



The Modesto City Schools Board of Education supports the county-wide "Choose Civility" initiative and pledges to encourage and model civil behavior.

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**MODESTO CITY SCHOOLS**  
**BOARD OF EDUCATION AGENDA**  
**BOARD ROOM IN THE STAFF DEVELOPMENT CENTER**  
**1356<sup>th</sup> REGULAR MEETING**

**May 19, 2014**

Period for Public Presentations

6:15 p.m.\*

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent's office, 576-4141. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District office located at 426 Locust Street during normal business hours.

**\* Times are approximate. Individuals wishing to address an agenda item should plan accordingly.**

**A. INITIAL MATTERS:**

4:00 to 4:01 1. **Call to Order.**

4:01 to 5:00 2. **Closed Session.**

Public comment regarding closed session items will be received before the Board goes into closed session.

- .1 Conference with Legal Counsel: Existing Litigation  
PERB Case No's: SA-CE-2751-E and SA-CE-2752-E.
- .2 Conference with District Labor Negotiator: Craig Rydquist regarding employee organizations: Modesto Teachers' Association and California School Employees Association, Chapter No. 007; and Unrepresented Employees (Managers and Administrators).
- .3 Public Employee Appointments
  - Principals, K-6

**A. INITIAL MATTERS (continued):**

5:00 to 6:00

**SPECIAL RECEPTION – (to be held in the Staff Development Center, 425 Locust Street):**

The District and Board will recognize our Modesto City Schools 2013-14 retirees.

6:00 to 6:01

3. **Moment of Silence.**

6:01 to 6:05

4. **Pledge of Allegiance.**

<i>Alexzander Hale</i>	Sixth Grade	Garrison Elementary
<i>Jesse Gonzales</i>	Sixth Grade	Garrison Elementary

6:05 to 6:13

5. **Announcements.****Character Education Recognition:**

*Abram Gonzalez*, 2<sup>nd</sup> Grade, Tuolumne Elementary, **Perseverance**  
*Bert Zapata*, 2<sup>nd</sup> Grade, Kirschen Elementary, **Perseverance**  
*Cesar Villeda Villanueva*, 3<sup>rd</sup> Grade, Orville Wright Elementary,  
**Perseverance**  
*Alyssa Kay Joy Love*, 9<sup>th</sup> Grade, Beyer High, **Initiative**  
*Cassandra Sowell*, 12<sup>th</sup> Grade, Elliott Alternative Education  
 Center, **Perseverance**

**Special Recognition:**

The Board of Education would like to recognize the following students for volunteering their time to sit on the interview panel for the 2014-2015 Student Representative to the Board of Education position:

*Melanie Kim*, 12<sup>th</sup> grade, Beyer  
*Millie Nusbaum*, 12<sup>th</sup> grade, Davis  
*Hannah Barkus*, 11<sup>th</sup> grade, Downey  
*Shane Boutelle*, 12<sup>th</sup> grade, Elliott  
*Lexy Brown*, 12<sup>th</sup> grade, Enochs  
*Michala Wyrsh*, 12<sup>th</sup> grade, Gregori  
*Sunaina Kumar*, 12<sup>th</sup> grade, Johansen  
*Morgan Negele*, 12<sup>th</sup> grade, Modesto

**MCS Heroes:**

*Teresa (Terri) Chesko*, Bus Operator, Transportation  
*Vickie Crowell*, School Nurse, Tuolumne/Everett Elementaries  
*Ginger Fontana*, Program Manager, Special Education  
*Britta Foster*, Volunteer Hero

6:13 to 6:14

6. **Approval of Consent Agenda.**

Information concerning the consent items listed below has been forwarded to each Board member prior to this meeting for study and is on file at the Modesto-Stanislaus Library Reference

**A. INITIAL MATTERS (continued):**

Room, 1500 I Street; Modesto City Schools Superintendent's Office and Receptionist's Desk, 426 Locust Street, Modesto.

Copies of the complete agenda are available at the Board meeting, 425 Locust Street. Unless some member of the audience or Board member has a question concerning an item and asks that it be withdrawn from the consent list, the items are approved at one time by the Board. The action taken by the Board in approving consent items is set forth in the explanation of the individual items.

6:14 to 6:15 7. **Approval of Order of Discussion/Action Items.**

6:15 to 6:45 8. **Period for Public Presentations.**

Board Bylaw 9322 (b):

Subject Matter:

Members of the public may address the Board of Education on matters not on the agenda.

Complaints against specific District employees should be resolved through the District's Personnel Complaint Procedure. The right to address the Board does not exempt the speaker from any potential liability for defamation. The proceedings of the Board are recorded and are a part of the public record.

The Period for Public Presentation is limited to 30 minutes. Time will be allotted equally to individuals based on the number of request cards submitted. The maximum for any one speaker is three minutes.

The law limits the response of Board members and prohibits the Board from taking any formal action.

**B. DISCUSSION AND ACTION ITEMS:**

6:45 to 6:50 1. Board of Education Student Representative Report.

6:50 to 6:55 2. Modesto Teachers Association Report.

6:55 to 7:00 3. California School Employees Association Report.

7:00 to 7:05 4. Modesto City Schools Managers Report.

7:05 to 8:05 5. Public Hearing: Review of Draft Local Control and Accountability Plan (LCAP).

8:05 to 8:20 6. Public Hearing: Review of Draft 2014/15 Budget for All Funds.

**B. DISCUSSION AND ACTION ITEMS (continued):**

- 8:20 to 8:30 7. Approval of Modesto City Schools' and Modesto Teachers Association's Collective Bargaining Agreement for 2014-17 – Article XVII Child Development.
- 8:30 to 8:40 8. Approval of Revisions to the Modesto City Schools' and California School Employees Association's Collective Bargaining Agreement for 2014-15 – Article 7 Section 7.3 Child Development Programs.
- 8:40 to 8:55 9. Approval of Authorization to Award Bid No. 14-4562, Athletic Track and Field Replacement at Various Sites (Beycr, Davis, Johansen and Modesto High Schools), to Sinclair General Engineering Construction, Inc. in the Amount of \$1,110,000.
- 8:55 to 9:00 10. Approval of Authorization to Award Bid No. 14-4565, Johansen High School Pool Fencing Replacement, to Golden Bay Fence Plus Iron Works, Inc. in the Amount of \$288,154.
- 9:00 to 9:05 11. Approval of Authorization to Award Bid No. 14-4561, Johansen High School Pool Heating and Filtration Replacement, to Nadar, Inc. in the Amount of \$356,500.
- 9:05 to 9:10 12. Approval of First Reading of Proposed Revisions to Board Policy 3260.1 and Review of Administrative Regulation 3260.1 Recovery for Damage or Loss of School Property.
- 9:10 to 9:15 13. Approval of First Reading of Proposed Revisions to Board Policy 5138 Electronic Signaling Devices.
- 9:15 to 9:25 14. Approval of First Reading of Proposed Revisions to Board Policy 5131 Student Conduct Code, K-6.
- 9:25 to 9:40 15. Approval of First Reading of Proposed Revisions to Board Policy 5132 Student Conduct Code, 7-12.
- 9:40 to 9:45 16. Approval of Schedule for Board of Education Meetings for the Period Starting July 28, 2014 through June 22, 2015.
- 9:45 to 9:50 17. Report of Meetings Attended by Board of Education Members.
- 9:50 to 9:55 18. Items to be Placed on Future Board of Education Agendas.
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**PROPOSED CONSENT AGENDA****C. BUSINESS ITEMS:**

- CONSENT 1. Approval of April Revisions to the Adopted 2013/14 Budget.

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**PROPOSED CONSENT AGENDA (continued)****C. BUSINESS ITEMS (continued):**

- CONSENT 2. Approval of Authorization to Award RFP No. 14-4566, Regional Occupational Programs (ROP) Joint Agricultural Facility, to Plummerbuilt, Inc. in the Amount of \$439,853.
- CONSENT 3. Approval of Authorization to Award Bid No. 14-4568 Clay/Cinder (Infield Mix) to A.A. and Bob Allen, Inc. and Rosenbalm Rockery, Inc.
- CONSENT 4. Approval of Authorization to Award Bid No. 14-4564, Paving at Various Sites (John Muir and Tuolumne Elementary Schools) 2013/14, to Central Valley Asphalt in the Amount of \$665,500.
- CONSENT 5. Approval of Insurance Contract with Safety National Casualty Corporation to Provide Excess Workers' Compensation Coverage from July 1, 2014 through June 30, 2015.
- CONSENT 6. Approval of Insurance Rates from Schools Excess Liability Fund (SELF) to Provide Excess Liability Insurance for 2014/15.
- CONSENT 7. Approval of School Crossing Guard Insurance Contract with Myers-Stevens & Toohey & Co., Inc. for 2014/15.
- CONSENT 8. Approval of Services Agreement with Apex Learning for Fiscal Year 2014/15.
- CONSENT 9. Approval of Acceptance of Gifts.
- CONSENT 10. Ratification of Purchase Orders and VISA Payments for the Month of April 2014.
- CONSENT 11. Ratification of Warrants Drawn for the Month of April 2014.

**D. CURRICULUM AND INSTRUCTION ITEMS:**

- CONSENT 1. Approval of High School Course Outlines: Math and Science.
- CONSENT 2. Approval of Services Agreement with Mathematics Vision Project.
- CONSENT 3. Approval of Appointment of Representatives to CIF League.
- CONSENT 4. Approval of CAHSEE Waivers for Special Education Students at Boyer, Davis, Downey, Enochs, Gregori, Modesto High Schools, and Elliott Alternative Education Center.
- CONSENT 5. Approval of Agreements between Modesto City Schools and Licensed Family Child Care Providers for Fiscal Year 2014-2015.
- CONSENT 6. Approval of Amendment of Services Agreement with Eaton Interpreting Services, Inc., for the 2013-2014 School Year.

**PROPOSED CONSENT AGENDA (continued)****D. CURRICULUM AND INSTRUCTION ITEMS (continued):**

- CONSENT      7. Approval of Services Agreement with Paradigm HealthCare Services to Provide Local Education Agency (LEA) Medi-Cal Third Party Billing Services for 2014-2015.

**E. HUMAN RESOURCES ITEMS:**

- CONSENT      1. Approval of Designated Personnel Action Items:  
     .1 Approval of Certificated Personnel Terminations.  
     .2 Approval of Certificated Personnel Leaves of Absence.  
     .3 Approval of Certificated Personnel Employment.  
     .4 Approval of Certificated Personnel Other Appointments.  
     .5 Approval of Certificated Personnel Stipend Appointments.  
     .6 Approval of Certificated Personnel Stipend Deletions.  
     .7 Approval of Certificated Personnel Substitute Appointments.  
     .8 Approval of Classified Personnel Terminations.  
     .9 Approval of Classified Personnel Leaves of Absence.  
     .10 Approval of Classified Personnel Employment.  
     .11 Approval of Classified Personnel Other Appointments.  
     .12 Approval of Classified Personnel Substitute Appointments.  
     .13 Approval of Classified Personnel Short-Term Appointments (not to exceed 75% of the school year).
- CONSENT      2. Approval of Proposed Job Description: JC# 0009 Director I, Purchasing.
- CONSENT      3. Approval of Revised Job Description: JC# 0031 Budget Analyst.
- CONSENT      4. Approval of Proposed Job Description: JC# 1421 Account/Point-of-Sale System Specialist.
- CONSENT      5. Approval of Proposed Job Description: JC# 15009 Bilingual Child Development Staff Secretary I.
- CONSENT      6. Approval of Proposed and Revised Job Descriptions: JC# 1602 Lead Custodian I (Proposed); JC# 1603 Lead Custodian II (Proposed); JC# 1685 Head Custodian III (Revised).

**F. MISCELLANEOUS ITEMS:**

- CONSENT      1. Approval of Designated Student Expulsions:  
     .1 EL-21-2013-14    .2 EL-23-2013-14    .3 HS-47-2013-14
- CONSENT      2. Approval of Minutes for the April 14, 2014 Special Meeting, the April 28, 2014 Regular Meeting and the May 1, 2014 Special Meeting of the Board of Education.

**END OF CONSENT AGENDA**

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**G. REPORTS AND COMMUNICATIONS:**

1. Report on Construction Projects Progress Payments.
2. Report on Summary of Investment Portfolio as of March 31, 2014.
3. Schedule of 2013-14 School Advisory Committee Meetings.

**H. ADJOURNMENT**

MODESTO CITY SCHOOLS

TO: Board of Education Regular Meeting  
SUBJECT: Public Hearing: Review of Draft Local Control and Accountability Plan (LCAP) May 19, 2014

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BACKGROUND

The new Local Control Funding Formula (LCFF) is a historical change in the way the state allocates funding for school districts. The LCFF is designed to close the achievement gap by providing additional funds to support improved student outcomes and accountability. We are no longer implementing the state's plan for eligible students; we must develop a plan locally that achieves improved results. The LCFF accountability system requires that districts develop a three-year Local Control and Accountability Plan (LCAP) and annually update it.

ISSUE

The LCAP must identify goals based on state priorities for all students, numerically significant subgroups, students with disabilities and eligible students. Additionally, the statute requires engagement with a variety of stakeholders in the development of the plan. Modesto City Schools has held 14 workshops for staff and community members asking for input to develop the LCAP draft. Prior to the approval of the plan, the district must review the draft in a public hearing in order to receive additional feedback from interested stakeholders.

PROPOSAL

Modesto City Schools staff has completed the requirements necessary to compose a draft LCAP to present in a public hearing. Input will be received and agreed-upon revisions will be made prior to Board approval at the June 16 Board meeting.

The LCAP draft can be accessed at [www.mcs4kids.com](http://www.mcs4kids.com). Copies of the LCAP draft are also available in the Superintendent's office.

RECOMMENDATION

It is recommended that the Board of Education conduct a public hearing to review the draft of the Local Control and Accountability Plan.

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Prepared and Recommended to the  
Governing Board by:



Pamela Able  
Superintendent



MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent

Regular Meeting

SUBJECT: Public Hearing: Review of Draft 2014/15  
Budget for all Funds

May 19, 2014

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BACKGROUND

Following a public hearing, the District is required to adopt its annual budget by June 30 of each year and to transmit the adopted budget to the Stanislaus County Office of Education and the California Department of Education.

Multiyear projections are required by AB1200 and AB2756 and not to be considered forecasts, but rather projections based on mathematical calculations as a result of today's decisions based on a given set of assumptions.

ISSUE

The new Local Control Funding Formula (LCFF) is a historical change in the way the state allocates funding for school districts. The LCFF is designed to close the achievement gap by providing additional funds to support improved student outcomes and accountability.

Historically, a District was legally allowed to hold a budget public hearing and budget adoption at the same meeting. However, this is no longer possible since the budget and LCAP public hearing have to be on the same day and the LCAP adoption *cannot* be on the same day as the LCAP public hearing.

PROPOSAL

Modesto City Schools staff have completed the requirements necessary to compose a draft 2014/15 budget to present in a public hearing. Input will be received and agreed-upon revisions will be made prior to Board approval at the June 16 Board meeting.

RECOMMENDATION

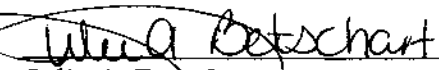
It is recommended that the Board of Education conduct a public hearing to review the draft 2014/15 Budget for all Funds.

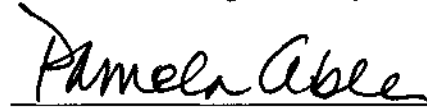
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Originating Department: Budget

Reviewed and Recommended by:

Approved for Recommendation  
to the Governing Board by:

  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting

SUBJECT: Approval of Modesto City Schools' and Modesto Teachers Association's Collective Bargaining Agreement for 2014-17 – Article XVII Child Development May 19, 2014

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BACKGROUND

Negotiations between Modesto City Schools and the Modesto Teachers Association are ongoing. An agreement has been reached on revisions to Article XVII Child Development for 2014-17. All other sunshined articles remain open for further negotiation.

ISSUE

The Board of Education must approve the revisions to the Collective Bargaining Agreement Article XVII Child Development for 2014-17. The tentative agreement is attached.

PROPOSAL

The Modesto Teachers Association will ratify the tentative agreement with revisions to the Modesto City Schools' and Modesto Teachers Association's Collective Bargaining Agreement Article XVII Child Development for 2014-17 at a future meeting. It is necessary for the Board of Education to take formal action to approve the tentative agreement. If the Association does not ratify the agreement by May 23, 2014, the agreement will be considered null and void.

FISCAL IMPACT

Revisions to the 2014-17 Collective Bargaining Agreement Article XVII Child Development with the Modesto Teachers Association will result in an expense of approximately \$28,532 to the Child Development fund.

RECOMMENDATION

In accordance with Government Code Section 3547.5, and following consideration of certification that the costs incurred by the school district can be met during the agreement's term, it is recommended that the Board of Education approve the revisions to the Modesto City Schools' and Modesto Teachers Association's Collective Bargaining Agreement for 2014-17 – Article XVII Child Development.

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Recommended by:

  
Craig Rydquist

Associate Superintendent, Human Resources

Approved for Recommendation  
to the Governing Board by:



Pamela Able  
Superintendent

**AGREEMENT**  
**Between**  
**MODESTO CITY SCHOOLS**  
**And**  
**MODESTO TEACHERS ASSOCIATION**

For the 2014-17 Collective Bargaining Agreement, the Modesto City Schools and the Modesto Teachers Association have reached agreement related to Article XVII – Child Development. All other sunshined articles remain open for further negotiation.

This Agreement is subject to ratification by the general membership of the Modesto Teachers Association and by the Board of Education of the Modesto City Schools.

**MODESTO CITY SCHOOLS**

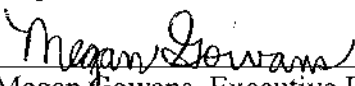
By   
Craig Rydquist, Chief Negotiator

4/17/14  
Date

**MODESTO TEACHERS ASSOCIATION**

By   
Chris Peterson, Chief Negotiator

4-17-14  
Date

By   
Megan Gowans, Executive Director

4-17-14  
Date

ARTICLE XVII

CHILD DEVELOPMENT

1 A. SALARY

- 2
- 3 1. The salary schedules for Child Development Teachers shall be established as separate  
4 salary schedules ~~with a 179-day 6-hour responsibility base for State Preschool, and a 7-~~  
5 ~~hour base for Head Start~~, and include a range for Master's Degree.
- 6
- 7 a. Head Start Child Development Teachers shall be paid on the Head Start Salary  
8 Schedule.
- 9
- 10 b. State Child Development Teachers shall be paid on the Child Development Salary  
11 Schedule. Beginning with the 2012-13 2013-14 school year, ~~the Child Development~~  
12 ~~Salary Schedule will be reduced by 5%~~ the 2008-09 Child Development Program  
13 State Preschool rate will be reinstated.
- 14
- 15 c. The designated salary schedules will be reflected on the Child Development Head  
16 Start Teacher job description and the Child Development State Teacher job  
17 description.
- 18
- 19 d. 1) Child Development teachers shall be allowed to accrue compensatory time or be  
20 paid their hourly rate commensurate with their current hourly placement when  
21 covering another class and/or substituting on a workday before or after their work  
22 hours.
- 23
- 24 2) Child Development teachers shall be paid the substitute rate on the corresponding  
25 salary schedule during all other time, including preparation time, when covering  
26 and/or substituting in a Child Development class.
- 27
- 28 3) No more than 8 hours per day or 20 hours per week of additional hourly time shall  
29 be worked by a Child Development teacher. Compensatory time may be accrued  
30 when being paid to cover and/or substitute.
- 31
- 32 e. For the 2013-14 school year only, agreed upon by April 1, 2014 and paid before June  
33 30, 2014, State Preschool Teachers will receive a 1% one-time, "off the salary  
34 schedule" payment.
- 35
- 36 2. Child Development Specialists shall be paid from the Child Development Specialists'  
37 Salary Schedule.
- 38
- 39 a. Child Development Specialists shall post a monthly schedule, subject to change based  
40 upon the needs of the program, which includes an equal distribution of time at all

1 assigned sites.

- 2
- 3 3. Longevity Stipend: For all Child Development Teachers and Child Development  
4 Specialists under this provision, longevity steps will be paid at the completion of 11, 15,  
5 and 20 years of service.
- 6
- 7 4. Substitute pay for Substitute Child Development Teachers shall be based on Column 1,  
8 Step 1 of the current salary schedule. Substitute Child Development Teachers, as per  
9 Title 22 Section 101152 of Community Care Licensing Regulations, shall have a  
10 minimum of 6 units in Child Development and/or Early Childhood Education on file  
11 with Human Resources.
- 12
- 13 a. Taken from Article XIX, Section VIII, Subsection B:
- 14 i. Child Development substitute teachers will work the number of hours as  
15 specified on SubFinder and will be paid for the number of hours worked.
- 16 ii. In the event that the teacher is absent for more than thirty consecutive calendar  
17 days, the substitute teacher will work the same number of hours as the teacher's  
18 contract and will assume full responsibilities for home visits, parent conferences,  
19 and parent education and parent involvement requirements.
- 20 iii. Child Development Programs do not pay more than the basic rate for long-term  
21 assignment.
- 22 iv. In the event that the teacher is absent for more than thirty consecutive calendar  
23 days, the substitute teacher in a Child Development Program must meet  
24 requirements as defined in the CTC Child Development Matrix.
- 25 v. Substitute rates for Child Development substitutes shall be based on Step 1,  
26 Range 1 of their corresponding salary schedules.
- 27 vi. Regular Child Development teachers who substitute during their prep time shall  
28 be paid on Step 1, Range 1 of their corresponding salary schedule.
- 29
- 30 b. Child Development Program teachers who are on laid-off status shall have the first  
31 right of refusal for all substitute jobs, and shall be called in the order of their District  
32 seniority.
- 33
- 34 c. After the 20<sup>th</sup> day of continuous substitute teaching at the same site, laid-off teachers  
35 shall earn their per diem salary starting on their 21<sup>st</sup> day of service.
- 36
- 37 d. If placed on a long-term assignment of 30 days or more, laid-off teachers shall earn  
38 their per diem salary from the first day of service.

39

40 B. HOURS OF EMPLOYMENT

41

42 1. Head Start Child Development Teachers

43

44 The workday for Head Start members of the bargaining unit shall be 450 minutes per day  
45 including recess, preparation and a duty-free lunch of at least 30 minutes. Teachers whose

1 work contract is beyond the 450 minutes will have their salary factored to reflect the  
2 additional hours.

3  
4 Full-Day Head Start Teachers: Full-day Head Start Teachers shall have 360 minutes of  
5 student contact time.

6  
7 Part-Day Head Start Teachers: Part-day Head Start Teachers shall have 210 minutes of  
8 student contact time.

9  
10 2. State Child Development Teachers

11  
12 a. ~~Cal-SAFE Teachers: The workday for Cal-SAFE members of the bargaining unit  
13 shall be 450 minutes per day including recess, preparation and a duty-free lunch of at  
14 least 30 minutes. The Cal-SAFE program is administered, directed and supervised by  
15 the District's Alternative Education Program, not Child Development.~~

16  
17 a. b. Part-Day Preschool Teachers: The workday for Part-Day Preschool members of the  
18 bargaining unit shall be 390 minutes per day including preparation, recess and a duty-  
19 free lunch of at least 30 minutes, and 180 minutes of student contact time. Teachers  
20 whose work contract is beyond 390 minutes will have their salary factored to reflect  
21 the additional hours.

22  
23 b. c. The workday for the Child Development Specialists shall be 8 hours per day and will  
24 include a 30-minute duty-free lunch.

25  
26 3. Work Year for Child Development Teachers

27  
28 All Child Development Teachers shall implement the approved Child Development  
29 Program Calendar which is based on the responsibility days listed below and includes  
30 staff development, staff work and student attendance days. All time off shall be reported  
31 to the Child Development Department through the District's SubFinder System.

32  
33 Head Start Teachers

34  
35 Full-Day 226 Responsibility Days  
36 Part-Day ~~179~~ 183 Responsibility Days  
37 (172 Student Days/3 Staff Development Days/  
38 8 Staff Work Days)

39  
40 Preschool Teachers

41  
42 Part-Day ~~179~~ 183 Responsibility Days  
43 (177 Student Days/1 Staff Development Day/  
44 5 Staff Work Days)  
45

1                    Cal-SAFE Teachers                    182 Responsibility Days

2  
3                    Child Development Specialist   219 Responsibility Days

4  
5                    Staff Development Days

6  
7                    All Child Development Teachers shall have staff development days included in their  
8                    contracted days of: Part-day Head Start and Full-day Head Start Programs – three (3) days;  
9                    Part-day State Preschool – one (1) day. Staff Development days shall be established in one-  
10                   half (½) or whole day increments. Staff Development Days are mandatory attendance and  
11                   established at the discretion of the Director of Child Development Programs to provide  
12                   training and professional development to staff.

13  
14                   The District will provide both Cardio-Pulmonary Resuscitation (CPR) and Basic First Aid  
15                   (FA) training during staff development days. In order to meet Title 22 Regulations and the  
16                   standards set forth by the California Emergency Medical Services Authority (EMSA) and  
17                   commonly accepted best practices for the child development field, all Child Development  
18                   Teachers shall maintain current CPR/FA certification. The District will attempt to maintain  
19                   the current every-other-year CPR/FA certification process currently utilized. If the District-  
20                   sponsored training is not attended, it shall be the employee’s responsibility to obtain the  
21                   certification and submit proof of such.

22  
23                    Staff Work Days

24  
25                   All Child Development Teachers shall have staff work days included in their contracted days  
26                   of: Part-day Head Start and Full-day Head Start Programs – eight (8) days; Part-day State  
27                   Preschool – ~~three (3)~~ five (5) days. Staff Work days are student non-attendance days and  
28                   shall be established in one-half (½) or whole day increments.

29  
30                   Staff work days are established for, but not limited to, start-up; close-out; orientation;  
31                   classroom set-up and home visit activities; program planning; networking; curriculum  
32                   planning and implementation; developmental screening of students; and parent conferences.  
33                   Not more than one (1) of the established staff work days will be for staff to close out the year.

34  
35                    Staff/Faculty Meetings

36  
37                   The total number of Child Development staff/faculty meetings shall not exceed one (1) per  
38                   month per program. The one meeting does not include individual teacher responsibilities,  
39                   such as IEPs, SSTs, CSTs, case conferencing, etc., nor do they include grade or site level  
40                   meetings. Child Development Administration may schedule up to three (3) additional  
41                   staff/faculty meetings throughout the school year. A draft agenda for required meetings will  
42                   be sent at least forty-eight (48) hours in advance, excluding weekends and holidays. The  
43                   District will publish required meeting dates and times on the annual Child Development  
44                   Planning Calendar and Monthly Reminder Calendars. The duration of meetings outlined in  
45                   this section shall be a maximum of 1.5 hours, which will include 15 minutes for MTA.

1 Staff/Faculty meetings are established to provide and receive information and input to and  
2 from staff. Staff/Faculty meetings may also contain Staff Development time.

3  
4 Compensatory Time

5  
6 Time spent in activities that exceed the normal work hours will be given in compensatory  
7 time by the District to all Child Development Teachers. The Director of Child Development  
8 Programs/designee must approve in advance the accrual and use of compensatory time unless  
9 there is an unforeseen emergency.

10  
11 Full-Day Child Development Teachers will accumulate their compensatory time and when  
12 the number of hours equals their daily contract hours, they will be credited time for a full day  
13 and a substitute will be provided. Full-Day Teachers will be allowed to accrue and use  
14 compensatory time without substitute coverage. Part-Day Child Development Teachers will  
15 accumulate their compensatory time which must be taken during preparation time.  
16 Compensatory time must be taken in the current year.

17  
18 Professional Responsibilities

19  
20 All Child Development Teachers shall hold and maintain, at a minimum, the Child  
21 Development Teacher Permit or above (not an Associate Teacher) issued by the California  
22 Commission on Teacher Credentialing.

23  
24 All Child Development Teachers shall: provide development screening for students within  
25 the first 30 days for Head Start or the first 60 days for State Preschool (~~optional for State~~  
26 ~~Preschool~~); provide ongoing student assessments with collection and reporting periods –  
27 three (3) for Head Start and two (2) for State Preschool; including federal or state mandated  
28 assessments and implement an additional research based assessment such as Preschool Early  
29 Literacy Indicator (PELI); implement the comprehensive CDP curriculum; post weekly  
30 lesson plans; provide home visits (two (2) for Head Start and one (1) optional home visit for  
31 State Preschool); and provide two (2) parent conferences.

32  
33 Effective July 1, 2010, all newly-hired Child Development Teachers (Head Start and State)  
34 shall possess, at a minimum, a Bachelor's Degree. All current Child Development staff will  
35 be grandfathered unless the state/federal requirements change. State Part-Day Teachers who  
36 change sites, but stay within the same program, will maintain their grandfathered status.

37  
38 C. EVALUATION

39  
40 The evaluation cycle for all Child Development Teachers (State), who receive satisfactory  
41 evaluations, will be every third year except for 1<sup>st</sup> and 2<sup>nd</sup> year teachers. The evaluation  
42 criteria will follow the procedures outlined in Article VIII. First and 2<sup>nd</sup> year teachers will be  
43 evaluated annually. Child Development Teachers shall be treated as permanent employees,  
44 for evaluation purposes only, after two years in one program or combination of programs  
45 covered in this Article.



1 The annual evaluation of Head Start Teachers (Federal), during the period not covered in the  
2 previous paragraph, in accordance with Federal Guidelines, shall be conducted using the  
3 approved alternative checklist form by Child Development Administration.

4 A memo or an e-mail issued by an administrator is between the teacher and administrator and  
5 may not be shared with other staff or administrators.

6  
7 **D. TRANSFER/REASSIGNMENT**

8  
9 1. Employees of Child Development Programs may be transferred or reassigned based upon  
10 Articles XIII and XIV.

11  
12 2. Prior to any transfer or reassignment, the administration shall discuss the proposed  
13 transfer or reassignment with the employee(s) to be transferred or reassigned.

14  
15 3. A written statement of reasons shall be provided upon request if an employee is  
16 transferred or reassigned involuntarily.

17  
18 **E. CLASS SIZE**

19  
20 Class size shall be maintained to meet State and Federal regulations concerning number of  
21 students per teacher and adult ratios.

22  
23 **F. LEAVES OF ABSENCE**

24  
25 Employees of Child Development Programs shall be provided the same leaves of absence as  
26 K-12 teachers (Article V).

27  
28 **G. CHILD DEVELOPMENT EMPLOYMENT**

29  
30 Child Development experience shall be recognized for placement on the Head Start Salary  
31 Schedule, Child Development Salary Schedule and/or Child Development Specialist's Salary  
32 to a maximum placement of Step 6.

33  
34 Accumulated and unused sick leave shall be transferred to the K-12 program if a Child  
35 Development employee is employed in the K-12 program without a break in service.

36 Absence from service for less than one year shall not be counted as a break in service for sick  
37 leave transfer purposes.

38  
39 MCS Child Development teaching experience within the last ten (10) years, where the  
40 employee has at least a B.A. Degree, shall be counted towards placement on the K-12 salary  
41 schedule. Each two (2) years of satisfactory Child Development teaching experience shall  
42 count for one (1) year salary step placement, up to a maximum of five (5) years in placement  
43 on the K-12 teachers' salary schedule, consistent with Article IX Salary, Section E.

44  
45 Teachers shall be given an individual, yearly budget for the purchase of non-perishable

1 classroom supplies.

2  
3 Ordering of both non-perishable and perishable items shall be at the teacher's discretion,  
4 pending administrative approval. Actual purchase and distribution shall be done mostly by  
5 site staff.

6  
7 A monthly accounting of teacher's purchases shall be provided by the CDP Office.

8  
9 H. STATE, FEDERAL, and LOCAL LAWS, REGULATIONS and REQUIREMENTS

10  
11 All regulations, laws, requirements and mandates outlined and/or specified by State, Federal,  
12 local bodies with jurisdiction over Child Development operations and/or administration shall  
13 supersede and invalidate any article or section within this bargaining unit agreement if in  
14 direct contradiction or if standards are unmet. This includes but is not limited to Community  
15 Care Licensing (Title 22 and Health Code), California Department of Education (Education  
16 Code), Child Development Division (Title 5), California Commission on Teacher  
17 Credentialing, Fire Marshall, Public Health, and Head Start Performance Standards.

18  
19 I. INCLUSION BY REFERENCE

20  
21 The Articles noted below from the currently approved Collective Bargaining Agreement are  
22 incorporated into this Agreement.

23

	<u>ARTICLE</u>	<u>TITLE</u>
1.	Article I	Agreement
2.	Article III	Contractual Grievance Procedure
3.	Article IX	Salary Introduction and Sections C, E, G, M (5,6) and Q
4.	Article X	Health and Welfare Benefits
5.	Article XI	Miscellaneous-Maintenance of Benefits
6.	Article XII	Organization Security and Payroll Deductions
7.	Article XV	Peer Assistance and Review (PAR) Program
8.	Article XVIII	Rights for Unit Employees
9.	Article XIX	Substitute Employees
10.	Article XXIII	Savings

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting

SUBJECT: Approval of Revisions to the Modesto City Schools' and California School Employees Association's Collective Bargaining Agreement for 2014-15 – Article 7 Section 7.3 Child Development Programs May 19, 2014

---

BACKGROUND

Negotiations on reopeners between Modesto City Schools and the California School Employees Association (CSEA) are ongoing. An agreement has been reached on Article 7 Section 7.3 Child Development Programs. All other sunshined articles remain open for further negotiation.

