

Ducor School Board Attendance:

Date: 6/13/17

1. Rachel Nunez
2. Janie Chavez
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**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**

June 13, 2017

Meeting Place: Library, Room 23

resolution: 3

Open Session 5:30 PM

**\*Possible board action**

**Agenda**

**1. Called to order:**

Time: 5:34 pm

✓ President Jim Koontz

ABS Board Member Patricia Hughes

✓ Board Member Flora Rodriguez

✓ Clerk Amparo Mariscal

✓ Board Member Mary McGill

✓ Superintendent

1.1 Pledge of Allegiance

1.2 Introduction of Visitors: NONE

1.3 Community Input: NONE, McGill / Amparo cooky class

**2. Regular Business Agenda: Board Action**

2.1 \* May 19, 2017 Board Minutes: Review of minutes for any corrections. No comments

Action: Mr. Koontz M Mrs. Rodriguez 2 Mrs. Hughes ABS Mrs. Mariscal Aye Mrs. McGill 1

2.2 \* Accounts Payable: monthly bills paid for the month of May and June. toprove no comments

Action: Mr. Koontz M Mrs. Rodriguez Aye Mrs. Hughes ABS Mrs. Mariscal 2 Mrs. McGill 1

2.3 \* Inter-District Agreement for 2017-18: Two students requesting transfers to Hope Elementary School. toprove comments

Action: Mr. Koontz M Mrs. Rodriguez Aye Mrs. Hughes ABS Mrs. Mariscal 1 Mrs. McGill 2

2.4 \* Shared Business Support Services Agreements: external business service agreement to continue business with TCOE to provide, plan, prepare school budget reports. The contract amount is \$16, 229.00.

Action: Mr. Koontz M Mrs. Rodriguez Aye Mrs. Hughes ABS Mrs. Mariscal 2 Mrs. McGill 1 toprove Sup. comments good

2.5 \* Management Personal Business Leave Proposal: Mr. Sosa is requesting to change the language which only gives management one (1) personal business day leave to reflect three (3) personal business day.

Action: Mr. Koontz M Mrs. Rodriguez 1 Mrs. Hughes ABS Mrs. Mariscal 2 Mrs. McGill Aye

2.6 \* Request for Qualification (RFQ): the RFQ is to accept bids for a new roof for the main office building, the breezeway and the kindergarten building. 2 ABS 1 Aye Explain to bid for New roof

Action: Mr. Koontz M Mrs. Rodriguez Aye Mrs. Hughes ABS Mrs. Mariscal 2 Mrs. McGill 1

2.7 \* UPDATE Librarian Technician job description: CSEA and Ducor School agreed on a few changes to remove language stating employee will train volunteer adults. CSEA agreed with the changes and approve the new job description. Explain CSEA changes

Action: Mr. Koontz M Mrs. Rodriguez Aye Mrs. Hughes ABS Mrs. Mariscal 2 Mrs. McGill 1

2.8 \* School Works Inc. 2017-18 State funding and eligibility contract: School Works Inc. helps Ducor School to receive state funding for modernization and or new construction based on the application process necessary to qualify. Annual base fee is \$3000. *explain about yearly contract*

Action: Mr. Koontz M Mrs. Rodriguez 2 Mrs. Hughes AS Mrs. Mariscal for Mrs. McGill 1

2.9 \* Declaration of Need for 2017-18 school year: Limited assignment permit covering anticipated instructional needs during the school year. A teacher assignment may be permitted to teach outside their certification based on the need for the students and school daily core curriculum program. *explain to have it ready*

Action: Mr. Koontz M Mrs. Rodriguez 2 Mrs. Hughes AS Mrs. Mariscal for Mrs. McGill 1

2.10 \* Agreement for temporary certificated employment: This agreement is to offer employment for the 2017-18 school year, Sabrina Flores, first grade and Rachel Centeno, fourth grade. Both candidates are pending to be approved through TCOE. *explain*

Action: Mr. Koontz M Mrs. Rodriguez for Mrs. Hughes AS Mrs. Mariscal 1 Mrs. McGill 2

### 3. Informational:

- 3.1 LCAP; 2017-18 LCAP plan for review.
- 3.2 Budget Report 2017-18 School year for review
- 3.3 Attendance Report
- 3.4 California Public Records Act to Private Accounts
- 3.5 CSBA policy development workshop
- 3.6 2017-18 Ducor School Staff positions

### 4. Adjourn to Closed Session:

Time: *6:34pm*

### 5. Closed Session:

*Koontz M Amp 1 Plan. 2nd*

#### 5.1 Employee Business

### 6. Report Out of Closed Session:

Time:

#### 6.1 Actions Taken:

### 7. Adjournment:

Time: *6:34*

2.1

**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**

May 9, 2017

Meeting Place: Library, Room 23

resolution: 3

Open Session 5:30 PM

**\*Possible board action**

**Minutes**

**1. Called to order: Time: 5:31 pm**

☒ President Jim Koontz      ☒ Board Member Flora Rodriguez      ☐ Board Member Mary McGill  
☐ Board Member Patricia Hughes      ☐ Clerk Amparo Mariscal      ☒ Superintendent

**1.1 Pledge of Allegiance**

**1.2 Introduction of Visitors: Maryann Woodruff and Florence Pace**

**1.3 Community Input: Mrs. Woodruff talked about the school being a positive school, good student behavior, Mr. Reyes and his help with student positive behavior, Mr. Reyes helping students with challenges in the classroom, teaching a combo class is hard but a learning experience. Curriculum changes in combo class**

Mrs. Pace agreed with the combo class challenges, math challenges in 2<sup>nd</sup> grade, combo class is hard, using guided reading program helps students with reading and understanding, mix grade level to read at own level reading books, need for new ELA curriculum because books for students are out dated, students cannot relate to stories

**2. Regular Business Agenda: Board Action**

**2.1 \* April 18, 2017 Board Minutes: Review of minutes for any corrections. There were no concerns questions or changes needed. Action Approved:**

Action: Mr. Koontz\_m Mrs. Rodriguez\_aye Mrs. Hughes\_1 Mrs. Mariscal\_abs Mrs. McGill\_2

**2.2 \* Accounts Payable: monthly bills paid for the month of April and the beginning of May. Board member Mary McGill asked what American Incorporated was. Superintendent Rodriguez and Mrs. Pace recalled it was the A/C unit check because it was not heating up. The technician explained that the unit had a switch that needed to be reset. Board Member Mary McGill asked if the payment to TCOE was for the CPR training. Superintendent Rodriguez answered yes.**

Action: Approved

Action: Mr. Koontz\_m Mrs. Rodriguez\_aye Mrs. Hughes\_2 Mrs. Mariscal\_abs Mrs. McGill\_1

**2.3 \* Inter-District Agreement for 2017-18: Four students enrolling from Terra Bella District to Ducor School grade levels Kindergarten, fourth and seventh grades. Discussion about past experience with students. Three students attending have prior history. Unknown information about another student enrolling. Action: Approved**

Action: Mr. Koontz\_m Mrs. Rodriguez\_2 Mrs. Hughes\_1 Mrs. Mariscal\_abs Mrs. McGill\_aye

