

**POSTED: 04-24-19**

**LOS BANOS UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD OF EDUCATION  
SPECIAL MEETING**

**Los Banos Unified School District Boardroom  
1717 S. 11<sup>th</sup> Street, Los Banos, CA 93635  
Saturday, April 27, 2019  
9:00 AM**

**AGENDA**

**I. OPENING BUSINESS**

**A. Call Public Session to Order**

**B. Roll Call of Board Members Present**

Margaret Benton	Anthony Parreira
Megan Goin	Anahi Rodriguez
Ray Martinez	Marlene Smith
Gary Munoz	

**II. OPEN REGULAR MEETING**

**III. PLEDGE OF ALLEGIANCE**

**IV. APPROVAL OF AGENDA**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
**Proposed Action:** Approve Agenda

**V. PUBLIC HEARING**

Members of the community may address specific items on the agenda once they are on the floor or prior to the Board going into closed session. The Board President will recognize individuals who wish to speak. Speakers are limited to three (3) minutes, with the total time for public input at twenty (20) minutes per agenda item. [BB 932]

**VI. NEW BUSINESS**

**A. Contract Award-San Luis High School Modular Project (pg 3)**

It is recommended the Board approve the proposal from Alameda Construction for the San Luis High School Modular Project and authorize the Superintendent or Designee to sign contract documents and issue the Notice to Proceed.

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_  
**Proposed Action:** Approve

B. Revised Job Description – Coordinator Special Education/Special Services (pg 13)

It is recommended the Board approve revised job description for Coordinator Special Education/Special Services.

Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

**Proposed Action:** Approve

**VII. EFFECTIVE GOVERNANCE WORKSHOP**

The Board will participate in a work study session conducted by CSBA Consultant, Luan Burman Rivera, on governance practices, including unity of purpose, roles, responsibilities, norms and protocols.

**VIII. ADJOURNMENT**

Americans with Disabilities Act Assistance: Auxiliary aids and services include a wide range of services and devices that promote effective communications for individuals with disabilities. If you require such assistance, please notify the Office of the Superintendent at 826-2135 as soon as possible. Every effort will be made to give primary consideration to expressed preferences or provide equally effective means of communication to insure equal access to Los Banos Unified School District programs and events.

**Board Reference Material**

**SUBJECT TITLE:** Contract Award– San Luis High School Modular Project

**REQUESTED ACTION:** Approve

Action   X  

Discussion/Information \_\_\_\_\_

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**RECOMMENDATION:**

It is recommended the Board approve the \$396,125 proposal from Alameda Construction for the San Luis High School Modular Project and authorize the Superintendent or Designee to sign contract documents and issue the Notice to Proceed.

**BACKGROUND INFORMATION:**

The bid process for the San Luis High School Modular Project is completed and there were no bidders. This then allows us to contract directly with a contractor for the project. We solicited 4 Proposals and the results are outlined below. Awarding a contract enables the project to move forward for the 19-20 school year.

<u>Contractor</u>	<u>Bid Amount</u>
Alameda Construction	\$396,125
BZ Construction	\$553,240
Buildings Unlimited	\$587,920
Davis Moreno	\$780,000

**HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?**

This activity directly supports Board Goal #5.

**ALTERNATIVE/IDENTIFIED OPPOSITION:**

None.

**SPECIFIC FINANCIAL IMPACT:**

Paid from the Developer Fee Fund #25.

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ORIGINATOR: Don Laursen - Assistant Superintendent, Administrative Services  
DATE: April 27, 2019

**Site Contractor**

**BID FORM**

**LOS BANOS UNIFIED SCHOOL DISTRICT  
SAN LUIS HIGH SCHOOL  
MODULAR CLASSROOM BUILDING AND ASSOCIATED SITE WORK**

Los Banos Unified School District  
ATTN: Don Laursen  
1717 South 11th Street  
Los Banos, CA 93635

Dear Board Members:

The undersigned doing business under the firm name of:

ALAMEDA CONSTRUCTION

hereby propose and agree to enter into a Contract, to furnish any and all labor, materials, applicable taxes, equipment and services for the completion of Work described hereinafter and in the Contract Documents:

***LOS BANOS UNIFIED SCHOOL DISTRICT  
SAN LUIS HIGH SCHOOL  
MODULAR CLASSROOM BUILDING AND ASSOCIATED SITE WORK***

**SAN LUIS HIGH SCHOOL**  
125 7<sup>TH</sup> Street, Los Banos, CA 93635

prepared by:

***TETER, LLP  
7535 NORTH PALM AVE., SUITE 201  
FRESNO, CALIFORNIA 93711  
PHONE: (559) 437-0887***

**SAN LUIS HIGH SCHOOL MODULAR CLASSROOM BUILDING AND ASSOCIATED SITE WORK BASE BID AMOUNT:** Lump sum Base bid for this project is for the project to be completed in accordance with architectural drawings and specs, contract documents, including all costs to the school district including, but not limited to, materials, labor, tools, insurance, cleanup, and warranties, shall be