ISSUE

The Board of Education must approve the revisions to the Collective Bargaining Agreement Article 7 Section 7.3 Child Development Programs for 2014-15. The memorandum of understanding is attached.

PROPOSAL

The California School Employees Association, Chapter 007, will ratify the memorandum of understanding with revisions to the Modesto City Schools' and California School Employees Association's Collective Bargaining Agreement Article 7 Section 7.3 Child Development for 2014-15 on May 21, 2014. It is necessary for the Board of Education to take formal action to approve the memorandum of understanding.

FISCAL IMPACT


Revisions to the 2014-15 Collective Bargaining Agreement Article 7 Section 7.3 Child Development Programs with the California School Employees Association will result in an expense of approximately \$26,505 to the Child Development fund.

RECOMMENDATION

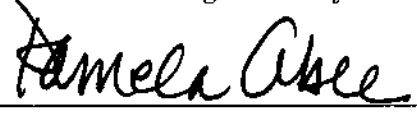
In accordance with Government Code Section 3547.5, and the following consideration of certification that the costs incurred by the school district can be met during the agreement's term, it is recommended that the Board of Education approve the revisions to the Modesto City Schools' and California School Employees Association's Collective Bargaining Agreement for 2014-15 – Article 7 Section 7.3 Child Development Programs.

---

Recommended by:

  
Craig Rydquist  
Associate Superintendent, Human Resources

Approved for Recommendation to the Governing Board by:

  
Pamela Able  
Superintendent

MEMORANDUM OF UNDERSTANDING  
between  
MODESTO CITY SCHOOLS  
and  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER #007

ARTICLE 7

PAY AND ALLOWANCES  
SECTION 7.3 CHILD DEVELOPMENT PROGRAMS

1    7.3    CHILD DEVELOPMENT PROGRAMS:

2  
3        7.3.1    ~~Beginning July 1, 2013, and ending June 30, 2015, all classified employees in~~  
4        ~~the Child Development Programs will take eight (8) furlough days with~~  
5        ~~corresponding salary reduction excluding the following classifications:~~

- 6  
7            ~~➤ Bilingual Family Services Specialist working in full-day programs~~  
8            ~~➤ All Instructional Paraprofessionals~~

9  
10        Beginning July 1, 2014, and ending June 30, 2015, all classified employees in  
11        the Child Development Programs will take three (3) furlough days with  
12        corresponding salary decreases excluding the following classifications:

- 13  
14            ➤ Bilingual Family Services Specialist working in full-day programs  
15            ➤ All Instructional Paraprofessionals

16  
17        Beginning July 1, 2014, the number of contracted days will be increased with  
18        the corresponding increase in salary for the following classifications:

- 19  
20            ➤ State-Child Development Paraprofessionals: 181 contract days (177  
21            student attendance days, 1 staff development day, and 3 staff work  
22            days)  
23            ➤ Head Start – Part Day Paraprofessionals: 181 contract days (172  
24            student attendance days, 3 staff development days, and 6 staff work  
25            days)

26  
27        For the 2013-14 school year only, agreed upon by May 6, 2014, pending  
28        membership ratification by May 16, 2014, and paid before June 30, 2014,  
29        state preschool funded employees will receive 1% one-time, “off the salary  
30        schedule” payment. Child Development employees who are multi-funded  
31        shall be paid a proportional amount in accordance with the annually approved  
32        allocation plan.

33  
34        ~~7.3.2 Full-day program Bilingual Family Services Specialist positions will be~~  
35        ~~offered to Bilingual Family Services Specialists in seniority order while~~  
36        ~~furlough days are in place.~~

37  
38        7.3.32 Beginning July 1, 2012, the salary schedules for Child Development staff  
39        shall be established as separate salary schedules.

- 1 a. Head Start employees shall be paid on the Head Start salary schedule.
- 2 b. State Preschool employees shall be paid on the Child Development salary
- 3 schedule.
- 4
- 5 c. Child Development Program employees who are multi-funded shall be
- 6 paid proportionately from the two separate salary schedules in
- 7 accordance with the annually approved allocation plan.


CONTINGENCY: The parties agree and understand CSEA reserves the right to negotiate salary schedule modifications for the remainder of the 2014-2015 contract negotiations.

The parties agree that upon execution of this agreement, Article 7.3 Child Development is closed for the remainder of the 2014-2015 reopeners, subject to the contingency language above. There have been no tentative agreements reached for Article 6, Article 14, Article 16, Article 18, Article 25, or any other part of Article 7 (excluding 7.3). These articles remain open for further negotiations.

#### CONCLUSION

It is agreed and understood that this Agreement is subject to all approvals required under the CSEA 610 Policy, as well as Governing Board and CSEA Bargaining Unit ratification. Both District and the CSEA Bargaining Team shall recommend to their respective parties ratification of this Agreement. The provisions of this agreement shall not be precedent setting for any purpose, nor shall they be considered a past practice or evidence of past practice for any future purpose.


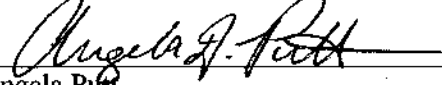
**MODESTO CITY SCHOOLS**

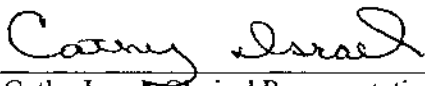
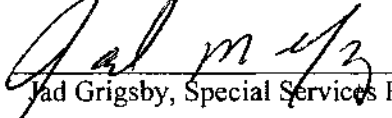
By  5-6-14  
Craig Rydquist, Chief Negotiator Date

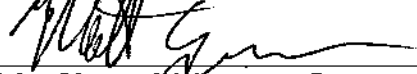

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, MODESTO CHAPTER 007**


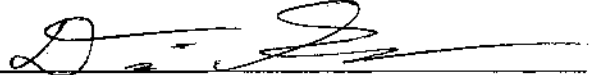
By  5-6-14  
Donald Corgiat, Negotiations Chairperson Date

By  5-6-14  
Aaron Castro, President Date

By  By   
George Sawyer, 2<sup>nd</sup> Vice President Angela Puff,  
Instructional Para. Representative

By  By   
Cathy Israel, Clerical Representative Tad Grigsby, Special Services Representative

By  By   
Matt Yonan, Maintenance Representative Cindy Bettencourt, Transportation Representative

By  By   
Valerie Hausburg, Nutrition Services Representative David Sanford,  
Labor Relations Representative

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting

SUBJECT: Approval of Authorization to Award Bid May 19, 2014  
No. 14-4562, Athletic Track and Field  
Replacement at Various Sites (Beyer,  
Davis, Johansen and Modesto High Schools),  
to Sinclair General Engineering Construction,  
Inc. in the Amount of \$1,110,000

---

BACKGROUND

On February 3, 2014, the Board of Education approved authorization to seek bids for Athletic Track and Field Replacement at Various Sites (Beyer, Davis, Johansen and Modesto High Schools).

A mandatory job walk was held on April 15, 2014, for bid package 14-4562; four (4) individuals signed in with three (3) companies submitting proposals.

ISSUE

The Board needs to award the bid and authorize staff to enter into an agreement before construction may begin.

PROPOSAL

Bid No. 14-4562, Athletic Track and Field Replacement at Various Sites (Beyer, Davis, Johansen and Modesto High Schools), was opened on April 23, 2014, at 11:00 a.m., with the following results:

Contractor	Bid Amount
Sinclair General Engineering Construction, Inc.	\$1,110,000
Diede Construction, Inc.	\$1,340,000
Hobbs Construction, Inc.	\$1,637,393

Approval of Authorization to Award Bid No. 14-4562, Athletic Track and Field Replacement at Various Sites (Beyer, Davis, Johansen and Modesto High Schools), to Sinclair General Engineering Construction, Inc. in the Amount of \$1,110,000

FISCAL IMPACT

Prior to completion of bid drawings, the probable cost of construction for this project was estimated at \$860,000. However, in the best interest of the District, project scope was increased during design to maximize District funds and contractor efficiency. Additions at Davis include: goal post and footing replacement, standard and French drains, drywells and storm water piping. Synthetic runway length and width were also increased at all sites. Additionally, changes in the local bidding climate have resulted in an average construction cost increase of between 20 and 25% since the preliminary estimate was generated.

Funding for this project will come from the former Deferred Maintenance Apportionment and One-Time Facility Maintenance dollars.

RECOMMENDATION


It is recommended that the Board of Education approve authorization to award bid no. 14-4562, athletic track and field replacement at various sites (Beyer, Davis, Johansen and Modesto High Schools), to Sinclair General Engineering Construction, Inc. in the amount of \$1,110,000.


---

Originating Department: Maintenance and Operations

Reviewed and Recommended by:

Approved for Recommendation  
to the Governing Board by:

  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

  
Pamela Able  
Superintendent



MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting

SUBJECT: Approval of Authorization to Award Bid May 19, 2014  
No. 14-4565, Johansen High School Pool  
Fencing Replacement, to Golden Bay  
Fence Plus Iron Works, Inc. in the  
Amount of \$288,154

---

BACKGROUND

On April 28, 2014, the Board of Education approved authorization to seek bids for Johansen High School Pool Heating, Filtration and Fencing Replacement. To increase contractor competitiveness, project plans and specifications were divided into two bid packages.

A mandatory job walk was held for bid package 14-4565; five (5) individuals signed in with three (3) companies submitting proposals.

ISSUE

The Board needs to award the bid and authorize staff to enter into an agreement before construction may begin.

PROPOSAL

Bid No. 14-4565, Johansen High School Pool Fencing Replacement, was opened on May 1, 2014, at 2:30 p.m., with the following results:

Contractor	Bid Amount
Golden Bay Fence Plus Iron Works, Inc.	\$288,154
JHK Construction, Inc.	\$328,000
Harris Builders, Inc.	\$337,350

Approval of Authorization to Award Bid No. 14-4565, Johansen High School Pool Fencing Replacement, to Golden Bay Fence Plus Iron Works, Inc. in the Amount of \$288,154

FISCAL IMPACT

Prior to completion of bid drawings, the probable cost of construction for this project was estimated at \$567,600. Recent changes in the local bidding climate have resulted in an average construction cost increase of between 20 and 25% since the preliminary estimate was generated. Instead of rejecting all bids, it is in the best interest of the District to increase this project budget amount by \$191,550 for both bid packages (14-4561 and 14-4565) to \$759,150.

Funding for this project will come from One-Time Facility Maintenance dollars.

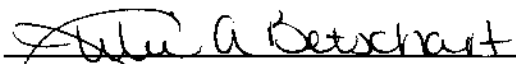
RECOMMENDATION

It is recommended that the Board of Education approve authorization to award bid no. 14-4565, Johansen High School pool fencing replacement, to Golden Bay Fence Plus Iron Works, Inc. in the amount of \$288,154.

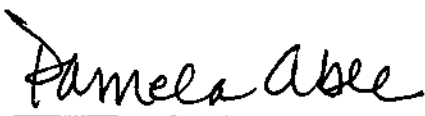
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Originating Department: Maintenance and Operations

Reviewed and Recommended by:

  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

Approved for Recommendation  
to the Governing Board by:

  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting

SUBJECT: Approval of Authorization to Award Bid May 19, 2014  
No. 14-4561, Johansen High School Pool  
Heating and Filtration Replacement, to  
Nadar, Inc. in the Amount of \$356,500

---

BACKGROUND

On April 28, 2014, the Board of Education approved authorization to seek bids for Johansen High School Pool Heating, Filtration and Fencing Replacement. To increase contractor competitiveness, project plans and specifications were divided into two bid packages.

A mandatory job walk was held for bid package 14-4561; ten (10) individuals signed in with four (4) companies submitting proposals.

ISSUE

The Board needs to award the bid and authorize staff to enter into an agreement before construction may begin.

PROPOSAL

Bid No. 14-4561, Johansen High School Pool Heating and Filtration Replacement, was opened on May 1, 2014, at 3:00 p.m., with the following results:

Contractor	Bid Amount
Nadar, Inc.	\$356,500
Tricon Aquatics	\$374,702
California Commercial Pools, Inc.	\$398,000
Waterworks Industries, Inc.	\$427,500

Approval of Authorization to Award Bid No. 14-4561, Johansen High School Pool Heating and Filtration Replacement, to Nadar, Inc. in the Amount of \$356,500

FISCAL IMPACT

Prior to completion of bid drawings, the probable cost of construction for this project was estimated at \$567,600. Recent changes in the local bidding climate have resulted in an average construction cost increase of between 20 and 25% since the preliminary estimate was generated. Project scope was also increased to include additional electrical and plumbing infrastructure, not anticipated within the original estimate. Instead of rejecting all bids, it is in the best interest of the District to increase this project budget amount by \$191,550 for both bid packages (14-4561 and 14-4565) to \$759,150.

Funding for this project will come from One-Time Facility Maintenance dollars.

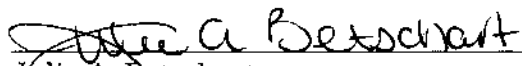
RECOMMENDATION

It is recommended that the Board of Education approve authorization to award bid no. 14-4561, Johansen High School pool heating and filtration replacement, to Nadar, Inc. in the amount of \$356,500.


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Originating Department: Maintenance and Operations

Reviewed and Recommended by:

  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

Approved for Recommendation  
to the Governing Board by:

  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent

Regular Meeting

SUBJECT: Approval of First Reading of Proposed Revisions  
to Board Policy 3260.1 and Review of Administrative  
Regulation 3260.1 Recovery for Damage or Loss of  
School Property

May 19, 2014

---

BACKGROUND

In compliance with provisions of the Education Code, Modesto City Schools shall hold the student, parent or guardian responsible for willful student misconduct that causes loss of, or damage to, school district real or personal property. In addition, the student, parent or guardian shall be liable for all District property loaned to the student, but not returned to the District.

ISSUE

Board Policy 3260.1 Recovery for Damage or Loss of School Property was adopted in 1984 and has not needed any revisions until now, which is only to change the word "pupil" to "student." Administrative Regulation 3260.1 is being revised to eliminate any ambiguities created by the present language concerning small claims and collections. The revised language also includes adding applicable fees to the debt balance and reduces the number of days for response to billing from 60 to 45.

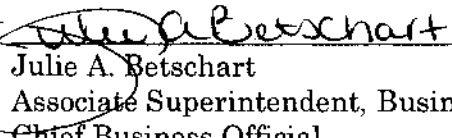
RECOMMENDATION

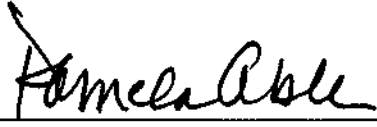
It is recommended that the Board of Education approve the first reading of proposed revisions to Board Policy 3260.1 and review Administrative Regulation 3260.1 Recovery for Damage or Loss of School Property.

---

Prepared and Recommended by:

Approved for Recommendation  
to the Governing Board by:

  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

  
Pamela Able  
Superintendent

# MODESTO CITY SCHOOLS

## Board Policy

BP 3260.1

### BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

#### Recovery for Damage or Loss of School Property

→ In compliance with provisions of the Education Code, Modesto City Schools shall hold the student, parent or guardian responsible for willful student misconduct that causes loss of, or damage to school district real or personal property. The student, parent or guardian shall be liable for all District property loaned to the student ~~minor~~, but not returned to the District.

→ The District reserves the right to withhold grades, diploma or transcript of any student ~~pupil~~ until the student, parent or guardian ~~pupil or parent/guardian~~ has paid for the loss or damage.

→ If the student, parent or guardian is unable to pay for the damage, the site ~~building~~ principal shall provide a program of voluntary work for the student. Upon completion of such work or the payment of damages, the grades, diploma, and transcripts shall be released.

---

ADOPTED: March 19, 1984  
REVISED:

# MODESTO CITY SCHOOLS Administrative Regulation

AR 3260.1

## BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

### Recovery for Damage or Loss of School Property

Procedure to be followed in the collection of payment for loss or damage to school property:

- 1. The school where the student attends shall notify the student, parent, or guardian of any damages or loss of school property ~~and the cost to replace or repair.~~
- 2. The involved school site designee shall bill the responsible party, collect the payment, or accept returned materials or arrange a work program for the students. If the student, parent, or guardian is unable to pay for the damage or loss of school property, the principal shall provide the student with a program of voluntary work to eliminate the debt.
- 3. In cases where neither payment or an arrangement for a program of voluntary work is ~~not~~ made, the school principal or designee shall notify the Director I, Risk Management.
- 4. The Director I, Risk Management shall verify charges or obtain repair or replacement costs.
- 5. ~~The Accounting Department shall bill the responsible party.~~
- ~~5.~~ 6. If payment is not received or arrangements made that are satisfactory to Modesto City Schools within ~~45~~ 60 calendar days of billing, the Director I, Risk Management may send the debt to collections or process the debt through Small Claims Court to obtain restitution. Applicable collection fee(s) will be added to the debt balance. ~~shall notify the parent or guardian that the claim will be processed through small claims court unless the case warrants other legal channels~~

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**Recovery for Damage or Loss of School Property**

- 6. 7. When required, the Director I, Risk Management shall file papers with the courts and follow through on judgments.
- 7. 8. Payments received shall be processed through the District Accounting Department and Risk Management notifies the site that the incident has been resolved.

---

REVIEWED: April 2, 1984  
October 1, 2012



MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent

Regular Meeting

SUBJECT: Approval of First Reading of Proposed  
Revisions to Board Policy 5138 Electronic  
Signaling Devices

May 19, 2014

---

BACKGROUND

The District currently has a policy regulating the possession and use of electronic signaling devices. Current policy states that electronic signaling devices shall be turned off during school hours and not be visible.

ISSUE

With the increased use of technology for instructional purposes and advancements made in the types and use of electronic signaling or communication devices, current policy needs to be updated. All students would be able to possess devices on campus, but they must be turned off and not visible during school hours, unless used for instructional purposes.

RECOMMENDATION


It is recommended that the Board of Education approve the first reading of proposed revisions to Board Policy 5138 Electronic Signaling Devices.


---

Originating Department: Child Welfare and Attendance

Reviewed and Recommended by:

Approved for Recommendation  
to the Governing Board by:

  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

  
Pamela Able  
Superintendent

# MODESTO CITY SCHOOLS

## Board Policy

BP 5138

### STUDENTS

#### → Electronic Signaling or Communication Devices

The District recognizes that instructional time must be protected from unnecessary disruption. Further, the District acknowledges the importance of electronic communication between students and parents, particularly in school-wide emergency situations.

### PROCEDURES

#### 1. K-12

→ K-12 students may possess electronic signaling or communication devices on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee.

→ Electronic signaling or communication devices shall be turned off during school hours and not be visible during class time, unless used for instructional purposes.

No student shall be prohibited from using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes (Education Code 48901.5) or during a school-wide emergency affecting the school or community.

BP 5138 (a)

**STUDENTS**

→ **Electronic Signaling or Communication Devices**

→ Electronic signaling or communication devices include any device that operates through the transmission or receipt of radio waves, including but not limited to pagers, cellular/digital telephones, iPads, iPods, laptops, smartphones, phablets, tablets, and two-way radios.

In permitting student possession of such devices, the District assumes no liability for the loss of the device or its misuse by another person.

(cf. 5131 - Student Conduct Code, K-6)  
(cf. 5132 - Student Conduct Code, 7-12)

Legal Reference:

**EDUCATION CODE**

48901.5 Electronic signaling device; possession or use prohibited; exception

---

ADOPTED: March 24, 2003

REVISED: April 11, 2011

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent

Regular Meeting

SUBJECT: Approval of First Reading of Proposed  
Revisions to Board Policy 5131 Student  
Conduct Code, K-6

May 19, 2014

---

BACKGROUND

The Student Conduct Code provides direction and guidance to school administrators in determining appropriate consequences for serious disciplinary offenses as well as informing students and parents of expected student behavior. An annual review of the Student Conduct Code is performed to help keep it closely aligned with the California State Education Code and to make appropriate revisions to Board policy.

ISSUE

Revisions are being proposed to the K-6 Student Conduct Code as follows:

- to add language pertaining to new law on cyber bullying activities (on or off campus)
- to provide clarifying language regarding the use of electronic signaling or communication devices (to align with revised language in Board Policy 5138)
- to add the use of e-cigarettes to the section on possessing or using tobacco or nicotine products
- to change the order of Student Conduct Code offenses as they are listed so that they align with the California Education Code and the MOSIS information system

RECOMMENDATION


It is recommended that the Board of Education approve the first reading of proposed revisions to Board Policy 5131 Student Conduct Code, K-6.


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Originating Department: Child Welfare and Attendance

Reviewed and Recommended by:

Approved for Recommendation  
to the Governing Board by:

  
\_\_\_\_\_  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

  
\_\_\_\_\_  
Pamela Able  
Superintendent

**BEHAVIOR  
EXPECTATIONS AND  
CONSEQUENCES**

Consequences are determined by the number of violations occurring in one school year with the exception of offenses ~~6 4~~, ~~10 5~~, ~~11 24~~, ~~13 7~~, and ~~14 20~~. Prior offenses may warrant consequences starting at Step 2.

**A school may have additional rules unique to its site as long as they do not conflict with the Student Conduct Code (E.C. 35291.5).**

**DURING SUSPENSION:**

1. Student shall not report to school during the period of suspension, except in the case of in-school suspension, unless coming to the office on official business by prior arrangement with a school administrator. Student is expected to be under the supervision of a parent during school hours when serving suspension days at home. (7:00 a.m.–4:30 p.m.) (P.C. 653b; P.C. 627.2)
2. Student is not to attend any school event at any school campus during home suspension.
3. The responsibility of obtaining and doing classwork lies with the student. The teacher may require the student to complete any assignments and tests missed during the suspension.

*When referenced throughout the remainder of this document, the following abbreviations will apply:*

<i>E.C.</i>	=	<i>California Education Code</i>
<i>P.C.</i>	=	<i>California Penal Code</i>
<i>C.A.C.</i>	=	<i>California Administrative Code, Title 5</i>
<i>BP</i>	=	<i>Board Policy (Modesto City Schools)</i>
<i>AR</i>	=	<i>Administrative Regulation (Modesto City Schools)</i>

**LEVEL I**  
**OFFENSES**

**CAUSES FOR HOME**  
**SUSPENSION OR**  
**OTHER ALTERNATIVE**  
**CONSEQUENCES**

WITH THE EXCEPTION OF SERIOUS VIOLATIONS OF THE STUDENT CONDUCT CODE, CORRECTIVE MEASURES WILL NORMALLY BEGIN AT A MINIMAL LEVEL AND THEN PROCEED TO MORE SERIOUS LEVELS. THESE PROCEDURES MAY INCLUDE BUT ARE NOT LIMITED TO: COUNSELING, PARENT CONFERENCE, BEHAVIOR PLAN, CLASSROOM INTERVENTIONS, COMMUNITY SERVICE, RESTITUTION, CONFLICT RESOLUTION, PARENT SUPERVISION IN SCHOOL, DETENTION, LOSS OF SCHOOL PRIVILEGES, CLASS SUSPENSION, BEHAVIOR CONTRACT, SATURDAY SCHOOL, IN-SCHOOL SUSPENSION, HOME SUSPENSION, ALTERNATIVE EDUCATION TRANSFER, EXPULSION RECOMMENDATION.

LAW ENFORCEMENT AGENCIES MAY BE NOTIFIED AT THE DISCRETION OF THE ADMINISTRATION.

IF THE NATURE OF THE OFFENSE MAKES AN ALTERNATIVE EDUCATION PLACEMENT OR EXPULSION RECOMMENDATION APPROPRIATE, THE STUDENT WILL BE SUSPENDED FIVE DAYS FOR THE INFRACTION.

**STUDENT MAY BE SUSPENDED ON THE FIRST OFFENSE IF IT IS DETERMINED THAT THE PUPIL'S PRESENCE CAUSES A DANGER TO PERSONS. (E.C. 48900.5)**

**GANG RELATED OFFENSES - A STUDENT MAY BE SUSPENDED FOR FIVE DAYS ON THE FIRST OFFENSE AND RECOMMENDED FOR AN ALTERNATIVE EDUCATION PLACEMENT OR EXPULSION.**

→ **OFFENSES 1-11 1-3, 7-9, 13-15, 11-13, 20, AND 27-29 25-28 ONLY - IF THE SERIOUSNESS OF THE ACT LEADS TO A DETERMINATION THAT THE PRESENCE OF THE STUDENT CAUSES A DANGER TO PERSONS, THE STUDENT MAY BE RECOMMENDED FOR AN ALTERNATIVE EDUCATION PLACEMENT OR EXPULSION ON THE FIRST OR SUCCEEDING OFFENSES.**

- ~~1~~ **3. POSSESSING, USING, OR BEING UNDER THE INFLUENCE OF** an alcoholic beverage or intoxicant of any kind. Possessing not more than one ounce of marijuana. Using or being under the influence of marijuana or any controlled substance (as defined in Section 11053 of the Health and Safety Code). (E.C. 48915 and E.C. 48900, sub-section c)

1st Offense: 5-day suspension and notification of appropriate law enforcement agency. May be assigned to a substance abuse counseling program.

2nd Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

3rd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: Does not include the possession of over-the-counter medication used by the student, or medication prescribed for the student by a physician (AB 2537).

- ~~2~~ **8. UNLAWFULLY POSSESSING OR UNLAWFULLY OFFERING, ARRANGING, OR NEGOTIATING TO SELL ANY DRUG PARAPHERNALIA,** as defined in Section 11014.5 of the Health and Safety Code. (E.C. 48900, sub-section j)

1st Offense: 5-day suspension and notification of appropriate law enforcement agency. May be assigned to a substance abuse counseling program.

2nd Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

3rd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

- ~~3~~ **9. ACTIVATION OF FALSE ALARMS OR TAMPERING WITH EMERGENCY EQUIPMENT, FIRE-SETTING OR ATTEMPTED FIRE-SETTING.** (Penal Code Sec. 447 and 455, 148.4) (E.C. 48900, sub-section k)

1st Offense: 5-day suspension.

2nd Offense: 5-day suspension, recommendation for expulsion.

Note: Fire-setting of any nature may lead to recommendation for alternative education program or expulsion on the first offense. Fire-setting is never considered to be a prank. The burning of trash cans can lead to immediate and serious consequences.

- ~~4~~ **25. HARASSED, THREATENED, OR INTIMIDATED A PUPIL WHO IS A COMPLAINING WITNESS OR WITNESS IN A SCHOOL DISCIPLINARY PROCEEDING** for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (E.C. 48900, sub-section o, r)

1st Offense: 5-day suspension and possible recommendation for expulsion.

2nd Offense: 5-day suspension, recommendation for expulsion.

5- **1. CAUSING, ATTEMPTING, OR THREATENING TO CAUSE PHYSICAL INJURY OR WILLFULLY USING FORCE OR VIOLENCE UPON ANOTHER PERSON, except in self-defense.** (E.C. 48900, sub-sections (a) (1), (a) (2), r, and s) An individual must do everything possible to avoid a conflict. Acts of aggression will not be considered self-defense.

Note: An incident will be considered a mutual fight when two students engage in a physical altercation, regardless of who initiated the conflict. A student who allows him/herself to be provoked into fighting will be considered as guilty as the one who starts the fight. It is the responsibility of the administrator to conduct an investigation to determine if one of the parties was acting in self-defense.

1st Offense: 1-day suspension.

2nd Offense: 3-day suspension and possible recommendation for alternative education program or expulsion.

3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion.

Note: Any act committed against school staff would warrant consequences starting at Step 2.

Note: If a student caused serious physical injury (as defined in Penal Code Section 243) to another person, except in self-defense, the principal must recommend expulsion or report in writing to the superintendent who will advise the governing board that expulsion is inappropriate due to the nature of the particular circumstances which shall be indicated in the report of the incident. (E.C. 48915).

6- **4. CAUSING OR ATTEMPTING TO CAUSE DAMAGE TO PROPERTY** - cutting, defacing, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Penal Code Sec. 594) (E.C. 48900, sub-section f)

Note: If a prior offense was committed during the previous two school years, damage valued in excess of \$25.00 will warrant consequences starting at Step 2.

1st Offense: Behavioral interventions and/or other alternative means of correction.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and recommendation for expulsion.

Note: Parent/guardian will be held responsible for damage to school district property up to the State established limit. When the minor and parent are unable to pay for the damages, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Parents or guardian of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage up to the State established limit. (E.C. 48904).



→ **7- 28. THREATENING, INTIMIDATING, MENACING OR HARASSING**

**(INCLUDING SEXUAL HARASSMENT) ANY OTHER PERSON** (E.C. 48900 sub-section a, r, and/or k) (E.C. 48900.2) (E.C. 48900.4) Possible removal from campus or separation of student. (See pages 40-42)

1st Offense: Warning to student and/or other alternative means of correction.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion.

Note: In the event an allegation of sexual harassment is not resolved informally to the satisfaction of a complainant, the complainant may use the District complaint process for formal resolution of such complaints. (AR 5145.7)

→ **8- 26. ENGAGING IN, OR HAVING ANY PART IN HAZING** or committing any act that injures, degrades, or disgraces any other person attending school. Causing, attempting to cause, threatening to cause, or participating in an act of hate violence. (E.C. Sec. 32050-52) (E.C. Sec. 33032.5) (E.C. 48900, sub-section a and/or k and q) (E.C. 48900.3)

"Hazing" includes any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause bodily danger, physical harm, or personal degradation or disgrace. (E.C. 32050)

1st Offense: 1-day suspension.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and recommendation for expulsion.

→ **9- 27. ENGAGING IN AN ACT OF BULLYING**, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel. (E.C. 48900, sub-section r)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and possible recommendation for alternative education program or expulsion.

Note: Any act committed against school staff would warrant consequences starting at step 2.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or a group of pupils as defined in E.C. 48900.2, 48900.3, or 48900.4, directed towards one or more pupils that has been or can be reasonably predicted to have the effect of one or more of the following:

- A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

An "electronic act" is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web Site by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

Students may be subject to discipline even if such misconduct occurred off-campus and during non-school hours.

10. 5. STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY (E.C. 48900 sub-section g)

Note: If a prior offense was committed during the previous two school years, stolen items of value greater than \$25.00 will warrant consequences starting at Step 2.

1st Offense: Behavioral interventions and/or other alternative means of correction.

2nd Offense: 3-day suspension and possible recommendation for alternative education program.

3rd Offense: 5-day suspension and recommendation for expulsion.

11. 24. KNOWINGLY RECEIVING STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY (E.C. 48900 sub-section l)

Note: If a prior offense was committed during the previous two school years, stolen items of value greater than \$25.00 will warrant consequences starting at Step 2.

1st Offense: Behavioral interventions and/or other alternative means of correction.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and recommendation for expulsion.

12. 22. VIOLATING THE USE OF TECHNOLOGY, NETWORK, AND ELECTRONIC INFORMATION POLICY (E.C. 48900, sub-section k and t) (BP 0440 6163.4)

1st Offense: Warning to student and/or loss of network and computer use.

2nd Offense: 1-day suspension and loss of network and computer use.

3rd Offense: 3-day suspension and possible recommendation for expulsion or alternative education program.

→ ~~13.~~ **7. COMMITTING AN OBSCENE ACT OR ENGAGING IN HABITUAL PROFANITY OR VULGARITY** either verbally or in writing. (E.C. 48900, sub-section i)

Note: A student **may** be suspended on the first offense for 5 days if such behavior causes a danger to persons (E.C. 48900.5).

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 1-day suspension.

3rd Offense: 3-day suspension and possible recommendation for alternative education program.

Note: If a prior offense was committed during the previous two school years, any act committed against school staff would warrant consequences starting at Step 2.

→ ~~14.~~ **20. USE OF SLURS** either verbally or in writing based on race, religion, ethnic background or national origin, language, gender, sexual orientation, economic status, physical or developmental disabilities, or other special needs. (E.C. 48900, sub-section k) (BP 5145.4)

Note: A student **may** be suspended on the first offense for 5 days if such behavior causes a danger to persons. (E.C. 48900.5)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and possible recommendation for alternative education program.

Note: If a prior offense was committed during the previous two school years, any act committed against school staff would warrant consequences starting at Step 2.

→ ~~15.~~ **2. POSSESSING ANY OBJECTS** of a dangerous nature (unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal) ON CAMPUS if the principal deems expulsion inappropriate. (E.C. 48900 sub-section b)

Note: Toy guns (imitation) are considered objects of a dangerous nature. Look-a-like (imitation) toy guns refers to a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (E.C. 48900 sub-section m). Possession of any toy weapon that appears to be real to a reasonable person or that is used in a threatening manner may result in alternative placement or recommendation for expulsion. (E.C. 48900, sub-section m) Also, see page 33, number 5.

