agreement and the retirement incentive are enclosed and attached.

[Disclosure of Collective Bargaining 2019-20 _CSEA_2.pdf \(63 KB\)](#)

[RSD and CSEA Retirement Incentive.pdf \(1,096 KB\)](#)

[1920 RSD and CSEA Tentative Agreement.pdf \(6,683 KB\)](#)

Administrative Content

Executive Content

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200, AB 2756 and G.C. 3547.5

School District: Rio School District

Name of Bargaining Unit: CSEA

The proposed agreement covers the period:
 Beginning: 1-Jul-19 Employee Type: Certificated:
 Ending: 30-Jun-20 Classified: X

The proposed agreement will be acted upon by the Governing Board
 at its meeting on: 18-Aug-20

A. Proposed Change in Compensation:

Compensation	Cost Prior To Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year 2019-20	Year 2 2020-21	Year 3 2021-22
1. Salary Schedule - Increase/(Decrease)	\$ 7,007,878	\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
2. Step and Column - Increase/(Decrease) due to movement plus any changes due to settlement.		\$ 0 0.00%	\$ 0 0.00%	\$ 0 0.00%
3. Other Compensation - Increase/(Decrease) (Stipends, Bonuses, Etc)		\$ 70,078 1.00%	\$ 0 0.00%	\$ 0 0.00%
4. Statutory Benefits - Increase/(Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 2,332,936	\$ 23,329 1.00%	\$ 0 0.00%	\$ 0 0.00%
5. Health/Welfare Benefits - Increase/(Decrease)	\$ 0	\$ 0	\$ 0	\$ 0
6. Total Compensation - Increase/(Decrease) (Total Lines 1-5)	\$ 9,340,814	\$ 93,407 1.00%	\$ 0 0.00%	\$ 0 0.00%
7. Total Number (FTE) of Represented Employees	# 194	# 194	# 194	# 194
8. Total Compensation Cost for Average Employee Increase/(Decrease) (Line 6/Line 7)	\$ 48,119	\$ 481 1.00%	\$ 0 0.00%	\$ 0 0.00%
9a. Certificated Teacher's Salary (Excluding Benefits)				
-Minimum Daily Rate	\$	\$ 0	\$ 0	\$ 0
-Maximum Daily Rate	\$	\$ 0	\$ 0	\$ 0
-Substitute Daily Rate	\$	\$ 0	\$ 0	\$ 0
9b. - Annual Cost Health/Welfare Benefit amount per FTE	\$ NA	\$	\$	\$
- District Cost Annual H&W Benefit amount per FTE	\$ NA	\$	\$	\$
- Current Negotiated H&W Cap amount per FTE	\$ NA	\$	\$	\$

Please include comments and explanations as necessary: _____

This is a prior year, off salary scheduel 1% Bonus.
 H&W costs varies per employe depending on what plan employees have. District pays 100% of the first \$15,110, then splits any excess costs 60/40 with the employe, with the district paying the 60% portion.

Disclosure of Collective Bargaining Agreement

School District: Rio School District

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

None

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

None

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

None

E. Will this agreement create, increase, or decrease deficit financing in the current or future years? Increase in the current year, no change to future years.

F. Source of Funding for the Proposed Agreement:

1. Current Year:

General Fund

2. How will the ongoing cost of the proposed agreement be funded in future years?

No ongoing increase

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

N/A

Disclosure of Collective Bargaining Agreement
 School District: Rio School District

	(Col. 1) Latest Board Approved Budget Before Settlement (As of 3/18/20)	(Col. 2) Adjustment as a Result of Settlement *	(Col. 3) Other Revisions	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
LCFF Revenues (8010-8099)	53,763,633			53,763,633
Remaining Revenues (8100-8799)	9,567,315			9,567,315
TOTAL REVENUES	63,330,948	0	0	63,330,948
EXPENDITURES				
1000 Certificated Salaries	26,034,627			26,034,627
2000 Classified Salaries	9,059,267	70,078		9,129,345
3000 Employees' Benefits	15,802,590	23,329		15,825,919
4000 Books and Supplies	3,411,588			3,411,588
5000 Services and Operating Expenses	7,773,184			7,773,184
6000 Capital Outlay	117,202			117,202
7100-7499 Other	1,968,011			1,968,011
TOTAL EXPENDITURES	64,166,469	93,407	0	64,259,876
OPERATING SURPLUS (DEFICIT)	(835,521)	(93,407)	0	(928,928)
OTHER SOURCES AND TRANSFERS IN	654,636			654,636
OTHER USES AND TRANSFERS OUT	30,000			30,000
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	(210,885)	(93,407)	0	(304,292)
BEGINNING BALANCE	3,713,313			3,713,313
CURRENT YEAR ENDING BALANCE	3,502,428	(93,407)	0	3,409,021
COMPONENTS OF ENDING BALANCE				
Non-spendable (9711-9719)	25,000			25,000
Restricted (9740)	340,489			340,489
Committed (9750 / 9760)				
Assigned (9780)				
Reserve for Economic Uncertainties (9789)	1,925,894	1,902		1,927,796
Unappropriated Amounts (9790)	1,211,045	(95,310)	0	1,115,735

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase on Page 1, Section A, Line 6, please explain the variance below.

Please include comments and explanations as necessary:

Disclosure of Collective Bargaining Agreement

School District: Rio School District

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$	64,289,876
b.	State Standard Minimum Reserve Percentage for this District		3%
c.	State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$67,000 for a district with less than 1,001 ADA)	\$	1,928,696

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Reserve for Economic Uncertainties	\$	1,927,796
b.	General Fund Budgeted Unrestricted Unappropriated Amount	\$	1,115,735
c.	Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$	
d.	Special Reserve Fund (17) Budgeted Unappropriated Amount	\$	
e.	Total District Budgeted Unrestricted Reserves	\$	3,043,532

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

Yes

No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

District Superintendent
(Signature)

Date

District Chief Business Official
(Signature)

Date

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE RIO SCHOOL DISTRICT AND
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
(agreed to 7-21-2020)**

1. The Rio School District (“District”) and the California School Employees Association (“CSEA”) agree to an early retirement incentive program for classified employees as set forth below. This early retirement incentive plan (“Plan”) is designed to make a contribution to help offset the cost for classified employees electing to remain employed beyond their eligible retirement date because of the cost of health benefits imposed on them until reaching age 65, the current age for Medicare eligibility.
2. This program is a voluntary early retirement incentive plan available to all permanent classified employees who have served ten (10) or more years as employees of the District, are at least age fifty five (55) at age of retirement, and eligible to retire under the Public Employees Retirement System, with an effective retirement/resignation date between April 1, 2020 and August 31, 2020. The unit member electing the Plan must terminate employment with the District effective no later than August 31 of the retirement year.
3. Employees who have involuntarily separated or whose employment has been terminated by the District shall not be eligible for benefits under the Plan.
4. Participating employees shall not be eligible for any other District-sponsored retirement incentive programs.
5. The District agrees to provide to those who qualify pursuant to this Plan the following:
 - a. The PLAN is a one-time payment paid on August 31, 2020 and subject to all applicable taxes;
 - b. The Early Retirement Incentive amount of \$10,000 is per Full Time Employee (“FTE”). If an employee works less than eight (8) hours per day, the incentive will be pro-rated based on the number of hours per day that the employee worked according to the examples below:
 - 6 hour employee = 75% or \$7,500
 - 5.75 hour employee = 72% or \$7,200
 - 4 hour employee = 50% or \$5,000
 - c. In order to receive the Early Retirement Incentive, a unit member must qualify pursuant to the PLAN and must submit completed paperwork including a letter of intent to retire effective between April 1, 2020 and August 31, 2020 no later than August 7th, 2020 to the Human Resources Department.
 - d. Additionally, in compliance with the Older Workers Benefit Protection Act, each unit member who elects to submit his/her retirement/resignation pursuant to this Agreement has the opportunity to withdraw his/her intent to retire/resign on or

before August 15, 2020. The revocation must be in writing and received no later than 4:30 pm on August 15, 2020. After that date, the agreement to retire/resign and receive the plan is final and irrevocable.

6. The District and CSEA specifically agree that the District has not made any representations or given any advice as to the tax or retirement consequences of the Plan to any individual unit member, that the District is not responsible for or liable for any such tax or retirement consequences to unit members, and recommends that members consult their own tax preparation professional, retirement counselor, or other legal advisor with respect to the effect(s), if any, of the Plan on their individual tax responsibility or the retirement implications for long term income.
7. This Plan is offered only for eligible unit members on a one-time basis between April 1, 2020 and August 31, 2020, and will automatically cease on August 31, 2020. It will be evaluated for its continuation on the basis of its potential cost savings. Continuation of the Plan will require an affirmative written agreement between the District and CSEA.
8. The parties to this Agreement stipulate that this Agreement is unique to the existing circumstances and neither the fact of this Agreement nor its contents in whole or in part, or the District's actions in furtherance of its obligations under this Agreement shall be construed to be or used by CSEA or its unit members as evidence of any precedent or past, present or future practice, procedure or offering on the part of the District. This Agreement shall not be admitted in any tribunal as evidence of any of the above except if CSEA contends that the District violated this Agreement.
9. A unit member who chooses to retire/resign pursuant to this Plan represents and agrees that he/she has carefully read and fully understands all of the provisions of this Agreement, that he/she has been given the opportunity to fully discuss the contents of this Agreement with an independent representative or attorney of his/her choice and that he/she is voluntarily entering into this Agreement without coercion, duress, or undue influence.
10. Participants may have the incentive payment deposited directly into the participant's 403(b) savings plan to the extent permitted by law.
11. The District and CSEA have cooperated in the drafting and preparation of this Agreement. In any construction to be made of this Agreement, the same shall not be construed against the District or CSEA.
12. This Agreement constitutes the entire understanding between the parties pertaining to the subject matter hereof, and is the final, complete and exclusive expression of the terms and conditions of their Agreement, and supersedes all prior agreements, written or oral, between the Parties. Any and all prior agreements, representations, negotiations and understandings made by the parties, oral and written, express or implied, are hereby superseded.
13. This Agreement is entered into and shall be construed and interpreted in accordance with the laws of the State of California. Should any provision of this Agreement be declared or determined by any court of competent jurisdiction to be illegal, invalid, or unenforceable,

the legality, validity, and enforceability of the remaining parts, terms, or provisions shall not be in any way affected thereby. Any dispute about its application is subject to the arbitration process in the collective bargaining agreement between CSEA and the District.

- 14. This Agreement shall sunset on August 31, 2020.
- 15. This Agreement is subject to approval of the District's Board of Education.

Carolyn Bernal

[Signature]

For the District

For CSEA

**Intent to Retire/Resign Pursuant to the Terms Agreed to by the
California School Employees Association (CSEA) and the Rio
School District (DISTRICT)**

I have read and understand the terms and conditions of the early retirement incentive plan ("Plan") between the CSEA and the DISTRICT which Agreement is incorporated here as if fully set forth.

I am qualified to participate in the Plan according to that Agreement, and I hereby submit my intent to retire/resign between April 1, 2020 and August 31, 2020. Based upon my choice of date for the retirement/resignation, I will comply with the notice and revocation dates set forth in the Plan.

I have been provided at least 21 days to consider this retirement/resignation under the Plan Agreement, and have agreed to sign it sooner and hereby voluntarily waive the 21-day period. I have been provided at least 7 days to revoke it. I understand that revocation must be in writing and provided to the Assistant Superintendent of Human Resources. I therefore waive any and all actions which I may have for age discrimination as provided in the Age Discrimination in Employment Act and/or the Older Workers Benefit Protection Act.

I agree to execute all related documents to effectuate this agreement.

Date Agreement Terms Received _____

Initials _____

Date of Retirement/Resignation _____

Initials _____

Acknowledgement of right to revoke as set out in Agreement

Initials _____

Employee Signature

Date

Employee (print name here)

District Signature/Acceptance

Date

**TENTATIVE AGREEMENT
BETWEEN
RIO SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS RIO CHAPTER #329
CONTRACT REOPENER 2019/2020**

This Tentative Agreement is entered into by and between the Rio School District (District) and California School Employees Association and its Rio Chapter #329 (Association) in settlement of negotiations

The following Articles have been revised and set forth in the attachments

- Article 4 – Salary
- Article 16 – Uniforms

Except as expressly set forth herein, the remainder of the Agreement shall be unchanged. This Tentative Agreement including attachments constitutes the entire agreement of the parties. All other proposals were deemed withdrawn.

For the District.

Caron Bernal

Date 8/11/2020

For the Association.

[Signature]
Donald Johnson

Date 8/11/2020

**SIDE LETTER OF AGREEMENT
BETWEEN
RIO SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS RIO CHAPTER #329
EMPLOYEE EVALUATIONS FOR THE 2019/2020 SCHOOL YEAR**

This Side Letter of Agreement (hereinafter "Agreement") is entered into by the California School Employees Association and its Chapter #329 (hereinafter "CSEA") and the Rio School District (hereinafter "District") The undersigned agree on behalf of the parties as follows

1. Due to school closure in the District as a result of the COVID19 pandemic, the parties agree that effective immediately, Articles 13.3 and 13.4 of the current Collective Bargaining Agreement between the District and CSEA (November 1, 2018 - October 31, 2021) shall be suspended and of no effect for the duration of the 2019-2020 school year
 - a. In lieu of an evaluation, a copy of this agreement shall be placed in the employees' personnel file
 - b. The 2020/2021 evaluation may include recommendations and/or commendations from the 2019/2020 school year

2. Due to school closure in the District as a result of the COVID19 pandemic, the parties agree that effective immediately, Article 13.2 of the current Collective Bargaining Agreement between the District and CSEA (November 1, 2018 - October 31, 2021) shall for a probationary bargaining unit employee as follows
 - a. A probationary employee hired between October 1, 2019 and December 31, 2019 shall be evaluated once and given performance feedback prior to being recommended to become a permanent employee of the district
 - b. A probationary employee hired between February 1, 2019 and June 30, 2019 shall be evaluated once no later than September 30, 2020 and once no later than January 31, 2021 and given performance feedback prior to being recommended to become a permanent employee of the district.
 - c. A copy of this agreement shall be placed in the employees' personnel file

3. Effective January 31, 2021, this Side Letter of Agreement shall automatically expire

4. This Side Letter of Agreement does not establish any precedent or past practice

For the District

Caron Bernal

For the Association

Diane Wilkerson

Date

8/11/2020

Date

8/11/2020

Article 4 – Salary

Salary:

The District shall provide a one-time salary payment of one percent (1%) for the 2019/2020 school year.

The one percent (1%) one-time salary payment shall be paid to any CSEA unit member who was actively employed as of June 30, 2020 and to any CSEA unit member who retired between July 1, 2019 and June 30, 2020.

The parties agree if the District negotiates with any other bargaining unit a salary increase or payment greater than agreed to by the parties herein, the Association bargaining unit members shall be entitled to an equitable salary increase or payment

4.3.1 Bilingual/Biliterate Differential: The District will pay a bilingual/biliterate annual differential of ~~three and a half~~ three percent (~~3.5%~~ 3%) to those unit members who:

4.3.8 Bargaining Unit Member Degree Stipend

4.3.8.1 Associate Degree Stipend: A unit member, who holds an earned Associate Degree, shall receive an additional ~~\$125.00~~ \$250.00 per year.

4.3.8.2 Bachelor Degree Stipend: A unit member, who holds an earned Bachelor's degree, shall receive an additional ~~\$250.00~~ \$500.00 per year.

RSD to CSEA counterproposal - 7/10/2020

Article XVI – Uniforms

16.1.2 An annual allowance of \$100.00 shall be made available by August 15 for the purchase of closed toed, slip resistant footwear (Subject to 16.4). Food service employees will be provided vendor information of where to purchase these shoes. ~~The allowance will be provided as long as the district secures sufficient funding through safety credits available through the Ventura County Schools Self Funding Authority (VCSSFA).~~

~~16.4 The allowance for footwear and boots will be provided as long as the district secures sufficient funding through safety credits available through the Ventura County Schools Self Funding Authority (VCSSFA).~~

16.7 Options for local vendors for employees to purchase the required shoes shall be selected annually by a joint committee consisting of not less than 2 Representatives selected by the District and not less than 2 representatives as selected by CSEA.

The District agrees to this proposal as presented.

1800 Solar Drive, Oxnard, CA 93030 ~ Telephone: (805) 485-3111 ~ Fax Number (805) 604-7825 ~ www.riuschools.org

Recommendations

This job description is outdated and includes references to programs that no longer exist: OSFS secretary and Healthy Start

We recommend updating the OSFS Analyst to match the comparable duties listed with this posting. There are no new duties, only more detailed descriptions of current work.

JOB DESCRIPTION

OFFICE OF STUDENT AND FAMILY SERVICES DATA ANALYST
FOR Youth, Family and Public Partner Engagement

RANGE: 34

BASIC FUNCTION:

Under the direction of an assigned supervisor/administrator, provides a variety of data management services and complex clerical duties that support the district in the collection, processing, organizing and entry of data to support student information evaluation of student achievement and the viability of projects and programs. Serves as a district-wide technical resource for staff by facilitating and providing access to reports, data and information and requires utilizing specialized software and databases. The Data Analyst position requires accuracy based on the need to follow compliance requirements of programs and district accountability measures. The Data Analyst must work collaboratively with district staff and outside vendors or agencies to maintain and facilitate desired outcomes.

~~supporting programs at the Office of Student and Family Services. It includes coordinating data and communicating information for district parents and staff. Work will include collaboration of school-linked service integration for families participating in the Healthy Start program, programs funded through Medi-Cal Local Education Agency (LEA) and Medi-cal Administrative Activities (MAA) programs, and collaborative agencies. Provides information and referral services to parents; performs other related duties as assigned.~~

REPRESENTATIVE DUTIES:

1. Serves as assistant to one or more administrators within an assigned functional area; manages the day-to-day activities of a department office ensuring efficiency of the office operations; coordinates communications; relieves the administrator of administrative detail.
2. ~~Serves as an assistant to an assigned administrator.~~ Maintains and analyzes a wide range of data which includes gathering and managing data, complex records, lists, spreadsheets, database formats and files, including confidential material; such as student files, enrollment and attendance SARB reports, MAA reports, suspension data, foster McKinney Vento data, and after school data. Participates in miscellaneous data collection organization, and reporting to support research and self-assessment on outcomes. Receives, verifies, enters data into required programs or formats.

REPRESENTATIVE DUTIES (continued):

3. Enters information to student files pertaining to individual, state and district assessments. Extracts and formats data to facilitate further analysis of assessment outcomes. Receives and extracts information from external resources such as programs and governmental agencies according to specified criteria.
4. Inform parents/students of school attendance mandates and School Attendance Review Board procedures.
5. Performs duties and responsibilities that are varied, complex, and/or technical in nature and require initiative and independence as well as knowledge of the policies and procedures of departmental and district-wide functions and operations. Recognizes problems in source documents and corrects or calls to the attention of supervisor or designated liaison. Cross references data to ensure accuracy and completeness.
6. Prepares and types a variety of items including forms, correspondence, reports, special projects, memoranda and other materials. Organizes information onto formats that facilitate data manipulation by other staff.
7. Greets office visitors and answers telephones; responds to questions and provide information related to department policies and functions and applicable District rules, regulations and policies, takes messages or refers callers to appropriate personnel.
8. ~~Assists parents and community in completing applications and forms related to district and community services; CHDP, Medi-Cal, food stamps, AFDC, etc.~~
9. ~~Assists with the coordination of social service systems and resources to support the need of "at risk" students and families.~~
10. ~~Establishes and maintains ongoing channels of communication between home, school and community.~~
11. Establishes and maintains a variety of records, confidential reports, logs and files related to office activities and departmental operations.
12. Assures timely communication between office and district employees; receives, verifies and transmits information to other district departments and personnel, parents, students, outside agencies and the public; obtains records and information as needed.
13. Coordinates various projects independently requiring independent judgment and initiative.
14. Processes and responds to routine telephone and mail inquiries.
15. Attends meetings and takes minutes as required; prepares meeting agendas and assures inclusion of appropriate materials.
16. Provides information, training and assistance to personnel regarding new or revised procedures or resources such as enrollment and attendance reports.
17. Processes documents; extra work reports; monitors budget expenditures as assigned.
18. Trains, assigns and provides work direction to clerical personnel as assigned. (could combine this with #16)
19. Operates a variety of office equipment including, but not limited to, computer terminal, typewriter, calculator, telephone, fax, adding machine and copiers.
20. May translate written material from English to designated second language and from that language into English; may translate conversations or provide interpretive services for non-English speaking individuals and others.
21. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

1. The position requires working knowledge of basic school district organization, operations and objectives, and student information program and assessment systems
2. ~~Community resources and agencies; public and private~~
3. ~~Concepts of culture and sensitivity to cultural diversity~~

CB 8-11-2020

MINIMUM QUALIFICATIONS (continued):

Knowledge of:

4. ~~Basic principles and practices of training and providing work direction.~~ Requires well developed interpersonal skills to facilitate small group in-service and technical assistance using appropriate lines of inquiry to elicit user needs or problems
5. Modern office practices, procedures and operations of equipment. Requires working knowledge of databases, spreadsheets and related software programs used for student assessment and information. Requires the ability to learn and apply computer-aided software and equipment used for district objectives
6. Telephone technique and etiquette.
7. ~~Record-keeping and filing techniques.~~ Requires a basic knowledge of data entry and filing procedures and formats
8. Correct English language usage; vocabulary, spelling, grammar and punctuation.
9. Effective math skills sufficient to perform sequenced statistical computation, reading, oral and writing communication skills. (also in #13 below)
10. Operation of standard business equipment and a computer terminal.
11. Interpersonal skills using patience and courtesy
12. ~~Research techniques.~~ Requires the ability to extract, arrange and analyze data from information systems, databases and programs to design and generate technical reports using various software applications
13. Requires the ability to organize, prioritize and perform tasks connected with multiple projects and meet expected time constraints
14. Translation of written material from English into a designated second language and from that second language into English is desirable.

Ability to:

1. Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature for extended periods of time
2. Perform a variety of complex secretarial and clerical duties.
3. Plan, organize and coordinate office activities.
4. Work independently with little direction.
5. Analyze situations accurately and adopt an effective course of action.
6. Understand and follow oral and written directions.
7. Establish and maintain effective working relationships with others.
8. Requires near visual acuity to read written materials and computer screens to interpret. Read, interpret and follow rules, regulations, policies and procedures.
9. Requires hearing and speech ability for ordinary and telephonic conversations and to hear sound prompts from equipment. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device. Requires the ability to retrieve work materials. Requires the ability to perform rapid data entry when operating. Operate a variety of office equipment such as, but not limited to, computer terminal, typewriter, calculator, telephone, fax, adding machine and copiers.
10. Make arrangements for and attend meetings, workshops and conferences.
11. Establish and maintain accurate records and prepare reports.
12. Maintain a variety of filing systems.
13. Make arithmetic calculations with speed and accuracy.
14. Meet schedules and timelines.
15. Effectively speak, read and write English.
16. Work in a multi-ethnic setting; maintain cooperative working relationships with school, community and parents; apply effective customer service skills in a diverse socio-economic environment.
17. Performs duties effectively with many demands on time and constant interruptions.

CB
6-11-2020

18. Maintain confidentiality of school and student information

Education and Experience:

1. Associate of Arts or higher degree in public administration, organizational management or public relations and two (2) years general clerical and/or typing experience; or
2. High school diploma or equivalent and four (4) years general clerical and typing experience or any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.
3. Experience and coursework related to ~~social services, public service~~ *working with student database or student assessment systems software software troubleshooting and training* that will provide the knowledge, skills and abilities necessary for this position.
4. *Any other combination of training and/or experience that could likely provide the desired skills knowledge abilities and traits may be considered*

LICENSES AND OTHER REQUIREMENTS:

Valid California drivers' license is desirable.

WORKING CONDITIONS:

1. 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.
5. Subject to working at computer video work station(s), operating computer keyboards, looking at computer video screens.

PHYSICAL ABILITIES:

Seeing to inspect documents and to read fine print; depth perception to file; hearing and speaking to communicate with others in a normal voice in person and on telephone; speak clearly to communicate with parents, staff and others; sitting or standing alternately for extended periods of time; climbing stairs; 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.

Other:

First Aid and CPR required upon employment

Pending Board Approval: 12-10-09

DCN: HR- JD201: Office of Student and Family Services Analyst

*CB
8.11.2020*

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 Rio School District (the District) agree to the following revised job description as attached:

- 1) Department Manager
- 2) Senior Accounting Specialist
- 3) Senior Student Information Systems Specialist

For Rio School District:

Pariza Bernal

For CSEA:

HENRY (APPEN)
[Signature]

Date: 12/10/19

Date: 12/10/19

12/5/19 12-5-14 *Carolyn Bernal, RSD*
CSGA 329
12/5/19 *Henry Correa CSGA 329*

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

JOB DESCRIPTION

SENIOR ACCOUNTING SPECIALIST (12) Months (8) Hours/Range 43

JOB SUMMARY:

Under the direction of the Director of Fiscal Services, perform a variety of complex technical work in the area of Workers' Compensation, liability claims, accounting, and perform a variety of specialized duties in support of the District's insurance benefits programs and other benefit plans for district employees and dependents; provide information to and answer questions for district employees, other agencies, and the public as needed.

DISTINGUISHED CHARACTERISTICS:

This job class is distinguished from other positions within the Fiscal Services Division due to the specific knowledge required of employee benefits packages, workers' compensation, and a working knowledge of procedures for record keeping and general accounting.

REPRESENTATIVE DUTIES:

1. Perform a variety of complex technical work in the area of Workers' Compensation; assure compliance with applicable laws, codes, rules and regulations; maintain current knowledge of current legislation regarding Workers' Compensation issues.
2. Monitor and coordinate Workers' Compensation claims; administer the daily operations of the Workers' Compensation program for employees, volunteers and student workers who suffer on-the-job injuries and illnesses.
3. Answer telephones and provide information and assistance to employees and District staff; interpret, apply and explain laws, codes, rules and regulations; coordinate and schedule doctor appointments for employees; provide technical guidance and advice to supervisors, managers and site representatives regarding Workers' Compensation issues.
4. Assists with circumstances of claims, injury records and medical evaluations; document injuries; assure prompt delivery of medical and financial services and the return of injured workers to safe and productive employment as soon as possible.
5. Assist site representatives and supervisors in the preparation of accident reporting; receive and review claims reports from sites; contact administrators, supervisors and employees to obtain needed information.
6. Communicate with a variety of District personnel, third-party providers, insurance carriers, rehabilitation counselors, claims examiners, attorneys, investigators, medical personnel and other outside agencies to establish effective working relationships, exchange information, resolve issues or concerns and coordinate activities.
7. Perform a variety of specialized duties in support of the District's insurance benefits programs and related services; assure compliance with applicable laws, codes, rules and regulations.
8. Meet with individual and groups of new hires and employees to discuss and clarify District health and welfare benefits; enroll employees and dependents into District health plans; mail enrollment forms to carriers and mail verification letters and benefit summaries to employees.
9. Provide information and assistance to employees in the process of changing existing health benefits as employees experience a change in dependent eligibility; make appropriate changes in codes; mail changes to the carriers and verification letters and reports to employees.

REPRESENTATIVE DUTIES CONTINUED:

10. Serve as a liaison between employees and insurance company representatives and agents; remain current on vendor and legislature policy changes; organize and maintain information, procedures and forms regarding insurance benefit programs provided by the District for employees; distribute insurance brochures to employees.
11. Coordinate District-wide open enrollments; compose related communications; organize publication and distribution of insurance packets; attend insurance meetings; forward enrollment forms to insurance carriers; provide code/premium updates and forward verification letters to employees.
12. Establish and maintain a variety of records, files and reports related to Workers' Compensation and insurance benefit information and employees.
13. Operate a variety of office equipment including a computer and assigned software.
14. Attend a variety of meetings, conferences and workshops as assigned.
15. Assist in maintaining position control.
16. Assists in the budget and expenditure control process cash flow, and attendance accounting processes.
17. Performs reconciliation functions pertaining to the cash account, general ledger accounts and various revenue and expenditure items and accounts.
18. Performs a variety of financial record keeping functions related to District accounting and budget control operations.
19. Prepares account and fund analyses.
20. Performs responsible and technical accounting task related to the preparation and management of accounts receivable, accounts payable and Federal and State funded programs, including State and Federal reporting.
21. Prepares a wide variety of statistical and research data gathering activities.
22. Performs other related duties

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Accounting principles, practice and procedures.
2. Workers' Compensation benefits systems.
3. Applicable laws, codes, rules and regulations.
4. District policies and procedures relating to processing Workers' Compensation claims.
5. Legal and medical terminology related to Workers' Compensation and federal regulations.
6. District policies and procedures relating to bargaining unit agreements.
7. Applicable laws, codes, rules and regulations including COBRA regulations.
8. Various health and life insurance plans, coverage and exclusions.
9. Record-keeping and report preparation techniques.
10. Modern office practices, procedures and equipment.
11. Operation of a computer and assigned software.
12. Interpersonal skills using tact, patience and courtesy.
13. Oral and written communication skills.
14. Correct English usage, grammar, spelling, punctuation and vocabulary.
15. Health and safety regulations.
16. Telephone techniques and etiquette.

ABILITY TO:

1. Interpret, apply and explain Workers' Compensation coverage and benefits to employees.
2. Establish and maintain comprehensive records and prepare reports.
3. Interpret, apply and explain applicable laws, codes, rules and regulations.
4. Analyze facts, information and data.
5. Maintain records and files and prepare reports.
6. Participate in the investigation of accidents.
7. Interview employees and management personnel to determine relevant facts.
8. Perform specialized duties related to various employee benefits programs.
9. Coordinate the health and welfare program for employees, retirees, and COBRA participants.
10. Explain health plan coverage to employees.
11. Coordinate open enrollments.

ABILITY TO CONTINUED:

12. Maintain confidentiality of sensitive and privileged information.
13. Compose written correspondence independently.
14. Answer telephones and greet the public courteously.
15. Communicate effectively both orally and in writing.
16. Establish and maintain cooperative and effective working relationships with others.
17. Meet schedules and timelines.
18. Plan and organize work.
19. Type or input data at an acceptable rate of speed.
20. Determine appropriate action within clearly defined guidelines.
21. Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to

Bachelor's Degree preferably in Business and/or related field or (3 – 5) years of experience in a related field, preferably in a school district and (2) years of college courses in Business.

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.**

**RIO SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
RIO SCHOOL DISTRICT PROVIDES A TOBACCO FREE ENVIRONMENT.**



**SCHOOL
DISTRICT**

EDUCATING LEARNERS FOR THE 21ST CENTURY

12/5/19
12-5 19
R/5/19

Caron Bernal, RSD
CSEA 329
Henry Cohen CSEA 329

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

JOB DESCRIPTION

SENIOR STUDENT INFORMATION SYSTEMS SPECIALIST (12) Months RANGE 40

JOB SUMMARY:

Under the direction of the Director of Technology, assists with daily operations of the Technology department. Use student information systems for complex data collection, analysis and reporting. Provide oversight, establish timelines, and coordinate meetings, for the purposes of conveying information to assist with establishing safeguards to ensure accuracy with annual state reports. Relieves the Director of Technology of administrative and clerical duties; including providing computer assistance, trouble shooting network inquiries, and technical support services to District employees; performs other related duties.

DISTINGUISHING CHARACTERISTICS:

The Senior Student Information Systems Specialist classification is the lead classification of the series. Incumbents perform complex usability of student data information systems. Data Specialists have specialized knowledge to respond to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers. The Senior Student Information Systems Specialist serves as lead Specialist for annual state reporting, course requests, troubleshooting and problem solving with activities related to student information systems. Incumbents in the Data Specialists classification perform a variety of data management services involving regular collection, organizing, and entry of data to support student information. Data Analyst classification is assigned clerical duties supporting parents with district programs, providing information and referral services to parents.