Three hundred, ninety six thousand, one hundred twenty-five Dollars

(\$ 396,125.00)

**SAN LUIS HIGH SCHOOL MODULAR CLASSROOM BUILDING AND ASSOCIATED SITE WORK ADDITIVE ALTERNATE NO. 1 - ADMINISTRATION BUILDING STAFF RESTROOM IMPROVEMENTS:** Lump sum Additive Alternate bid for this project is for the project to be completed in accordance with architectural drawings and specs, contract documents, including all costs to the school district including, but not limited to, materials, labor, tools, insurance, cleanup, and warranties, shall be

Ninety-eight thousand, four hundred, fifty-nine Dollars

(\$ 98,459.00)

If written notice of the Award of Contract is mailed, faxed, or delivered to the undersigned at any time before this bid is withdrawn, the undersigned shall, within ten (10) days after the date of such mailing, faxing, or delivering of such notice, execute and deliver an agreement in the form of agreement present in these Contract Documents and give Performance and Payment Bonds in accordance with the specifications and bid as accepted.

The undersigned hereby designates as the office to which such Notice of Award of Contract may be mailed, faxed, or delivered:

Mailed: Alameda Construction, P.O. Box 111, Turlock, CA 95381-0111

Our Public Liability and Property Damage Insurance is placed with:

Financial Insurance Company

Our Workers' Compensation Insurance is placed with:

State Fund Worker's Compensation Insurance

Circular letters, bulletins, addenda, etc., bound with the specifications or issued during the time of bidding are included in the bid, and, in completing the Contract, they are to become a part thereof.

The receipt of the following addenda to the specifications is acknowledged:

**SAN LUIS HIGH SCHOOL MODULAR CLASSROOM BUILDING AND ASSOCIATED SITE WORK:**

Addendum No. 1 Date 03/27/19 Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

A bidder shall not submit a bid unless the bidder's California contractor's license number appears clearly on the bid, the license expiration date and class are stated, and the bid contains a statement that the representations made therein are made under penalty of perjury. Any bid submitted by a contractor who is not licensed pursuant to Business and Professions Code section 7028.15 shall be considered nonresponsive and shall be rejected. Any bid not containing the above information may be considered nonresponsive and may be rejected.


**NOTE:** Each bid must give the full business address of the bidder and be signed by bidder with bidder's usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made in this bid are true and correct.

Print or Type Name : Dwayne Alameda  
Title: Owner  
Name of Company as Licensed: Alameda Construction  
Business Address: P.O. Box 111, Turlock, CA 95381-0111  
  
Telephone Number: (209) 667-4864  
California Contractor License No.: 547141  
Class and Expiration Date: November 30, 2020  
State of Incorporation, if Applicable:

( ) Evidence of authority to bind corporation is attached.

Dated: April 25, 2019

Signed: 

## DESIGNATION OF SUBCONTRACTORS

Each bidder shall set forth below the name and the location of the place of business of each subcontractor and the California contractor license number of each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the Work or improvement, or to a subcontractor licensed by the State of California who, under subcontract to the Contractor, specially fabricates and installs a portion of the Work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of 1 percent (0.5%) of the bidder's total bid, and the portion of the Work which will be done by each subcontractor. An inadvertent error in listing a California contractor's license number shall not be grounds for filing a bid protest or for considering the bid nonresponsive if the bidder submits the corrected contractor's license number to the Owner within 24 hours after the bid opening, or any continuation thereof, so long as the corrected contractor's license number corresponds to the submitted name and location for that subcontractor.

If the Contractor fails to specify a subcontractor for any portion of the Work to be performed under the Contract in excess of one-half of 1 percent (0.5%) of the Contractor's total bid, the Contractor shall be deemed to have agreed to perform such portion itself, and shall not be permitted to subcontract that portion of the Work except under the conditions hereinafter set forth.

Subletting or subcontracting of any portion of the Work as to which no subcontractor was designated in the original bid shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the legislative body of the Owner.

As of March 1, 2015, for any bid proposal submitted, and as of April 1, 2015, for any contract for public work entered into, an inadvertent error in listing a subcontractor who is not registered under Labor Code section 1725.5 shall not be grounds for filing a bid protest or grounds for considering the bid nonresponsive, provided that either: the subcontractor is registered prior to the bid opening; or the subcontractor is registered and has paid the penalty registration fee specified in Labor Code section 1725.5(a)(2)(E); if applicable, within 24 hours after the bid opening; or the subcontractor is replaced by another registered subcontractor under Public Contract Code section 4107. Failure of a listed subcontractor to be registered shall be grounds under Public Contract Code section 4107 for the Contractor, with the Owner's consent, to substitute a registered subcontractor for the unregistered subcontractor.