Note: Laser pointers are considered objects of a dangerous nature.

1st Offense: Warning to student and/or other alternative means of correction.

2nd Offense: 1-day suspension.

3rd Offense: 3-day suspension and possible recommendation for alternative education program.

#### 16. BEHAVIOR ON BUS

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: Not allowed to ride the bus for 3 days.

3rd Offense: Not allowed to ride the bus for 5 days.

4th Offense: Not allowed to ride the bus for 10 days.

5th Offense: Not allowed to ride the bus for 20 days or the remainder of the current semester/trimester, whichever is greater.

6th Offense: Not allowed to ride the bus for the remainder of the school year.

Note: Depending on the seriousness of the act, the student may lose bus privileges for the remainder of the school year on the first or succeeding offenses.

Note: Depending on the circumstances, alternatives to suspension from the bus may be used as determined by the site administrator.

#### → 17. 6. POSSESSING OR USING TOBACCO (or any products containing tobacco or nicotine products). (E.C. 48900, sub-section h)

Tobacco and nicotine products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (E.C. 48011, sub-section h)

1st Offense: Behavioral interventions and/or other alternative means of correction.

2nd Offense: 2-day suspension.

3rd Offense: 3-day suspension and possible recommendation for alternative education program.

Note: No school shall permit the smoking or use of tobacco, or any product containing tobacco, or nicotine products, by pupils of the school while pupils are on campus, or while attending school-sponsored activities or while under the supervision and control of school district employees. (E.C. 48901)

→ Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited. Confiscated materials will be returned to **parents upon request.** Confiscated materials will not be returned to students.

#### → 18. 14. FAILING TO IDENTIFY ONES SELF or giving false information to school personnel. (E.C. 48900, sub-section k)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 2-day suspension.

3rd Offense: 4-day suspension and possible recommendation for alternative education program.

→ ~~19.~~ **18. BEING IN A PARKING LOT OR OUT OF BOUNDS** without proper authorization. (E.C. 48900, sub-section k)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 1-day suspension.

3rd Offense: 3-day suspension.

→ ~~20.~~ **21. TAMPERING WITH PROPERTY OF THE SCHOOL DISTRICT** or belongings of any other person. (E.C. 48900, sub-section k)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 1-day suspension

3rd Offense: 3-day suspension and possible recommendation for alternative education program.

→ ~~21.~~ **17. LOITERING ON OR ABOUT ANY CAMPUS** without apparent lawful purpose. (E.C. 48900, sub-section k) (Penal Code 653b and 627.2)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 1-day suspension.

3rd Offense: 3-day suspension and possible recommendation for alternative education program.

Note: A student may be subject to arrest according to Penal Code 653b if he/she loiters at or near any school or public place at or near where students attend or normally congregate, or re-enters or comes upon such school or place after being asked to leave by a school official. According to PC 653b, punishment for loitering includes a fine not to exceed \$1,000 and/or imprisonment in the county jail not to exceed six months.

→ ~~22.~~ **29. ANY DRESS, GROOMING, OR APPEARANCE** which disrupts, or tends to disrupt the educational process, or affect the health or safety of individuals shall be prohibited. (E.C. 48900, sub-section k) (E.C. 35161, 35183, 35291.5, 35294.1; C.A.C. Title 5, Section 302; and BP 5135, 5135.1, and 5137.) Refer to AR 5135, pg. 13-15

Note: Any attire/paraphernalia/symbol that signifies gang affiliation will not be allowed on campus.

Any attire/paraphernalia/symbol that displays a logo or other message promoting alcohol or controlled substances, promoting violence, illegal activity, or relating to gangs may not be worn on campus.

Note: In addition to this Conduct Code, schools may have additional rules approved by School Safety Committees.

1st Offense: Warning to student. Notification of parent. Student may be sent home to dress properly, if necessary.

2nd Offense: Detention, Saturday School, or other alternatives to home suspension.

3rd Offense: 1-day in-school suspension.

Note: All subsequent violations are subject to additional referrals to in-school suspension.

23. **POSSESSING OF ANY OBJECT NOT OF A DANGEROUS NATURE** (i.e. items a school administrator identifies as disruptive.) (E.C. 48900, sub-section k) (Unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.)

Note: Unauthorized object may be confiscated by school authorities. The principal/designee will decide whether to return the object to the student or the parent/guardian.

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: Detention, Saturday School, or other alternatives to home suspension.

3rd Offense: 1-day in-school suspension.

Note: All subsequent violations are subject to additional referrals to in-school suspension.

- 24. **15. FORGING, FALSIFYING, ALTERING, OR USING FORGED SCHOOL CORRESPONDENCE, PASSES, OR RE-ADMIT SLIPS** (E.C. 48900, sub-section k)

1st Offense: Warning to student and/or other alternative means of correction.

2nd Offense: 1-day suspension.

3rd Offense: 3 day suspension and possible recommendation for alternative education program.

- 25. **10. CHEATING** (E.C. 48900, sub-section k)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 1-day suspension.

3rd Offense: 3-day suspension.

- 26. **19. POSSESSING OR USE OF ANY ELECTRONIC SIGNALING OR COMMUNICATION DEVICE:** Students may possess electronic signaling or

communication devices that operates through the transmission or receipt of radio waves, including, but not limited to paging and signaling equipment, on campus during the school day, while attending school sponsored activities, or while under the supervision and control of school district employees, without prior consent of the principal or the designee of the principal. **Electronic signaling or communication devices shall be turned off during school hours and not be visible during class time, unless used for instructional purposes. (BP 5138)** (No pupil shall be prohibited from using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and use of which is limited to health-related purposes or during a school-wide emergency affecting the school or community.) (E.C. 48901.5)

1st Offense: Warning to student and/or alternative means of correction. Parent notification.

2nd Offense: Detention, Saturday School, or other alternatives to home suspension.

3rd Offense: 1-day in-school suspension.

Note: All subsequent violations are subject to additional referrals to in-school suspension.

Note: Unauthorized object may be confiscated by school authorities. The principal/designee will decide whether to return the object to the student or the parent/guardian.

→ Note: Use of ~~cell phones~~ electronic signaling or communication devices to bully, harass or cheat may result in more severe consequences even if such misconduct occurred off-campus and during non-school hours to be determined by the site administrator. (E.C. 48900 r)

→ 27. **11. WILLFUL DEFIANCE OR DISOBEDIENCE:** A willful act, verbal or non-verbal, that demonstrates deliberate resistance or refusal to obey a reasonable request or directive issued by a school district employee. Student's action does not create a safety risk. (E.C. 48900, sub-section k)

Depending on the circumstances, the frequency and severity of the offense, behavioral interventions and alternatives to suspension may be used as determined by the site administrator. Suspension (including in-school suspension) may be imposed only after other means of correction have failed to bring about proper conduct unless the student's presence poses a danger to other persons.

Examples: Including but not limited to: Chewing gum/eating/drinking in class, willfully defying staff in non-safety related incident, student walking from staff and/or refusing to talk to staff about an incident in non-safety situation, non-habitual use of profanity or vulgarity, verbal insults/put-downs/name calling (non-discriminatory), horseplay, etc.

→ 28. **12. INTERFERING WITH THE PEACEFUL CONDUCT OF THE CAMPUS OR CLASSROOM:** Any willful act of a minor but annoying nature, verbal or non-verbal, that disrupts the educational process, distracts from the educational environment, or interrupts any administrative, disciplinary, or other activity sponsored or approved by the district. (E.C. 48900, sub-section k)

Depending on the circumstances, the frequency and severity of the offense, behavioral interventions and alternatives to suspension may be used as determined by the site administrator. Suspension (including in-school suspension) may be imposed only after other means of correction have failed to bring about proper conduct unless the student's presence poses a danger to other persons.

Examples: Including but not limited to: Minor altercation not resulting in actual fight (i.e. pushing/shoving), etc.

→ **29. 13. WILLFUL DEFIANCE CAUSING A MAJOR CAMPUS OR CLASS**

**DISRUPTION:** Any willful major act of insubordination, verbal or non-verbal, that causes a major campus disruption and significantly distracts from or interrupts the educational environment, or any administrative, disciplinary, or other activity sponsored or approved by the district. Student's behavior creates a clear threat to the safety of self or others. (Penal Code Sec. 148.1) (E.C. 48900, sub-section k)

1st Offense: 3-day suspension. (If it is determined that the action created a danger to other persons.)

2nd Offense: 5-day suspension. Recommendation for alternative education program or expulsion. Mandatory removal from campus.

Examples: Including but not limited to: Activating a fire alarm, physical altercation, instigating a fight, etc.



**LEVEL II OFFENSES****SUSPENSION REQUIRED**  
**POSSIBLE RECOMMENDATION FOR EXPULSION**

1. **CAUSED SERIOUS PHYSICAL INJURY** to another person, except in self-defense. (E.C. 48915 and 48900, sub-section a) An individual must do everything possible to avoid a conflict. Acts of aggression will not be considered self-defense.

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: "Serious bodily injury" means a serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement. (P.C. 243 (f) (4))

Note: An incident will be considered a mutual fight when two students engage in a physical altercation, regardless of who initiated the conflict. A student who allows him/herself to be provoked into fighting will be considered as guilty as the one who starts the fight. It is the responsibility of the administrator to conduct an investigation to determine if one of the parties was acting in self-defense.

- ~~2.~~ **3. UNLAWFUL POSSESSION ANY CONTROLLED SUBSTANCE** as listed in Chapter 2 (commencing with Section 11053) of the Health and Safety Code, except for the first offense of possession of not more than one ounce of marijuana, other than concentrated cannabis. (E.C. 48915 and E.C. 48900, sub-section c, 48900 sub-section p)

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

3rd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: Does not include the possession of over-the-counter medication used by the student, or medication prescribed for the student by a physician (AB 2537).

- ~~3.~~ **4. COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION** (E.C. 48915 and 48900 sub-section e)

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

→ 4. **5. COMMITTED ASSAULT OR BATTERY ON SCHOOL PERSONNEL** (Penal Code Sec. 240, 242) (E.C. 48915 and E.C. 48900, sub-section a, E.C. 44014)

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

→ 5. **2. POSSESSED, SOLD, OR OTHERWISE FURNISHED ANY FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT** of no reasonable use to the pupil on school grounds or at a school related activity off school grounds unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. (E.C. 48915 and 48900, sub-section b)

Note: A knife includes, but is not limited to, a dirk, dagger, ice pick, razor any folding blade knife, any locking blade knife, fixed blades longer than 3 ½", or objects with a fixed, sharpened blade designed to cut or stab.

Note: Furnishing, or possessing an imitation controlled substance (look-a-likes) with the intent to distribute will result in a recommendation for expulsion. Imitation controlled substances are considered "dangerous objects." This offense is also in violation of Health and Safety Code 11680.

Note: Look-a-like (imitation) toy guns refers to a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (E.C. 48900 sub-section m)

Note: Possession of tear gas/tear gas weapon/pepper spray is considered a dangerous object. (Penal Code Sec. 12401, 12402) (E.C. 49330)

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

6. **FURNISHED OR SOLD ANY CONTROLLED SUBSTANCE** listed in Chapter 2 (as defined in Section 11053 of the Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind. (E.C. 48915 and E.C. 48900, sub-section c, 48900 sub-section p)

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

7. **OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY CONTROLLED SUBSTANCE** defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant and then sold, delivered, or furnished look-a-likes or in lieu substances. (E.C. 48900, sub-section d)

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

8. **COMMITTED A TERRORISTIC THREAT** including, but not limited to, a bomb threat. (E.C. 48900.7) This includes any threatening statement, written or oral, which threatens death, great bodily injury or property damage in excess of \$1000, even if there is no intent of actually carrying it out.

1st offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: The elements of a Terroristic Threat include the intent that the statement be taken as a serious threat, the gravity and immediacy of the threat is unequivocal, unconditional, immediate and specific, and causes sustained fear in the person/people threatened.

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting  
SUBJECT: Approval of First Reading of Proposed Revisions to Board Policy 5132 Student Conduct Code, 7-12 May 19, 2014

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BACKGROUND

The Student Conduct Code provides direction and guidance to school administrators in determining appropriate consequences for serious disciplinary offenses as well as informing students and parents of expected student behavior. An annual review of the Student Conduct Code is performed to help keep it closely aligned with the California State Education Code and to make appropriate revisions to Board policy.

ISSUE

Revisions are being proposed to the 7-12 Student Conduct Code as follows:

- to provide clarifying language for the citizenship policy changes that were approved by the Board of Education on February 24, 2014
- to add language pertaining to new law on cyber bullying activities (on or off campus)
- to reflect the current practice of referring students to site Intervention Centers in lieu of In-School Suspension
- to provide clarifying language regarding the use of electronic signaling or communication devices (to align with revised language in Board Policy 5138)
- to add the use of e-cigarettes to the section on possessing or using tobacco or nicotine products
- to change the order of Student Conduct Code offenses as they are listed so that they align with the California Education Code and the MOSIS information system

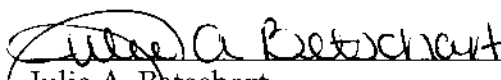
RECOMMENDATION

It is recommended that the Board of Education approve the first reading of proposed revisions to Board Policy 5132 Student Conduct Code, 7-12.

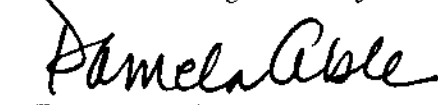
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Originating Department: Child Welfare and Attendance

Reviewed and Recommended by:

  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

Approved for Recommendation  
to the Governing Board by:

  
Pamela Able  
Superintendent

4. **UNEXCUSED ABSENCES FOR PERSONAL REASONS MADE UP IN SATURDAY SCHOOL (NO PRIOR APPROVAL) (E.C. 37223, 48205)**

Students who are absent for personal reasons and who did NOT receive prior approval from the school administrator may be assigned to Saturday School to make up class work missed because of the unexcused absence. Absences will be considered unexcused and may affect extra-curricular eligibility if not cleared within 7 school days after the student returns from the absence.

→ 5. **HOME SUSPENSION / (~~HOME AND IN-SCHOOL~~) INTERVENTION CENTER ASSIGNMENT MAKE - UP (E.C. 48913)**

A suspended student may be allowed to complete comparable assignments. The responsibility of obtaining and doing class work lies with the student. The teacher may require the student to complete any assignments and tests missed during the suspension.

Note: Suspensions are considered "excused" absences and assignment make-up shall be allowed if requested by the student or parent.

**ABSENCES—ASSIGNMENT MAKE-UP NOT ALLOWED**

1. **TRUANCY/UNEXCUSED ABSENCES**

Students who are absent from school without approval of the school shall be considered truant/unexcused and shall NOT be allowed to make up assignments or tests which were assigned during the truancy/unexcused absence.

Students who leave the campus or the classroom without proper school authorization will be considered truant.

Note: If the student has an absence verified at the attendance office at a later time, he/she is NOT allowed make-up privileges unless he/she presents the teacher a verified re-admit slip within ONE day after the student returns to school.

**TRUANCY/UNEXCUSED, EXCESSIVE ABSENTEEISM, TARDIES**  
(E.C. 37223)

**TRUANCY/UNEXCUSED (E.C. 48260-48263, 48900 k, 49164)**

Students may not be absent from school without approval of the school. Absences will be considered unexcused and may affect extra-curricular eligibility if not cleared within 7 school days after the student returns from the absence. The following represents the procedures which will be followed when a student is absent from school without a valid excuse or is tardy without the school's approval in excess of 30 minutes.

**First Incident**--The student and parents will be informed of the mandatory attendance laws and the District's pertinent policy and procedures. The student will be instructed to attend all classes. Failure to do so shall be treated as "defiance of authority." Student will be informed that a work permit will not be issued or will be revoked if the student reaches the 4th step.

→ ALTERNATIVE CONSEQUENCE MAY BE ASSIGNED SUCH AS  
DETENTION, ~~IN-SCHOOL SUSPENSION INTERVENTION CENTER,~~  
SATURDAY SCHOOL, COMMUNITY SERVICE.

Second Incident--The student and parents will be informed of the mandatory attendance laws and the District's pertinent policy and procedures. The student will be instructed to attend all classes. Failure to do so shall be treated as "defiance of authority." Student will be informed that a work permit will not be issued or will be revoked if the student reaches the 4th step.

→ ALTERNATIVE CONSEQUENCES WILL BE ASSIGNED SUCH AS  
DETENTION, ~~IN-SCHOOL SUSPENSION INTERVENTION CENTER,~~  
SATURDAY SCHOOL, COMMUNITY SERVICE.

Third Incident --The student and parents will be informed of the mandatory attendance laws and the District's pertinent policy and procedures. The student will be instructed to attend all classes. Failure to do so shall be treated as "defiance of authority." The student will be informed that a work permit will not be issued or will be revoked if the student reaches the 4th step. The student is a legal truant (absent from school without a valid excuse for 3 days or tardy in excess of 30 minutes on each of 3 or more days). (E.C. 48260) (E.C. 48260.5) The school may recommend that the parent/guardian attend school one day with the student.

Fourth Incident--Student will be referred to a school administrator/designee. The student is now a legal habitual truant and shall be within the jurisdiction of the juvenile court which may adjudge the pupil to be a ward of the court. (E.C. 48262) (WIC 601) The school administrator shall call and hold a parent conference. Parents and student are again informed that failure to follow the school's directive to attend classes will be "defiance of authority" and will be grounds for referral to the School Attendance Review Board and/or involuntary transfer to an alternative education program.

→ ALTERNATIVE CONSEQUENCES WILL BE ASSIGNED SUCH AS  
DETENTION, ~~IN-SCHOOL SUSPENSION INTERVENTION CENTER,~~  
SATURDAY SCHOOL, COMMUNITY SERVICE.

STUDENT IS INELIGIBLE TO PARTICIPATE IN EXTRA-CURRICULAR  
ACTIVITIES FOR NINE WEEKS.

A WORK PERMIT WILL NOT BE ISSUED/OR WORK PERMIT WILL BE  
REVOKED FOR A MAXIMUM OF NINE WEEKS. (E.C. 49164)

THE PUPIL MAY BE SUBJECT TO SUSPENSION, RESTRICTION, OR  
DELAY OF THE PUPIL'S DRIVING PRIVILEGE PURSUANT TO  
SECTION 13202.7 OF THE VEHICLE CODE. (E.C. 48260.5)

Fifth Incident--Student will be referred to a school administrator. The parents and student will be informed that the next incidence of refusal to attend classes upon the direction of school authorities may result in a recommendation of the student to an alternative education program and possible referral of parent and student to the School Attendance Review Board.

→ ALTERNATIVE CONSEQUENCES WILL BE ASSIGNED SUCH AS DETENTION, ~~IN SCHOOL SUSPENSION INTERVENTION CENTER~~, SATURDAY SCHOOL, COMMUNITY SERVICE. STUDENT IS INELIGIBLE TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES FOR AN ADDITIONAL NINE WEEKS.

A WORK PERMIT WILL NOT BE ISSUED/OR WORK PERMIT WILL BE REVOKED FOR A MAXIMUM OF NINE WEEKS. (E.C. 49164)

Sixth Incident--A letter shall be sent certified or by using "proof of service" method to the parents/guardians informing them that their student has had additional incidents of truancy since being declared a legal habitual truant (E.C. 48262) and has been in "persistent defiance of authority." Parent and student may be referred to the School Attendance Review Board (SARB).

STUDENT MAY BE REFERRED TO AN ALTERNATIVE EDUCATION PROGRAM, SUCH AS CONTINUATION HIGH SCHOOL IF THE STUDENT IS SIXTEEN YEARS OF AGE OR OLDER, OR TO OPPORTUNITY SCHOOL/PROGRAM/CLASS IF THE STUDENT IS UNDER SIXTEEN YEARS OF AGE.

STUDENT IS INELIGIBLE TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES THE REMAINDER OF THE SCHOOL YEAR AT THE REGULAR CAMPUS.

A WORK PERMIT WILL NOT BE ISSUED/OR WORK PERMIT WILL BE REVOKED BY THE ISSUING AUTHORITY AT THE REGULAR CAMPUS. (E.C. 49164)

→ ALTERNATIVE CONSEQUENCES WILL BE ASSIGNED SUCH AS DETENTION, ~~IN SCHOOL SUSPENSION INTERVENTION CENTER~~, SATURDAY SCHOOL, COMMUNITY SERVICE.

### **EXCESSIVE ABSENTEEISM**

Once a pupil accumulates fifteen (15) absences (excused or unexcused) during one school year:

1. A school administrator may place the student on Attendance Supervision which imposes a requirement that additional absences must be verified by a licensed medical practitioner. (C.A.C. Title 5 sec. 421 b)
2. A student may not be placed on Attendance Supervision unless the parent/guardian has been notified previously in conference or by letter of the District's excessive absence policy after that student has been absent ten (10) days or more.
3. Once a student has been placed on Attendance Supervision, a school administrator/certificated designee shall call and hold a parent conference.

Parent/guardian will again be informed of the District's excessive absence policy. If the parent/guardian cannot be contacted, the administrator/ designee will hold a conference with the student and a certified letter shall be sent informing the parent/guardian that the student is placed on Attendance Supervision and the pertinent provisions of the excessive absence policy.

**TARDIES**

One of the responsibilities of each student is to be in the classroom in his/her seat or work station when the bell rings or when class is to begin. Being tardy is irresponsible behavior because it is disruptive to the learning process.

**7-12** Each teacher shall refer a student to an administrator/designee for a student's fourth and any successive tardy in one quarter.

**1ST, 2ND, AND 3RD TARDY IN EACH CLASS**

Consequences to be determined by each site.

**FOURTH AND SUBSEQUENT TARDIES WILL RESULT IN AN ADMINISTRATIVE REFERRAL WITH THE FOLLOWING CONSEQUENCES:**

- 4 30 minute detention
- 5 60 minute detention
- 6 1 Period ~~ISS IC~~
- 7 2 Periods ~~ISS IC~~
- 8 Saturday School (or other alternative consequences other than home suspension)
- 9 2 Saturday Schools (or other alternative consequences other than home suspension)
- 10 1 day ~~ISS IC~~
- 11 2 days ~~ISS IC~~

→ All subsequent tardies are subject to additional ~~ISS IC~~ days.

Note: Referral to the tutoring center may be added to each of the above steps.

**STUDENTS OUT OF CLASS WITHOUT WRITTEN AUTHORIZATION 5 MINUTES AFTER CLASS IS TO BEGIN.**

→ An administrator or his/her designee(s) will assign the student a consequence which may include work detail/detention/~~in-school suspension~~ Intervention Center/Saturday School.

**TARDY IN EXCESS OF 10 MINUTES**

If a student is tardy in excess of 10 minutes, but no more than 30 minutes, the teacher has the option of not allowing assignment make-up because of lack of class participation. If the student is tardy in excess of 30 minutes, he/she is truant according to E.C. 48260 and must obtain a re-admit slip from the attendance office indicating "truancy."



## BEHAVIOR EXPECTATIONS AND CONSEQUENCES

Consequences are determined by the number of violations occurring in one school year with the exception of offenses ~~6 4, 10 5, 11 25, 12 7, and 13 21~~. Prior offenses may warrant consequences starting at Step 2.

**A school may have additional rules unique to its site as long as they do not conflict with the Student Conduct Code (E.C. 35291.5).**

**EXCEPTIONS:** The number of offenses and the consequences relating to extra-curricular activities eligibility for substance abuse violations carry over from year to year in grades 7-8 and 9-12, but not from junior high to high school.

### DURING SUSPENSION:

1. Student shall not report to school during the period of suspension, ~~except in the case of in-school suspension,~~ unless coming to the office on official business by prior arrangement with a school administrator. Student is expected to be under the supervision of a parent during school hours when serving suspension days at home. (7:00 a.m.–4:30 p.m.) P.C. 653b, P.C. 627.2
2. Student is not to attend any school event at any school campus during home suspension.
3. The responsibility of obtaining and doing classwork lies with the student. The teacher may require the student to complete any assignments and tests missed during the suspension.

*When referenced throughout the remainder of this document, the following abbreviations will apply:*

<i>E.C.</i>	=	<i>California Education Code</i>
<i>P.C.</i>	=	<i>California Penal Code</i>
<i>C.A.C.</i>	=	<i>California Administrative Code, Title 5</i>
<i>BP</i>	=	<i>Board Policy (Modesto City Schools)</i>
<i>AR</i>	=	<i>Administrative Regulation (Modesto City Schools)</i>

**LEVEL I OFFENSES****CAUSES FOR HOME SUSPENSION OR  
OTHER ALTERNATIVE CONSEQUENCES**

(See pages 40-45 regarding extra-curricular activities eligibility)

WITH THE EXCEPTION OF SERIOUS VIOLATIONS OF THE STUDENT CONDUCT CODE, CORRECTIVE MEASURES WILL NORMALLY BEGIN AT A MINIMAL LEVEL AND THEN PROCEED TO MORE SERIOUS LEVELS. THESE PROCEDURES MAY INCLUDE BUT ARE NOT LIMITED TO: COUNSELING, PARENT CONFERENCE, BEHAVIOR PLAN, CLASSROOM INTERVENTIONS, COMMUNITY SERVICE, RESTITUTION, CONFLICT RESOLUTION, PARENT SUPERVISION IN SCHOOL, DETENTION, LOSS OF SCHOOL PRIVILEGES, CLASS SUSPENSION, BEHAVIOR CONTRACT, SATURDAY SCHOOL, ~~IN-SCHOOL SUSPENSION~~ INTERVENTION CENTER, HOME SUSPENSION, ALTERNATIVE EDUCATION TRANSFER, EXPULSION RECOMMENDATION.

LAW ENFORCEMENT AGENCIES MAY BE NOTIFIED AT THE DISCRETION OF THE ADMINISTRATION.

IF THE NATURE OF THE OFFENSE MAKES AN ALTERNATIVE EDUCATION PLACEMENT OR EXPULSION RECOMMENDATION APPROPRIATE, THE STUDENT WILL BE SUSPENDED FIVE DAYS FOR THE INFRACTION.

**STUDENT MAY BE SUSPENDED ON THE FIRST OFFENSE IF IT IS DETERMINED THAT THE PUPIL'S PRESENCE CAUSES A DANGER TO PERSONS. (E.C. 48900.5)**

**GANG RELATED OFFENSES - A STUDENT MAY BE SUSPENDED FOR FIVE DAYS ON THE FIRST OFFENSE AND RECOMMENDED FOR AN ALTERNATIVE EDUCATION PLACEMENT OR EXPULSION.**

**OFFENSES 1- 14 ~~3, 7-9, 11-13, 21, AND 28-30~~ 26-29 ONLY - IF THE SERIOUSNESS OF THE ACT LEADS TO A DETERMINATION THAT THE PRESENCE OF THE STUDENT CAUSES A DANGER TO PERSONS, THE STUDENT MAY BE RECOMMENDED FOR AN ALTERNATIVE EDUCATION PLACEMENT OR EXPULSION ON THE FIRST OR SUCCEEDING OFFENSES.**

→ ~~1.~~ **3. POSSESSING, USING, OR BEING UNDER THE INFLUENCE OF** an alcoholic beverage or intoxicant of any kind. Possessing not more than one ounce of marijuana. Using or being under the influence of marijuana or any controlled substance (as defined in Section 11053 of the Health and Safety Code). (E.C. 48915 and E.C. 48900, sub-section c)

1st Offense: 5-day suspension and notification of appropriate law enforcement agency. May be assigned to a substance abuse counseling program.

Note: The suspension will be reduced to three days if the student completes a district-approved intervention program.

Ineligibility for extra-curricular activities would then be reduced from eighteen school weeks to nine school weeks.

2nd Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

3rd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: Does not include possession of over-the-counter medication used by the student, or medication prescribed for the student by a physician (AB 2537).

Note: Students appearing at school functions and having consumed or having in their possession alcoholic beverages or drugs may be handled by police action. (Penal Code Sec. 647) (Health and Safety Code Sec. 11550)

→ ~~2.~~ **8. UNLAWFULLY POSSESSING OR UNLAWFULLY OFFERING, ARRANGING, OR NEGOTIATING TO SELL ANY DRUG PARAPHERNALIA,** as defined in Section 11014.5 of the Health and Safety Code. (E.C. 48900, sub-section j)

1st Offense: 5-day suspension and notification of appropriate law enforcement agency. May be assigned to a substance abuse counseling program.

Note: The suspension will be reduced to three days if the student completes a district-approved intervention program.

Ineligibility for extra-curricular activities would then be reduced from eighteen school weeks to nine school weeks.

2nd Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

3rd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

→ ~~3.~~ **9. ACTIVATION OF FALSE ALARMS OR TAMPERING WITH EMERGENCY EQUIPMENT, FIRE-SETTING OR ATTEMPTED FIRE-SETTING.** (Penal Code Sec. 447 and 455, 148.4) (E.C. 48900, sub-section k)

1st Offense: 5-day suspension.

2nd Offense: 5-day suspension, recommendation for expulsion.

Note: Fire-setting of any nature may lead to recommendation for alternative education program or expulsion on the first offense. Fire-setting is never considered to be a prank. The burning of trash cans can lead to immediate and serious consequences.

→ 4. **26. HARASSED, THREATENED, OR INTIMIDATED A PUPIL WHO IS A COMPLAINING WITNESS OR WITNESS IN A SCHOOL DISCIPLINARY PROCEEDING** for the purpose of preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (E.C. 48900, sub-sections o, r)

1st Offense: 5-day suspension and possible recommendation for expulsion.

2nd Offense: 5-day suspension, recommendation for alternative education program or expulsion. Mandatory removal from campus.

→ 5. **1. CAUSING, ATTEMPTING, OR THREATENING TO CAUSE PHYSICAL INJURY OR WILLFULLY USING FORCE OR VIOLENCE UPON ANOTHER PERSON, except in self-defense.** (E.C. 48900, sub-sections (a) (1), (a) (2), r, and s) An individual must do everything possible to avoid a conflict. Acts of aggression will not be considered self-defense.

Note: An incident will be considered a mutual fight when two students engage in a physical altercation, regardless of who initiated the conflict. A student who allows him/herself to be provoked into fighting will be considered as guilty as the one who starts the fight. It is the responsibility of the administrator to conduct an investigation to determine if one of the parties was acting in self-defense.

1st Offense: 3-day suspension.

2nd Offense: 5-day suspension and possible recommendation for alternative education program or expulsion.

3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion.

Note: Any act committed against school staff shall warrant consequences starting at Step 2.

Note: If a student caused serious physical injury (as defined in Penal Code Section 243) to another person, except in self-defense, the principal must recommend expulsion or report in writing to the superintendent who will advise the governing board that expulsion is inappropriate due to the nature of the particular circumstances which shall be indicated in the report of the incident. (E.C. 48915).

→ 6. **4. CAUSING OR ATTEMPTING TO CAUSE DAMAGE TO PROPERTY** - cutting, defacing, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Penal Code Sec. 594) (E.C. 48900, sub-section f)

Note: If a prior offense was committed during the previous three school years, damage valued in excess of \$25.00 will warrant consequences starting at Step 2. Offenses will not carry over from junior high to high school.

1st Offense: Behavioral interventions and/or other alternative means of correction.

2nd Offense: 3-day suspension and possible recommendation for alternative education program.

3rd Offense: 5-day suspension and recommendation for expulsion.

Note: Parent/guardian will be held responsible for damage to school district property up to the State established limit. When the minor and parent are unable to pay for the damages, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Parents or guardian of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage up to the State established limit. (E.C. 48904)

→ **7. 29. THREATENING, INTIMIDATING, MENACING OR HARASSING**

**(INCLUDING SEXUAL HARASSMENT) ANY OTHER PERSON** (E.C. 48900 sub-sections a, r and/or k) (E.C. 48900.2) (E.C. 48900.4) Possible removal from campus or separation of student. (See pages 51-53)

1st Offense: Warning to student and/or other alternative means of correction.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion.

Note: In the event an allegation of sexual harassment is not resolved informally to the satisfaction of a complainant, the complainant may use the District complaint process for formal resolution of such complaints. (AR 5145.7)

→ **8. 27. ENGAGING IN, OR HAVING ANY PART IN HAZING** or committing any act that injures, degrades, or disgraces any other person attending school. Causing, attempting to cause, threatening to cause, or participating in an act of hate violence. (E.C. Sec. 32050-52) (E.C. Sec. 33032.5) (E.C. 48900, sub-sections a and/or k and q) (E.C. 48900.3)

"Hazing" includes any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause bodily danger, physical harm, or personal degradation or disgrace. (E.C. 32050)

1st Offense: 2-day suspension.

2nd Offense: 4-day suspension and recommendation for alternative education program.

3rd Offense: 5-day suspension and recommendation for expulsion.

→ 9. **28. ENGAGING IN AN ACT OF BULLYING**, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel. (E.C. 48900, sub-section r)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and possible recommendation for alternative education program or expulsion.

