

PALERMO UNION SCHOOL DISTRICT

7390 Bulldog Way
Palermo, CA 95968-9700
(530) 533-4842
Fax (530) 532-1047

Superintendent
Kathleen Andoe-Nolind

Board of Trustees
Debbie Hoffman
William Bynum
Susan Short
Loretta Long
Jessica King

Helen Wilcox School
5737 Autrey Lane
Oroville, CA 95966
(530) 533-7626
Fax (530) 533-6949
Heather Scott, Principal

Honcut School
68 School Street
Oroville, CA 95966
(530) 742-5284
Fax (530) 742-2955
Heather Scott, Principal

Palermo School
7350 Bulldog Way
Palermo, CA 95968
(530) 533-4708
Fax (530) 532-7801
Andee Farrar, Principal

Golden Hills School
2400 Via Canela
Oroville, CA 95966
(530) 532-6000
Fax (530) 534-7982
Kristi Robinson, Principal

SPECIAL BOARD MEETING AGENDA October 24, 2018

**Place: Golden Hills Elementary School
2400 Via Canela, Oroville, CA 95966
4:30 p.m.**

[Note: The Board of Trustees may take action on any item posted on this Agenda. Members of the public may directly address the Board concerning any item on this Agenda prior to or during the Board consideration of that item, as determined by the Board President. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in these meetings, please contact the Superintendent's Office (530) 533-4842, ext. 7. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to these meetings. This Agenda and all supporting documents are available for public review at the District Office, 7390 Bulldog Way, Palermo, CA. Documents that have been distributed to the Board less than 72 hours before the meeting are available for public inspection at the District Office, 7390 Bulldog Way, Palermo, CA 95968]

INTRODUCTION

1. **Call to Order.** (Time_____)
2. **Flag Salute.**
3. **Roll Call.**
4. **Approval of Agenda.**

ACTION____MOTION____SECOND____VOTE_____

5. **Audience with the Board.**

Agenda Items:

This is the time the Board President will invite anyone in the audience wishing to address the Board on a matter that is on the agenda to state your name and the agenda item on which you wish to speak. When that item comes up on the agenda you will be asked to stand and repeat your name for the record, and make your presentation [five (5) minute time limit per person].

6. **Staff Reports/Business Items.**

- a. It is recommended the Memorandum of Understanding between Butte County Office of Education and Palermo Union School District for the Butte Teacher Induction Program for 2018/2019 be approved.

REFERENCE #1

ACTION____MOTION____SECOND____VOTE_____

6. **Staff Reports/Business Items.** *(continued)*

- b. It is recommended the revised Director of Preschool Programs job description be approved.

REFERENCE #2

ACTION____MOTION____SECOND____VOTE_____

- c. It is recommended the revised Certificated Management Salary Schedule be approved.

REFERENCE #3

ACTION____MOTION____SECOND____VOTE_____

- c. It is recommended the contract between the Center for Transforming Education and Palermo Union School District for Credentialed Librarian of Record services for 2018/2109 be approved.

REFERENCE #4

ACTION____MOTION____SECOND____VOTE_____

ADJOURNMENT (Time _____)

MEMORANDUM OF UNDERSTANDING

Butte Teacher Induction Program
Butte County Office of Education
and
Palermo Union School District

1. General

This Memorandum of Understanding (“MOU”) is entered into between **Palermo Union School District** (“District”) and Butte County Office of Education (“BCOE”) as partners in the Butte Teacher Induction Program as of September 7, 2018.

2. Purpose

The purpose of this MOU is to establish a formal working relationship between the District and BCOE and to set forth the operative conditions that govern this partnership.