REPRESENTATIVE DUTIES:

1. Extracts and formats data to facilitate further analysis of assessment outcomes. Participates in data organization, and reporting.
2. Assists with maintaining technology resources appropriate for classroom use.
3. Creates technology related instructional material as directed.
4. Provides information, training and assistance to department personnel regarding new or revised procedures or resources such as computer programs and equipment.
5. Respond to technology inquires and concerns in a timely manner.
6. Support the efforts, activities, and duties of the Systems and Network support Team.
7. Assists with trouble shooting phone calls and emails regarding computer assistance, network inquiries and telephone issues.
8. Assists with ongoing technology integration of information systems and technical resources as directed.
9. Provides oversight, establish timelines, and coordinate meetings, for the purposes of conveying information to assist with establishing safeguards and ensure accuracy with annual state reporting.
10. Organizes and manages the day-to-day activities of a department office ensuring efficiency of the office operations; coordinates communications; relieves the administrator of administrative detail.

REPRESENTATIVE DUTIES CONTINUED:

11. Performs duties and responsibilities that are varied, complex, and/or technical in nature and require initiative and independence as well as knowledge of the policies and procedures of departmental and district-wide functions and operations.
12. Greets office visitors and answers telephones; responds to questions and provide information related to department policies and functions and applicable District rules, regulations and policies, takes messages or refers callers to appropriate personnel.
13. Checks reports, records and other data for accuracy, completeness and compliance with established standards.
14. Establishes and maintains a variety of records, confidential reports, logs and files related to office activities and departmental operations.
15. Compiles and interprets information from various sources and prepares reports related to departmental functions as required; performs research and special projects as assigned.
16. Takes and transcribes dictation of letters and memoranda, including material of a confidential nature, if position requires; composes correspondence independently or from oral instructions; composes correspondence dealing with matters not involved in policy questions.
17. May make minor decisions in accordance with District and department regulations, policies and guidelines and apply them to problem situations.
18. Maintains calendar for administrator; schedules and arranges appointments, meetings, conferences and travel accommodations as necessary.
19. Processes and responds to routine telephone and mail inquiries, receives and routes mail.
20. Orders, receives, inventories; stores and distributes office supplies and forms.
21. Processes personnel related documents; extra work reports; monitors budget expenditures as assigned.
22. Assists in the budget planning and expenditure control procedures of the assigned department.
23. Arranges for and sends out notices of meetings; prepares agenda items and materials; attends meetings; takes and transcribes minutes and distributes to appropriate personnel.
24. Trains, assigns and provides work direction to clerical personnel as assigned.
25. Operates a variety of office equipment including, but not limited to, computer terminal, typewriter, calculator, telephone, fax, adding machine and copiers.
26. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

1. Basic school district organization, operations and objectives.
2. Basic principles and practices of training and providing work direction.
3. Modern office practices, procedures and operations of equipment.
4. Telephone technique and etiquette.
5. Record-keeping and filing techniques.
6. Correct English language usage; vocabulary, spelling, grammar and punctuation.
7. Effective reading, oral and writing communication skills.
8. Operation of standard business equipment and a computer terminal.
9. Interpersonal skills using patience and courtesy.
10. Research techniques.
11. Translation of written material from English into a designated second language and from that second language into English is desirable.
12. Translation of conversations or interpretive services for non-English speaking individuals and others is desirable.

ABILITY TO:

1. Perform a variety of complex secretarial and clerical duties.
2. Plan, organize and coordinate office activities.
3. Work independently with little direction.
4. Type fifty-five (55) words per minute from clear copy.
5. Analyze situations accurately and adopt an effective course of action.
6. Understand and follow oral and written directions.
7. Compose independently or from oral instructions correspondence, memoranda or other materials.

ABILITY TO CONTINUED:

8. Establish and maintain effective working relationships with others.
9. Read, interpret and follow rules, regulations, policies and procedures.
10. Operate a variety of office equipment such as, but not limited to, computer terminal, typewriter, calculator, telephone, fax, adding machine and copiers.
11. Make arrangements for and attend meetings, workshops and conferences.
12. Establish and maintain accurate records and prepare reports.
13. Maintain a variety of filing systems.
14. Make arithmetic calculations with speed and accuracy.
15. Meet schedules and timelines.
16. Effectively speak, read and write English.
17. Performs duties effectively with many demands on time and constant interruptions.
18. Maintain confidentiality of school and student information.

EDUCATION AND EXPERIENCE:

1. Associate of Arts or higher degree in public administration, organizational management or public relations and two (2) years general clerical and/or typing experience.
2. or High school diploma or equivalent and four (4) years general clerical and typing experience or any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

1. Must provide a certified certificate demonstrating the ability to type fifty-five (55) words per minute.
2. Valid California drivers' license is desirable.

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.
5. 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.
2. Depth perception to file.
3. Hearing and speaking to communicate with others in a normal voice in person and on telephone; 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.

RIO SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER RIO PROVIDES A TOBACCO FREE ENVIRONMENT

Adopted by the Rio School District Governing Board on April 23, 1997



12/5/19
12-5-19
Carolyn Bernal, RSI
CSEA 329
12/5/19
Henry Appen CSEA 329

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

JOB DESCRIPTION

DEPARTMENT MANAGER

JOB SUMMARY:

Under the direction of an assigned supervisor/administrator, provides varied and complex secretarial and clerical support services; relieves the administrator of administrative and clerical duties; organizes office activities and coordinates the flow of communications for the administrator of the assigned department; performs other related duties as required.

REPRESENTATIVE DUTIES:

1. Organizes and manages the day-to-day activities of a department office assuring efficiency of the office operations; coordinates communications; relieves the administrator of administrative detail.
2. Serves as a secretary and administrative aide to an assigned administrator, which may include performing research and data extraction pertaining to legislation, court decisions, County Counsel opinions and legal provisions that may affect the District operational process.
3. Performs duties and responsibilities that are varied, complex, and/or technical in nature and require initiative and independence as well as a knowledge of the policies and procedures of departmental and district-wide functions and operations.
4. Prepares and types a variety of items including forms, correspondence, reports, special requisitions, memoranda and other materials.
5. Greets office visitors and answers telephones; responds to questions and provide information related to department policies and functions and applicable District rules, regulations and policies, takes messages or refers callers to appropriate personnel.
6. Checks reports, records and other data for accuracy, completeness and compliance with established standards.
7. Establishes and maintains a variety of records, confidential reports, logs and files related to office activities and departmental operations.
8. Compiles and interprets information from various sources and prepares reports related to departmental functions as required; performs research and special projects as assigned.
9. Takes and transcribes dictation of letters and memoranda, including material of a confidential nature, if position requires; composes correspondence independently or from oral instructions; composes correspondence dealing with matters not involved in policy questions.
10. May make minor decisions in accordance with District and department regulations, policies and guidelines and apply them to problem situations.
11. Maintains calendar for administrator; schedules and arranges appointments, meetings, conferences and travel accommodations as necessary.
12. Processes and responds to routine telephone and mail inquiries.
13. Orders, receives, inventories; stores and distributes office supplies and forms.
14. Provides information, training and assistance to department personnel regarding new or revised procedures or resources such as computer programs and equipment.
15. Processes personnel related documents; extra work reports; monitors budget expenditures as assigned.

REPRESENTATIVE DUTIES CONTINUED:

16. Assists in the budget planning and expenditure control procedures of the assigned department.
17. Arranges for and sends out notices of meetings; prepares agenda items and materials; attends meetings; takes and transcribes minutes and distributes to appropriate personnel.
18. Trains, assigns and provides work direction to clerical personnel as assigned.
19. Receives, sorts and routes mail.
20. Operates a variety of office equipment including, but not limited to, computer terminal, typewriter, calculator, telephone, fax, adding machine and copiers.
21. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge Of:

1. Basic school district organization, operations and objectives.
2. Basic principles and practices of training and providing work direction.
3. Modern office practices, procedures and operations of equipment.
4. Telephone technique and etiquette.
5. Record-keeping and filing techniques.
6. Correct English language usage; vocabulary, spelling, grammar and punctuation.
7. Effective reading, oral and writing communication skills.
8. Operation of standard business equipment and a computer terminal.
9. Interpersonal skills using patience and courtesy.
10. Research techniques.
11. Translation of written material from English into a designated second language and from that second language into English is desirable.
12. Translation of conversations or interpretive services for non-English speaking individuals and others is desirable.

ABILITY TO:

1. Perform a variety of complex secretarial and clerical duties.
2. Plan, organize and coordinate office activities.
3. Work independently with little direction.
4. Type fifty-five (55) words per minute from clear copy.
5. Analyze situations accurately and adopt an effective course of action.
6. Understand and follow oral and written directions.
7. Compose independently or from oral instructions correspondence, memoranda or other materials.
8. Establish and maintain effective working relationships with others.
9. Read, interpret and follow rules, regulations, policies and procedures.
10. Operate a variety of office equipment such as, but not limited to, computer terminal, typewriter, calculator, telephone, fax, adding machine and copiers.
11. Make arrangements for and attend meetings, workshops and conferences.
12. Establish and maintain accurate records and prepare reports.
13. Maintain a variety of filing systems.
14. Make arithmetic calculations with speed and accuracy.
15. Meet schedules and timelines.
16. Effectively speak, read and write English.
17. Performs duties effectively with many demands on time and constant interruptions.
18. Maintain confidentiality of school and student information.

EDUCATION AND EXPERIENCE:

1. Associate of Arts or higher degree in public administration, organizational management or public relations and two (2) years general clerical and/or typing experience.
2. or High school diploma or equivalent and four (4) years general clerical and typing experience or any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

1. Must provide a certified certificate demonstrating the ability to type fifty-five (55) words per minute.
2. Valid California drivers' license is desirable.

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.
5. 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.
2. Depth perception to file.
3. Hearing and speaking to communicate with others in a normal voice in person and on telephone; 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.

**RIO SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
RIO PROVIDES A TOBACCO FREE ENVIRONMENT**

Adopted by the Rio School District Governing Board on April 23, 1997

8.7



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	8. Discussion/Action
Subject	8.7 2019/2020 One time 1% Salary Increase (Bonus) - Confidential Employee Team, School Psychologists, District Nurse
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	11,661.00
Budgeted	Yes
Recommended Action	It is recommended the board take action and approve the one time 1% salary increase (bonus) for the Confidential Employee Team, School Psychologists and District Nurse.
Goals	Goal 5-Recruit, hire, train, and retain exemplary employees who are caring, committed, collaborative, creative and critical thinkers.

Public Content

Speaker: Carolyn Bernal

Rationale: The Rio School District has reached an agreement for a one time 1% salary increase (bonus) with the Rio Teacher's Association and CSEA, Chapter 329 for the 2019/2020 school year.

Non-represented groups do not negotiate for themselves and agree to receive the same salary increases that are negotiated with the represented employee groups.

With the approval from the board tonight, the District can move forward with providing an equivalent one time 1% salary increase (bonus) as agreed to with RTA and CSEA to its confidential employee team, District Nurse, and School Psychologists.

[Disclosure of Collective Bargaining 2019-20_Other.pdf \(63 KB\)](#)

Administrative Content

Executive Content

Disclosure of Collective Bargaining Agreement

School District: Rio School District

B. Proposed Negotiated Changes In Non-Compensation Items (class size adjustments, staff development, teacher prep time, etc.):

None

C. What are the specific impacts on instructional and support programs to accommodate the settlement? (Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations.):

None

D. What contingency language is included in the proposed agreement? (reopeners, etc.):

None

E. Will this agreement create, increase, or decrease deficit financing in the current or future years? Increase in the current year, no change to future years.

F. Source of Funding for the Proposed Agreement:

1. Current Year:

General Fund

2. How will the ongoing cost of the proposed agreement be funded in future years?

No ongoing increase

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations):

N/A

Disclosure of Collective Bargaining Agreement
 School District: Rio School District

	(Col. 1) Latest Board Approved Budget Before Settlement (As of 3/18/20)	(Col. 2) Adjustment as a Result of Settlement *	(Col. 3) Other Revisions	(Col. 4) Total Impact on Budget (Col. 1+2+3)
REVENUES				
LCFF Revenues (8010-8099)	53,763,633			53,763,633
Remaining Revenues (8100-8799)	9,567,315			9,567,315
TOTAL REVENUES	63,330,948	0	0	63,330,948
EXPENDITURES				
1000 Certificated Salaries	26,034,627			26,034,627
2000 Classified Salaries	9,059,267	9,229		9,068,496
3000 Employees' Benefits	15,802,590	2,432		15,805,022
4000 Books and Supplies	3,411,588			3,411,588
5000 Services and Operating Expenses	7,773,184			7,773,184
6000 Capital Outlay	117,202			117,202
7100-7499 Other	1,968,011			1,968,011
TOTAL EXPENDITURES	64,168,489	11,661	0	64,178,130
OPERATING SURPLUS (DEFICIT)	(835,521)	(11,661)	0	(847,182)
OTHER SOURCES AND TRANSFERS IN	654,636			654,636
OTHER USES AND TRANSFERS OUT	30,000			30,000
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	(210,885)	(11,661)	0	(222,546)
BEGINNING BALANCE	3,713,313			3,713,313
CURRENT YEAR ENDING BALANCE	3,502,428	(11,661)	0	3,490,767
COMPONENTS OF ENDING BALANCE				
Non-spendable (9711-9719)	25,000			25,000
Restricted (9740)	340,489			340,489
Committed (9750 / 9760)				
Assigned (9780)				
Reserve for Economic Uncertainties (9789)	1,925,894	(550)		1,925,344
Unappropriated Amounts (9790)	1,211,045	(11,111)	0	1,199,934

* If the total amount of the Adjustment in Column 2 does not agree with the amount of the Total Compensation Increase on Page 1, Section A, Line 6, please explain the variance below.

Please include comments and explanations as necessary:

Disclosure of Collective Bargaining Agreement

School District: Rio School District

G. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$	64,208,130
b. State Standard Minimum Reserve Percentage for this District		3%
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$67,000 for a district with less than 1,001 ADA)	\$	1,926,244

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted <u>Unrestricted</u> Reserve for Economic Uncertainties	\$	1,925,344
b. General Fund Budgeted <u>Unrestricted</u> Unappropriated Amount	\$	1,199,934
c. Special Reserve Fund (17) Budgeted Reserve for Economic Uncertainties	\$	
d. Special Reserve Fund (17) Budgeted Unappropriated Amount	\$	
e. Total District Budgeted <u>Unrestricted</u> Reserves	\$	3,125,278

3. Do Unrestricted reserves meet the state standard minimum reserve amount?

Yes

No

H. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions in the agreement in accordance with the requirements of AB 1200 and G.C. 3547.5.

We hereby certify that the costs incurred by the school district under this agreement can be met by the district during the term of the agreement.

District Superintendent
(Signature)

Date

District Chief Business Official
(Signature)

Date

9.2

**Agenda Item Details**

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	9. Consent
Subject	9.2 Approval of the Minutes of the Regular Board Meeting of June 24, 2020
Access	Public
Type	Action (Consent), Minutes
Minutes	View Minutes for Jun 24, 2020 - RSD Regular Board Meeting

Public Content

Speaker:

Rationale:

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 members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.



EDUCATING LEARNERS FOR THE 21ST CENTURY

**Rio School District
Minutes
Regular Board Meeting
June 24, 2020
Rio School District
1800 Solar Drive
Oxnard, CA 93030
Closed Session: 5:00 p.m.
Open Session: 6:00 p.m.**

Members present

Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

1. Open Session 5:00 p.m.

1.1 Call to Order

President Armas convened the meeting at 5:00 p.m.

1.2 Pledge of Allegiance

President Armas led the flag salute.

1.3 Roll Call

Trustee Torres called the roll, all present.

2. Approval of the Agenda

2.1 Agenda Correction, Additions, Modifications

Trustee Torres tabled the following item 10.1 Final Approval of the CSBA Board Policies.

Trustee Torres also pulled the following items from the Consent Agenda for separate discussion and action: Item 11.6, 11.7, 11.16, 11.20, 11.23, 11.24, 11.25, 11.27, and 11.28.

Trustee Esquivel pulled the following items from the Consent Agenda for separate discussion and action: Items 11.12, 11.15, 11.26, 11.29, 11.30, 11.31 and 11.37.

2.2 Approval of the Agenda

Staff recommends approval as amended with the addition of an additional item.

Motion by Felix Eisenhauer, second by Eleanor Torres.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

3. Public Comment-Closed Session

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.

There were no public comments.

4. Closed Session

4.1 Public Employee Performance Evaluation [Government Code 54957] Title: Staffing 2019/2020 and 2020/2021 and Superintendent's Evaluation

4.2 Conference with Labor Negotiators [Government Code 54957.6] Agency designated representatives: RSD Negotiating Team; Employee Organization: California School Employees' Association and Rio Teachers' Association

5. Reconvene Open Session 6:00 p.m.

5.1 Report of Closed Session

President Armas reconvened the meeting into open session at 6:37 p.m.

President Armas reported no action took place during closed session.

6. Public Hearing

6.1 19/20 CSEA, Chapter 329 Public Hearing for Reopener Negotiations with RSD

President Armas opened the public hearing at 6:38 p.m. As there were no public comments, the hearing was closed at 6:39 p.m.

6.2 19/20 RSD Public Hearing for Reopener Negotiations with CSEA, Chapter 329

President Armas opened the public hearing at 6:39 p.m. As there were no public comments, President Armas closed the public hearing at 6:39 p.m.

7. Presentations/Recognitions

7.1 Years of Service Awards and Retirement Recognition

Carolyn Bernal, Assistant Superintendent of School and Systems Improvement, presented the Years of Service and Retirement recognitions.

The Governing Board and Superintendent Puglisi commented.

8. Communications

8.1 Acknowledgement of Correspondence to the Board

There were no written comments.

8.2 Board Member Reports

Board member reports were heard from Trustee Eisenhower and Esquivel,

8.3 Organizational Reports-RTA/CSEA/Other

Organizational reports were heard from Anne Stehly, Representative from Rio Teachers' Association.

8.4 Superintendent Report

Superintendent Puglisi reported on Rio del Sol Construction Update, Facilities Planning, Summer 2020 Programs, and 2020/2021 School Year Planning.

Superintendent Puglisi updated the construction progress for Building C and hope the building will be complete and ready for student use in the fall of 2020.

Superintendent Puglisi also provided a Facilities Update. This included priorities for projects by site in order to be ready for students return in the fall of 2020.

There are a variety of summer programs that have been advertised and students have been submitting applications.

Finally, several work groups have been working to develop a plan by June 30th. District staff will take the plans and recommendations and begin work on plans for the fall.

8.5 Public Comment-Board meetings are meetings of the Governing Board held in public, not public forums, and will be held in a civil, orderly and respectful manner. All public comments or questions should be addressed to the board through the board president. To assure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker card. Cards are available at the meeting and on the District website. Cards must be submitted to the Secretary or Clerk of the Board. The speaker may choose to speak during public comment or at the time of the agenda item prior to board consideration. The Governing Board may place limitations on the total time to be devoted to each topic if it finds that the number of speakers would impede the Board's ability to conduct its business in a timely manner. Procedures for receiving communication from the public on topics that fall under the subject jurisdiction of the Governing Board. A member of the public may address the Governing Board on any item(s) on the agenda or non-agenda items. 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. There were no public comments.

9. Information

9.1 Business Services Report

Wael Saleh, Assistant Superintendent of Business Services, present the budget update. The final budget is up for approval later in the agenda.

9.2 Educational Services Report

Oscar Hernandez, Assistant Superintendent of Educational Services, presented a brief update on the CAASPP testing. All testing was suspended for this year but will return for the coming year.

Also an example of the What is a Day Performance Task was shared. The results are still being calculated as more tasks continue to come in.

10. Discussion/Action

10.1 Final Approval of the CSBA Policies

This item has been tabled and will be brought back for approval in August.

10.2 19/20 RSD and RTA Tentative Agreement

It is recommended the board take action and approve the 19/20 Tentative agreement between RSD and RTA.

Motion by Felix Eisenhauer, second by Joe Esquivel.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

10.3 19/20 CSEA, Chapter 329 Sunshine Proposals for Reopener Negotiations with RSD

It is recommended the board take action and approve the 19/20 CSEA, Chapter 329 Sunshine Proposals for reopener negotiations as presented.

Motion by Eleanor Torres, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

10.4 19/20 RSD Sunshine Proposals for Reopener Negotiations with CSEA, Chapter 329

It is recommended the board take action and approve the 19/20 RSD sunshine proposals for reopener negotiations with CSEA, Chapter 329.

Motion by Felix Eisenhauer, second by Eleanor Torres.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

10.5 RSD COVID-19 Operations Written Report

Staff recommends board approval of Rio School District's COVID-19 Operations Written Report.

Motion by Joe Esquivel, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

10.6 Adopted Budget for 2020/2021

Staff recommends approval of the Adopted Budget for 2020/2021

Motion by Joe Esquivel, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11. Consent

11.1 Approval of the Consent Agenda

Staff recommends approval, as amended.

Motion by Eleanor Torres, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.2 Approval of the Minutes of the Regular Meeting of June 10, 2020

11.3 June Personnel Report

11.4 Ratification of the Commercial Warrant for May 28, 2020 through June 13, 2020.

11.5 Approval of the Certification of Signatures FY20/21

Action: 11.6 Approval of Legal Services with Atkinson, Andelson, Loya, Ruud and Romo Staff recommends the approval of legal fees for 2020/2021 from Atkinson, Andelson, Loya, Ruud, and Romo.

Motion by Joe Esquivel, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

Action: 11.7 Approval of Estimated Fees for Legal Services Provided by Myers, Widders, Gibson, Jones, for Various Construction and Developer related projects.

Staff recommends approving the estimated fees for 2020/2021.

Motion by Joe Esquivel, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.8 Approval of Resolution 19/20-57 Regarding Temporary Loans Between District Funds for Fiscal Year 2020-2021

11.9 Blanket Resolution No. 19/20-58 Regarding Appropriation Transfers

11.10 Approval of Contracts with VCOE for ESCAPE Financial and Payroll/Personnel Software System

11.11 Approve Vendor List of Open Purchase Orders for Maintenance, Operations and Transportation

11.12 Authorization of Additional Services to Purchase Building Signs for the District Office from PK:A

It is recommended that the Board approve the Additional Services provided by PK:a

Motion by Felix Eisenhauer, second by Edith Martinez-Cortes.

Final Resolution: Motion Carries

Yes: Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas

No: Eleanor Torres, Joe Esquivel

11.13 Williams Quarterly Complaint Report

Resolution: Staff recommends board approval of Williams quarterly complaint report.

11.14 Approval of Mixteco Idigena Organization Project Contract 2020-2021

11.15 Contract for Speech Pathologist Services

Staff recommends board approval of contract for speech pathologist services.

Motion by Joe Esquivel, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.16 Renewal of NEWSELA Agreement for 2020-2021

Staff recommends board approval of NEWSELA Contract.

Motion by Joe Esquivel, second by Eleanor Torres.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.17 UCSB MESA & Rio School District Partnership MOA

11.18 Master Contract with Maxim Healthcare Services

11.19 Library Support Service Contract with VCOE

11.20 Approval of STEM Scope Science Licenses

Staff recommends board approval of science licenses for all middle school students.

Motion by Felix Eisenhauer, second by Joe Esquivel.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.21 Renewal of EADMS/IO Education assessment platform

11.22 RSD and CLU Student Teaching Agreement - Renewal

11.23 Food Service Vending Contract with the Boys and Girls Club of Greater Oxnard and Port Hueneme (Nyeland Center)

It is recommended that the Board approve the Food Service Vending Contract with the Boys and Girls Club.

Motion by Felix Eisenhauer, second by Eleanor Torres.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.24 Food Service Vending Contract with Child Development Resources (CDR)

Administration recommends approval of the contract for CDR as submitted.

Motion by Eleanor Torres, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.25 Food Service Vending Contract with Continuing Development Incorporated (CDI) Staff recommends approval of the Vendor Agreement between Rio School District (RSD) Food Services and Continuing Development Incorporated (CDI). RSD is currently offering meals to similar programs such as Child Development Resources (CDR) on other Rio Campuses.

Motion by Felix Eisenhauer, second by Eleanor Torres.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.26 Blanket Authorization for disposal of Obsolete Property by Director of Facilities for the 2020/2021 School Year.

It is recommended that the blanket authorization to dispose of obsolete property be approved for the 2020/2021 school year but follow the traditional method of disposable items.

Motion by Joe Esquivel, second by Eleanor Torres.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.27 Approval of bid from Tech Wall for installation at Rio Del Valle gymnasium.

It is recommended that the Board approve the bid from Tech Wall for the installation of a tech wall at Rio Del Valle gymnasium.

Motion by Joe Esquivel, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.28 Approval of the Proposal with Pacificom from Rio del Valle Middle Gym Sound System

Staff recommends approval of the Proposal with Pacificom for installation of a sound system at Rio del Valle Gym.

Motion by Joe Esquivel, second by Eleanor Torres.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.29 Approval of proposal from KBZ for the architecture of shade covers at Rio Plaza, Rio Lindo, and Rio Del Norte

It is recommended that the bid from KBZ be approved for the architecture of shade covers at Rio Plaza, Rio Lindo, and Rio Del Norte.

Motion by Joe Esquivel, second by Eleanor Torres.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.30 Approval of Proposal from NV5 for the Geotechnical Study at Rio Lindo, Rio Plaza and Rio del Norte School Sites Elementary.

It is recommended that the Proposal from NV5 be approved.

Motion by Joe Esquivel, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.31 Ratification of work by MM Mechanical, Inc. for Touchless Fixtures at Rio Lindo

It is recommended that the Board approve the ratification from MM Mechanical, Inc. for touchless fixtures at Rio Lindo.

Motion by Joe Esquivel, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.32 Approval of bid received for asphalt for storage containers.

11.33 Approval of CREDIT Change Order from Painting & Decor

11.34 Approval of CREDIT Change Order with Painting and Decor

11.35 Approval of Change Order from Best Contracting Services, Inc.

11.36 Approval of CREDIT Change Order from Venco Electric, Inc.

11.37 Approval for Superintendent to receive and approve lowest responsive bid for Kiln enclosure at Rio Del Sol.

It is recommended that the Board approve the the Superintendent to receive and approve the lowest responsible bid for the kiln enclosure.

Motion by Joe Esquivel, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

11.38 Approval of CREDIT change order from ACH Mechanical Contractors, Inc.

11.39 Approval of CREDIT Change Order from RND Contractors

12. Organizational Business

12.1 Future Items for Discussion

Topics for future discussion included: Measure L Update, Food Service Update, Shade Structure/Landscaping, and some resolutions regarding fully funded preschool and equality.

12.2 Future Meeting Dates: August 19, 2020

13. Adjournment

13.1 Adjournment

President Armas adjourned the meeting at 10:02 p.m.

Approved on this 19th day of August, 2020.

John Puglisi, Ph.D., Secretary

Date

Eleanor Torres, Clerk of the Board

Date

9.3



Agenda Item Details

Meeting Aug 19, 2020 - RSD Regular Board Meeting

Category 9. Consent

Subject 9.3 Approval of the Minutes of the Special Board Meeting of July 29, 2020

Access Public

Type

Public Content

Speaker:

Rationale:

Administrative Content

Executive Content



EDUCATING LEARNERS FOR THE 21ST CENTURY

**Rio School District
Minutes
Special Board Meeting
July 29, 2020
Rio School District
1800 Solar Drive
Oxnard, CA 93030
Closed Session: 4:00 p.m.
Open Session: 5:00 p.m.**

Members present

Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

1. Preliminary Business- 4:00 p.m.

1.1 Call to Order-4:00 p.m

President Armas opened the meeting at 4:00 p.m.

1.2 Pledge of Allegiance

President Armas led the flag salute.

1.3 Roll Call

Trustee Torres called the roll all present.

2. Approval of the Agenda

2.1 Agenda corrections, additions, and modifications.

There were no corrections or modifications to the agenda.

2.2 Approval of the Agenda

Staff recommends approval of the agenda, as presented.

Motion by Eleanor Torres, second by Edith Martinez-Cortes.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

3. Public Comment/Closed Session

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.

There were no public comments related to closed session.

President Armas adjourned the meeting into closed session at 4:04 p.m.

4. Closed Session-4:00 P.M.

4.1 Conference Legal Counsel Re: Existing Litigation: OAH 2020040028

4.2 Conference with Labor Negotiators [Government Code 54957.6] Agency designated representatives: RSD Negotiating Team; Employee Organization: California School Employee's Association and Rio Teachers' Association

4.3 Public Employee Appointment [Government Code 54957] Title: Assistant Principal

5. Open Session 5:00 p.m.

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.

There were no public comments.

6. Information/Action

6.1 2020/2021 Revised Academic Calendar

It is recommended the board take action and approve the revised 2020/2021 academic calendar as presented.

Motion by Eleanor Torres, second by Edith Martinez-Cortes.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhower, Linda Armas, Joe Esquivel

6.2 Approval of the Learning Models for the 2020/2021 School Year

Staff recommends approval of the Learning Models for the 2020/2021 School Year

Motion by Joe Esquivel, second by Eleanor Torres.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhower, Linda Armas, Joe Esquivel

6.3 Board Leadership Workshop

Superintendent Puglisi introduced Joe Condon, consultant and Brooke Jimenez, legal counsel. Both Mr. Condon and Ms. Jimenez facilitated the Board Leadership Workshop. Discussion followed. More workshops will be scheduled.

7. Consent

7.1 Approval of Lease Agreement with Konica for three Copy Machines

Resolution: It is recommended that the Lease Agreement for copiers at the District Office be approved.

It is recommended that the Lease Agreement for copiers at the District Office be approved.

Motion by Joe Esquivel, second by Felix Eisenhauer.

Final Resolution: Motion Carries

Yes: Eleanor Torres, Edith Martinez-Cortes, Felix Eisenhauer, Linda Armas, Joe Esquivel

8. Adjournment

8.1 Adjournment

President Armas adjourned the meeting at 8:16 p.m.

Approved on this 19th day of August, 2020.

John Puglisi, Ph.D., Secretary

Date

Eleanor Torres, Clerk of the Board

Date

9.4



Agenda Item Details

Meeting Aug 19, 2020 - RSD Regular Board Meeting
 Category 9. Consent
 Subject 9.4 Approval of the Donation Report
 Access Public
 Type Action (Consent)

Public Content

Speaker: Superintendent Puglisi

Rationale:

It is recommended the Governing Board accepts the following donations:

Site	Donor	Use of Donation	Amount
RRE	Your Cause	Teacher Incentives	\$60.00
RRE	Box Tops for Education	Teacher Incentives	\$39.50
RV	Reyes Coca Cola Bottling	Teacher Incentives	\$21.23
RDV	Standards Industries	Teacher Incentives	\$49.46
RDS	PTA	Teacher Incentives	
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 members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

9.5



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	9. Consent
Subject	9.5 August 19, 2020 Personnel Report
Access	Public
Type	Action (Consent)
Recommended Action	It is recommended the board take action and approve the August 19, 2020 personnel report as presented.
Goals	Goal 5-Recruit, hire, train, and retain exemplary employees who are caring, committed, collaborative, creative and critical thinkers.

Public Content

Speaker: Carolyn Bernal

Rationale: The August 19, 2020 personnel report is presented for approval.