Note: Any act committed against school staff would warrant consequences starting at step 2.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or a group of pupils as defined in E.C. 48900.2, 48900.3, or 48900.4, directed towards one or more pupils that has been or can be reasonably predicted to have the effect of one or more of the following:

- A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

An "electronic act" is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web Site by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

→ Students may be subject to discipline even if such misconduct occurred off-campus and during non-school hours.

→ 10. **5. STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY** (E.C. 48900 sub-section g)

Note: If a prior offense was committed during the previous three school years, stolen items of value greater than \$25.00 will warrant consequences starting at Step 2. Offenses will not carry over from junior high to high school.

1st Offense: Behavioral interventions and/or other alternative means of correction.

2nd Offense: 4-day suspension and recommendation for alternative education program.

3rd Offense: 5-day suspension and recommendation for expulsion.

→ ~~11.~~ **25. KNOWINGLY RECEIVING STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY** (E.C. 48900 sub-section l)

Note: If a prior offense was committed during the previous three school years, stolen items of value greater than \$25.00 will warrant consequences starting at Step 2. Offenses will not carry over from junior high to high school.

1st Offense: Behavioral interventions and/or other alternative means of correction.

2nd Offense: 4-day suspension and recommendation for alternative education program.

3rd Offense: 5-day suspension and recommendation for expulsion.

→ ~~12.~~ **7. COMMITTING AN OBSCENE ACT OR ENGAGING IN HABITUAL PROFANITY OR VULGARITY** either verbally or in writing. (E.C. 48900, sub-section i)

Note: A student **may** be suspended on the first offense for 5 days if such behavior causes a danger to persons (E.C. 48900.5).

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and possible recommendation for alternative education program.

Note: If a prior offense was committed during the previous three school years, any act committed against school staff will warrant consequences starting at Step 2. Offenses will not carry over from junior high to high school.

→ ~~13.~~ **21. USE OF SLURS** either verbally or in writing based on race, religion, ethnic background or national origin, language, gender, sexual orientation, economic status, physical or developmental disabilities, or other special needs. (E.C. 48900, sub-section k) (BP 5145.4)

Note: A student **may** be suspended on the first offense for 5 days if such behavior causes a danger to persons. (E.C. 48900.5)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and possible recommendation for alternative education program.

Note: If a prior offense was committed during the previous three school years, any act committed against school staff would warrant consequences starting at Step 2. Offenses will not carry over from junior high to high school.

- 14. **2. POSSESSING ANY OBJECTS** of a dangerous nature (unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal) **ON CAMPUS** if the principal deems expulsion inappropriate. (E.C. 48900 sub-section b)

Note: Toy guns (imitation) are considered objects of a dangerous nature. Look-a-like (imitation) toy guns refers to a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (E.C. 48900 sub-section m). Possession of any toy weapon that appears to be real to a reasonable person or that is used in a threatening manner may result in alternative placement or recommendation for expulsion. (E.C. 48900, sub-section m) Also, see page 35, number 5.

Note: Laser pointers are considered objects of a dangerous nature.

1st Offense: Warning to student. Notification of parent and/or other alternative means of correction.

2nd Offense: 3-day suspension.

3rd Offense: 5-day suspension and possible recommendation for alternative education program.

15. **FORGING, FALSIFYING, ALTERING, OR USING FORGED SCHOOL CORRESPONDENCE, PASSES, OR RE-ADMIT SLIPS** (E.C. 48900, sub-section k)

1st Offense: Warning to student and/or other alternative means of correction.

2nd Offense: 2-day suspension.

3rd Offense: 4-day suspension and possible recommendation for alternative education program.

- 16. **23. VIOLATING THE USE OF TECHNOLOGY, NETWORK, AND ELECTRONIC INFORMATION POLICY** (E.C. 48900, sub-sections k and t) (BP 0440 6163.4)

1st Offense: Warning to student and loss of network and computer use.

2nd Offense: 1-day suspension and loss of network and computer use.

3rd Offense: 3-day suspension and possible recommendation for expulsion or alternative education program.

- 17. **6. POSSESSING OR USING TOBACCO** (or any products containing tobacco or nicotine products) in grades 7-12. (E.C. 48900, sub-section h)

Tobacco and nicotine products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (E.C. 48900, sub-section h)



1st Offense: Behavioral interventions and/or other alternative means of correction.

2nd Offense: 2-day suspension.

3rd Offense: 3-day suspension.

Note: No school shall permit the smoking or use of tobacco, or any product containing tobacco, or nicotine products, by pupils of the school while pupils are on campus, or while attending school-sponsored activities or while under the supervision and control of school district employees. (E.C. 48901)

→ Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited. Confiscated materials will be returned to **parents upon request.** Confiscated materials will not be returned to students.

→ ~~18.~~ **14. FAILING TO IDENTIFY ONESELF** or giving false information to school personnel. (E.C. 48900, sub-section k)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 2-day suspension.

3rd Offense: 4-day suspension and possible recommendation for alternative education program.

→ ~~19.~~ **22. TAMPERING WITH PROPERTY OF THE SCHOOL DISTRICT** or belongings of any other person. (E.C. 48900, sub-section k)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 2-day suspension.

3rd Offense: 4-day suspension and possible recommendation for alternative education program.

→ ~~20.~~ **10. CHEATING** (E.C. 48900, sub-section k)

1st Offense: Warning to student. "F" on assignment/test.

2nd Offense: 2-day suspension. "F" on assignment/test.

3rd Offense: 4-day suspension. "F" on assignment/test.

→ ~~21.~~ **19. BEING IN A PARKING LOT OR OUT OF BOUNDS** without proper authorization. (E.C. 48900, sub-section k)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 1-day suspension.

3rd Offense: 3-day suspension.

- **22. 16. GAMBLING AND WAGERING**, or habitually being present where gambling and wagering are taking place. (E.C. 48900, sub-section k)

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 2-day suspension.

3rd Offense: 4-day suspension and possible recommendation for alternative education program.

- **23. 18. LOITERING ON OR ABOUT ANY CAMPUS** without apparent lawful purpose. (E.C. 48900, sub-section k) (Penal Code 653b and 627.2)

Note: A student may be subject to arrest according to Penal Code 653b if he/she loiters at or near any school or public place at or near where students attend or normally congregate, or re-enters or comes upon such school or place after being asked to leave by a school official. According to PC 653b, punishment for loitering includes a fine not to exceed \$1,000 and/or imprisonment in the county jail not to exceed six months.

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: 2-day suspension.

3rd Offense: 4-day suspension and possible recommendation for alternative education program.

- **24. 30. ANY DRESS, GROOMING, OR APPEARANCE** which disrupts, or tends to disrupt the educational process, or affect the health or safety of individuals shall be prohibited. (E.C. 48900, sub-section k) (E.C. 35161, 35183, 35291.5, 35294.1; C.A.C. Title 5, Section 302; and BP 5135, 5135.1, and 5137.) Refer to AR 5135, pp. 13-15

Note: Any attire/paraphernalia/symbol that signifies gang affiliation will not be allowed on campus.

Any attire/paraphernalia/symbol that displays a logo or other message promoting alcohol or controlled substances, promoting violence, illegal activity, or relating to gangs may not be worn on campus.

Note: In addition to this Conduct Code, schools may have additional rules approved by School Safety Committees.

1st Offense: Warning to student. Notification of parent. Student may be sent home to dress properly, if necessary.

2nd Offense: Detention, Saturday School, or other alternatives to home suspension.

- 3rd Offense: 1-day ~~in-school suspension~~ Intervention Center.

- Note: All subsequent violations are subject to additional referrals to ~~in-school suspension~~ Intervention Center.

- ~~25.~~ **24. POSSESSION OF ANY OBJECT NOT OF A DANGEROUS NATURE** (i.e. items a school administrator identifies as disruptive.) (E.C. 48900, sub-section k) (Unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.)

Note: Unauthorized object may be confiscated by school authorities. The principal/designee will decide whether to return the object to the student or the parent/guardian.

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: Detention, Saturday School, or other alternatives to home suspension.

- 3rd Offense: 1-day ~~in-school suspension~~ Intervention Center.

Note: All subsequent violations are subject to additional referrals to ~~in-school suspension~~ Intervention Center.

Note: Modesto City Schools is not responsible for the loss or damage of personal property, because of vandalism or theft. Students are responsible for all of their personal belongings.

- ~~26.~~ **20. POSSESSING OR USE OF ANY ELECTRONIC SIGNALING OR COMMUNICATION DEVICE:** Students may possess electronic signaling or communication devices that operate through the transmission or receipt of radio waves on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. **Electronic signaling or communication devices shall be turned off during school hours and not be visible, during class time, unless used for instructional purposes. (BP 5138)** (No pupil shall be prohibited from using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and use of which is limited to health-related purposes or during a school-wide emergency affecting the school or community.) (E.C.48901.5)

1st Offense: Warning to student and/or alternative means of correction. Parent notification.

2nd Offense: Detention, Saturday School, or other alternatives to home suspension.

- 3rd Offense: 1-day ~~in-school suspension~~ Intervention Center.

- Note: All subsequent violations are subject to additional referrals to ~~in-school suspension~~ Intervention Center.

Note: Unauthorized object may be confiscated by school authorities. The principal/designee will decide whether to return the object to the student or the parent/guardian.

- Note: Use of ~~cell phones~~ electronic signaling or communication devices to bully, harass or cheat may result in more severe consequences even if such misconduct occurred off-campus and during non-school hours to be determined by the site administrator. (E.C. 48900 r)

→ **27. 17. BEHAVIOR ON BUS**

1st Offense: Warning to student and/or alternative means of correction.

2nd Offense: Not allowed to ride the bus for 3 days.

3rd Offense: Not allowed to ride the bus for 5 days.

4th Offense: Not allowed to ride the bus for 10 days.

5th Offense: Not allowed to ride the bus for 20 days or the remainder of the current semester/trimester, whichever is greater.

6th Offense: Not allowed to ride the bus for the remainder of the school year.

Note: Depending on the seriousness of the act, the student may lose bus privileges for the remainder of the school year on the first or succeeding offenses.

Note: Depending on the circumstances, alternatives to suspension from the bus may be used as determined by the site administrator.

→ **28. 11. WILLFUL DEFIANCE OR DISOBEDIENCE:** A willful act, verbal or non-verbal, that demonstrates deliberate resistance or refusal to obey a reasonable request or directive issued by a school district employee. (E.C. 48900, sub-section k)

Depending on the circumstances, the frequency and severity of the offense, behavioral interventions and alternatives to suspension may be used as determined by the site administrator. Suspension (including ~~in-school-suspension~~ Intervention Center) may be imposed only after other means of correction have failed to bring about proper conduct unless the student's presence poses a danger to other persons.

Examples: Including but not limited to: Eating/drinking in class, willfully defying staff in non-safety related incident, non-habitual use of profanity or vulgarity, verbal insults/put-downs/name calling (non-discriminatory), horseplay, etc.

→ **29. 12. INTERFERING WITH THE PEACEFUL CONDUCT OF THE CAMPUS OR CLASSROOM:** Any willful act of a minor but annoying nature, verbal or non-verbal, that disrupts the educational process, distracts from the educational environment, or interrupts any administrative, disciplinary, or other activity sponsored or approved by the district. (E.C. 48900, sub-sections k, r)

Depending on the circumstances, the frequency and severity of the offense, behavioral interventions and alternatives to suspension may be used as determined by the site administrator. Suspension (including ~~in-school-suspension~~ Intervention Center) may be imposed only after other means of correction have failed to bring about proper conduct unless the student's presence poses a danger to other persons.

Examples: Including but not limited to: Minor altercation not resulting in actual fight (i.e. pushing/shoving), etc.

→ **30. 13. WILLFUL DEFIANCE CAUSING A MAJOR CAMPUS OR CLASS DISRUPTION:** Any willful major act of insubordination, verbal or non-verbal, that causes a major campus disruption, creates a danger to other persons, and severely distracts from or interrupts the educational environment, or any administrative, disciplinary, or other activity sponsored or approved by the District. (Penal code Sec. 148.1) (E.C. 48900, sub section k)

1st Offense: 5-day suspension. (If it is determined that the action created a danger to other persons.)

2nd Offense: 5-day suspension. Recommendation for alternative education program or expulsion. Mandatory removal from campus.

Examples: Including but not limited to: Activating a fire alarm, physical altercation, instigating a fight, etc.

**LEVEL II OFFENSES****SUSPENSION REQUIRED****POSSIBLE RECOMMENDATION FOR EXPULSION**

(See pages 40-45 regarding extra-curricular activities eligibility)

1. **CAUSED SERIOUS PHYSICAL INJURY** to another person, except in self-defense. (E.C. 48915 and 48900, sub-section a). An individual must do everything possible to avoid a conflict. Acts of aggression will not be considered self-defense.

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: "Serious bodily injury" means a serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement. (P.C. 243 (f) (4))

Note: An incident will be considered a mutual fight when two students engage in a physical altercation, regardless of who initiated the conflict. A student who allows him/herself to be provoked into fighting will be considered as guilty as the one who starts the fight. It is the responsibility of the administrator to conduct an investigation to determine if one of the parties was acting in self-defense.

- ~~2.~~ **3. UNLAWFUL POSSESSION ANY CONTROLLED SUBSTANCE** as listed in Chapter 2 (commencing with Section 11053) of the Health and Safety Code, except for the first offense of possession of not more than one ounce of marijuana, other than concentrated cannabis. (E.C. 48915 and E.C. 48900, sub-sections c, p)

1st Offense: 5-day suspension, suspension reductions-see Page 22, and notification of appropriate law enforcement agency.

Note: The suspension will be reduced to three days if the student completes a district-approved intervention program.

2nd Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

3rd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: Does not include possession of over-the-counter medication used by the student, or medication prescribed for the student by a physician (AB 2537).

- ~~3.~~ **4. COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION** (E.C. 48915 and 48900 sub-section e)

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

→ **4. 5. COMMITTED ASSAULT OR BATTERY ON SCHOOL PERSONNEL** (Penal Code Sec. 240, 242) (E.C. 48915 and E.C. 48900, sub-section a, E.C. 44014)

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

→ **5. 2. POSSESSED, SOLD, OR OTHERWISE FURNISHED ANY FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT** of no reasonable use to the pupil on school grounds or at a school related activity off school grounds unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. (E.C. 48915 and 48900, sub-section b)

Note: A knife includes, but is not limited to, a dirk, dagger, ice pick, razor any folding blade knife, any locking blade knife, fixed blades longer than 3 ½", or objects with a fixed, sharpened blade designed to cut or stab. (E.C. 48915 sub-section g)

Note: Furnishing or possessing an imitation controlled substance (look-a-likes) with the intent to distribute will result in a recommendation for expulsion. Imitation controlled substances are considered "dangerous objects." This offense is also in violation of Health and Safety Code 11680.

Note: Look-a-like (imitation) toy guns refers to a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (E.C. 48900 sub-section m).

Note: Possession of tear gas/tear gas weapon/pepper spray is considered a dangerous object. (Penal Code Sec. 12401, 12402) (E.C. 49330)

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

**6. FURNISHED OR SOLD ANY CONTROLLED SUBSTANCE** listed in Chapter 2 (as defined in Section 11053 of the Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind. (E.C. 48915 and E.C. 48900, sub-sections c, p)

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

7. **OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY CONTROLLED SUBSTANCE** defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant and then sold, delivered, or furnished look-a-likes or in lieu substances. (E.C. 48900, sub-section d)

1st Offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

8. **COMMITTED A TERRORISTIC THREAT** including, but not limited to, a bomb threat. (E.C. 48900.7) This includes any threatening statement, written or oral, which threatens death, great bodily injury or property damage in excess of \$1,000, even if there is no intent of actually carrying it out.

1st offense: 5-day suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: The elements of a Terroristic Threat include the intent that the statement be taken as a serious threat, the gravity and immediacy of the threat is unequivocal, unconditional, immediate and specific, and causes sustained fear in the person/people threatened.



**LOSS OF PRIVILEGES/EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES**

It is the goal of the District to work with parents to assist students in becoming self-directed and responsible for their own behavior.

When students do not meet the clearly defined and communicated expectations outlined in this Student Conduct Code, the student will not be allowed to participate in extra-curricular activities. Extra-curricular activities include activities that are not associated with a class and activities in which students do not receive a grade. Co-curricular activities are related to a class in which the student earns an academic grade. Extra-curricular activities which are limited to:

1. After school recreation (7-8)
2. Student clubs (9-12)
3. Special field trips not a part of regular classroom work (7-12) \*
4. School dances (7-8)
5. School assemblies (7-8)
6. Extra-curricular public performances of music, dance, drama, and speech (the loss of these privileges shall not apply to class activities to publicize and/or promote school activities and feeder schools which are conducted during the school day) (7-12)

**\* NOTE: THE PRINCIPAL/DESIGNEE MAY MAKE EXCEPTIONS REGARDING ACADEMIC AND ATTENDANCE INELIGIBILITY ONLY, FOR SPECIAL FIELD TRIPS NOT A PART OF REGULAR CLASSROOM WORK (7-12). HOWEVER, SUCH FIELD TRIPS MUST BE DIRECTLY RELATED TO THE EDUCATIONAL PROGRAM.**

**\*\* NOTE: *An Extra-Curricular/Co-Curricular Activity Ineligibility Criteria Chart is included at the end of this section. The chart specifies the activity and the criteria the District shall use for determining ineligibility for participating in said activity.***

**EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITY INELIGIBILITY CRITERIA**

<b>CO-CURRICULAR ACTIVITIES (Leadership, Athletics, Cheer)</b>	<b>EXTRA-CURRICULAR ACTIVITIES (Recreation 7-8, Clubs 9-12, Field Trips 9-12, Dances 7-8, Assemblies 7-8)</b>	<b>WINTER FORMAL</b>	<b>PROM/ 8<sup>th</sup> GRADE DANCE</b>	<b>SENIOR TRIP/ 8<sup>th</sup> GRADE TRIP</b>	<b>GRADUATION CEREMONY</b>
GPA Below 2.0	GPA Below 2.0				
More than one "F"	More than one "F"				
	More than one "U" Citizenship		More than one "U" Citizenship 8 <sup>th</sup> Grade may regain the privilege with teacher approval (3 <sup>rd</sup> Quarter)	More than one "U" citizenship 8 <sup>th</sup> Grade may regain the privilege with teacher approval (3 <sup>rd</sup> Quarter)	More than one "U" citizenship 8 <sup>th</sup> Grade may regain the privilege with teacher approval (3 <sup>rd</sup> Quarter)
Substance Abuse 18 weeks/ 9 weeks with diversion	Substance Abuse 18 weeks/ 9 weeks with diversion	Substance Abuse 18 weeks/ 9 weeks with diversion	Substance Abuse 18 weeks/ 9 weeks with diversion	Substance Abuse 18 weeks/ 9 weeks with diversion	Substance Abuse 18 weeks/ 9 weeks with diversion
Outstanding Debt	Outstanding Debt		Outstanding Debt	Outstanding Debt	Outstanding Debt
Home Suspension 4 or more days (9 weeks)	Home Suspension 4 or more days (9 weeks)	Home Suspension 4 or more days ( 9 weeks)	Home Suspension 4 or more days (9 weeks)	Home Suspension 4 or more days (9 weeks)	Home Suspension 4 or more days (9 weeks)
Home Suspension twice in a quarter (9 weeks)	Home Suspension twice in a quarter (9 weeks)	Home Suspension twice in a quarter (9 weeks)	Home Suspension twice in a quarter (9 weeks)	Home Suspension twice in a quarter (9 weeks)	Home Suspension twice in a quarter (9 weeks)
Involuntary Transfer to Alternative Education	Involuntary Transfer to Alternative Education	Involuntary Transfer to Alternative Education	Involuntary Transfer to Alternative Education	Involuntary Transfer to Alternative Education	Involuntary Transfer to Alternative Education
	Step 4 Truancy (9 weeks)				
	Step 5 Truancy (additional 9 weeks)				
Step 6 Truancy	Step 6 Truancy		Step 6 Truancy	Step 6 Truancy	Step 6 Truancy
	Attendance Supervision w/ 5 unexcused absences				
The District reserves the right to exclude a student from the graduation ceremony or other activities for a flagrant infraction to the Student Conduct Code irrespective of the student's citizenship status.					

MODESTO CITY SCHOOLS

TO: Board of Education Regular Meeting  
SUBJECT: Approval of Schedule for Board of Education Meetings for the Period Starting July 28, 2014 through June 22, 2015 May 19, 2014

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BACKGROUND

The Board of Education approves the Schedule for Board of Education Meetings. On April 29, 2013, the Board approved meeting dates through June 16, 2014. Listed below are the dates being recommended for the period beginning July 28, 2014 through June 22, 2015.

July 28, 2014  
August 18, 2014  
September 8, 2014  
September 29, 2014  
October 20, 2014  
\*November 17, 2014  
December 8, 2014  
\*January 20, 2015  
\*February 10, 2015  
March 2, 2015  
March 23, 2015  
\*April 20, 2015  
May 11, 2015  
June 1, 2015  
June 22, 2015

Regular meetings will start at 6:00 p.m.

\*Changed from usual routine due to holidays or circumstance.

RECOMMENDATION

It is recommended that the Board of Education approve the schedule for Board of Education meetings for the period starting July 28, 2014 through June 22, 2015.

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Prepared and Recommended  
to the Governing Board by:



Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting  
SUBJECT: Approval of April Revisions to the Adopted 2013/14 Budget May 19, 2014

---

BACKGROUND

The Board adopted the 2013/14 budget on June 17, 2013. Adjustments to the budget are made regularly based on known changes to revenue or the level/category of expenditures.

ISSUE

The Education Code requires that the Board approve major changes to the adopted budget.

PROPOSAL

Budget adjustments which have been processed for the period between April 1, 2014 and April 30, 2014 are presented and explained on the following reports. Explanations are provided for revenue and expenditure groups within funds. This report reflects adjustments to the budget only, not a complete financial statement. Copies of the full report are available for review in the Budget Department.

FISCAL IMPACT

The adjusted budget retains all State and Board designated reserves.

RECOMMENDATION

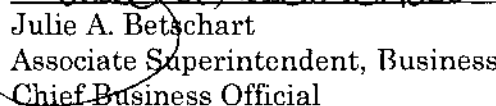
It is recommended that the Board of Education approve the April revisions to the adopted 2013/14 budget.


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Originating Department: Budget

Reviewed and Recommended by:

Approved for Recommendation  
to the Governing Board by:

  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

  
Pamela Able  
Superintendent

2013-2014 BUDGET REVISIONS FOR APRIL 2014

**FISCAL IMPACT:**

The 2013-2014 adopted Modesto City Schools distributed budget has been revised to reflect budget adjustments processed since July 1, 2013. Significant line item revisions or items over \$25,000, for April 2014 are explained in this report and presented to the Board of Education for approval.

**General Fund UNRESTRICTED Revenues:** No Activity.

**General Fund UNRESTRICTED Expenditures:** No Activity.

**General Fund UNRESTRICTED Interfund Transfers, Other Sources and Contributions:** No Activity.

**General Fund RESTRICTED Revenues:**

1. Federal Revenue –  
Decrease Special Education Basic Local Assistance Entitlement - <\$87,571>
2. Local Revenue –  
Increase Regional Occupational Program (ROP) Unrestricted Lottery - \$33,000

**General Fund RESTRICTED Expenditures:**

1. Salaries and Benefits –  
Decrease Special Education Basic Local Assistance Entitlement - <\$87,571>  
Misc. Reallocations
2. Books, Supplies and Equipment –  
Increase Regional Occupational Program (ROP) Unrestricted Lottery - \$33,000  
Misc. Reallocations
3. Services and Other Operating Expenses –  
Misc. Reallocations

**General Fund RESTRICTED Interfund Transfers, Other Sources and Contributions:** No Activity.

**OTHER FUNDS Revenues:** No Activity.

**OTHER FUNDS Expenditures:** No Activity.

**OTHER FUNDS Interfund Transfers, Other Sources and Contributions:** No Activity.

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting

SUBJECT: Approval of Authorization to Award RFP No. 14-4566, Regional Occupational Programs (ROP) Joint Agricultural Facility, to Plummerbuilt, Inc. in the Amount of \$439,853 May 19, 2014

---

BACKGROUND

On December 10, 2012, Modesto City Schools and the Modesto Irrigation District (MID) entered into a license agreement for the purpose of constructing and operating a five acre school farm facility on MID property on Church Street near Milnes Road (APN #14-27-33).

On December 9, 2013, the Board approved the first amendment to this license agreement due to MID engineers' request to relocate the licensed area.

On January 13, 2014, the Board of Education approved authorization to seek bids for Regional Occupational Programs (ROP) joint agricultural facility.

A mandatory job walk was held on April 10, 2014, for RFP package 14-4566; eighteen (18) individuals signed in with four (4) companies submitting proposals. Responding companies were: Diede Construction, Inc., JHK Construction, Inc., Iomlan Construction Services and Plummerbuilt, Inc.

Paper screening was performed by a committee consisting of Mike Baisdon, Mike Brecht, John Liukkonen, Mike Schilperoort and Patti Truett. Proposals were scored against an established set of weighted criteria.

The top two (2) scoring companies, JHK Construction and Plummerbuilt, were selected for interviews, which were conducted on April 30, 2014, by a panel consisting of Mike Brecht, Mike Henderson, John Liukkonen, Mike Schilperoort and Patti Truett.

ISSUE

The Board needs to award the RFP and authorize staff to enter into an agreement before construction may begin.

PROPOSAL

Based on qualifications, screening results and subsequent interviews, the panel recommends the District enter into a contract with Plummerbuilt, Inc, in the amount of \$439,853. A copy of this agreement is available in the Maintenance and Operations office.

Approval of Authorization to Award RFP No. 14-4566, Regional Occupational Programs (ROP) Joint Agricultural Facility, to Plummerbuilt, Inc. in the Amount of \$439,853

FISCAL IMPACT

The estimate for total project cost remains at \$520,850. Funding for this project will come from Regional Occupational Programs.


RECOMMENDATION

It is recommended that the Board of Education approve authorization to award RFP no. 14-4566, Regional Occupational Programs (ROP) joint agricultural facility, to Plummerbuilt, Inc. in the amount of \$439,853.

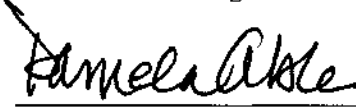
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Originating Department: Maintenance and Operations

Reviewed and Recommended by:

  
\_\_\_\_\_  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

Approved for Recommendation  
to the Governing Board by:

  
\_\_\_\_\_  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting  
SUBJECT: Approval of Authorization to Award Bid No. 14-4568 Clay/Cinder (Infield Mix) to A.A. and Bob Allen, Inc. and Rosenbalm Rockery Inc. May 19, 2014

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BACKGROUND

The Maintenance and Operations Department currently services, repairs and maintains the District's 600+ acres of play fields and grounds.

On June 18, 2012, due to the deteriorated condition of District fields, the Board of Education approved the addition of two Landscape Technician positions whose primary focus is to recondition and maintain these fields.

This renewed focus on reconditioning District play fields has highlighted the fact that substantial volumes of material used for grounds maintenance is needed.

ISSUE

The cost to procure these materials exceeds the current bid threshold for supply purchases. Competitive bids must be sought or identified to meet formal bid requirements.

PROPOSAL

Specifications were developed and bids were sent to five bidders with two bids being returned. Bid No. 14-4568 Clay/Cinder (Infield Mix) was opened on May 6, 2014. The bid award is for one year, with a contract extension for up to two additional one-year periods allowing for future District purchases of the same materials. Amounts to be awarded to each vendor are as follows:

<u>Vendor</u>	<u>Amount of Award</u>
A. A. and Bob Allen, Inc.	\$131,856.98
Rosenbalm Rockery Inc.	\$76,602.09

FISCAL IMPACT

The approximate annual expenditure for these materials is estimated at \$209,000 and will come from General Fund monies.



Approval of Authorization to Award Bid No. 14-4568 Clay/Cinder (Infield Mix) to A.A. and Bob Allen, Inc. and Rosenbalm Rockery Inc.

RECOMMENDATION


It is recommended that the Board of Education approve authorization to award bid no. 14-4568 Clay/Cinder (Infield Mix) to A.A. and Bob Allen Inc. and Rosenbalm Rockery Inc.


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Originating Department: Purchasing

Reviewed and Recommended by:

Approved for Recommendation to the Governing Board by:

  
\_\_\_\_\_  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

  
\_\_\_\_\_  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting  
SUBJECT: Approval of Authorization to Award Bid May 19, 2014  
No. 14-4564, Paving at Various Sites (John  
Muir and Tuolumne Elementary Schools)  
2013/14, to Central Valley Asphalt in the  
Amount of \$665,500

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BACKGROUND

On February 3, 2014, the Board of Education approved authorization to seek bids for Paving at Various Sites (Beard, John Muir, Tuolumne and La Loma) 2013/14. To increase contractor competitiveness, project plans and specifications were divided into two bid packages.

A mandatory job walk was held on April 22, 2014, for bid package 14-4564; three (3) individuals signed in with two (2) companies submitting proposals.

ISSUE

The Board needs to award the bid and authorize staff to enter into an agreement before construction may begin.

PROPOSAL

Bid No. 14-4564, Paving at Various Sites (John Muir and Tuolumne Elementary Schools) 2013/14, was opened on April 29, 2014, at 3:00 p.m., with the following results:

Contractor	Bid Amount
Central Valley Asphalt	\$665,500
George Reed, Inc.	\$738,000

FISCAL IMPACT

Total estimated cost of both paving bid packages (14-4548 and 14-4564) remains at \$1,637,900. Funding for this project will come from one-time facility maintenance dollars.

Approval of Authorization to Award Bid No. 14-4564, Paving at Various Sites (John Muir and Tuolumne Elementary Schools) 2013/14, to Central Valley Asphalt in the Amount of \$665,500

RECOMMENDATION


It is recommended that the Board of Education approve authorization to award bid no. 14-4564, paving at various sites (John Muir and Tuolumne Elementary Schools) 2013/14, to Central Valley Asphalt in the amount of \$665,500.

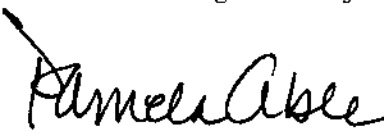
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Originating Department: Maintenance and Operations

Reviewed and Recommended by:

Approved for Recommendation  
to the Governing Board by:

  
\_\_\_\_\_  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

  
\_\_\_\_\_  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting

SUBJECT: Approval of Insurance Contract with Safety National Casualty Corporation to Provide Excess Workers' Compensation Coverage from July 1, 2014 through June 30, 2015 May 19, 2014

---

BACKGROUND

The District pays the first \$350,000 of a workers' compensation claim. When a claim's costs exceed \$350,000, the District's excess workers' compensation insurance carrier begins to pay. Excess workers' compensation insurance is marketed yearly.

ISSUE

Excess workers' compensation insurance must be purchased for the new policy year that begins on July 1, 2014.

PROPOSAL

The District proposes to enter into an agreement with Safety National Casualty Corporation to provide the District with excess workers' compensation insurance for fiscal year 2014/15.

A copy of the contract is available for review in the Risk Management Department.

FISCAL IMPACT

The cost for the 2014/15 fiscal year is \$737,712, which represents an increase of \$35,117 above the 2013/14 fiscal year. The total fees are budgeted in the Workers' Compensation Fund.

Approval of Insurance Contract with Safety National Casualty Corporation to Provide Excess Workers' Compensation Coverage from July 1, 2014 through June 30, 2015

RECOMMENDATION

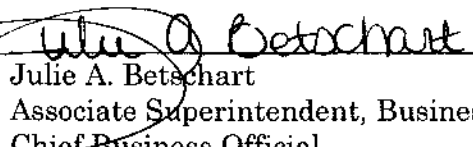
It is recommended that the Board of Education approve the insurance contract with Safety National Casualty Corporation to provide excess workers' compensation coverage from July 1, 2014 through June 30, 2015.

---

Originating Department: Risk Management

Reviewed and Recommended by:

Approved for Recommendation  
to the Governing Board by:

  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting

SUBJECT: Approval of Insurance Rates from Schools Excess Liability Fund (SELF) to Provide Excess Liability Insurance for 2014/15 May 19, 2014

---

BACKGROUND

As part of the District's 2014/15 liability insurance program, the District will purchase two excess liability policies from the Schools Excess Liability Fund (SELF) for a total of \$50,000,000 of excess liability coverage.

ISSUE

Excess liability insurance needs to be purchased for the 2014/15 policy year.

PROPOSAL

SELF has provided the District with 2014/15 policy rates as follows:

- \$3.14 per ADA (same as the 2013/14 rate paid) for the first \$25,000,000 of excess liability insurance (after the District's primary general liability limits of \$5,000,000 have been exhausted)
- \$1.00 per ADA (\$0.28 per ADA less than 2013/14 rate paid) for the next \$25,000,000 of coverage (after \$30,000,000)

A copy of SELF's insurance rates provided to the District is available for review in the Risk Management Department.

FISCAL IMPACT

Based on the rates provided, it is estimated that the District will pay a total of \$122,539.86 for excess liability insurance for the 2014/15 policy year. This is \$7,836.88 less than what the District paid for excess liability coverage in 2013/14.

