

Ducor School
23761 Avenue 56 – P.O. Box 249
Ducor, CA 93218
(559) 534-2261

Board of Trustees:

Jim Koontz (President)
Patricia Hughes (Member)

Flora Rodriguez (Member)
Mary McGill (Member)

Amparo Mariscal (Clerk)

School Board Meeting

January 9, 2018

Meeting Place: Library, Room 23

resolution: 2

Open Session 5:30 PM

***Possible board action**

Agenda

1. Called to order: Time: _____ pm

____ President Jim Koontz ____ Board Member Flora Rodriguez ____ Board Member Mary McGill
____ Board Member Patricia Hughes ____ Clerk Amparo Mariscal

1.1 Pledge of Allegiance

1.2 Introduction of Visitors:

1.3 Community Input:

2. Regular Business Agenda: Board Action

2.1- PUBLIC HEARING: Public hearing was opened by the president at _____.
Public Comments:
Public hearing was closed at _____.

2.2 * December 12, 2017 Board Minutes: Review of minutes for any corrections. Board Action:

Action: Mr. Koontz ____ Mrs. Rodriguez ____ Mrs. Hughes ____ Mrs. Mariscal ____ Mrs. McGill ____

2.3 *Accounts Payable: Review of accounts payable. Board Action:

Action: Mr. Koontz ____ Mrs. Rodriguez ____ Mrs. Hughes ____ Mrs. Mariscal ____ Mrs. McGill ____

2.4 * Board Revision: TCOE Mrs. Rachel Nunez provided a monthly budget revision report. Board Action:

Action: Mr. Koontz ____ Mrs. Rodriguez ____ Mrs. Hughes ____ Mrs. Mariscal ____ Mrs. McGill ____

2.5 * Yard Duty/Cafeteria Supervisor Salary Schedule for 2017-18 school year. Classified position. Board Action

Action: Mr. Koontz ____ Mrs. Rodriguez ____ Mrs. Hughes ____ Mrs. Mariscal ____ Mrs. McGill ____

2.6 * Cafeteria Worker: 2017-18 classified salary schedule. Adjustment on the salary schedule to reflect the hourly rate increase beginning January 2018. Board Action:

Action: Mr. Koontz ____ Mrs. Rodriguez ____ Mrs. Hughes ____ Mrs. Mariscal ____ Mrs. McGill ____

2.7 *DGS-Office of Public School Construction (OPSC) has completed its expenditure review. Two options in regards to the overspent amount of \$1,719.08 for this financial hardship project. Superintendent Rodriguez choose option 1 which is to reduce future financial hardship projects by the given amount.

Action: Mr. Koontz ____ Mrs. Rodriguez ____ Mrs. Hughes ____ Mrs. Mariscal ____ Mrs. McGill ____

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Board of Trustees:

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Mary McGill (Member)

Amparo Mariscal (Clerk)

School Board Meeting

December 12, 2017

Meeting Place: Library, Room 23

resolution: 2

Open Session 5:30 PM

***Possible board action**

MINUTES

1. Called to order: Time: 5:32 pm

ABS President Jim Koontz ABS Board Member Flora Rodriguez x Board Member Mary McGill
x Board Member Patricia Hughes x Clerk Amparo Mariscal

1.1 Pledge of Allegiance

1.2 Introduction of Visitors: Juan Reyes, Rachel Nunez, M. Woodruff, F. Pace, D. Hill

1.3 Community Input: Mr. Juan Reyes discussed how his program working with students have helped and improve school environment. The counseling services has helped many students cope with many personal issues.

2. Regular Business Agenda: Board Action

2.0 PUBLIC HEARING: Public hearing was opened by the president at _____.
Public Comments:
Public hearing was closed at _____.

2.1 Annual Organizational Meeting (Ed Code 35143). Board members can elect to change presidency and clerk.
The following documents need to be completed and submitted if board members title have changed.

Authorized signatures form EC42633, Board representative to vote in 2018 elections of county committee members (EC 4005, 35023), Certification of District clerk election (EC 35143), Statement of Facts (Gov. Code 53051) and government board member information sheet. Board Action: No Changes, Board elect maintain board positions.

Action: Mr. Koontz ABS Mrs. Rodriguez ABS Mrs. Hughes aye Mrs. Mariscal 2 Mrs. McGill M

2.2 * November 13, 2017 Board Minutes: Review of minutes for any corrections. No corrections or changes needed.
Board Action: Approved.

Action: Mr. Koontz ABS Mrs. Rodriguez ABS Mrs. Hughes aye Mrs. Mariscal M Mrs. McGill 2

2.3 * Accounts Payable: Review of accounts payable. No comments. Board Action: Approved.

Action: Mr. Koontz ABS Mrs. Rodriguez ABS Mrs. Hughes aye Mrs. Mariscal 2 Mrs. McGill M

2.4 * First Interim District Certification Report: TCOE external business accountant Mrs. Rachel Nunez submitting the budget plan and expenses for the school year. Mrs. Nunez explained the categorical funding for each restricted and unrestricted budget planning for this school year and the next two years. NO comments or concerns from the board. Board Action: Approved

Action: Mr. Koontz ABS Mrs. Rodriguez ABS Mrs. Hughes aye Mrs. Mariscal m Mrs. McGill 2

2.5 * MYP-Unrestricted general fund assumptions: TCOE external business Mrs. Rachel Nunez submitting the plan of expenses for the 2017-18 school year. Mrs. Nunez explained the budgetary expenditures, changes in balance and end of the year estimate balance. No comments or changes. Board Action: Approved

Action: Mr. Koontz_ABS_ Mrs. Rodriguez_ABS___ Mrs. Hughes_aye_ Mrs. Mariscal_m_ Mrs. McGill_2__

2.6 DGS-Office of Public School Construction will perform an expenditure review for the 2012 building modernization. The expenditure report questions why construction funding was used to purchase computers. Superintendent Rodriguez explained that this items was set as an action for possible future action as needed. Superintendent Rodriguez explained that the expenditure report was being reviewed and that no findings has been reported. Superintendent Rodriguez explained that the possibility of a financial cost may be subject for review and approval if needed. NO ACTION: Informational

3. Informational:

3.1 Attendance: Superintendent expressed students attendance was great and that there has been two 100% school wide attendance.

3.2 Dashboard Comments: To have a "met" status on the dashboard, language must be submitted for public review that explains how the school district will meet priorities 1,2,3 and 6. Superintendent Rodriguez explained that the board was to hear what information was going to be placed in the dashboard to meet the explanation section of "met" or "not met". Superintendent Rodriguez reviewed the priorities that were being met and explained how these priorities were going to be met.

3.3 2017 Dashboard Report: Review of the dashboard indicators and explaining of color indicators. Superintendent Rodriguez explained and reviewed with the board and public how the dashboard calculated the 2018 evaluation. Superintendent Rodriguez compared 2017 to 2018 and showed increase in ELA and MATH as well as improved suspension rate.

3.4 2017-18 employee positions. Superintendent Rodriguez shared the current teacher and positions. Superintendent Rodriguez did leave out the coach by accident and was reminded that she is currently working with students and staff.

3.5 County of Agriculture Commissioner adopted regulations for January 1, 2018. Review of new laws concerning ag. Spraying near schools.

3.6 CTA School Board appreciation dinner February 8, 2018. Informational if board members would like to attend.

4. Adjourn to Closed Session: Time: 6:22 pm

Action: Mr. Koontz_ABS_ Mrs. Rodriguez_ABS___ Mrs. Hughes_aye_ Mrs. Mariscal_2_ Mrs. McGill_m_

5. Closed Session: Business

5.1. New law concerning superintendent contract: No actions taken. Review only.

6. Report Out of Closed Session: Time: 6:32 pm

Action: Mr. Koontz_ABS_ Mrs. Rodriguez_ABS___ Mrs. Hughes_aye_ Mrs. Mariscal_m_ Mrs. McGill_2__

7. Adjournment: Time: 6:32 pm

Action: Mr. Koontz_ABS_ Mrs. Rodriguez_ABS___ Mrs. Hughes_aye_ Mrs. Mariscal_m_ Mrs. McGill_2__

10 Ducor Union Elementary School Distr
Tulare County Office of Education
Accounts Payable Final Prelist - 12/7/2017 3:30:02PM

12/7/2017
3:30:02PM

*** FINAL ***
Batch No 213

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APY500

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
012999	ADVANCED MICRO SYSTEMS	PV-180356	11/7/2017		180334		010-30100-0-11100-10000-58000-0-0000 setup the new Lenovo 2in1 notebook. Assigned the u 010-00000-0-00000-27000-58000-0-0000 performed regular maintenance on server in compute 010-00000-0-00000-27000-58000-0-0000 Network Optimization Agreement for December	\$131.75		
	ADVANCED MICRO SYSTEMS	PV-180357	11/22/2017		180362			\$66.30		
	ADVANCED MICRO SYSTEMS	PV-180366	11/22/2017		180373			\$536.00		
							Total Check Amount:	\$734.05		
013295	AT&T	PV-180358	11/25/2017		Nov 25 2017		010-00000-0-00000-82000-55000-0-0000 long distance, fire alarm, protection 1	\$93.07		
							Total Check Amount:	\$93.07		
012832	CDW GOVERNMENT	PV-180363	8/10/2017		JSZ5129		010-30100-0-11100-10000-43000-0-0000 35 Cyber OEM stereo headsets at \$13.19e plus shipp	\$514.69		
							Total Check Amount:	\$514.69		
013383	CVN, LLC	PV-180364	12/1/2017		10685		010-00000-0-00000-27000-59000-0-0000 Internet connection	\$109.15		
							Total Check Amount:	\$109.15		
013422	Document Tracking Services, LL	PV-180360	11/1/2017		#T-932180002		010-00000-0-00000-27000-58000-0-0000 translation of 2017 LCAP & annual update	\$1,179.77		
							Total Check Amount:	\$1,179.77		
001647	DUCOR TELEPHONE CO	PV-180361	12/1/2017		000547 C0282		010-00000-0-00000-82000-55000-0-0000 school phones	\$2.81		
							Total Check Amount:	\$2.81		
013032	ECONOMY LOCK AND KEY	PV-180369	12/7/2017		23659		010-00000-0-00000-82000-58000-0-0000 service call at \$65 and \$25 for labor. Office door	\$90.00		
							Total Check Amount:	\$90.00		
013386	G&S Electric	PV-180368	11/30/2017		3545		010-81500-0-00000-81100-56000-0-0000 bid work electrical for t.v., troubleshoot outlet	\$1,264.32		