**2.4 \* Bus Driver Training Agreement: Agreement between Ducor School and Mr. Jeff Delk, to attend bus driving training. Superintendent Rodriguez explained that the contract was to have the new bus driver agree and accept if the school district was to pay for the education bus driving class time. No fee was necessary to take the class. No action was taken.**

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

2.5 \* Library Technician: Updated job description for the 2017-18 school year. Superintendent Rodriguez explained that the 2004 Library Technician job description and qualifications was outdated and needed to be updated. A new library technician job description met the new standards and qualifications. Superintendent Rodriguez explained that CSEA will be requesting to negotiate any changes if needed. Action: Approved

Action: Mr. Koontz\_m Mrs. Rodriguez\_aye Mrs. Hughes\_1 Mrs. Mariscal\_abs Mrs. McGill\_2

2.6 \* 2017-18 Ducor School Calendar: The calendar indicates the school schedule. Comments were made about the start date and end date. Discussions about the vacation time, spring break schedule and the schedule parallel PUSD. Action: Approved

Action: Mr. Koontz\_m Mrs. Rodriguez\_2 Mrs. Hughes\_1 Mrs. Mariscal\_abs Mrs. McGill\_aye

2.7 \* Storage Container: Request to purchase a storage container for an estimate cost of \$3,300. Superintendent Rodriguez explained that the container would help with storing PE equipment, help with CHOICES program after school, and other items. The older unit would be cleared and any unwanted or unused items would be recycled or disposed of. Maintenance can use the container to store items as needed. Shelving was also discussed to help with organization. President Koontz asked about the container and what would be included. Superintendent Rodriguez explained that it was a basic unit, no other additional features included. Mrs. Pace was surprised at the price for the unit. She believed that the cost would be far less if the unit was purchased locally. She explained that there was a business in Lindsay that sold containers and that we should look into that. The board agreed to the container and Superintendent Rodriguez would look into the local business to purchase the unit. Action: Approved

Action: Mr. Koontz\_m Mrs. Rodriguez\_aye Mrs. Hughes\_1 Mrs. Mariscal\_abs Mrs. McGill\_2

2.8 \* Transportation: Request to purchase a new/used 2016 passenger van. Superintendent Rodriguez explained that the transportation line item had significant amount of money left and that it had to be spent if the school did not want to submit a plan to TCOE/CDE and to not get an audit finding. Super. Rodriguez submitted a proposal to replace the existing SUV with a new/used transit van. The van would occupy 15 passengers. Super. Rodriguez expressed interest in the Ford 250 transit. Board Member Trish Hughes liked the idea of having a new vehicle. Board President Koontz said that the school could go places. Board Member Mary McGill said the van could be used for field trips. Mrs. Woodruff expressed the idea to take students up to the park to visit the Redwood trees. Mrs. Pace said that she knows the teachers would use it. Action: Approved

Action: Mr. Koontz\_m Mrs. Rodriguez\_aye Mrs. Hughes\_1 Mrs. Mariscal\_abs Mrs. McGill\_2

2.9 \* DTA association: Bargaining union request salary increase for the 2017-18 school year. Super. Rodriguez explained and reviewed the percentage increase. Mr. Sosa explained and reviewed the H&W cost increase for the 2017-18 school year. Mrs. Pace explained that DTA would agree to begin bargaining with one item and move onto negotiation on another item after. Board President Koontz motions to move to close session. Action: Approved

Action: Mr. Koontz\_m Mrs. Rodriguez\_2 Mrs. Hughes\_1 Mrs. Mariscal\_abs Mrs. McGill\_aye

2.10 \* Superintendent Contract for 2017-18: Contract submitted for review and approval. Board President Koontz motion to move to close session. Action Approved

Action: Mr. Koontz\_m Mrs. Rodriguez\_2 Mrs. Hughes\_1 Mrs. Mariscal\_abs Mrs. McGill\_aye

### 3. Informational:

3.1 Attendance:

3.2 LCAP: Band for Today

3.3 Cooking class invite

3.4 Notice of Public Hearing on the 2017-18 budget hearing.

3.5 LCAP

3.5 Parent Club now PTA

3.6 Parent letter and May Calendar

4. Adjourn to Closed Session: Time: 6:38 pm

5. Closed Session:

## 5.1 Employee Business

### 6. Report Out of Closed Session: Time: 6:56 PM

**6.1 Actions Taken:** 2.9 DTA association: Bargaining union request salary increase for the 2017-18 school year. Action: Approve, 1% certificated salary increase for the 2017-18 school year including H&W increase coverage.

Action: Mr. Koontz\_m\_\_ Mrs. Rodriguez\_aye\_ Mrs. Hughes\_1\_\_ Mrs. Mariscal\_abs\_\_ Mrs. McGill\_\_2\_\_

2.10 Superintendent Contract for 2017-18: Contract submitted for review and approval. Action: Approved, 3% increase for the 2017-18 school year.

Action: Mr. Koontz\_m\_\_ Mrs. Rodriguez\_2\_ Mrs. Hughes\_1\_\_ Mrs. Mariscal\_abs\_\_ Mrs. McGill\_aye\_\_\_\_

### 7. Adjournment: Time: 6:57 PM

Action: Mr. Koontz\_m\_\_ Mrs. Rodriguez\_2\_ Mrs. Hughes\_1\_\_ Mrs. Mariscal\_abs\_\_ Mrs. McGill\_aye\_\_\_\_

Ducor School Board Attendance:

Date:\_\_\_\_\_

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

# Tulare County Office of Education

## Accounts Payable Final - 6/8/2017 2:57:36 PM

6/8/2017  
2:58:22PMPage 1 of 2  
APY500\*\* FINAL \*\*  
Batch No 191

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013312	AMERPRIDE - CAFETERIA	PV-170601	6/7/2017		150190407		130-53100-0-00000-82000-55000-0-0000 towel bar microfiber, mop wet large, service charg	\$38.60			
							<b>Total Check Amount:</b>	<b>\$38.60</b>			
013311	AMERPRIDE UNIFORM SERVICE	PV-170600	6/7/2017		150190403		010-00000-0-00000-82000-55000-0-0000 mop dry, mop dry handle, towel wiper, mats, servic	\$90.57			
							<b>Total Check Amount:</b>	<b>\$90.57</b>			
013383	CVN LLC	PV-170602	6/1/2017		9011		010-00000-0-00000-27000-59000-0-0000 internet connection	\$109.15			
							<b>Total Check Amount:</b>	<b>\$109.15</b>			
013099	DON ROSE OIL COMPANY, INC.	PV-170599	6/2/2017		249372		010-00000-0-00000-82000-55000-0-0000 loaded 200gal of propane at 1.309a gal. plus perce	\$286.61			
							<b>Total Check Amount:</b>	<b>\$286.61</b>			
012182	DUCOR CASH REVOLVING FUND	PV-170596	6/8/2017		ch# 680		010-00000-0-00000-27000-59000-0-0000 Post Office box renewal for 1 year	\$116.00			M
							<b>Total Check Amount:</b>	<b>\$116.00</b>			
013386	G&S Electric	PV-170598	5/26/2017		3433		010-00000-0-00000-82000-56000-0-0000 remove light fixture cover, lense needed new balla	\$278.65			
							<b>Total Check Amount:</b>	<b>\$278.65</b>			
011547	PORTERVILLE RECORDER	PV-170595	5/31/2017		705539		010-00000-0-00000-71100-58000-0-0000 Notice of Public Hearing announcement	\$101.76			
							<b>Total Check Amount:</b>	<b>\$101.76</b>			
012652	SIGNAL AUTO PARTS	PV-170597	5/22/2017		35782		010-11000-0-00000-82000-43000-0-0000 spin on lube, excavators, radial seal, Ford oil,	\$81.36			
							<b>Total Check Amount:</b>	<b>\$81.36</b>			
012141	SMART & FINAL	PV-170603	6/7/2017		trans#166		010-90358-0-71100-40000-43000-0-0000 food items for Summer Night Lights bar-b-que	\$297.42			
							<b>Total Check Amount:</b>	<b>\$297.42</b>			