RSD PERS Report - August 19, 2020.pdf (66 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 members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

RSD Personnel Report
RIO SCHOOL DISTRICT
August 19, 2020

Certificated Personnel Report

Certificated Management Transfer:

Hudson, Leslie, from Assistant Principal Rio del Sol to Assistant Principal Rio Real (1.0) FTE, Effective 07/01/2020

Certificated Management Ratification of Employment:

Mosqueda, Margarita, from TOSA to Assistant Principal Rio del Sol/ Dual Immersion Coordinator Rio del Sol/Rio Plaza (.80/.20) FTE, Effective 08/01/2020

Certificated Resignation:

Drevenstedt, Kelly, SPED Teacher, LOA, (1.0) FTE, effective 10/23/2019

Chessani, Karli, Elementary Teacher, Rio Plaza, (1.0) Effective 06/19/2020

Certificated Retirement:

Wantz, Melissa, TOSA (1.0) FTE, effective 07/31/2020

Certificated Ratification of Employment:

Galvan, Yanixsa, Elementary Teacher, BCLAD, Rio Plaza, (1.0) FTE, Effective 8/24/2020

Juarez, Teodora, Elementary Teacher, BCLAD, Rio Plaza, (1.0) FTE, Effective 8/24/2020

Lopez, Mairely, Elementary Teacher, BCLAD, Rio Plaza, (1.0) FTE, Effective 8/24/2020

Rojas, Esmeralda, Elementary Teacher, BCLAD, Rio Plaza, (1.0) FTE, Effective 8/24/2020

Rodriguez, Mayra, Elementary Teacher, BCLAD, Rio Plaza, (1.0) FTE, Effective 8/24/2020

Melchor, Rosalinda, Middle School Teacher, Rio Real, (1.0) FTE, Effective 8/24/2020

Somers, Erin, Elementary Teacher, Rio del Sol, (1.0) FTE, Effective 8/24/2020

Bayer, Danielle, Middle School Teacher, Rio del Sol, (1.0) FTE, Effective 8/24/2020

Hudson, Jeffery, Middle School Teacher, Rio del Sol, (1.0) FTE, Effective 8/24/2020

Vico, Ashley, Elementary Teacher (Job Share), Rio Rosales, (.50) FTE, Effective 8/24/2020

Purcell, Carrie, SPED Teacher, Rio Rosales (1.0) FTE, Effective 8/24/2020

Zarate, Jessica, SPED Teacher, Rio Rosales (1.0) FTE, Effective 8/24/2020

Mares, Katherine, Middle School Teacher, Rio del Valle (1.0) FTE, Effective 8/24/2020

Cushing, Ellery, Middle School Teacher, Rio del Sol (1.0) FTE, Effective 08/24/2020

Lopez, Arianah, Middle School Teacher, Rio del Sol (1.0) FTE, Effective 08/24/2020

Navarro, Kathy, Middle School Teacher, Rio del Sol (1.0) FTE, Effective 08/24/2020

Espinoza, Omar, Middle School Teacher, Rio del Sol (1.0) FTE, Effective 08/24/2020

Romp, Savannah, Middle School Teacher, Rio del Sol (1.0) FTE, Effective 08/24/2020

Chavez, Yamilex, Middle School Teacher, Rio del Sol (1.0) FTE, Effective 08/24/2020

Certificated Voluntary Transfer/Increase in FTE:

Stephenson, Rachel, Elementary Teacher, (0.5) to (1.0) FTE, Transfer from Rio Rosales to Rio del Sol, Effective 07/01/2020

Romano, David, 6th Grade Teacher, (1.0) FTE, from Rio del Sol to 5th grade Rio Plaza, effective 2020/2021 school year

Zarate, Cynthia, 6th Grade Teacher, (1.0) FTE, from Rio del Sol to 5th grade Rio Plaza, effective 2020/2021 school year

Classified Personnel Report

Classified Management Promotion:

Gutierrez, Rosaizela, from Food Service Manager, (8) hours, Rio Vista, to Assistant Supervisor, Food Service, District Office, (12) months, effective 7/20/20

Classified Resignation:

Nakila, Brandi, from Instructional Assistant/SPED, (5.75) hours, Rio Plaza, effective 8/5/20

Oquendo, Abigail, from Library Clerk, (8) hours, Rio Plaza, effective 8/10/20

Strasswyk, Christina, Instructional Assistant/SPED, (5.75) hours, Rio Rosales, effective 8/13/20

Classified Retirement:

Aguilera, Luis, from Bus Driver/Maintenance, (8) hours, MOT, effective 8/31/20

Caldino, Rosa, from Food Service Worker I, (2) hours, Rio Vista & (3) hours, FSW I, Rio Vista, effective 8/31/20

Henschel, Kenneth, from Warehouseman, (8) hours, Business, effective 8/31/20

Holladay, Bernice, from Library Clerk, (8) hours, Rio Del Valle, effective 7/7/20

Huerta, Gloria, from Instructional Assistant/Bilingual, (5.75) hours, effective 8/3/20

Trout, Raquel, from Campus Supervision Assistant, (5.33) hours, Rio Lindo, effective 8/3/20

Classified Voluntary Transfer:

Rivera, Lorena, from Student & Family Support Specialist, (5.75) Rio Vista, to Student & Family Support Specialist, (5) hours, Rio Rosales, effective 8/1/20

9.6



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	9. Consent
Subject	9.6 Ratification of the Commercial Warrant for June 13, 2020, through August 10, 2020.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	8,267,239.74
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, 2020 through August 10, 2020.

Public Content

Speaker:
Wael Saleh, Assistant Superintendent

Rationale:

The District processed payments to vendors since the last meeting of the Governing Board for a total amount of \$8,267,239.74 which includes processing payments for all funds of the District in the following amounts for the period June 13, 2020 through August 10, 2020.

Fund 010	General Fund	\$3,463,812.99
Fund 130	Cafeteria Fund	\$719,675.22
Fund 211	Building Fund	\$5,128.54
Fund 212	Building Fund Measure L	\$3,643,177.24
Fund 251	CAPITAL FACILITIES - RESIDENTIAL	\$348,104.87
Fund 252	Capital Facilities Commercial	\$56,906.00
Fund 402	Special Reserve for Capital outlay	\$1,553.46
Fund 490	Capital Projects Fund for Blen	\$29,148.41
Total		\$8,267,506.73
Less Unpaid Tax Liability		<u>-\$266.99</u>
Total:		\$8,267,239.74

[Commercial warrant for August.pdf \(194 KB\)](#)

Administrative Content

Executive Content

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Checks Dated 06/13/2020 through 08/10/2020

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009037669	06/25/2020	Assistance League School	Reissued		10,350.00 *
5009037944	07/14/2020	Tarp Cover Sales	Reissued		8,322.61 *
Reissue	2	18,672.61	Total Number of Checks	2	.00
5009037577	06/15/2020	Aswell Trophy	010	21.55	
5009037582	06/15/2020	COASTAL OCCUPATIONAL MEDICAL GROUP	010	195.00	
5009037583	06/15/2020	Comeco Inc	010	2,358.90	
5009037584	06/15/2020	CORNWALL SECURITY SERVICES	010	1,575.00	
5009037585	06/15/2020	Diane DeLaurantis	010	1,400.00	
5009037587	06/15/2020	CITY OF OXNARD	010	46,835.00	
5009037589	06/15/2020	Luis Gerardo Guillen	010	3,200.00	
5009037590	06/15/2020	Carlo Andre Godoy dba Godoy Studios	010	21,901.40	
5009037594	06/15/2020	Marcus Lopez	010	250.00	
5009037596	06/15/2020	MAXIM STAFFING SOLUTIONS	010	2,764.80	
5009037605	06/15/2020	U.S. Bank Corporate Payment Systems	010	4,182.81	
5009037606	06/15/2020	VCOE Business	010	66.99	
5009037608	06/15/2020	Ventura County Office of Education	010	1,143.00	
5009037610	06/16/2020	Aswell Trophy	010	1,289.77	
5009037613	06/16/2020	Fry's Electronics customer #70893	010	91.52	
5009037614	06/16/2020	MWG MESTMAKER & ASSOCIATES	010	160.00	
5009037617	06/16/2020	SERVICE PRO-FIRE PROTECTION	010	1,950.00	
5009037620	06/16/2020	U.S. Bank Corporate Payment Systems	010	4,293.08	
5009037621	06/16/2020	Ventura County Office of Education	010	33,638.75	
5009037624	06/19/2020	Aswell Trophy	010	1,622.15	
5009037625	06/19/2020	CALIFORNIA LUTHERAN UNIVERSITY	010	725.00	
5009037628	06/19/2020	Blaine Kutin	010	824.40	
5009037629	06/19/2020	Mark It Place	010	139.43	
5009037630	06/19/2020	PARADIGM HEALTHCARE SERVICES	010	1,213.50	
5009037632	06/19/2020	Rally Dog Outfitters	010	6,800.16	
5009037634	06/19/2020	U.S. Bank Corporate Payment Systems	010	27,558.86	
5009037635	06/19/2020	VCOE Business	010	840.00	
5009037636	06/19/2020	Ventura County Office of Education	010	2,875.00	
5009037638	06/23/2020	Hernandez, Maria M	010	800.00	
5009037639	06/23/2020	Mackie, Krystie J	010	250.00	
5009037640	06/23/2020	American Plastics Corp	010	1,338.48	
5009037642	06/23/2020	Aswell Trophy	010	1,802.12	
5009037644	06/23/2020	De Lage Landen Financial Services, Inc.	010	203.65	
5009037645	06/23/2020	Diane DeLaurantis	010	300.00	
5009037647	06/23/2020	Elde Bailly LLP	010	1,600.00	
5009037648	06/23/2020	FEDEX	010	169.30	

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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Checks Dated 06/13/2020 through 08/10/2020

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009037649	06/23/2020	FLINN SCIENTIFIC, INC.	010	334.73	
5009037650	06/23/2020	Franklin Covey	010	8,000.00	
5009037651	06/23/2020	Fun and Function	010	526.32	
5009037652	06/23/2020	GOLDEN STATE SYSTEMS	010	598.32	
5009037655	06/23/2020	Nee Quaison Sackey	010	2,150.00	
5009037658	06/23/2020	SafetySign.com	010	3,167.35	
5009037659	06/23/2020	Scentco In.	010	646.50	
5009037660	06/23/2020	Spriego, Inc.	010	3,555.00	
5009037661	06/23/2020	Steve Sunnarborg	010	1,075.00	
5009037662	06/23/2020	SWRCB ACCOUNTING OFFICE ATTN WATER QUALITY FEES	010	862.00	
5009037664	06/23/2020	US BANK--PARS # 6745042800 LA Lockbox # 511649	010	185,546.03	
5009037665	06/23/2020	Ventura County Office of Education	010	70.00	
5009037666	06/23/2020	VAVRINEK, TRINE, DAY & CO, LLP	010	4,300.00	
5009037667	06/23/2020	STEVE ZOLOTAS DBA WEST OAKS PEST CONTROL	010	612.00	
5009037670	06/25/2020	FOLLETT SCHOOL SOLUTIONS, INC.	010	3,310.49	
5009037671	06/25/2020	John Gosnell DBA Gforce Printing	010	8,000.44	
5009037673	06/25/2020	Green Thumb Nursery	010	1,000.06	
5009037674	06/25/2020	HAROLD'S FAST ROOTER & PLUMBING	010	1,375.00	
5009037675	06/25/2020	MAXIM STAFFING SOLUTIONS	010	1,536.00	
5009037676	06/25/2020	REPUBLIC ELEVATOR COMPNAV	010	770.00	
5009037677	06/25/2020	Security Self Storage	010	440.00	
5009037678	06/25/2020	YAMA LAWNMOWER REPAIR	010	754.21	
5009037679	06/30/2020	Amador Chavez	010	37.50	
5009037680	06/30/2020	Anabel Perez	010	61.50	
5009037681	06/30/2020	Bernadette c. Borcena	010	61.50	
5009037682	06/30/2020	Claudia Chavez Rodriguez	010	13.50	
5009037683	06/30/2020	Daniel Ultreras SR.	010	13.50	
5009037684	06/30/2020	Elvia Camberos	010	150.00	
5009037685	06/30/2020	Genaro Montoya	010	61.50	
5009037686	06/30/2020	Jessica Tinoco	010	60.00	
5009037687	06/30/2020	Jorge Guizar	010	61.50	
5009037688	06/30/2020	Jorge Onofre	010	61.50	
5009037689	06/30/2020	Julia Perez	010	37.50	
5009037690	06/30/2020	Lorraine Bailon	010	61.50	
5009037691	06/30/2020	Margarita Mauricio	010	61.50	
5009037692	06/30/2020	Maria Zavala	010	61.50	
5009037693	06/30/2020	Norbert Tan	010	147.00	
5009037694	06/30/2020	Onelda Juarez	010	37.50	
5009037695	06/30/2020	Rosalba Zamudio	010	61.50	
5009037696	06/30/2020	Thomas Zavala	010	37.50	
5009037697	06/30/2020	Urbano Lomeli	010	13.50	
5009037698	06/30/2020	Wantz, Melissa L	010	99.00	

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Checks Dated 06/13/2020 through 08/10/2020

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009037699	06/30/2020	AE Group Mechanical Engineers	010	450.00	
5009037700	06/30/2020	AMAZON.COM CORPORATE CREDIT	010	13,019.08	
5009037702	06/30/2020	California Lutheran University CRLP	010	350.00	
5009037704	06/30/2020	CMRS-FP	010	20,000.00	
5009037705	06/30/2020	Diane DeLaurantis	010	1,250.00	
5009037706	06/30/2020	HOME DEPOT CREDIT SERVICES	010	7,397.41	
5009037709	06/30/2020	Tax Deferred Services Corporate Office Suite 209	010	86,950.00	
5009037710	06/30/2020	U.S. Bank Corporate Payment Systems	010	1,113.39	
5009037712	06/30/2020	Ventura County Office of Education	010	50.00	
5009037713	06/30/2020	Dr. Elizabeth Yeager	010	1,875.00	
5009037715	07/06/2020	Mosqueda, Margarita	010	140.50	
5009037716	07/06/2020	Ramirez, Jlsela	010	122.38	
5009037717	07/06/2020	360 Degree Customer Inc.	010	118,870.00	
5009037719	07/06/2020	Gilbert Acosta	010	2,261.49	
5009037720	07/06/2020	Maria Acosta	010	2,261.49	
5009037721	07/06/2020	ALL-PHASE ELECTRIC SUPPLY	010	109.33	
5009037722	07/06/2020	Marylou Almilli	010	2,261.49	
5009037723	07/06/2020	SALLY ALVARADO	010	2,261.49	
5009037724	07/06/2020	BARBARA ALVIDREZ	010	2,261.49	
5009037725	07/06/2020	Maria Angeles	010	2,261.49	
5009037726	07/06/2020	Anthony Urban	010	2,261.49	
5009037727	07/06/2020	Wayne Antrobus	010	2,261.49	
5009037728	07/06/2020	Aswell Trophy	010	2,249.65	
5009037729	07/06/2020	Atkinson, Andelson, Loya, Ruud & Romo	010	15,643.75	
5009037731	07/06/2020	REBECCA BARBETTI	010	2,261.49	
5009037732	07/06/2020	Sharon Bellman	010	2,261.49	
5009037733	07/06/2020	Maria Benitez	010	2,261.49	
5009037734	07/06/2020	Bertrands Music (Pedersens)	010	86.20	
5009037735	07/06/2020	Belinda Betancourt	010	2,261.49	
5009037736	07/06/2020	SHIRLEY BROWN	010	2,261.49	
5009037737	07/06/2020	Julie Burchmore	010	2,261.49	
5009037738	07/06/2020	Carmen Carrillo	010	2,261.49	
5009037739	07/06/2020	Jonathan Castillo	010	2,261.49	
5009037740	07/06/2020	GAYLE COLEMAN	010	2,261.49	
5009037741	07/06/2020	Teresa Blanche Contreras	010	2,261.49	
5009037742	07/06/2020	John Cort	010	2,261.49	
5009037744	07/06/2020	Arla B Crane	010	2,261.49	
5009037745	07/06/2020	Kathleen Crowe	010	2,261.49	
5009037746	07/06/2020	FRONTLINE TECH. GROUP, LLC	010	700.00	
5009037747	07/06/2020	David Davidson	010	2,261.49	
5009037748	07/06/2020	E J Harrison & Sons	010	8,004.04	
5009037749	07/06/2020	LaVerne Edgar	010	2,261.49	
5009037750	07/06/2020	SOUTHERN CALIF. EDISON	010	24,191.49	
5009037751	07/06/2020	Catherine Espinoza	010	2,261.49	

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Checks Dated 06/13/2020 through 08/10/2020

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009037752	07/08/2020	Carolee Felch	010	2,261.49	
5009037753	07/06/2020	Jeanne Foster	010	2,261.49	
5009037754	07/06/2020	KATHLEEN FRANKLIN	010	2,261.49	
5009037755	07/06/2020	Susanne Frank	010	2,261.49	
5009037756	07/06/2020	Ruth Fraser	010	2,261.49	
5009037757	07/06/2020	Frontier Communications	010	464.16	
5009037758	07/06/2020	JARREL FULLER	010	2,261.49	
5009037759	07/06/2020	Claudene Garmon	010	2,261.49	
5009037760	07/06/2020	THE GAS COMPANY	010	1,277.14	
5009037761	07/06/2020	Global Equity Communications	010	2,850.00	
5009037762	07/06/2020	Geoff Godfrey	010	2,261.49	
5009037763	07/06/2020	Maria L. Godinez	010	2,261.49	
5009037764	07/06/2020	Helene Gollub	010	2,261.49	
5009037765	07/06/2020	CAROLYN GRACE	010	2,261.49	
5009037766	07/06/2020	Susan Hamada	010	2,261.49	
5009037767	07/06/2020	Milton R. Harrion	010	2,261.49	
5009037768	07/06/2020	HARRIS WATER CONDITIONING	010	216.25	
5009037769	07/06/2020	William Venegas Hip Hop Mindset	010	2,100.00	
5009037770	07/06/2020	Harold Kennedy	010	2,261.49	
5009037771	07/06/2020	Jo Ann Kennedy	010	2,261.49	
5009037772	07/06/2020	Georgia Kerns	010	2,261.49	
5009037773	07/06/2020	KONICA MINOLTA PREMIER FINANCE	010	743.65	
5009037774	07/06/2020	LAURA KRALL	010	2,261.49	
5009037775	07/06/2020	Meredith Kruger	010	2,261.49	
5009037776	07/06/2020	Blaine Kutin	010	618.30	
5009037777	07/06/2020	RENEE LANE	010	2,261.49	
5009037778	07/06/2020	Christina Leonard	010	2,261.49	
5009037779	07/06/2020	CONNIE LOMELI	010	2,261.49	
5009037780	07/06/2020	BEN LUCE	010	2,261.49	
5009037781	07/06/2020	Marcia Marlno	010	2,261.49	
5009037782	07/06/2020	MAXIM STAFFING SOLUTIONS	010	1,228.80	
5009037783	07/06/2020	Joan Mayeda	010	2,261.49	
5009037784	07/06/2020	Shirley McCafferty	010	2,261.49	
5009037785	07/06/2020	Gall Nakamura-Meagher	010	2,261.49	
5009037786	07/06/2020	MIXTECO/INDIGENA COMMUNITY ORGANIZING PROJECT	010	17,396.36	
5009037787	07/06/2020	MJP COMPUTERS	010	54,339.38	
5009037788	07/06/2020	Virginia Nedeleff	010	2,261.49	
5009037789	07/06/2020	Phil Otero	010	2,261.49	
5009037790	07/06/2020	Ox Blue	010	599.00	
5009037793	07/06/2020	RUDY PALAZUELOS	010	2,261.49	
5009037794	07/06/2020	PARADIGM HEALTHCARE SERVICES	010	401.67	
5009037795	07/06/2020	Pattis R. Thompson	010	2,261.49	
5009037796	07/06/2020	Pioneer Healthcare Services	010	28,200.00	
5009037798	07/06/2020	YVONNE RILEY	010	2,261.49	

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Checks Dated 06/13/2020 through 08/10/2020					
Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009037799	07/06/2020	Hekar Rivera	010	2,900.00	
5009037800	07/06/2020	Jose Rodriguez	010	2,261.49	
5009037801	07/06/2020	SafetySign.com	010	407.30	
5009037802	07/06/2020	SALLIE SANCHEZ	010	2,261.49	
5009037803	07/06/2020	Darlene Serros	010	2,261.49	
5009037804	07/06/2020	Linda Shaffer	010	2,261.49	
5009037805	07/06/2020	Andrea Shaub	010	2,261.49	
5009037806	07/06/2020	John Sherk	010	2,985.39	
5009037807	07/06/2020	LYNN SILVIERA	010	2,261.49	
5009037809	07/06/2020	CAROL SPRACKLEN	010	2,261.49	
5009037810	07/06/2020	BEVERLY STARK	010	2,261.49	
5009037811	07/06/2020	Superior Printing & Graphics	010	2,302.62	
5009037812	07/06/2020	Virginia Swickard	010	2,261.49	
5009037813	07/06/2020	Eleanor Syrett	010	2,261.49	
5009037814	07/06/2020	TELCOM, INC	010	1,863.90	
5009037815	07/06/2020	Gwen Thomas	010	2,261.49	
5009037816	07/06/2020	HELEN TORRES	010	2,261.49	
5009037817	07/06/2020	Christina Valdivia	010	2,261.49	
5009037819	07/06/2020	VERIZON WIRELESS	010	456.52	
5009037820	07/06/2020	Lenora Weinerth	010	2,261.49	
5009037821	07/06/2020	Darylene Williams	010	2,261.49	
5009037822	07/06/2020	Sharlene Wilson	010	2,261.49	
5009037823	07/06/2020	Broadview Networks	010	16,146.76	
5009037824	07/06/2020	Mike Wittlin	010	2,261.49	
5009037825	07/07/2020	ALICIA HERRERA	010	50.00	
5009037826	07/07/2020	ANA ALCANTAR	010	50.00	
5009037827	07/07/2020	ANGELICA RAMIREZ	010	50.00	
5009037828	07/07/2020	ANNETTE GONZALEZ	010	50.00	
5009037829	07/07/2020	ARACELI HERRERA	010	50.00	
5009037830	07/07/2020	BRIANA DOMINGUEZ	010	50.00	
5009037831	07/07/2020	CECELIA HERNANDEZ	010	50.00	
5009037832	07/07/2020	CYNTHIA RODRIGUEZ	010	50.00	
5009037833	07/07/2020	ELBA GONZALEZ	010	50.00	
5009037834	07/07/2020	ELIZABETH ORTEGA	010	50.00	
5009037835	07/07/2020	ERICA PIZANO	010	40.00	
5009037836	07/07/2020	EVELYN REVELES	010	50.00	
5009037837	07/07/2020	GINA CALDERON	010	50.00	
5009037838	07/07/2020	GINA SIBAYAN	010	50.00	
5009037839	07/07/2020	INES LOPEZ	010	40.00	
5009037840	07/07/2020	IRENE ARANDA	010	50.00	
5009037841	07/07/2020	IRMA SUAREZ	010	40.00	
5009037842	07/07/2020	JAMIE TORRES	010	50.00	
5009037843	07/07/2020	JULIA MELO	010	50.00	
5009037844	07/07/2020	KARINA REYES	010	50.00	
5009037845	07/07/2020	LUZ MARIA GARCIA	010	50.00	
5009037846	07/07/2020	LYDIA LIMAS	010	50.00	

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Checks Dated 06/13/2020 through 08/10/2020					
Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009037847	07/07/2020	MANUELA LOPEZ	010	50.00	
5009037848	07/07/2020	MARIA CASTELLANOS	010	50.00	
5009037849	07/07/2020	MARIA GORDIANO	010	40.00	
5009037850	07/07/2020	MARIA RANGEL	010	50.00	
5009037851	07/07/2020	MARIA VITELA	010	50.00	
5009037852	07/07/2020	MARISOL GARCIA	010	50.00	
5009037853	07/07/2020	MARTHA PENALOZA	010	50.00	
5009037854	07/07/2020	MICHELLE MORALES	010	50.00	
5009037855	07/07/2020	MIRELLA ROMERO	010	50.00	
5009037856	07/07/2020	NORMA CORTEZ	010	40.00	
5009037857	07/07/2020	NORMA HERNANDEZ	010	40.00	
5009037858	07/07/2020	OLGA OCHOA	010	50.00	
5009037859	07/07/2020	RAIMBUNDA MORALES	010	50.00	
5009037860	07/07/2020	ROSARIO LOBATO	010	50.00	
5009037861	07/07/2020	SAMANTHA MARTINEZ	010	40.00	
5009037862	07/07/2020	SONIA SANCHEZ	010	50.00	
5009037863	07/07/2020	STEPHANIE MARTINEZ	010	40.00	
5009037864	07/07/2020	STEPHANIE OCHOA	010	50.00	
5009037865	07/07/2020	SUSANA BECERRA	010	50.00	
5009037866	07/07/2020	TAM LE	010	50.00	
5009037867	07/07/2020	VIVIAN SMITH	010	50.00	
5009037868	07/07/2020	Hernandez, Maria M	010	221.87	
5009037870	07/07/2020	Rouss, Jordan W	010	300.00	
5009037872	07/07/2020	Gremaud, Monique D	010	299.48	
5009037874	07/07/2020	FOLLETT SCHOOL SOLUTIONS, INC.	010	2,436.76	
5009037875	07/07/2020	Heinemann Publishing	010	509.66	
5009037877	07/07/2020	KONICA MINOLTA PREMIER FINANCE	010	2,564.88	
5009037880	07/07/2020	Myers, Widders, Gibson, Jones	010	1,757.40	
5009037886	07/09/2020	CORNWALL SECURITY SERVICES	010	3,937.50	
5009037887	07/09/2020	FOLLETT SCHOOL SOLUTIONS, INC.	010	285.69	
5009037888	07/09/2020	Glowforge.com	010	2,688.37	
5009037889	07/09/2020	Melinda Zapata Kalalnoff	010	1,934.68	
5009037892	07/09/2020	United of Omaha Life Ins. Co.	010	970.14	
5009037894	07/09/2020	Ventura County Office of Education	010	12,844.26	
5009037895	07/13/2020	Lindley, Beth	010	115.30	
5009037896	07/13/2020	Maria, Julie E	010	2,660.05	
5009037897	07/13/2020	Cologna, Donna	010	6.90	
5009037898	07/13/2020	Gray, Ethan T	010	29.98	
5009037899	07/13/2020	AMERICAN BUILDING COMFORT	010	1,484.84	
5009037900	07/13/2020	APPLIED BACKFLOW TECHNOLOGIES	010	492.00	
5009037901	07/13/2020	Aswell Trophy	010	24.84	
5009037902	07/13/2020	BARON INDUSTRIES	010	114.56	
5009037903	07/13/2020	Ron Obrien dba Bee Specialist	010	300.00	

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Checks Dated 06/13/2020 through 08/10/2020					
Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009037904	07/13/2020	C & M AUTO TRUCK ELECTRIC	010	551.39	
5009037905	07/13/2020	Stephen Clark	010	1,250.00	
5009037906	07/13/2020	COGGS TIRE SERVICE	010	47.85	
5009037908	07/13/2020	Ewing Irrigation Products Inc	010	1,625.25	
5009037909	07/13/2020	Fence Factory	010	96.98	
5009037910	07/13/2020	FERGUSON FACILITIES SUPPLY	010	86.18	
5009037911	07/13/2020	FGL Environmental	010	84.00	
5009037912	07/13/2020	John Gosnell DBA Gforce Printing	010	3,015.92	
5009037913	07/13/2020	GIBBS INTERNATIONAL	010	1,846.65	
5009037914	07/13/2020	Golden State Alarms, Inc.	010	1,795.88	
5009037915	07/13/2020	Grainger	010	348.28	
5009037916	07/13/2020	Green Thumb Nursery	010	313.89	
5009037917	07/13/2020	JOHN DEERE FINANCIAL	010	1,716.50	
5009037918	07/13/2020	JONES SCHOOL SUPPLY CO., INC.	010	432.34	
5009037919	07/13/2020	KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.	010	1,543.07	
5009037920	07/13/2020	Mark It Place	010	2,127.53	
5009037921	07/13/2020	Mobile Diesel Smoke Testing Services	010	6,571.15	
5009037922	07/13/2020	Nee Quaison Sackey	010	750.00	
5009037923	07/13/2020	Schoolhouse Educational Srvc	010	363.00	
5009037924	07/13/2020	SERVICE PRO-FIRE PROTECTION	010	2,963.00	
5009037925	07/13/2020	Smith Pipe & Supply	010	1,096.97	
5009037926	07/13/2020	Southwest School & Office Supply	010	8,826.61	
5009037929	07/13/2020	YAMA LAWNMOWER REPAIR	010	34.85	
5009037930	07/14/2020	Bus West	010	880.30	
5009037931	07/14/2020	COGGS TIRE SERVICE	010	23.74	
5009037932	07/14/2020	GREEN TREE CARE	010	3,825.00	
5009037933	07/14/2020	Learning Priority, Inc	010	4,950.00	
5009037934	07/14/2020	MIXTECO/INDIGENA COMMUNITY ORGANIZING PROJECT	010	8,009.36	
5009037935	07/14/2020	Mobile Diesel Smoke Testing Services	010	635.00	
5009037936	07/14/2020	Nason's Lock & Safe Inc DBA Nasons Lock & Security	010	37.98	
5009037937	07/14/2020	O'Reilly Auto Parts	010	462.03	
5009037938	07/14/2020	OFFICE DEPOT	010	6,217.85	
5009037939	07/14/2020	Pacific Earth Resources DBA Pacific Sod	010	108.59	
5009037940	07/14/2020	Pacific Equipment	010	991.78	
5009037941	07/14/2020	PRAXAIR DISTRIBUTION INC	010	144.49	
5009037942	07/14/2020	SC FUELS	010	1,160.79	
5009037943	07/14/2020	TAFT ELECTRIC	010	3,298.80	
5009037945	07/14/2020	STEVE ZOLOTAS DBA WEST OAKS PEST CONTROL	010	3,282.00	
5009037946	07/16/2020	Ramirez, Elena	010	12.83	
5009037947	07/16/2020	Diane DeLaurantis	010	1,750.00	

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Checks Dated 06/13/2020 through 08/10/2020