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Audit

Amount Flag EFT

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Total Check Amount:	Amount	Flag	EFT
013441	Home Depot Credit Services	PV-180371	10/24/2017		6171218		010-11000-0-00000-82000-43000-0-0000 ryegrass, rose plant food, heat lamp, 14 watt led	\$1,264.32	\$293.10	M	
							Total Check Amount:	\$293.10			
013419	John Dhanens	PV-180367	9/20/2017		920		010-11000-0-11100-10000-43000-0-0000 Oster blender, duct tape for general hands on acti	\$20.61	\$20.61		
							Total Check Amount:	\$20.61			
013252	PUSD STUDENT NUTRITION	PV-180370	10/6/2017		8117		130-53100-0-00000-37000-58000-0-0000 student/adult breakfast and lunch. Afterschool sna	\$16,313.60	\$16,313.60	A	
							Total Check Amount:	\$16,313.60			
012652	SIGNAL AUTO PARTS	PV-180365	12/7/2017		39498		010-00000-0-00000-36000-43000-0-0000 def 2-1/2 gallon for bus 5	\$71.42	\$71.42		
							Total Check Amount:	\$71.42			
012681	SISC III	PV-180359	12/1/2017		Dec 1 thru Dec 31		010-00000-0-00000-00000-95024-0-0000 Health&Welfare benefits	\$22,001.00	\$22,001.00	G	
							Total Check Amount:	\$22,001.00			
012434	WASTE MANAGEMENT	PV-180362	11/1/2017		4141462-0165-5		010-00000-0-00000-82000-55000-0-0000 trash services for November 2017	\$538.26	\$538.26		
							Total Check Amount:	\$538.26			

Accounts Payable Final Prelist - 12/7/2017 3:30:02PM

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Batch No 213

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate		Audit
						Check	Account Code	

Total District Payment Amount: \$43,225.85

10 Ducor Union Elementary School Distr
Tulare County Office of Education
Accounts Payable Final Prelist - 12/7/2017 3:30:02PM

12/7/2017
 3:30:02PM

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Batch No 213

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Total Accounts Payable:	Amount	Audit Flag	EFT
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Batch No 213

\$43,225.85

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 43,225.85 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature

Date

Fund Summary	Total
010	\$26,912.25
130	\$16,313.60
Total	\$43,225.85

10 Ducor Union Elementary School Distr
Tulare County Office of Education
Accounts Payable Final Prelist - 12/21/2017 11:47:51AM

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11:47:51AM

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Batch No 215
Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013312	AMERIPRIDE - CAFETERIA	PV-180391	12/6/2017		1502037694		130-53100-0-00000-82000-55000-0-0000 towel microfiber ribbed, mop wet lge, service cha	\$39.09		
	AMERIPRIDE - CAFETERIA	PV-180392	12/13/2017		1502042666		130-53100-0-00000-82000-55000-0-0000	\$39.09		
							Total Check Amount:	\$78.18		
013311	AMERIPRIDE UNIFORM SERVICE	PV-180389	12/13/2017		1502042665		010-00000-0-00000-82000-55000-0-0000 mop dry, mop dry handle, towel wiper, mats	\$97.82		
	AMERIPRIDE UNIFORM SERVICE	PV-180390	12/6/2017		1502037693		010-00000-0-00000-82000-55000-0-0000	\$97.82		
							Total Check Amount:	\$195.64		
013309	BRIGHT ARROW	PV-180382	12/7/2017		8132		010-00000-0-00000-27000-58000-0-0000 Digital voice dialer renewal	\$167.00		
							Total Check Amount:	\$167.00		
013417	Culligan (Water Conditioning)	PV-180386	11/30/2017		30865		010-00000-0-00000-82000-55000-0-0000 bottled water	\$192.00		
							Total Check Amount:	\$192.00		
013099	DON ROSE OIL COMPANY, INC.	PV-180383	11/3/2017		213122		010-00000-0-00000-36000-43000-0-0000 loaded 383gals diesel at \$2.725gal, plus spillage	\$1,336.04		
	DON ROSE OIL COMPANY, INC.	PV-180384	11/9/2017		257702		010-00000-0-00000-82000-55000-0-0000 loaded 160gals propane at \$1.539gal, percentg fee,	\$268.75		
	DON ROSE OIL COMPANY, INC.	PV-180385	11/29/2017		253524		010-00000-0-00000-82000-55000-0-0000 loaded 250gals propane at \$1.599gal, percentg fee,	\$436.08		
							Total Check Amount:	\$2,040.87		
013451	Juan T. Reyes Consulting	PV-180381	12/1/2017		005		010-07200-0-11100-31100-58000-0-0101 guidance counselor	\$5,928.00		
							Total Check Amount:	\$5,928.00		
013005	LOZANO SMITH	PV-180387	12/12/2017		2040642		010-00000-0-00000-71100-58000-0-0000 legal services regarding unfair labor practice	\$1,505.18		

10 Ducor Union Elementary School Distr
Tulare County Office of Education
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11:47:51AM

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Batch No 215
Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013470	Porterville Ford	PV-180393	12/11/2017		6016127/1		010-00000-0-00000-82000-58000-0-0000 removed last row seats on transit wagon	\$115.00		
							Total Check Amount:	\$1,505.18		
							Total Check Amount:	\$115.00		
012443	QUILL CORPORATION	PV-180373	12/4/2017		2958824		010-00000-0-00000-27000-43000-0-0000 12 whistles, sandwich bags, dry erase markers, pen	\$119.10		
	QUILL CORPORATION	PV-180374	12/6/2017		3008829		010-00000-0-00000-27000-43000-0-0000 1 box Hydrogen Peroxide at \$14.99 a box plus tax	\$16.15		
	QUILL CORPORATION	PV-180375	12/6/2017		3009461		010-00000-0-00000-27000-43000-0-0000 set of 12 metal whistles	\$9.69		
	QUILL CORPORATION	PV-180376	12/4/2017		2953581		010-00000-0-00000-27000-43000-0-0000 box of 24 lanyards	\$14.72		
	QUILL CORPORATION	PV-180377	11/29/2017		2834386		010-07200-0-11100-10000-43000-0-0301 plastic push pins, 5 boxes washable markers, ink	\$80.29		
	QUILL CORPORATION	PV-180378	12/4/2017		2920569		010-07200-0-11100-10000-43000-0-0301 tissue paper pack	\$10.76		
							Total Check Amount:	\$250.71		
013199	RES COM Pest Control	PV-180379	12/2/2017		1593350		130-53100-0-00000-82000-55000-0-0000 spray for ants, roaches, spiders	\$45.00	H	
							Total Check Amount:	\$45.00		
013162	SOUTHWEST SCHOOL SUPPLY	PV-180388	12/12/2017		PINV0364073		010-11000-0-00000-82000-43000-0-0000 truck platform with handle	\$65.16		
							Total Check Amount:	\$65.16		
012106	TERRA BELLA IRRIGATION SUPPLY	PV-180380	12/2/2017		1847		010-00000-0-00000-82000-55000-0-0000 1/2" pvc plug, 3/4" pvc plug, carriage bolt	\$5.08		
							Total Check Amount:	\$5.08		

Accounts Payable Final Prelist - 12/21/2017 11:47:51AM

*** FINAL ***

Batch No 215

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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Total District Payment Amount: \$10,587.82

*** FINAL ***

Batch No 215

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
Batch No 215										
Total Accounts Payable:								\$10,587.82		

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 10,587.82 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature _____ Date _____

Fund Summary		Total
010		\$10,464.64
130		\$123.18
Total		\$10,587.82

10 Ducor Union Elementary School Distr
Tulare County Office of Education
Accounts Payable Final Prelist - 1/4/2018 3:17:43PM

1/4/2018
3:17:43PM

*** FINAL ***
Batch No 216

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Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Audit Flag	EFT
013483	A 1 Equipment Rentals	PV-180403	10/27/2017		8208		010-00000-0-11100-10000-58000-0-0000 light tower rental for Halloween carnival	\$154.06		
							Total Check Amount:	\$154.06		
013312	AMERIPRIDE - CAFETERIA	PV-180401	11/22/2017		1502027866		130-53100-0-00000-82000-55000-0-0000 towel microfber ribbed, mop wet lge, service cha	\$39.09		
							Total Check Amount:	\$39.09		
013311	AMERIPRIDE UNIFORM SERVICE	PV-180402	11/22/2017		1502027864		010-00000-0-00000-82000-55000-0-0000 mop dry 24", mop dry handle, towel wiper, mats, se	\$97.82		
							Total Check Amount:	\$97.82		
001647	DUCOR TELEPHONE CO	PV-180400	1/1/2018		000551 C0282		010-00000-0-00000-82000-55000-0-0000 School phones	\$224.16		
							Total Check Amount:	\$224.16		
013484	Lindsay Unified School Distric	PV-180398	10/31/2017		18-0022		010-00000-0-00000-27000-52000-0-0000 FCMAT ASB Workshop registration for Isidro, Jeremi	\$120.00		
							Total Check Amount:	\$120.00		
005384	SOUTHERN CALIFORNIA EDISON	PV-180396	12/23/2017		Dec 23 2017		010-00000-0-00000-82000-55000-0-0000 electricity	\$1,780.96		
							Total Check Amount:	\$1,780.96		
013162	SOUTHWEST SCHOOL SUPPLY	PV-180404	11/30/2017		PINV0359325		010-00000-0-00000-27000-43000-0-0000 2 school outdoor nylon flags \$35.99 and \$49.56	\$92.18		
							Total Check Amount:	\$92.18		
012837	SUPPLYWORKS	PV-180394	12/13/2017		422513705		010-00000-0-00000-82000-55000-0-0000 glass cleaner, pick up tool, degreaser, heavy duty	\$384.93		
	SUPPLYWORKS	PV-180395	12/22/2017		423556794		010-00000-0-00000-82000-55000-0-0000 pick up tool, degreaser	\$63.17		
							Total Check Amount:	\$448.10		