**Tulare County Office of Education**  
**10 Ducor Union Elementary School District**  
**Accounts Payable Final - 6/8/2017 2:57:36 PM**

Page 2 of 2  
 APY500  
 \*\* FINAL \*\*  
 Batch No 191

6/8/2017  
 2:58:57PM

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
--------------	-------------	---------------------	-----------------	------	------------	-------------------	--------------	--------	------	-----	-------

Total Check Amount: \$297.42



**Tulare County Office of Education**  
**Accounts Payable Final - 6/8/2017 2:57:36 PM**

Page 1 of 1  
 APY500

6/8/2017  
 2:58:57PM

\*\* FINAL \*\*  
 Batch No 191

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
--------------	-------------	---------------------	-----------------	------	------------	-------------------	--------------	--------	------	-----

Total District Payment Amount: \$1,400.12

10 Ducor Union Elementary School District  
**Tulare County Office of Education**  
**Accounts Payable Final - 6/8/2017 2:57:36 PM**

6/8/2017 2:58:57PM  
 Page 1 of 1  
 APV500

\*\* FINAL \*\*  
 Batch No 191

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
Batch No 191											
Total Accounts Payable:											
								\$1,400.12			

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 \$1,400.12 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	\$1,361.52
130	\$38.60
Total	\$1,400.12

**Tulare County Office of Education**  
**Accounts Payable Final - 6/1/2017 3:56:29 PM**

10 Ducor Union Elementary School District

6/1/2017  
3:57:07PM

Page 1 of 2  
APY500

\*\* FINAL \*\*  
Batch No 190

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
013312	AMERIPRIDE - CAFETERIA	PV-170592	5/31/2017		1501905377		130-53100-0-00000-82000-55000-0-0000 towel bar, mop wet large, service charge	\$38.60			
							<b>Total Check Amount:</b>	<b>\$38.60</b>			
013311	AMERIPRIDE UNIFORM SERVICE	PV-170591	5/31/2017		1501905374		010-00000-0-00000-82000-55000-0-0000 mop dry 24", mop dry handle, towel wiper, mats	\$90.57			
							<b>Total Check Amount:</b>	<b>\$90.57</b>			
012778	CALIFORNIA DEPT OF EDUCATION	PV-170588	5/12/2017		C-058206		010-42030-0-00000-00000-82900-0-0000 recovery of Title III funds not spent for 2014-201	\$4,478.00	G		
							<b>Total Check Amount:</b>	<b>\$4,478.00</b>			
012865	DEBI BATES	PV-170590	5/18/2017		May 23		010-00000-0-11100-10000-52000-0-0000 reimbursement for mileage to TCOE for CPR class	\$51.36			
							<b>Total Check Amount:</b>	<b>\$51.36</b>			
013443	Joel Rangel	PV-170594	6/7/2017		001		010-90358-0-71100-40000-56000-0-0000 charge for bouncehouse rental and setup for Summer	\$50.00	N		
							<b>Total Check Amount:</b>	<b>\$50.00</b>			
013451	Juan T. Reyes	PV-170587	5/1/2017		009		010-07200-0-11100-10000-58000-0-0303 increase parent involvement, short term counseling	\$2,935.00	J		
	Juan T. Reyes		5/1/2017		009		010-07200-0-11100-10000-58000-0-0301	\$2,105.00	J		
							<b>Total Check Amount:</b>	<b>\$5,040.00</b>			
013408	Maricela Valencia	PV-170593	6/7/2017		001		010-90358-0-71100-40000-56000-0-0000 port-o-potty, tables and chairs rental for Summer	\$200.00			
							<b>Total Check Amount:</b>	<b>\$200.00</b>			
013374	ROSALVA AVILA	PV-170589	5/18/2017		523		010-00000-0-11100-10000-52000-0-0000 reimbursement for mileage for travel to TCOE for C	\$52.53			
							<b>Total Check Amount:</b>	<b>\$52.53</b>			

**Tulare County Office of Education**  
**Accounts Payable Final - 6/1/2017 3:56:29 PM**

10 Ducor Union Elementary School District

6/1/2017  
3:57:13PM

Page 2 of 2  
APY500

\*\* FINAL \*\*  
Batch No 190

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
-----------	-------------	------------------	--------------	------	------------	----------------	--------------	--------	------	-----

005384	SOUTHERN CALIFORNIA EDISON	PV-170583	5/26/2017		May 26 2017	010-00000-0-00000-82000-55000-0-0000	electricity	\$1,950.99		
--------	----------------------------	-----------	-----------	--	-------------	--------------------------------------	-------------	------------	--	--

**Total Check Amount:**

**\$1,950.99**

012837	SUPPLYWORKS	PV-170586	5/26/2017		401854294	010-00000-0-00000-82000-55000-0-0000	foam skin cleanser, urinal scrub, bath tissue, lin	\$706.41		
--------	-------------	-----------	-----------	--	-----------	--------------------------------------	--	----------	--	--

**Total Check Amount:**

**\$706.41**

012106	TERRA BELLA IRRIGATION SUPPLY	PV-170584	5/29/2017		1352	010-00000-0-00000-82000-55000-0-0000	sprinkler wire 8 strand, clear cement, coupler, ty	\$42.32		
--------	-------------------------------	-----------	-----------	--	------	--------------------------------------	--	---------	--	--

**Total Check Amount:**

**\$42.32**

012709	TULARE COUNTY OFFICE OF ED.	PV-170581	5/19/2017		172459	010-62640-0-11100-10000-58000-0-0000	RIRA training fee at TCOE for Florance Pace	\$125.00		
--------	-----------------------------	-----------	-----------	--	--------	--------------------------------------	---	----------	--	--

**Total Check Amount:**

**\$125.00**

012434	WASTE MANAGEMENT	PV-170582	5/1/2017		4095050-0165-4	010-00000-0-00000-82000-55000-0-0000	trash, gallon toter, dumpster services for May	\$527.08		
--------	------------------	-----------	----------	--	----------------	--------------------------------------	--	----------	--	--

**Total Check Amount:**

**\$527.08**

**10 Ducor Union Elementary School District**  
**Tulare County Office of Education**  
**Accounts Payable Final - 6/1/2017 3:56:29 PM**

Page 1 of 1  
 APY500

6/1/2017  
 3:57:13PM

\*\* FINAL \*\*  
 Batch No 190

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
--------------	-------------	---------------------	-----------------	------	------------	-------------------	--------------	--------	------	-----

Total District Payment Amount: \$13,352.86

10 Ducor Union Elementary School District  
**Tulare County Office of Education**  
**Accounts Payable Final - 6/1/2017 3:56:29 PM**