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009037948	07/16/2020	E J Harrison & Sons	010	680.55	
5009037949	07/16/2020	SOUTHERN CALIF. EDISON	010	24,625.01	
5009037951	07/16/2020	Frontler Communications	010	64.02	
5009037952	07/16/2020	GREATAMERICA FINANCIAL SVCS	010	279.09	
5009037953	07/16/2020	MWG MESTMAKER & ASSOCIATES	010	160.00	
5009037954	07/16/2020	My Print Xpress	010	460.00	
5009037955	07/16/2020	O'Reilly Auto Parts	010	39.09	
5009037956	07/16/2020	OFFICE DEPOT	010	18,890.77	
5009037958	07/16/2020	Pioneer Chemical Co	010	26,208.44	
5009037959	07/16/2020	SCHOOL NURSE SUPPLY, INC.	010	956.48	
5009037960	07/16/2020	Security Self Storage	010	220.00	
5009037961	07/16/2020	SISC FINANCE	010	612,597.95	
5009037962	07/16/2020	School Services Of California	010	440.00	
5009037963	07/16/2020	STARFALL EDU. FOUNDATION	010	315.00	
5009037964	07/16/2020	Sunbelt Rentals	010	641.53	
5009037965	07/16/2020	Traffic Technologies, LLC	010	8,284.64	
5009037967	07/16/2020	U.S. Bank Corporate Payment Systems	010	25,088.69	
5009037968	07/16/2020	VC Metals Inc	010	691.55	
5009037969	07/16/2020	VERIZON WIRELESS	010	212.74	
5009037970	07/16/2020	XEROX CORPORATION	010	275.70	
5009037971	07/16/2020	XEROX CORPORATION	010	16,889.96	
5009037972	07/20/2020	Stella Morales	010	1,436.98	
5009037973	07/20/2020	AT&T	010	2,063.44	
5009037974	07/20/2020	AT&T	010	222.69	
5009037975	07/20/2020	CITY OF OXNARD	010	19,714.45	
5009037976	07/20/2020	Oxnard False Alarm Reduction Program	010	565.00	
5009037977	07/20/2020	COASTAL OCCUPATIONAL MEDICAL GROUP	010	220.00	
5009037978	07/20/2020	FOLLETT SCHOOL SOLUTIONS, INC.	010	2,031.03	
5009037980	07/20/2020	INSTRUMENTAL MUSIC VENTURA	010	800.57	
5009037981	07/20/2020	Learning Priority, Inc	010	5,000.00	
5009037982	07/20/2020	Francisco Martinez	010	2,870.00	
5009037984	07/20/2020	Rotary Club	010	581.00	
5009037985	07/20/2020	School Specialty	010	3,205.44	
5009037986	07/20/2020	Tarp Cover Sales	010	8,322.61	
5009037987	07/20/2020	Special Needs toys/TFH(USA)LTD	010	199.12	
5009037988	07/20/2020	Top Quality Manufacturing	010	282.74	
5009037989	07/20/2020	UNITED WATER CONSERVATION DIST	010	7,148.36	
5009037990	07/20/2020	Ventura County Office of Education	010	496,567.97	
5009037991	07/21/2020	Rouss, Jordan W	010	300.00	
5009037993	07/21/2020	FGL Environmental	010	84.00	
5009037995	07/21/2020	Lakeshore	010	2,657.70	
5009037997	07/21/2020	Sam's Club Direct	010	172.31	

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Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009038001	07/21/2020	U.S. Bank Corporate Payment Systems	010	12,382.80	
5009038002	07/23/2020	Fichtner, Charles	010	2,155.00	
5009038004	07/23/2020	Assistance League School	010	10,350.00	
5009038007	07/23/2020	California American Water	010	5,501.82	
5009038012	07/23/2020	NASP	010	440.00	
5009038013	07/23/2020	O'Reilly Auto Parts	010	2,101.97	
5009038014	07/23/2020	OFFICE DEPOT	010	4,663.88	
5009038017	07/23/2020	Rally Dog Outfitters	010	2,446.73	
5009038018	07/23/2020	Sam's Club Direct	010	680.10	
5009038019	07/23/2020	U.S. Bank Corporate Payment Systems	010	19,606.43	
5009038020	07/23/2020	XEROX CORPORATION	010	551.40	
5009038021	07/27/2020	Jones, Jacqueline	010	399.70	
5009038022	07/27/2020	Rauschenberger, Veronica	010	304.29	
5009038024	07/27/2020	Mendez, Adeline	010	155.07	
5009038025	07/27/2020	Lewis, Brandon C	010	2,312.63	
5009038026	07/27/2020	Orleans, Mary F	010	153.92	
5009038027	07/27/2020	Downing, Courtney A	010	170.00	
5009038028	07/27/2020	Rivera, Maria	010	200.00	
5009038029	07/27/2020	Atkinson, Andelson, Loya, Ruud & Romo	010	27,763.75	
5009038030	07/27/2020	HOME DEPOT CREDIT SERVICES	010	1,235.64	
5009038034	07/27/2020	PRO-ED, INC	010	200.56	
5009038036	07/28/2020	MRS FIGS BOOKWORM	010	205.66	
5009038038	07/28/2020	Pleasant Valley School Distric Accounts Payable	010	26,471.00	
5009038040	07/28/2020	VCOE Business	010	10,414.20	
5009038041	07/28/2020	Ventura County Office of Education	010	49,045.00	
5009038043	07/30/2020	Vasan, Padmini	010	631.64	
5009038044	07/30/2020	Chavez, Mireya N	010	146.83	
5009038045	07/30/2020	Martinez-Casta, Lisa	010	187.24	
5009038046	07/30/2020	Mendez, Adeline	010	223.78	
5009038047	07/30/2020	Parks, Heather	010	85.00	
5009038048	07/30/2020	Zaritsky, Deborah H	010	134.50	
5009038049	07/30/2020	Eichstetter, Eugenia A	010	95.58	
5009038050	07/30/2020	Steiner, Josh	010	398.95	
5009038051	07/30/2020	Fleming, Mary K	010	26.94	
5009038052	07/30/2020	Izvarin, Camille	010	53.05	
5009038053	07/30/2020	Stephenson, Rachel L	010	300.00	
5009038054	07/30/2020	ACSA	010	24,432.98	
5009038055	07/30/2020	CA. ASSOC. OF SCHOOL BUSINESS OFFICIALS	010	2,000.00	
5009038058	07/30/2020	COASTAL OCCUPATIONAL MEDICAL GROUP	010	495.00	
5009038059	07/30/2020	CPI	010	450.00	
5009038060	07/30/2020	Diane DeLaurantis	010	1,750.00	

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Checks Dated 06/13/2020 through 08/10/2020

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009038061	07/30/2020	Dodos Design	010	267.00	
5009038062	07/30/2020	ESGI	010	3,200.00	
5009038063	07/30/2020	Houghton Mifflin Harcourt	010	16,576.39	
5009038064	07/30/2020	Image Source	010	2,343.56	
5009038065	07/30/2020	MJP COMPUTERS	010	600.00	
5009038067	07/30/2020	Refrigeration Supp Distrib.	010	495.66	
5009038068	07/30/2020	Score	010	1,660.00	
5009038069	07/30/2020	Ventura County SELPA	010	144,640.52	
5009038070	07/30/2020	Steve Sunnarborg	010	975.00	
5009038071	07/30/2020	Tax Deferred Services Corporate Office Suite 209	010	384,705.00	
5009038072	07/30/2020	U.S. Bank Corporate Payment Systems	010	639.00	
5009038073	07/30/2020	Ventura County Office of Education	010	3,964.34	
5009038074	07/30/2020	VENTURA REFRIGERATION SALES & SERVICE	010	25.11	
5009038075	08/03/2020	Aguilar, Analia	010	48.00	
5009038076	08/03/2020	Malette, Jeanine	010	327.74	
5009038077	08/03/2020	Accelerate learning Inc	010	14,291.10	
5009038078	08/03/2020	Airgas West	010	126.28	
5009038079	08/03/2020	ALL-PHASE ELECTRIC SUPPLY	010	163.30	
5009038080	08/03/2020	AMAZON.COM CORPORATE CREDIT	010	22,096.32	
5009038081	08/03/2020	ARC	010	920.00	
5009038083	08/03/2020	BARON INDUSTRIES	010	136.18	
5009038084	08/03/2020	Ron Obrien dba Bee Specialist	010	250.00	
5009038085	08/03/2020	CCP Industries Inc.	010	1,015.68	
5009038086	08/03/2020	C D W GOVERNMENT, INC	010	3,473.75	
5009038087	08/03/2020	COASTAL OCCUPATIONAL MEDICAL GROUP	010	955.00	
5009038088	08/03/2020	COGGS TIRE SERVICE	010	20.35	
5009038089	08/03/2020	COUNTY OF VENTURA GENERAL SERVICES AGENCY	010	57.00	
5009038090	08/03/2020	CALIFORNIA SCHOOL MANAGEMENT	010	3,150.00	
5009038092	08/03/2020	DURBIANO FIRE EQUIPMENT, INC.	010	2,248.69	
5009038093	08/03/2020	Fence Factory	010	96.98	
5009038094	08/03/2020	FERGUSON FACILITIES SUPPLY	010	921.15	
5009038095	08/03/2020	FGL Environmental	010	84.00	
5009038096	08/03/2020	Fulcrum Management	010	24,480.00	
5009038097	08/03/2020	HOUGHTON MIFFLIN COMPANY	010	3,900.00	
5009038098	08/03/2020	Jostens	010	3,472.39	
5009038099	08/03/2020	LAKESHORE	010	4,215.18	
5009038100	08/03/2020	MJP COMPUTERS	010	33,177.78	
5009038101	08/03/2020	SAN JOAQUIN COUNTY OF EDUCATIO COUNTY SCHOOL SERVICE FUND	010	754.95	
5009038102	08/03/2020	Scholastic Classroom Magazine	010	4,177.25	

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Checks Dated 06/13/2020 through 08/10/2020					
Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009038103	08/03/2020	SEAC	010	3,900.00	
5009038104	08/03/2020	David Taussig & Assoc. Inc	010	7,576.16	
5009038105	08/03/2020	VCOE Business	010	1,500.00	
5009038106	08/03/2020	Western Psychological Services	010	133.50	
5009038107	08/04/2020	Allcia Arriaga	010	50.00	
5009038108	08/04/2020	Vasan, Padmini	010	631.64	
5009038109	08/04/2020	Nunez, Oscar	010	100.18	
5009038110	08/04/2020	Eskridge, Susan K	010	62.00	
5009038111	08/04/2020	App-Garden, LLC	010	10,341.00	
5009038112	08/04/2020	E J Harrison & Sons	010	6,635.70	
5009038113	08/04/2020	SOUTHERN CALIF. EDISON	010	5,643.81	
5009038114	08/04/2020	THE GAS COMPANY	010	1,103.53	
5009038115	08/04/2020	Luis Gerardo Guillen	010	2,040.00	
5009038116	08/04/2020	HAROLD'S FAST ROOTER & PLUMBING	010	2,185.00	
5009038117	08/04/2020	HARRIS WATER CONDITIONING	010	202.75	
5009038118	08/04/2020	United of Omaha Life Ins. Co.	010	756.24	
5009038122	08/04/2020	RemInd101, Inc	010	2,925.00	
5009038124	08/04/2020	Ventura County Office of Education	010	75.00	
5009038125	08/04/2020	Wireless CCTV LLC	010	6,000.00	
5009038126	08/04/2020	Dr. Elizabeth Yeager	010	2,250.00	
5009038127	08/06/2020	Carrillo, Josefina	010	60.03	
5009038128	08/06/2020	Garmon, Claudene	010	2,172.00	
5009038129	08/06/2020	Aragon, Kathryn	010	51.50	
5009038130	08/06/2020	Laplaid, Lelf V	010	433.04	
5009038131	08/06/2020	Jimenez, Margarita C	010	3.30	
5009038132	08/06/2020	Bayer, Danielle	010	72.49	
5009038133	08/06/2020	Jones, Vanessa R	010	9.40	
5009038134	08/06/2020	American Plastics Corp	010	1,887.60	
5009038135	08/06/2020	Aswell Trophy	010	171.30	
5009038136	08/06/2020	CITY OF OXNARD	010	11,253.00	
5009038137	08/06/2020	Stephen Clark	010	2,250.00	
5009038138	08/06/2020	CSBA c/o Westamerica Bank	010	20,484.00	
5009038139	08/06/2020	Diane DeLaurantis	010	2,950.00	
5009038140	08/06/2020	DUDE SOLUTIONS	010	4,187.33	
5009038141	08/06/2020	SOUTHERN CALIF. EDISON	010	19,490.46	
5009038142	08/06/2020	THE GAS COMPANY	010	377.78	
5009038143	08/06/2020	GIBBS INTERNATIONAL	010	975.84	
5009038144	08/06/2020	Global Equity Communications	010	3,112.50	
5009038145	08/06/2020	Golden State Alarms, Inc.	010	539.48	
5009038146	08/06/2020	GREATAMERICA FINANCIAL SVCS	010	279.09	
5009038147	08/06/2020	HARRIS WATER CONDITIONING	010	111.00	
5009038148	08/06/2020	William Venegas Hip Hop Mindset	010	3,710.00	
5009038149	08/06/2020	Blaine Kutin	010	515.25	
5009038150	08/06/2020	Learning Rights Law Center	010	6,200.00	
5009038151	08/06/2020	Marcus Lopez	010	350.00	

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Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009038153	03/06/2020	Nee Qualson Sackey	010	2,050.00	
5009038155	08/06/2020	Hekar Rivera	010	3,550.00	
5009038156	08/06/2020	Security Self Storage	010	359.00	
5009038157	08/06/2020	Steve Sunnarborg	010	1,950.00	
5009038159	08/06/2020	Ventura County Office of Education	010	11,273.22	
5009037950	07/16/2020	CITY OF OXNARD	Cancelled		20,279.45 *
5009037999	07/21/2020	Tarp Cover Sales	Cancelled		8,322.61 *
Cancel	2	28,602.06			
			Total Number of Checks	469	3,463,812.99
5009037586	06/15/2020	Driftwood Dairy, Inc	130	60,761.55	
5009037602	06/15/2020	SYSCO VENTURA, INC.	130	205,772.53	
5009037604	06/15/2020	THE BERRY MAN, INC.	130	58,527.35	
5009037605	06/15/2020	U.S. Bank Corporate Payment Systems	130	793.79	
5009037620	06/16/2020	U.S. Bank Corporate Payment Systems	130	6,589.58	
5009037622	06/16/2020	Ventura County Star	130	1,652.54	
5009037631	06/19/2020	Puretec Industrial Water	130	285.75	
5009037637	06/19/2020	VENTURA REFRIGERATION SALES & SERVICE	130	378.65	
5009037663	06/23/2020	THE BERRY MAN, INC.	130	4,969.20	
5009037714	07/06/2020	Myra Carsman	130	12.00	
5009037718	07/06/2020	State of California Accounting Office	130	1,433.55	
5009037743	07/06/2020	Environmental Health Division	130	628.30	
5009037791	07/06/2020	P & R Paper Supply Co., Inc.	130	1,356.24	
5009037797	07/06/2020	Puretec Industrial Water	130	194.98	
5009037818	07/06/2020	VENTURA REFRIGERATION SALES & SERVICE	130	267.72	
5009037869	07/07/2020	Mendez, Candelaria	130	48.40	
5009037871	07/07/2020	Castaneda, Silvia	130	12.08	
5009037873	07/07/2020	CDE/CASHIER'S OFFICE	130	766.65	
5009037907	07/13/2020	Driftwood Dairy, Inc.	130	41,168.52	
5009037927	07/13/2020	SYSCO VENTURA, INC.	130	261,991.24	
5009037928	07/13/2020	THE BERRY MAN, INC.	130	53,597.76	
5009037942	07/14/2020	SC FUELS	130	170.85	
5009037956	07/16/2020	OFFICE DEPOT	130	645.95	
5009037967	07/16/2020	U.S. Bank Corporate Payment Systems	130	6,676.06	
5009037971	07/16/2020	XEROX CORPORATION	130	578.02	
5009038000	07/21/2020	THE BERRY MAN, INC.	130	2,441.50	
5009038018	07/23/2020	Sam's Club Direct	130	139.40	
5009038023	07/27/2020	Henschel, Kenneth J	130	100.00	
5009038035	07/27/2020	THE BERRY MAN, INC.	130	4,792.65	
5009038042	07/30/2020	Stephanie Hernandez	130	19.20	
5009038074	07/30/2020	VENTURA REFRIGERATION SALES & SERVICE	130	1,312.40	
5009038091	08/03/2020	Driftwood Dairy, Inc.	130	1,590.81	

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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Checks Dated 06/13/2020 through 08/10/2020					
Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
Total Number of Checks			32	719,675.22	
5009037601	06/15/2020	Star Hardware, Inc	211	4,801.00	
5009037880	07/07/2020	Myers, Widders, Gibson, Jones	211	327.54	
Total Number of Checks			2	5,128.54	
5009037575	06/15/2020	ACH Mechanical Contractors	212	138,650.60	
5009037576	06/15/2020	A4E	212	32,223.88	
5009037578	06/15/2020	BEST Contracting Service, Inc	212	274,312.50	
5009037579	06/15/2020	Captiveaire Systems	212	2,445.66	
5009037581	06/15/2020	Channel Islands Roofing, Inc.	212	2,123.25	
5009037584	06/15/2020	CORNWALL SECURITY SERVICES	212	8,820.00	
5009037588	06/15/2020	Floored Tile & Stone, Inc	212	25,008.75	
5009037591	06/15/2020	Hughes General Engineering	212	17,175.00	
5009037592	06/15/2020	JPI Development Group Inc.	212	19,332.50	
5009037593	06/15/2020	K & Z Cabinet Cpo. Inc.	212	232,247.21	
5009037595	06/15/2020	M/M Mechanical Inc.	212	12,662.64	
5009037597	06/15/2020	MVC Enterprises, Inc	212	142,500.00	
5009037598	06/15/2020	Reed Mechanical Systems Inc.	212	112,480.00	
5009037599	06/15/2020	RND Contractors, INC	212	42,037.50	
5009037600	06/15/2020	Standard Drywall, Inc.	212	38,460.75	
5009037603	06/15/2020	TAFT ELECTRIC	212	6,625.00	
5009037607	06/15/2020	Venco Electric	212	314,343.12	
5009037609	06/16/2020	A4E	212	10,170.00	
5009037611	06/16/2020	BALFOUR BEATTY CONSTRUCTION	212	119,432.00	
5009037612	06/16/2020	Earth Systems Consultants	212	7,004.00	
5009037615	06/16/2020	N/V/5 West, Inc.	212	4,530.00	
5009037616	06/16/2020	Reed Mechanical Systems Inc.	212	2,375.00	
5009037618	06/16/2020	Signs Plus, New ideas New Technology, Inc	212	485.00	
5009037619	06/16/2020	TOLEDO PHYSICAL EDUCATION SUPPLY CO INC	212	679.12	
5009037622	06/16/2020	Ventura County Star	212	2,789.80	
5009037623	06/19/2020	A4E	212	1,880.00	
5009037626	06/19/2020	Damon John Hoxworth DBAHoxworth Networks	212	18,054.18	
5009037627	06/19/2020	KBZ Architects	212	52,831.00	
5009037633	06/19/2020	Pacific OneSource, Inc STS education	212	32,019.77	
5009037641	06/23/2020	A4E	212	6,307.80	
5009037643	06/23/2020	C D W GOVERNMENT, INC.	212	755.95	
5009037646	06/23/2020	DSA-LA Regional Office	212	14,741.55	
5009037653	06/23/2020	KENCO CONSTRUCTION SERVICES	212	5,920.00	
5009037654	06/23/2020	NDW HOLDINGS, LLC	212	3,811.99	
5009037657	06/23/2020	Professional Security Guard	212	9,702.00	
5009037668	06/23/2020	Worldwide Moving & Storage	212	1,800.00	
5009037672	06/25/2020	GOPHER SPORTS	212	8,350.70	

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.

Checks Dated 06/13/2020 through 08/10/2020

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009037700	06/30/2020	AMAZON.COM CORPORATE CREDIT	212	215.45	
5009037701	06/30/2020	ARC	212	731.34	
5009037703	06/30/2020	Channel Islands Roofing, Inc.	212	3,549.00	
5009037707	06/30/2020	Hughes General Engineering	212	177,294.68	
5009037711	06/30/2020	Venco Electric	212	39,187.50	
5009037730	07/06/2020	BALFOUR BEATTY CONSTRUCTION	212	10,903.90	
5009037787	07/06/2020	MJP COMPUTERS	212	43,017.47	
5009037792	07/06/2020	PACIFIC COAST SOUND AND COMMUNICATIONS, INC	212	27,808.13	
5009037808	07/06/2020	Brannon Inc Smith Electric Service	212	21,094.00	
5009037876	07/07/2020	JPI Development Group Inc.	212	1,425.00	
5009037878	07/07/2020	KYA Services, LLC	212	73,672.50	
5009037879	07/07/2020	MVC Enterprises, Inc	212	56,050.00	
5009037881	07/07/2020	Plowboy Landscapes, Inc	212	5,293.00	
5009037882	07/07/2020	Brannon Inc Smith Electric Service	212	51,608.75	
5009037883	07/07/2020	United Site Services	212	3,714.94	
5009037884	07/07/2020	Venco Electric	212	279,590.03	
5009037885	07/09/2020	A4E	212	32,115.82	
5009037890	07/09/2020	KENCO CONSTRUCTION SERVICES	212	26,080.00	
5009037893	07/09/2020	Pacific OneSource, Inc STS education	212	536.00	
5009037926	07/13/2020	Southwest School & Office Supply	212	1,843.13	
5009037957	07/16/2020	PACIFIC COAST SOUND AND COMMUNICATIONS, INC	212	12,109.48	
5009037966	07/16/2020	US BANK	212	3,500.00	
5009037967	07/16/2020	U.S. Bank Corporate Payment Systems	212	1,480.80	
5009037979	07/20/2020	Hughes General Engineering	212	6,300.00	
5009037992	07/21/2020	ACH Mechanical Contractors	212	3,429.50	
5009037994	07/21/2020	Floored Tile & Stone, Inc	212	2,280.00	
5009037996	07/21/2020	RND Contractors, INC	212	18,909.87	
5009037998	07/21/2020	Brannon Inc Smith Electric Service	212	118,017.55	
5009038003	07/23/2020	ARC	212	2,165.00	
5009038005	07/23/2020	BALFOUR BEATTY CONSTRUCTION	212	122,264.00	
5009038006	07/23/2020	Benner and Carpenter Inc.	212	560.00	
5009038008	07/23/2020	C D W GOVERNMENT, INC.	212	7,863.28	
5009038009	07/23/2020	Center Glass Co	212	13,440.00	
5009038010	07/23/2020	Gold Coast Erectors, Inc	212	1,200.00	
5009038011	07/23/2020	KBZ Architects	212	169,379.00	
5009038015	07/23/2020	PACIFIC COAST SOUND AND COMMUNICATIONS, INC	212	761.75	
5009038016	07/23/2020	Professional Security Guard	212	9,234.00	
5009038031	07/27/2020	Kamran & Company, Inc Attn Dorie Prulitsky	212	40,989.41	
5009038032	07/27/2020	KENCO CONSTRUCTION SERVICES	212	960.00	
5009038037	07/28/2020	Eric C Thompson DBA Low voltage Labs LLC	212	144.98	
5009038039	07/28/2020	TAFT ELECTRIC	212	7,719.83	

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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Checks Dated 06/13/2020 through 08/10/2020					
Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
5009038056	07/30/2020	Civic Construction Associates	212	57,000.00	
5009038066	07/30/2020	PACIFIC COAST SOUND AND COMMUNICATIONS, INC	212	91,677.27	
5009038081	08/03/2020	ARC	212	27.91	
5009038082	08/03/2020	A4E	212	8,027.50	
5009038086	08/03/2020	C D W GOVERNMENT, INC.	212	22,766.46	
5009038100	08/03/2020	MJP COMPUTERS	212	3,581.61	
5009038104	08/03/2020	David Taussig & Assoc. Inc	212	301.28	
5009038120	08/04/2020	Pierre Landscapes, Inc	212	103,615.55	
5009038121	08/04/2020	Reed Mechanical Systems Inc.	212	9,255.85	
5009038123	08/04/2020	TAFT ELECTRIC	212	422.74	
5009038152	08/06/2020	M/M Mechanical Inc.	212	66,529.25	
5009038154	08/06/2020	Reed Mechanical Systems Inc.	212	115,777.84	
5009038158	08/06/2020	Venco Electric	212	40,666.87	
Total Number of Checks			91	3,843,177.24	
5009037580	06/15/2020	Center Glass Co	251	10,500.00	
5009037643	06/23/2020	C D W GOVERNMENT, INC.	251	1,475.38	
5009037699	06/30/2020	AE Group Mechanical Engineers	251	900.00	
5009037708	06/30/2020	Sage Realty Group	251	18,000.00	
5009037729	07/06/2020	Atkinson, Andelson, Loya, Ruud & Romo	251	8,123.75	
5009037880	07/07/2020	Myers, Widders, Gibson, Jones	251	2,213.08	
5009037926	07/13/2020	Southwest School & Office Supply	251	61.71	
5009038029	07/27/2020	Atkinson, Andelson, Loya, Ruud & Romo	251	3,570.00	
5009038033	07/27/2020	Oxnard Union High	251	29,176.52	
5009038057	07/30/2020	CLASS LEASING, LLC	251	101,140.00	
5009038119	08/04/2020	Parker Brown Inc.	251	172,944.43	
Total Number of Checks			11	348,104.87	
5009037891	07/09/2020	Lawyers Title	252	50,000.00	
5009038152	08/06/2020	M/M Mechanical Inc.	252	6,906.00	
Total Number of Checks			2	56,906.00	
5009037787	07/06/2020	MJP COMPUTERS	402	1,551.60	
5009037926	07/13/2020	Southwest School & Office Supply	402	1.86	
Total Number of Checks			2	1,553.46	
5009037601	06/15/2020	Star Hardware, Inc	490	6,955.87	
5009037656	06/23/2020	Pacific West Communities, Inc	490	7,500.00	
5009037729	07/06/2020	Atkinson, Andelson, Loya, Ruud & Romo	490	3,430.00	
5009037880	07/07/2020	Myers, Widders, Gibson, Jones	490	3,762.54	
5009037983	07/20/2020	Pacific West Communities, Inc	490	7,500.00	

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.

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Checks Dated 06/13/2020 through 08/10/2020

Check Number	Check Date	Pay to the Order of	Fund	Expensed Amount	Check Amount
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Total Number of Checks 5 29,148.41

Fund Recap

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
010	General Fund	467	3,463,812.99
130	Cafeteria Fund	32	719,675.22
211	Building Fund	2	5,128.54
212	Building Fund Measure L	91	3,643,177.24
251	CAPITAL FACILITIES - RESIDENTI	11	348,104.87
252	CAPITAL FACILITIES COMMERCIAL	2	56,906.00
402	Special Reserve For Capital Ou	2	1,553.46
490	Capital Projects Fund for Blen	5	29,148.41
Total Number of Checks		583	8,267,506.73
Less Unpaid Tax Liability			266.99-
Net (Check Amount)			8,267,239.74

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.

9.7



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	9. Consent
Subject	9.7 Ratification of Contract with SAGE Realty Group for July 2020 - December 2020.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	45,000.00
Budgeted	Yes
Budget Source	Developer Fees
Recommended Action	It is recommended that the board approve the ratification of the contract between Rio School District and Sage Realty Group.

Public Content

Speaker:
Wael Saleh, Assistant Superintendent, Business Services

Rationale:
SAGE Realty Group provides consulting services to the District regarding site facilities and funding requirements and strategies, Continued Master Planning, CEQA Oversight, Program Planning, Implementation Planning and Construction Negotiations and Pre-Qualification Coordination of Contractors, and G.O. Bond Distribution for State Matching Funds. This contract is for July 1, 2020 through December 31, 2020.

\$7,500.00 per month x 6 months
\$45,000.00 Total

[SAGE Realty Group Contract08082020213225.pdf \(948 KB\)](#)

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 members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

PROPOSED SCOPE OF WORK / AUTHORIZATION OF COSTS

Services Provided for:
Rio School District (District)
2500 Vineyard Ave.
Oxnard, CA 93036

Authorized Representative:
John D. Puglisi, Ph.D.
District Superintendent
Phone #: (805) 485-3111

Services Provided by:
Sage Realty Group Inc. (Consultant)
2945 Townsgate Rd #200
Westlake Village, CA 91361

Principal Consultant:
Dr. Joel Kirschenstein, President
Phone #: (805) 497-8557 x223
joel@sagerealtygroup.com

In Association with:
Lisa Kaplan and Associates, Jennifer Vail

Project Duration: July 2020 – December 2020

Scope of Work: District site facilities and funding requirements and strategies / Continued FF Master Planning / CEQA Oversight / Program Planning / Implementation Planning & Construction Negotiations (as requested) / Pre-Qualification Coordination / G.O. Bond Distribution for State Matching Funds

- I. Update OPSC Funding Applications for all school projects as needed**
 - A. Prepare and coordinate documentation for OPSC funding application.
 - B. Follow-up with OPSC re: 4-day and 15-day response letters and comments and questions.
 - C. Prepare Board related agenda items.
 - D. Assist CBO to identify District matching funds and related self-certification items.
 - E. G.O. Bond contribution and related items.
- II. Prepare New Construction Eligibility Application for District Wide Projects**
 - A. Prepare and coordinate documentation for new construction eligibility update and submittal to OPSC.
 - B. Follow-up and amend accordingly
 - C. Track applications and project fund releases.
 - D. Recommend timing for submittal
 - E. Submit applications
- III. Update Enrollment Projections and Revised Capacity Analysis Updates**
 - A. Prepare revised cohort enrollment projections by school site and district-wide.
 - B. Research and update enrollment projections for new residential development.
 - C. Update capacity data and overlay updated enrollments with updated capacity determination.
 - D. Draft updated enrollment projection and capacity analyses for Facilities Finance Master Plan Tables Update.

IV. Modernization Eligibility Update and Funding Application

- A. Prepare and coordinate documentation for modernization funding application for Rio Real ES for submittal to OPSC and other eligible projects with District architect.

V. Facilities Finance Master Planning, Construction Negotiations and Implementation Planning

- A. Assist with preparation and coordination of agendas for team meetings and attend construction team meetings regarding compliance for state matching funds.
- B. Facilitate implementation and Master Planning items.
- C. Facilitate special study consultants & CEQA mitigation and monitoring requirements.
- D. Coordinate M.O.T., District office relocation efforts (exclusive of commissions).
- E. Assist with Preparation of Board agenda items and progress reports.
- F. Continue to work with District legal counsel and Staff re: aforementioned items as needed.
- G. Assist with implementing new K-8 school occupancy and related items.
- H. Continued assistance with construction team for project planning, dispute resolution and compliance (as requested).
- I. Assist with business services/related items as requested including all pre-qual items.

VI. Continued Assistance with Project Related Items

- A. Review general conditions as needed, negotiation of amendments to contracts and provide advice/direction to the District.
- B. Contractor analysis and negotiations with district counsel.
- C. Attendance at open and closed sessions as needed, conference calls and preparation of Board agenda items.

VII. Continued Master Planning Components and Related Items as Requested, including:

- A. City MOU
Continued meetings with City, District staff and special counsel. Reports to Board in closed session, contact representation of Riverpark site counsel and council members (in progress)
- B. Rio Urbana Coordination
Continued follow-up with Rio Urbana applications and attendance at neighborhood council, DAC and Planning Commission and preparation of submittals to move project for count in state funding.
- C. Rose Avenue
Meetings with Superintendent, Staff and construction manager to identify appropriate acreage for acquisition. Coordinate with Tetra Tech and Wael for special study contracts for Wael's approval.
- D. Miscellaneous Solar Drive
Assistance with bi-District MOU items and signage with architect, construction manager and District staff
- E. MOT Relocation – Various Sites
Meetings with Superintendent, construction manager and District MOT staff re: project management for archdiocese site and transfer staff MOT criteria to Rose Ave site including size, utilities, Board requirements and meetings with LAFCO staff.

AGREED BUDGET / COMPENSATION AMOUNT:

SRGI Employee	Rate/hour	Estimated Fee*
Principal	\$225.00	Tasks I-VI: \$7,500.00/month* *NTE amount can be exceeded only with written District approval for items not anticipated in this original scope of work (if applicable).
Senior Associate	\$185.00	
Associate	\$125.00	
Administrative Assistance	\$75.00	

Note 1: Inclusive for all Time & Material for Joel Kirschenstein, Lisa Kaplan and Jennifer Vail for items as requested by District not included in original Scope of Work. Lisa Kaplan, Esq. to invoice separately for all legal work requested by District.

Note 2: Ms. Kaplan to submit retainer agreements.

Note 3: Fees received from 3rd parties, shall be credited to this agreement. Real estate commissions not included.

Submitted by Sage Realty Group Inc.