10 Ducor Union Elementary School Distr **Tulare County Office of Education**
Accounts Payable Final Prelist - 1/4/2018 3:17:43PM

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3:17:43PM

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*** FINAL ***

Batch No 216

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
013389	US Bank Equipment Finance	PV-180397	12/21/2017		346805542		010-00000-0-00000-72000-58000-0-0000 contract payment for lease on copiers plus late ch	\$1,077.45		
							Total Check Amount:	\$1,077.45		
012434	WASTE MANAGEMENT	PV-180399	1/1/2018		4156306-0165-6		010-00000-0-00000-82000-55000-0-0000 Trash services for December 2017	\$538.26		
							Total Check Amount:	\$538.26		
							Total Check Amount:	\$538.26		

Accounts Payable Final Prelist - 1/4/2018 3:17:43PM

*** FINAL ***

Batch No 216

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Audit Amount	Flag	EFT
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Total District Payment Amount: \$4,572.08

10 Ducor Union Elementary School Distr
Tulare County Office of Education
Accounts Payable Final Prelist - 1/4/2018 3:17:43PM

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Batch No 216

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
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Total Accounts Payable: \$4,572.08

The School District hereby orders that payment be made to each of the above vendors in the amounts indicated on the preceding Accounts Payable Final totaling 4,572.08 and the County Office of Education transfer the amounts from the indicated funds of the district to the Check Clearing Fund in order that checks may be drawn from a single revolving fund (Education Code 42631 & 42634).

Authorizing Signature

Date

Fund Summary	Total
010	\$4,532.99
130	\$39.09
Total	\$4,572.08

10 Ducor Union Elementary School District
Fiscal Year: 2018

10 Ducor Union Elementary School District
Fiscal Year: 2018

3dg Revision Final

Approved / Revised

Proposed Budget

fund: 0100 General Fund

\$10,000.00

\$10,570.00

\$10,000.00

\$10,570.00

\$10,000.00

\$10,570.00

\$10,034.00

\$10,011.00

\$10,034.00

\$10,011.00

\$30.00

\$53.00

\$30.00

\$53.00

\$0.00
\$4,300.00

\$2,000.00
\$10,570.00

\$4,300.00

\$12,570.00

\$10,000.00
\$5,000.00

\$11,120.00
\$0.00

\$15,000.00

\$11,120.00

\$700.00

\$0.00

\$700.00

\$0.00

\$30,064.00

\$33,754.00

10 Ducor Union Elementary School District
Fiscal Year: 2018
Budget Revision Final

Budget Revision Report

BGR030 1/5/2018
Rachelmrg 10:23:00AM

Control Number: 10537374

Account Classification	Approved / Revised	Change Amount	Proposed Budget
Budgeted Unappropriated Fund Balance before this adjustment:		\$671,272.46	
Total Adjustment to Unappropriated Fund Balance:		(\$3,120.00)	
Budgeted Unappropriated Fund Balance after this adjustment:		\$668,152.46	

10 Ducor Union Elementary School District
Fiscal Year: 2018
Budget Revision Final

Budget Revision Report

BGR030
Rachelmjr

1/5/2018
10:23:00AM

Control Number: 10537374

Account Classification

Approved / Revised

Change Amount

Proposed Budget

At a meeting of the school board on 1/9/18, the
board approved the above budget account lines change to those
amounts indicated in the proposed budget column.

Authorized by:



(County Office Use Only)

Updated at County Office on ___/___/___ by _____

2.5

DUCOR UNION ELEMENTARY SCHOOL DISTRICT
2017-2018 Classified Salary Schedule
Yard Duty/Cafeteria Supervisor

1	11.44
2	11.89
3	12.40
4	12.87
5	13.38
6	13.71
7	14.24
8	14.46
9	15.64
10	16.29
11	16.92
12	17.64
13	18.63
14	18.85
15	19.80
20	20.57

2.6

DUCOR UNION ELEMENTARY SCHOOL DISTRICT
2017-2018 Classified Salary Schedule
CAFETERIA WORKER
Effective 01/01/2018

1	10.50
2	10.79
3	11.35
4	11.86
5	12.38
6	12.88
7	13.39
8	13.96
9	14.49
10	15.10
11	15.78
12	16.34
13	17.01
14	17.70
15	18.43
20	19.16



State of California

Department of Industrial Relations

Labor Commissioner's Office | Minimum Wage

Minimum Wage

Although there are some exceptions, almost all employees in California must be paid the minimum wage as required by state law. Effective January 1, 2017, the minimum wage for all industries will be increased yearly. From January 1, 2017, to January 1, 2022, the minimum wage will increase for employers employing 26 or more employees. This increase will be delayed one year for employers employing 25 or fewer employees, from January 1, 2018, to January 1, 2023. The scheduled increases may be temporarily suspended by the Governor, based on certain determinations. (Please see the chart below for the complete schedule of rate increases).

For more information and guidance on how to count employees for the purpose of determining whether an employer qualifies as an employer with 25 employees or less please see New Minimum Wage Phase-in Requirements 2017-2023, SB 3 Frequently Asked Questions page.

There are some employees who are exempt from the minimum wage law, such as outside salespersons, individuals who are the parent, spouse, or child of the employer, and apprentices regularly indentured under the State Division of Apprenticeship Standards.

Minimum Wage Order (MW-2017)

There is an exception for learners, regardless of age, who may be paid not less than 85 percent of the minimum wage rounded to the nearest nickel during their first 160 hours of employment in occupations in which they have no previous similar or related experience.

There are also exceptions for employees who are mentally or physically disabled, or both, and for nonprofit organizations such as sheltered workshops or rehabilitation facilities that employ disabled workers. Such individuals and organizations may be issued a special license by the Division of Labor Standards Enforcement authorizing employment at a wage less than the legal minimum wage. Labor Code Sections 1191 and 1191.5

Schedule for California Minimum Wage rate 2017-2023.

Date	Minimum Wage for Employers with 25 Employees or Less	Minimum Wage for Employers with 26 Employees or More
January 1, 2017	\$10.00/hour	\$10.50/hour
January 1, 2018	\$10.50/hour	\$11.00/hour
January 1, 2019	\$11.00/hour	\$12.00/hour
January 1, 2020	\$12.00/hour	\$13.00/hour
January 1, 2021	\$13.00/hour	\$14.00/hour
January 1, 2022	\$14.00/hour	\$15.00/hour
January 1, 2023	\$15.00/hour	

Frequently Asked Questions

1. What is the minimum wage?

Effective January 1, 2017 the minimum wage for all industries will be \$10.50 per hour for employers with 26 or more employees and shall remain at \$10 per hour for employers with 25 or fewer employees. The minimum wage shall be adjusted on a yearly basis through 2023 according to the pre-set schedule shown above.

The minimum monthly salary for sheepherders is \$1,866.88 per month for employers with 26 or more employees and \$1,777.98 per month for employers with 25 or fewer employees. The minimum monthly salary for sheepherders is specially set under IWC Wage Order 14-2001. Wages paid to sheepherders may not be offset by meals or lodging provided by the employer. Instead, there are provisions in IWC Order 14-2007, Sections 10(F), (G) and (H) that apply to sheepherders with respect to monthly meal and lodging benefits required to be provided by the employer.

2. What is the difference between the local, state and federal minimum wage?

Most employers in California are subject to both the federal and state minimum wage laws. Also, local entities (cities and counties) are allowed to enact minimum wage rates and several cities* have recently adopted ordinances which establish a higher minimum wage rate for employees working within their local jurisdiction. The effect of this multiple coverage by different government sources is that when there are conflicting requirements in the laws, **the employer must follow the stricter standard; that is, the one that is the most beneficial to the employee.** Thus, since California's current law requires a higher minimum wage rate than does the federal law, all employers in California who are subject to both laws must pay the state minimum wage rate unless their employees are exempt under California law. Similarly, if a local entity (city or county) has adopted a higher minimum wage, employees must be paid the local wage where it is higher than the state or federal minimum wage rates.

3. May an employee agree to work for less than the minimum wage?

No. The minimum wage is an obligation of the employer and cannot be waived by any agreement, including collective bargaining agreements. Any remedial legislation written for the protection of employees may not be violated by agreement between the employer and employee. Civil Code Sections 1668 and 3513

4. Is the minimum wage the same for both adult and minor employees?

Yes. There is no distinction made between adults and minors when it comes to payment of the minimum wage.

5. I work in a restaurant as a waitperson. Can my employer use my tips as a credit toward its obligation to pay me the minimum wage?

No. An employer may not use an employee's tips as a credit toward its obligation to pay the minimum wage.

6. What can I do if my employer doesn't pay me at least the minimum wage?

You can either file a wage claim with the Division of Labor Standards Enforcement (the Labor Commissioner's Office), or file a lawsuit in court against your employer to recover the lost wages. Additionally, if you no longer work for this employer, you can make a claim for the waiting time penalty pursuant to Labor Code Section 203.

7. What is the procedure that is followed after I file a wage claim?

After your claim is completed and filed with a local office of the Division of Labor Standards Enforcement (DLSE), it will be assigned to a Deputy Labor Commissioner who will determine, based upon the circumstances of the claim and information presented, how best to proceed. Initial action taken regarding the claim can be referral to a conference or hearing, or dismissal of the claim.

If the decision is to hold a conference, the parties will be notified by mail of the date, time and place of the conference. The purpose of the conference is to determine the validity of the claim, and to see if the claim can be resolved without a hearing. If the claim is not resolved at the conference, the next step usually is to refer the matter to a hearing or dismiss it for lack of evidence.

At the hearing the parties and witnesses testify under oath, and the proceeding is recorded. After the hearing, an Order, Decision, or Award (ODA) of the Labor Commissioner will be served on the parties.