3. Responsibilities – General

A. BCOE agrees to the following:

1. employ an Induction Program Director/Administrator (“Program Director”);
2. employ a secretary to support the administration of the Program;
3. provide workspace for the Program Director and staff – including computers, telephones, and meeting space for program activities;
4. develop and establish contracts with outside vendors for professional services as needed for participating teacher/mentor professional development;
5. facilitate a process for equitable distribution of services to participating teachers and mentors in all Butte County school districts;
6. establish and maintain accurate records and reports;
7. supply to the California Commission on Teacher Credentialing and the California State Department of Education reports and other information as requested on all matters related to Program requirements and activities and credentialing;
8. convene an Induction Advisory Council (“Council”), establish regular meetings and provide data on Program requirements and teacher credentialing;
9. provide formative assessment/CSTP/Content Standards/Induction Standards training for mentors and participating teachers;
10. recruit and support classroom teachers as professional development facilitators;
11. process payment for authorized contracted services;
12. provide materials, facilitation and presentation support for Professional Development Facilitators;
13. participate in and fund program evaluation, including Accreditation Cycle;
14. coordinate with CSUC regarding the Program;
15. initiate continuous contact with the Council, District superintendent and site administrators to provide legal information, clarify roles and responsibilities, and provide verification and accountability specific to teacher credential process;
16. communicate and advise District personnel directors regarding Program standards, hiring implications and procedures for compliance;
17. establish, monitor and supervise professional development providers in accordance with Program standards;
18. establish and maintain an accountability system for mentors, participating teachers. Release accountability report to District two times (winter/spring) per year and upon request;
19. provide appropriate services to special education mentors and participating teachers;
20. include a planned process for advising participating teachers about their involvement in the Program, for providing formative feedback about participants’ progress toward completion of

- the Program, and for arriving at a professional teaching credential recommendation for each participating teacher;
21. plan and implement the Program in compliance with the Professional Teacher Induction Standards;
 22. identify and assign a mentor to each participating teacher
 23. ensure that each participating teacher receives an average of not less than one hour per week if individualized support/mentoring coordinated and/or provided by the mentor;
 24. ensure that the Individualized Learning Plan and goals for each participating teacher is developed within the first 60 days of the teacher's enrollment in the Program; and
 25. provide an early option for "experienced and exceptional" candidates who meet the Program's established criteria.

B. District agrees to the following:

1. provide District office/site personnel to support Program;
2. upon hire/prior to October 12, assign participating teachers to Program. Eligible candidates include those new to the profession (zero or one year experience as "teacher of record") who are teaching on preliminary credentials, those prepared out of state and have less than two year's experience, Preliminary (Level 2) Education Specialist candidates and those teaching on non state-funded intern credentials.
 - i. This excludes long-term substitute positions with the exception of extended substitute positions, i.e., military leave, extended illness;
3. select and assign mentors according to Program standards;
4. match mentor with participating teacher taking into consideration credentials held; subject matter knowledge; orientation to learning; relevant experience; current assignments; and geographic proximity;
5. ensure that all site administrators with mentor(s) and or participating teacher(s) on staff schedule a minimum of two collaborative meetings per year with mentor/participating teacher partners (i.e. triad meetings)
6. establish working conditions for teachers aligned with Program standards;
7. provide appropriate support services for teachers assigned to "challenging" settings;
8. ensure core classroom materials for the participating teacher(s); and
9. provide teacher retention data to Program upon request.

4. Responsibilities – Fiscal

A. BCOE agrees to:

1. overall fiscal responsibility for the administration of funds, to include submission of year-end expenditure reports, preliminary and revised budgets, and any other documentation required by CDE or CCTC;
2. develop and maintain a balanced budget that allocates amounts sufficient to meet the costs of implementing Program responsibilities;

B. District agrees to:

1. provide funding for each participating teacher in the amount of \$3,000/teacher per year
 - i. cost includes professional development seminars and mentor stipends

2. The District agrees to provide funding for the following teachers to participate in the induction program:
 * Candidates highlighted in yellow are receiving the CalEd Grant, which covers the cost of their yearly tuition.

Seth Davis
Emily Erickson
Rebekah Zarzynski
Korinne Pyle
William Smithey
Tami Eve Wood

3. provide release times, for mentor to observe their participating teacher and/or for participating teachers to participate in formative assessment system requirements, including but not limited to classroom observations.

3. Other Conditions

Any and all products developed by BCOE and/or via the Program are the exclusive property of BCOE. District, their employees, staff, and subcontractors shall not have the right to disseminate, market, or otherwise use the products without the written permission of BCOE.

4. Relationship of the Parties

Each party enters into this MOU as, and shall continue to be, independent agencies. Under no circumstances shall the District, or any District employee or contractor (collectively, the "District Parties") be considered an employee of BCOE within the meaning of any federal, state, or local law or regulation including, but not limited to, laws or regulations governing unemployment insurance, old age benefits, workers' compensation, industrial illness or accident coverage, taxes, or labor and employment in general. Under no circumstances shall District Parties look to BCOE as an employer. District Parties shall not be entitled to any benefits accorded to BCOE employees, including, without limitation, workers' compensation, disability insurance, vacation or sick pay.