Failure to provide this information in a legible manner may result in the rejection of an otherwise acceptable bid.

**NOTE:** *Reproduce page two of this section for additional listings needed beyond the length of this form.*

Portion of Work	Name of Subcontractor & Phone No.	Location of Subcontractor	California Contractor License Number
Demo/Grading/Paving/Striping/Storm Drain	Ragsdale & Son 209.874-2365	Waterford	478390
Underground/Utilites	Johnson Industrial 209.384.1566	Merced	1176824
Concrete	VC1 Concrete Construction 209.722.2501	Merced	1010282
Plumbing	Les' Plumbing 209.838.7663	Escalon	795019
Electrical/Communications/Security/Fire Alarm	Hamilton & Dillon Electrical Inc. 209.529.6292	Modesto	787006
Flooring	Shelton Lee Flooring 209.491.0310	Modesto	277185
Plastic Laminate Casework & Countertops	Sierra Casework, Inc. 209.527.5729	Modesto	802541
Engineering	North Star Engineering 209.524.3525	Modesto	
Handrails	Golden Bay Fence 209.944.9754	Stockton	664905
ChainLink Fence	Richter Fence 209.986.1781	Ripon	867299



Portion of Work	Name of Subcontractor & Phone No.	Location of Subcontractor	California Contractor License Number

I am the authorized representative of the Bidder submitting this Designation of Subcontractors and I declare that each subcontractor listed holds a valid and current contractor license in good standing in California to perform the portion of work for which the subcontractor is listed.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on April 19, 20 19, at Turlock/Los Banos [city], California [state]

Signature: 

Print Name: Dwayne Alameda

Title: Owner

**NONCOLLUSION DECLARATION**  
**TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

Owner: LOS BANOS UNIFIED SCHOOL DISTRICT

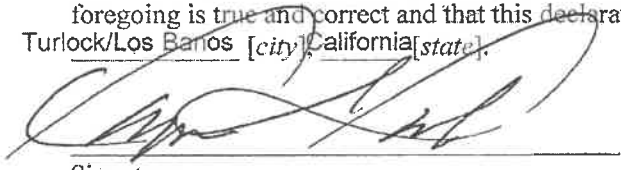
Project: SAN LUIS HIGH SCHOOL MODULAR CLASSROOM BUILDING AND ASSOCIATED SITE WORK

I am the Owner of Alameda Construction, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on April 19, 2019, at Turlock/Los Banos [city], California [state].



Signature

Dwayne Alameda

Print Name

Los Banos Unified School District

**Sufficient Funds Declaration**  
**(Labor Code section 2810)**  
**To Be Executed by Bidder and Submitted with Bid**

Owner: Los Banos Unified School District

Project: San Luis HS Modular Classroom Building & Associated Site Work

I, Dwayne Alameda, declare that I am the Owner of Alameda Construction, the entity making and submitting the bid for the above Project that accompanies this Declaration, and that such bid includes sufficient funds to permit Alameda Construction [insert name of entity] to comply with all local, state or federal labor laws or regulations during the Project, including payment of prevailing wage, and that Dwayne Alameda [the entity] will comply with the provisions of Labor Code section 2810(d) if awarded the Contract.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and executed on April 19 2019, at Turlock/Los Banos [city], California [state].

Date: April 19, 2019



Signature

Print Name: Dwayne Alameda

Print Title: Owner

Los Banos Unified School District

18-11009

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**FINGERPRINTING NOTICE AND ACKNOWLEDGMENT**

(Education Code Section 45125.2(a))

*Note: This document must be executed and submitted with the bid.*

Business entities entering into contracts with the Owner for the construction, reconstruction, rehabilitation or repair of a facility must comply with Education Code sections 45125.1 and 45125.2. Such entities are responsible for ensuring full compliance with the law and should therefore review all applicable statutes and regulations. The following information is provided simply to assist such entities with compliance with the law.

1. If the Owner determines your employee(s) will have more than limited contact with students, then you must take one or more of the following steps:
  - a. Install a physical barrier at the worksite to limit contact with pupils.
  - b. Have an employee, who the Department of Justice has ascertained has not been convicted of a violent or serious felony, continually monitor and supervise employees. The entity shall verify in the Independent Contractor Student Contact Form to the Owner that the employee charged with monitoring and supervising its employees has no such convictions. (See attached.)
  - c. Arrange, with Owner's approval, for surveillance by Owner's personnel.

If one or more of these steps is taken, you are not required to comply with Education Code section 45125.1.

2. If you are providing the services in an emergency or exceptional situation, you are not required to comply with Education Code section 45125.2. An "emergency or exceptional" situation is one in which pupil health or safety is endangered or when repairs are needed to make a facility safe and habitable. Owner shall determine whether an emergency or exceptional situation exists.