Either party may appeal the ODA to a civil court of competent jurisdiction. The court will set the matter for trial, with each party having the opportunity to present evidence and witnesses. The evidence and testimony presented at the Labor Commissioner's hearing will not be the basis for the court's decision. In the case of an appeal by the employer, DLSE may represent an employee who is financially unable to afford counsel in the court proceeding.

See the Policies and Procedures of Wage Claim Processing pamphlet for more detail on the wage claim procedure.

8. What can I do if I prevail at the hearing and the employer doesn't pay or appeal the Order, Decision, or Award?

When the Order, Decision, or Award (ODA) is in the employee's favor and there is no appeal, and the employer does not pay the ODA, the Division of Labor Standards Enforcement (DLSE) will have the court enter the ODA as a judgment against the employer. This judgment has the same force and effect as any other money judgment entered by the court. Consequently, you may either try to collect the judgment yourself or you can assign it to DLSE.

9. What can I do if my employer retaliates against me because I questioned him about not being paid the minimum wage?

If your employer discriminates or retaliates against you in any manner whatsoever, for example, he discharges you because you asked him why you weren't being paid the minimum wage, or because you file a claim or threaten to file a claim with the Labor Commissioner, you can file a discrimination/retaliation complaint with the Labor Commissioner's Office. Alternatively, you can file a lawsuit in court against your employer.

The UC Berkeley Labor Center keeps a detailed national list of local minimum wage ordinances. The Department of Industrial Relations does not monitor or verify this list but includes it here as a reference for the public: UC Berkeley Labor Center Inventory of US City and County Minimum Wage Ordinances

December 2016

File a Claim

Wage claims

Bureau of Field Enforcement

Public works complaints

Claims for retaliation or discrimination

More Services

Public records requests

Translations

Verify a license or registration

Find a wage order

Online payments

Haga un pago en línea

Learn more about DLSE

Frequently asked questions

Archives

DLSE site map

Workplace postings

Legislative reports

December 14, 2017

Application No.: 57/71894-00-001
School: Ducor Union Elementary
County of Tulare

Mr. Isidro Rodriguez
District Superintendent
Ducor Union Elementary School District
23761 Avenue 56
Ducor, CA 93218

Dear Mr. Rodriguez:

The Office of Public School Construction (OPSC) has completed its expenditure review of the above-noted school project. The *Summary of Project Financing and Expenditures* is attached. Please do one of the following by **December 28, 2017**.

- If the District concurs with OPSC findings:
Sign and date the attached *Summary of Project Financing and Expenditures* and return it to OPSC. Subsequently, a copy of the closing action will be sent to the District.
- If the District disagrees with OPSC findings:
Submit a *School District Appeal Request* (Form SAB 189).

Should the District not respond by **December 28, 2017**, OPSC will move forward with closing out the project based on the attached *Summary of Project Financing and Expenditures*.

The District has two options in regards to the overspent amount of \$1,719.08 for this financial hardship project. Please check the appropriate box on the enclosed *Summary of Project Financing and Expenditures*.

- **Option 1:** The District verifies in writing that the overspent amount of \$1,719.08 will be used to reduce the State's financial hardship contribution on the District's next financial hardship project within three years from the date that the most recent State Allocation Board (SAB) full funding apportionment was made.
- **Option 2:** The District verifies in writing that it will not submit another financial hardship project for State funding within three years from the date that the most recent SAB full funding apportionment was made.

Should you have any questions concerning this matter, please contact me at Sherry.Johnson@dgs.ca.gov or (916) 376-5186, or my supervisor, Ms. Ngozi Pruetz at Ngozi.Pruett@dgs.ca.gov or (916) 375-4503.

Sincerely,


SHERRY ANN JOHNSON, Auditor
Office of Public School Construction

Attachment

cc: Project file

DUCOR SCHOOL



STUDENT OF THE MONTH

Superintendent

Isidro Rodriguez

Office Manager

Jeremiah Sosa

Office Secretary

Ruby Navarro

School Board

Members

Patricia Hughes

Mary McGill

Jim Koontz

Amparo Mariscal

Flora Rodriguez

23761 Ave 56

Ducor, CA 93218

559-534-2261(P)

559-534-2271(F)

Ducorschool.com

Ducor Union Elementary School District

Application No.: 57/71894-00-001

To Whom It May Concern;

December 14, 2017

This letter is in reply to the Office of Public School Construction (OPSC) expenditure review. The district has elected for option 1: The district verifies that the overspent amount of \$1, 719.08 will be used to reduce the State's hardship contribution on the District's next financial hardship project within three years.

Thank You,

Isidro Rodriguez, Superintendent/Principal
Ducor Union Elementary School District

23761 Ave 56

Ducor, CA. 93218

Office: 559-534-2261

Fax: 559-534-2271

"Stand and Deliver, No Excuses"

www.ducorschool.com

DUCOR SCHOOL



STUDENT OF THE MONTH

Ducor Union
Elementary School
District is
dedicated to
providing a
quality education
program to each
of its students.

"STAND AND
DELIVER"

"NO EXCUSES"

Staff Members:

Kathleen Flores

Sarina Acevedo

Florence Pace

MaryAnn Woodruff

Darren Hill

Virginia Walker

Kyle McDonald

Angela Esqueda

John Dhanens

Noe Rodriguez

Debbie Bates

Rosalba Avila

Jeff Delk

Daniel Alcatar

Summary of Project Financing and Expenditures

District Name: Ducor Union Elementary
 School: Ducor Union Elementary
 County: Tulare
 SFP Application Number: 57/71894-00-001
 LPP Application Number: N/A
 Date: 12/14/2017

Line		
1	LPP State Apportionment	1 \$ -
2	SFP State Apportionment	2 \$ 615,974.00
3	Financial Hardship Apportionment	3 \$ 353,698.00
4	District Contribution	4 \$ 56,951.00
5	Interest	5 \$ 14,626.81
6	Total Project Funding	6 \$ 1,041,249.81
7	Reported Expenditures	7 \$ 1,042,968.89
8	Reported Overspent	8 \$ 1,719.08
9	Grant Adjustments	9 \$ -
10	Total Review Adjustments	10 \$ -
11	Final Expenditures	11 \$ 1,042,968.89
12	Net Overspent	12 \$ 1,719.08
13	Interest Due	13 \$ -
14	Total to be Returned to the State	14 \$ -

Explanations:**Line 12:**

The District has two options in regards to the overspent amount of **\$1,719.08** for this financial hardship project, please check the appropriate box below, then sign and return this form:

☒ **Option 1:** The District's overspent amount of **\$1,719.08** will be used to reduce the State's financial hardship contribution on the District's next financial hardship project within three years from the date that the most recent State Allocation Board (SAB) full funding apportionment was made.

☐ **Option 2:** The District will not submit another financial hardship project for State funding within three years from the date that the most recent SAB full funding apportionment was made.

These are the final authorized amounts needed to bring the District's accounting records into compliance. Amounts shown supersede all authorized amounts shown on the Office of Public School Construction Fund Release documents.

ON BEHALF OF THE DISTRICT I CONCUR WITH THIS ANALYSIS AND REQUEST THAT THE OFFICE OF PUBLIC SCHOOL CONSTRUCTION CLOSE ITS BOOKS FOR THIS PROJECT.


 District Representative

12/14/17
 Date

7.8

DUCOR UNION ELEMENTARY SCHOOL DISTRICT BOARD EVALUATION OF SUPERINTENDENT (2017-18)

APPRAISAL SCALE

The Board has used the following numerical scale to appraise the Superintendent's performance:

1. **Marginal:** Performance is clearly below acceptable level. (Does not meet district standards)
2. **Fair:** Performance comes close to being acceptable but further improvement is needed. (Needs improvement).
3. **Competent:** Performance is capable or worthy of being accepted, satisfactory, sufficient.
4. **Commendable:** Performance is noticeably better than "acceptable". (Exceeds district standards).
5. **Distinguished:** Outstanding performance is clearly obvious to all. (A special category to recognize exemplary district performance).

EDUCATIONAL LEADERSHIP

CURRICULUM DEVELOPMENT	1	2	3	4	5
1. Coordinates curriculum development within the district.					
2. Provides leadership in reviewing and developing curriculum.					
3. Utilizes the talents of professionals and community members.					
4. Establishes curriculum needs of special students.					
5. Makes recommendations for textbooks for school board adoption.					
6. Maintains a current knowledge of developments in curriculum and instruction.					
7. Implements the district's philosophy of education.					
Strengths					
Areas to Refine					

PROFESSIONAL DEVELOPMENT	1	2	3	4	5
1. Inspires others to high professional standards.					
2. Assists schools in evaluating their current operations and professional development needs.					
3. Provides a climate for professional development of staff through in-service workshops and professional activities.					
Strengths					
Areas to Refine					

STUDENT SERVICES	1	2	3	4	5
1. Develops regulations to implement student services.					
2. Monitors student personnel services.					
3. Monitors the student record system.					
4. Implements programs relating to behavior and discipline of students.					
5. Maintains programs for health and safety of students.					
Strengths					
Areas to Refine					

SUPERVISION	1	2	3	4	5
1. Establishes self as educational leader.					
2. Delegates responsibilities wisely.					
3. Works within federal and state mandates.					
4. Ensures that teachers involved in decision-making.					
5. Reinforces positive efforts.					