Page 1 of 1  
 APY500

6/1/2017  
 3:57:13PM

\*\* FINAL \*\*  
 Batch No 190

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
Batch No 190											
Total Accounts Payable:								\$13,352.86			

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 \$13,352.86 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		\$13,314.26
130		\$38.60
Total		\$13,352.86

# 10 Ducor Union Elementary School District Tulare County Office of Education Accounts Payable Final - 5/25/2017 3:38:12 PM

5/25/2017  
3:39:32PM

Page 1 of 3  
APY500

\*\* FINAL \*\*

Batch No 189

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT	Audit
-----------	-------------	------------------	--------------	------	------------	----------------	--------------	--------	------	-----	-------

012999	ADVANCED MICRO SYSTEMS	PV-170564	5/22/2017		180068		010-00000-0-00000-27000-58000-0-0000	\$536.00			
--------	------------------------	-----------	-----------	--	--------	--	--------------------------------------	----------	--	--	--

Network Optimization Agreement payment for June

**\$536.00**

**Total Check Amount:**

013312	AMERIPRIDE - CAFETERIA	PV-170579	5/17/2017		1501895462		130-53100-0-00000-82000-55000-0-0000	\$38.60			
--------	------------------------	-----------	-----------	--	------------	--	--------------------------------------	---------	--	--	--

towel bar microfibre, mop wet large, service chair

\$38.60

130-53100-0-00000-82000-55000-0-0000

towel bar microfibre white, mop wet large, service

**\$77.20**

**Total Check Amount:**

013311	AMERIPRIDE UNIFORM SERVICE	PV-170577	5/17/2017		1501895460		010-00000-0-00000-82000-55000-0-0000	\$90.57			
--------	----------------------------	-----------	-----------	--	------------	--	--------------------------------------	---------	--	--	--

mop dry, mop dry handle wood, towel wiper, mats

\$90.57

010-00000-0-00000-82000-55000-0-0000

**\$181.14**

**Total Check Amount:**

013243	Education and Leadership Found	PV-170557	5/8/2017		1221		010-30100-0-11100-10000-58000-0-0000	\$26,000.00			
--------	--------------------------------	-----------	----------	--	------	--	--------------------------------------	-------------	--	--	--

agency providing professional tutoring services for

**\$26,000.00**

**Total Check Amount:**

013386	G&S Electric	PV-170563	5/12/2017		3414		010-00000-0-00000-82000-56000-0-0000	\$408.18			
--------	--------------	-----------	-----------	--	------	--	--------------------------------------	----------	--	--	--

rehooked up power to 2 pole lights, installed bulb

**\$408.18**

**Total Check Amount:**

012713	IMAGESTUFF.COM (School Life)	PV-170556	5/9/2017		order#200002689		010-00000-0-11100-10000-43000-0-0000	\$37.97			
--------	------------------------------	-----------	----------	--	-----------------	--	--------------------------------------	---------	--	--	--

4 perfect attendance plaques

**\$37.97**

**Total Check Amount:**

013278	ISIDRO RODRIGUEZ	PV-170558	5/5/2017		5517		010-00000-0-11100-10000-43000-0-0000	\$90.56			
--------	------------------	-----------	----------	--	------	--	--------------------------------------	---------	--	--	--

baseball/softball equipment, bases and helmets

**\$90.56**

**Total Check Amount:**

013339	LINDA FAYE JOHNSON	PV-170562	5/22/2017		May 22		010-00000-0-00000-72000-58000-0-0000	\$1,365.00			J
--------	--------------------	-----------	-----------	--	--------	--	--------------------------------------	------------	--	--	---

for services rendered in the consultation of LCAP

# Tulare County Office of Education

## Accounts Payable Final - 5/25/2017 3:38:12 PM

5/25/2017  
3:39:38PM

Page 2 of 3  
APY500

\*\* FINAL \*\*  
Batch No 189

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
-----------	-------------	------------------	--------------	------	------------	----------------	--------------	--------	------	-----

Total Check Amount: \$1,365.00

012267 MC GILL, MARY PV-170559 5/15/2017 5152 010-00000-0-11100-10000-43000-0-0000 food items purchased for Mary's cooking class pare \$825.56

Total Check Amount: \$825.56

012443 QUILL CORPORATION PV-170572 5/2/2017 6468868 010-00000-0-00000-27000-43000-0-0000 Quill ruled yellow pads \$11.84

QUILL CORPORATION PV-170573 5/2/2017 6466605 010-00000-0-00000-27000-43000-0-0000 \$11.84

QUILL CORPORATION PV-170574 5/2/2017 6472555 010-00000-0-00000-27000-43000-0-0000 \$322.16

QUILL CORPORATION PV-170575 5/9/2017 6626125 010-00000-0-00000-27000-43000-0-0000 1 hole punch, precise rolling ball, copy paper, en \$170.22

QUILL CORPORATION PV-170576 5/16/2017 6839227 010-00000-0-00000-27000-43000-0-0000 10 packs envelopes w/window, 10 packs reg. envelop \$49.62

link cartridges, paper clips, \$565.68

Total Check Amount: \$565.68

013199 RES COM Pest Control PV-170569 5/6/2017 1535235 130-53100-0-00000-82000-55000-0-0000 spray cafeteria area for ants, roaches, and spider \$45.00

Total Check Amount: \$45.00

013374 ROSALVA AVILA PV-170567 4/26/2017 426 010-00000-0-11100-10000-52000-0-0000 reimbursement for mileage for travel to Staff conf \$47.62

Total Check Amount: \$47.62

013168 SCHOOL MATE PV-170560 5/9/2017 IN000464100 010-00000-0-11100-10000-43000-0-0000 120 qty student agendas \$258.00

Total Check Amount: \$258.00

013469 Shropshire Containers PV-170561 5/1/2017 S1752 010-81500-0-00000-81100-43000-0-0000 40' HC container used for storage-\$2784.22 plus sa \$3,000.00

Total Check Amount: \$3,000.00

012141 SMART & FINAL PV-170565 5/22/2017 trans#198 010-63000-0-11100-10000-43000-0-0000 purchase of pizza and drinks to honor 8th grd Read \$39.24



# 10 Ducor Union Elementary School District Tulare County Office of Education Accounts Payable Final - 5/25/2017 3:38:12 PM

5/25/2017  
3:39:38PM

Page 3 of 3  
APY500

\*\* FINAL \*\*  
Batch No 189

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
-----------	-------------	------------------	--------------	------	------------	----------------	--------------	--------	------	-----

Total Check Amount: \$39,24

013468 Sue Sa s Creative Catering PV-170568 4/26/2017 May 31st event 010-00000-0-00000-27000-43000-0-0000 \$498.00  
end of year staff luncheon catered by Sue Sa Creat

Total Check Amount: \$498.00

012709 TULARE COUNTY OFFICE OF ED. PV-170570 10/30/2016 170951 010-00000-0-00000-27000-58000-0-0000 \$45.00

TULARE COUNTY OFFICE OF ED. PV-170571 4/10/2017 172183 Registration fee for CPR class at TCOE for Mr. Hill 010-00000-0-00000-27000-58000-0-0000 \$90.00  
Registration CPR fee Debi B. and Rosa A. at \$45 ea