Agreed and Accepted by Client:

By:

By:

Print Name: Dr. Joel Kirschenstein

Print Name: John D. Puglisi, Ph.D.

Title: President

Title: District Superintendent

Date:

Date:

Joel Kirschenstein

Assistant Superintendent of Facilities

7/15/2020

9.8



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	9. Consent
Subject	9.8 Approval of Contract Renewal with Godoy Studios FY 2020/21
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	64,500.00
Budgeted	Yes
Budget Source	LCFF
Recommended Action	Staff recommends approval of the contract renewal with Godoy Studios FY 2020/2021

Public Content

Speaker: John Puglisi, Ed.D., Superintendent

Rationale:

Godoy Studios will continue to provide video production, video editing, website updates and other multimedia services.

[Godoy20202021.pdf \(266 KB\)](#)

Administrative Content

Executive Content

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Godoy Studios
 619 Raft Lane
 Oxnard, CA 93035
 (805)338-0940
 godoystudios@gmail.com
 http://www.GodoyStudios.com



Estimate

ADDRESS

Dr. John Puglisi
 Rio School District
 2500 E. Vineyard Ave #100
 Oxnard, CA 93036

ESTIMATE # 1028

DATE 08/23/2020

EXPIRATION DATE 09/01/2020

DESCRIPTION	HOURS	RATE	TOTAL
Consulting 8/23 - 8/29 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 8/30 - 9/5 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 9/6 - 9/12 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 9/13 - 9/19 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 9/20 - 9/26 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 9/27 - 10/3 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 10/4 - 10/10 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 10/11 - 10/17 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00

DESCRIPTION	HOURS	RATE	TOTAL
Consulting 10/18 - 10/24 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 10/25 - 10/31 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 11/1 - 11/7 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 11/8 - 11/14 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 11/15 - 11/21 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 11/22 - 11/28 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 11/29 - 12/5 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 12/6 - 12/12 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 12/13 - 12/19 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 1/3 - 1/9 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 1/10 - 1/16 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 1/17 - 1/23 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting 1/24 - 1/30 Weekly consulting hours to include video production, video editing, website updates and other multimedia services	20	75.00	1,500.00
Consulting	20	75.00	1,500.00

DESCRIPTION	HOURS	RATE	TOTAL
1/31 - 2/6 Weekly consulting hours to include video production, video editing, website updates and other multimedia services			
Consulting	20	75.00	1,500.00
2/7 - 2/13 Weekly consulting hours to include video production, video editing, website updates and other multimedia services			
Consulting	20	75.00	1,500.00
2/14 - 2/20 Weekly consulting hours to include video production, video editing, website updates and other multimedia services			
Consulting	20	75.00	1,500.00
2/21 - 2/27 Weekly consulting hours to include video production, video editing, website updates and other multimedia services			
Consulting	20	75.00	1,500.00
2/28 - 3/6 Weekly consulting hours to include video production, video editing, website updates and other multimedia services			
Consulting	20	75.00	1,500.00
3/7 - 3/13 Weekly consulting hours to include video production, video editing, website updates and other multimedia services			
Consulting	20	75.00	1,500.00
3/14 - 3/20 Weekly consulting hours to include video production, video editing, website updates and other multimedia services			
Consulting	20	75.00	1,500.00
3/21 - 3/27 Weekly consulting hours to include video production, video editing, website updates and other multimedia services			
Consulting	20	75.00	1,500.00
3/28 - 4/3 Weekly consulting hours to include video production, video editing, website updates and other multimedia services			
Consulting	20	75.00	1,500.00
4/3 - 4/10 Weekly consulting hours to include video production, video editing, website updates and other multimedia services			
Consulting	20	75.00	1,500.00
4/11 - 4/17 Weekly consulting hours to include video production, video editing, website updates and other multimedia services			
Consulting	20	75.00	1,500.00
4/18 - 4/24 Weekly consulting hours to include video production, video editing, website updates and other multimedia services			
Consulting	20	75.00	1,500.00
4/25 - 5/1 Weekly consulting hours to include video production, video editing, website updates and other multimedia services			
Consulting	20	75.00	1,500.00

Godoy Studios
End of Year Report
2019/2020

The following list of bullet points summarizes the work that has been done at all the various school sites throughout the year:

DURING PANDEMIC:

- Helped create Rio School District Distance Learning Community including website updates, videos and daily social media postings
- Created a Rio School Music Lessons webpage with tutorial videos and other useful information and resources on music
- Created a Rio School Drama Lessons webpage with tutorial videos and other useful information and resources on drama
- Created a Rio School Art Lessons webpage with tutorial videos and other useful information and resources on art
- Created a Rio School Math Lessons webpage with tutorial videos and other useful information and resources on math
- Created a Rio School Counselor Corner for students to reach out for social and emotional support and information on how to cope during the pandemic as well as additional resources.
- Was part of the Rio Schools Recruitment Team and managed social media campaigns and provided flyers postcards and other promotional materials to be distributed to boost enrollment
- Created the Promotional Ceremony Videos for each school site and created a plan for parents to view in a live virtual environment and also be able to download for a keepsake
- Help create the Virtual Music Festival
- Created the Virtual Inspirational Student Awards Ceremony
- Was video, website and social media support for teachers and administration throughout the school year

PRE-PANDEMIC:

- To Date have Created 584 Videos for the school district including events such as Awards of Excellence, Inspirational Student Luncheon, Skoolcade, Music Festival, Science Fair, Music Assemblies, Award Assemblies, GATE Showcase, Talent Shows, School Field Days, Rio Olympics, Band Performances, Choir Performances, Hip Hop Performances, District Art Shows, School Art Shows, District Training sessions, Counselor Assemblies and trainings to name a few.
- Took photos at events throughout the year including events previously mentioned above as well as special school events and district events like art shows, Gate showcase, back to school nights, teacher headshots, staff headshots, district recognitions, dedication ceremonies, awards assemblies, and talent shows to name a few.

- Rio Real website updates as provided by staff and teachers. Continue to help support in the classroom with the Rio Real News Cast video team and their ASB class a bi-weekly produced newscast about current events going on at Rio Real. Created special videos with the counselor on bullying and other topics. Attended events throughout the year to take photos and video to update their website.
- Rio Del Norte helped with weekly website updates that included the ENN newscast show, Update their principal newsletter monthly. Attended events throughout the year to take photos and video to update their website.
- Rio Rosales: update the Rosales Reader which is a monthly newsletter. Attended events throughout the year to take photos and video to update their website.
- Rio Del Valle website update as provided by staff and teachers. Attended events throughout the year to take photos and video to update their website.
- Rio Vista website update as provided by staff and teachers. Attended events throughout the year to take photos and video to update their website.
- Rio Lindo website update as provided by staff and teachers. Attended events throughout the year to take photos and video to update their website.
- Rio Del Mar website update as provided by staff and teachers. Attended events throughout the year to take photos and video to update their website.
- Rio Del Sol website update as provided by staff and teachers. Attended events throughout the year to take photos and video to update their website.
- Rio Plaza website update as provided by staff and teachers. Attended events throughout the year to take photos and video to update their website.
- District website is updated daily/weekly including food services, Educational Services, Office of Student and Family Services, Pupil Services, Business department, programs and projects, and special events are constantly being added
- Educational Services Department releases many flyers and banners for publication for events and or notices to parents throughout the year for various topics including: GATE Enrollment, School and Kindergarten Enrollment, GATE Showcase, and After School Enrollment to name a few
- Manage the Rio School District social media accounts and release messages from the Superintendent and Leadership team as well as content from district events.
- Manage twitter account @RioSDLive - 645 followers
- Manage Instagram account @rioschools - 1536 followers
- Manage Facebook accounts @rioschooldistrict - 1366 followers
- Manage Facebook accounts @riovistaschool - 221 followers
- Manage Facebook accounts @riodelvalleschool - 190 followers
- Manage Facebook accounts @riorealschool - 148 followers
- Manage Facebook accounts @riorosalesschool - 160 followers
- Manage Facebook accounts @riodelmarschool - 135 followers
- Manage Facebook accounts @rioplazaschool - 94 followers
- Manage Facebook accounts @riolindoschool - 156 followers
- Manage Facebook accounts @riodelnorteschool - 186 followers
- Manage Facebook accounts @riodelsolschool - 330 followers

During peak times such as back to school, Christmas, Spring and end of the school year there are events frequently in the evenings and or throughout the day. My office hours are every Monday at the District Office where departments, Principals and Leadership team will email me changes, events, and notices that may arise. During this past year we have grown our social media following on Instagram, Twitter and Facebook to allow parents another way of getting information from the school district. This was a big way information was passed along during the school closures as we were constantly updating websites and social media accounts.

A typical week is 20-30 hours but varies depending on the time of the year and current events.



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	9. Consent
Subject	9.9 Approval of the Contract Renewal with Learning Priority, Inc FY 20/21
Access	Public
Type	Action (Consent)
Dollar Amount	49,400.00
Budget Source	LCFF
Recommended Action	Staff recommends approval of the Contract Renewal with Learning Priority, Inc.

Public Content

Speaker: John Puglisi, Ph. D., Superintendent

Rationale:

Learning Priority will provide software development services to the Rio School district to help streamline their technology platform, conduct a series of reading assessments using LP, Inc reading tools district wide

for students in grade 2-7, inclusive of testing, report development, content and professional development, conduct a series of reading assessment using LP, Inc reading tools district wide for students in kindergarten and 1st grades including Early literacy letter identification, Early literacy sight word (Irregular words), and phonics skills test.

Pilot the LP Rio 21st Century Learning Indicator report card with 6 teachers and provide professional development services for teachers utilizing the full array of LP, Inc educational tools.

LPContract2021.pdf (841 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

members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.



SCHOOL DISTRICT

EDUCATING LEARNERS FOR THE 21ST CENTURY

SHORT FORM SERVICES AGREEMENT

This Agreement is intended to be used for low cost, low risk, short-term services. This Services Agreement (the "Agreement") is made and entered into this day of July 1, 2020, by and between Rio School District, (hereinafter "District") and Learning Priority, Inc., 1398 East Hillcrest Drive #222, Thousand Oaks, CA 91362 (hereinafter "Provider").

Learning Priority, Inc
Provider

Telephone Number

Street Address

City, State, Zip code

lracigno@learningpriority.com
E-mail Address

Tax Identification Number: 30-0766087

SERVICES

Description of Services

- Provide software development services to the Rio School district to help streamline the district's technology platform.
- Provide the District the Literacy Support Team, LST service. LST will focus on blending technology, the human factor, assessment, learning, mentoring, and data visualization directly to students. LST will provide data and other resources to staff and parents.
- Conduct a series of reading assessments using LP, Inc reading tools district wide for students in grade 3-8, inclusive of testing, report development, content and professional development

Date's of Service July 1, 2020-June 30, 2021

FEES

Compensation for Services \$ 4950 per month

PAYMENT. District will pay the Provider after receipt of an invoice, net 30 days.

CONDITIONS. Provider will have no obligation to provide services until the District returns a signed copy of this Agreement.

NATURE OF RELATIONSHIP. The parties agree the relationship created by this Agreement is that of an independent contractor.

AUTHORITY. Provider represents and warrants that Provider has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement.

BINDING EFFECT. This Agreement shall inure to the benefit and shall be binding upon all of the parties to this Agreement, and their respective successors in interest or assigns.

TERMINATION OR AMENDMENT. This Agreement may be terminated or amended in writing at any time by mutual written consent of all of the parties to this Agreement, and may be terminated by either party for any reason by giving the other party 30 days advance written notice.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. Provider represents and agrees that it does not and shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin.

GOVERNING LAW AND VENUES. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in state or federal court situated in the County of Ventura, State of California.

ARBITRATION. Any dispute arising under this Agreement, including, without limitation, all disputes relating in any manner to the performance or enforcement of this Agreement shall be resolved by binding arbitration in Ventura County pursuant to the rules of the American Arbitration Association.

ATTORNEYS FEES. In the event of any action or proceeding to interpret or enforce the terms of this Agreement, the prevailing party, as determined by the court or arbitrator, shall be entitled to recover its reasonable attorneys fees and costs incurred in connection with such actions or proceeding.

INDEMNIFICATION. Provider agrees to defend, indemnify, and hold harmless District, its officers, agents, employees, and/or volunteers from any and all claims, demands, losses, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property, or any other loss, sustained or claimed to have been sustained arising out of activities of the Provider or those of any of its officers, agents, employees, or subcontractors of Provider, whether such act or omission is authorized by this Agreement or not. Provider shall also pay for any and all damage to the Real and Personal Property of the District, or loss or theft of such Property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on District premises by Provider, Provider's agents, employees or subcontractors. Provider further hereby waives any and all rights of subrogation that it may have against the District. The provisions of this Agreement do not apply to any damage or losses caused solely by the negligence of the District or any of its officers, agents, employees, and/or volunteers.

INSURANCE. Provider, at its own cost and expense, shall procure and maintain during the term of this Agreement, policies of insurance for the following types of coverage:

- **Workers' Compensation Insurance.** Provider shall procure and maintain, during the term of this Agreement, Workers' Compensation Insurance, as required by California law, on all of its employees engaged in work related to the performance of this Agreement. In the case of any activities which are hired or subcontracted, Provider shall require all vendors and subcontractors to provide Workers' Compensation Insurance for all of the vendor's and/or subcontractor's employees to be engaged in such activities unless such employees are covered by the protection afforded by the Provider's Workers' Compensation Insurance.
- **Commercial General Liability Insurance.** Provider shall procure and maintain, during the term of this Agreement, not less than the following General Liability Insurance coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Commercial General Liability insurance shall include products/completed operations, broad form property damage, and personal and advertising injury coverage.

Any and all vendors and subcontractors hired by Provider in connection with the activities described in this Agreement shall maintain such insurance unless the Provider's insurance covers the subcontractor and its employees.

- **Automobile Liability.** If vehicles will be driven on district property, Provider shall procure and maintain, during the full term of this Agreement following Automobile Liability Insurance with the following minimum coverage limits:

Personal vehicles: \$500,000.00 combined single limit or \$100,000.00 per person / \$300,000.00 per accident

Commercial vehicles: \$1,000,000.00 combined single limit

- Other Coverage as Dictated by the District. Provider shall procure and maintain, during the term of this Agreement, Abuse and Molestation coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Certificates of Insurance. Provider and any and all vendors and subcontractors working for Provider shall provide certificates of insurance to the District as evidence of the insurance coverage required herein, not less than 15 days prior to commencing the proposed activity, and at any other time upon the request of the District. Certificates of such insurance shall be filed with the District on or before commencement of the services under this Agreement.

Provider's and any and all Provider subcontractor's Commercial General Liability insurance and Abuse and Molestation coverage shall name the District, its employees, and school board members as additional insureds.

Insurance written on a "claims made" basis is to be renewed by the Provider and all Provider subcontractors for a period of three (3) years following termination of this Agreement. Such insurance must have the same coverage and limits as the policy that was in effect during the term of this agreement, and will cover the Provider for all claims made.

Failure to Procure Insurance. Failure on the part of the Provider, or any of its subcontractors, to procure or maintain required insurance shall constitute a material breach of contract under which the District may immediately terminate this Agreement.

ACKNOWLEDGEMENT AND AGREEMENT

I have read this agreement and agree to its terms

Provider signature Date

Site Administrator Signature Date

DISTRICT APPROVAL

District Administrator Signature Date

Year End Report for the Rio School District

July 2019 to June 2020

July 2019-August 2019

Rio Summer Literacy Program with Literacy Support Team (LST) staff

The Rio Summer Literacy Program 2019 encouraged reading interest, fluency and meaning making during the summer months as well as combating summer loss which is commonly experienced by English Learners and children from economically disadvantaged home environments. The Rio Summer Literacy Program's purpose was to engage grade 3-5 learners who need the most help with reading. The program provided baseline comprehension assessments of leveled reading passages with weekly follow-up and end of summer assessments to demonstrate quantitative growth and standards meeting for basic detail and inferential comprehension of leveled reading passages.

The Literacy Support Team (LST) staff provided personalized engagement with students as readers. LST staff provided access to books and literacy activities many children may not have during summer. The Rio Summer Literacy program was able to eliminate summer reading loss for more than 90% of the 100 students who attended 7 out of the 9 sessions.

Below are links to more detailed information and data.

<https://docs.google.com/document/d/1qY11qnvGrtn-uFU3boRDNNdCNdS4DzpDC6w62D6xC7A/edit?usp=sharing>

<https://docs.google.com/document/d/1ymItQJIMeaPt6QWAGjqJ9cLCKgbRSRXdB8XjsoGZfcU/edit?usp=sharing>

<https://docs.google.com/spreadsheets/d/1dOhsr1UUICsU-S2Evi45YAIWQO-QbtGebjGO7GE2cRs/edit?usp=sharing>

September 2019-March 12, 2020

Districtwide fluency/retell/accuracy/comprehension for grades 3-8 with LST staff, Trimesters 1, 2, 3.

LST's approach is a custom tailored one, i.e. it helps teachers and schools craft the human / computer / human pathways that work best for the specific local and learning environments. In this sense, LST is a Learning Environment design team that crafts and adjusts software tools to meet the needs of the learner and organization. The aim of LST is to use technology and the human factor to help students improve their reading skills and to motivate them to read. LST staff, using the Learning Priority (LP) Fluency and Comprehension suites, provide the 3rd-8th grade students and teachers with simple authentic tasks to measure fluency, accuracy, prosody and basic comprehension, three times per school year. It also allows students to do immediate feedback word work that is so critical to developing higher level understanding of the content in texts. Students enjoy the privacy of their fluency suite work as well as the immediate auditory and visual feedback they get when listening to themselves reading. LST provides instant grading and literacy coaching while integrating reading development with texts of all kinds, as selected by teachers. At Rio Real we did this for both English and Spanish classes.

Students record themselves reading a grade leveled passage. Their fluency is measured by (number of words read correctly in one minute WCPM). Their Accuracy is measured by what percentage of the words they read correctly and their retell score (oral comprehension measured on a 1-4 rubric) as they are asked to orally summarize what they just read. The retell is recorded as well. Students take a short comprehension quiz on the passage. They are able to see the passage, reread, skim it for information etc... and they often do. They then have to answer 5 questions, each with 4 possible correct answers to choose from. When they complete the quiz they "submit the changes" and they are immediately given feedback on the score they earned. The reading accuracy passage is scored by LST staff and word work activities are generated for students to learn and demonstrate mastery of their error words. Error words identified produce word work on the LP system which asks students to listen to the word pronounced correctly, read a definition, and then use the word appropriately in a sentence they write and record orally.

Below are links to the data.

Rio Plaza

<https://docs.google.com/spreadsheets/d/1RvuNmNr6WYE4uCpT-UFz9sCPp6gxuYOMrAEVTEpNjCM/edit?usp=sharing>

Rio Del Sol

<https://docs.google.com/spreadsheets/d/1wuDpL6urVGdRcoEa4y158jJBPDIErM-ECzHtObU7Yks/edit?usp=sharing>

Rio Real

https://docs.google.com/spreadsheets/d/1_VPXx1-1SkP9KZyrf9tXknW0IU0ToKNwH-0yYBU4jLg/edit?usp=sharing

Rio Rosales

<https://docs.google.com/spreadsheets/d/1JqrvJxCNFEBelgslomDw7z3onrlqmCMymZ0JWvPhTFM/edit?usp=sharing>

Rio Lindo

<https://docs.google.com/spreadsheets/d/1NgPP3AL8ewhSDqEMLQ-qECVn-GI9iBuP1pDROWkSUnU/edit?usp=sharing>

Rio Del Norte

https://docs.google.com/spreadsheets/d/1IMKFu6Ka5iEMdLd7l6okx1ZdWWFnmZ_BYbAzS3212NA/edit?usp=sharing

Rio Del Mar

<https://docs.google.com/spreadsheets/d/1c3DpYJVU9E3v6QJ-z2-y18PZ28641WnGhTHnm5EYq8k/edit?usp=sharing>

https://docs.google.com/spreadsheets/d/1DrR9-1XXD5FIgV9mJ6_2rvyUM5sDM8enrn16hjUDn84/edit?usp=sharing

Rio Vista

<https://docs.google.com/spreadsheets/d/1h8MXoA7JcCFwpbYbGhJHvY4ERPvplsRBABCONILoPcw/edit?usp=sharing>

Rio Del Valle

<https://docs.google.com/spreadsheets/d/1TgUHirJTXH25kcBRNezEDUASBPO0r1-VSicUNKOW-70/edit?usp=sharing>

**September 2019-March 12, 2020
LST Individual School Focus Services**

Rio Del Mar LST Services

During this past school year LST worked closely with Principal Guynn, 3-5th grade teachers and students to practice skills in order to improve student literacy and fluency. [Learningpriority.com](https://www.learningpriority.com) tools were used to assess, monitor and improve progress.

- LST not only used this valuable tool to implement reading activities but LST members also had the opportunity to create a close relationship as Educators with the targeted classes. It is an excellent example of what showing personal interest in student progress and using valuable technology can do to create a more successful education experience.
- The team was able to make this connection with Rio del Mar by visiting individual classes and small groups from once to twice a week and guiding students to complete reading comprehension quizzes, fluency, accuracy, and sight word assessments. Teachers, knowing their students' needs, referred articles and passages to LST to create curriculum relevant activities for the students. This triple workforce: Teacher-LST-Student connection resulted in a stronger educational experience.

Exactly what activities did LST implement while working with the students and what were the results?

- Fluency Assessments
- Comprehension Quizzes
- Sight Words Assessments
- Reading Register - Written and Audio Reviews, Illustrations depicting comprehension.
- Reading together in Small Groups

Fluency, Accuracy and Comprehension Testing every trimester gave data on school literacy levels. As these results were compared each trimester, teachers and administration were able to see how many students were reading at grade level and how many students needed to improve their literacy.

More specific assessments were created to measure student progress, for example: sight words assessments. 3rd grade classrooms were tested weekly on a portion of the 180 Irregular 3rd Grade Words. Results were recorded weekly and shared with the student and teacher. Using the Word Work feature from [Learningpriority.com](https://www.learningpriority.com), students were assigned a set of vocabulary words generated from the student's error words which they worked on every week. Teachers were provided with assessment results from Irregular Word Testing and a list of common error words generated from the classroom results, as shown in the 5th grade chart below.

5th Grade Fluency Results (results to irregular words test and individual word analysis)

Martinez 5th Grade		Individual Word Analysis	
Network	Score	Score	Score
Edgar Aguilar	96.67	49.33	91.67
Felix Chavez	96.33		86.67
Carmel Delgado	88.33	62	89.33
Leslie Feliza	91.33		
Shera Flores			
Zoysa Gomez	96.67		76.33
Jocelyn Gomez-Gonzalez	96.33		
Kristen Hernandez		80.33	

One of the most valuable interactions LST made with classrooms was providing weekly data on student progress. These Literacy assessments were usually done once a trimester, however, in the case of Del Mar students, they had the opportunity to be assessed weekly and self-measure progress. The following chart shows the results teachers and students viewed each week from a 4th Grade class.

[Del Mar 4th Grade Jan-March 2020](#)

If we take this class as an example to measure progress after about two months of practice reading aloud and retell of what was just read we can see a significant improvement, as the next chart shows.

[Del Mar 4th Grade Jan-March 2020](#)

What do these results reveal?

When students are provided by their teachers with constant data on fluency assessments, when they are given specific goals like reading with good fluency or relevant vocabulary to improve and can easily identify what they need to improve and when they are given the opportunity to practice a certain skill constantly like reading with accuracy or summarizing what they just read, there will be improvement.

Fluency, interest, meaning making—have defined the relationship LST has created with whole classes, small groups and individuals. Each teacher has chosen different ways to take advantage of the help LST provides.

One case in point: a particular 3rd grade teacher worked with LST to focus on learning the 180 Irregular words. Each week her students were tested on a set of 60 words. Students received results

weekly on their assessments and worked on the feature “word work” being exposed to correct pronunciation of the words they had yet to read correctly, the definition and then using it in a sentence. As a result, more students were shown to have mastered the 180 Words or a portion of them than at the beginning, as the chart below shows. [Valdez/Arreola 3rd Grade Scores](#)

In addition, monthly Reading Register activities gave students the opportunity to demonstrate comprehension of passages and books they had read in a group or individually. They were given other interesting, interactive ways to show comprehension and understanding--- illustrations scanned and uploaded to LP and Audio summaries recorded by the student. It is especially notable that small groups working with Reading Register activities gave students weekly practice to develop the skill of writing a summary and stating their opinion as the following examples show.

Below is a link to Reading Register results.

<https://docs.google.com/spreadsheets/d/1G0OsoDcj94OrJEVPzuZAUCiGg8vqgYaCSEREsRcUn0Y/e/dit?usp=sharing>

The screenshot displays a Reading Register interface with several panels:

- Book Information:**
 - Book Title:** The land of the dead
 - Author:** National Geographic
 - Subject Data:** 02000000
 - No. of Pages:** 12
 - Points Awarded:** 18 (pages of the book = 1 x Activity Value = 6 x Rubric value = 12)
- Student Information:**
 - Student Name:** JACQUELINE PROVEDA
 - Grade:** 3
 - Author:** National Geographic
 - Subject Data:** 02000000
 - No. of Pages:** 12
 - Points Awarded:** 18 (pages of the book = 1 x Activity Value = 6 x Rubric value = 12)
- Reading Passage:**

This article is about the food chain. The article is a nonfiction passage. The main character/object is about how plants feed off from each other. All living things gain us food. The 3 levels are consumers, producers & decomposers. One of my favorite parts is when it mentioned fungi/fungi is a type of mushroom. Another thing I liked is when it mentioned about health and diseases and why people should take care because you never know if you can be producers or consumers.

Rate: ★ ★ ★ ★ ★

Student Rating Score: 4

Teacher Rating Score: 4

Points Awarded: 18 (pages of the book = 1 x Activity Value = 6 x Rubric value = 12)

Teacher Comment: Good facts and gives personal opinion!

Buttons:
- Other Book Cards:**
 - Book Title:** Turbo: The Size of a Car
 - Author:** Ross Welford
 - Subject Data:** 02000000
 - No. of Pages:** 1
 - Points Awarded:** 20 (pages of the book = 1 x Activity Value = 20)
- Book Title:** The Great Fire of London
- Author:** The National Geographic Society
- Subject Data:** 02000000
- No. of Pages:** 1
- Points Awarded:** 6 (pages of the book = 1 x Activity Value = 6)

library books of choice. Once students finished they participated in creating a meaning making activity based on what they read.

Below is a link to the Reading Register activity based on what they read.

<https://docs.google.com/spreadsheets/d/1YmawJKajmV79Fpp5PKh80fndLX319FSGysdo8jaFYLo/edit?usp=sharing>

Mr. O'Leary - 5th grade

Mr. O'Leary's class worked with the Reading Register suite from Learning Priority. As with the other classes, the students were asked to select a book of their choice and one of the four Reading Register activities. We were also able to establish a good rapport with the students which resulted in increased Reading Register activity participation.

Below is a link to the fluency data and Reading Register results.

<https://docs.google.com/spreadsheets/d/1ISUa0ZB6krzeuTGh0SDLnsFTLUJJGYp8-d3C6HToTI/edit?usp=sharing>

<https://docs.google.com/spreadsheets/d/1i7Djiv6nPqOLn4gv-qZJaUa5PSw4jNw8wqyhPByqxSO/edit?usp=sharing>

Mr. Valdivia - 4th grade

Mr. Valdivia's class used the Reading Register tool to encourage reading and meaning making. Students were able to choose a book and then, after reading, move on to an activity, namely writing a review, an audio retell, creating a quiz or an art representation.

Below is a link to the fluency data and Reading Register results.

https://docs.google.com/spreadsheets/d/1ZevVvhmeFo97BpTg_Stx0uCnHiPqzei64bamNj0t7i4/edit?usp=sharing

<https://docs.google.com/spreadsheets/d/1uMVBpeyJ0kIfESb8leN75j1xznykN6c4NLbnGuxjGIw/edit?usp=sharing>

Mrs. Valadez - 3rd grade

Mrs. Valadez's class was able to benefit from the tools Learning Priority offers with the help of the Literacy Support Team. She had her class do a weekly fluency and comprehension assessment and was able to monitor student progress. She also, on a daily basis, used the Reading Register suite with her students to encourage reading and meaning making.



Below is a link to the fluency data and Reading Register results.

https://docs.google.com/spreadsheets/d/1dvGVtmJrpLufmD1FuYCRimPhXiMnUgF_90ONtfHVGyQ/edit?usp=sharing

<https://docs.google.com/spreadsheets/d/1RmbenRW812WYjSFIIdIqcKcraOS9hIrfcP9g7wHzik4/edit?usp=sharing>

Mrs. Juarez - Kindergarten

Mrs. Juarez's class worked with the Reading Register suite. To encourage meaning making, the students were read to, then they were asked to create an image of what they remembered or what stood out to them. This was done once a week.

Below is a link to the Reading Register results.

https://docs.google.com/spreadsheets/d/1c93taWr4AptxFB8YX4AfBSxBU_T_GleRTOZSDyQe3J0/edit?usp=sharing

Río Del Norte LST Services

During this past school year LST worked closely with Principal Emery, 2nd-5th grade teachers and students to practice literacy and fluency improvement skills. Learningpriority.com tools were used in order to assess, monitor and improve progress.

LST staff also worked with students in grades 2 -5 with the afterschool program, collaborated with the Boys & Girls Club staff and the students' teachers in administering LP assessments in fluency, accuracy, retell, and comprehension. In addition to using LP, students in this program were progress monitored weekly. Researched strategies were implemented in instructional approaches to reading, comprehension, vocabulary, and writing development. LP was used to deliver weekly assessments and

progress monitoring. Based on the data LP provides, LST staff were able to individualize their instruction according to student needs. Instructional support included using paired reading, repeated reading, audio assisted reading, vocabulary using LP word work, frontloading vocabulary from the texts prior to reading and reviewing the vocabulary during the reading. Other approaches included student engagement and prompting before, during and after reading to make personal connections with the text for comprehension and meaning making. Differentiation on the assessments for struggling readers included leveling down the assessments to appropriate passage reading levels based on the students reading level and data. Students engaged in their own learning, as we worked with them to make a graph chart to progress monitor their fluency, towards setting their own fluency goals.

Below is a link to the data, testimonial from Boys and Girls club site coordinator, and testimonial from the Rio Del Norte Principal.

<https://docs.google.com/spreadsheets/d/1BU3lizV07SXzdRA6R44WgBX9oYe1AjfeWg2KxVLSeY4/edit?usp=sharing>

https://docs.google.com/document/d/1FUBpK_gGmIFak1IqA6Pmqwtb1r4yOxTgYL_407rFqUY/edit?usp=sharing

December 2019 - March 12, 2020

Districtwide Math Initiative for 5th grade with LST staff

LST worked with the RSD fifth graders to develop math interest, fluency, and meaning making through engaging them in human computer human interactions, aimed at building foundational fluency and practices centered on fractions, decimals, and percentages. LST used the LP Fractions, Decimals, Percentages suite which includes untimed and timed short answer quizzes with automatic scoring that assesses students' fluency with fraction identification, conversion to decimals and percentages and equivalent fractions. LST worked with the entire fifth grade, one elementary school at a time. Students also worked the multiple level LP Gear game to challenge their knowledge of fractions and equivalents as well as engaged their creativity in the creation of radial designs, utilizing colored cells and three different spin speeds.

Below is a link to the data.