6. Ensures administration of personnel policies and programs.					
7. Has a recruitment plan and organizes recruitment of personnel.					
8. Recommends the assignment of personnel to schools and offices.					
9. Plans and implements personnel evaluation system that identifies the strengths and weaknesses of employees in the system.					
10. Oversees the planning and evaluation of the staff development program to address the weaknesses of employees in the system.					
11. Supervises and evaluates all administrative staff.					
12. Communicates vision/mission to personnel.					
13. Knows the budgetary process and the restrictions imposed by state and federal mandates.					
Strengths					
Areas to Refine					

FISCAL MANAGEMENT

BUDGET/BUSINESS & FINANCE	1	2	3	4	5
1. Prepares school calendar and annual budget with appropriate input.					
2. Completes and files, in a timely fashion, all required forms, and reports.					
3. Prepares and recommends a budget that is fiscally sound and reflects the district's educational priorities.					
4. Advises the school board of all possible sources of funding that might be available to implement present or contemplated district programs.					
5. Determines that funds are administered wisely and adequate control and accounting are maintained.					
6. Keeps the board routinely informed as to status of the operating accounts of the budget.					
7. Involves the staff in the budget process.					
8. Reports to the school board on the financial					

condition of the school system.					
9. Ensures that expenditures are within limits approved by the school board.					
10. Monitors compliance with policies and laws.					
11. Establishes and monitors procedures for procurement of equipment and supplies.					
Strengths					
Areas to Refine					

INFRASTRUCTURE	1	2	3	4	5
1. Keeps informed on needs of the school program, physical plant, facilities, equipment, supplies, and code compliance requirements.					
2. Prepares long/short-range plans for facilities and sites.					
3. Maintains and implements policies for the use of school property.					
4. Ensures the maintenance of school property.					
5. Monitors construction, renovations, or demolition of school facilities.					
6. Oversees and implements policies for safe school facilities.					
7. Monitors the student transportation system.					
Strengths					
Areas to Refine					

CLIMATE

STAFF AND PERSONNEL	1	2	3	4	5
1. Develops and executes sound personnel procedures and practices.					
2. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties.					
3. Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.					
4. Maintains open communication.					
5. Is an active listener.					
6. Makes recommendations for employment, discipline, or promotion of personnel in writing with supporting data; accepts responsibility for recommendations. If the recommendation is not accepted by the board, willingly finds another person to recommend.					
7. Receives recommendations for personnel from board members with an open mind but applies the same criteria for selection for recommendation as applies to applications from another source.					
8. Maintains up-to-date job descriptions for all personnel.					
9. Assist board in negotiations with teachers and administrative units and acts as liaison between the board and other bargaining units.					
10. Delegates authority to subordinates when appropriate.					
11. Holds periodic meetings with school-site teams and committees. (School Site Council, English Learner Advisory Committee, School Leadership Team, Staff, etc.)					
Strengths					
Areas to Refine					

COMMUNITY RELATIONS	1	2	3	4	5
1. Solicits and gives attention to problems and opinions of all groups and individuals.					
2. Develops friendly and cooperative relations with the news media.					
3. Keeps the public aware of school activities and events.					
4. Achieves status as a community leader in public education.					
5. Involves the community in planning and problem solving for the schools.					
6. Articulates educational programs and needs to the community.					
7. Participates in community affairs.					
8. Is visible to students, parents, and staff in the schools.					
9. Acts as liaison between schools and community social agencies.					
10. Fosters positive morale and spirit within the district.					
Strengths					
Areas to Refine					

TEACHER RELATIONS	1	2	3	4	5
1. Motivates and inspires professional growth and development.					
2. Serves as a role model.					
3. Is able to resolve grievance issues without involving the board of education.					
4. Supports and guides teachers in meeting the district's expectations of them.					
5. Acts as liaison between the school board and school personnel.					
Strengths					
Areas to Refine					

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RELATIONSHIP WITH THE BOARD AND BOARD MEMBERS

POLICY	1	2	3	4	5
1. Interprets and executes board policy.					
2. Supports board policy and actions to the public and staff.					
3. Understands role in administration of board policy.					
4. Keeps the board informed of new developments in course content and teaching techniques.					
5. Exhibits respect and trust and endeavors to develop the same with the board.					
6. Strives to achieve unity among diverse viewpoints.					
7. Has a harmonious working relationship with the board.					
Strengths					
Areas to Refine					

MEETING PREPARATION AND PARTICIPATION	1	2	3	4	5
1. Recommends actions and alternatives to the board.					
2. Informs the board rules and regulations of the California State Board of Education state and federal laws.					
3. Informs the board about current trends and developments in education.					
4. Keeps the board informed on issues, needs, and operation of the school system.					
Strengths					
Areas to Refine					

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RAPPORT	1	2	3	4	5
1. Remains impartial to the board, treating all board members alike.					
2. Respects the right of individual board members to express their opinion even though she/he may not be in agreement.					
3. After an official position has been reached, supports the decision of the board.					
4. Refrains from criticism of members of the board.					
5. Maintains communication.					
6. Informs board members of pending state or federal legislation that could influence their decisions.					
7. Keeps board informed on issues, needs, and operations of the school system.					
8. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.					
9. Seeks and accepts constructive criticism of work.					
10. Has a harmonious work relationship with the board.					
11. Accepts responsibility for maintaining liaison between the board and personnel, working towards a high degree of understanding between the staff and the board, and the board and staff.					
12. Goes immediately and directly to the board when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the board, in an effort to resolve such differences immediately.					
Strengths					
Areas to Refine					

PERSONAL/PROFESSIONAL QUALITIES

PERSONAL/PROFESSIONAL QUALITIES	1	2	3	4	5
1. Maintains his/her professional development by reading, attending conferences, working on professional committees, visiting other districts, and meeting with other superintendents.					
2. Has his/her own plan for attaining CEU's in a planned program of activities.					
3. Energetic and devotes the time necessary to meet the responsibilities of his/her position.					
4. Uses language effectively in dealing with staff members, the board, and the public.					
5. Completes tasks in a timely manner, i.e., a realistic balance between quality and quantity.					
6. Stimulates new ideas in others.					
7. Independently sees the need for, and takes action required to carry out his/her responsibilities.					
8. Oversees planning and evaluation of curriculum and instruction.					
9. Communicates vision/mission to school personnel.					
Strengths					
Areas to Refine					

GOALS FOR 2017-18 SCHOOL YEAR

Below, please recommend at least 5 goals you would like to see the Superintendent reach during the 2017-18 school year.

FORMAL PERFORMANCE REVIEW RESULTS

This is to confirm that I have met with the Board and reviewed the above evaluation. I understand this evaluation shall be placed in my personnel file.

Isidro Rodriguez, Superintendent/Principal

____/____, 2018

This is to confirm that the Ducor Union Elementary School District Board of Education has met with the Superintendent and reviewed the above evaluation.

Jim Koontz
President, Board of Trustees

____/____, 2018

2.9

**Ducor Union Elementary School District
Superintendent Employment Agreement
Isidro Rodriguez**

This Employment Agreement ("Agreement") is made and entered into by and between the Governing Board of the Ducor Union Elementary School District ("District" or "Board") and Isidro Rodriguez ("Superintendent/Principal").

1. **Term.** District hereby employs Superintendent/Principal for a period beginning on July 1, 2017 and terminating on June 30, 2018 unless terminated earlier or extended as provided by the terms of this Agreement or as required by law.

2. **Salary.** The Superintendent/Principal's salary shall be a total of _____ for 12 months of employment under this agreement, payable in equal payments. This salary shall be paid in equal monthly installments on the last regular business day of each calendar month. The Board reserves the right to change Superintendent/Principal's salary for any year of this Agreement with the written consent of the Superintendent/Principal.

3. **Working Days and Paid Holidays.** The Superintendent/Principal shall render 216 days of full-time regular service to the District during the time covered by this Agreement and shall receive no paid vacation. The Superintendent/Principal is not expected to work on holidays provided to certificated employees of the District. If the Superintendent/Principal performs services on more than 216 days during the term of the Agreement, it is expressly understood and agreed that such services shall be performed on a voluntary basis and without compensation.

4. **Duties.** The Superintendent/Principal shall satisfactorily perform the following duties:

- a. **General Duties as Superintendent.** The Superintendent/Principal is employed as District Superintendent and shall perform the duties of District Superintendent as prescribed by the laws of the State of California, Board Policy, and the Superintendent's job description. All powers and duties shall be executed in accordance with District policy and the rules and regulation of the State board of Education. Subject to Board approval, the Superintendent/Principal shall have the following authority and responsibility: To organize or reorganize administrative/supervisory staff to best serve the District; to recommend placement and reassignment of all personnel; to review criticisms, complaints, or

suggestions referred to the Superintendent/Principal by the Board and to make appropriate recommendations for disposition to the Board; to administer the instructional and business affairs of the District.

The Superintendent/Principal, as the Chief Executive Officer, shall (1) review all policies adopted by the Board and make appropriate recommendations to the Board; (2) periodically evaluate or cause to be evaluated all District employees as provided by California law and board policy; (3) advise the Board of all possible sources of funds that might be available to implement present or contemplated District programs; (4) endeavor to maintain and improve the Superintendent/Principal's professional competence by all available means, including, but not limited to, subscription to and reading of appropriate periodicals; attendance at state and regional professional conferences and meetings; and membership in appropriate professional associations; (5) establish and maintain positive community, staff and board relations programs; (6) serve as the Board's representative with respect to all employer-employee matters and make recommendations to the Board concerning those matters; (7) recommend, to the Board, district goals and objectives for the ensuing school year; and (8) unless unavoidably detained, or with prior Board approval to be absent, attend all regular, special and closed session meetings of the Board with the exception of those closed sessions wherein the Board will be discussing matters related to the Superintendent's employment; and (9) perform all other reasonable, necessary, and customary duties of the Superintendent, including but not limited to those powers and duties provided in Education Code Section 35035 and Board policy. His duties shall also include all tasks and powers reasonably necessary to fulfill the duties specified herein and arising out of the position. In addition, the Superintendent/Principal will perform such further duties as shall be assigned or required of him by the Board.