Total Check Amount: \$135.00

013352 Virginia Rubio PV-170566 4/28/2017 428 010-00000-0-11100-10000-52000-0-0000 \$45.26  
reimbursement for mileage for travel to Support st

Total Check Amount: \$45.26

10 Ducor Union Elementary School District  
 Tulare County Office of Education  
 Accounts Payable Final - 5/25/2017 3:38:12 PM

Page 1 of 1  
 APY500  
 \*\* FINAL \*\*  
 Batch No 189

5/25/2017  
 3:39:38PM

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
							Total District Payment Amount:	\$34,155.41		

# 10 Ducor Union Elementary School District Tulare County Office of Education Accounts Payable Final - 5/25/2017 3:38:12 PM

Page 1 of 1  
APY500

5/25/2017  
3:39:38PM

\*\* FINAL \*\*  
Batch No 189

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
-----------	-------------	------------------	--------------	------	------------	----------------	--------------	--------	------	-----

Batch No 189

Total Accounts Payable:

\$34,155.41

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 \$34,155.41 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	\$34,033.21
130	\$122.20
Total	\$34,155.41

# Tulare County Office of Education

## 10 Ducor Union Elementary School District Accounts Payable Final - 5/11/2017 3:25:55 PM

Page 1 of 2  
APY500

5/11/2017  
3:26:45PM

**\*\* FINAL \*\***  
**Batch No 188**

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
-----------	-------------	------------------	--------------	------	------------	----------------	--------------	--------	------	-----

013312	AMERIPRIDE - CAFETERIA	PV-170555	5/10/2017		1501890544	130-53100-0-00000-82000-55000-0-0000	towelbar microfber, mop wet large, service charge	\$38.60		
--------	------------------------	-----------	-----------	--	------------	--------------------------------------	---	---------	--	--

**Total Check Amount:**

**\$38.60**

013311	AMERIPRIDE UNIFORM SERVICE	PV-170554	5/10/2017		1501890541	010-00000-0-00000-82000-55000-0-0000	mop dry, mop dry handle, towel wiper, mats	\$90.57		
--------	----------------------------	-----------	-----------	--	------------	--------------------------------------	--	---------	--	--

**Total Check Amount:**

**\$90.57**

013295	AT&T	PV-170546	4/25/2017		Apr 25	010-00000-0-00000-82000-55000-0-0000	school landlines	\$8.07		
--------	------	-----------	-----------	--	--------	--------------------------------------	------------------	--------	--	--

**Total Check Amount:**

**\$8.07**

013417	Gulligan (Water Conditioning)	PV-170548	4/30/2017		29807	010-00000-0-00000-82000-55000-0-0000	2 5gal water, plus stand rental	\$20.00		
--------	-------------------------------	-----------	-----------	--	-------	--------------------------------------	---------------------------------	---------	--	--

**Total Check Amount:**

**\$20.00**

013099	DON ROSE OIL COMPANY, INC.	PV-170544	5/2/2017		246379	010-00000-0-00000-82000-55000-0-0000	loaded 170gal at 1.309, percentage fee, compliance	\$239.62		
--------	----------------------------	-----------	----------	--	--------	--------------------------------------	--	----------	--	--

	DON ROSE OIL COMPANY, INC.	PV-170547	4/20/2017		208417	010-00000-0-00000-36000-43000-0-0000	loaded 200gals diesel at 2.31, state tax, spillage	\$549.45		
--	----------------------------	-----------	-----------	--	--------	--------------------------------------	--	----------	--	--

**Total Check Amount:**

**\$789.07**

012182	DUCOR CASH REVOLVING FUND	PV-170551	5/5/2017		ch#673	010-00000-0-00000-27000-59000-0-0000	Priority shipping stamps (12)	\$79.80	M	
--------	---------------------------	-----------	----------	--	--------	--------------------------------------	-------------------------------	---------	---	--

**\$79.80**

013278	ISIDRO RODRIGUEZ	PV-170553	5/3/2017		53	010-00000-0-00000-27000-43000-0-0000	reimbursement for purchase of items for 5 de mayo	\$18.35		
--------	------------------	-----------	----------	--	----	--------------------------------------	---	---------	--	--

**Total Check Amount:**

**\$18.35**

012703	PACE, FLORANCE	PV-170552	5/5/2017		may 5	010-62640-0-11100-10000-52000-0-0000	mileage reimbursement for travel to training at co	\$58.85		
--------	----------------	-----------	----------	--	-------	--------------------------------------	--	---------	--	--

**Total Check Amount:**

**\$58.85**

10 Ducor Union Elementary School District  
**Tulare County Office of Education**  
**Accounts Payable Final - 5/11/2017 3:25:55 PM**

5/11/2017  
 3:27:03PM

Page 2 of 2  
 APY500

**\*\* FINAL \*\***  
**Batch No 188**

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
-----------	-------------	------------------	--------------	------	------------	----------------	--------------	--------	------	-----

012681	SISC III	PV-170550	5/1/2017		May 1 - May 31		010-00000-0-000000-000000-95024-0-0000	\$19,103.60	G	
							Health & Welfare benefits			
012141	SMART & FINAL	PV-170549	4/26/2017		trans# 126		010-00000-0-11100-10000-43000-0-0000	\$19.43		
							50ct package bottled water for PTA meeting			
012837	SUPPLYWORKS	PV-170545	5/5/2017		399772912		010-00000-0-00000-82000-55000-0-0000	\$351.37		
							foam skin cleanser, intercept micro filter, bath t			
							<b>Total Check Amount:</b>	<b>\$19,103.60</b>		
							<b>Total Check Amount:</b>	<b>\$19.43</b>		
							<b>Total Check Amount:</b>	<b>\$351.37</b>		

**10 Ducor Union Elementary School District**  
**Tulare County Office of Education**  
**Accounts Payable Final - 5/11/2017 3:25:55 PM**

Page 1 of 1  
 APY500

5/11/2017  
 3:27:03PM

\*\* FINAL \*\*  
 Batch No 188

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
-----------	-------------	------------------	--------------	------	------------	----------------	--------------	--------	------	-----

Total District Payment Amount: \$20,577.71

10 Ducor Union Elementary School District  
**Tulare County Office of Education**  
**Accounts Payable Final - 5/11/2017 3:25:55 PM**

Page 1 of 1  
 APY500

5/11/2017  
 3:27:03PM

\*\* FINAL \*\*  
 Batch No 188

Audit

Vendor No	Vendor Name	Reference Number	Invoice Date	PO #	Invoice No	Separate Check	Account Code	Amount	Flag	EFT
Batch No 188										
								Total Accounts Payable:	\$20,577.71	

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 \$20,577.71 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	\$20,539.11
130	\$38.60
Total	\$20,577.71

2.3

DUCOR UNION ELEMENTARY SCHOOL DISTRICT  
INTERDISTRICT ATTENDANCE AGREEMENT

THIS AGREEMENT, made and entered into this 13<sup>th</sup> day of June, 2017, pursuant to Education Code Section 10801, pursuant to Education Code Section 10801, by and between the Governing Board of the Ducor Union Elementary School District of Tulare County and the Governing Board of the Hope School District of Tulare County.