<https://docs.google.com/spreadsheets/d/1aosgRYoSrfGYTZv7zCexjrP6vtGmKJ1bc0FIbjHbGWw/edit?usp=sharing>

March 13, 2020-Present

LST Distance Learning support

LST is currently supporting administrators, teachers, students and parents with distance learning and online reading. Our goal is to provide as much support as possible during this COVID-19 period, so that students continue to increase their learning. RSD administrators and teachers let us know where LST is most needed. LST customizes instruction according to the students' needs and teachers' goals. Activities include, but are not limited to sight words, Newsela articles and other grade level passages, comprehension quizzes, accuracy assessments and Reading Register activities.

LST provides teachers and administrators with actionable intelligence, based on the data from that week's distance learning activities.

Below are distance learning services LST is providing to RSD:

- Home visits for technology assistance, including student and parent in-person training
- Computer and wifi distribution / training to parents and students
- Student and Parent training to use wifi hotspot, log into Google Class, and access teacher assignments
- Organizing online classes
- Full class LP support to teachers, students, and parents
- Supporting teachers and students needs
- Working Small groups for reading, writing, and math
- Tutoring students one-on-one
- Calling students to get them engaged in classroom Zoom or Google meets weekly
- Calling parents to support their needs
- Starting a book club for RSD students and parents
- Working with principals to help support their needs and implement their strategies
- Calling and home visits to students and parents that are not engaging
- Calling students who aren't signing on and encouraging them to get connected
- Encouraging online connections by offering student reward incentives like certificates of achievement from local area restaurants
- LST staff supported individualized distance learning instruction, small group instruction and full class instruction utilizing LP tools
- As of June 1, 2020 we are working with 50+ teachers and 100+ small groups in all RSD schools.

Testimonial from RSD teachers of LST distance learning support:

On Thu, May 28, 2020 at 12:21 PM Amber Gopalan 5th grade <agopalan@rioschools.org> wrote:

I just wanted to say, thank you for all of your help calling my students' families! I have gotten way better turn out at my meetings this week and I think it is due to your calls. I saw that you called my student Noe Hernandez and left this note:

"9am call back to train, spoke to mother and son, waiting on internet to be installed today"

On Thu, May 12, 2020 at 2:51 PM Lisette Garcia 3rd grade <lgarcia@rioschools.org> wrote:

Good afternoon Dr. Hernandez, Just a little FYI. I just want to share how awesome the LST team is. I have been teaching math and it is challenging when I have students on 5 different levels. I have LST breaking off in 5 different groups and delivering instruction with my guidance. Helping me out big time allowing me to individualize my instruction. A dozen parents have written to me and expressed how thankful and happy they are to me and how happy their child is to get connected to my google meets. I am happy to have LST on my team. They are helping me with literacy and Math. AND my students love them!!

9.10



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	9. Consent
Subject	9.10 Approval of the Contract with Diane DeLaurentis to Provide Performing Arts Services FY 2020/2021
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	55,400.00
Budgeted	Yes
Budget Source	LCFF
Recommended Action	Staff recommends approval of the Contract Renewal with Diane DeLaurentis for Performing Arts Services.

Public Content

Speaker: John Puglisi, Ph.D, Superintendent

Rationale:

Ms. DeLaurentis will continue to provide drama instruction and provide summer camps, the 5C's Play and the RSD Musical.

DeLaurentisContract2021.pdf (253 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 members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

5/13/2020

Dear Dr. Puglisi,

Below is my 2020-2021 Drama proposal for the Rio School District to present to the board. Teaching students this year I assume will be very different from prior years, therefore I am proposing some alternative methods of learning Drama through on-line classes if needed. All of workshops I am proposing to teach I have taught this past year in person, and they continue to prove successful. My weekly workshops, camps and daily classes improve students' self-confidence, bring a positive, can-do attitude and support the 5 C's. These Drama classes will also increase student enrollment for the Middle School Musical. I believe that all of these drama classes and plays will create an artistic, and dynamic environment that students will blossom in, taking the Rio District to yet another new level of artistic excellence. Thank you again for giving me the opportunity to work with all student's during this very difficult time.

Sincerely,

Diane DeLaurentis
Artist in Residence, Drama

DRAMA PROPOSAL

To: Rio District Board

From: Diane DeLaurentis, *Artist in Residence, Drama*

Re: Drama instruction for students in the Rio School District

Date of Proposed Service: June 20, 2020 - June 20, 2021

1. SUMMER DRAMA CAMP

Shrek Jr. On-line Musical June 15th - July 31st

Students: 50

Where: On-line Google Meet.

Days: Thursdays and Tuesdays

Time: 3:30-5:30

Description: Student's this year have worked very hard on Shrek Jr., and if we are not able to put this show in production in the near future, this is an innovative way to show that "the show must go on!". Depending on Ms. Regalado, students and Carlo's availability, I can meet up with the cast twice a week to create an on-line Shrek Jr. Musical Zoom production. If we are ever able to produce the show live that would be great, if not, this can be recorded as a performance as well. We can discuss this

Fee: \$2000

AND/OR

Session I: Comedy Improv for Kids! June 22nd - July 2nd

Students: 20

Where: On-line Google Meet

Days: Monday-Friday

**Time: 10-11:00 (3rd & 4th grade)
12:00-1:00 (5th & 6th grade)
2:00 - 3:00 (7th & 8th grade)**

Description- If you like fun and funny this class is for you! Students will learn the basic rules of comedy and improvisation, by playing group games and exercises. Instruction includes critical thinking, communication, creativity, collaboration and caring! Comedy show is on-line last day of class

Fee: \$2500 (2 weeks)

Session II: Singers Spotlight! July 8th – July 19th

Students: 20
 Where: On-line Google Meet
 Days: Monday-Friday
 Time: 10-11:00 (3rd & 4th grade)
 12:00-1:00 (5th & 6th grade)
 2:00 – 3:00 (7th & 8th grade)

DESCRIPTION– Sing the song of your dreams, while the rest of the class becomes your on-line back up dancers!! Fast-paced and FUN!! Performance is on-line on the last day of class.

Fee: \$2500 (2 weeks)

Session III: Kids Acting Showcase! July 22nd – August 2nd

Students: 20
 Where: On-line Google Meet
 Days: Monday-Friday
 Time: 10-11:00 (3rd & 4th grade)
 12:00-1:00 (5th & 6th grade)
 2:00 – 3:00 (7th & 8th grade)

Description– Do you love to act? Learn the skills of acting from a real professional! You'll play games, work on scenes and monologues. Great for expressing emotion, learning public speaking skills, memorizing and listening! Student performances are on-line on the last day of class.

Fee: \$2500 (2 weeks)

2. WEEKLY CLASSROOM WORKSHOPS DRAMA K-5th October 5th to June 4th

Students: Approximately 1000 students a week.
 Where: On-line Google Meet
 Days: Monday, Tuesday, Wednesday & Thursday
 Time: 10am-2pm

DESCRIPTION: These 30 minute dynamic, and innovative half-hour workshops are created by Diane DeLaurentis to introduce creative drama to students. Students will learn improvisation, stage presence, public speaking skills, exploring their imagination, positive thinking, working with others, problem solving, listening and responding with intent and so much more!! Class incorporates the 5 C's every week, and individual attention is given to each student. ALL RIO DISTRICT TEACHERS can

sign up on Google Docs and class meetings will be held on Google Meet at weekly scheduled time.

Fee: \$25,600

3. RVMS MIDDLE SCHOOL MUSICAL *October 5th to May 30th*

Students: 50
 Where: On-line Google Meet
 Days: Thursdays and Tuesdays
 Time: 3:30-6:00

DESCRIPTION: An essential experience for students interested in the Performing Arts. Rio Vista Middle School will present one (1) musical directed and choreographed by Diane DeLaurentis, for students to explore singing, dancing and acting abilities. Rio Vista Middle School students may audition for lead roles, and ensemble. Elementary students, from the district, may audition for the ensemble. Rio Vista Middle School students may also get involved in other aspects of the arts by playing in the orchestra or helping the Art Department with wardrobe, sets and props. Activity incorporates 5 C's too. Performance will be performed on Zoom platform.

Fee: \$8800

4. RVMS ELECTIVE DRAMA CLASS (Musical Theater Prod.) *Sept. 6th – June 11th*

Students: 20
 Where: On-line Google Meet
 Days: M-F
 Time: 1st Period

DESCRIPTION: Teaching this Drama Elective via Google MEET Platform. Assignments will include, drama games, exercises, scene analysis, performances, drama history project, pantomime and movement project, auditioning technique and creating their own newscast, commercial, interview and acting scenes.

Fee: \$9000

5. HHM PERFORMANCE *Jan. 4th – March 19th*

Students: 50
 Where: On-line Google Meet
 Days: Mondays
 Time: 3:30-6:30

DESCRIPTION: Working with HHM, directing 20 – 45 min. dance play, created specifically for the Rio School District, and directing film and lighting as well. Elementary, Middle School and High School students from Rio and Oxnard District cast in roles. Play will be performed on Zoom like platform.

Fee: \$1000

6. RIO DRAMA VIDEO SERIES

DESCRIPTION: A series of drama lessons addressing Anchor Standards and Core Curriculum, promoting dramatic performance and creative expression through the Arts. I will demonstrate exercises, games and activities. This video series created to introduce all students, (PreK -8th grade) to the world of drama. All students will be able to watch and participate in drama videos. Videos may be viewed in or out of sequence. *NOTE: District may post videos on Rio websites, but does not own video copyright.*

Video - \$1500/each

TOTAL DRAMA FEE for 2020-2021: \$55,400

Note: This proposal can be adjusted based on the Districts needs.

Thank you so much for your consideration. It is an honor to teach RIO DISTRICT students.

Sincerely,

Diane DeLaurentis
Artist in Residence, Drama

2019-2020 Diane DeLaurentis Drama Programs Review

1. 2019 RIO DISTRICT DRAMA SUMMER CAMPS

Comedy Improvisation for Kids!

2 week Camp (June-July)

1 week per grade level. (5th & 6th, 7th & 8th)

Days: Monday-Friday

Time: 9am-3pm

Students Attended: 23

Description—Students learned the basic rules of comedy and improvisation, by playing group games and exercises. Instruction included critical thinking, communication, creativity, collaboration and caring. Comedy Show performed in front of parent audience. Carlo filmed.

Musical Showcase!

2 week Camp (July)

1 week per grade level. (5th & 6th, 7th & 8th)

Days: Monday-Friday

Time: 9am-3pm

Students Attended: 25

Description— Very active class for singers and dancers. Each student sang solo while the rest of the class became their back up dancers. Fast-paced and FUN!! Performance is on the last day of class, on cafeteria stage. Students create sets. Costumes and props used in show. Musical performance performed on stage in front of parent audience. Carlo filmed.

Kids Acting Showcase!

2 week Camp (July-August)

1 week per grade level. (5th – 6th and 7th – 8th)

of Students who Attended: 22

Description— Students play drama games, learned to breakdown scenes and worked on monologues. Great expression of emotion, learning of public speaking skills, memorizing and listening! Student performances are on the last day of class. Carlo filmed.

(NOTE: These camps brought students to audition for "Shrek Jr." production.

2. RIO DISTRICT CLASSROOM DRAMA K-5th

October 1, 2019 to March 13, 2020

Description: Students in classes demonstrated understanding by playing games and doing drama exercises weekly, in half-hour workshops. Instruction built in sequence throughout the year introducing creative drama into the classroom. Students learned improvisation, pantomime, stage presence, public speaking skills, exploring imagination, positive thinking, working with others, problem solving, listening and responding with intent and so much more!! Class incorporates the 5 C's every week, with individual attention given to each student.

Location: Rio Lindo, Rio Del Mar, Rio Del Norte & Rio Del Sol

Days: Monday, Tuesday, Wednesday & Thursday

Time: 10:00am-2:00pm

Students: Over 1000 students a week.

Workshops: 32 classes per week (Approximately 8 classes per school)

Here is a list of teachers that I have taught workshops to this year:

RIO DEL MAR	RIO LINDO	RIO NORTE	DEL SOL
Martinez	King	Alstrom	Ostrowsky
Spencer	Lapiad	Cathcart	Kelman
Handley	LaMorena	Patten	Romano
Colvin	Jaquez	Espinoza	Ibarra
Frankoviak	Lorenzana	Casimiro	Calderon
Jarmaillo	Ornelaz	Araiza	Konrad
Bautista	Contreras	Fennel	Lam
Dody	Avila	Casimiro	Hamm
Messecar	Walsh	Visser	Connelly
Tenorio		Auerbach	Mendoza
Arreola		Fennel	Izvarin
Jaramillo		Anderson	Zarate
Soto		Nelson	Koga
Valdez		Irvine	Burke
Gonzales			Soucy
			Shaw-Linder
			Husband
			Quijano

3. RIO VISTA MIDDLE SCHOOL DRAMA MUSICAL : SHREK JR.

October 1st to March, 13th

Where: RVM, room 13

Days: Thursdays and Tuesdays

Time: 3:30-6:00

Students Participating: 50 (5th-8th graders)

Description: Directed Rio Vista Middle School musical. Also, guided 4 RIO Alumni students to help with choreography and stage management. These High School students loved our musical production so much when they were at Rio, they volunteered to help in any way, just to be a part of it! They created dances, which were approved by me, and taught the students routines, including tap! Under my direction, the cast taught theater etiquette, stage rules, blocking, character exploration, allowed creative input, and reminded that their commitment and effort mattered. I worked with the Musical Director, Art Director, Technical Director and Orchestral Director to create a central idea, look and style for the show. I connected the message of play to the student's real lives. Although, the production had to be cancelled this spring, I hope to perform this play with students on stage if possible, if not at least do a virtual performance. Rio Vista Middle School students auditioned for lead roles, smaller roles and ensemble. Elementary students, from the RDM, RL, RN & RDS auditioned for the ensemble.

4. HHM DANCE PERFORMANCE 2019

January 1st - March 13th

Students: 40

Days: Mondays

Time: 3:30-6:30

Description: This year, with HHM, I directed a hip-hop ballet focusing on symbolizing human struggles. It was made up of several vignettes that in the end wrapped together to show the struggle of the principal dancer. It was done in the style of the GREATEST SHOWMAN, and was to be performed as if in a circus. Elementary students throughout the district were cast in the roles, along with High School students and adult dancers. Bright costumes, special effects, and graphics were also used to tell the story. My job was to bring a cohesive idea to the production, as well as instruct dancers in acting. Although this year we were not able to perform due to the corona virus, students were given a professional experience during practice. In addition, RVMS Choir was supposed to participate in performance as well. Hoping this show will be performed sometime in the future.

5. RVMS DRAMA ELECTIVE (Musical Theater Production)

Students: 8 (Since this elective was offered late)

Days: M-F

Time: 8:50am-9:43am (Now WEDNESDAY Student Meeting (3pm-4pm)with additional hours M-F 1pm-2pm for questions, streaming, posting and assignments)

Description: (53 minutes) This year I instructed students to demonstrate drama skills everyday in class. Individual and group projects included: WORLD DRAMA PRESENTATION, STORY THROUGH PANTOMIME, DANCE OR MOVEMENT, MUSICAL SINGING PERFORMANCE, MUSICAL CHARACTER STUDY, AUDITIONING WITH A

MONOLOGUE and a class performance of Act II of **OUR TOWN**. In addition, students were tested weekly on drama vocabulary and language, and practiced acting skills, movement, voice, staging, directing, lighting, stage combat, blocking, projection, auditioning technique, presentation technique, dance combinations, pantomime and learning professional etiquette. Presently, students are demonstrating Drama skills by sending in weekly video diaries pertaining to the Corona Virus epidemic. In addition, students are being asked to interview relatives, make a news presentation, and shoot a commercial, using technology, sets, camera angles, special effects, make-up and costume.

6. RIO DISTRICT DRAMA VIDEO SERIES

Video Length: 15 minutes videos. Pre K – 8th can view these drama tutorials and workshops. Videos may be viewed in sequence or independently. District may post videos on their website or any Rio School website, but does not own copyright. Video's include: writing, design, production prep, acting, filming, editing and transferring videos.

Description: A series of Drama lessons addressing Anchor Standards and Core Curriculum, promoting dramatic performance and creative expression through the Arts, through exercises, games and activities.

EDUCATIONAL DRAMATIC TOPICS:

Rio Promo 1 *(Completed)*

Rio Promo 2 *(Completed)*

Acting with Body and Voice (Level 1) *(Completed)*

Acting with Body and Voice (Level 2) *(Completed)*

Acting with Body and Voice (Level 3) *(Completed)*

Drama Rules! – 4 Rules of Drama *(Completed)*

Voice Rules! – 4 Rules of Voice *(Completed)*

9.11



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	9. Consent
Subject	9.11 Approval of Contract Renewal with Lawrence Interactive Media FY 2020/2021
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	30,196.00
Budgeted	Yes
Budget Source	General Fund
Recommended Action	Staff recommends approval of Lawrence Interactive Media Contract Renewal FY 2020/2021

Public Content

Speaker: John Puglisi, Ph.D., Superintendent

Rationale:

Lawrence Interactive Media will provide updates, cleanup, improve navigation and add content to all site and district office websites.

[LawrenceMedia20202021.pdf \(88 KB\)](#)

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 members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Lawrence Media Interactive
 5690 Willow View Drive
 Camarillo, CA 93012
 (805) 744-7177
 larry@lawrenceim.com
 https://lawrencemediainteractive.com



Lawrence Media

ADDRESS

Dr. John Puglisi / Sonia Cervantez
 Rio School District
 1800 Solar Drive
 Oxnard, CA 93030

Estimate 00596

DATE 06/09/2020

CATEGORY	ACTIVITY	QTY	RATE	TOTAL
Management	<p>MONTHLY PROACTIVE MAINTENANCE, SECURITY and UPDATES CONTRACT (July 1, 2020 - Jun 30, 2021 - Invoiced Quarterly). Monthly agreement to maintain and monitor the 10 websites of the Rio School District, providing monthly services including the following:</p> <ul style="list-style-type: none"> • Maintenance & Compatibility - Fix issues that come up with compatibility, problems with menus, widgets, pages, and posts. • Structural Updates - Monthly updates to WordPress software, Custom Themes, PHP, Server Software (if applicable) and all plugins • Security - Monthly scans, monitoring, and check of security issues, breaches, and fix/patches • Speed Checks – Monthly scans, optimizations and speed checks to keep sites loading consistently and fast. • Feedback & Guidance - Provide regular feedback and suggestions for changes, upgrades and improvements to the sites. <p>Payment Schedule</p> <ul style="list-style-type: none"> • January - March (billed Jan. 1) • April - June (billed Apr 1) • July - September (billed July 1) • October - December (billed Oct. 1). 	12	1,980.00	23,760.00

This is the annual MAINTENANCE, SECURITY and MONITORING CONTRACT (July 1, 2020 - June 30, 2021). Pricing is the same as last year's contract. Pricing includes a 15% education discount.

SUBTOTAL 23,760.00
 DISCOUNT 15% -3,564.00

TOTAL \$20,196.00

Accepted By

Accepted Date

Thank you for your business, we appreciate the opportunity to serve you!! Let us know if you have any questions. You can now click on the REVIEW and PAY button to pay via eCheck (ACH) or Credit Card. This is best viewed in CHROME or SAFARI browsers. Late charges of 1.5% of the amount due each month thereafter. (Proverbs 28:20)

Lawrence Media Interactive
 5690 Willow View Drive
 Camarillo, CA 93012
 (805) 744-7177
 larry@lawrenceim.com
 https://lawrencemediainteractive.com



Lawrence Media

ADDRESS

Dr. John Puglisi / Sonia Cervantez
 Rio School District
 1800 Solar Drive
 Oxnard, CA 93030

Estimate 00597

DATE: 06/05/2020

CATEGORY	ACTIVITY	QTY	RATE	TOTAL
Development	WEBSITE DEVELOPMENT CONTRACT (As Needed - NOT TO EXCEED) (July 1, 2020-June 30, 2021) Monthly agreement for website development, changes and upgrades to 10 websites of the Rio School District as needed including the following: <ul style="list-style-type: none"> • Re-design and Website Development - New Themes, designs, and Integrations • New Integration - Working with schools to leverage social media, student projects, media, and learning systems into the website, to better showcase work and development at schools. • Teacher Help - Provide regular training and development for teachers to build their own pages, hubs or portals to showcase student work and provide space for students and parents to access information. • Intranet Structure - Build a hub/pages for teachers, admins and staff to access information securely, separate from the public access areas of the site. • Calendar Integration - Help staff and schools better integration google calendar functions into their websites. • Other Projects - This includes other project that may come up and be approved by Rio Schools Superintendent, Board and staff. (Development work is billed at \$95/hr, minus a 15% discount)	12	1,500.00	18,000.00

WEB DEVELOPMENT CONTRACT (July 1, 2020 - June 30, 2021) - As needed, NOT TO EXCEED. (Development work is billed at \$95/hr, minus a 15% discount)

TOTAL \$18,000.00

Accepted By

Accepted Date

Thank you for your business, we appreciate the opportunity to serve you!! Let us know if you have any questions. You can now click on the REVIEW and PAY button to pay via eCheck (ACH) or Credit Card. This is best viewed in CHROME or SAFARI browsers. Late charges of 1.5% of the amount due each month thereafter. (Proverbs 28:20)

9.12



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	9. Consent
Subject	9.12 RSD and Cal Lutheran Agreement for Counseling Internship Services
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	It is recommended the board take action and approve the RSD and Cal Lutheran Agreement for Counseling Internship Services as presented.
Goals	Goal 5-Recruit, hire, train, and retain exemplary employees who are caring, committed, collaborative, creative and critical thinkers.

Public Content

Speaker: Carolyn Bernal

Rationale: RSD and Cal Lutheran have a long-standing relationship and agreements in place for a variety of services to assist in training and preparing future students for educational positions. This agreement provides the terms and agreement for counseling internship services if Cal Lutheran has counselor candidates who are need to getting their observation and/or practicum hours while pursuing their counseling degree and credential and describes responsibilities of both parties.

[RSD and Cal Lutheran School Counseling Internship Agreement.pdf \(1,792 KB\)](#)

Administrative Content

Executive Content

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California Lutheran UNIVERSITY

SCHOOL COUNSELING INTERNSHIP CONTRACT

This Agreement is made between California Lutheran University (CLU) and Rio School District (AGENCY)

RECITALS

- A. CLU has established an approved program of special training entitled the School Counseling Internship Credential Program, to provide clinical experience through supervised school counseling to students enrolled in the Pupil Personnel Services (PPS) Program in School Counseling (the "Program").
- B. Program requires supervision and facilities provided by the Rio School District (AGENCY) where students can obtain the clinical learning experience required in the curriculum; and
- C. The Rio School District (AGENCY) provides the clinical setting, supervision, and equipment needed by Program Interns as part of their practical learning experience.

TERMS

In consideration of the mutual promises and conditions in this Agreement and for good and valuable consideration, CLU and the Rio School District (AGENCY) agree as follows:

1.0 Obligations of the AGENCY.

- 1.1 AGENCY will provide suitable clinical learning experience and supervision for the intern. The intern is recognized as an employee of the AGENCY.
- 1.2 AGENCY will permit, on reasonable request, the inspection of clinical and related facilities by agencies charged with responsibility for accreditation of CLU's program.
- 1.3 AGENCY agrees to not reduce an intern's salary to pay for supervision.
- 1.4 AGENCY agrees to provide support personnel for the intern. Support personnel must have the following minimum qualifications:
 - a. Immediate supervisor must be fully credentialed as a school counselor with the Pupil Personnel Services Credential with advanced authorization in School Counseling with at least two years experience

1.5 AGENCY agrees that no appropriately certificated employee will be displaced by the use of any intern and that the AGENCY is unable to fill the necessary position with a qualified certificated employee for which this internship credential is being implemented.

1.6 AGENCY agrees to have on file procedures for assignment and evidence of paying the support personnel assigned to intern.

1.7 The AGENCY agrees that the rationale for implementing and participating in the California Lutheran University School Counseling Internship Credential Program is to provide appropriately trained personnel to meet the educational needs of the students within the Rio School District (AGENCY). This includes:

- a. providing sufficient resources for the intern to perform their job
- b. providing protected time for the AGENCY-provided support personnel to work with the intern within the school day
- c. Identify time and frequency of support and clearly define the expectations for support.

1.8 The AGENCY has advised and consulted with the exclusive representative of the applicable employees in this area.

1.9 AGENCY shall provide all equipment and supplies needed for clinical instruction at Facility.

1.10 AGENCY shall arrange for emergency care in case of illness or accident to any participating intern including workers compensation insurance.

1.11 Terms of employment, including the evaluation process of site support is clearly defined for the intern.

2.0 Obligations of CLU.

2.1 CLU will ensure that the intern meets all CTC pre-service requirements in order to qualify for an intern program.

2.2 CLU will work with the facility to develop a professional plan that includes:

- a. provisions for ongoing evaluation of the AGENCY intern
- b. description of the courses and other requirements to be completed by the intern

2.3 CLU will provide supervision of the intern according to a prescribed plan. University supervisor qualifications will include:

- a. current knowledge of the content area being supervised
- b. ability to model best professional practices in counseling and guidance.

c. knowledgeable about issues of diversity, including cultural, language, ethnic, sexual orientation, diverse abilities, SES, and gender diversity

2.4 CLU will provide and maintain the records and reports necessary for conducting the students' internship experience.

2.5 CLU will prohibit the publication by the intern, faculty, and staff members of any material relative to their clinical learning experience that has not been approved for release for publication by both Facility and CLU.

2.6 CLU will provide the AGENCY with a description of the internship program, curriculum and objectives to be achieved.

2.7 Instructors and interns at CLU will abide by the rules and policies of AGENCY while using its facilities.

2.8 CLU will provide its University Supervisors with ongoing support and training regarding the mentoring process and the documentation process necessary for the intern program.

2.9 CLU will identify the time and frequency of observations to the intern and the AGENCY. Visits to the site by the University Supervisor will include individual and group advising/counseling observations, consultations with parents, teachers and other school personnel, and classroom guidance activities.

2.10 CLU will support collaboration between the AGENCY appointed support provider and the university supervisor.

3.0 Term.

3.1 This agreement will commence on August 1, 2020, and is valid for five years. (or if changes are required for CTC regulations or standards)

4.0 Application of AGENCYs Rules.

The intern will be under the jurisdiction of the AGENCY for training purposes and will follow facility rules to the extent that such rules directly relate to the internship. CLU interns will be expected to conduct themselves in a professional manner such that their attire and their appearance conform to the accepted standards of Facility.

5.0 Reservation of Rights: Placement.

CLU and the AGENCY each reserve the right to withhold or withdraw the placement of Program students depending upon the availability of facilities and qualified support personnel to adequately provide a satisfactory field experience.

6.0 Insurance Hold Harmless.

6.1 CLU agrees to defend, indemnify, and hold harmless the AGENCY, its officers, agents, employees, and/or volunteers from any and all claims, demands, losses, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property, or any other loss, sustained or claimed to have been sustained arising out of activities of CLU or those of any of its officers, agents, employees, or students, but only in proportion to and to the extent that such claims, demands, losses, damages and expenses, legal fees and costs, other obligations or claims, or any subject of this Agreement. CLU is also held harmless for worker's compensation, AGENCY taxes and withholding, and any other financial costs related to employment of AGENCY employees.

AGENCY agrees that it will indemnify and hold harmless CLU, its servants, agents and employees, and any students acting as such, from any and all liability, damage, expense, causes of action, suits, claims, or judgments arising from injury to person(s) or personal property or otherwise which arises out of the act, failure to act, or negligence of AGENCY, its servants, agents, or employees, in connection with or arising out of the activity which is the subject of this Agreement. AGENCY is also held harmless for workers compensation, CLU taxes and withholding, and any other financial costs related to employment of CLU employees.

6.2 Each party to this Agreement shall provide and maintain Worker's Compensation including AGENCY's Liability Insurance as required under the law of the State of California. In addition, each party shall provide and maintain at its own expense a program of insurance covering its activities and operations, herunder, with respect to the acts and omissions of each respective party's employees, interns, agents, and/or students, which shall include but limited to; (1) comprehensive general liability; and (2) professional liability. The general liability insurance shall have a minimum coverage of US \$1,000,000 per occurrence and US \$3,000,000 aggregate. The professional liability insurance shall carry a single limit of not less than US \$1,000,000 per occurrence and US \$3,000,000 aggregate.

7.0 Laws, Rules, and Regulations: Non-Discrimination.

7.1 AGENCY and CLU agree that neither will discriminate against any individual on the basis of age, sex, race, creed, color, sexual orientation, religious belief, national or ethnic origin, disability, marital status, status as a disabled veteran, or veteran of the Vietnam era, and that Facility agrees to comply with all nondiscriminatory laws and policies that CLU promulgates and to which CLU is subject.

7.2 AGENCY agrees that it will abide by all applicable executive orders, federal, state and local laws, rules and regulations in effect as of the date of this Agreement, and as they may change or be amended from time to time, including, but not limited to, compliance with the Americans with Disabilities Act.

7.3 CLU shall be responsible for ascertaining from the AGENCY all of the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present. The Intern is required to comply with Education Code section 45125.1, Fingerprint certification requirements. CLU must provide proof that fingerprint certification requirements have been fulfilled prior to commencing any services for the AGENCY under this Agreement. The Intern is required to comply with Education Code section 49406, Examination for tuberculosis requirements. CLU must cause to be on file with the AGENCY a certificate from the examining physician showing the Intern has been examined and found free from active tuberculosis.

8.0 Use of Name; Advertising.

Neither party shall use the other's name or any corporate or business name which is reasonably likely to suggest that the two parties are related, without first obtaining the written consent of the other party.

9.0 Termination

Either party may terminate this agreement upon 30 day's written notice to the other party except if CLU's termination of this agreement is based on lack of funding, or it is discovered that site supervision is not being provided in accordance with this agreement; the 30 days' notice shall not apply. The notice required under this clause shall be sent by registered mail.

10.0 Non-Assignment and Subcontracting.

AGENCY shall not assign, transfer, or contract for the furnishing of services to be performed under this Agreement without the written approval of CLU.

11.0 Entire Agreement; Modification.

This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and may be modified only by a writing signed by both parties.

12.0 Governing Law.

This Agreement shall be governed by and construed under the laws of the State of California, which shall be the forum for any lawsuit arising from or incident to this Agreement.

13.0 Consideration.

Under the terms of this Agreement, neither party provides any compensation to the other party for services rendered under this agreement.

14.0 Severability.

In the event one or more clauses of this Agreement are declared illegal, void or unenforceable, that shall not affect the validity of the remaining portions of this Agreement.

15.0 Waiver.

The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, and no waiver by either party, whether written or oral, express or implied, of any rights under or arising from the Agreement shall be binding on any subsequent occasion; and no concession by either party shall be treated as an implied modification of the Agreement unless specifically agreed in writing.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on this 19th day of August, 2020.

California Lutheran University:

By: 
(Signature)

Karen Davis
(Printed Name)

V.P. for Administration & Finance
(Title)

Rio School District (AGENCY)

By: 
(Signature)

Carolyn Bernal
(Printed Name)

Assistant Superintendent
(Title) School and Systems Improvement

9.13



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	9. Consent
Subject	9.13 RSD and National University Agreement for Teacher Internship Services
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Goals	Goal 5-Recruit, hire, train, and retain exemplary employees who are caring, committed, collaborative, creative and critical thinkers.

Public Content

Speaker: Carolyn Bernal

Rationale: RSD and National University have a long-standing relationship and agreements in place for a variety of services to assist in training and preparing future students for educational positions. This agreement provides the terms and agreement for teacher internship services if National University has a teacher candidate who is in need of getting their observation and/or practicum hours and/or requirements for student teaching while pursuing their teaching credential and describes responsibilities of both parties.

[RSD and National University Internship Credential Agreement .pdf \(2,211 KB\)](#)

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 members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.