5. Term

The effective date of this MOU is **September 7, 2018**. This MOU will be in effect for the 2018-2019 school year and BCOE will initiate an S-Transfer for the amount due by May 30, 2019.

6. Indemnification

District shall and does hereby indemnify, defend, and hold harmless BCOE, and BCOE's officers, employees, agents and representatives from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities and damages, including, without limitation, interest, penalties, and reasonable attorney fees and costs, that BCOE may incur or suffer and that rise from, or are related to any breach or failure of District to perform any of the representations, warranties and agreements contained in this MOU.

7. California Law

This MOU shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding brought to enforce the terms and conditions of this MOU shall be maintained in Butte County, California.

8. Rule and Regulations


All rules and regulations of each party's Governing Board and all federal, state, and local laws, ordinances and regulations are to be observed strictly by staff members providing services pursuant to this MOU

9. Notice

Any notice required or permitted to be given under this MOU shall be deemed to have been given, served and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required.

10. Entire Agreement of Parties

This MOU constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations and agreements, whether oral or written. This MOU may be amended or modified only by a written instrument by both parties.

By  _____
Signature of Authorized Official
Butte Teacher Induction Program

By _____
Signature of Authorized District Official

Date: 10/8/18

Date: _____

PALERMO UNION SCHOOL DISTRICT
JOB DESCRIPTION
DIRECTOR OF PRESCHOOL PROGRAMS
Certificated Management

PURPOSE

The purpose of this document is to list a limited number of duties typically performed by a person in the classification cited above as well as certain requirements necessary to perform these duties. It is not intended to be a complete list of duties nor requirements, but rather, examples by which to select and compensate certificated employees in a fair and reasonable manner.

SUMMARY

The Director of Preschool Programs supervises the District's multi-site Preschool Program; provides instruction; serves as coordinator of curriculum, staff development and parent education; supervises Preschool Permit Teachers, Site Supervisors, Aides, and other Preschool Program staff; and maintains positive interpersonal relationships with students, parents, staff, community members, and administrators. The Director coordinates the delivery of preschool services with the goal of increasing student academic achievement, improving family literacy and empowering families to support their child's academic, social and emotional development.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Serves as District Director of the Preschool Programs.
- Supervises the District's multi-site Preschool Programs.
- Supervises Preschool Permit Teachers, Permit Associate Teachers, Permit Assistants, and Instructional Aides and volunteers.
- Provides service in the care, development, and instruction of enrolled children.
- Serves as the coordinator of preschool curriculum and staff development.
- Serves as Site Supervisor and performing said duties, as per PUSD Site Supervisor job description.
- Evaluates preschool program staff.
- Works closely with the CBO regarding budget development and other financial issues, reviews program applications, reports, data compilations, etc. for accuracy.
- Ensures classroom and/or instructional environment is attractive, healthy, safe and conducive to learning.
- Promotes and maintains student behavior expectations conducive to learning and maximizes learning time.
- Establishes and demonstrates positive interpersonal relationships with students, parents, other staff members, the Parent Advisory Committees, and the community.
- Maintains an ongoing program of professional growth that meets District expectations and personal professional goals.
- Works closely with the CBO and district office staff to insure that family information is accurate and complete prior to enrollment in the preschool program.
- Ensures the accuracy, completeness, confidentiality, and security of all student information.
- Assists in the selection, supervision, and training of preschool staff.
- Complies with licensing agencies (Title 22, Title 5, Funding Terms and Conditions with the California Department of Education, etc.) and ensures that the program is compliant with all program requirements (development profiles, environmental rating scales, parent surveys, program self-evaluations, contract monitoring review, etc...)