The expense will be budgeted from the Risk Managements' Property and Liability Fund.

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Approval of Insurance Rates from Schools Excess Liability Fund (SELF) to  
Provide Excess Liability Insurance for 2014/15

RECOMMENDATION

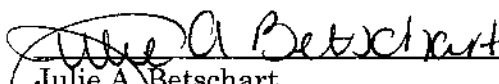
It is recommended that the Board of Education approve the insurance rates from Schools Excess Liability Fund (SELF) to provide excess liability insurance for 2014/15.


---

Originating Department: Risk Management

Reviewed and Recommended by:

Approved for Recommendation  
to the Governing Board by:

  
\_\_\_\_\_  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

  
\_\_\_\_\_  
Pamela Able  
Superintendent

## MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting

SUBJECT: Approval of School Crossing Guard Insurance Contract with Myers-Stevens & Toohey & Co., Inc. for 2014/15 May 19, 2014

---

### BACKGROUND

The District's Student School Crossing Guard Program is a well-established program where traffic safety and personal responsibility are emphasized to elementary school students. Approximately 900 students participate in this program.

The District first purchased an excess medical insurance policy for students in the program in June 2003.

### ISSUE

The District needs to purchase a new excess medical insurance policy for the 2014/15 school year.

### PROPOSAL

Myers-Stevens & Toohey & Co., Inc. has provided rates to the District at a cost of \$2.46 per student for an excess policy that would provide the following benefits: \$25,000 maximum medical expense per accident; \$10,000 in the event of accidental death; and \$0 deductible subject to 80% of usual, customary and reasonable charges.

Since this is an excess policy, it will not duplicate primary benefits if an injured student is already covered by medical insurance. If an injured student has no medical insurance, then this policy will pay subject to its policy limits and terms.

A copy of the agreement is available for review in the Risk Management Department.

### FISCAL IMPACT

The total cost of \$2,214.00 for the 2014/15 policy year is the same amount paid in 2013/14 and will be paid from the District's Self-Insurance Fund.



Approval of School Crossing Guard Insurance Contract with  
Myers-Stevens & Toohey & Co., Inc. for 2014/15


RECOMMENDATION

It is recommended that the Board of Education approve the School Crossing Guard  
Insurance Contract with Myers-Stevens & Toohey & Co., Inc. for 2014/15.


---

Originating Department: Risk Management

Reviewed and Recommended by:

  
\_\_\_\_\_  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

Approved for Recommendation  
to the Governing Board by:

  
\_\_\_\_\_  
Pamela Able  
Superintendent

## MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting  
SUBJECT: Approval of Services Agreement with Apex Learning for Fiscal Year 2014/15 May 19, 2014

---

### BACKGROUND

Modesto City Schools contracted with Apex Learning in 2013/14 for online content delivery provider services. The District selected Apex Learning because it provides rigorous online content that is aligned to California State Standards, and many of their courses meet the UC a-g student requirements for freshman admission. Apex Learning's software also addresses the needs of the trailing learner through interactive audio visual components which help step the learner through activities and exercises entirely within the courseware. These features exceed the requirements of AB 347.

Apex Learning provides engaging, standards-based online curriculum for use in credit recovery and remediation programs, which includes skills-based instruction and critical thinking strategies necessary for success on the CAHSEE. Apex Learning's coursework satisfies the State statute requirements for district services to be provided to students, as well as meeting college admissions standards.

Additionally, Apex Learning's coursework is fully hosted and supported on Apex Learning's servers, which enables students to access their online classes anywhere there is an Internet connection, at any hour of the day, and at an appropriate pace for the individual student. This consolidation of online content delivery significantly freed-up District-owned server resources for other projects, and reduced MCS staff involvement in the management and maintenance associated with online content delivery.

Furthermore, this adoption brought continuity to the District's online content delivery efforts. Currently, the Modesto Virtual Academy, the TOPS programs at Johansen and Gregori, the Junior and Senior Success programs at Elliott, as well as the District's credit recovery efforts through Summer School and Extended Summer School are successfully using Apex Learning. The G230 Academy will also use Apex Learning in the same manner as the Advanced Path Academy (APA) did at Beyer High.

### ISSUE

Apex Learning's current contract for services expires on June 30, 2014; the 2014/15 agreement will exceed the \$10,000 threshold and a services agreement is required.

### PROPOSAL

District staff recommends approving an agreement with Apex Learning for 2014/15 to continue to provide standards-based online curriculum.

Approval of Services Agreement with Apex Learning for Fiscal Year 2014/15

The services/license agreement with Apex Learning includes the following:

1. Full access to the Apex Learning Comprehensive Course Catalog for 2,500 students on a subscription basis. Under this agreement, these subscriptions may be re-used once a student completes or withdraws from a course within a 12-month period.
2. Apex Learning will host and support the delivery of its online content.
3. Apex Learning will provide four (4) days of on-site professional development which includes teacher mentoring and coaching.
4. Apex Learning will provide technical and customer support related to their services.
5. Apex Learning will provide a customer service representative to assist teachers and staff with the administrative functions of their system.

A copy of the agreement is available for review in the Information & Technology Services Office.

FISCAL IMPACT

The contracted amount with Apex Learning will not exceed \$160,000 and will be paid from the General Fund.

RECOMMENDATION


It is recommended that the Board of Education approve the services agreement with Apex Learning for fiscal year 2014/15.


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Originating Departments: Information & Technology Services and  
Alternative & Vocational Education

Reviewed and Recommended by:

Approved for Recommendation  
to the Governing Board by:

  
\_\_\_\_\_  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

  
\_\_\_\_\_  
Pamela Able  
Superintendent

## MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent

Regular Meeting

SUBJECT: Approval of Acceptance of Gifts

May 19, 2014

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1. Ceres Pipe & Metal, \$700 in gift certificates to the School-to-Career center for Agriculture Department purchases.
2. Modesto Steel, \$1,050 in gift certificates to the School-to-Career center for Agriculture Department purchases.
3. International Paper, two (2) pallets of boxes to the Warehouse for packaging and delivering Reprographics jobs to sites. Estimated value: \$500.
4. Cathy Schmidig, \$20 to the Dr. Arnold Scholarship Fund at Beard Elementary School.
5. Lee Tidball, \$50 to the Lee Tidball Scholarship Fund at Beard Elementary School.
6. Ceres Ladies Auxiliary to the VFW Post 10293, \$20 for student field trips at Burbank Elementary School.
7. Manpreet Kaur, two (2) cases of water and two (2) cases of soda for a State validation visit at Enslin Elementary School. Estimated value: \$12.
8. Donations to the Phil Hennessey Memorial Fund (for Science and Literacy Programs) at Enslin Elementary School from:
  - Allen and Beatrice Lingenfelter, \$100
  - Ken Narita, \$50
9. Collins Electrical Co., Inc., \$400 for students in the 2<sup>nd</sup> grade at Tuolumne Elementary School.
10. Gene Taylor, \$150 for the purchase of bicycles as student rewards for Perfect Attendance at Wilson Elementary School.
11. Talent Show prizes donated to the Roosevelt ASES Program as follows:
  - Amazing Vox, 12 voice lessons (\$480 value) and other misc. prizes (\$110 value)
  - Cold Stone Creamery, 5 certificates for "Love It" size ice cream (\$25 value)
  - Gallo Center for the Arts, 2 admission tickets to "Valley's Got Talent" (\$20 value)
  - Laser Quest, 2 sets of 4 complimentary game coupons (\$48 value)
  - McHenry Bowl, 10 coupons for 1 game of bowling, plus shoes (\$70 value)
  - Modesto Symphony, 2 passes (2 people each) to "Dancing and Romancing" dress rehearsal and 6 passes (2 people each) to "Brahms Requiem" dress rehearsal (no cash value)
12. Rich Gunther, \$500 to the ASB Chemistry Club at Beyer High School.

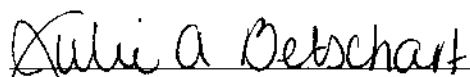
Approval of Acceptance of Gifts

13. D and S Farms, \$500 for Renaissance activities at Gregori High School.
14. MOCSE Federal Credit Union, \$100 to the "Every 15 Minutes" Program at Johansen High School.
15. D. L. and M. Yarbrough, \$500 to the Pals Scholarship Fund at Johansen High School.
16. Warren Beckwith, \$200 to Girls' Softball at Modesto High School.
17. Connie Gonzalez, \$50 to Boys' Basketball at Modesto High School.
18. Marianne Villalobos, new strings for Orchestra Instruments at Modesto High School. Value: \$408.98.
19. Donations to various scholarship funds at Modesto High School as follows:
  - Alessi Brothers, \$500 to the Vernon Alessi Memorial Ag. Scholarship
  - Carol A. Brooks, \$150 to the Chris McCoy II Memorial Scholarship
  - Corky Chapman, \$765 to the Silver Panther Scholarship
  - Ann Kanahale, \$200 to the J. Wesley Berry Memorial Scholarship
  - Julie Men-Sie Lau, \$500 to the Julie Lau MJC Scholarship
  - Ken McHale, \$320 to the Shawn McHale Memorial Scholarship
  - Ray Robinson, \$200 to the Jennifer Anne Robinson Memorial Scholarship
  - Marianne Villalobos, \$1,000 to the Charles W. Baker Peace and Justice Scholarship

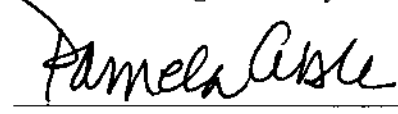
RECOMMENDATION:

It is recommended that the Board of Education approve the acceptance of gifts with appreciation as listed above.

Recommended by:

  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

Approved for Recommendation to  
the Governing Board by:

  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting  
SUBJECT: Ratification of Purchase Orders and VISA Payments for the Month of April 2014 May 19, 2014

---

BACKGROUND

Purchase orders and VISA payments are tracked each month.

ISSUE

Board Policy 3300 requires Board review of all individual purchase orders issued in excess of \$1,000 and all purchase orders less than \$1,000 by fund total. All purchases are done in accordance with Board Policy, Education Code, Public Contract Code, and/or other applicable regulatory requirements.

PROPOSAL

Board of Education approval will allow the District to meet Board Policy 3300 requirements. A copy of the report is available for review in the Purchasing Department.

FISCAL IMPACT

Funds have been budgeted to cover all expenses for the month of April 2014.


RECOMMENDATION

It is recommended that the Board of Education ratify the purchase orders and VISA payments for the month of April 2014.


---

Originating Department: Purchasing

Reviewed and Recommended by:

  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

Approved for Recommendation  
to the Governing Board by:

  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting  
SUBJECT: Ratification of Warrants Drawn for the Month of April 2014 May 19, 2014

---

BACKGROUND

The Business Services Division draws warrants on a weekly basis to pay the bills of the District. Payroll warrants are drawn on the 15<sup>th</sup> of the month for claims, and on the last working day of the month for monthly employees.

ISSUE

The California Education Code section 42631 requires the Board of Education to approve all expenditures of the District.

PROPOSAL

Board of Education approval will allow the District to meet Education Code and Annual Audit requirements.

FISCAL IMPACT

The expenditures are included in the District's budget for fiscal year 2013/14.

RECOMMENDATION

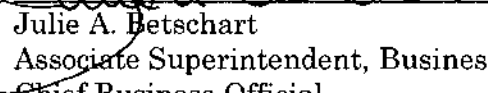
It is recommended that the Board of Education ratify warrants drawn for the month of April 2014.


---

Originating Department: Accounting

Reviewed and Recommended by:

Approved for Recommendation  
to the Governing Board by:

  
\_\_\_\_\_  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

  
\_\_\_\_\_  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent

Regular Meeting

SUBJECT: Approval of High School Course Outlines:  
Math and Science

May 19, 2014

---

BACKGROUND

Course outlines are developed for each junior high and high school class by a committee of representative teachers and administrators. The outlines include instructional texts and materials, expectations for student learning, units of study, unit credit, grading, and other course elements. The course outlines and texts are then submitted to Associate Principals, Principals, and the Senior Director, Educational Services, for review and recommendation.

ISSUE

The following course outlines, including texts, have been approved by representative teachers, the High School Associate Principals, Principals, and the Senior Director, Educational Services.

New Courses

Cabinet Construction II ROP  
STEM: Designing the Future  
Video and Media Production ROP

Revised Courses

Cabinet Construction I ROP  
ROP Biotechnology 4

Copies of course outlines are available for review in the office of Educational Services.

RECOMMENDATION

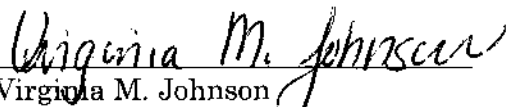
It is recommended that the Board of Education approve the high school course outlines: Math and Science.


---

Originating Department: Educational Services

Reviewed and Recommended by:

Approved for Recommendation  
to the Governing Board by:

  
Virginia M. Johnson  
Associate Superintendent,  
Educational Services

  
Pamela Able  
Superintendent



## MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting  
SUBJECT: Approval of Services Agreement with Mathematics Vision Project May 19, 2014

---

### BACKGROUND

Modesto City Schools continues to transition to Common Core State Standards through professional development that incorporates collaboration, coaching, and strategic instructional practices. Improving teaching practices has shown to produce improved student test scores and an integral part of those teaching practices is lesson design.

### ISSUE

The District has identified Mathematics Vision Project (MVP) to provide professional development that will deliver a classroom experience composed of modules aligned with the Common Core State Standards (CCSS), Comprehensive Mathematics Instruction (CMI) framework, and the latest research and quality practices. MVP developed the Math I course curriculum currently taught in the District's high schools.

Each MVP lesson begins with a task that has been designed to develop mathematical understanding, solidify that understanding, and/or allow for practice of new concepts while focusing on the mathematical goals of the chosen learning cycle.

In the MVP classroom, teachers launch a task and then through "teacher moves" encourage students to explore, question, ponder, discuss their ideas, and listen to the ideas of their classmates. MVP trains teachers in providing a classroom experience that confronts students with an engaging problem and then allows the students to grapple with solving it. As students' ideas emerge, take form, and are shared, the teacher orchestrates discussions and exploration toward a focused mathematical goal. The students' ideas are made and explored; they evolve into mathematical concepts and strategies that solidify into a body of practices. These "practices" belong to the students because they were developed by the students. The students learn by doing the mathematics. They own the mathematics because it is a collective body of knowledge that they have developed over time through guided exploration orchestrated by the teacher.

### PROPOSAL

A two-day professional development for Modesto City Schools' high school mathematics teachers will be provided by MVP. The professional development will include but may not be limited to an overview of the MVP materials, understanding the frameworks on which the materials are built, and experience several learning cycles and tasks from the Secondary Math One and Two materials. One additional follow-up day will be provided during the 2014-15 school year. The service agreement is in effect from July 1, 2014 through June 30, 2015.

Approval of Services Agreement with Mathematics Vision Project

FISCAL IMPACT

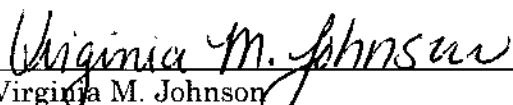
MVP will provide the first two days of services on August 4 and 5, 2014, for \$17,250. They will inservice approximately 100 to 130 participants on the first day and 60 or less participants on the second day. A third follow-up day will be offered to approximately 60 participants at a cost of \$6,000. The total compensation to Mathematics Vision Project shall not exceed \$23,250. The funding source has been identified as Common Core State Standards Implementation monies.

RECOMMENDATION

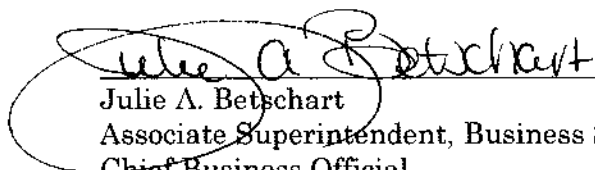
It is recommended that the Board of Education approve the Services Agreement with Mathematics Vision Project.

---


Recommended by:

  
\_\_\_\_\_  
Virginia M. Johnson  
Associate Superintendent  
Educational Services

Reviewed by:

  
\_\_\_\_\_  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

Approved for Recommendation  
to the Governing Board by:

  
\_\_\_\_\_  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent

Regular Meeting

SUBJECT: Approval of Appointment of Representatives  
to CIF League

May 19, 2014

---

BACKGROUND

The California Interscholastic Federation (CIF) is the ruling body for high school competitive athletics. All Modesto City Schools' high schools are member schools in the CIF and compete athletically in the Modesto Metropolitan Conference. Each local school district must designate school representatives to the athletic league in which it participates to maintain all voting privileges.

ISSUE

Article 2, Section 25, of the California Interscholastic Federation Constitution requires that each local school district Board of Education ratify to the appropriate CIF section office the appointment of individuals who will be school representatives to the athletic league for the following year.

Modesto City Schools representatives to the CIF will be as follows:

Fred C. Beyer High School  
Grace M. Davis High School  
Thomas Downey High School  
James C. Enochs High School  
Joseph A. Gregori High School  
Peter Johansen High School  
Modesto High School

Dan Park, Principal  
Mike Rich, Principal  
Richard Baum, Principal  
Deborah Rowe, Principal  
Jeff Albritton, Principal  
Nathan Schar, Principal  
Jason Manning, Principal

RECOMMENDATION

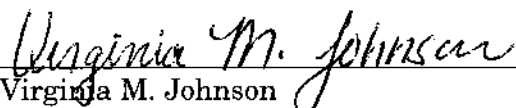
It is recommended that the Board of Education approve the appointment of representatives to CIF League.

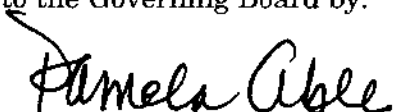
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Originating Department: Educational Services, 7-12

Prepared by:

Approved for Recommendation  
to the Governing Board by:

  
Virginia M. Johnson  
Assistant Superintendent  
Educational Services

  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO Pamela Able, Superintendent Regular Meeting  
SUBJECT: Approval of CAHSEE Waivers for Special Education May 19, 2014  
Students at Beyer, Davis, Downey, Enochs, Gregori,  
Modesto High Schools, and Elliott Alternative Education  
Center

---

BACKGROUND

Students receiving Special Education services or with 504 plans may have modifications on the CAHSEE if they are listed in their IEP's (Individual Education Program) or 504 plans.

ISSUE

Modifications fundamentally alter what a test measures, which invalidates the test score.

PROPOSAL

State regulations allow for the parent/guardian of a student who earns the equivalent of a passing score (350) with the use of a modification to request a waiver from the District's Governing Board. Waivers have been submitted for two special education students at Beyer, eight special education students at Davis, five special education students at Downey, one special education student at Enochs, three special education students at Gregori, six special education students at Modesto High School, and one special education student at Elliott Alternative Education Center. Copies of the waivers are available for review in the Special Education Office.

FISCAL IMPACT

There is no fiscal impact to the General Fund.

RECOMMENDATION

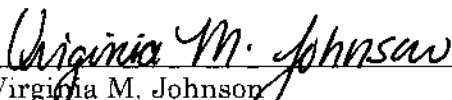
It is recommended that the Board of Education approve the CAHSEE waivers for Special Education students at Beyer, Davis, Downey, Enochs, Gregori, Modesto High Schools, and Elliott Alternative Education Center.

---

Originating Department: Special Education

Reviewed and Recommended by:

Approved for Recommendation  
to the Governing Board by:

  
Virginia M. Johnson  
Associate Superintendent  
Educational Services

  
Pamela Able  
Superintendent

## MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting

SUBJECT: Approval of Agreements between Modesto City Schools and Licensed Family Child Care Providers for Fiscal Year 2014/2015 May 19, 2014

---

### BACKGROUND

Each year Modesto City Schools Board of Education has approved the Agreements between Modesto City Schools and Licensed Family Child Care Providers to offer services for children enrolled in the Family Child Care Program funded by the General Child Care contract with the State of California (CCTR).

### ISSUE

In order to continue child care and development services for the children enrolled in the Family Child Care Program, the 2014/2015 agreements between Modesto City Schools and Licensed Family Child Care Providers must be approved.

### PROPOSAL

The Modesto City Schools Board of Education will approve the 2014/2015 Agreements with the following Licensed Family Child Care Providers:

Julie Abston	Donna Fletcher	Kathina Rocha
Betty Barnes	Tami Fyvie	Mary "Maggie" Smith
Megan Busler	Veronica Gerhart	Colleen Stephansen
Traci Butcher	Brenda Harlen	Carrie Streach
Richard Cody	Yolande Nicol-Jones	Debra Tavares-Chavira
Rosa Davis	Julie Reasoner	Cindy Trujillo
Karen Elmore	Anastacia "Pam" Reeder	Erin Young

Copies of the agreements are available upon request in the Business Services Office.

### FISCAL IMPACT

Funding is available through General Child Care and Development Programs – CCTR resource.

Approval of Agreements between Modesto City Schools and Licensed  
Family Child Care Providers for Fiscal Year 2014/2015

RECOMMENDATION

It is recommended that the Board of Education approve the Agreements between Modesto City Schools and Licensed Family Child Care Providers for Fiscal Year 2014/2015.


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Originating Department: Child Development Programs

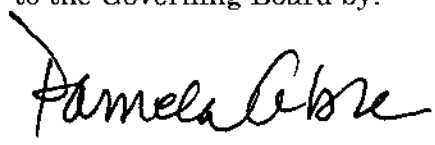
Reviewed and Recommended by:

  
\_\_\_\_\_  
Virginia M. Johnson  
Associate Superintendent  
Educational Services

Reviewed by:

  
\_\_\_\_\_  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

Approved for Recommendation  
to the Governing Board by:

  
\_\_\_\_\_  
Pamela Able  
Superintendent

## MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting

SUBJECT: Approval of Amendment of Services Agreement with Eaton Interpreting Services, Inc., for the 2013-2014 School Year May 19, 2014

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### BACKGROUND

Service agreements with non-district employees (*non public agency*) who provide services to the District are submitted throughout the year. The Special Education Department contracts with outside providers to serve our Special Education students when we are unable to provide services. Students who are Deaf or Hard of Hearing and placed in a general education instructional setting require a certified interpreter. There is a statewide shortage of certified interpreters.

### ISSUE

A buyout requisition for consultant services was initially developed with Eaton Interpreting Services, Inc., in the amount of \$6,000 with hopes that Modesto City Schools would be able to hire a certified interpreter. Modesto City Schools has been unable to hire a certified interpreter and, therefore, needs to expand the contract with an outside provider.

On October 21, 2013, the Board approved a services agreement with Eaton Interpreting Services, Inc., in an amount not to exceed \$66,000. Due to increased staffing needs, an amendment of the services agreement will be needed to increase the agreement by \$21,000, for a total not to exceed \$87,000. These costs will be incurred for the 2013-2014 school year.

### PROPOSAL

Eaton Interpreting Services, Inc., will provide individual and group interpreting services for our Deaf and Hard of Hearing students as required in their Individualized Education Plans beginning September 19, 2013, and ending no later than June 30, 2014. The contract allows flexibility in the event the District is able to hire a certified interpreter. The contract is available for review in the Special Education Office.

### FISCAL IMPACT

The fiscal impact for services with Eaton Interpreting Services, Inc., will not exceed \$87,000.00.

Approval of Amendment of Services Agreement with Eaton  
Interpreting Services, Inc., for the 2013-2014 School Year

RECOMMENDATION

It is recommended that the Board of Education approve the amendment of Services Agreement with Eaton Interpreting Services, Inc., for the 2013-2014 school year.

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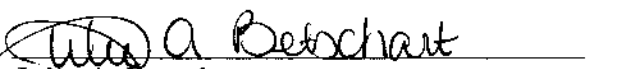
Originating Department: Special Education


Prepared and Recommended by:

  
Virginia M. Johnson  
Associate Superintendent  
Educational Services

Reviewed by:

Approved for Recommendation  
to the Governing Board by:

  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

  
Pamela Able  
Superintendent



MODESTO CITY SCHOOLS

TO Pamela Able, Superintendent Regular Meeting

SUBJECT: Approval of Services Agreement with Paradigm HealthCare Services to Provide Local Education Agency (LEA) Medi-Cal Third Party Billing Services for 2014-2015 May 19, 2014

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BACKGROUND

Modesto City Schools receives reimbursement from the State of California for specific services provided to Medi-Cal eligible students by speech therapists, school psychologists, and school nurses. In 1995, Modesto City Schools began contracting with Paradigm HealthCare Services, a California corporation, to provide LEA Medi-Cal health care billing services. LEA Medi-Cal funds are used to support Healthy Start Programs and other support services.

ISSUE

It is important that the District continue to contract with Paradigm HealthCare Services to maximize the LEA Medi-Cal draw down.

PROPOSAL

It is proposed that the District enter into an agreement with Paradigm HealthCare Services to provide third party LEA Medi-Cal billing services for the 2014-2015 school year. Services will include determination of Medi-Cal eligibility, submission of Medi-Cal claims, staff training, and provision of management reports. Paradigm will make reasonable efforts to submit Medi-Cal claims within 30 days of receipt from Modesto City Schools and bill retroactive claims to minimize lost revenue due to Medi-Cal's one year billing limit. A copy of the proposal is available for review in the Special Education Department.

FISCAL IMPACT

The contract is funded by reimbursements from Medi-Cal. The 2014-2015 contract fee will equal 11% of the amount paid by Medi-Cal to Modesto City Schools. Additionally, there will be a service fee of \$8,500 or \$100 per employee or contractor (whichever is less) for all services as determined in the mandated Cost and Reimbursement Comparison Schedule (CRCS).

Approval of Services Agreement with Paradigm HealthCare Services to Provide  
Local Education Agency (LEA) Medi-Cal Third Party Billing Services for 2014-2015

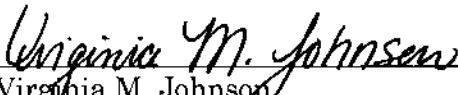
RECOMMENDATION

It is recommended that the Board of Education approve the Services Agreement with Paradigm HealthCare Services to provide Local Education Agency (LEA) Medi-Cal third party billing services for 2014-2015.


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Originating Department: Special Education

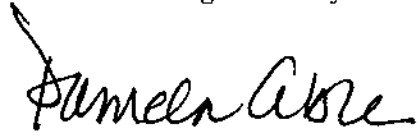
Reviewed and Recommended by:

  
\_\_\_\_\_  
Virginia M. Johnson  
Associate Superintendent  
Educational Services

Reviewed by:

  
\_\_\_\_\_  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

Approved for Recommendation  
to the Governing Board by:

  
\_\_\_\_\_  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent

Regular Meeting

SUBJECT: Approval of Designated Personnel Action Items

May 19, 2014

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The following designated personnel action items are attached for approval by the Board of Education:

CERTIFICATED

.1	Approval of certificated personnel terminations	10 items
.2	Approval of certificated personnel leaves of absence	36 items
.3	Approval of certificated personnel employment	14 items
.4	Approval of certificated personnel other appointments	80 items
.5	Approval of certificated personnel stipend appointments	2 items
.6	Approval of certificated personnel stipend deletions	1 items
.7	Approval of certificated personnel substitute appointments	82 items

CLASSIFIED


.8	Approval of classified personnel terminations	11 items
.9	Approval of classified personnel leaves of absence	25 items
.10	Approval of classified personnel employment	31 items
.11	Approval of classified personnel other appointments	54 items
.12	Approval of classified personnel substitute appointments	109 items
.13	Approval of classified personnel short term appointments (not to exceed 75% of the school year)	23 items

It is recommended that the Board of Education approve the attached designated personnel action items.

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Recommended by:

Approved for Recommendation  
to the Governing Board by:

  
Craig Rydquist  
Associate Superintendent, Human Resources

  
Pamela Able  
Superintendent

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

May 19, 2014

**Action: Approval of certificated personnel terminations:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>
1. Bento, Margaret	Classroom Teacher, 9-12	H.S. Dist.	Deceased	04/10/14
2. Cargill, Tonja	Principal, K-6	Elem. Dist.	Retirement	06/30/14
3. Cole, Rita	Classroom Teacher, K-6	Elem. Dist.	Retirement	05/23/14
4. Cripe, Marylynn	Classroom Teacher, K-6	Elem. Dist.	Retirement	05/23/14
5. Ellis, Katharyn	Classroom Teacher, K-6	Elem. Dist.	Retirement	05/23/14
6. Holmberg, Kathleen	School Nurse	Elem. Dist.	Retirement	05/23/14
7. Ruff, Karen	Special Day Class Teacher, P-12	Elem. Dist.	Retirement	05/23/14
8. Sanders, Betty	Classroom Teacher, K-6	Elem. Dist.	Retirement	05/23/14
9. Scott, Diane	Principal, K-6	Elem. Dist.	Retirement	06/30/14
10. Stroud, Janet	Classroom Teacher, K-6	Elem. Dist.	Retirement	05/23/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of certificated personnel leaves of absence:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
1. Aldrich, Amanda	School Psychologist	Admin.	20% Unpaid Leave of Absence	08/01/14	05/31/15
2. Barcelos, Lisa	School Psychologist	Admin.	Paid Leave of Absence	04/02/14	05/09/14
3. Barkus, Rachelle	Classroom Teacher, 9-12 / ROP Classroom Teacher, 9-12	H.S. Dist.	Paid Leave of Absence - Revised	03/10/14	05/16/14
4. Bravo, Michael	Classroom Teacher, 7-8	Admin.	Unpaid Leave of Absence	08/04/14	04/02/15
5. Bylow, Melissa	Classroom Teacher, K-6	Elem. Dist.	Paid Leave of Absence - Revised	02/21/14	04/17/14
6. Cardoza, Kathryn	High School Counselor / High School College Counselor	H.S. Dist.	Paid Leave of Absence	03/31/14	05/23/14
7. Chung, Eppie	Classroom Teacher, K-6	Elem. Dist.	Unpaid Leave of Absence	08/04/14	05/29/15
8. Clause, Elizabeth	Classroom Teacher, K-6	Elem. Dist.	Paid Leave of Absence	08/04/14	09/11/14
9. DeMoura, Amy	Classroom Teacher, K-6	Elem. Dist.	60% Job Sharing Leave	08/04/14	05/29/15
10. DeVarona, Juan	Special Day Class Teacher, P-12	H.S. Dist.	Paid Leave of Absence	04/07/14	04/17/14
11. Fairfield, Celene	Classroom Teacher, 9-12	H.S. Dist.	Unpaid Leave of Absence	08/04/14	08/29/14
12. Girardi, Denise	Classroom Teacher, K-6	Elem. Dist.	50% Job Sharing Leave	08/04/14	05/29/15
13. Haberman, Sarah	Special Day Class Teacher, P-12	Elem. Dist.	50% Job Sharing Leave	08/04/14	05/29/15

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of certificated personnel leaves of absence:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
14. Haidlen, Kelly	Special Day Class Teacher, P-12	Elem. Dist.	40% Unpaid Leave of Absence	08/04/14	05/29/15
15. Jaffuel, Kristina	Classroom Teacher, K-6	Elem. Dist.	Unpaid Leave of Absence	08/04/14	05/29/15
16. Jaques, Melissa	Classroom Teacher, K-6	Elem. Dist.	Paid Leave of Absence - Revised	02/21/14	04/07/14
17. Johnson, Amber	Classroom Teacher, 9-12	H.S. Dist.	20% Unpaid Leave of Absence	08/04/14	05/29/15
18. Krueger, Vicki	Classroom Teacher, 9-12	H.S. Dist.	20% Unpaid Leave of Absence	08/04/14	05/29/15
19. Lacasta, Ana	Classroom Teacher, 9-12	H.S. Dist.	40% Willie Brown Leave	08/04/14	05/29/15
20. Martin, Katina	Classroom Teacher, K-6	Elem. Dist.	50% Job Sharing Leave	08/04/14	05/29/15
21. Martinez, Beate	Classroom Teacher, 9-12	H.S. Dist.	Willie Brown Leave	08/04/14	05/29/15
22. McIntyre, Keri	Classroom Teacher, 7-8	Elem. Dist.	60% Unpaid Leave of Absence	08/04/14	05/29/15
23. Nguyen, Shelly	Special Day Class Teacher, P-12	Admin.	20% Unpaid Leave of Absence	08/04/14	05/29/15
24. Oliveira, Julie	Special Day Class Teacher, P-12	Elem. Dist.	50% Job Sharing Leave	08/04/14	05/29/15
25. Roberson-Hedman, Kelly	Language, Speech & Hearing Specialist	Admin.	20% Unpaid Leave of Absence	08/04/14	05/29/15
26. Sanchez-Perez, Josefina	Classroom Teacher, K-6	Elem. Dist.	Unpaid Leave of Absence	08/04/14	05/29/15