WITNESSETH:

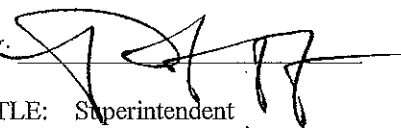
IT IS MUTUALLY AGREED as follows:

1. Hope School District agrees to accept, insofar as facilities permit, the following named pupil from the Ducor Union Elementary School District:

1	Celeste Valadez	8th
	Student Name	Grade
2.	Student Name	Grade
3.	Student Name	Grade
4.	Student Name	Grade
2. Hope School District agrees to furnish said pupils the same advantages, equipment, supplies and services as furnished to other pupils in attendance at this school, excluding transportation.
3. CHECK A OR B AS APPLICABLE:
  - A. XXXXX NO TUITION CHARGE: The district of attendance shall be credited with the pupil attendance for apportionment purposes and the revenue limit pursuant to Education Code Section 20904 or 20905 (Ed Code Sec. 10813-2b).
  - B. \_\_\_\_\_ TUITION CHARGED: The maximum charge shall be the actual cost per unit of average daily attendance for the grade level or program, less any income other than tuition, received by the district of attendance on account of such attendance. Any tuition payment shall be made no later than August 31 after the close of the year. (Ed Code Sec. 10813-2a).
4. This agreement is effective only for the school year beginning July 1, 2017 and ending June 30, 2018, and neither part is bound by said agreement or any of the covenants herein contained after the expiration of said school year.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day & year above.

GOVERNING BOARD OF THE DUCOR  
UNION ELEMENTARY SCHOOL  
DISTRICT

BY:   
TITLE: Superintendent  
DATE: 6/13/17

GOVERNING BOARD OF HOPE  
SCHOOL DISTRICT

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_



DUCOR UNION ELEMENTARY SCHOOL DISTRICT  
INTERDISTRICT ATTENDANCE AGREEMENT

THIS AGREEMENT, made and entered into this 13<sup>th</sup> day of June, 2017, pursuant to Education Code Section 10801, pursuant to Education Code Section 10801, by and between the Governing Board of the Ducor Union Elementary School District of Tulare County and the Governing Board of the Porterville Unified School District of Tulare County.

WITNESSETH:

IT IS MUTUALLY AGREED as follows:

1. Porterville Unified School District agrees to accept, insofar as facilities permit, the following named pupil from the Ducor Union Elementary School District:

1	Jesus Valadez	1 <sup>st</sup>	(Santa Fe Elem.)
	Student Name	Grade	

2.	Student Name	Grade	
----	--------------	-------	--

3.	Student Name	Grade	
----	--------------	-------	--

4.	Student Name	Grade	
----	--------------	-------	--

2. Porterville Unified School District agrees to furnish said pupils the same advantages, equipment, supplies and services as furnished to other pupils in attendance at this school, excluding transportation.

3. CHECK A OR B AS APPLICABLE:

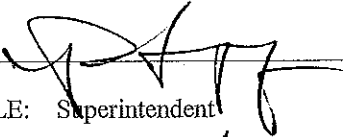
A. XXXXX NO TUITION CHARGE: The district of attendance shall be credited with the pupil attendance for apportionment purposes and the revenue limit pursuant to Education Code Section 20904 or 20905 (Ed Code Sec. 10813-2b).

B. \_\_\_\_\_ TUITION CHARGED: The maximum charge shall be the actual cost per unit of average daily attendance for the grade level or program, less any income other than tuition, received by the district of attendance on account of such attendance. Any tuition payment shall be made no later than August 31 after the close of the year. (Ed Code Sec. 10813-2a).

4. This agreement is effective only for the school year beginning July 1, 2017 and ending June 30, 2018, and neither part is bound by said agreement or any of the covenants herein contained after the expiration of said school year.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day & year above.

GOVERNING BOARD OF THE DUCOR  
UNION ELEMENTARY SCHOOL  
DISTRICT

BY:   
TITLE: Superintendent

DATE: 6/13/17

GOVERNING BOARD OF PORTERVILLE  
UNIFIED SCHOOL DISTRICT

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

2.4

# Tulare County Office of Education

*Committed to Students, Support and Service*

April 20, 2017

**Jim Vidak**  
County  
Superintendent  
of Schools

P.O. Box 5091  
Visalia, California  
93278-5091

(559) 733-6300  
tcoe.org

**Administration**  
(559) 733-6301  
fax (559) 627-5219

**Business Services**  
(559) 733-6474  
fax (559) 737-4378

**Human Resources**  
(559) 733-6306  
fax (559) 627-4670

**Instructional Services**  
(559) 733-6328  
fax (559) 739-0310

**Special Services**  
(559) 730-2910  
fax (559) 730-2511

*Main Locations*

**Administration  
Building & Conference  
Center**  
6200 S. Mooney Blvd.  
Visalia

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Science Center**  
555 Ave. 264  
Visalia

Roel Marroquin, Superintendent  
Allensworth Elementary School District  
HC 1 Box 136  
Allensworth, CA 93219

Ernie Flores, Superintendent  
Palo Verde Union School District  
9637 Avenue 196  
Tulare, CA 93274

Terri Rufert, Superintendent  
Sundale Union Elementary School District  
13990 Avenue 240  
Tulare, CA 93274

Mark Odsather, Superintendent/Principal  
Pleasant View School District  
14004 Road 184  
Porterville, CA 93257

Steve Ramirez, Superintendent  
Traver Joint School District  
36736 Canal Dr.  
P.O. Box 69  
Traver, CA 93673

Isidro Rodriguez, Superintendent  
Ducor Union School District  
P.O. Box 249  
Ducor, CA 93218-0249

Christopher Kemper, Superintendent  
Stone Corral Elementary School District  
15590 Avenue 383  
Visalia, CA 93292

Fernie Marroquin, Ed.D., Superintendent  
Oak Valley Union School District  
24500 Road 68  
Tulare, CA 93274

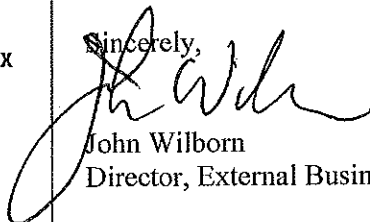
Miguel Guerrero, Ed.D., Superintendent  
Tipton Elementary School District  
P.O. Box 787  
370 North Evans  
Tipton, CA 93272

REGARDING: **Shared Business Support Services Agreements**

Attached you will find **two** copies of the 2017-18 business support services agreement. After approval by your board of trustees, **please sign and return all copies** to Elizabeth Sisk's attention. We will return one copy for your files after being signed by Craig Wheaton.

If you have any questions or concerns regarding the agreement or services, please give me a call and we can discuss them.

Sincerely,



John Wilborn  
Director, External Business Services

**TULARE COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
DUCOR UNION ELEMENTARY SCHOOL DISTRICT  
BUSINESS SUPPORT SERVICES AGREEMENT**

**THIS AGREEMENT**, is entered into as of \_\_\_\_\_, between the TULARE COUNTY SUPERINTENDENT OF SCHOOLS, referred to as SUPERINTENDENT, and DUCOR UNION ELEMENTARY SCHOOL DISTRICT, referred to as DISTRICT, with reference to the following:

- A. Pursuant to Education Code sections 1260(e), 1262 and 1700, SUPERINTENDENT may provide services to school districts within his jurisdiction.
- B. DISTRICT requires business support services.
- C. SUPERINTENDENT is willing to provide business support services to DISTRICT upon the terms and conditions of this Agreement.