I have read the foregoing and agree to comply with the requirements of Education Code §§ 45125.1 and 45125.2 as applicable.

Dated: April 19, 2019

  
Signature

Name: Dwayne Alameda

Title: Owner

## Board Reference Material

**SUBJECT TITLE:**    **Job Description: Coordinator Special Education/Special Services  
(Revised)**

**REQUESTED ACTION:** Approve

Action      X  

Discussion/Information \_\_\_\_\_

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**RECOMMENDATION:**

It is recommended that the Board approve the revised job description for Coordinator Special Education/Special Services

**BACKGROUND INFORMATION:**

The Coordinator Special Education/Special Services is replacing the position vacated by Dean Purser; the job description is being revised to more accurately match the required duties and responsibilities for this position.

**HOW DOES THIS ACTIVITY SUPPORT BOARD GOALS?**

LBUSD has been identified for Differentiated Assistance in Special Education. This position will help ensure that the district is able to meet the benchmarks and targets set forth by the California Department of Education.

**ALTERNATIVES/IDENTIFIED OPPOSITION:**

None at this time.

**SPECIFIC FINANCIAL IMPACT (Include impact on School District Facilities):**

This position is cost neutral as it is a replacement for an impending vacancy.

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**ORIGINATOR:** Mark E. Marshall, Ed.D., Superintendent

**Date:** April 27, 2019

## **Coordinator - Special Education/Special Services**

### **Purpose Statement**

The job of Coordinator - Special Education/Special Services is done for the purpose/s of planning, organizing, coordinating and implementing the operations, activities, educational services and support functions of a special education program; participating in the development, implementation, monitoring and evaluation of special education programs and services; providing consultation and technical assistance to staff and the public concerning special education programs, services, standards, requirements and procedures; training and evaluating the performance of assigned staff. This position is under the direction of the Director of Special Services and as certificated management is exempt from the certificated bargaining unit.

### **Essential Functions**

Assists the Special Education Director in the development of speech/language pathologists and school psychologists' schedules and special assignments for the purpose of implementing and maintaining services and/or programs.

Assists the Special Education Director in monitoring and evaluating special education programs and services for the purpose of carrying out and achieving objectives within area of responsibility.

Assists the Special Education Director in developing and implementing Special Education Department guidelines, policies, and procedures for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.

Assists the Special Education Director in developing, planning, and training staff during state reviews for the purpose of maintaining compliance with state laws and regulations.

Assists the Special Education Director with Extended School Year planning and next school year caseload projections for the purpose of special education program staffing and fulfillment.

Assists the Special Education Director in special education program operations, including making recommendations for staffing and budget (e.g. recruitment, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and ensuring that the objectives of the special education programs are achieved within budget.

Coordinates preschool team assessment process and serves as administrative designee at preschool IEP's for the purpose of delivering services which conform to established guidelines.

Develops plans and provides professional development for special education staff, and parent education workshops for parents, for the purpose of meeting District goals.

Facilitates meetings, processes, etc. for the purpose of implementing and maintaining programs and services which achieve District's desired objectives.

Implements and supervises the Extended School Year program for the purpose of conforming to District and state curriculum and/or instructional objectives.

Increasing responsibilities relating to IEP's, monitoring special cases, and addressing parent concerns for the purpose of ensuring students with special needs are receiving necessary services.

Prepares a wide variety of written materials (e.g. quantity reports, Medi-Cal billing, legal correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Represents the District and allocates resources, through the IEP process, for the purpose of meeting District goals.

Serves as a liaison and coordinates special education programs and services between administrators, personnel, school districts, outside organizations, local and state agencies, and the community for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.

Serves as administrative designee/LEA representative at County and non-public school IEP's for the purpose of implementing and maintaining services and/or programs.

Supervises and evaluates the performance of assigned classified and certificated staff for the purpose of maintaining adequate and productive staff.

### **Other Functions**

Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Monitors assigned district activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Presents information on a variety of topics for the purpose of communicating information and/or gaining feedback.

Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school District organization, operations, objectives, and procedures for identification and services for students with IEP's; knowledge of applicable sections of State Education Codes, including eligibility criteria for Special Education; knowledge of state and federal laws regarding identification and placement process, including alternative assessments and alternative service delivery; rights and due process of students with IEP's; principals and practices of administration, supervision, and training models; social, cultural, and linguistic diversity of District and community.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform

the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 15% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education:** Masters degree in job-related area.

**Equivalency:** 3-5 years of public school experience as a teacher in special education.  
2 years of administrative experience in general education and/or special education is highly desirable.

**Required Testing:**

**Certificates and Licenses**

Teaching Credential with authorization in Special Services

California Administrative Services Credential

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Hepatitis B Clearance

TB Screen

**FLSA Status**

Not Rated

**Approval Date**

**Salary Grade**