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

May 19, 2014

**Action: Approval of certificated personnel leaves of absence:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
27. Shewmake, Susan	Classroom Teacher, K-6	Elem. Dist.	Paid Leave of Absence	02/27/14	04/17/14
28. Sivongxay, Thong	Classroom Teacher, K-6	Elem. Dist.	40% Job Sharing Leave	08/04/14	05/29/15
29. Stevano, Natalie	Classroom Teacher, 9-12	H.S. Dist.	40% Unpaid Leave of Absence	08/04/14	05/29/15
30. Stevens, Amy	Classroom Teacher, K-6	Elem. Dist.	50% Job Sharing Leave	08/04/14	05/29/15
31. Valencia, Liza	CDP State Preschool Teacher, Part Day	Elem. Dist.	Paid Leave of Absence	02/03/14	05/15/14
32. Vargas-Pena, Irma	Classroom Teacher, K-6	Elem. Dist.	Paid Leave of Absence	03/11/14	04/11/14
33. Wells, Michele	Program Manager - Special Education	Admin.	40% Unpaid Leave of Absence	07/01/14	06/30/15
34. Wirowek, Keri	Classroom Teacher, K-6	Elem. Dist.	50% Job Sharing Leave	08/04/14	05/29/15
35. Yago, Melissa	Classroom Teacher, 9-12	H.S. Dist.	Unpaid Leave of Absence - 3 Days - Revised	10/16/13	10/29/13
36. Yarbrough, Melba	Instructional Coach, K-6, Site	Elem. Dist.	50% Willie Brown Leave	08/04/14	05/29/15

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of certificated personnel employment:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>
1. Bertram, Lindsey	Special Day Class Teacher, P-12	H.S. Dist.	Status Change - Temporary to Probationary	08/04/14
2. Countryman, Mark	40% Classroom Teacher, 9-12 / 60% ROP Classroom Teacher, 9-12	H.S. Dist.	From: 100% ROP Classroom Teacher, 9-12	08/04/14
3. Flores-Solorio, Rocio	Classroom Teacher, K-6	Elem. Dist.	From: Bilingual Language Development Specialist	08/04/14
4. Isernhagen, Samantha	Classroom Teacher, K-6 - Burbank	Elem. Dist.	From: Instructional Coach, K-6, Site - Marshall	08/04/14
5. Lankford, Scott	40% High School Specialist for WEX Eduation / 40% Special Day Class Teacher, P-12 / 20% Classroom Teacher, 9-12	H.S. Dist.	From: 100% Special Day Class Teacher, P-12	08/04/14
6. Martins, Caroline	Classroom Teacher, 7-8	Elem. Dist.	Reappointment - Probationary	08/04/14
7. McGrath, Ryan	Classroom Teacher, 7-8	Elem. Dist.	Reappointment - Temporary	08/04/14
8. Moss, Tina	Classroom Teacher, K-6	Elem. Dist.	From: Instructional Coach, K-6, Site	08/04/14
9. Osgood, Jana	Classroom Teacher, 9-12	H.S. Dist.	From: 60% Classroom Teacher, 9-12 / 40% High School Counselor	08/04/14



**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

May 19, 2014

**Action: Approval of certificated personnel employment:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>
10. Radu, Raluca	80% Classroom Teacher, 9-12 - Downey	H.S. Dist.	From: 80% Classroom Teacher, 9-12 - Davis/Enochs	08/04/14
11. Rapp, Denise	Classroom Teacher, K-6	Elem. Dist.	From: Instructional Coach, K-6, Site	08/04/14
12. Rucker, Renaldo	Resource Specialist, P-12	H.S. Dist.	From: Special Day Class Teacher, P-12	08/04/14
13. Scheidecker, Paula	Library Media Teacher, 7-12 - Hanshaw/La Loma	Elem. Dist.	From: Library Media Teacher, K-6 - Fairview/Beard	08/04/14
14. Waggle, Consuelo	High School Counselor	H.S. Dist.	From: 60% English Learner Counselor / 40% Unpaid Leave of Absense	08/04/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

**May 19, 2014****Action: Approval of certificated personnel other appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
1. Albarran, Cristina	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
2. Albritton, Kermit	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
3. Ayer, Nazaria	Hourly	Elem. Dist.	Academic Intervention	02/18/14	05/22/14
4. Barse, Lisa	Hourly	Elem. Dist.	Academic Intervention	06/01/14	06/30/14
5. Bispo, Frank	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
6. Bradley, Tamara	Hourly	Elem. Dist.	Academic Intervention	06/01/14	06/30/14
7. Brooks, Stephen	Hourly	Admin.	Summer School Teacher, Special Education	05/30/14	06/27/14
8. Brown, Shannon	Hourly	H.S. Dist.	Extended Summer School Teacher	04/09/14	05/22/14
9. Bynum, Eli	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
10. Castaneda, Elizabeth	Hourly	Elem. Dist.	Academic Intervention	03/01/14	05/23/14
11. Chambers, Maurice	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
12. Choate, Jason	Hourly	H.S. Dist.	Saturday School Teacher	04/12/14	05/17/14
13. Clark, Richard	Hourly	Admin.	Home & Hospital Teacher	03/31/14	06/30/14
14. Cloud, Kimberly	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
15. Creech, James	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

**May 19, 2014****Action: Approval of certificated personnel other appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
16. Eckles, Lee	Hourly	H.S. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14
17. Feliciano, Megan	Hourly	Elem. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14
18. Felt, Michael	Hourly	H.S. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14
19. Fisher, Tiffany	Hourly	Admin.	School Psychologist	05/30/14	06/27/14
20. Fong, Mary	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
21. Foote, Theresa	Hourly	Elem. Dist.	Home & Hospital Teacher	07/01/13	06/30/14
22. Frederick, Lin Marie	Hourly	H.S. Dist.	Summer School Teacher, Special Education	05/30/14	06/26/14
23. Fromm, Brandon	Hourly	H.S. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14
24. Galvan, Bernadette	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
25. Gascon, Robert	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
26. Genasci, Grant	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
27. Gerbo, Ian	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
28. Goodwin, Marilyn	Hourly	Elem. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS****Date of Board Meeting:****May 19, 2014****Action: Approval of certificated personnel other appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
29. Gorman, Bethany	Hourly	Elem. Dist.	Academic Intervention	11/01/13	06/30/14
30. Graham, Kendall	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
31. Gumm, Kimberly	Hourly	Elem. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14
32. Hanzel-Sello, Levi	Hourly	Elem. Dist.	Academic Intervention	06/01/14	06/30/14
33. Harden, Wendy	Hourly	Elem. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14
34. Hay, Sue	Hourly	H.S. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14
35. Hayes, Jennifer	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
36. Hensley, Lauren	Hourly	Elem. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14
37. Howenstine, Rachel	Hourly	Elem. Dist.	Extended Summer School Teacher	04/01/14	04/30/14
38. Huang, Nora Ann Sue	Hourly	Elem. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14
39. Imbesi, Ronald	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
40. Inacio, Joseph	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
41. Kaiser, Nichele	Hourly	Elem. Dist.	Academic Intervention	06/01/14	06/30/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of certificated personnel other appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
42. Kneer, Deborah	Hourly	H.S. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14
43. Lawrence, Robert	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
44. Lyman, Ericka	Hourly	Elem. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14
45. Machado, Gordon	Hourly	H.S. Dist.	Extended Summer School Teacher	04/07/14	05/22/14
46. Machado, Gordon	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
47. Maddox, Jennifer	Hourly	Elem. Dist.	Academic Intervention	05/28/14	06/30/14
48. Mayoral, Victor	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
49. McCabe, Veronica	Hourly	Elem. Dist.	Academic Intervention	05/28/14	06/30/14
50. Medina, Armando	Hourly	H.S. Dist.	Summer School Teacher, Special Education	05/30/14	06/26/14
51. Mellor, Samora	Hourly	Elem. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14
52. Mercado, Susana	Hourly	Elem. Dist.	Academic Intervention	02/18/14	05/22/14
53. Nay, Mary	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
54. Ochoa, Ralph	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
55. Pacheco, Dan	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of certificated personnel other appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
56. Pannu, Navroz	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
57. Pegarella, Andrea	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
58. Pendley, Derek	Monthly	H.S. Dist.	92% Summer School Principal, 7-8	05/30/14	06/26/14
59. Pryschuk, Nicholas	Hourly	H.S. Dist.	Summer School Teacher, Special Education	05/30/14	06/26/14
60. Ramirez, Cassandra	Hourly	Elem. Dist.	Academic Intervention	06/01/14	06/30/14
61. Ramsay, Christopher	Hourly	Elem. Dist.	Academic Intervention	06/01/14	06/30/14
62. Robertson, Gary	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
63. Rubio, Randy	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
64. Sanchez, David	Daily	Elem. Dist.	Extended/Extra Service Days - 5 Days	07/01/13	06/30/14
65. Shaw, Lee	Monthly	H.S. Dist.	8% Summer School Principal, 7-8	05/30/14	06/26/14
66. Spycher, Deborah	Hourly	H.S. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14
67. Stewart, Brittany	Hourly	Elem. Dist.	Summer School Teacher, Special Education	05/30/14	06/27/14
68. Sumpter, Marlin	Daily	Elem. Dist.	Principal, K-6	04/28/14	06/30/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

May 19, 2014

**Action: Approval of certificated personnel other appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
69. Swanberg, Peter	Hourly	Admin.	Adaptive PE Instructor, Special Education	05/30/14	06/27/14
70. Swickard, Stephenie	Hourly	Elem. Dist.	Academic Intervention	05/28/14	06/30/14
71. Taylor, Jason	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/28/14
72. Tereba, Linda	Hourly	Elem. Dist.	School Nurse	05/30/14	06/27/14
73. Thymakis, Sophia	Hourly	Elem. Dist.	Academic Intervention	05/28/14	06/30/14
74. Townsend, Tammy	Hourly	Elem. Dist.	Home & Hospital Teacher	07/01/13	06/30/14
75. Viss, Mark	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
76. Welch, Robert	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
77. Woodward, Thomas	Hourly	H.S. Dist.	Summer School Teacher	05/30/14	06/26/14
78. Yang, Kia	Hourly	Elem. Dist.	Academic Intervention	05/28/14	06/30/14
79. Yang, Yer	Hourly	Elem. Dist.	Academic Intervention	05/28/14	06/30/14
80. Zehner, Rosalia	Hourly	Elem. Dist.	Academic Intervention	05/28/14	06/30/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of certificated personnel stipend appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
<b>1. Paris, Erin</b>	<b>Stipend</b>	<b>H.S. Dist.</b>	<b>Eighth Period Assignment</b>	<b>01/06/14</b>	<b>05/22/14</b>
<b>2. Taylor, Rhoda</b>	<b>Stipend</b>	<b>H.S. Dist.</b>	<b>Department/Instructional Team Chairperson, 9-12</b>	<b>01/06/14</b>	<b>05/23/14</b>



**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of certificated personnel stipend deletions:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>
<b>1. Guerrero, Maira</b>	<b>Stipend</b>	<b>H.S. Dist.</b>	<b>Department/Instructional Team Chairperson, 9-12</b>	<b>01/06/14 05/23/14</b>

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS****Date of Board Meeting:****May 19, 2014****Action: Approval of certificated personnel substitute appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
1. Alaniz, Eva	Teacher		Substitute	07/01/14	06/30/15
2. Alonso, Marisol	Teacher		Substitute	07/01/14	06/30/15
3. Alvarez, Enid	Teacher		Substitute	07/01/14	06/30/15
4. Alvarez, Richard	Teacher		Substitute	07/01/14	06/30/15
5. Anderson, David	Teacher		Substitute	07/01/14	06/30/15
6. Andrews, Vern	Teacher		Substitute	07/01/14	06/30/15
7. Ardans, Eugene	Teacher		Substitute	07/01/14	06/30/15
8. Armstrong, Kelly	Teacher		Substitute	07/01/14	06/30/15
9. Atkins, Roy	Teacher		Substitute	07/01/14	06/30/15
10. Baker, Justin	Teacher		Substitute	07/01/14	06/30/15
11. Bakker, Carol	Teacher		Substitute	07/01/14	06/30/15
12. Barragan, Celina	Teacher		Substitute	07/01/14	06/30/15
13. Benak, Matthew	Teacher		Substitute	07/01/14	06/30/15
14. Benson, Elizabeth	Teacher		Substitute	07/01/14	06/30/15
15. Bernier, Michelle	Teacher		Substitute	07/01/14	06/30/15
16. Berry, Virginia	Teacher		Substitute	07/01/14	06/30/15
17. Bertolero, Maribeth	Teacher		Substitute	07/01/14	06/30/15

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of certificated personnel substitute appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
18. Bertolero, Myron	Teacher		Substitute	07/01/14	06/30/15
19. Blickenstaff, David	Teacher		Substitute	07/01/14	06/30/15
20. Bohnet, Rayna	Teacher		Substitute	07/01/14	06/30/15
21. Bort, Marvin	Teacher		Substitute	07/01/14	06/30/15
22. Boyle, Marilyn	Teacher		Substitute	07/01/14	06/30/15
23. Burrow, Joshua	Teacher		Substitute	07/01/14	06/30/15
24. Castro, Luis	Teacher		Substitute	07/01/14	06/30/15
25. Cayton, Rosemary	Teacher		Substitute	07/01/14	06/30/15
26. Chaplin, Deborah	Teacher		Substitute	07/01/14	06/30/15
27. Christiansen, David	Teacher		Substitute	07/01/14	06/30/15
28. Cole, Luella	Teacher		Substitute	07/01/14	06/30/15
29. Conner, Susan	Teacher		Substitute	07/01/14	06/30/15
30. Corgiat, Cyndel	Teacher		Substitute	07/01/14	06/30/15
31. Cox, Michelle	Teacher		Substitute	07/01/14	06/30/15
32. Di Piero, Carolyn	Teacher		Substitute	07/01/14	06/30/15
33. Dieste, Albert	Teacher		Substitute	07/01/14	06/30/15
34. Dodge, Philip	Teacher		Substitute	07/01/14	06/30/15

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of certificated personnel substitute appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
35. Dorville, Susan	Teacher		Substitute	07/01/14	06/30/15
36. Doud, Donald	Teacher		Substitute	07/01/14	06/30/15
37. Druen, Katie	Teacher		Substitute	07/01/14	06/30/15
38. Duffy-Medina, Cheryl	Teacher		Substitute	07/01/14	06/30/15
39. Dunagan, Deborah	Teacher		Substitute	07/01/14	06/30/15
40. Durham, Frances	Teacher		Substitute	07/01/14	06/30/15
41. Elwell, Kristin	Teacher		Substitute	07/01/14	06/30/15
42. Erwin, Daphne	Teacher		Substitute	04/28/14	06/30/14
43. Escobedo, Alyssa	Teacher		Substitute	07/01/14	06/30/15
44. Fleauras, Nicholas	Teacher		Substitute	04/11/14	06/30/14
45. Flores, Ramona	Teacher		Substitute	07/01/14	06/30/15
46. Furtado, Velma	Teacher		Substitute	07/01/14	06/30/15
47. Gomes, Elsa	Teacher		Substitute	04/07/14	06/30/14
48. Hanna, Nina	Teacher		Substitute	07/01/14	06/30/15
49. Helm, Martha	Teacher		Substitute	07/01/14	06/30/15
50. Hill, Helene	Teacher		Substitute	07/01/14	06/30/15
51. Johnson, Lorraine	Teacher		Substitute	07/01/14	06/30/15

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

**May 19, 2014****Action: Approval of certificated personnel substitute appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
52. Jostad, Sandra	Teacher		Substitute	07/01/14	06/30/15
53. Kennedy, Michael	Teacher		Substitute	07/01/14	06/30/15
54. Maddox, Melissa	Teacher		Substitute	04/28/14	06/30/14
55. Mar, Amber	Teacher		Substitute	04/28/14	06/30/14
56. Markkula, Mary	Teacher		Substitute	07/01/14	06/30/15
57. Martin, Phillip	Teacher		Substitute	07/01/14	06/30/15
58. Martinez, Maria	Teacher		Substitute	07/01/14	06/30/15
59. McGrath, John	Teacher		Substitute	07/01/14	06/30/15
60. Mills, Scott	Teacher		Substitute	04/02/14	06/30/14
61. Mohrlang, Lucas	Teacher		Substitute	07/01/14	06/30/15
62. Moody, Thomas	Teacher		Substitute	07/01/14	06/30/15
63. Morgan, Pamela	Teacher		Substitute	07/01/14	06/30/15
64. Murray, Mary	Teacher		Substitute	07/01/14	06/30/15
65. Narayan, Salochna	Teacher		Substitute	07/01/14	06/30/15
66. Nyia Yi, Ly King	Teacher		Substitute	04/28/14	06/30/14
67. Perry, Jacqueline	Teacher		Substitute	07/01/14	06/30/15
68. Peterson, Joyce	Teacher		Substitute	07/01/14	06/30/15

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

May 19, 2014

**Action: Approval of certificated personnel substitute appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
69. Pruitt, Karen	Teacher		Substitute	07/01/14	06/30/15
70. Rai, Hardeep	Teacher		Substitute	07/01/14	06/30/15
71. Ramos, Mary Ellen	Teacher		Substitute	07/01/14	06/30/15
72. Ramos, Ruben	Teacher		Substitute	07/01/14	06/30/15
73. Ray, Stephen A	Teacher		Substitute	07/01/14	06/30/15
74. Rebelo, Dorian	Teacher		Substitute	07/01/14	06/30/15
75. Reeher, Eric	Teacher		Substitute	07/01/14	06/30/15
76. Rivera, Rosalyn	Teacher		Substitute	04/28/14	06/30/14
77. Rodriguez, Efren	Teacher		Substitute	07/01/14	06/30/15
78. Ruch, Kathryn	Teacher		Substitute	07/01/14	06/30/15
79. Schreiber, Aimee	Teacher		Substitute	04/28/14	06/30/14
80. Von Gunten, Leonard	Teacher		Substitute	07/01/14	06/30/15
81. Westphal, Dwayne	Teacher		Substitute	04/09/14	06/30/14
82. Wharton, Christi	Teacher		Substitute	07/01/14	06/30/15

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

May 19, 2014

**Action: Approval of classified personnel terminations:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>
1. Alvarez, Rene	Custodian/Groundskeeper	H.S. Dist.	Resignation	05/19/14
2. Arnerich, Gail	Instr. Para., Sp. Ed., LH/SDL/RS	Elem. Dist.	Retirement	05/29/15
3. Cornejo, Sandra	Health Clerk	H.S. Dist.	Retirement	05/28/14
4. DeLeon, Josefina	Bus Operator	Admin.	Retirement	05/07/14
5. Harris, Jackie	Typist Clerk II	Elem. Dist.	Retirement	05/30/14
6. Holm, Judy	Administrative Assistant I	Elem. Dist.	Retirement	06/30/14
7. Montelongo, Aurora	Cold Food Technician	Admin.	Retirement	05/22/14
8. Rodriguez, Jose	High School Head Custodian	H.S. Dist.	Resignation (from classified management position only)	04/11/14
9. Schwark, James	Head Custodian III	Elem. Dist.	Retirement	06/30/14
10. Sek, Sattiya	After School Program Instr. Para.	Admin.	Resignation	05/22/14
11. Sorrentino, Diana	Instr. Para., Sp. Ed., LH/SDL/RS	Elem. Dist.	Retirement	05/22/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of classified personnel leaves of absence:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
1. Almazan, Ashlee	Instr. Para., Sp. Ed., SH/Autism	Elem. Dist.	Unpaid Leave of Absence	08/11/14	04/02/15
2. Campbell, Jeanette	Student Records Clerk, K-6	Elem. Dist.	Revised Paid Leave of Absence	09/03/13	04/01/14
3. Campbell, Jeanette	Student Records Clerk, K-6	Elem. Dist.	Revised Unpaid Leave of Absence	04/02/14	05/30/14
4. Cummins, Teri	Typist Clerk III	H.S. Dist.	Paid Leave of Absence	02/07/14	02/14/14
5. Cummins, Teri	Typist Clerk III	H.S. Dist.	Paid Leave of Absence	03/17/14	03/31/14
6. Cummins, Teri	Typist Clerk III	H.S. Dist.	Paid Leave of Absence	04/08/14	04/25/14
7. DeLeon, Josefina	Bus Operator	Admin.	Revised Paid Leave of Absence	12/02/13	05/07/14
8. Dominguez, Briana	Typist Clerk II	H.S. Dist.	Paid Leave of Absence	04/07/14	05/30/14
9. Earl, Glen	In-School Suspension Monitor	H.S. Dist.	Revised Paid Leave of Absence	02/04/14	05/27/14
10. Entriken, Madeline	Typist Clerk II	H.S. Dist.	Revised Unpaid Leave of Absence	04/24/14	05/28/14
11. Gallagher, Jeanette	Human Resources Technician II (Certificated)	Admin.	Revised Paid Leave of Absence	02/18/14	06/20/14
12. Gallagher, Jeanette	Human Resources Technician II (Certificated)	Admin.	Unpaid Leave of Absence	06/23/14	06/30/14



**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of classified personnel leaves of absence:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
13. Glidewell, Heather	Instr. Para., Sp. Ed., LH/SDL/RS	Elem. Dist.	Paid Leave of Absence	03/27/14	04/17/14
14. Murphy, Lori	Staff Secretary III	Admin.	Unpaid Leave of Absence	03/17/14	03/17/14
15. Nelson, Patricia	Instr. Para., Sp. Ed., LH/SDL/RS	Elem. Dist.	Paid Leave of Absence	04/03/14	05/02/14
16. Peterson, Rebecca	Nutrition Services Assistant III	Elem. Dist.	Paid Leave of Absence	02/06/14	05/02/14
17. Rogers, Vanessa	Data Entry Clerk	H.S. Dist.	Unpaid Leave of Absence	08/18/14	12/22/14
18. Rosales, Gloria	School Secretary	H.S. Dist.	Paid Leave of Absence	04/07/14	06/12/14
19. Sanders, Bradina	Instr. Para., Sp. Ed., LH/SDL/RS	H.S. Dist.	Unpaid Leave of Absence	04/04/14	04/09/14
20. Sanders, Bradina	Instr. Para., Sp. Ed., LH/SDL/RS	H.S. Dist.	Unpaid Leave of Absence	04/17/14	04/17/14
21. Santana, Brenda	Data Entry Clerk	Admin.	Paid Leave of Absence	04/04/14	06/30/14
22. Santana, Brenda	Data Entry Clerk	Admin.	Paid Leave of Absence	07/01/14	07/10/14
23. Stevens, Adrian	Skilled Trades Helper - Maintenance	Admin.	Unpaid Leave of Absence	04/15/14	04/30/14
24. Villegas, Angela	Instr. Para., Sp. Ed., LH/SDL/RS	H.S. Dist.	Paid Leave of Absence	04/05/14	05/22/14
25. Wheeler, Ashley	Data Entry Clerk	H.S. Dist.	Paid Leave of Absence	05/12/14	06/30/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

**May 19, 2014****Action: Approval of classified personnel employment:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>
1. Atkins, Tonya	Instr. Para., Sp. Ed., Intrap. Hrg. Imp./Deaf II - Admin/Special Education	Admin.	39-mos Rehire - Replacement	08/11/14
2. Babagay, Debra	Nutrition Services Asst. I - Gregori	H.S. Dist.	New Hire - Replacement	04/28/14
3. Becerra, Christina	Nutrition Services Asst. I - Wilson	Elem. Dist.	New Hire - Replacement	04/28/14
4. Binnebose, Benjamin	Computer Technician I - Computer Systems	Admin.	New Hire - Replacement	04/28/14
5. Cabral, Bryan	Nutrition Services Asst. I - Downey	H.S. Dist.	New Hire	04/28/14
6. Dickson, Sinclair	Instr. Para., Sp. Ed., SH/Autism - Garrison	Elem. Dist.	New Hire	04/14/14
7. Felix, Maria	Nutrition Services Asst. I - Lakewood	Elem. Dist.	New Hire - Replacement	04/28/14
8. Friaz, Ricardo	Typist Clerk II Translator - Admin/Public Information Office	Admin.	New Hire	04/28/14
9. Garcia, Sandra	Nutrition Services Asst. I - John Muir	Elem. Dist.	New Hire - Replacement	04/28/14
10. Guzman, Christina	Nutrition Services Asst. I - Hanshaw	Elem. Dist.	New Hire - Replacement	04/28/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

May 19, 2014

**Action: Approval of classified personnel employment:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>
11. Guzman, Elisea	Nutrition Services Asst. I - Enochs	H.S. Dist.	New Hire - Replacement	04/28/14
12. Hamilton, Brigitte	Nutrition Services Asst. I - Johansen	H.S. Dist.	New Hire - Replacement	04/28/14
13. Hillman, Justin	Custodian - Davis	H.S. Dist.	New Hire - Replacement	04/25/14
14. Jacquez, Eleanor	Nutrition Services Asst. I - Beyer	H.S. Dist.	New Hire - Replacement	04/28/14
15. Kisela, Nicole	Nutrition Services Asst. I - Enochs	H.S. Dist.	New Hire - Replacement	04/28/14
16. Luna, Rosa	Nutrition Services Asst. I - Davis	H.S. Dist.	New Hire - Replacement	04/28/14
17. Marcelino, Vanessa	Nutrition Services Asst. I - Davis	H.S. Dist.	New Hire - Replacement	04/28/14
18. Martinez, Priscilla	Nutrition Services Asst. I - Beyer	H.S. Dist.	New Hire - Replacement	04/28/14
19. Mulgrew, Hannah	Instr. Para., Sp. Ed., SH/Autism - Garrison	Elem. Dist.	New Hire	04/14/14
20. Navales, Sean	Nutrition Services Asst. I - Enslin	Elem. Dist.	New Hire - Replacement	04/28/14
21. Nicely, Valorie	Instr. Para., Sp. Ed., PH/SH - John Muir	Elem. Dist.	From: Instr. Para., Sp. Ed., PH/SH - La Loma	08/11/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

May 19, 2014

**Action: Approval of classified personnel employment:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>
22. Niles, Christina	Nutrition Services Asst. I - Davis	H.S. Dist.	New Hire	04/28/14
23. Oliney, Evelyn	Nutrition Services Asst. I - Everett	Elem. Dist.	New Hire - Replacement	04/28/14
24. Prasad, Angelene	Nutrition Services Asst. I - Davis	H.S. Dist.	New Hire - Replacement	04/28/14
25. Rodriguez, Jose	Custodian/Groundskeeper - Hanshaw	Elem. Dist.	New Hire - Replacement	04/14/14
26. Ros, Sam	Head Custodian I - Hanshaw	Elem. Dist.	From: Custodian - Robertson Road	04/21/14
27. Ruggieri-Vesey, Teyah	Nutrition Services Asst. I - Johansen	H.S. Dist.	New Hire - Replacement	04/28/14
28. Sotelo, Colleen	Nutrition Services Asst. I - El Vista	Elem. Dist.	New Hire - Replacement	04/28/14
29. Torres, Elsa	Nutrition Services Asst. I - Beyer	H.S. Dist.	New Hire - Replacement	04/28/14
30. Valencia, Federico	Custodian/Groundskeeper - Roosevelt	Elem. Dist.	From: Custodian	04/21/14
31. Wilson, Russell	Computer Technician II - Computer Systems	Admin.	New Hire	04/21/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

May 19, 2014

**Action: Approval of classified personnel other appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
1. Alejandro, Linda	Typist Clerk II	H.S. Dist.	Summer School	05/30/14	06/26/14
2. Ales, John	Campus Supervisor	H.S. Dist.	Summer School	05/30/14	06/26/14
3. Alvarez, Noe	Instr. Para., Sp. Ed. PH/SH	Admin.	Summer School	06/02/14	06/27/14
4. Anderson, Karl	Campus Supervisor	H.S. Dist.	Summer School	05/30/14	06/26/14
5. Anshutz, Sieglinde	Instr. Para., Sp. Ed. PH/SH	H.S. Dist.	Summer School	06/02/14	06/27/14
6. Atkins, Tonya	Instr. Para. Sp. Ed., Int/Deaf II	Elem. Dist.	Summer School	06/02/14	06/27/14
7. Badal, Ninvi	Instr. Para., Sp. Ed. PH/SH	Elem. Dist.	Summer School	06/02/14	06/27/14
8. Baldwin, Bridget	Yard Duty Supervisor	Elem. Dist.	Part-Time	04/28/14	06/30/14
9. Bingham, Jennifer	Medical Procedures Specialist	Admin.	Summer School	05/30/14	06/27/14
10. Bisuelan, Maria	Instr. Para., Sp. Ed. PH/SH	Elem. Dist.	Summer School	06/02/14	06/27/14
11. Bowcutt, Julie	Administrative Assistant I	Elem. Dist.	Jumpstart Academy	06/18/14	06/30/14
12. Buchanan, Barbara	Instr. Para. Sp. Ed., LH/SDL/RS	Elem. Dist.	Summer School	06/02/14	06/27/14
13. Calton, Nick	Instr. Para., Sp. Ed. PH/SH	Elem. Dist.	Summer School	06/02/14	06/27/14
14. Eck-Petrey, Mary	Medical Procedures Specialist	Admin.	Summer School	05/30/14	06/27/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of classified personnel other appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
15. Gardner, Gail	Instr. Para. Sp. Ed., LH/SDL/RS	H.S. Dist.	Summer School	06/02/14	06/27/14
16. Giese, Ginger	Instr. Para., Sp. Ed. PH/SH	H.S. Dist.	Summer School	06/02/14	06/27/14
17. Gould, Tina	Instr. Para., Sp. Ed. PH/SH	H.S. Dist.	Summer School	06/02/14	06/27/14
18. Grider, Patricia	Instr. Para., Sp. Ed. PH/SH	Elem. Dist.	Summer School	06/02/14	06/27/14
19. Gyeryen, Natalya	Instr. Para., Sp. Ed. PH/SH	H.S. Dist.	Summer School	06/02/14	06/27/14
20. Hair, Kaitlyn	Child Supervisor	Elem. Dist.	Part-Time	04/28/14	06/30/14
21. Hair, Kaitlyn	Yard Duty Supervisor	Elem. Dist.	Part-Time	04/28/14	06/30/14
22. Hair, Robert	Child Supervisor	Elem. Dist.	Part-Time	04/28/14	06/30/14
23. Hair, Robert	Yard Duty Supervisor	Elem. Dist.	Part-Time	04/28/14	06/30/14
24. Hickman, Irwin	Campus Supervisor	H.S. Dist.	Summer School	05/30/14	06/26/14
25. Juarez, Araceli	Adult Crossing Guard	Elem. Dist.	Part-Time	04/26/14	06/30/14
26. Juarez, Araceli	Child Supervisor	Elem. Dist.	Part-Time	04/26/14	06/30/14
27. Juarez, Araceli	Translator - Spanish	Elem. Dist.	Part-Time	04/26/14	06/30/14
28. Juarez, Araceli	Yard Duty Supervisor	Elem. Dist.	Part-Time	04/26/14	06/30/14
29. Lazar, Julia	Instr. Para., Sp. Ed. PH/SH	H.S. Dist.	Summer School	06/02/14	06/27/14
30. Ma, Lyleng	Instr. Para., Sp. Ed. PH/SH	Elem. Dist.	Summer School	06/02/14	06/27/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of classified personnel other appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
31. McDaniel, Rebecca	Instr. Para. Sp. Ed., LH/SDL/RS	H.S. Dist.	Summer School	06/02/14	06/26/14
32. McKelvey, Teresa	Instr. Para., Sp. Ed., Intrap. Hrg. Imp./Deaf	Elem. Dist.	Summer School	06/02/14	06/27/14
33. Morgan, Shawna	Instr. Para., Sp. Ed. PH/SH	Elem. Dist.	Summer School	06/02/14	06/27/14
34. Nelson, Kim	Instr. Para., Sp. Ed. PH/SH	Elem. Dist.	Summer School	06/02/14	06/27/14
35. Noll, Gyda	Medical Procedures Specialist	Admin.	Summer School	05/30/14	06/27/14
36. Ordaz, Darlene	Administrative Assistant I	H.S. Dist.	Summer School	05/30/14	06/26/14
37. Ork, Kahong	Instr. Para. Sp. Ed., LH/SDL/RS	H.S. Dist.	Summer School	06/02/14	06/26/14
38. Padron, Alma	Instr. Para., Sp. Ed. PH/SH	Elem. Dist.	Summer School	06/02/14	06/27/14
39. Pavlick, Karleen	Instr. Para., Sp. Ed. PH/SH	H.S. Dist.	Summer School	06/02/14	06/27/14
40. Peltier, Jennifer	Instr. Para., Sp. Ed. PH/SH	H.S. Dist.	Summer School	06/02/14	06/27/14
41. Phillips, Rochelle	Sp. Ed. Vocational Para., 9-12	Admin.	Summer School	06/02/14	06/27/14
42. Pouv, Chham	Instr. Para., Sp. Ed. PH/SH	Admin.	Summer School	06/02/14	06/27/14
43. Putt, Angela	Instr. Para., Sp. Ed. PH/SH	H.S. Dist.	Summer School	06/02/14	06/27/14
44. Qualters, Kathy	Administrative Assistant I	Elem. Dist.	Summer School	03/24/14	06/30/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS****Date of Board Meeting:****May 19, 2014****Action: Approval of classified personnel other appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
45. Rich, Sharon	Instr. Para., Sp. Ed. PH/SH	Elem. Dist.	Summer School	06/02/14	06/27/14
46. Sandoval, Maria	Campus Supervisor	H.S. Dist.	Summer School	05/30/14	06/26/14
47. Severe, Susan	Instr. Para., Sp. Ed. PH/SH	H.S. Dist.	Summer School	06/04/14	06/27/14
48. Souza, Lori	Instr. Para., Sp. Ed. PH/SH	H.S. Dist.	Summer School	06/02/14	06/27/14
49. Stein, David	Campus Supervisor	H.S. Dist.	Summer School	05/30/14	06/26/14
50. Thompson, Jonnie	Campus Supervisor	H.S. Dist.	Summer School	05/30/14	06/26/14
51. Todd, Marilyn	Campus Supervisor	H.S. Dist.	Summer School	05/30/14	06/26/14
52. Vanlier, Patricia	Campus Supervisor	H.S. Dist.	Summer School	05/30/14	06/26/14
53. Vidal, Leticia	Instr. Para., Sp. Ed. PH/SH	H.S. Dist.	Summer School	06/02/14	06/27/14
54. Walter, Gina	Instr. Para., Sp. Ed. PH/SH	H.S. Dist.	Summer School	06/02/14	06/27/14