**ACCORDINGLY, IT IS AGREED:**

1. **TERM:** This Agreement shall become effective as of July 1, 2017 and shall expire on June 30, 2018 unless otherwise terminated as provided in this Agreement. This Agreement may be renewed each year upon written consent of the parties.

2. **ROLE OF SUPERINTENDENT:** SUPERINTENDENT will furnish business support services to DISTRICT during the term of this Agreement under the direction of SUPERINTENDENT as follows:

- a. Provide a qualified individual(s) to perform business services as listed on Attachment A. Service hours will be limited to a maximum of Two Hundred Four Hours (204). Additional hours provided will be billed at \$79.55 per hour of service.
- b. Pay all travel costs incurred by contract staff member(s) to the central office of the DISTRICT to provide services per Attachment A.
- c. Pay expenses of contract staff member(s) for approved conferences during the year, not to exceed two (2) days.
- d. Provide office space, furniture, equipment, software and other materials used by contract staff member(s) in providing the services under this Agreement.

3. **ROLE OF DISTRICT:** DISTRICT agrees to:

- a. Pay all travel costs, directly to the individual, for mileage, travel and conference costs incurred at the specific request of DISTRICT.
- b. Recognize the general fiscal monitoring responsibilities of SUPERINTENDENT. This Agreement shall not affect those duties.

**4. INDEPENDENT CONTRACTOR:**

a. This Agreement is entered into by both parties with the express understanding that SUPERINTENDENT will perform all services required under this Agreement as an independent contractor. Nothing in this Agreement shall be construed to constitute SUPERINTENDENT or any of its agents, employees or officers as an agent, employee or officer of DISTRICT.

b. Subject to any performance criteria contained in this Agreement, SUPERINTENDENT shall be solely responsible for determining the means and methods of performing the specified services and DISTRICT shall have no right to control or exercise any supervision over SUPERINTENDENT'S agents, employees or officers as to how the services will be performed. Notwithstanding this independent contractor relationship, DISTRICT shall have the right to monitor and evaluate the performance of SUPERINTENDENT to assure compliance with this Agreement.

c. SUPERINTENDENT is responsible for paying all salary, benefits, entitlements and other costs and expenses of its agents, employees or officers, including those required by state or federal law, including, but not limited to: retirement benefits, statutory benefits, workers compensation and group insurance, FICA (Social Security) taxes, state or federal unemployment insurance contributions, state or federal income taxes, disability insurance contributions, and unemployment compensation insurance.

**5. COST OF SERVICES:** DISTRICT agrees to pay SUPERINTENDENT the sum of Sixteen Thousand Two Hundred Twenty Nine Dollars (\$16,229.00) for the services provided in this Agreement. SUPERINTENDENT shall transfer this sum from the funds of DISTRICT to the County School Service Fund after January 1, 2018. Specific services to be performed will be at the choice of the DISTRICT.

**6. INDEMNIFICATION:** SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify the other, its agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, including District property, arising from, or in connection with, their performance or their agents, officers and employees under this Agreement. This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

**7. TERMINATION:**

a. This Agreement may not be terminated prior to the expiration of its term, except that it can be terminated early effective on the 60th day following the mutual written consent of the parties.

b. Effects of Termination: Expiration or termination of this Agreement shall not terminate any obligations to indemnify, to maintain and make available any records pertaining to the Agreement, to cooperate with any audit, to be subject to offset, or to make any reports of pre-termination contract activities.

8. **ENTIRE AGREEMENT REPRESENTED:** This Agreement represents the entire agreement between SUPERINTENDENT and DISTRICT as to its subject matter and no prior oral or written understanding shall be of any force or effect. No part of this Agreement may be modified without the written consent of all parties.

9. **NOTICES:**

a. Except as may be otherwise required by law, any notice to be given shall be written and shall be either personally delivered, sent by facsimile transmission or sent by first class mail, postage prepaid and addressed as follows:

**SUPERINTENDENT:**

Craig Wheaton, Ed.D.  
Deputy Superintendent, Administrative Services  
P.O. Box 5091  
Visalia, California 93278-5091

**Phone No.:** (559) 733-6474

**Fax No.:** (559) 737-4378

**DISTRICT:**

DUCOR UNION ELEMENTARY School District  
23761 Avenue 56  
P.O. Box 249  
Ducor, California 93218-0249

**Phone No.:** 559-534-2261

**Fax No.:** 559-534-2271

b. Notice personally delivered is effective when delivered. Notice sent by facsimile transmission is deemed to be received upon successful transmission. Notice sent by first class mail shall be deemed received on the fifth day after the date of mailing. Either party may change the above address or phone or fax number by giving written notice pursuant to this paragraph.

10. **CONSTRUCTION:** This Agreement reflects the contributions of all parties and accordingly the provisions of Civil Code Section 1654 shall not apply to address and interpret any uncertainty.

11. **NO THIRD PARTY BENEFICIARIES INTENDED:** The parties to this Agreement do not intend to provide any other person, including but not limited to contract staff, with any benefit or enforceable legal or equitable right or remedy.

12. **EXHIBITS AND RECITALS:** The Recitals and the Exhibits to this Agreement are fully incorporated into and are integral parts of this Agreement.

13. **CONFLICT WITH LAWS OR REGULATIONS/SEVERABILITY:** This Agreement is subject to all applicable laws and regulations. If any provision of this Agreement

is found by any court or other legal authority, or is agreed by the parties, to be in conflict with any code or regulation governing its subject, the conflicting provision shall be considered null and void. If the effect of nullifying any conflicting provision is such that a material benefit of the Agreement to either party is lost, the Agreement may be terminated at the option of the affected party. In all other cases the remainder of the Agreement shall continue in full force and effect.

**14. FURTHER ASSURANCES:** Each party will execute any additional documents and to perform any further acts as may be reasonably required to effect the purposes of this Agreement.

**THE PARTIES**, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

TULARE COUNTY SUPERINTENDENT OF SCHOOLS

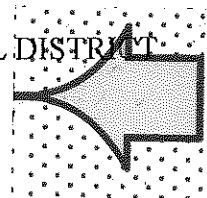
Date: \_\_\_\_\_

BY \_\_\_\_\_  
Craig Wheaton, Ed.D., Deputy Superintendent  
"SUPERINTENDENT"

DUCOR UNION ELEMENTARY SCHOOL DISTRICT

Date: \_\_\_\_\_

BY \_\_\_\_\_  
Chairperson, Board of Trustees  
"DISTRICT"



**SIGN  
HERE**

**TULARE COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
DUCOR UNION ELEMENTARY SCHOOL DISTRICT  
BUSINESS SUPPORT SERVICES AGREEMENT**

**THIS AGREEMENT**, is entered into as of \_\_\_\_\_, between the TULARE COUNTY SUPERINTENDENT OF SCHOOLS, referred to as SUPERINTENDENT, and DUCOR UNION ELEMENTARY SCHOOL DISTRICT, referred to as DISTRICT, with reference to the following:

- A. Pursuant to Education Code sections 1260(e), 1262 and 1700, SUPERINTENDENT may provide services to school districts within his jurisdiction.
- B. DISTRICT requires business support services.
- C. SUPERINTENDENT is willing to provide business support services to DISTRICT upon the terms and conditions of this Agreement.