- b. General Duties as Principal. The Superintendent/Principal is employed as District Principal and shall perform the duties of District Principal as prescribed by the laws of the State of California, Board Policy, and the Principal's job description. As Principal, the Superintendent/Principal shall: (1) establish and maintain positive

relationships with students, parents, staff, Board of Trustees, community and County Office of Education personnel; (2) implement an effective and ongoing communication program involving a variety of techniques and tools; (3) plan for and develop professional development and in-service training programs for all employees, Certificated and Classified; (4) create and maintain a positive teaching and learning environment (5) provide a safe school environment for students and staff along with well-maintained facilities which are attractive, clean and functional; (6) implement and supervise instructional programs used by staff; (7) conduct performance reviews and evaluations for staff consistent with Educational Codes; (8) plan on-going assessment programs including testing of students, staff morale, facilities needs and school climate; (9) complete reports and requests from the Board of Trustees; and (10) plan and hold periodical meetings with the following groups:

- a.) School site council
- b.) English Learner Advisory Committee
- c.) Staff
- d.) School Leadership Team
- e.) Others as assigned

5. Fringe Benefits.

- a. Health and Welfare Benefits. The Superintendent/Principal shall be eligible to participate in the District's health and welfare benefit program on the same terms and conditions, and subject to the same limitations, as the District's certificated employees, as those benefits, plans, providers and other terms and conditions may change from time-to-time. Thus, the Superintendent/Principal shall be entitled to receive the same District contribution toward health and welfare benefits and shall pay the same co-pays, premiums, deductibles and other costs as the District's certificated staff, as those costs and contributions may change from time-to-time. The Superintendent/Principal shall be responsible for all co-pays, deductibles and other costs in excess of the District's health insurance contribution. No District contribution may be received in cash or used for the purchase of non-District provided benefits.
- b. Tax Deferred Plans. The District agrees to provide the Superintendent/Principal with the ability to use an IRS Section 403b or similar tax deferred plan and an IRS

Section 125 Cafeteria Plan to the extent that such plans are made available to other District certificated employees. All contributions to such plans will be paid by the Superintendent/Principal and shall conform to all requirements of law.

- c. Post-Retirement Medical, Dental and Vision Benefits. Notwithstanding prior agreements to the contrary, the Superintendent/Principal shall not be entitled to any post-retirement benefits. The Superintendent/Principal agrees to relinquish all post-retirement rights he may have had to the District's contribution to medical, dental and vision benefits including Medicare Supplemental plans. However, the Superintendent/Principal remains eligible to purchase medical, dental and vision benefits, at his own cost, post-retirement, subject to the insurance carrier or insurance plan requirements, rules and restrictions, as those requirements, rules and restrictions may change from time to time. Superintendent/Principal agrees to be bound by any and all such changes.

6. Professional Meetings and Dues. The Superintendent/Principal shall attend professional meetings at the local, state, and national level, at the expense of the District, which the governing Board deems to be necessary and proper within the fiscal limitations of the District. The District shall pay the full cost of the Superintendent/Principal's membership dues to the Association of California School Administrators, or any other single professional group which the Superintendent/Principal chooses in order to maintain and improve his professional skills.

7. Outside Professional Activities. By prior approval of the Board, the Superintendent/Principal may undertake for consideration outside professional activities, including consulting, speaking and writing. The Superintendent/Principal's outside professional activities shall not occur during regular work hours or otherwise interfere with Superintendent/Principal's ability to satisfactorily perform the duties of the position. The Superintendent/Principal may, with prior approval of the Board, continue to draw a salary while engaged in such outside activities. In such cases, any honoraria paid to the Superintendent/Principal in connection with these activities shall be paid to the District. If the Superintendent/Principal chooses to use a holiday or non-work day to perform outside activities, the Superintendent/Principal may retain any honoraria paid. The Superintendent/Principal agrees not to use District staff or property in performing these

outside activities without prior written approval by the Board. In no case will the District be responsible for any expenses attendant to the performance of such outside activities unless prior Board approval is obtained.

8. **Automobile.** The Superintendent/Principal is required to have a vehicle available at all times to perform the duties of the position. The Superintendent/Principal shall be solely responsible for all expenses to use, maintain, operate and insure the automobile.
9. **Expense Reimbursement.** The District shall reimburse the Superintendent/Principal for actual and necessary expenses incurred by the Superintendent/Principal within the course and scope of the Superintendent/Principal's employment up to two thousand and five hundred dollars (\$2,500.00) for any of the following:
 - a. In-state conference fees;
 - b. Mileage reimbursement for all business related automobile travel at the current IRS rate per mile, as well as bridge tolls and parking fees;
 - c. Reimbursement for gasoline expenses paid personally when using a District owned vehicle;
 - d. Air travel;
 - e. Auto rentals, cab or shuttle fares for out-of-county travel;
 - f. Per diem/meal expenses at the same rate provided to other employees of the District; and
 - g. Other miscellaneous expenses incurred in the course and scope of employment as approved by the Board.

For expense reimbursement not authorized by this Agreement, the Superintendent/Principal may seek approval from the Board. For all reimbursements, the Superintendent/Principal shall submit expense claims in writing with appropriate supporting documentation (e.g., receipts, registration forms, hotel folios, maps reflecting mileage).

10. **Sick Leave.** The Superintendent/Principal shall accrue sick leave at the rate of one (1) day per month, twelve (12) days per year. In no event shall the District make a cash payment to the Superintendent/Principal for accumulated and unused sick leave; however, excess sick leave may be credited for retirement purposes as authorized by the statutes and regulations governing CalSTRS. The Superintendent/Principal shall follow District procedures and use District forms for reporting sick leave use.

- 11. Evaluation.** The Board shall evaluate the performance and working relationships between the Superintendent/Principal and the Board. The parties shall establish District goals and objectives for the upcoming school year. The evaluation shall be held no later than the month of April. The Superintendent/Principal shall submit a written format for the evaluation which shall be mutually agreed upon by the Board and the Superintendent.
- a. Self-Evaluation. To assist the Board in the evaluation process, the Superintendent/Principal shall complete a written self-evaluation. This self-evaluation shall include a review of any action plans presented to the Superintendent/Principal at previous evaluations.
 - b. Board Evaluation. Upon receipt of the self-evaluation, the Board shall evaluate the Superintendent/Principal. To initiate the evaluation process, the Superintendent/Principal shall inform each member of the Board in writing of the need for an evaluation by February 1 each year. Upon completion, the Board shall meet with and provide a copy of the evaluation report to the Superintendent/Principal in a closed session Board meeting no later than April 30 each year; however, the Board's failure to evaluate the Superintendent/Principal or its failure to timely evaluate the Superintendent/Principal shall have no impact upon the terms of this Agreement or upon the Superintendent/Principal's salary.
 - c. Action Plan. Based upon findings specified in the evaluation report, the Superintendent/Principal, in collaboration with the Board, will prepare an action plan, if necessary, which will address areas identified as needing clarification, emphasis or improvement. The action plan will be included as an addendum to the evaluation report. If a jointly prepared action plan cannot be agreed upon, the Board, in its sole discretion, shall issue the action plan. The Superintendent/Principal and the Board shall sign the evaluation report and the action plan. However, failure of the Superintendent/Principal to sign the evaluation or action plan shall have no legal effect upon the Superintendent/Principal's duty to implement the evaluation and action plan.
- 12. Fitness For Duty Examination.** Upon request by the Board, the Superintendent/Principal shall undergo a physical/mental examination by a District appointed physician. Prior to the examination, the Superintendent/Principal agrees to execute District provided medical

releases from all treating physicians authorizing the District appointed physician to review all medical records. The District appointed physician shall review this Agreement, the District's job description for the position, and be provided background information related to the duties of the position. The Superintendent/Principal shall submit all costs associated with this examination to the Superintendent/Principal's insurance carrier. All non-insured costs shall be borne by the District. The physician shall submit a confidential written report to the Board and the Superintendent/Principal addressing only the Superintendent/Principal's fitness to perform his job. The physician's report shall specifically indicate whether or not the Superintendent/Principal has any physical or mental impairment that substantially limits the Superintendent/Principal's ability to perform the essential functions of his position. No confidential medical information shall be submitted to the Board, the District, any third party, or any of the District's officers, agents or employees unless it is determined that the Superintendent/Principal is unable to perform the essential functions of the position and such medical information is directly related to such determination. If the Superintendent/Principal is determined by the District to be a disabled employee under state or federal law, the physician's report shall indicate what reasonable accommodations, if any, may be available to allow the Superintendent/Principal to perform the essential functions of his position. If the District determines that the Superintendent/Principal is disabled and, following an interactive dialogue with the Superintendent/Principal, that he is unable to perform the essential functions of the position, the parties agree that this Agreement may be terminated by the Board upon written notice to the Superintendent/Principal or the Superintendent/Principal obtaining CalSTRS disability benefits, whichever occurs first. Termination of this Agreement due to the Superintendent/Principal's inability to perform the essential functions of his position shall terminate the obligations of both parties under this Agreement. Notwithstanding any other provision of this Agreement, this section shall be the exclusive means of terminating this Agreement based upon the Superintendent/Principal's inability to perform the essential functions of his position. During the pendency of the termination notice, the Superintendent/Principal shall exhaust all accumulated sick leave. Health and welfare benefits shall remain available to the Superintendent/Principal until the Superintendent/Principal's employment relationship with the District is ended.

13. Termination of Agreement.

- a. Mutual Consent. This Agreement may be terminated by the mutual consent of the parties at any time.
- b. Termination for Cause. This Agreement may be terminated by the Board at any time for: 1) breach of contract; 2) unsatisfactory performance; 3) misconduct or dishonesty; 4) conviction or a “no lo” plea to a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; 5) inability to perform the essential functions of the position; or 6) any grounds enumerated in Education Code sections 44932, 44933, or 44939. The Board shall not terminate this Agreement pursuant to this paragraph until a written statement of the grounds for termination has first been served upon the Superintendent/Principal. The Superintendent/Principal and the Board shall each have the right to be represented by counsel at their own expense. The Superintendent/Principal shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents the Superintendent/Principal believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all materials presented, decides to terminate this Agreement, it shall provide the Superintendent/Principal with a written decision. The decision of the Board shall be final. The Superintendent/Principal’s conference before the Board shall be deemed to satisfy the Superintendent/Principal’s entitlement to due process of law and shall be the Superintendent/Principal’s exclusive right to any conference or hearing otherwise required by law. The Superintendent/Principal waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts the Superintendent/Principal’s administrative remedies and then authorizes the Superintendent/Principal to contest the Board’s determination in a court of competent jurisdiction.
- c. Termination Without Cause. The Board may, for any reason, without cause or a hearing, terminate this Agreement at any time upon ten (10) calendar day’s prior written notice to the Superintendent/Principal. During this ten (10) day period, the

parties shall discuss the Board-Superintendent/Principal employment relationship. In consideration for the exercise of this right to terminate without cause, the District shall pay to the Superintendent/Principal from the date of termination until the expiration of this Agreement, or for a period of twelve (12) months, whichever is less, a sum equal to the difference between Superintendent/Principal's salary at the rate in effect during the Superintendent/Principal's last month of service and the amount which the Superintendent/Principal earns from any other employment-related source (whether as employee, independent contractor, consultant or self-employed). As a condition of payment, the Superintendent/Principal shall be obligated to immediately seek other employment and to notify the District in writing immediately if the Superintendent/Principal earns income from any employment-related source as defined above.