**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

May 19, 2014

**Action: Approval of classified personnel substitute appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
1. Acevedo, Rocio	Classified		Substitute	07/01/14	06/30/15
2. Allis, Elaina	Classified		Substitute	04/28/14	06/30/14
3. Ambriz, Jose	Classified		Substitute	07/01/14	06/30/15
4. Arebalo, Rosie	Classified		Substitute	07/01/14	06/30/15
5. Armer, Sharon	Classified		Substitute	07/01/14	06/30/15
6. Ayala De Reyes, Anna	Classified		Substitute	07/01/14	06/30/15
7. Baker, Michael	Classified		Substitute	07/01/14	06/30/15
8. Bautista, Christian	Classified		Substitute	04/28/14	06/30/14
9. Benavides, Tim	Classified		Substitute	07/01/14	06/30/15
10. Bertolotti, Amy	Classified		Substitute	04/28/14	06/30/14
11. Bogar, Fay	Classified		Substitute	07/01/14	06/30/15
12. Brown, Kerry	Classified		Substitute	07/01/14	06/30/15
13. Burciaga, Mercy	Classified		Substitute	07/01/14	06/30/15
14. Burkett, Allison	Classified		Substitute	07/01/14	06/30/15
15. Cabral, Julie	Classified		Substitute	04/28/14	06/30/14
16. Cardenas, Salvador	Classified		Substitute	07/01/14	06/30/15
17. Castro, Darlene	Classified		Substitute	04/28/14	06/30/14

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

May 19, 2014

**Action: Approval of classified personnel substitute appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
18. Chinchilla, Christina	Classified		Substitute	04/14/14	06/30/14
19. Coffman, Robert	Classified		Substitute	07/01/14	06/30/15
20. Contreras, Isabel	Classified		Substitute	07/01/14	06/30/15
21. Cordero, Juana	Classified		Substitute	04/19/14	06/30/14
22. Cortes, Jose	Classified		Substitute	07/01/14	06/30/15
23. Coto-Cummins, Tristi	Classified		Substitute	07/01/14	06/30/15
24. Cox, Stephanie	Classified		Substitute	07/01/14	06/30/15
25. Creel, Jason	Classified		Substitute	07/01/14	06/30/15
26. Cuevas, Gloria	Classified		Substitute	07/01/14	06/30/15
27. Dahlstrom, Shirlee	Classified		Substitute	07/01/14	06/30/15
28. Dozier, Kari	Classified		Substitute	07/01/14	06/30/15
29. Espinoza, Julia	Classified		Substitute	07/01/14	06/30/15
30. Estrada-Madrid, Roberta	Classified		Substitute	07/01/14	06/30/15
31. Ferman, Mayra	Classified		Substitute	07/01/14	06/30/15
32. Finley, Robert	Classified		Substitute	07/01/14	06/30/15
33. Fletcher, Lauren	Classified		Substitute	07/01/14	06/30/15

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

**May 19, 2014****Action: Approval of classified personnel substitute appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
34. Foster, Stacey	Classified		Substitute	07/01/14	06/30/15
35. Gabriel, Patricia	Classified		Substitute	07/01/14	06/30/15
36. Garcia, Allyson	Classified		Substitute	07/01/14	06/30/15
37. Garcia, Brenda	Classified		Substitute	07/01/14	06/30/15
38. Garcia, Eduardo	Classified		Substitute	07/01/14	06/30/15
39. Garcia, Jeff	Classified		Substitute	07/01/14	06/30/15
40. Garcia, Jose	Classified		Substitute	07/01/14	06/30/15
41. Garcia, Sandra	Classified		Substitute	07/01/14	06/30/15
42. Gerasimchuk, Nikolay	Classified		Substitute	07/01/14	06/30/15
43. Gonzalez, Nancy	Classified		Substitute	07/01/14	06/30/15
44. Goursky, Donald	Classified		Substitute	07/01/14	06/30/15
45. Gray, Chris	Classified		Substitute	07/01/14	06/30/15
46. Guzman, Christina	Classified		Substitute	07/01/14	06/30/15
47. Harris, Betty	Classified		Substitute	07/01/14	06/30/15
48. Harris, Gary	Classified		Substitute	07/01/14	06/30/15
49. Harrison, Kathryn	Classified		Substitute	07/01/14	06/30/15
50. Herrera, Hector	Classified		Substitute	07/01/14	06/30/15

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS****Date of Board Meeting:****May 19, 2014****Action: Approval of classified personnel substitute appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
51. Herrera, Michael	Classified		Substitute	07/01/14	06/30/15
52. Hughes, Georgie	Classified		Substitute	07/01/14	06/30/15
53. Hummer, Myriam	Classified		Substitute	07/01/14	06/30/15
54. Hutchison, Barbara	Classified		Substitute	07/01/14	06/30/15
55. Jaimes, Silvia	Classified		Substitute	07/01/14	06/30/15
56. Kennedy, Daniel	Classified		Substitute	07/01/14	06/30/15
57. Kiryakous, Flora	Classified		Substitute	07/01/14	06/30/15
58. Kisela, Nicole	Classified		Substitute	07/01/14	06/30/15
59. Kozlov, Emilia	Classified		Substitute	04/28/14	06/30/14
60. Kunisch, James	Classified		Substitute	07/01/14	06/30/15
61. Lal, Shallyine	Classified		Substitute	07/01/14	06/30/15
62. Lane, Dalton	Classified		Substitute	07/01/14	06/30/15
63. Magana, Norma	Classified		Substitute	07/01/14	06/30/15
64. Manzur, Sylvia	Classified		Substitute	04/08/14	06/30/14
65. Marty, Rudy	Classified		Substitute	07/01/14	06/30/15
66. Maurice, Sean	Classified		Substitute	07/01/14	06/30/15
67. Mazza, Audrey	Classified		Substitute	07/01/14	06/30/15

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS****Date of Board Meeting:****May 19, 2014****Action: Approval of classified personnel substitute appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
68. McFarlin, Craig	Classified		Substitute	07/01/14	06/30/15
69. Menshew, Loretta	Classified		Substitute	07/01/14	06/30/15
70. Milotte, Dawn	Classified		Substitute	07/01/14	06/30/15
71. Moore, Dirk	Classified		Substitute	07/01/14	06/30/15
72. Nelson, Eileen	Classified		Substitute	07/01/14	06/30/15
73. Nunez, Melissa	Classified		Substitute	07/01/14	06/30/15
74. Ochoa, Raul	Classified		Substitute	07/01/14	06/30/15
75. Olivares-Cervantes, Veronica	Classified		Substitute	04/11/14	06/30/14
76. O'Neil, David	Classified		Substitute	04/28/14	06/30/14
77. Orellana, Teresa	Classified		Substitute	07/01/14	06/30/15
78. Parra, Colleen	Classified		Substitute	07/01/14	06/30/15
79. Perez, Celene	Classified		Substitute	07/01/14	06/30/15
80. Perry, Carol	Classified		Substitute	07/01/14	06/30/15
81. Pierce, Allison	Classified		Substitute	07/01/14	06/30/15
82. Polione, Laura	Classified		Substitute	07/01/14	06/30/15
83. Prasad, Sujendra	Classified		Substitute	07/01/14	06/30/15

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of classified personnel substitute appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
84. Ramirez, Ann	Classified		Substitute	07/01/14	06/30/15
85. Ramsay, Ricky	Classified		Substitute	07/01/14	06/30/15
86. Reardon, Pedro	Classified		Substitute	07/01/14	06/30/15
87. Reese, April	Classified		Substitute	07/01/14	06/30/15
88. Reyes, Hernan	Classified		Substitute	07/01/14	06/30/15
89. Riddle, Oranda	Classified		Substitute	07/01/14	06/30/15
90. Rivera, Monica	Classified		Substitute	07/01/14	06/30/15
91. Salazar, Jesus	Classified		Substitute	07/01/14	06/30/15
92. Sarkis DeAnda, Linda	Classified		Substitute	07/01/14	06/30/15
93. Saunders, Anthony	Classified		Substitute	07/01/14	06/30/15
94. Scott, Timothy	Classified		Substitute	04/01/14	06/30/14
95. Shinn, Carol	Classified		Substitute	07/01/14	06/30/15
96. Sisto, Marlene	Classified		Substitute	07/01/14	06/30/15
97. Solis, Luz	Classified		Substitute	04/29/14	06/30/14
98. Sukhu, Sumintra	Classified		Substitute	07/01/14	06/30/15
99. Sullivan, Gregory	Classified		Substitute	04/28/14	06/30/14
100. Swindall, Kelly	Classified		Substitute	07/01/14	06/30/15

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS****Date of Board Meeting:****May 19, 2014****Action: Approval of classified personnel substitute appointments:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
101 . Tennis, David	Classified		Substitute	07/01/14	06/30/15
102 . Thompson, Melanie	Classified		Substitute	07/01/14	06/30/15
103 . Trujillo, Lilia	Classified		Substitute	07/01/14	06/30/15
104 . Villafana, Claudia	Classified		Substitute	07/01/14	06/30/15
105 . Voravong, Khamla	Classified		Substitute	07/01/14	06/30/15
106 . Walker, Wendy	Classified		Substitute	07/01/14	06/30/15
107 . Wharton, Tamara	Classified		Substitute	07/01/14	06/30/15
108 . Wilson, Linda	Classified		Substitute	07/01/14	06/30/15
109 . Wilson, Tyler	Classified		Substitute	07/01/14	06/30/15

**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

Date of Board Meeting:

May 19, 2014

**Action: Approval of classified personnel short term appointments - Not to exceed 75% of the school year:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
1. Alvarez, Joel	Classified		Short-Term	05/01/14	06/30/14
2. Ambriz, Jose	Classified		Short-Term	05/21/14	06/30/14
3. Brown, Kerry	Classified		Short-Term	05/20/14	06/30/14
4. Cardenas, Salvador	Classified		Short-Term	05/22/14	06/30/14
5. Coffman, Robert	Classified		Short-Term	05/21/14	06/30/14
6. Cortez, Andy	Classified		Short-Term	05/21/14	06/30/14
7. Damien, Jacklyn	Classified		Short-Term	05/20/14	06/30/14
8. Diosdado, Moses	Classified		Short-Term	05/20/14	06/30/14
9. Garcia, Eduardo	Classified		Short-Term	05/20/14	06/30/14
10. Gavarette, Silvia	Classified		Short-Term	04/21/14	06/30/14
11. Lal, Vinesh	Classified		Short-Term	04/21/14	06/30/14
12. Luna, Esteban	Classified		Short-Term	05/21/14	06/30/14
13. Mar, Garland	Classified		Short-Term	05/20/14	06/30/14
14. Maurice, Sean	Classified		Short-Term	05/20/14	06/30/14
15. Milotte, Dawn	Classified		Short-Term	05/22/14	06/30/14
16. Ortiz - Salazar, Javier	Classified		Short-Term	05/22/14	06/30/14
17. Pal, Shalend	Classified		Short-Term	05/22/14	06/30/14



**MODESTO CITY SCHOOLS PERSONNEL ACTION ITEMS**

**Date of Board Meeting:**

**May 19, 2014**

**Action: Approval of classified personnel short term appointments - Not to exceed 75% of the school year:**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>LOCATION</b>	<b>DESCRIPTION/ACTION</b>	<b>EFFECTIVE DATES</b>	
18. Prasad, Sujendra	Classified		Short-Term	05/21/14	06/30/14
19. Risetto, Jack	Classified		Short-Term	05/20/14	06/30/14
20. Salazar, Jesus	Classified		Short-Term	05/21/14	06/30/14
21. Scott, Timothy	Classified		Short-Term	05/20/14	06/30/14
22. Simas, Rodney	Classified		Short-Term	05/21/14	06/30/14
23. Smith, Pamela	Classified		Short-Term	05/20/14	06/30/14

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent

Regular Meeting

SUBJECT: Approval of Proposed Job Description:  
JC# 0009 Director I, Purchasing

May 19, 2014

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BACKGROUND

The Human Resources Department is responsible for proposing new job descriptions and maintaining up-to-date job descriptions through revisions, and placing employees appropriately on the respective salary schedules. The proposed job description was approved by the Superintendent's Cabinet.

ISSUE

This position was approved as part of the District reorganization plan that was approved by the Board on April 28, 2014. A draft job description for this position was submitted as back-up with that agenda item. After reviewing the job description further, additional changes to the Specific Responsibilities and Physical Characteristics have been identified.

PROPOSAL

The attached job description is proposed for the Board's consideration.

FISCAL IMPACT

The Director I, Purchasing will be paid at range 127 on the Management Salary Schedule.


RECOMMENDATION

It is recommended that the Board of Education approve the proposed job description:  
JC# 0009 Director I, Purchasing.

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Recommended by:

Approved for Recommendation  
to the Governing Board by:



Craig Rydquist  
Associate Superintendent, Human Resources



Pamela Able  
Superintendent

## MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 0009

### DIRECTOR I, PURCHASING

#### OVERALL RESPONSIBILITY

Under general direction, provide leadership, assume management responsibility, and direct the functions and operations of the Purchasing department; assure the judicious procurement of materials and services; establish and direct purchasing policies and procedures; and coordinate site requirements through legal guidelines established by the District and other governmental agencies.

#### SPECIFIC RESPONSIBILITIES

1. Develop and administer subordinate budgets; analyze budgetary/financial data; control/authorize expenditures.
2. Assume responsibility for contract compliance by suppliers/consultants.
3. Prepare reports and make presentations to the Board, other agencies, and sites as requested.
4. Maintain documentation and status on purchase and lease purchase contracts.
5. Conduct management evaluation and analysis in areas of responsibility.
6. Act as District liaison with local, state, and federal agencies for exchange of information and exploration of cooperative purchase opportunities.
7. Apply laws, codes, policies and regulations pertaining to the areas of assigned responsibility.
8. Direct and coordinate the operations of property control functions and requirements.
9. Develop, direct and coordinate surplus property policies and procedures.
10. Assist in maintaining document storage solutions to facilitate the retrieval and safekeeping of records submitted for legal retention.
11. Review and approve requisitions and purchase orders for supplies, services and equipment.
12. Prepare bids, specifications, quotations, and orders for the purchase of supplies, equipment and services, including identification and appropriate usage of electronic methods related to commerce.
13. Compare costs and evaluate the quality and suitability of supplies and materials.
14. Locate best sources of materials, supplies and services, including research and evaluation of alternate sources of supply.
15. Provide District personnel with latest information on new products, market conditions and trends.
16. Confer with school and administrative officials to determine purchasing needs and specifications for supplies, furniture and equipment.
17. Assist in formulating District Policies and Administrative Regulations relating to the Purchasing department.
18. Assist in the selection, orientation, supervision and evaluation of subordinate personnel.
19. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
20. Perform other related duties as assigned.

## DIRECTOR I, PURCHASING (continued)

### WORK YEAR

Approved days as specified on the Management Salary Schedule (222)

### SALARY

Management Salary Schedule (Range 127)

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

- Knowledge of the principles and practices of public sector purchasing.
- Knowledge of the laws and regulations governing school district purchasing.
- Knowledge of supplies and equipment commonly used by school districts.
- Knowledge of modern office practices and methods including electronic commerce.
- Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
- Knowledge of and ability to apply problem solving processes and techniques.
- Knowledge of and ability to apply effective supervision techniques.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.

#### Experience

##### Minimum Requirement:

Three (3) years of increasingly responsible experience functioning in a lead capacity in a public sector purchasing operation.

##### Desirable Qualification:

Three (3) years of increasingly responsible management experience in position(s) which evidence increasing management responsibility and/or supervisory experience in the area of public purchasing.

#### Education/Credential

##### Minimum Requirement:

Bachelor's Degree from an accredited college or university with a specialization in business or equivalent combination of education and work experience related to the position.

##### Desirable Qualification:

Master's Degree from an accredited college or university with a specialization in business or equivalent combination of education and work experience related to the position; or possession of a current professional purchasing certification such as a Certified Purchasing Manager (C.P.M.), Accredited Purchasing Practitioner (A.P.P.), Certified Public Purchasing Officer (CPPO) or Certified Professional Public Buyer (CPPB).

#### Physical Characteristics

##### With or without the use of aids:

- Sufficient vision to read fine print and operate equipment. Sufficient depth perception. Good color perception.
- Sufficient hearing to hear verbal directions and audio and equipment malfunctions.
- Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects, and print or write legibly.
- Physical ability to sit or stand for extended periods of time.

**DIRECTOR I, PURCHASING (continued)**

**REPORTS TO:**

Associate Superintendent, Business Services or designee

Cabinet Approved: 4/29/14

Board Approved:

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent

Regular Meeting

SUBJECT: Approval of Revised Job Description:  
JC# 0031 Budget Analyst

May 19, 2014

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BACKGROUND

The Human Resources Department is responsible for proposing new job descriptions and maintaining up-to-date job descriptions through revisions, and placing employees appropriately on the respective salary schedules. The revised job description was approved by the Superintendent's Cabinet.

ISSUE

The Budget Analyst job description has been revised in order to more closely identify the current Specific Responsibilities required of the position. Additional changes have been identified related to the current title of the person this position will be reporting to, the education requirement, and the addition of a Physical Characteristics section that was not included in the former version of the job description. The addition of this position was approved as part of the District Reorganization Plan approved by the Board on April 28, 2014.

PROPOSAL

The attached job description is proposed for the Board's consideration.

FISCAL IMPACT

The Budget Analyst will be paid at range 119 on the Management Salary Schedule.

RECOMMENDATION

It is recommended that the Board of Education approve the revised job description:  
JC# 0031 Budget Analyst.

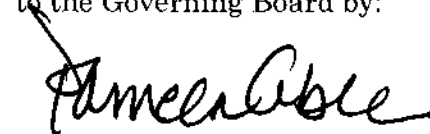
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Recommended by:

Approved for Recommendation  
to the Governing Board by:



Craig Rydquist  
Associate Superintendent, Human Resources



Pamela Able  
Superintendent

**MODESTO CITY SCHOOLS**

*REVISED*

Job Description

JC# 0031

**BUDGET ANALYST**

OVERALL RESPONSIBILITY

Under general supervision, perform specialized and complex work in the development, control and analysis of all District budgets; assist in District-wide budgetary functions; and perform related work as required.

SPECIFIC RESPONSIBILITIES

1. Assist with the development, preparation and implementation of District budgets.
2. Assist with the development of guidelines and procedures, budget calendar and supporting data for the various District budgets.
3. Assist in preparing revised budget estimates for revenue, expenditures and beginning fund balances, including calculation of carryover balances.
4. Prepare and enter source document information regarding budget revisions and transfers, including the preparation of related monthly board agenda materials.
5. Prepare expenditure and appropriation transfers under the direction of the Senior Director, Financial Services.  
~~Director, Business Services—Fiscal.~~
6. Prepare division/department/site budget preparation forms, entering and reconciling budget data.
7. Participate in budget review sessions, providing necessary documentation to the Senior Director, Financial Services  
~~Director, Business Services—Fiscal~~ to facilitate the review process with District program managers to reconcile and approve budget submittals.
8. ~~Serve as ex officio member of the Budget Development Committee.~~ Oversee the budget portion of the District's position control system, ensuring that all additions and changes meet District guidelines, are accounted for in the District budget and are coordinated with the Human Resources and Payroll departments.
9. Interpret and provide technical assistance regarding District budget guidelines and regulations to ensure their correct application.
10. Assist with the preparation of County, ~~and State~~ and Federal required budgetary reports/forms.
11. Prepare statistical information regarding District costs for salary and other related personnel cost proposals during the course of collective bargaining.
12. Work with information technology personnel in the development of programs and modification of existing programs to facilitate the preparation and presentation of budget development, documentation and reporting.
13. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
14. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

## BUDGET ANALYST (continued)

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

- Knowledge of and ability to apply basic accounting, budgeting and fiscal accountability methods, principles and practices, and their applications to a variety of budget transactions and problems.
- Knowledge of information technology applications related to the budget process.
- Ability to perform research, data collection and preparations of reports and financial documentation related to budget information and analyses.
- Knowledge of and ability to operate a variety of office machines including microcomputers, printers and other peripherals.
- Knowledge of and ability to apply problem solving processes and techniques.
- Ability to perform complex arithmetic calculations with accuracy and speed.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.

#### Experience

##### Minimum Requirements:

- Increasingly responsible experience successfully performing accounting and budgeting work.

##### Desirable Qualification:

- Three (3) years increasingly responsible experience successfully performing accounting and budgeting work directly related to school or governmental budget development.

#### Education/Credential

##### Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

##### Desirable Qualification:

- Associate of Arts Degree with specialization in bookkeeping, accounting, and general office procedures including microcomputer applications.

#### Physical Characteristics

##### With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents and relate the spatial distances between objects.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to reach horizontally and vertically with arms.
- Sufficient physical ability, strength, balance, mobility, and stamina to climb stairs, sit for extended periods of time, and stand for extended periods of time.
- Sufficient lower body strength, stamina and mobility to walk, stoop, and bend.

#### REPORTS TO:

Senior Director, Financial Services  
Director, Business Services—Fiscal

Board Approved: 11/4/96  
Revised: 9/30/09

Cabinet Approved: 5/13/14  
Board Approved:



MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent

Regular Meeting

SUBJECT: Approval of Proposed Job Description:  
JC# 1421 Account/Point-of-Sale System Specialist

May 19, 2014

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BACKGROUND

The Human Resources Department is responsible for proposing new job descriptions and maintaining up-to-date job descriptions through revisions, and placing employees appropriately on the respective salary schedules. The proposed job description was approved by the Superintendent's Cabinet and the California School Employees Association.

ISSUE

This position represents a new position with new responsibilities. This position will be responsible to prepare District reports, provide clerical assistance and provide assistance to users of the automated point-of-sale system in District cafeterias.

PROPOSAL

The attached job description is proposed for the Board's consideration.

FISCAL IMPACT

The Account/Point-of-Sale System Specialist will be paid at range 33 on the Nutrition Services Classified Salary Schedule.

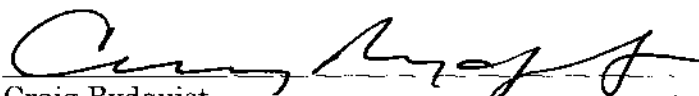
RECOMMENDATION

It is recommended that the Board of Education approve the proposed job description: JC# 1421 Account/Point-of-Sale System Specialist.

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Recommended by:

Approved for Recommendation  
to the Governing Board by:



Craig Rydquist  
Associate Superintendent, Human Resources



Pamela Able  
Superintendent

**MODESTO CITY SCHOOLS**

*PROPOSED*

Job Description

JC# 1421

**ACCOUNT/POINT-OF-SALE SYSTEM SPECIALIST**

OVERALL RESPONSIBILITY

Under general supervision, prepare district reports, provide clerical assistance and provide assistance to users of the automated point of sale system in district cafeterias.

SPECIFIC RESPONSIBILITIES

1. Maintain and reconcile a list of accounts receivable and accounts payable.
2. Prepare and audit monthly reimbursement claims for meals served by Nutrition Services.
3. Prepare expenditure/appropriation transfers.
4. Process cash deposits and reconcile accounts on a daily basis.
5. Order and maintain a computer-based inventory of equipment, materials and supplies.
6. Provide information regarding the status of various accounts and prepare related reports upon request.
7. Provide hotline support for point of sale system users.
8. Assist users in problem determination and solutions related to the point of sale system.
9. Provide training to users of the district's automated point of sale system.
10. Maintain a log of all user problems and resolutions related to the point of sale system, including any referrals to other departments or vendors.
11. Maintain and update the users' manual for the point of sale system.
12. Establish and maintain cooperative relationships with those contacted during the course of work.
13. Perform other related duties as assigned.

SALARY

Nutrition Services Classified Salary Schedule (Range 33)

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Ability to type/keyboard at a net rate of 40 words per minute.
- Ability to activate a personal computer and load software from a disk and/or CD-ROM.
- Ability to enter requisitions, purchase orders and receipts into computer, and verify quantities and prices.
- Knowledge of and ability to use e-mail and calendaring programs.
- Knowledge of and ability to use word processing, database, and spreadsheet programs to develop and produce correspondence, reports, publications, and projects.
- Ability to create and initiate a mail merge using a word processing program.

## ACCOUNT/POINT-OF-SALE SYSTEM SPECIALIST (continued)

### QUALIFICATIONS (continued)

#### Knowledge/Ability (continued)

##### Minimum Requirements

- Ability to access the Internet using a search tool or Web address to locate information, bookmark, and print electronic information.
- Knowledge of letter and report writing techniques.
- Knowledge of modern office methods and practices.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to establish and maintain accurate records and files.
- Ability to operate modern office equipment (e.g. ten-key calculator, duplicating machine, fax machine, etc.)
- Ability to express initiative, adaptability and confidentiality.
- Ability to supervise and train clerical personnel.
- Ability to use correct English grammar, syntax, spelling and punctuation.
- Ability to compose correspondence, memoranda, bulletins and reports independently using correct English grammar, syntax, spelling and punctuation.
- Ability to understand and carry out oral and written instructions given in English.
- Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Ability to perform a variety of highly responsible tasks with speed and accuracy.
- Ability to analyze situations and take an effective course of action.
- Knowledge of and ability to apply management and budgeting principles and practices.
- Ability to independently assemble, interpret and organize information and financial and statistical data for reports, manuals and schedules.
- Ability to screen a volume of communication and discriminate between routing and priority matters.

##### Desirable Qualifications:

- Knowledge of federal and state child nutrition program reimbursement regulations.
- Knowledge of cafeteria point of sale hardware and software programs.
- Knowledge and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations and projects.
- Knowledge of school operation, policies, regulations and procedures.

#### Experience

##### Minimum Requirement:

- Successful experience performing complex accounting, bookkeeping, or clerical tasks.

##### Desirable Qualifications:

- Three (3) years successful experience in a school office environment performing bookkeeping or accounting functions.
- One (1) year of successful experience in supporting an automated point of sale system.

#### Education

##### Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate

##### Desirable Qualification:

- Two (2) years college course work or training in secretarial, clerical, and advanced desktop publishing skills and techniques

#### License/Certificate

##### Minimum Requirement:

- Typing certificate evidencing an ability to keyboard at a net rate of 40 words per minute.

**ACCOUNT/POINT-OF-SALE SYSTEM SPECIALIST (continued)**

QUALIFICATIONS (continued)

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.
- Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO:

Director I, Nutrition Services

Cabinet Approved: 4/1/14

Unit Approved: 4/30/14

Board Approved:

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent

Regular Meeting

SUBJECT: Approval of Proposed Job Description:  
JC# 15009 Bilingual Child Development Staff  
Secretary I

May 19, 2014

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BACKGROUND

The Human Resources Department is responsible for proposing new job descriptions and maintaining up-to-date job descriptions through revisions, and placing employees appropriately on the respective salary schedules. The proposed job description was approved by the Superintendent's Cabinet and the California School Employees Association.

ISSUE

This position represents a new position with new responsibilities. In addition to performing a wide variety of secretarial and clerical duties of above average difficulty, this position will also provide bilingual support to the Child Development Department.

PROPOSAL

The attached job description is proposed for the Board's consideration.

FISCAL IMPACT

The Bilingual Child Development Staff Secretary I will be paid at range 28 on the Child Development Head Start Salary Schedule.

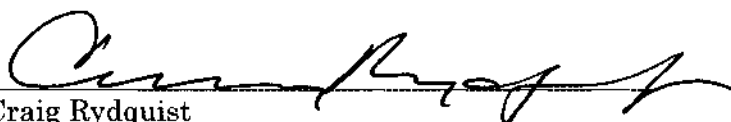
RECOMMENDATION

It is recommended that the Board of Education approve the proposed job description: JC# 15009 Bilingual Child Development Staff Secretary I.

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Recommended by:

Approved for Recommendation  
to the Governing Board by:



Craig Rydquist  
Associate Superintendent, Human Resources



Pamela Able  
Superintendent

**MODESTO CITY SCHOOLS**

*PROPOSED*

Job Description

JC# 15009

**BILINGUAL CHILD DEVELOPMENT STAFF SECRETARY I**

OVERALL RESPONSIBILITY

Under general supervision, perform a wide variety of secretarial and clerical duties of average difficulty.

SPECIFIC RESPONSIBILITIES

1. Type and distribute reports, agendas, applications, contracts, notices, permits, instructional materials, schedules, requisitions, and other related documents.
2. Take and transcribe dictation of correspondence, minutes, reports, bulletins and assigned meetings in a clear, concise, and complete form.
3. Compose and prepare agendas and correspondence from brief verbal instructions or notes.
4. Translate materials from English to native language and native language to English. This includes, but is not limited to, office communications, site staff communications and information for the community.
5. Serve as the bilingual verbal translator between community members, parents, children and staff.
6. Order and maintain an inventory of materials and supplies.
7. Assist in maintaining an accurate and current record of program expenditures by account.
8. Explain District and office policies, procedures and requirements related to Child Development Programs.
9. Provide information to District personnel and the public which accurately reflects District policies and administrative regulations/procedures.
10. Schedule appointments and meetings.
11. Maintain organized and auditable files.
12. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
13. Perform other related duties as assigned.

SALARY

Child Development Salary Schedule – Head Start

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Ability to activate a personal computer and load software from a disk and/or CD-ROM.
- Ability to enter requisitions, purchase orders and receipts into computer, and verify quantities and prices.
- Knowledge of and ability to use e-mail and calendaring programs.
- Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects.

## **BILINGUAL CHILD DEVELOPMENT STAFF SECRETARY I (continued)**

### QUALIFICATIONS (continued)

#### Knowledge/Ability (continued)

##### Minimum Requirements (continued):

- Ability to create and initiate a mail merge using a word processing program.
- Ability to access the Internet using a search tool or Web address to locate information, bookmark and print electronic information.
- Knowledge of letter and report writing techniques.
- Knowledge of modern office methods and practices.
- Ability to perform a variety of responsible tasks with speed and accuracy.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to establish and maintain accurate records and files.
- Ability to operate modern office equipment
- Ability to express initiative, adaptability and confidentiality.
- Ability to supervise and train clerical personnel.
- Ability to use correct English grammar, syntax, spelling and punctuation.
- Ability to compose correspondence, memoranda, bulletins and reports independently using correct English grammar, syntax, spelling and punctuation.
- Ability to understand and carry out oral and written instructions given in English.
- Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Knowledge of general first aid procedures, if assigned to a school site.

##### Desirable Qualifications:

- Knowledge of school operation, policies, regulations and procedures.
- Knowledge of and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations and projects.
- Ability to analyze situations and take an effective course of action.

#### Experience

##### Minimum Requirement:

- One (1) year accounting, bookkeeping, clerical, secretarial experience performing general work tasks.

##### Desirable Qualification:

- Two (2) years accounting, bookkeeping, clerical, secretarial experience performing general work tasks.

#### Education

##### Minimum Requirement:

- Graduation from High school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

##### Desirable Qualification:

- One (1) year college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

#### Licenses/Certificates

##### Minimum Requirements:

- District Bilingual Assessment Certificate
- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

#### Physical Characteristics

##### With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.

**BILINGUAL CHILD DEVELOPMENT STAFF SECRETARY I (continued)**

QUALIFICATIONS (continued)

Physical Characteristics (continued)

With or without the use of aids:

Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.

Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

Sufficient physical ability to sit or stand for prolonged periods of time.

Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO

Director II, Child Development Programs or designee

Cabinet Approved: 3/18/14

Unit Approved: 4/30/14

Board Approved:



MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting

SUBJECT: Approval of Proposed and Revised Job Descriptions: May 19, 2014  
JC# 1602 Lead Custodian I (Proposed); JC# 1603  
Lead Custodian II (Proposed); JC#1685 Head  
Custodian III (Revised)

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BACKGROUND

The Human Resources Department is responsible for proposing new job descriptions and maintaining up-to-date job descriptions through revisions, and placing employees appropriately on the respective salary schedules. The proposed and revised job descriptions were approved by the Superintendent's Cabinet and the California School Employees Association.