- Coordinates case management of students with IEP's.
- Complies with District and School policies and procedures.
- Provides a strong foundation for the connection between home and school.
- Responsible, in coordination with site staff, for on-going communication with parents and families, including active parent education programs.
- Coordinates transitions from infant/toddler early intervention programs to district preschools and transitions from district preschools to kindergartens.
- Publicizes and promotes the service of the preschool program via district websites, brochures, social media, print media and or presentation in the community
- Works closely with site administrators and kindergarten staff to align preschool activities and instruction with site goals and objectives.
- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

- Option 1: BA or higher including: 24 Early Childhood Education (ECE)/Child Development (CD) including at least 3 semester units in each of the core areas; plus 6 administration units and 2 adult supervision units.
and
Currently hold a Site Supervisor Permit with at least one year's experience as a Site Supervisor or Director.
- Option 2: Administrative Services Credential including a BA with 12 units ECE/CD plus 3 units of supervised field experience in an ECE/CD setting.
- Option 3: Multiple Subjects or a Single Subject in Home Economics Teaching Credential; 12 semester units ECE/CD plus 3 units of supervised field experience in an ECE/CD setting and 6 administration units.
- Option 4: Master's Degree or higher in early childhood education, child/human development or a closely related field.

LANGUAGE SKILLS

- Literate in Standard English (listening, speaking, reading and writing).
- Effective communication and interpersonal skills.
- Ability to compose letters, notes, memos, etc.
- Ability to complete applications, reports, etc.
- Ability to read, analyze and interpret periodicals, professional journals, technical procedures, district policies and regulations.
- Ability to effectively present information and respond to questions from administrators, parents, students, and general public.

MATHEMATICAL SKILLS

- Ability to read and understand program budgets and financial reports.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, fractions, and decimals.
- Ability to compute rate, ratios and percent and apply to practical solutions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of known variables in situations where creative problem solving is required. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

The employee typically has to deal with issues or problems that often require assessment and reasoning before coming up with an approach or solution. The search for solutions may be accomplished quickly, but usually requires assessment and analysis of various alternatives based on standards or approaches defined by management or the appropriate professional technical discipline.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to manipulate, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

SUPERVISION EXERCISED OR RECEIVED

Under the immediate supervision of the District Superintendent.

PALERMO UNION SCHOOL DISTRICT

2018-19 CERTIFICATED MANAGEMENT SALARY SCHEDULE

POSITION	CLASS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Steps 8/9	Steps 10/11	Steps 12/13	Steps 14/15	Steps 16/17	Steps 18/19	Steps 20/21
PRINCIPAL (215 days)	I	99774	102621	105473	108322	111171	114019	116869	119720	122574	125429	128288	131135	133985	136933
VICE PRINCIPAL (195 days)	II	85665	88112	90563	93009	95457	97909	100356	102805	105252	107706	110048	112605	115055	117587
PSYCHOLOGIST (195 days)	III	85153	87557	89967	92376	94783	97190	99602	102009	104415	106822	109226	111632	114043	116552
Asst Superintendent/ Director, State & Federal Programs (225 days)	IV	104415	107394	110376	113358	116342	119324	122304	125289	128275	131260	134247	137234	140221	143306
DIRECTOR OF SPECIAL PROGRAMS (215 days)	V	94453	97248	100126	103091	106143	109284	112519	115849	119279	122810	126444	130187	134040	138008
PRESCHOOL DIRECTOR (230 days)	VI	65090	66978	68920	70919	72975	75092	77269	79510	81816	84188	86630	89142	91727	94387

Earned Masters Degree \$1133
Earned Doctoral Degree \$2269



Tim Taylor
 Superintendent
 ttaylor@bcoe.org

Michelle Zevely
 Assistant Superintendent
 mzevely@bcoe.org
 530.532.5789

Jeanette Spencer
 Senior Advisor
 jspencer@bcoe.org

**Center for Transforming
 Education**
 5 County Center Drive
 Oroville, CA 95965
 530.532.5800

Board of Education

*Amy Christianson
 Howard M. Ferguson
 Ryne Johnson
 Jeannine MacKay
 Brenda J. McLaughlin
 Roger Steel
 Mike Walsh*

1859 Bird Street
 Oroville, CA 95965
 (530) 532-5761
 Fax (530) 532-5762
<http://www.bcoe.org>

n Equal Opportunity Employer

**2018-19 PUBLIC SCHOOLS AGREEMENT
 For Library Services
 From the Butte County Office of Education**

This Agreement is made and entered into by and between Tim Taylor, Butte County Superintendent of Schools, State of California, hereinafter called County Office, and **Palermo USD** hereinafter called School.