For purposes of this section of the Agreement only, the term "salary" shall include only the Superintendent/Principal's regular monthly base salary and shall not include the value of any other payments, reimbursements or benefits received under this Agreement. All payments made pursuant to this termination without cause provision shall be subject to applicable payroll deductions and shall be treated as compensation for state and federal tax purposes. No payments made pursuant to this early termination provision shall constitute creditable service or creditable compensation for retirement purposes. Payments made pursuant to this termination without cause provision shall be considered as final settlement pay and shall not count for any retirement purpose; accordingly, no deductions shall be made for retirement purposes.

The Superintendent/Principal shall also be entitled to continue participation in the District's health and welfare benefit program on the same terms and conditions as described in 5(a) of this Agreement, for the remainder of the unexpired term of this Agreement, until expiration of this Agreement, a period of twelve (12) months, or until the Superintendent/Principal obtains other employment which provides health benefits, whichever occurs first.

The parties agree that any damages to the Superintendent/Principal that may result from the Board's early termination of this Agreement cannot be readily

ascertained. Accordingly, the parties agree that the payments made pursuant to this termination without cause provision, along with the District's agreement to provide paid health benefits, constitutes reasonable liquidated damages for the Superintendent/Principal, fully compensates the Superintendent/Principal for all tort, contract and other damages of any nature whatsoever, whether in law or equity, and does not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes the Superintendent/Principal's sole remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code sections 53260, *et seq.*

- d. Termination at Expiration of Contract. The Board may, at its sole discretion, elect not to renew this Agreement for any reason by providing written notice to the Superintendent/Principal at least forty-five (45) days in advance of the expiration of the term of this Agreement in accordance with Education Code section 35031. If the Board fails to give such notice, this Agreement shall be extended for a period of only one year on the same terms and conditions set forth herein. The Superintendent/Principal shall inform each member of the Board of this notice requirement in writing no less than ninety (90) days in advance of the expiration of this Agreement.
- e. Termination for Inappropriate Fiscal Practices. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that the Superintendent/Principal has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may terminate the Superintendent/Principal and the Superintendent/Principal shall not be entitled to any salary payments, health benefits or other non-cash benefits as set forth above. If the Superintendent/Principal elects to contest the Board's determination in this regard, the Superintendent/Principal may request a hearing before an administrative law judge who shall determine the amount of the cash settlement, if any, in accordance with the requirements of Government Code section 53260, subdivision (b).

- f. Death. Death of the Superintendent/Principal terminates this Agreement immediately. In such event, all salary and other monetary amounts due to the Superintendent/Principal up to the time of death, if any, shall be paid to the Superintendent/Principal's estate unless otherwise declared in writing by the Superintendent/Principal.
14. **Notification by Superintendent/Principal Prior to Seeking Other Employment.** The Superintendent/Principal shall notify the Board if the Superintendent/Principal becomes a finalist for other employment.
15. **Credentials.** Superintendent/Principal hereby certifies that he holds legal and valid administrative and teacher's credential, which he shall maintain in effect throughout the life of this Agreement, and shall keep on file in the office of the County Superintendent of Schools and that he meets the qualifications of Education Code section 35028.
16. **Abuse of Office Provisions.** In accordance with Government Code sections 53243 *et seq.*, and as a separate contractual obligation, if the Superintendent/Principal receives a paid leave of absence or cash settlement and this Agreement is terminated for any reason, such paid leave or cash settlement shall be fully reimbursed to the District by the Superintendent/Principal if the Superintendent/Principal is convicted of a crime involving an abuse of office or the position of Superintendent/Principal. In addition, if the District funds the criminal defense of the Superintendent/Principal against charges involving abuse of office or position and the Superintendent/Principal is then convicted of such charges, the Superintendent/Principal shall fully reimburse the District all funds expended for the Superintendent/Principal's criminal defense.
17. **Tax/Retirement Liability.** The District makes no representations or warranties with respect to the tax or retirement consequences of this Agreement, including but not limited to, whether specific forms of compensation are creditable for retirement purposes, or with respect to the tax or retirement consequences of receiving retiree health benefits, Section 403b contributions, life insurance or other benefits provided to the Superintendent/Principal or any designated beneficiary, heirs, administrators, executors, successors or assigns of the Superintendent. The District makes no representations or warranties with respect to the enforceability of retroactive salary increases. Notwithstanding any other provision of this Agreement, the District shall not be liable for any retirement or state/federal tax.

consequences to the Superintendent/Principal, any designated beneficiary, heirs, administrators, executors, successors or assigns of the Superintendent/Principal. The Superintendent/Principal shall assume sole responsibility and liability for all state and federal tax consequences of this Agreement and all retirement consequences of this Agreement. The Superintendent/Principal agrees to defend, indemnify and hold the District harmless from all such tax and retirement consequences.

18. **Mediation.** The Superintendent/Principal and Board agree to make a good faith effort to settle any dispute that arises under this Agreement through discussion and negotiations. If the dispute is not resolved within thirty (30) calendar days, the dispute shall be mediated unless the parties agree otherwise in writing. Both parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. If the parties cannot agree on a mediator, the mediator shall be appointed by the State Conciliation and Mediation Service. The mediator's fee, if any, shall be paid by the District. Each party shall bear its own attorney fees and costs. Any mediator selected by the parties shall have expertise in the area of the dispute and be knowledgeable in the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, shall not be binding on the parties. Mediation pursuant to this provision shall be private and confidential. Only the parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code sections 1115 *et seq.* and shall sign an agreement to that effect.
19. **Governing Laws and Venue.** This Agreement, and the rights and obligations of the parties, shall be construed and enforced in accordance with the laws of the State of California. The parties also agree that, in the event of litigation, venue shall be in Tulare County, California.
20. **Severability.** If any term or provision of the Agreement shall, to any extent, be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining terms and provisions of the Agreement shall continue in effect.

21. **Construction.** This Agreement shall not be construed more strongly against either party regardless of who is responsible for its preparation.
22. **Entire Agreement.** This Agreement contains the entire understanding between the Parties with respect to the subject matter herein. There are no oral understandings, terms or conditions, and neither party has relied upon any representations, express or implied, not contained in this Agreement.
23. **Amendments.** This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both parties.
24. **Non-Assignment.** This is a contract for personal services. The Superintendent/Principal shall have neither the right nor the power to transfer his rights under this Agreement.
25. **Board Approval.** The parties agree that the effectiveness of this Agreement is contingent upon approval by the District's Governing Board.
26. **Binding Effect.** This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs and assigns.
27. **Execution of Other Documents.** All parties to this Agreement shall cooperate fully in the execution of any other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms of this Agreement.
28. **Exclusivity.** To the maximum extent permitted by law, the parties agree that the employment relationship between the District and the Superintendent/Principal shall be governed exclusively by the provisions of this Agreement and not by Board policies, administrative regulations, management handbooks or similar documents.
29. **Management Hours.** The parties recognize that the demands of the position will require the Superintendent/Principal to average more than eight (8) hours a day, five (5) days per week, and/or more than forty (40) hours per week. The parties agree that Superintendent/Principal shall not be entitled to overtime compensation.
30. **Independent Review.** The Parties have had the opportunity to obtain, and have obtained, independent legal or other professional advice with regard to this Agreement, including tax and retirement consequences. The Parties acknowledge that the terms of this Agreement have been read and fully explained and that those terms are fully understood and voluntarily accepted.

31. **Execution.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.

32. **Public Record.** The parties recognize that, once final, this Agreement is a public record and must be made available to the public upon request.

33. **Waiver.** Any waiver of any breach of any term or provision of this Agreement shall be in writing and shall not be construed to be a waiver of any other breach of this Agreement.

Isidro Rodriguez
District Superintendent/Principal

Dated: _____, 2018

Board President
Ducor Union Elementary School District

Dated: _____, 2018

**DUCOR UNION ELEMENTARY SCHOOL DISTRICT
SUPERINTENDENT/PRINCIPAL CONTRACT
ACCEPTANCE OF OFFER**

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed.

I have not entered into a contract of employment with any other school district or employer that will, in any way, conflict with this employment agreement.

I certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment and other documents I submitted in connection with my application are true and complete. I understand that if the District discovers false, incomplete, or misleading statements on my application or any other documents I have submitted in connection with my application, such statements shall justify immediate dismissal for cause.

I hold legal and valid administrative and teaching credentials each of which are or will be recorded with the Office of the Superintendent of Schools of Tulare County before receipt of my first payroll warrant. I further certify that I meet the qualifications of Education Code section 35028.