INTERNSHIP CREDENTIAL PROGRAM AGREEMENT

This Internship Credential Program Agreement (“Agreement”) is entered into effective 7/20/2020 (“Effective Date”) by and between Rio Elementary School District, a legal association of school districts who have partnered for the purpose of providing contractual services for students, or state-supported K-12 educational service unit, which is located in the State of California, County of Ventura (individually or collectively, “District”), Rio Elementary School District and National University (“University”), a California nonprofit, private university.

RECITALS

- A. University is accredited by the Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). University has met all of the preconditions prescribed by the California Commission on Teacher Credentialing (CTC) to offer the following internship credential programs (“Programs”): Teacher Education Internship Credential, Special Education Internship Credential, Preliminary Administrative Services Internship Credential, and Pupil Personnel Services Internship Credential – School Counseling, Pupil Personnel Services Internship Credential – School Psychology;
- B. California Education Code Sections 44452 and 44321 authorize a public school district or county office of education in cooperation with an approved college or university to establish an internship program meeting the provisions of applicable California statutes and CTC regulations. District is a public school district (or state-supported K-12 educational service unit) or county office of education and University is an approved university within the meaning of Ed Code Section 44452; and
- C. District and University wish to partner to deliver services in support of the Programs that meet the regulations and standards of CTC. Attached as Exhibit “A” to this Agreement and incorporated herein by this reference is a list of the Programs that District and University will be supporting through this partnership.

Based on these recitals, District and University agree as follows:

1. **Term.** The term of this Agreement shall commence as of the Effective Date above and shall continue until such time as either party gives 30 days written notice of its intent to terminate this Agreement. All Interns placed with District and who are in good standing with District and University as of the date of termination of this Agreement shall be permitted to complete their internship experience with District.
2. **Placement of Interns.** University students, certified as qualified and competent by University to provide intern services to District, may, at District’s discretion, be accepted and assigned to its schools for services as interns (“Interns”). University and District shall coordinate the process of selection and placement of Interns. University reserves the right to make the final determination on any Intern’s acceptance into the Program, while District reserves the right to make the final determination on any Intern’s employment. Neither University nor District shall discriminate in the selection or acceptance of, or participation by, any Intern pursuant to this Agreement because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran’s status, medical condition, marital status, or citizenship, within the limits imposed by law.
3. **Program Requirements.** Each Intern accepted into the Program must have met all of the following qualifying minimum criteria:
 - a. Recommendation to a Program by a District designee.
 - b. Interview and screening by District staff, including a background check, district administrator interview and paper screening, Department of Justice fingerprint clearance, and a baccalaureate degree from an accredited institution.
 - c. Interview and screening by University staff, including a personal interview, written self-evaluation regarding teaching and learning, and verification of coursework and prior experience with K-12 students in a multicultural, multilingual setting.
 - d. Interview with a University Support Provider/Supervisor and a lead faculty member for the Program.
 - e. Passage of the CBEST exam or proof of basic skills assessment and verification of subject matter competence by completion of an approved program or passage of the CSET.
 - f. All service preconditions required by the CCTC shall have been met.

4. **Intern Employment Status.** Interns shall be District employees for all purposes, including for the payment of any federal, state, or local income or occupational taxes, FICA taxes, unemployment compensation or workers' compensation contributions, vacation pay, sick leave, retirement benefits or any other payments or benefits for or on behalf of Interns.
5. **Reservation of Right to Payment.** Pursuant to Education Code Section 44462, District reserves the right to request an adjustment of any Intern's salary to cover supervision services pursuant to this Agreement.
6. **Non-Displacement of Certificated Employees.** Pursuant to CTC requirements, upon request District shall provide written certification to University that each Intern placed with District has not displaced a certificated District employee, which shall enable University to verify to CTC that all statutory and CTC requirements have been met.
7. **Intern Advisory Committee.** District and University will collaborate to develop an Intern Advisory Committee comprised of community members, institutional administrators, teachers, faculty members, and at least one Intern representative, which will serve to provide guidance and support for the Programs.
8. **Teacher and Special Education Intern Support.**
 - a. To support Education Credential Interns, District and University will each provide a qualified supervisor to assist each Intern in a Program. District supervisors are called "Site Support Providers". University supervisors are called "University Support Providers". District Site Support Providers will mentor, coach and consult with interns on all areas of responsibility as a teacher of record by visiting the classroom to conduct real time observations with pre- and post-debriefing protocols to provide weekly course planning, modeling and coaching with attention to differentiated instruction for English Learners; assessment of language needs and progress; and support for language accessible instruction. A minimum of two hours of support / mentoring and supervision must be provided to an intern every five instructional days
 - b. District Site Support Providers will hold a valid Clear or Life Credential in the content area for which they are providing supervision, three years of successful teaching experience, hold a valid English Learner Authorization or CLAD Certificate issued pursuant to section 80015 or valid bilingual authorization issued pursuant to section 80015.1, and must have demonstrated exemplary teaching practices.
 - c. District's Site Support Provider and University's Support Provider will together meet periodically with Interns to ensure Interns are following the California standards for the specific credential each Intern is seeking to obtain.
 - d. District's Site Support Provider/Site Supervisors and University's Support Providers will meet without the Intern to discuss the Intern's progress, as needed.
 - e. Concurrent with an Intern's experience at District, University will hold Program orientation seminars for Interns and training seminars for District Site Support Providers/Supervisors. During the Site Support Providers'/Site Supervisors' training, University representatives will review supervising techniques, establish procedures for conducting observations and providing assistance, introduce forms used in the Program, communicate seminar schedules, and offer further training and materials to Site Support Providers.
 - f. District will include Interns in appropriate District support programs and regularly scheduled staff development activities.
 - g. District will designate a liaison, who may or may not be on the Intern Advisory Committee, to ensure supervisory and support assistance is provided to Interns at a minimum of 2 hours a week while employed as the teacher of record..
 - h. District and University will share supervision and ongoing support requirements totaling a minimum of 144 hours per school year. Interns without English Language Authorization must receive 45 hours of focused English Language instruction support per school year, (b)(5)(B) requires the employer to identify and individual with EL authorization who will be immediately available to assist an intern teacher who does not yet hold EL authorization. University Support Providers will monitor the completion of employer-provided support via an Intern Support Verification Form to verify the clockwork hours provided by Site Support Providers and/or employer support personnel. Forms must be submitted as part of the intern's clinical practice course assignments. Program faculty, program supervisors, and district-employed supervisors monitor and support candidates during their progress towards mastering the TPEs.
 - i. Employers who hire/place or wish to backdate interns outside National University clinical practice start offerings are required to provide 100% of the state mandated support (4 hours per week of general support, and 1.25 hours of EL specific support if the intern does not hold EL authorization) until the next available start date at which point the University Support provider will provide University support services as noted in article (8.h).
 - j. National University provides district employed supervisors with a minimum of 10 hours of initial orientation to the program curriculum, about effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices. The program ensures that district employed supervisors remain current in the knowledge and skills for candidate supervision and program expectations
 - k. District sites with interns must have a fully qualified Credentialed administrator.
 - l. University may request use of video capture for candidate reflection and CAL TPA completion to reflect to the extent possible Intern's knowledge, skills, and abilities to instruct TK-12 students while meeting state-adopted academic standards. School Site shall inform Teacher Education Credential Interns of video recording policies in place for the CAL TPA task video capture requirement.
9. **Counseling, Psychology and Administrative Services Intern Support**
 - a. To support Services Credential Interns, District and University will each provide a qualified supervisor to assist each Intern in a Pupil Personnel Services School Counseling, Pupil Personnel Services School Psychology, and Administrative Services Programs. District supervisors are called "Site Support Providers/Site Supervisors". University supervisors are called "Support Providers/University Supervisors".

- b. Clinical Practice Supervisor shall refer to an employee of the District holding a valid Pupil Personnel Services or other credential issued by the Commission or equivalent certification recognized by the District typically with three or more years experience as a school counselor, school psychologist, school social worker, or other education specialist.
 - c. Clinical Practice Assignment shall typically refer to a full day of Clinical Practice consisting of five days a week for 12 to 18 weeks, dependent upon the program. Clinical Practice Assignment shall satisfy all requirements set by the commission.
 - d. Clinical Practice shall consist of between 600 hours and 1200 hours of Clinical Practice depending upon the specific program requirements.
 - e. Clinical practice shall refer to the participation by a Student in the duties and functions of a school counselor, school psychologist, school social worker, or school attendance worker under the direct supervision and instruction of one or more Clinical Practice Supervisors.
 - f. District and University shall independently determine the qualifications of their respective supervisors.
 - g. District's Site Support Provider/Site Supervisors and University's Support Provider/University Supervisors will together meet periodically with Interns to ensure Interns are following the California standards for the services credential each intern is seeking to obtain.
 - h. District's Site Support Provider/Site Supervisors and University's Support Providers/University Supervisors will meet without the Intern to discuss the Intern's progress, as needed.
 - i. Concurrent with an Intern's experience at District, University will hold Program orientation seminars for Interns and training seminars for District Site Support Providers/Supervisors. During the Site Support Providers'/Site Supervisors' training, University representatives will review supervising techniques, establish procedures for conducting observations and providing assistance, introduce forms used in the Program, communicate seminar schedules, and offer further training and materials to Site Support Providers.
 - j. District will include Interns in appropriate District support programs and regularly scheduled staff development activities.
 - k. District will designate a liaison, who may or may not be on the Intern Advisory Committee, to ensure supervisory and support assistance to Interns at District.
 - l. University Support Providers will visit Interns at their sites on a regularly scheduled basis to monitor each Intern's progress.
10. **Academic Responsibility.** University shall have exclusive control over all academic issues involving the Programs, which shall include, without limitation: selection of course content and required textbooks; delivery of instructional programs; selection and approval of faculty; admission, registration, and retention of Interns; evaluation of Interns' prior experience and education; evaluation of Interns' academic progress; scheduling courses; awarding academic credit; and conferring degrees.
 11. **Duration of Internship.** Once a student has been accepted as an Intern by District, and if the student remains in good standing in the Program at University and within the District's policies and performance standards, the Intern will be permitted to finish his/her internship at District. However, an Intern who performs below acceptable District or University standards, after appropriate support and advice efforts have been exhausted, may be removed from the paid internship position by the District and/or removed from his/her Program by the University. All services provided by University and District pursuant to this Agreement shall terminate upon an Intern's removal from the District or termination of participation in a Program.
 12. **Assessment.** Assessment is a function of the Teacher Education Internship Seminar course (for the Teacher Education Internship Credential), Specialist Education Clinical Practice Seminar courses (for the Special Education Internship Credential), Intern Field Experience course (for the Preliminary Administrative Services Internship Credential) and Best Practices Internship Seminar for School Counseling and School Psychology (for the Pupil Personnel Services Internship Credential). Students in those classes will pre-assess their teaching or administrative skills, develop a plan for growth, and assess their growth at the close of the course. This pre-assessment, development and post-assessment will occur in collaboration with the District Site Support Provider/Site Supervisor and the University Support Provider/University Supervisor.
 13. **Video Assessment.** District and University agree the use of video recording equipment on any District property, including but not limited to, District classrooms, is solely for the purpose of assessing Interns as part of the credentialing process. The District shall provide University Site Support Providers and Interns with any or all applicable rules, regulations, and instructions relating to the assessment. The University and District agree no video recording of any student teacher will occur without prior written notification of the name of the student teacher as well as date, time, and location of the video recording to the principal of the school where the video recording is to take place. Principal of the school within the District shall provide written approval of said recording; subject to the parent/guardian authorizations set forth in Section 14. of this agreement.
 14. **Control, Supervision, Evaluation of Video Recording.** The control, supervision, evaluation, and/or direction of all student teachers and any other University personnel in connection with the assessment of the student teachers, including, but not limited to, all classroom video recording of the student teachers, shall be at the University's sole discretion.

The University and District agree no video recording of any District student shall be permitted to occur without the express written approval and authorization from the students' parent/guardian.

15. **Indemnity.** The District shall defend, indemnify and hold the University, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, employees, or agents.

The University shall defend, indemnify and hold the District, its officers, employees, and agents, harmless from and against any and all liability, loss, expense (including reasonable attorneys fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the University, its officers, employees, or agents.

16. **Relationship of Parties.** Nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, or a joint venture, partnership or agency relationship between the parties.
17. **Publicity.** Neither University nor District shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to this Agreement, without the prior written consent of the other party. In addition, neither party may use the names, logos, or trademarks of the other party without its prior written consent.
18. **Records.** It is understood and agreed that all employment records shall remain the property of District, and all student records, including Intern assessments, will remain the property of University.
19. **Confidentiality of Student Intern Records.** For purposes of this Agreement and any University Program Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), University designates District and its Facilities/Educational Sites as having a legitimate educational interest in the educational records of any student who participates in the Internship Credential Program to the extent that access to the records is required by District programs or facilities to which the student is assigned to carry out the relevant educational experience. District and its organizational components (i.e., programs) agree to maintain the confidentiality of each student's educational record in accordance with the provisions of FERPA.
20. **Confidentiality of District Pupil Records.** No Intern will have access to or have the right to receive any District pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the Internship program. The discussion, transmission, or narration in any form by Interns of any individually identifiable pupil information, educational, medical or otherwise, which is obtained in the course of the Internship program, is forbidden except as a necessary part of the practical Internship experience. To the extent an Intern is given access, they are subject to the privacy regulations outlined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended ("FERPA"). Otherwise, Interns shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the internship experience with University, its employees, agents or others.
21. **Arbitration.** In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules.
22. **Entire Agreement and Severability.** If a court or arbitrator holds any provision of this Agreement to be illegal, unenforceable, or invalid, the remaining provisions will not be affected. This Agreement contains the entire agreement between the parties pertaining to the transaction and may not be amended unless in writing, signed by both parties.
23. **Assignment.** Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.
24. **Notices.** All notices or other communications given under this Agreement will be in writing and sent to the addressee listed below (unless a party has changed its address by giving notice), and will be effective upon receipt if delivered personally or by overnight mail, or effective three days after mailing if by certified mail, return receipt requested.
25. **Representations.** Each party represents that: (a) it will abide by all applicable federal, state, or local statutes or regulations; (b) the individual signing this Agreement has the authority to do so; and (c) it has the ability and authority to perform each of its obligations under this Agreement. These representations will continue after the Agreement terminates.
26. **General Provisions.** The Agreement: (a) will be binding and enforceable by the parties and their respective successors or assigns, but not by any individual or organization not a party to this Agreement; (b) may be executed in counterparts and effective with original or facsimile signatures; (c) will be governed by California law; and (d) has been executed at San Diego, California.

This Agreement is executed by and between:

University: National University

Contact: Robina Smith

Credentials Contract Coordinator

9980 Carroll Canyon Road

San Diego, CA 92131

Telephone (858) 642-8310

Facsimile (858) 642-8717

credcontracts@nu.edu

By: _____

Dave C. Lawrence, MBA, EdD

Vice Chancellor, Finance

Dated: _____

District: Rio Elementary School District

By: Carolyn Bernal

Name: Carolyn Bernal

Title: Assistant Superintendent

Address: 1800 Solar Drive

Oxnard, CA 93030

Telephone: (805) 485-3111

Dated: August 19th, 2020

EXHIBIT A

Internship Programs

District and University wish to partner to support the following Programs:

Teacher Education Internship Credential

Special Education Internship Credential

Preliminary Administrative Services Internship Credential

Pupil Personnel Services Internship Credential – School of Counseling

Pupil Personnel Services Internship Credential – School of Psychology

9.14



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	9. Consent
Subject	9.14 Authorization of Teaching Assignment - Multiple Subject
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	It is recommended the board take action and approve the board authorizations for multiple subject credential holders as presented.
Goals	<p>Goal 5-Recruit, hire, train, and retain exemplary employees who are caring, committed, collaborative, creative and critical thinkers.</p> <p>Goal 3-Create welcoming and safe environments where students attend and are connected to their school</p> <p>Goal 1-Improved student achievement at every school and every grade in all content areas</p>

Public Content

Speaker: Carolyn Bernal

Rationale: Pursuant to Education Code 44256(b), the holder of a multiple Subject Teaching Credential of a Standard Secondary Credential who has completed 12 semester units, or 6 upper division or graduate units, of coursework at an accredited institution in each subject to be taught, is considered legally authorized to teach under this provision. The authorization shall be with the teacher's consent.

The following teachers have accepted an assignment which requires the Governing Board's authorization. It is requested that the Governing Board authorize these teaching assignments for the 2020/2021 school year.

Garcia, Gus, Computer Applications, Clear Multiple Subject

Lindley, Beth, English (Art of Writing), Clear Multiple Subject

Rojas, Heriberto, Math (MESA), Clear Multiple Subject

Geair, Michelle, Physical Education, Clear Multiple Subject

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 members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

9.15



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	9. Consent
Subject	9.15 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 report.

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.

1 - UCP Quartely Report for July 2020.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 members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Quarterly Report on Williams Uniform Complaints
[Education Code Section 35186]
Fiscal Year 2019-20

District: Rio School District

Person completing this form: John Puglisi

Title: Superintendent

Quarterly Report Submission Date: October 2019 (7/1/19 to 9/30/19)
 (check one) January 2020 (10/1/19 to 12/31/19)
 April 2020 (1/1/20 to 3/31/20)
 July 2020 (4/1/20 to 6/30/20)

Date for information to be reported publicly at governing board meeting: August 19, 2020

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

9.16



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	9. Consent
Subject	9.16 Contract for Speech Pathologist Services
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	198,912.00
Budgeted	Yes
Budget Source	Special Education funding
Recommended Action	Staff recommends board approval of Speech Pathologist Services Contract.

Public Content

Speaker: Rebecca Rocha

Rationale:

Since the previous board approval for Speech Pathologists we have had a resignation of a contracted SLP who is moving to the east coast. Furthermore, we were still short .5 FTE. With this contract we will replace the SLP who is moving on and complete staffing for the year. The new speech pathologist has many years of experience and the part-time speech pathologist was working with us in the past year. Both have the knowledge and the skills to support our students either live or in a virtual model.

Contracted Speech Pathologists will be held to same standard as district employees and will be provided training to ensure that they are able to conduct appropriate assessments, write legally compliant reports, write and hold effective IEPs, and meet the needs of their students' IEPs. Contracted Speech Pathologists will attend regular district trainings in order to build rapport within the department and strengthen district special education programs.

[Contract_360_Rio_CA_2020-21 Malia Moore Jan S.pdf \(402 KB\)](#)

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 members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

PROFESSIONAL SERVICES AGREEMENT

By this agreement made and entered into on the July 1st, 2020, between the Rio School District (hereinafter referred to as RSD) located at 3300 Cortez Street Oxnard, Ca 93036 and 360 Degree Customer Inc (hereinafter referred to as Consultant) located at 473 Sapena Court # 7 Santa Clara, CA 95054, in consideration of their mutual covenants, the parties hereto agree as follows:

A. DUTIES OF CONSULTANT The Consultant shall provide the following Professional services, studies and/or reports. The Speech Therapist will also need to hold IEP meetings, complete IEPs, track and monitor all services, and attend meetings and trainings

Provide direct therapy service, recommend equipment to carry out therapy program in consultation with director, principals, teacher/school staff and parents. Continuous service unless contractor gives 45 day notice or superintendent gives 45 day notice to terminate or amend.

B. CONTRACT PERIOD: The Consultant's work as specified in this agreement shall commence on Date as specified in Addendum A

C. COMPENSATION For the full performance of this agreement, the RSD shall pay the Consultant as follows:
Consultant's Fee :

- a.) For Consultant : Name of the Consultant and Rate as Specified in Addendum A
- b.) Consultants will work for 5 days (40 billable hours) per week as per school year calendar

Payment to be made as follows: Payments to be made every month within 45 days of receipt of invoice.

D. GENERAL TERMS AND CONDITIONS

2. INDEMNIFICATION:

- a.) Except with regard to professional negligence, as provided in paragraph (b) below, the
- b.) Consultant shall indemnify, hold harmless and defend the (RSD) and each of its, officers, officials, employees, volunteers and agents from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by RSD, the Consultant or any other person and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees and litigation expense), arising or alleged to have arisen directly or indirectly out of the active or passive negligence of the Consultant or any of its employees or agents in the performance of this contract. The Consultant's obligations under the preceding sentence shall apply regardless of whether the RSD or any of its, officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of the RSD.

- c.) Specifically regarding professional negligent errors or omissions, the Consultant shall indemnify,

hold harmless, and defend the RSD, its officers, officials, employees, volunteers or agents, from any and all loss, liability, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by the RSD, the Consultant or any other person, and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees and litigation expenses) incurred by RSD, the Consultant, or any other person, to the proportionate extent that it arises out of or in connection with the professional negligent errors or omissions of the Consultant in the performance of this contract.

d.) If the Consultant should subcontract all or any portion of the work to be performed under this agreement, the Consultant shall require each Sub-Consultant to indemnify, hold harmless and defend the RSD, its officers, officials, employees and agents in accordance with the terms of the preceding paragraphs.

2. **NON-DISCRIMINATION** No discrimination shall be made in the employment of persons under this agreement because of the race, religion, sex, age, national origin, ancestry, political affiliations, disability, medical condition, marital status, or sexual orientation.
3. **CONFLICT OF INTEREST** Before executing this agreement, the Consultant shall disclose to the RSD the identities of any board member, officer, or employee of the RSD, or relatives thereof, who the Consultant knows or should know will have any financial interest resulting from this agreement.
4. **LICENSE AND AUTHORITY:** The Consultant will maintain all necessary licenses during the term of this agreement. If other than a natural person, Consultant is duly authorized to enter into this agreement by its governing or controlling body. Evidence or copies of all necessary licenses must accompany this agreement.
5. **EQUIPMENT AND FACILITIES** RSD and The Consultant will agree on all necessary equipment and facilities to render services pursuant to this agreement.
6. **ASSIGNMENT** Without the written consent of the RSD, this agreement is not assignable by the Consultant.
7. **NON-SOLICITATION OF EMPLOYEES:** RSD agrees to not solicit for hire employees of Contractor for a period of not less than 1 (One) Year following the last date of that employee's services to RSD. After completion of 1 full billable year, RSD may hire the said employee after paying a referral fee to contractor. This fee will be agreed between RSD and the contractor.
8. **SUCCESSORS AND ASSIGNS.** This agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.
9. **TIME.** Time is the essence of this agreement.
10. **GOVERNING LAW.** The validity of this agreement and any of its terms or provisions as well as the rights and duties of the parties hereunder shall be governed by the laws of the state of Washington State.
11. **WITHHOLDING.** The RSD shall not withhold or set aside any money on behalf of the Consultant for Federal Income Tax, State Income Tax, Social Security Tax, Unemployment Insurance, Disability Insurance, or any other federal or state fund whatsoever.
12. **CHANGES OR ALTERATIONS.** No changes, alterations, or variations of any kind to this agreement are authorized without the written consent of the RSD.
13. **HEADINGS.** All section headings contained herein are for clarification and convenience of reference only and are not intended to limit the scope of any provision of the agreement.

14. **TERMINATION.** The RSD may terminate this agreement and be relieved of the payment of any consideration to the Consultant should the Consultant fail to perform under this agreement. Either party may also terminate this agreement upon 45 days written notice to other party with or without cause. In the event of elective termination (without cause), RSD agrees to pay Consultant for work completed to date of termination.
15. **AMBIGUITY.** The language herein shall be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all parties shall be treated as equally responsible for such ambiguity.
16. **COPYRIGHT.** Any written or electronic media product produced as a result of this contract shall be a work for hire and shall be the property of the RSD.

E. VENDOR IS A CONSULTANT AND NOT AN EMPLOYEE

This agreement is not a contract of employment. At all times the Consultant shall be deemed to be an independent Consultant and is not authorized to bind the RSD to any contracts or other obligations, or to state or imply that he or she is an employee or authorized representative of the RSD, or to utilize the RSD's letterhead or logo without the prior consent of the RSD. Each of the following factors, in addition to other provisions of this Agreement, confirms the Consultant's status as an independent Consultant and not an employee. Except as otherwise set forth herein or agreed to by the parties in writing, the Consultant and RSD agree to comply with each of the following factors as is necessary to maintain independent Consultant status, each of which shall form a part of this Agreement:

INSTRUCTIONS	The RSD shall provide job specifications and instructions.
TRAINING	The RSD would provide training and meetings that the consultant needs to attend
RIGHT TO HIRE OTHERS	The consultant (mentioned below in Addendum - A) would not be allowed to hire others to do their work.
WORK ESSENTIAL TO RSD	The consultant's work is essential to RSD in relation to them providing all of the services provided in section
TIME TO PURSUE OTHER WORK	The Consultant may pursue other work during our agreement but not if it interferes with the hours and days worked at RSD or any other provisions listed in part A.
JOB LOCATION	RSD controls the job location.
BASIS OF PAYMENT	Payment shall be by the time expended.
WORK FOR MULTIPLE FIRMS	The Consultant may work for multiple firms simultaneously.
MATERIALS, TOOLS & EQUIPMENTS	All Materials, Tools and equipment for the job shall be provided by RSD.
SERVICES AVAILABLE TO PUBLIC	The Consultant's services are available to the general public.
RIGHT TO TERMINATE	The Consultant may not be terminated except as allowed for under the agreement.

PROGRESS REPORTS	The consultant would have to make progress reports for the students which is a monitoring issue of the goals and services for the student.

F. UNDERSTANDING AND ACCEPTANCE OF THE PARTIES This Agreement constitutes the entire understanding of the parties. The Contract Initiator's and Consultant's signatures below signify both an understanding and acceptance of the contract provisions.

G. CONTRACT INITIATOR (RSD Representative)	CONSULTANT
Signature: _____	Signature: _____
Date Signed: _____	Date Signed: _____
Branch / Dept.: _____	Title: <u>CEO</u>
Address (or Mail Code): _____	Company Name & Address: <u>360 Degree Customer Inc</u> <u>4423 Fortran Dr., Ste #114, San Jose, CA 95014</u>
Phone / Fax: <u>Ph:</u> _____	Phone / Fax: <u>Ph 408-406-7253, Fx 408-719-9900</u>
E-Mail Address: _____	E-Mail Address: <u>gulneesh@360customer.com</u>

ADDENDUM – A

School year: 2020-21

Monolingual SLP

Name: Malia Moore (50%)

Name: Jan Snavely (full time)

Rate: \$ 89.30/hour

9.17



Agenda Item Details

Meeting	Aug 19, 2020 - RSD Regular Board Meeting
Category	9. Consent
Subject	9.17 County of Ventura Memorandum of Agreement with Ventura County Behavioral Health
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Budgeted	No
Budget Source	Not applicable - There is not financial obligation
Recommended Action	Staff recommends board approval of the VCBH MOA to participate in this educational outreach program.

Public Content

Speaker: Oscar Hernandez

Rationale:

Rio School District is creating a partnership with the County of Ventura to participate in an educational outreach program from July 1, 2020 to June 30, 2021.

VCBH will collaborate with district staff in community outreach and awareness activities and provide targeted support to individual communities within district where significant barriers exist. They will also work with our counseling team to ensure continuity and coordination of behavioral health services by providing virtual parent educational series on mental health issues.

[Attachment II - Rio School District Guidelines.pdf \(807 KB\)](#)

[Attachment I - VCCE Guidelines.pdf \(686 KB\)](#)

[2020 Rio School District MOA_Logrando revised by Rio final.pdf \(174 KB\)](#)

Administrative Content

Executive Content

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August 2, 2020

Re: Safety Memo and Guidelines for all Guests and Community Partners

The COVID-19 pandemic has found us in some unprecedented times and has impacted the way school districts educate students and the way we do business. We are asking all guests and community partners to adhere to the following safety guidelines while on any of our school campuses, district offices or when working with any of our students and families in the community.

The Rio School District has been working very hard to ensure that the working environment is a safe and healthy place to be that minimizes COVID-19 contact risk. This letter consists of expectations you, as guest of the Rio school District, will be expected to follow and adhere to as you work with our district employees and families. These expectations consist of the safest guidelines recommended at this time and were developed utilizing recommendations from the CDC, CAL OSHA, and the CDPH as well as working collaboratively with our local health department.

On August 3rd, 2020, we will begin resuming operations of our school site offices operating under a “new normal” and with strict expectations for workplace behavior that is reflective of safety and precautionary measures aimed at reducing the risk of transmission of COVID-19 and protecting oneself and other employees.

The following is a detailed description of those measures and the expectations of each employee as we return to operations under a “new normal”.

Each employee and guest will be asked to complete a passive screening survey prior to reporting to any of our district campuses or offices. Please stay home if you believe you could be exhibiting COVID related symptoms.

Passive Screening Expectations:

- Take temperature - if 99.5 Fahrenheit by the no-touch temporal or forehead method (utilizing a no-touch thermometer) or 100.4 degrees Fahrenheit orally (utilizing a mouth under the tongue thermometer) or higher, stay home;
- Free from COVID like symptoms - employee should stay home if exhibiting any of the following symptoms:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing

- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Employees and guests should stay home until free of signs of fever (99.5 degrees or higher) and free of any other symptoms for at least 24 hours; They should be free of fever and symptoms

Employee and Guest Expectations to Wear a Mask/Face Covering:

How COVID-19 spreads:

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., while shouting, chanting, or singing). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Recent studies show that a significant portion of individuals with COVID-19 lack symptoms (are “asymptomatic”) and that even those who eventually develop symptoms (are “pre-symptomatic”) can transmit the virus to others before showing symptoms.

To reduce the spread of COVID-19, CDC recommends that people wear cloth face coverings in public settings when around people outside of their household, especially when other social distancing measures are difficult to maintain.

Why It Is Important to Wear a Cloth Face Covering

Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others. Wearing a cloth face covering will help protect people around you, including those at higher risk of severe illness from COVID-19 and workers who frequently come into close contact with other people (e.g., in stores and restaurants). Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings. The spread of COVID-19 can be reduced when cloth face coverings are used along with other preventative measures, including social distancing, frequent handwashing, and cleaning and disinfecting frequently touched surfaces.

On June 19, 2020, Governor Newsom ordered that all Californians are required to wear a mask under the following conditions:

- Inside of, or in line to enter, any indoor public space;
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank;
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;

- Engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with any member of the public;
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
 - Working in any space where food is prepared or packaged for sale or distribution to others;
 - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
 - In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

All employees and guests are expected to wear a face mask and/or covering as follows:

- Upon entry and exit of the school site office building and any other district property;
- Interacting in-person with any other employee or member of the public;
- Inside the school site office and any other district property when walking through common areas, such as hallways, stairways, bathrooms, and elevators;
- In any room or enclosed area where other people are present when unable to physically distance;

Exceptions to wearing a mask and/or face covering:

- When an employee is working alone at a self-contained workstation (i.e., cubicle) and/or office, the employee may choose to not wear their mask and/or face covering, however it is recommended the employee immediately put it on when interacting with another employee or member of the public who is within 6 feet of distance of their individual workstation and/or office;

Employee Expectations for Social (Physical) Distancing:

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home.

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

To practice social or physical distancing stay at least 6 feet (about 2 arms' length) from each other and members of the public who you are working with.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

Healthy Hygiene Practices/Preventative Measures and Recommendations:

Handwashing is the single most effective infection control intervention (CDC). Handwashing mechanically removes pathogens, while laboratory data demonstrate that 60% ethyl alcohol, the active ingredients in CDC-recommended fragrance free alcohol-based hand sanitizers, inactivates viruses that are genetically related to, and with similar physical properties as, COVID-19. Hand hygiene is performed by washing hands with soap and water for at least 20 seconds or using hand rub with 60% ethyl alcohol content until the content dries. If hands are visibly soiled, use soap and water.