ISSUE

The Lead Custodians I and II do not represent new positions to the District; rather, these positions are being proposed in order to differentiate between the head custodian at the elementary level and the night lead custodians at the junior high and high school levels. This is important in order to identify the unique needs of the night supervision at the 7-12 level. The Head Custodian III has been revised in order to show the change in location to the elementary level only.

PROPOSAL

The attached job descriptions are proposed for the Board's consideration.

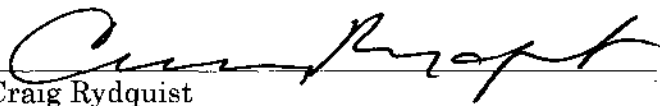
FISCAL IMPACT

The Lead Custodian I will be paid at range 30 on the Classified Unit Salary Schedule. The Lead Custodian II will be paid at range 34 on the Classified Unit Salary Schedule. The Head Custodian III will continue to be paid at range 34 on the Classified Unit Salary Schedule.

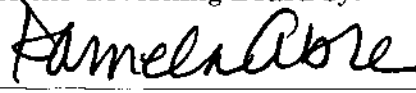
RECOMMENDATION

It is recommended that the Board of Education approve the proposed and revised job descriptions: JC# 1602 Lead Custodian I (Proposed); JC# 1603 Lead Custodian II (Proposed); JC# 1685 Head Custodian III (Revised).

Recommended by:

  
Craig Rydquist  
Associate Superintendent, Human Resources

Approved for Recommendation  
to the Governing Board by:

  
Pamela Able  
Superintendent

## MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 1602

### LEAD CUSTODIAN I

#### OVERALL RESPONSIBILITY

Under general supervision, serve as a night lead custodian and assist the Supervising Custodian IV at a junior high school; Assist in the supervision of Operations staff assigned to the site; perform specific custodial duties required to maintain school buildings, furniture, equipment, and grounds in a clean, safe, and efficient manner.

#### SPECIFIC RESPONSIBILITIES

1. Inspect buildings and grounds for vandalism and safety hazards, take corrective action and submit appropriate reports to the head custodian.
2. Orient new custodians to their duties and responsibilities and in-service custodians assigned to the site (e.g. proper ways to dust, wash, wax, and polish assigned furniture and woodwork; safe and proper use of power equipment, cleaning supplies, and protective products; emergency procedures and the location of gas mains, water mains, electrical power panels and disconnects). Check the work of custodial staff and document any deficiencies or progress. Operate power equipment.
3. Maintain an accurate record of custodian substitute assignments and document any deficiencies or progress. Assist in the coordination of substitute assignments with the appropriate Maintenance and Operations staff.
4. Maintain records and an adequate inventory as directed (e.g. supplies and supply use, attendance, safety equipment, vandalism, overtime, school activities, building use, work schedules, etc.).
5. Perform general grounds maintenance (e.g. pick up outside litter, water lawns, sweep/ blow sidewalks, and dump outside trash receptacles as run would allow).
6. Make minor plumbing, electrical, heating, cooling, woodwork, glass, hardware repairs, etc. Report all major repair needs to the head custodian.
7. Maintain the integrity of the facility against neglect, vandalism, and unauthorized intrusion. Assure all alarm systems and devices are in place, set to schedule, and operative. Assure that all equipment is accounted for and properly secured.
8. Transport supplies, furniture and equipment at the site as requested and arrange furniture and equipment for special meetings (e.g. tables, chairs, televisions, VCRs, movie projectors, etc.).
9. Maintain all facilities assigned in a clean, orderly, and acceptable manner as prescribed by State, county, and District standards, procedures, and codes.
10. Clean and maintain classrooms, cafeteria, lounges, offices, kitchens, and other facilities as assigned (e.g. vacuum, sweep, scrub, mop, strip, wax, shampoo, dust and polish floors, furniture and woodwork). Empty waste receptacles, clean rugs, mats, and windows; remove gum, debris and graffiti on a scheduled basis.
11. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile, and windows; unclog drains and toilets on a scheduled basis.
12. Assist in the development of, oversee, and participate in the buildings and grounds seasonal and summer cleaning.
13. Assist in the selection, orientation, training, supervision, and evaluation of subordinate personnel.

## **LEAD CUSTODIAN I (continued)**

### SPECIFIC RESPONSIBILITIES (continued)

14. Attend Modesto City Schools asbestos training program within the first sixty (60) days of employment.
15. Wear Personnel Protective Equipment (PPE) (e.g. shoes, gloves, eye goggles, face protectors, aprons, breathing apparatus, etc.) when necessary.
16. Participation and completion of mandated training of general and job-specific safety and health practices as determined by District.
17. Maintain participation in CA DMV Assessment System/Automatic Pull Program.
18. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
19. Perform other related duties as assigned.

### SALARY

Classified Unit Salary Schedule (Range 30)

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

- Knowledge of Department's organization, policies, regulations and procedures.
- Ability to activate a personal computer and load documents from a disk, PDF file, zip drive, etc.
- Ability to use desktop computer programs and to develop and produce correspondence, reports, work orders, and equipment and supply stock and inventory.
- Knowledge of and ability to use email and calendaring programs.
- Ability to operate modern office equipment (e.g. computer, copy machine, fax machine, scanner, and printer.).
- Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Ability to analyze situations and take an effective course of action.
- Knowledge of methods, materials and equipment used in custodial work.
- Knowledge of equipment safety practices and procedures.
- Ability to operate power cleaning equipment.
- Ability to understand and implement oral directions and directions written in English.
- Ability to implement assigned tasks with a minimum of direct supervision.
- Ability to do minor air conditioner, heater, electrical, plumbing, maintenance, hardware, glass and metal work repairs.
- Ability to lift 50 pounds in a series of function tests which closely simulates the work environment.

#### Experience

##### Minimum Requirements:

- Two (2) years of custodial experience.
- Nine (9) months of experience supervising custodial employees.

##### Desirable Qualification:

- Two (2) years experience performing lead custodial work in a school setting.

#### Education

##### Minimum Requirement:

- High school diploma or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

**LEAD CUSTODIAN I (continued)**

**QUALIFICATIONS (continued)**

**License/Certificate**

**Minimum Requirements:**

Valid CA Drivers' License

Must provide a DMV printout within five (5) work days of offer of employment.

**Physical Characteristics**

**With or Without the Use of Aids:**

Sufficient vision to read small print.

Sufficient depth perception, physical ability, strength, mobility, stamina, color perception and acuity to drive and operate equipment or vehicles.

Sufficient hearing to hear normal, telephone and hand held radio conversations.

Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone or hand held radios.

Sufficient physical ability, strength, mobility and stamina to move, lift push/pull or carry objects which may frequently exceed 50 pounds.

Sufficient physical ability, strength, balance, mobility, stamina and a tolerance of heights to work on ladders, scaffolding and rooftops for extended periods of time.

Sufficient physical ability, strength and dexterity to use basic mechanical and hand/power tools to perform minor repairs and adjustments.

Sufficient physical ability, strength, balance, mobility, and stamina to perform moderate physical labor.

Sufficient physical ability and stamina to work outside during inclement weather conditions.

Sufficient physical ability to reach horizontally and vertically with arms.

Sufficient dexterity to use hands and fingers to manipulate small objects and print or write legibly.

Sufficient lower body strength, stamina, balance and mobility to sit, stand, kneel, walk, stoop, climb stairs, bend and extend legs for prolonged periods of time.

Physical tolerance to extended contact with water, detergents, abrasives, cleaning solvents, cleaning solutions, disinfectants, paint/paint spray, and other harsh chemical substances.

Physical tolerance to foul odors, chemical odors, dust and pollen.

**REPORTS TO**

Senior Director of Maintenance and Operations and/or designee

Cabinet Approved: 4/1/14

Unit Approved: 4/30/14

Board Approved:

## MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 1603

### LEAD CUSTODIAN II

#### OVERALL RESPONSIBILITY

Under general supervision, serve as a night lead custodian and assist the High School Head Custodian at a high school; Assist in the supervision of Operations staff assigned to the site; perform specific custodial duties required to maintain school buildings, furniture, equipment, and grounds in a clean, safe, and efficient manner.

#### SPECIFIC RESPONSIBILITIES

1. Inspect buildings and grounds for vandalism and safety hazards, take corrective action and submit appropriate reports to the Supervisor of Operations or his/her designee.
2. Orient new custodians to their duties and responsibilities and in-service custodians assigned to the site (e.g. proper ways to dust, wash, wax, and polish assigned furniture, woodwork, and metal work; safe and proper use of power equipment, cleaning supplies, and protective products; emergency procedures and the location of gas mains, water mains, electrical power panels and disconnects). Check the work of custodial staff and document any deficiencies or progress. Operate power equipment.
3. Maintain an accurate record of custodian substitute assignments and document any deficiencies or progress. Assist in the coordination of substitute assignments with the appropriate Maintenance and Operations staff.
4. Maintain records and an adequate inventory as directed (e.g. supplies and supply use, attendance, safety equipment, vandalism, overtime, school activities, building use, work schedules, etc.).
5. Perform general grounds maintenance (e.g. pick up outside litter, water lawns, sweep/blow sidewalks, and dump outside receptacles as run would allow).
6. Make minor plumbing, electrical, heating, cooling, woodwork, glass, hardware repairs, etc. Report all major repair needs to the head custodian.
7. Maintain the integrity of the facility against neglect, vandalism, and unauthorized intrusion. Assure all alarm systems and devices are in place, set to schedule, and operative. Assure that all equipment is accounted for and properly secured.
8. Transport supplies, furniture and equipment at the site as requested and arrange furniture and equipment for special meetings (e.g. tables, chairs, televisions, VCRs, movie projectors, etc.).
9. Maintain all facilities assigned in a clean, orderly, and acceptable manner as prescribed by State, county, and District standards, procedures, and codes.
10. Clean and maintain classrooms, cafeteria, lounges, offices, kitchens, and other facilities as assigned (e.g. vacuum, sweep, scrub, mop, strip, wax, shampoo, dust and polish floors, furniture and woodwork). Empty waste receptacles; clean rugs, mats, and windows, remove gum, debris and graffiti on a scheduled basis.
11. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile, and windows; unclog drains and toilets on a scheduled basis.
12. Assist in the development of, oversee, and participate in the buildings and grounds seasonal and summer cleaning.
13. Assist in the selection, orientation, training, supervision, and evaluation of subordinate personnel.

## **LEAD CUSTODIAN II (continued)**

### SPECIFIC RESPONSIBILITIES (continued)

14. Attend Modesto City Schools' asbestos training program within the first sixty (60) days of employment.
15. Wear Personnel Protective Equipment (PPE) (e.g. shoes, gloves, eye goggles, face protectors, aprons, breathing apparatus, etc.) when necessary.
16. Participation and completion of mandated training of general and "job specific" safety and health practices as determined by district.
17. Maintain participation in CA DMV Assessment System/Automatic Pull Program.
18. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
19. Perform other related duties as assigned.

### SALARY

Classified Unit Salary Schedule (Range 34)

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

- Knowledge of Departments organization, policies, regulations and procedures.
- Ability to activate a personal computer and load documents from a disk, pdf, zip drive etc.
- Ability to use desktop computer programs and to develop and produce correspondence, reports, work orders, and equipment and supply stock and inventory.
- Knowledge of and ability to use email and calendaring programs.
- Ability to operate modern office equipment (e.g. computer, copy machine, fax machine, scanner, and printer).
- Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Ability to analyze situations and take an effective course of action.
- Knowledge of methods, materials and equipment used in custodial work.
- Knowledge of equipment safety practices and procedures.
- Ability to operate power cleaning equipment.
- Ability to understand and implement oral directions and directions written in English.
- Ability to implement assigned tasks with a minimum of direct supervision.
- Ability to do minor air conditioner, heater, electrical, plumbing, maintenance, hardware, glass and metal work repairs.
- Ability to lift 50 pounds in a series of function tests which closely simulates the work environment.

#### Experience

##### Minimum Requirements:

- Two (2) years of custodial experience.
- One (1) year of experience supervising custodial employees.

##### Desirable Qualification:

- Two (2) years experience performing lead custodial work in a school setting.

#### Education

##### Minimum Requirement:

- High school diploma or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

**LEAD CUSTODIAN II (continued)**

QUALIFICATIONS (continued)

License/Certificate

Minimum Requirements:

Valid CA Drivers' License

Must provide a DMV printout within five (5) work days of offer of employment.

Physical Characteristics:

With or Without the Use of Aids:

Sufficient vision to read small print.

Sufficient depth perception, physical ability, strength, mobility, stamina, color perception and acuity to drive and operate equipment or vehicles.

Sufficient hearing to hear normal, telephone and hand held radio conversations.

Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone or hand held radios.

Sufficient physical ability, strength, mobility and stamina to move, lift push/pull or carry objects which may frequently exceed 50 pounds.

Sufficient physical ability, strength, balance, mobility, stamina and a tolerance of heights to work on ladders, scaffolding and rooftops for extended periods of time.

Sufficient physical ability, strength and dexterity to use basic mechanical and hand/power tools to perform minor repairs and adjustments.

Sufficient physical ability, strength, balance, mobility, and stamina to perform moderate physical labor.

Sufficient physical ability and stamina to work outside during inclement weather conditions.

Sufficient physical ability to reach horizontally and vertically with arms.

Sufficient dexterity to use hands and fingers to manipulate small objects and print or write legibly.

Sufficient lower body strength, stamina, balance and mobility to sit, stand, kneel, walk, stoop, climb stairs, bend and extend legs for prolonged periods of time.

Physical tolerance to extended contact with water, detergents, abrasives, cleaning solvents, cleaning solutions, disinfectants, paint/paint spray, and other harsh chemical substances.

Physical tolerance to foul odors, chemical odors, dust and pollen.

REPORTS TO

Senior Director of Maintenance and Operations and/or designee

Cabinet Approved: 4/1/14

Unit Approved: 4/30/14

Board Approved:

# MODESTO CITY SCHOOLS

REVISED

Job Description

JC# 1685

## HEAD CUSTODIAN III

### OVERALL RESPONSIBILITY

Under general supervision, serve as a head custodian at an elementary or as a night lead custodian at a high school or Alternative Education Center; assist in the supervision of the Operations staff check the work of custodians assigned to the site; perform specific custodial duties required to maintain school buildings, furniture, equipment, and grounds in a clean, safe, and efficient manner.

### SPECIFIC RESPONSIBILITIES

1. ~~Maintain an adequate inventory of required supplies, tools, and equipment.~~
1. Inspect buildings and grounds for vandalism and safety hazards, take corrective action and submit appropriate reports to the Supervisor of Operations or his/her designee.
2. Orient new custodians to their duties and responsibilities and in-service custodians assigned to the site (e.g. proper ways to dust, wash, wax, and polish assigned furniture, woodwork, and metal work; safe and proper use of power equipment, cleaning supplies, and protective products; emergency procedures and the location of gas mains, water mains, electrical power panels and disconnects). Check the work of custodial staff and document any deficiencies or progress. Operate power equipment (e.g. lawn mower, power edger, hedger, etc.).
3. Maintain an accurate record of custodial substitute assignments and document any deficiencies or progress. Coordinate substitute assignments with District's electronic employee tracking system, Maintenance and Operations Employee Systems Clerk, and Supervisor of Operations.
4. Maintain records as directed, process work orders and maintain an adequate inventory (e.g. supply use, attendance, safety equipment, vandalism, overtime, school activities, building use, work schedules, etc.).
5. Perform general grounds maintenance (e.g. prune and maintain shrubs, and planted areas; maintain and water lawns; spray weed killer, assist in gopher abatement, clean up leaves and paper; sweep/blow sidewalks).
6. Make minor plumbing, electrical, heating, cooling, woodwork, ~~metal work~~, glass, and hardware repairs, and report all major repair needs to the Supervisor of Operations or his/her designee.
7. Maintain the integrity of the facility against neglect, vandalism, and unauthorized intrusion. Assure all alarm systems and devices are in place, ~~set to schedule~~, and operative. Assure that all equipment is accounted for and properly secured.
8. Transport supplies, furniture and equipment at the site as requested and arrange furniture and equipment for special meetings (e.g. tables, chairs, televisions, VCRs, movie projectors, etc.).
9. Maintain all facilities assigned in a clean, orderly, and acceptable manner as prescribed by State, county, and District standards, policies, codes.
10. ~~Maintain all facilities assigned in a clean, orderly, and acceptable manner as prescribed by State codes and Maintenance and Operations procedures (e.g. dust, wash, mop, wax, vacuum, and polish assigned floor areas, furniture, woodwork, and metal work on a scheduled basis.~~
11. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile, and windows; unclog drains and toilets, spot clean floors as needed.
12. Clean and maintain the cafeteria and kitchen as well as develop, oversee, and participate in the buildings and grounds seasonal and summer cleaning program.
13. Assist in the selection, orientation, training, supervision, and evaluation of subordinate personnel.

E.6(7)



## HEAD CUSTODIAN III (continued)

### SPECIFIC RESPONSIBILITIES (continued)

14. Attend Modesto City Schools' asbestos training program within the first sixty (60) days of employment.
15. Wear Personnel Protective Equipment (PPE) (e.g. shoes, gloves, eye goggles, face protectors, aprons, and breathing apparatus etc.) when necessary.
16. Participation and completion of mandated training of general and job-specific safety and health practices as determined by District.
17. Maintain participation in CA DMV Assessment System/Automatic Pull Program.
18. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
19. Perform other related duties as assigned.

### SALARY

Classified Unit Salary Schedule

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

Knowledge of Departments organization, policies, regulations and procedures.

Ability to activate a personal computer and load documents from a disk, pdf, zip drive etc.

Ability to use desktop computer programs and to develop and produce correspondence, reports, work orders, and equipment and supply stock and inventory.

Knowledge of and ability to use email and calendaring programs.

Ability to operate modern office equipment (e.g. computer, copy machine, fax machine, scanner, and printer.).

Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.

Ability to analyze situations and take an effective course of action.

Knowledge of methods, materials and equipment used in custodial work.

Knowledge of equipment safety practices and procedures.

Ability to operate power cleaning equipment.

Ability to understand and implement oral directions and directions written in English.

Ability to implement assigned tasks with a minimum of direct supervision.

Ability to do minor air conditioner, heater, electrical, plumbing, maintenance, hardware, glass and metal work repairs.

Ability to lift 50 pounds in a series of function tests which closely simulates the work environment.

#### Experience

##### Minimum Requirements:

Two (2) years of custodial experience.

~~One (1) year~~ Two (2) years of experience supervising custodial employees.

##### Desirable Qualification:

Two (2) years experience performing lead custodial work in a school setting.

#### Education

##### Minimum Requirement:

High school diploma or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

**HEAD CUSTODIAN III (continued)**

QUALIFICATIONS (continued)

License/Certificate

Minimum Requirements:

Valid CA Drivers' License

Must provide a DMV printout within five (5) work days of offer of employment.

Physical Characteristics:

With or Without the Use of Aids:

Sufficient vision to read small print.

Sufficient depth perception, physical ability, strength, mobility, stamina, color perception and acuity to drive and operate equipment or vehicles.

Sufficient hearing to hear normal, telephone and hand held radio conversations.

Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone or hand held radios.

Sufficient physical ability, strength, mobility and stamina to move, lift push/pull or carry objects which may frequently exceed 50 pounds.

Sufficient physical ability, strength, balance, mobility, stamina and a tolerance of heights to work on ladders, scaffolding and rooftops for extended periods of time.

Sufficient physical ability, strength and dexterity to use basic mechanical and hand/power tools to perform minor repairs and adjustments.

Sufficient physical ability, strength, balance, mobility, and stamina to perform moderate physical labor.

Sufficient physical ability and stamina to work outside during inclement weather conditions.

Sufficient physical ability to reach horizontally and vertically with arms.

Sufficient dexterity to use hands and fingers to manipulate small objects and print or write legibly.

Sufficient lower body strength, stamina, balance and mobility to sit, stand, kneel, walk, stoop, climb stairs, bend and extend legs for prolonged periods of time.

Physical tolerance to extended contact with water, detergents, abrasives, cleaning solvents, cleaning solutions, disinfectants, paint/paint spray, and other harsh chemical substances.

Physical tolerance to foul odors, chemical odors, dust and pollen.

REPORTS TO

Site Principal and Supervisor of Maintenance and Operations

Senior Director of Maintenance and Operations and/or designee

Board Approved: 2/10/98

Revised: 10/30/03

Cabinet Approved: 4/1/14

Unit Approved: 4/30/14

Board Approved:

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent

Regular Meeting

SUBJECT: Approval of Student Expulsion,  
EL-21-2013-2014

May 19, 2014

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BACKGROUND:

The principal recommended that the above designated student, EL-21-2013-2014, be expelled for violation of Education Code 48900:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

and Education Code 48915:

- (a) (1) Causing serious physical injury to another person, except in self-defense.
- (c) (2) Brandishing a knife at another person.

ISSUE:

A stipulated expulsion agreement was reached between Modesto City Schools and the parent/guardian and student. A signed copy of the agreement is attached.

RECOMMENDATION:

Student be expelled from all schools in the District according to Board Policy 5132. Student should apply for readmission in April, 2015, for enrollment in the Spring Semester of the 2014/2015 school year. Consideration for readmission will be based upon certification of completion of the student's rehabilitation plan.

If the student completes the rehabilitation plan, the student will apply to the Director, Child Welfare and Attendance, to determine the appropriate educational placement based on the needs of the student and the District.

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Approval of Student Expulsion, EL-21-2013-2014

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Originating Department: Child Welfare and Attendance

Reviewed and Recommended by:



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Virginia Johnson  
Associate Superintendent  
Educational Services

Approved for Recommendation to  
the Governing Board by:



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Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting  
SUBJECT: Approval of Student Expulsion, May 19, 2014  
EL-23-2013-2014

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BACKGROUND:

The principal recommended that the above designated student, EL-23-2013-2014, be expelled for violation of Education Code 48900:

- (a) (2) Willfully used force or violence upon another person, except in self-defense.

ISSUE:

A stipulated expulsion agreement was reached between Modesto City Schools and the parent/guardian and student. A signed copy of the agreement is attached.

RECOMMENDATION:


Student be expelled from all schools in the District according to Board Policy 5132. Student should apply for readmission in January, 2015, for enrollment in the Spring Semester of the 2014/2015 school year. Consideration for readmission will be based upon certification of completion of the student's rehabilitation plan.

If the student completes the rehabilitation plan, the student will apply to the Director, Child Welfare and Attendance, to determine the appropriate educational placement based on the needs of the student and the District.

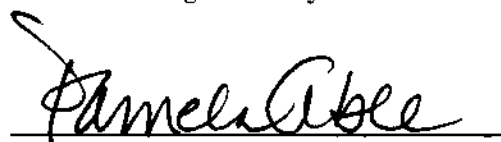
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Originating Department: Child Welfare and Attendance

Reviewed and Recommended by:

  
\_\_\_\_\_  
Virginia Johnson  
Associate Superintendent  
Educational Services

Approved for Recommendation to  
the Governing Board by:

  
\_\_\_\_\_  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting  
SUBJECT: Approval of Student Expulsion, May 19, 2014  
HS-47-2013-2014

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BACKGROUND:

The principal recommended that the above designated student, HS-47-2013-2014, be expelled for violation of Education Code 48900:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

ISSUE:

A stipulated expulsion agreement was reached between Modesto City Schools and the parent/guardian and student. A signed copy of the agreement is attached.

RECOMMENDATION:

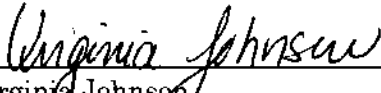
Student be expelled from all schools in the District according to Board Policy 5132. Student should apply for readmission in January, 2015, for enrollment in the Spring Semester of the 2014/2015 school year. Consideration for readmission will be based upon certification of completion of the student's rehabilitation plan.

If the student completes the rehabilitation plan, the student will apply to the Director, Child Welfare and Attendance, to determine the appropriate educational placement based on the needs of the student and the District.

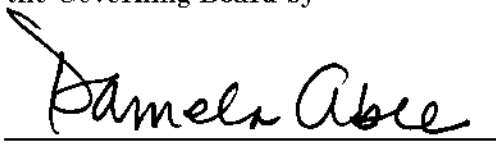
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Originating Department: Child Welfare and Attendance

Reviewed and Recommended by:

  
\_\_\_\_\_  
Virginia Johnson  
Associate Superintendent  
Educational Services

Approved for Recommendation to  
the Governing Board by:

  
\_\_\_\_\_  
Pamela Able  
Superintendent

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent Regular Meeting  
SUBJECT: Report on Construction Projects Progress Payments May 19, 2014

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BACKGROUND

Board Policy requires a report on progress payments be submitted monthly.

REPORT

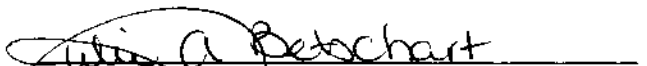
	<u>Previously Paid</u>	<u>Current Payment</u>	<u>Balance Due</u>
ACME Construction Company, Inc. Enochs Pool Facility Contract Price: \$2,544,758.00 Certificate No. 4	\$ 414,587.80	\$ 246,570.10	\$ 1,883,600.10


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Originating Department: Maintenance and Operations

Submitted by:

Approved for Submission  
to the Governing Board by:

  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

  
Pamela Able  
Superintendent

**PROGRESS PAYMENT**

**SITE:** Enochs High School  
**PROJECT:** Pool Facility

**CERT NO.** 4  
**BID NO.** 13-4533  
**PROJECT NO.** 9619  
**CONSTRUCTION PURCHASE ORDER** 141925

**ACME Construction Company Inc**  
**PO Box 4710**  
**Modesto CA 95352**

- |                                     |           |
|-------------------------------------|-----------|
| 1. RECEIVED FROM: Tim Huff          | 4/8/2014  |
| 2. DATE APPROVED BY: John Liukkonen | 4/25/2014 |
| 3. PROCESSED BY BUSINESS OFFICE     | 4/28/2014 |
| 4. PROCESSED FOR BOARD AGENDA       | 5/19/2014 |

**ACCOUNT NUMBER:**  
 40 9834 0 6110 0000 8500 3446 9619 000

100% CONTRACT PRICE	CHANGE ORDERS	100% ADJ CONTRACT PRICE	95% ADJ CONTRACT PRICE	LINE NO	CURRENT PAYMENT	PREVIOUSLY PAID	TOTAL PAID TO DATE	BALANCE DUE
\$ 2,542,600.00	\$ 2,158.00	\$ 2,544,758.00	\$2,417,520.10	1	\$ 234,241.59	\$ 393,858.41	\$ 628,100.00	\$1,789,420.10

NOTE: retention paid to escrow account on separate PO



**PROGRESS PAYMENT**

**SITE:** Enochs High School  
**PROJECT:** Pool Facility

**CERT NO.** 4  
**BID NO.** 13-4533  
**PROJECT NO.** 9619  
**PURCHASE ORDER** 142221

**ESCROW**

**ACME Construction Company Inc**  
**Escrow No 3953-027**  
**C/O Bank of Sacramento**  
**PO Box 659030**  
**Sacramento CA 95865-9030**

- 1. RECEIVED FROM: Tim Huff 4/8/2014
- 2. DATE APPROVED BY: John Liukkonen 4/25/2014
- 3. PROCESSED BY BUSINESS OFFICE 4/28/2014
- 4. PROCESSED FOR BOARD AGENDA 5/19/2014

**ACCOUNT NUMBER:**  
 40 9834 0 6110 0000 8500 3446 9619 000

100% CONTRACT PRICE	CHANGE ORDERS	100% ADJ CONTRACT PRICE	5% ADJ CONTRACT PRICE	LINE NO	CURRENT PAYMENT	PREVIOUSLY PAID	TOTAL PAID TO DATE	BALANCE DUE
\$ 2,542,600.00	\$ 2,158.00	\$ 2,544,758.00	\$127,237.90	1	\$ 12,328.51	\$ 20,729.39	\$ 33,057.90	\$94,180.00

NOTE: copy of progress payment attached for backup; original with construction progress payment on PO 141925

MODESTO CITY SCHOOLS

TO: Pamela Able, Superintendent  
SUBJECT: Report on Summary of Investment  
Portfolio as of March 31, 2014

Regular Meeting  
May 19, 2014

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BACKGROUND

The District periodically invests funds with the State's Local Agency Investment Fund (LAIF), the California Asset Management Program (CAMP) and in specific securities as allowed under the Government Code and Board policy.

ISSUE


The Board of Education should periodically review the District's investments.

FISCAL IMPACT


The District's investments as of March 31, 2014 are shown on the attached report and are in compliance with the Board's investment policy and all Government Code requirements. The District's investment advisor, Public Financial Management, provides the market value of individual securities. LAIF, CAMP and the County Treasury provide market value information for those funds.

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Submitted by:

  
Julie A. Betschart  
Associate Superintendent, Business Services  
Chief Business Official

Approved for Submission  
to the Governing Board by:

  
Pamela Able  
Superintendent

Modesto City Schools  
Portfolio Summary  
March 31, 2014

INVESTMENTS	Par	Original Cost	Book Value	Percent of Portfolio	Market Value	Year-to-Date Interest	Yield
<b>District Operating Funds:</b>							
Stanislaus County Treasury *	N/A	N/A	\$ 116,333,323.22	96.65%	\$ 116,333,323.22	\$ 737,271.39	0.67% **
Bank of the West - Revolving Cash Fund	N/A	N/A	\$ 64,142.80	0.05%	\$ 64,142.80	\$ -	0.00%
Local Agency Investment Fund *	N/A	N/A	\$ 209,701.98	0.17%	\$ 209,701.98	\$ 386.69	0.23% ***
California Asset Management Program Cash Reserve Portfolio *	N/A	N/A	\$ 2,223,966.80	1.85%	\$ 2,223,966.80	\$ 1,186.92	0.06%
Natixis Funding Corp (Lease Revenue Bond Debt Service Sinking Fund) ****	N/A	N/A	\$ 1,499,789.47	1.25%	\$ 1,499,789.47	\$ 28,093.32	3.83%
City of Ceres - Redevelopment Agreement	N/A	N/A	\$ 34,488.36	0.03%	\$ 34,488.36	\$ -	0.00%
<b>Total Assets of Portfolio:</b>			\$ 120,365,412.63	100.00%	\$ 120,365,412.63	\$ 766,938.32	

Note: All funds are under the management of outside parties, either the State of California, County of Stanislaus, California Asset Management Program, or Public Financial Management, Inc.

\* Available daily, upon demand

\*\* Yield for funds on deposit at Stanislaus County Treasury is shown as net. Gross yield is 25 basis points higher, charged as administrative fee

\*\*\* Annual interest earnings exceed current invested value - these funds have been significantly drawn down during the year, in order to manage cash flow Challenges caused by the State's Budget Crisis - previous balances were significantly higher, when the higher interest was earned.

\*\*\*\* Investment under a Master Repurchase Agreement

**MODESTO CITY SCHOOLS**

TO: Board of Education Regular Meeting  
SUBJECT: Schedule of 2013-14 School Advisory Committee Meetings May 19, 2014

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**The following schedule is provided for information:**

**Burbank Elementary School Site Council – 3:00 p.m. – School Conference Room 11A**  
May 13, 2014

**Burbank Elementary ELAC – 9:00 a.m. – School Conference Room 11A**  
May 22, 2014

**Burbank Elementary School Safety Committee – 9:00 a.m. – School Conference Room 11A**  
May 19, 2014

**Everett Elementary School – School Site Council – 3:00 p.m. – Everett Library**  
May 15, 2014

**Fremont Open Plan Parent Advisory Group – 6:30 p.m. – Fremont Cafeteria**  
May 20, 2014

**Fremont Elementary School PTA – 6:30 p.m. – Fremont Library**  
May 20, 2014

**Gregori High School - School Site Council – 3:00 p.m. – Gregori Bldg. A Conference Room**  
May 13, 2014

**Marshall Elementary School – School Site Council – 3:00 p.m. – Library**  
May 20, 2014

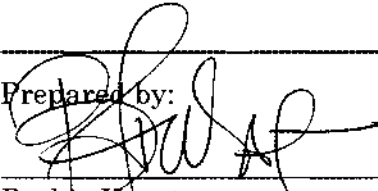
**Marshall Elementary School – ELAC – 3:00 p.m. – Staff Room**  
May 13, 2014

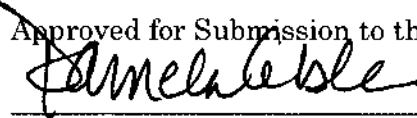
**Special Education – Community Advisory Committee – 6:00 p.m. – Staff Dev. Center 1**  
June 4, 2014

**State and Federal Programs – DELAC – 6:00 p.m. – Staff Dev. Center 1 & 2**  
May 15, 2014

**State and Federal Programs – DAC – 6:00 p.m. – Staff Dev. Center 1 & 2**  
May 13, 2014

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Prepared by:  
  
Beckie Hurst  
Secretary

Approved for Submission to the Governing Board by:  
  
Pamela Able  
Superintendent