Dated: _____, 2018

Isidro Rodriguez
District Superintendent/Principal

This Agreement was approved by the Governing Board in open session at a regularly called meeting held on _____

**DUCCOR UNION ELEMENTARY SCHOOL DISTRICT
NOTICE OF SALARY FOR CERTIFICATED EMPLOYEES
(CURRENT) PROPOSAL FOR 18-19**

Employee: Isidro Rodriguez, Jr. School Year: 2017-2018

Job Assignment: Superintendent/Principal Step: N/A

180 School Days

36 Preparation & Closing Days

216 Total Work Days

* 8.00 Hours Authorized Daily

1,728 Total Hours

92,033.00 Annual Gross Salary

+ 12.00 Months Worked

7,669.42 Gross Salary by Month

New Annual Base Salary by Percentage		Annual Base Salary/ Dollar Increase
% Increase	Superintendent/Principal	
Current	\$ 92,033.00	\$ -
1.00%	\$ 92,953.33	\$ 920.33
1.50%	\$ 93,413.50	\$ 1,380.50
2.00%	\$ 93,873.66	\$ 1,840.66
2.50%	\$ 94,333.83	\$ 2,300.83
3.00%	\$ 94,793.99	\$ 2,760.99
3.50%	\$ 95,254.16	\$ 3,221.16
4.00%	\$ 95,714.32	\$ 3,681.32
4.50%	\$ 96,174.49	\$ 4,141.49
5.00%	\$ 96,634.65	\$ 4,601.65
10.00%	\$ 101,236.30	\$ 9,203.30
15.00%	\$ 105,837.95	\$ 13,804.95
20.00%	\$ 110,439.60	\$ 18,406.60

Annual Base Salary & Employee Paid Benefits		Annual Base Salary/ Dollar Increase
% Increase	Dollar Amount	
Current	\$ -	
1.00%	\$ 2,808.75	
1.50%	\$ 3,361.83	
2.00%	\$ 3,914.90	
2.50%	\$ 4,467.97	
3.00%	\$ 5,021.04	
3.50%	\$ 5,574.11	
4.00%	\$ 6,127.19	
4.50%	\$ 6,680.26	
5.00%	\$ 7,233.33	
10.00%	\$ 12,764.05	
15.00%	\$ 18,771.04	
20.00%	\$ 24,322.46	

New Annual Employee Paid Benefits by Percentage							Total Annual Employee Paid Benefits	Annual Employee Paid Benefits Dollar Increase
% Increase	STRS (18-19 16.28% from 14.43 %)	FICA	SUI	MEDICARE	WORKERS COMP			
Current	\$ 13,280.36	\$ -	\$ 46.02	\$ 1,334.48	\$ 2,217.90		\$ 16,878.76	\$ -
1.00%	\$ 15,132.80	\$ -	\$ 46.48	\$ 1,347.82	\$ 2,240.08		\$ 18,767.18	\$ 1,888.42
1.50%	\$ 15,207.72	\$ -	\$ 46.71	\$ 1,354.50	\$ 2,251.17		\$ 18,860.09	\$ 1,981.33
2.00%	\$ 15,282.63	\$ -	\$ 46.94	\$ 1,361.17	\$ 2,262.26		\$ 18,953.00	\$ 2,074.24
2.50%	\$ 15,357.55	\$ -	\$ 47.17	\$ 1,367.84	\$ 2,273.35		\$ 19,045.90	\$ 2,167.14
3.00%	\$ 15,432.46	\$ -	\$ 47.40	\$ 1,374.51	\$ 2,284.44		\$ 19,138.81	\$ 2,260.05
3.50%	\$ 15,507.38	\$ -	\$ 47.63	\$ 1,381.19	\$ 2,295.53		\$ 19,231.72	\$ 2,352.96
4.00%	\$ 15,582.29	\$ -	\$ 47.86	\$ 1,387.86	\$ 2,306.62		\$ 19,324.63	\$ 2,445.87
4.50%	\$ 15,657.21	\$ -	\$ 48.09	\$ 1,394.53	\$ 2,317.71		\$ 19,417.53	\$ 2,538.77
5.00%	\$ 15,732.12	\$ -	\$ 48.32	\$ 1,401.20	\$ 2,328.80		\$ 19,510.44	\$ 2,631.68
10.00%	\$ 16,481.27	\$ -	\$ 50.62	\$ 1,467.93	\$ 2,439.69		\$ 20,439.51	\$ 3,560.75
15.00%	\$ 17,230.42	\$ -	\$ 52.91	\$ 1,534.65	\$ 2,550.59		\$ 21,844.85	\$ 4,966.09
20.00%	\$ 17,979.57	\$ -	\$ 55.20	\$ 1,601.37	\$ 2,661.48		\$ 22,794.62	\$ 5,915.86

Health & Welfare	
17-18	\$20,243.40
18-19	\$21,053.14

*Projected 4 % Increase

% Increase		Total Cost to Employer
Current	\$	129,964.90
1.00%	\$	132,773.65
1.50%	\$	133,326.72
2.00%	\$	133,879.79
2.50%	\$	134,432.87
3.00%	\$	134,985.94
3.50%	\$	135,539.01
4.00%	\$	136,092.08
4.50%	\$	136,645.15
5.00%	\$	137,198.23
10.00%	\$	142,728.94
15.00%	\$	148,735.93
20.00%	\$	154,287.36

Energy Assessment Report



Ducor Union Elementary School District

23761 Ave 56

Ducor, CA, 93218

P: (559) 534-2261

PREPARED FOR:

Isidro Rodriguez

Superintendent

Ducor Union Elementary School District

23761 Ave 56

Ducor, CA, 93218

(559)534-2261

LAST UPDATED:

1/2/2018

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Section 1: Executive Summary

The Purpose of This Report

This report is an opportunity to evaluate the current status of energy consumption and costs for the School District and will track the District's performance long term. The report will be provided semi-annually and will serve as a tool to discuss and evaluate performance, review and implement policies, and identify opportunities for making further improvements.

Recommendations are made upon analysis, observation, and experience. Any recommendation requiring changes to equipment, set points, or educational programs will be discussed with the appropriate District representative before implementation. Contact to outside vendors to request changes will not be made until approval from the District.

Summary of Findings

During our visit, observations at the site indicated well managed energy usage. From lighting timers, to excellent behavioral traits (turning off lights when leaving a room, leaving doors closed while in heating or cooling modes, etc), this site is on the right track for optimal energy use. There were, however, a few areas which demonstrated some room for improvement.

While conducting the site visit, temperatures ranged in the low 60's. Typical district wide set points ranged from 75°-77° for occupied cooling and 68°-74° for occupied heating. IES would suggest a more consistent range of set points throughout the site for maximum efficiency.

Additionally, observations were made around the exterior of all sites. Though some areas did not have any exterior lighting on during the day, there were a few areas for improvement which will be listed below with examples.

There will continue to be an opportunity for improvement with encouraging efficient use of energy at all sites by reducing usage of space heaters, mini-fridges, microwaves, ensuring room lighting, projectors and thermostats are turned off when not in use and doors remain closed while heating or cooling.

Recommendations

- Set district wide standards for cooling/heating set points to be more consistent. Having district wide standards for occupied/unoccupied set points will maximize your efficiency and savings potential. A 1°F change in set points typically yields a 1% savings in energy use.
 - IES recommends an occupied cooling set point of 75°F with a +/- 3°F adjustment as needed. We also recommend an occupied heating set point of 68°F with a +/- 3°F adjustment.
 - IES recommends an unoccupied cooling set point of 90°F and an unoccupied heating set point of 45°F.
- Keep doors closed as often as possible.
- Encourage the use of centralized breakrooms and remove mini-fridges, microwaves and coffee pots from classrooms.
- Install laptop charging station efficiency controllers for additional savings district wide.

Section 2: Observations & Development

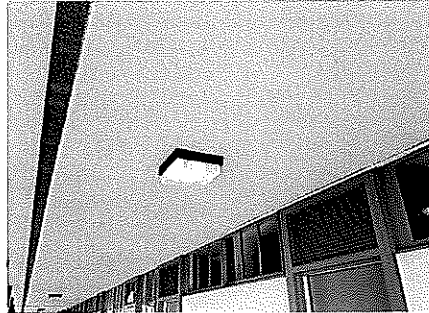
November 28th, 2017

During this period of time, the school site was reviewed and assessed. The review includes observations of energy use such as classroom and office energy behavior, campus wide lighting, and other electrical use impacts.

In reviewing the campus, there was a proportioned balance of good energy use as well as opportunities to save more energy. While, for the most part, the site demonstrated exceptional use of energy – empty classrooms had lights off, doors closed, exterior lighting off during daytime hours, etc. – there were some areas of improvement as highlighted below.

Outdoor lighting on the building exterior, underneath walkways, or above classrooms should be controlled using daylighting sensors or timer clocks. Some portables that had exterior wall boxes had the photo sensors covered and were controlled by a manual switch. It is important that staff remember that these units in particular need to be manually turned off at night.

November 28th - Ducor School



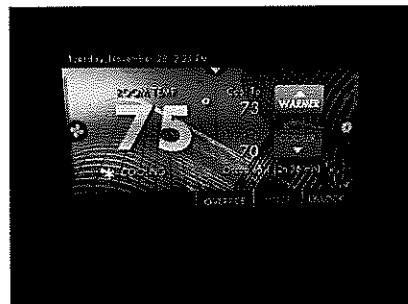
Exterior Lights left on during daylight hours



Classroom plug loads



Mini-Fridge exhausting heat located near thermostat



Time off on thermostat by (1) hour



MPR Doors left open with HVAC noted to be on



Additional Information Needed

To expand the trend data and analysis of the District's energy usage, the following pieces of information are required:

- Amount of personal computers as well as non-efficient models of Computers on Wheels (COWs) per site

Next Steps

The following items will be completed upon gathering appropriate information:

- Discuss possibility of SmartPlugs to maximize efficiency of COWs
- Provide updated Energy Usage Analysis (EUA) once data becomes available
- Develop key progress reports with information deemed pertinent to District.

DUCOR UNION ELEMENTARY SCHOOL DISTRICT
LOCAL EDUCATION AGENCY
ORGANIZATION STRUCTURE
JUNE 30, 2017

3.4
 TABLE D-1

Ducor Union Elementary School District was established on January 6, 1909. There were no changes in the boundaries of the District during the current year. The District consists of one elementary school, grades K-8.

Governing Board

Name	Office	Term and Term Expiration
Jim Koontz	President	Four year term expires 12/2020
Amparo Mariscal	Clerk	Four year term expires 12/2018
Mary McGill	Member	Two year term expires 12/2018
Patricia Hughes	Member	Four year term expires 12/2020
Flor Rodriguez	Member	Two year term expires 12/2018

Administration

Name	Office	Tenure
Isidro Rodriguez, Jr.	Superintendent/ Principal	Four years
Jeremiah Sosa	Office Manager	Two years