Employees and guests are encouraged to wash their hands or use 60% ethyl fragrance free hand sanitizer often:

1. After blowing your nose, coughing, or sneezing.
2. After using the restroom.
3. Before eating or preparing food.
4. Before and after touching your face.
5. After contact with animals or pets and playing outside.
6. Before and after providing routine care for another person who needs assistance (e.g., a child).
7. Before putting on and after removing gloves.
8. After touching frequently touched areas (e.g., door knobs, handrails, shared computers)
9. Individuals providing health care services should perform hand hygiene before and after contact with each patient, contact with potentially infectious material, and before putting on and after removing PPE, including gloves. Hand hygiene after removing PPE is particularly important to remove any pathogens that might have been transferred to bare hands during the removal process.

Included in this letter are educational materials related to COVID-19 including promoting healthy hygiene and preventative measures provided by the CDC.

Prevent the spread (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

How to Protect Yourself and Others <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

Help Protect Yourself and Others

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings.pdf>

How to Safely Wear and Take Off a Cloth Face Covering

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

Stay Home if you are Ill Posters (CDC)

<https://www.cdc.gov/flu/pdf/freeresources/updated/stay-home-from-work-poster.pdf>

Cover your Cough Posters (CDC)

https://www.cdc.gov/flu/pdf/protect/cdc_cough.pdf

Common Areas

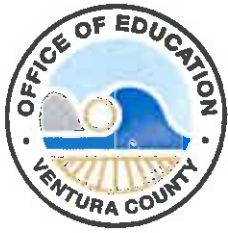
The staff lounge and/or break rooms and all conference rooms will be closed for meetings. Outdoor picnic tables may be utilized while adhering to physical distancing guidelines.

We realize these are unprecedented and trying times. We appreciate your efforts to reduce the spread of COVID19.

If you have any questions regarding any of this information, please do not hesitate to contact an administrator at any of our school campuses or district offices.

Be well

Attachment I



VENTURA COUNTY OFFICE OF EDUCATION

SCHOOL ACTION STEPS FOR PANDEMIC OUTBREAK

Updated March 5, 2020

Pandemic outbreaks can have several cycles or waves so this list may need to be repeated. Pandemic outbreaks can occur quickly and multiple measures may need to be implemented at once.

Mitigation and Prevention

Communication Plan:

- Coordinate messaging with Ventura County Public Health (VCPH) based on current events and preventative recommendations.
- Disseminate information to school staff about best hygiene practices (cover your cough & handwashing). Educational tools: [CDC School Education and Prevention Messages](#). Teachers will provide instruction about hand washing, cover your cough, and social distancing.
- Messaging to parents (ie: letters, all-call, school website, email, Facebook, Twitter) on universal preventative illness measures and to keep child home when sick.

Universal Precautions:

- Inventory personal protective equipment (gloves, surgical/procedure masks, gowns). Order and distribute supplies as necessary.
Face masks are most useful for preventing disease spread when they are worn by people who have symptoms. This is why people are asked to wear a mask at doctor's offices if they are coughing or sneezing (CDPH 2020).
- Review school illness policy for sending symptomatic students home and the use of a mask for ill students.
- Review cleaning guidelines and ensure desks and tables are cleaned appropriately with soap and water. Disinfectants may be used based on school cleaning policies and CDC recommendations.

Strategic Planning Team & Pandemic Outbreak Plan:

- Relevant school staff (administrator, teacher, school nurse, food services, and parent representative) will meet to articulate strategic priorities and oversee the development of the district's operational pandemic plan. This will include reviewing current Public Health recommendations, parent sample letter alignment, health office practices, and cleaning procedures.
- Determine standard surveillance reporting process. This would be coordinated through Ventura County Office of Education (VCOE) and VCPH and disseminated to districts on how, when, and what information would be collected and submitted, should attendance surveillance become necessary.

- Monitor attendance rates weekly, looking at classroom, grade-level, and school site attendance.
- Begin implementation and review non-pharmaceutical interventions (NPI). [Table 1 & Table 2]

Response: Probable and/or active cases in the community
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Communication Plan:

- Messaging to parents of any ill contacts (school or community), coordinated efforts with VCPH of closely monitoring the situation, and the school's decision to remain open. Always provide information on universal precautions, social distancing, symptoms of illness, and when to stay home if sick.
- Monitor VCPH, VCOE, CDC, and CDPH communications and coordinate messaging for parent communication and any press release.

Surveillance and Reporting:

- Monitor attendance weekly or daily, if warranted by sudden absences. Notify Ventura County Public Health at 805-981-5201 that normal attendance rates at school site has dropped more than 10%. If absences exceed 10%, request letter from Ventura County Public Health Office: Supporting documentation required for completion of Form J-13-A- Request for Allowance of Attendance due to Emergency Conditions due to material decrease. *A county public health officer letter for any incident involving epidemic-type illness. The letter is to specify that the illness was an epidemic or that there was an increase in the number of cases of a disease above what is normally expected of the population in that area (J13-A). [J-13A waiver request](#).*
- VCPH will provide communication with respect to frequency of attendance surveillance and reporting requirements.

Strategic Planning Meeting:

- Review and adapt current plan based on new information, including cleaning measures, health office guidelines for illness, and staffing options due to shortage. Consider closure of non-academic events. [Table 1]
- Plan and identify options for alternative learning options for students during illness, quarantine, or hospitalization.
- Consider altering school environments for individuals with special needs. This includes medically fragile students, pregnant-parenting students, childcare facilities, preschools and any population deemed to be at high risk for complications for pandemic exposure. Some areas to consider would be transportation and surveillance of students in class for symptoms of illness.
- Review attendance rates.
- Collaborate with key community stakeholders (i.e.: VCPH, transportation, food services, after-school programs, pre-school programs, and itinerate/contracted positions).
- Review and adapt current plan based on surveillance data.
- Collaborate with key community stakeholders (i.e.: VCPH, transportation, food services, after-school programs, pre-school programs and itinerate/contracted positions).

School Closures

Communication Plan:

- Messaging to parents and staff would be coordinated with VCPH (i.e.: letters, all-call, school website, email, Facebook, Twitter)
- Press release, as advised by VCPH and LEA.

Surveillance and Reporting:

- Plan and identify options for alternative learning options for students during illness, quarantine, or hospitalization.
- Request letter from Ventura County Public Health Office: Supporting documentation required for completion of Form J-13 A- Request for Allowance of Attendance due to Emergency Conditions due to materials decrease.

Strategic Planning Meeting:

- Determine type of school closure intervention (preventive, reactive, complete closure, student dismissal, or selective) that is warranted, based on active cases in your school or community and VCPH input. See definitions.
- Review next steps for re-entry, cleaning, staffing, transportation, food, and State reporting requirements.
- If schools remain open, (student dismissal or selective) consider cancellation of all non-academic events.
- Collaborate with key community stakeholders (i.e.: VCPH, transportation, food services, after-school programs, pre-school programs and itinerate/contracted positions).

Recovery

Communication Plan:

- If schools were closed, VCPH and school will issue a combined press release message to the public.
- Messaging to parents (ie: letters, all-call, school website, email, Facebook, Twitter) on return to school, symptoms of illness, and criteria or procedure to be cleared to return to school after illness. Coordinate return to school criteria procedure with VCPH to prevent reoccurrence.

Strategic Planning Team & Pandemic- Outbreak Plan Revisit:

- Review Operational Pandemic Plan actions. Revise any documents. Identify successful processes and challenges.
- Collaborate with key stakeholders on successes and challenges during the outbreak.
- Schedule periodic meetings to review and update plan with key stakeholders.

Definitions

- **Isolation:** separates person with ill symptoms from others who are not sick.
- **Non-pharmaceutical interventions (NPIs):** Strategies to slow the spread of illnesses, such as, use of personal protective measures (handwashing, cover your cough, staying at home when ill), environmental surface measures, and social distancing.
- **Proactive school closure:** Closure of school before any pandemic infection transmission among students or staff is identified.
- **Reactive school closure:** Closure of school in response to one or more cases of identified pandemic illness of staff or students in the school.
- **School closure:** Closing a school and sending all the students and staff members home.
- **School dismissal:** School would stay open for staff members while the students stay home.
- **Social distancing:** Measures to reduce transmission by decreasing the frequency and duration of social contact amount persons of all ages by limiting face-to-face contact, which reduces person-to-person transmission.
- **Triggering threshold:** The minimal number or percentage of identified infectious cases in a school or community request to consider reactive school closures.
- **Quarantine:** separates and restricts the movement of persons who are reasonably believed to have been exposed but are not symptomatic.

Social Distancing

Social distancing involves measures that reduces opportunities for person-to-person virus transmission that can help delay the spread and slow the exponential growth of a pandemic during severe, very severe, or extreme pandemics while minimizing the secondary consequences of the measures. Social distancing measures can be implemented in a range of community settings, including educational facilities, workplaces, and public places where people gather (e.g., parks, religious institutions, theaters, and sports arenas). The choice of social distancing measure depends on the severity of the pandemic. Social distancing measures include the following:

- Closure of schools or work environments.
- Lessening the contact between individuals through cancelation of non-academic events.
- If schools remain open during a pandemic, divide school classes into smaller groups of students and rearrange desks so students are spaced at least 3 feet from each other in a classroom. This applies to apparently healthy persons without symptoms. In the event of a very severe or extreme pandemic, this recommended minimal distance between people might be increased.
- Persons in community settings who show symptoms consistent with cold or flu and who might be infected with pandemic illness should be separated from well persons as soon as practical, be sent home, and practice voluntary home isolation.
- Modify, postpone, or cancel mass gatherings.

What is difference between proactive, reactive, and selective school closures or school dismissal?

Proactive school closure is when a school closes before any pandemic infection transmission among students or staff is positively identified. Proactive school closures should be done based on current evidence of community pandemic illness and coordinated with Ventura County Public Health before closing any school. [Tables 1 & 2]

Reactive school closures are done in response to one or more cases of identified pandemic illness of staff or students in the school. Closure could also be necessitated by positive cases in the community. The length of the closure should be coordinated with VCPH and based on current outbreak information.

Selective school closure involves closing schools for high risk individuals, such as Cal-SAFE programs, schools for individuals who are medically fragile, or any student deemed to be at-risk for this particular pandemic (childcare or pre-school).

School closure involves closing a school and sending all the students and staff members home. This would include cancelling all non-academic events, after-school care, and nutrition services. This should only be considered to slow the peak pandemic outbreak in the community or as a result of a high incidence of cases in the school.

School dismissal involves sending all students home but keeping the facilities open and staff on-site. Open school facilities allow teachers and staff to develop and deliver lessons and materials, provide services and help with additional response efforts, and maintain an open safe space for the appropriate supervision of students. If students can come to campus, strict social distancing must be exercised.

Any school closures and dismissals should be coupled with social distancing measures (e.g., cancelling sporting events and other mass gatherings) to reduce out of school social contact among children when schools are closed.

TABLE 1. Nonpharmaceutical interventions for personal and community preparedness to prevent pandemic

NPI category	NPIs	Timing
Personal		
Personal protective measures for everyday use	Voluntary home isolation of ill persons (staying home when ill) Respiratory etiquette Hand hygiene	Recommended at all times
Personal protective measures reserved for pandemics	Voluntary home quarantine of exposed household members Use of face masks in community settings for those that who are ill	Reserved for pandemics
Community		
School closures or dismissals	Temporary, preemptive, coordinated dismissals of childcare facilities and schools for grades K–12	Reserved for pandemics
Social distancing measures (examples)	Dividing classes into smaller groups and creating opportunities for distance learning Telecommuting and remote-meeting options in workplaces Mass gathering modifications, postponements, or cancellations of non-academic events	Reserved for pandemics
Environmental		
Environmental surface cleaning measures	Routine cleaning of frequently touched surfaces and objects in homes, childcare facilities, schools, and workplaces	Recommended at all times

TABLE 2. Factors to consider before implementing nonpharmaceutical interventions during a pandemic

Planning factors	Planning goals	Activities
Ethical considerations	<ul style="list-style-type: none"> Community engagement in prepandemic planning Equitable distribution of public health resources during a pandemic 	<ul style="list-style-type: none"> Promoting public input into NPI planning Ensuring that NPIs benefit all groups within a community Carefully considering and justifying any restrictions on individual freedom needed to implement NPIs (e.g., voluntary home quarantine of exposed household members)
Feasibility of NPI implementation	<ul style="list-style-type: none"> Minimal interruption of regular programs and activities Selection of NPIs that are practical to implement within each community 	<ul style="list-style-type: none"> Identifying practical obstacles to NPI implementation and considering ways to overcome them. Examples include the following: <ul style="list-style-type: none"> Educational issues (e.g., missed educational opportunities or loss of free or subsidized school

TABLE 2. Factors to consider before implementing nonpharmaceutical interventions during a pandemic

Planning factors	Planning goals	Activities
		<p>meals because of school dismissals)</p> <ul style="list-style-type: none"> ○ Financial issues (e.g., workers who cannot afford to stay home when they are ill or to care for an ill family member because they do not have paid sick leave) ○ Legal issues (e.g., local jurisdictions that do not have the legal authority to close schools or cancel mass gatherings for public health reasons) ○ Workplace issues (e.g., access to clean water, soap, or hand sanitizer and flexible workplace policies or arrangements)
<p>Activation triggers, and duration of NPIs</p>	<ul style="list-style-type: none"> ● Optimal implementation of NPIs during a pandemic 	<ul style="list-style-type: none"> ● Maximizing the effectiveness of NPIs by taking the following actions: <ul style="list-style-type: none"> ○ Identifying activation triggers to ensure early implementation of NPIs before explosive growth of the pandemic ○ Planning for simultaneous use of multiple NPIs because each NPI is only partially effective ○ Planning for long-term duration of school dismissals and social distancing measures
<p>Selecting NPIs for groups at risk for severe complications and for those with limited access to care and services</p>	<ul style="list-style-type: none"> ● Protection of persons most at risk for severe illness or death during a pandemic ● Protection of persons who might need additional assistance during a pandemic response, including persons with disabilities and other access and functional needs 	<ul style="list-style-type: none"> ● Identifying strategies for implementing NPIs among selective high-risk groups ● Identifying strategies for implementing NPIs among groups who might experience barriers to or difficulties with accessing or receiving medical care and services, including the following: <ul style="list-style-type: none"> ○ Persons who are culturally, geographically, or socially isolated or economically disadvantaged ○ Persons with physical disabilities, limitations, or impairments

TABLE 2. Factors to consider before implementing nonpharmaceutical interventions during a pandemic

Planning factors	Planning goals	Activities
Public acceptance of NPIs	<ul style="list-style-type: none"> • Active participation in NPI implementation during a pandemic 	<ul style="list-style-type: none"> ○ Persons with low incomes, single-parent families, and residents of public housing ○ Persons who live in medically underserved communities • Promoting public understanding that individual action is essential for effective implementation of NPIs in every pandemic scenario. In many scenarios, both personal and community NPIs might be recommended. NPI recommendations might change as new knowledge is gained. • Identifying key personnel to disseminate emergency information (e.g., alerts, warnings, and notifications) and establishing communication channels that enable members of the public to ask questions and express concerns (e.g., call centers or social media sites) • Ensuring that school dismissals and other NPIs are acceptable to the community during a pandemic • Coordinating with local partners to support households complying with voluntary home quarantine (e.g., providing necessary food and supplies) • Identifying strategies for mitigating the secondary consequences of school dismissals and other social distancing measures (e.g., modifications or cancellations of mass gatherings) • Minimizing intervention fatigue during a pandemic
Balancing public health benefits and social costs	<ul style="list-style-type: none"> • Maximization of NPI public health benefits and minimization of social and economic costs during a pandemic 	<ul style="list-style-type: none"> • Estimating economic and social costs of NPIs and their secondary (unintended or unwanted) consequences • Balancing those costs against public health benefits, with reference to different prepandemic planning scenarios

TABLE 2. Factors to consider before implementing nonpharmaceutical interventions during a pandemic

Planning factors	Planning goals	Activities
Monitoring and evaluation of NPIs	<ul style="list-style-type: none">• Ongoing guidance during a pandemic on optimal NPI implementation, maintenance, and discontinuation	<ul style="list-style-type: none">• Identifying strategies for reducing the cost of NPI implementation• Identifying ways to monitor and evaluate NPI effectiveness

Reference

Qualls N, Levitt A, Kanade N, et al. Community Mitigation Guidelines to Prevent Pandemic Influenza — United States, 2017. *MMWR Recomm Rep* 2017;66(No. RR-1):1–34.

DOI: <http://dx.doi.org/10.15585/mmwr.rr6601a1external icon>. Retrieved: 3/05/20

Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 (COVID-19) Exposure in Travel-associated or Community Settings

<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html> Retrieved: 3/05/20

Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19): [https://www.cdc.gov/coronavirus/2019-ncov/specific-](https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html)

[groups/guidance-for-schools.html](https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html) Retrieved: 3/5/20

Effectiveness of School Closure for the control of Influenza. <https://nccid.ca/publications/effectiveness-of-school-closure-for-the-control-of-influenza/> Retrieved: 3/05/20

**MEMORANDUM OF AGREEMENT BETWEEN
THE COUNTY OF VENTURA AND
RIO SCHOOL DISTRICT
FOR EDUCATIONAL SUPPORT SERVICES**

This Memorandum of Agreement (“MOA”) is made and entered into by and between the Rio School District (hereinafter referred to as “District”) and the County of Ventura, through its Behavioral Health Department (hereinafter referred to as “VCBH”), collectively referred to as the “parties.”

Whereas, District desires to engage VCBH to provide educational support services as described in Exhibit A – Description of Services, which is attached hereto and incorporated herein by this reference (“Services”); and

Whereas, VCBH has the necessary qualifications by reason of training, experience, preparation and organization and is agreeable to performing and providing such Services, upon and subject to the terms and conditions as set forth below in this MOA;

NOW, THEREFORE, it is agreed as follows:

1. **ARRAY OF SERVICES.** VCBH agrees to provide the Services set forth in Exhibit A at school sites and district locations mutually agreed to by the parties.
2. **NATURE OF RELATIONSHIP.** The parties agree the relationship created by this MOA is that of independent contractor. In performing the Services, VCBH shall at all times act and perform as an independent contractor of District, and not as a partner, joint venturer, agent or employee of District, and nothing contained herein shall be construed to be inconsistent with this relationship or status. Neither party is granted any right or authority to assume or to create any obligation or responsibility, express or implied, on behalf of or in the name of the other party or to bind the other party in any manner. Except for any materials, procedures or subject matter agreed upon, and reduced to writing herein, between VCBH and District, VCBH shall have complete control over the manner and method of performing the Services.

VCBH understands and agrees to independent contractor status. VCBH understands and agrees that acceptance of this MOA creates a rebuttable presumption that the officers, agents, employees or subcontractors of VCBH are not entitled to coverage under the California workers’ compensation insurance laws, unemployment insurance, health insurance, pension plans or any other benefits normally offered or conveyed to District employees. VCBH will be responsible for payment of all VCBH employee wages, payroll taxes, employee benefits, and any amounts due for federal and state income taxes and Social Security taxes. These taxes will not be withheld from payments under this MOA.

3. NON-EXCLUSIVITY.

- a. During the term of this MOA VCBH may, independent of its relationship with District, without breaching this MOU or any duty owed to District, render services for any other entity.
- b. During the term of this MOA District may, independent of its relationship with VCBH, without breaching this MOU or any duty owed to VCBH, contract with other individuals and entities to render the same or similar services to District.

4. SERVICES. VCBH shall provide District with the Services described on the "Description of Services" attached hereto at Exhibit A and incorporated herein by this reference.

5. TIME OF PERFORMANCE. The term of this MOA shall commence on July 1, 2020, and terminate on June 30, 2021. Thereafter, the term of the MOA will automatically renew for two additional periods of one year each, unless one party gives written notice of nonrenewal to the other at least 30 days before the start of the additional period.

6. PAYMENT AND EXPENSES. There is no financial obligation on the part of District or VCBH to participate in this educational outreach program.

7. ASSIGNMENT AND SUBCONTRACTORS. Neither party shall assign or transfer this MOA or any rights or interest hereunder without the prior written consent of the other party, which may be withheld in that party's sole and absolute discretion for any reason. Nothing contained herein shall prevent VCBH from employing independent associates, subcontractors and sub-consultants as VCBH may deem appropriate to assist in the performance of Services herein, subject to the prior written approval of District. Any attempted assignment or transfer in violation of this MOA shall be null and void and of no force and effect. Any attempted assignment or transfer in violation of this MOU shall be grounds for the non-assigning or non-transferring party, in its sole discretion, to terminate the MOA.

8. TERMINATION OR AMENDMENT. This MOA may be terminated or amended in writing at any time by mutual written consent of the parties, and may be terminated by either party for any reason by giving the other party 30 days' advance written notice. The parties to this MOA shall be excused from performance hereunder during the time and to the extent they are prevented from obtaining, delivering or performing services due to act(s) of God. Satisfactory evidence thereof to the other party is required, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

9. NOTICE. Any notice, demand or request required or permitted to be given under this MOA shall be deemed fulfilled by written notice, demand or request served on the party entitled thereto by one of the following methods:

- a. Personal delivery;
- b. Nationally recognized overnight express courier;
- c. Certified or registered prepaid U.S. mail, return receipt requested; or
- d. Electronic mail or electronic facsimile transmission; provided that, if given electronically, an additional copy shall also be delivered by a, b or c above.

If mailed, such notice, demand or request shall be mailed certified or registered mail, return receipt requested, and deposited in the United States mail addressed to such party at its address set forth below or to such address as either party hereto shall direct by like written notice and shall be deemed to have been made on the third day following posting; or if sent by a nationally recognized overnight express courier, prepaid, such notice shall be deemed to have been made on the next business day following deposit with such carrier. For the purposes herein, notices shall be sent to District and VCBH as follows:

Rio School District	<u>Ventura County Behavioral Health</u> VCBH
Attn: _____	Attn: <u>Maryza Seal, Contracts Manager</u>
Email: _____	Email: <u>Maryza.Seal@Ventura.org</u>
Street	1911 Williams Drive Street
City, State, Zip Code	Oxnard CA, 93036 City, State, Zip Code

- 10. **WARRANTY.** VCBH hereby warrants to District that the Services shall be performed in a professional manner consistent with industry standards.
- 11. **ADDITIONAL WORK.** If changes in the Services are recommended by VCBH or District, and informal consultations with the other party indicate that a change is warranted, the changes shall be implemented in the following manner:
 - a. A letter outlining the changes shall be forwarded to District by VCBH with an outline of changes in the Description of Services, Exhibit A.
 - b. A written amendment to this MOA shall be prepared by District and executed by the parties before any performance of additional or different Services.

Any such amendment to the MOA shall not render ineffective or invalidate unaffected portions of this MOA.

- 12. **COMPLIANCE WITH LAWS.** VCBH hereby agrees that its officers, agents, employees and subcontractors shall obey all applicable local, state and federal laws and regulations in the performance of this MOA, including, but not limited to, minimum wage laws and/or prohibitions against discrimination.

VCBH and its officers, agents, employees and/or subcontractors shall secure and maintain in force for the full term of this MOA, at VCBH's sole cost and expense, such licenses and permits as are required by law, in connection with the furnishing of all the Services, and materials or supplies necessary for completion of the Services.

13. **NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY.** VCBH represents and agrees that it does not and shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or any and all other protected classes consistent with all applicable local, state and federal law.
14. **PRIVACY.** VCBH and District acknowledge the protections afforded to student health information under regulations adopted pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Pub. L. No. 14-109, student records under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. section 1232g, and health and other records under provisions of state law relating to privacy. VCBH and District shall ensure that all activities undertaken under this MOA conform to the requirements of these laws.
15. **INDEMNIFICATION.** VCBH agrees to defend, indemnify and hold harmless District, its officers, directors, agents, employees and/or volunteers from any and all third-party claims, demands, losses, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property, or any other loss, sustained or claimed to have been sustained arising out of activities of VCBH or its officers, directors, agents, employees and/or volunteers whether or not such act or omission is authorized by this MOA. The provisions of this section 15 do not apply to any damage or losses caused solely by the negligence of District or its officers, directors, agents, employees, volunteers and/or students.

District agrees to defend, indemnify and hold harmless VCBH, its officers, directors, agents, employees and/or volunteers from any and all third-party claims, demands, losses, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property, or any other loss, sustained or claimed to have been sustained arising out of activities of District or its officers, directors, agents, employees and/or volunteers whether or not such act or omission is authorized by this MOA. District assumes no responsibility whatsoever for any property placed on District premises by VCBH, its agents, employees or volunteers. The provisions of this section 15 do not apply to any damage or losses caused solely by the negligence of VCBH or its officers, directors, agents, employees and/or volunteers.

16. **INSURANCE.** VCBH and District each recognize and accept that the other party is a public agency and is self-insured. Each party will maintain coverages commensurate with its activities under this MOA. Either party may, at that party's discretion, purchase commercial insurance to cover its exposure hereunder.

VCBH will provide District with a certificate of insurance, or a substantially equivalent document, showing evidence of its workers' compensation insurance coverage and general liability insurance coverage.

District will provide VCBH with a certificate of insurance, or a substantially equivalent document, showing evidence of District's workers' compensation insurance coverage and general liability insurance coverage.

17. **SAFETY AND SECURITY.** VCBH shall be responsible for ascertaining from District all rules and regulations pertaining to safety, security and driving on school grounds, particularly when children are present.

VCBH and all subcontractors are required to comply with Education Code section 45125.1 fingerprint certification requirements. VCBH must provide proof that fingerprint certification requirements have been fulfilled prior to commencing any Services for District under this MOA.

18. **GOVERNING LAW AND VENUE.** The parties hereby acknowledge and agree that each party is a public entity, which is subject to certain requirements and limitations. This MOA and the obligations of each party hereunder are subject to all applicable federal, state and local laws, rules and regulations, as currently written or as they may be amended from time to time.

This MOA shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this MOA, the action shall be brought in state or federal court situated in the County of Ventura, State of California, unless otherwise specifically provided for under California law. VCBH and District hereby waive and expressly agree not to assert, in any way, any claim or allegation that it is not personally subject to the jurisdiction of the courts named above. VCBH and District further agree to waive any claim or allegation that any suit, action or proceeding brought in the courts named above is either brought in an inconvenient forum or that the related venue is improper.

19. **DISPUTE RESOLUTION.** VCBH and District agree that the following process will be used to address disputes arising under this MOA only after collaborative efforts have been attempted beginning at the lowest possible level.

By August 1, 2020, and for any extension of this MOA beyond 2020, VCBH and District will name a mutually agreed upon administrator of a Ventura County department or agency to mediate disputes using a process of facilitated communication through non-binding VCBH and District mediation. The parties will use the following process:

- A written notice of the request for dispute resolution, including a description of the concerns to be addressed, shall be forwarded by the party initiating the dispute to the non-initiating party.
- If the issue is not resolved within 5 business days, the party initiating the dispute shall request that the mediator be contacted to schedule a meeting between the parties.
- No later than 60 calendar days from the date the mediator is contacted, a resolution plan between the two parties will be developed.

- The responsible VCBH and District personnel shall assure the agreements included in the resolution plan are implemented.
 - The costs for this process shall be shared equally between VCBH and District.
20. **NATURE OF AGREEMENT.** This MOA constitutes a binding expression of the understanding of the parties with respect to the services to be provided hereunder and is the sole contract between the parties with respect to the subject matter hereof. There are no collateral understandings or representations or agreements other than those contained herein. This MOA represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any and all other agreements and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof. This MOA may only be modified by a written instrument signed by authorized representatives of each of the parties hereto.
21. **BINDING EFFECT.** This MOA shall inure to the benefit and shall be binding upon all of the parties to this MOA, and their respective successors in interest or assigns, subject to section 7.
22. **WAIVER.** No claim or right arising out of a breach of this MOA can be discharged in whole or in part by a waiver or renunciation of the claim or right unless such waiver is in writing.
23. **THIRD PARTY RIGHTS.** Nothing in this MOA shall be construed to give any rights or benefits to anyone other than District and VCBH.
24. **SEVERABILITY.** The unenforceability, invalidity or illegality of any provision(s) of this MOU, as determined by a court of competent jurisdiction, shall not render the other provisions unenforceable, invalid or illegal.
25. **RECITALS; PARAGRAPH HEADINGS.** The recitals set forth above are incorporated herein by this reference. The headings of the paragraphs hereof are inserted only for the purpose of convenient reference. Such headings shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this MOA or any part or portion thereof, nor shall they otherwise be given any legal effect whatsoever.
26. **AUTHORITY.** VCBH represents and warrants that VCBH has all requisite power and authority to conduct its business and to execute, deliver and perform this MOA. Each party warrants that the individuals who have signed this MOA have the legal power, right and authority to make this MOA and to bind each respective party.

IN WITNESS WHEREOF, the parties have executed this MOA as of the date last written below.

RIO SCHOOL DISTRICT
District

COUNTY OF VENTURA
VCBH

By:

Signature

Signature

Name

Name

Title

VCBH Director

Title

Date

Date

EXHIBIT A DESCRIPTION OF SERVICES RIO SCHOOL DISTRICT AND VCBH MOA

District will:

1. Provide a primary contact for each school site to establish direct communication with VCBH staff.
2. Work with VCBH staff to plan and conduct screenings via telephone and virtual parent educational series to targeted school sites to inform the community about behavioral health services available in Ventura County.
3. Comply with COVID-19 Ventura County Public Health Orders and/or Safety Guidelines from VCBH, Ventura County Office of Education (Attachment I) and Rio School District Guidelines (Attachment II).
4. Work collaboratively with VCBH staff to reduce barriers to identification and treatment of mental illness and provide targeted support to individual communities within District where significant barriers to access are identified.
5. Provide access to staff development opportunities to educate faculty/staff/administration on mental health issues and VCBH.
6. Work in collaboration with VCBH staff in community outreach and awareness activities.
7. Work in collaboration with VCBH to serve children and families jointly through a shared model (“pyramid of interventions”) that incorporates the resources of each agency.
8. Provide information to VCBH staff regarding the treatment of students consistent with the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).
9. Work with VCBH staff to establish target goals for measurement of success by gathering, analyzing and planning in response to these measurements.
10. Provide a confidential space at each school site or District location for VCBH staff to meet with clients.
11. Provide access to facilities for evening meetings when scheduled (including, but not limited to, staff unlocking and locking meeting room, opening and closing restrooms and addressing any issues with facility during meetings).
12. Provide light snacks for parents participating in VCBH parent educational training series.
13. Disseminate the MOA to all school site administrators and vested parties.
14. Administrators and designated staff at each school site or District location will attend a Logrando Bienestar 101 presentation.
15. Provide school campus WiFi Access to VCBH staff.

VCBH will:

1. Provide a primary contact for each school site to establish direct communication with District staff.
2. Provide screenings via telephone and virtual parent educational series (minimum of 4 sessions each series) on mental health issues a minimum of twice per academic year at each mutually agreed upon District location or school site.
3. Comply with COVID-19 Ventura County Public Health Orders and/or Safety Guidelines from Ventura County Office of Education (Attachment I) and Rio School District Guidelines (Attachment II).
4. Work collaboratively with District staff to reduce barriers to identification and treatment of mental illness and provide targeted support to individual communities within District where significant barriers to access are identified.
5. Work in collaboration with District staff in community outreach and awareness activities.
6. Provide information to District staff regarding the treatment of students (consistent with FERPA and HIPAA).
7. Work with District staff to establish target goals for measurement of success by gathering, analyzing and planning in response to these measurements.
8. Work in collaboration with District’s counseling team to ensure continuity and coordination of behavioral health services.