It is hereby mutually agreed by and between County Office and District/ Charter School that the County Office shall render to the District/Charter School and agrees to pay the County Office for the following library services for the school year 2018-2019.

The County Office will:

Provide contracting schools with access to consultation services by a credentialed Teacher Librarian and Librarian of Record to satisfy California State Education Codes 18100 & 44868 that charge district governing boards to provide students and teachers with credentialed library services. Librarian of Record consultation services include, but not limited to: district/school library program and policy development; school library management and facilities improvement; library automation and technology support; collection development, including weeding and purchasing of library resources; school library staff development and training.

CBEDS Count and Billing:

The school district will either:

Contract with BCOE:

A fee of \$0.50 per CBEDS for Credentialed librarian service.
2017-18: \$0.50 x 1272 CBEDS = 636

OR

Decline BCOE Library Services because **Palermo USD** has made other arrangements to satisfy the California State Education Code 18100 & 44868.

Those arrangements are _____

PALERMO USD

**BUTTE COUNTY OFFICE
 OF EDUCATION**

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: Timothy J. Taylor

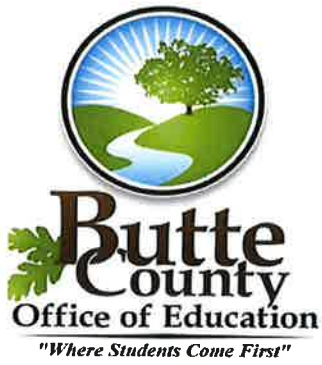
Title: _____

Title: Superintendent

Date: _____

Date: _____

"WHERE STUDENTS COME FIRST"



Tim Taylor
Superintendent
ttaylor@bcoe.org

Michelle Zevely
Assistant Superintendent
mzevely@bcoe.org
530.532.5789

Jeanette Spencer
Senior Advisor
jspencer@bcoe.org

**Center for
Transforming Education**
5 County Center Drive
Oroville, CA 95965
530.532.5800

Board of Education

*Amy Christianson
Howard M. Ferguson
Ryne Johnson
Jeannine MacKay
Brenda J. McLaughlin
Roger Steel
Mike Walsh*

1859 Bird Street
Oroville, CA 95965
(530) 532-5761
Fax (530) 532-5762
<http://www.bcoe.org>

An Equal Opportunity
Employer

September 28, 2018

Dear Butte County Schools and Districts,

The Center for Transforming Education (CfTE) would like to again offer our Credentialed Librarian of Record as a contracted service for your school and district. Credentialed Librarian, Allison Waggener, has been providing services for the last several years and is looking forward to serve your district schools again this year.

Please find enclosed, the 2018-19 Public Schools Agreement that indicates a minimal fee for your district, based on your schools' 2017-18 CBEDS. Kindly return this approved agreement to our office, in care of Jacquelyn Debogges, by October 12, 2018. This will ensure that your district and school is in compliance of California Education Code regarding provision of library service.

In addition to the Agreement, you will find enclosed a copy of the Education Code governing school Libraries in California (EC 18100 and 44868). If school districts do not have a credentialed district librarian on staff, they may not be in compliance with California Education Code and the California Commission on Teacher Credentialing.

Thank you for your continued partnership in ensuring Butte County's students have access to state-of-the-art library services.

Return signed Public Schools Agreement with Purchase Order number by October 12, 2018, to:

Jacquelyn Debogges
Center for Transforming Education
5 County Center Drive
Oroville, CA 95965
530-532-5665

Kindly,

Jeanette Spencer
530-532-5820

Enclosures:

- Education Code Document
- 2018-19 Public School Agreement

"WHERE STUDENTS COME FIRST"

EDUCATION CODE

18100:

The governing board of each school district shall provide school library services for the pupils and teachers of the district by establishing and maintaining school libraries or by contractual arrangements with another public agency.

(Amended by Stats. 1990, Ch. 1372, Sec. 153.)

44868:

No person shall be employed as a teacher librarian in an elementary or secondary school, unless he or she holds a valid credential of proper grade authorizing service as a teacher librarian or a valid teaching credential issued by the Commission on Teacher Credentialing if he or she has completed the specialized area of librarianship.

(Amended by Stats. 2007, Ch. 730, Sec. 23. Effective January 1, 2008.)