**ACCORDINGLY, IT IS AGREED:**

**1. TERM:** This Agreement shall become effective as of July 1, 2017 and shall expire on June 30, 2018 unless otherwise terminated as provided in this Agreement. This Agreement may be renewed each year upon written consent of the parties.

**2. ROLE OF SUPERINTENDENT:** SUPERINTENDENT will furnish business support services to DISTRICT during the term of this Agreement under the direction of SUPERINTENDENT as follows:

- a. Provide a qualified individual(s) to perform business services as listed on Attachment A. Service hours will be limited to a maximum of Two Hundred Four Hours (204). Additional hours provided will be billed at \$79.55 per hour of service.
- b. Pay all travel costs incurred by contract staff member(s) to the central office of the DISTRICT to provide services per Attachment A.
- c. Pay expenses of contract staff member(s) for approved conferences during the year, not to exceed two (2) days.
- d. Provide office space, furniture, equipment, software and other materials used by contract staff member(s) in providing the services under this Agreement.

**3. ROLE OF DISTRICT:** DISTRICT agrees to:

- a. Pay all travel costs, directly to the individual, for mileage, travel and conference costs incurred at the specific request of DISTRICT.
- b. Recognize the general fiscal monitoring responsibilities of SUPERINTENDENT. This Agreement shall not affect those duties.

**4. INDEPENDENT CONTRACTOR:**

a. This Agreement is entered into by both parties with the express understanding that SUPERINTENDENT will perform all services required under this Agreement as an independent contractor. Nothing in this Agreement shall be construed to constitute SUPERINTENDENT or any of its agents, employees or officers as an agent, employee or officer of DISTRICT.

b. Subject to any performance criteria contained in this Agreement, SUPERINTENDENT shall be solely responsible for determining the means and methods of performing the specified services and DISTRICT shall have no right to control or exercise any supervision over SUPERINTENDENT'S agents, employees or officers as to how the services will be performed. Notwithstanding this independent contractor relationship, DISTRICT shall have the right to monitor and evaluate the performance of SUPERINTENDENT to assure compliance with this Agreement.

c. SUPERINTENDENT is responsible for paying all salary, benefits, entitlements and other costs and expenses of its agents, employees or officers, including those required by state or federal law, including, but not limited to: retirement benefits, statutory benefits, workers compensation and group insurance, FICA (Social Security) taxes, state or federal unemployment insurance contributions, state or federal income taxes, disability insurance contributions, and unemployment compensation insurance.

**5. COST OF SERVICES:** DISTRICT agrees to pay SUPERINTENDENT the sum of Sixteen Thousand Two Hundred Twenty Nine Dollars (\$16,229.00) for the services provided in this Agreement. SUPERINTENDENT shall transfer this sum from the funds of DISTRICT to the County School Service Fund after January 1, 2018. Specific services to be performed will be at the choice of the DISTRICT.

**6. INDEMNIFICATION:** SUPERINTENDENT and DISTRICT shall hold each other harmless, defend and indemnify the other, its agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, including District property, arising from, or in connection with, their performance or their agents, officers and employees under this Agreement. This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

**7. TERMINATION:**

a. This Agreement may not be terminated prior to the expiration of its term, except that it can be terminated early effective on the 60th day following the mutual written consent of the parties.

b. Effects of Termination: Expiration or termination of this Agreement shall not terminate any obligations to indemnify, to maintain and make available any records pertaining to the Agreement, to cooperate with any audit, to be subject to offset, or to make any reports of pre-termination contract activities.



8. **ENTIRE AGREEMENT REPRESENTED:** This Agreement represents the entire agreement between SUPERINTENDENT and DISTRICT as to its subject matter and no prior oral or written understanding shall be of any force or effect. No part of this Agreement may be modified without the written consent of all parties.

9. **NOTICES:**

a. Except as may be otherwise required by law, any notice to be given shall be written and shall be either personally delivered, sent by facsimile transmission or sent by first class mail, postage prepaid and addressed as follows:

**SUPERINTENDENT:**

Craig Wheaton, Ed.D.  
Deputy Superintendent, Administrative Services  
P.O. Box 5091  
Visalia, California 93278-5091

**Phone No.:** (559) 733-6474

**Fax No.:** (559) 737-4378

**DISTRICT:**

DUCOR UNION ELEMENTARY School District  
23761 Avenue 56  
P.O. Box 249  
Ducor, California 93218-0249

**Phone No.:** 559-534-2261

**Fax No.:** 559-534-2271

b. Notice personally delivered is effective when delivered. Notice sent by facsimile transmission is deemed to be received upon successful transmission. Notice sent by first class mail shall be deemed received on the fifth day after the date of mailing. Either party may change the above address or phone or fax number by giving written notice pursuant to this paragraph.

10. **CONSTRUCTION:** This Agreement reflects the contributions of all parties and accordingly the provisions of Civil Code Section 1654 shall not apply to address and interpret any uncertainty.

11. **NO THIRD PARTY BENEFICIARIES INTENDED:** The parties to this Agreement do not intend to provide any other person, including but not limited to contract staff, with any benefit or enforceable legal or equitable right or remedy.

12. **EXHIBITS AND RECITALS:** The Recitals and the Exhibits to this Agreement are fully incorporated into and are integral parts of this Agreement.

13. **CONFLICT WITH LAWS OR REGULATIONS/SEVERABILITY:** This Agreement is subject to all applicable laws and regulations. If any provision of this Agreement

is found by any court or other legal authority, or is agreed by the parties, to be in conflict with any code or regulation governing its subject, the conflicting provision shall be considered null and void. If the effect of nullifying any conflicting provision is such that a material benefit of the Agreement to either party is lost, the Agreement may be terminated at the option of the affected party. In all other cases the remainder of the Agreement shall continue in full force and effect.

**14. FURTHER ASSURANCES:** Each party will execute any additional documents and to perform any further acts as may be reasonably required to effect the purposes of this Agreement.

**THE PARTIES**, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

TULARE COUNTY SUPERINTENDENT OF SCHOOLS

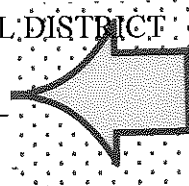
Date: \_\_\_\_\_

BY \_\_\_\_\_  
Craig Wheaton, Ed.D., Deputy Superintendent  
"SUPERINTENDENT"

DUCOR UNION ELEMENTARY SCHOOL DISTRICT

Date: \_\_\_\_\_

BY \_\_\_\_\_  
Chairperson, Board of Trustees  
"DISTRICT"



**SIGN  
HERE**

CONTRACT FOR BUSINESS SUPPORT SERVICES  
ATTACHMENT A

BUSINESS SUPPORT SERVICES

Budget

Assist district superintendent in the development and adoption of the district budget  
Advise district superintendent and/or governing board on impact of state budget  
Preparation of state required budget documents  
Monitor for and advise district superintendent on budget to actual variances  
Prepare and input budget revisions under direction of district superintendent  
Perform in-depth budget review prior to First and Second Interim reporting  
Preparation of state required First and Second Interim documents

Payroll

Serve as backup to district staff for payroll and vendor payment processes  
Assist district in implementing and processing settlement agreements  
Prepare salary settlement disclosure documents for board presentation

Accounting

Advise district staff on proper coding of financial transactions  
Prepare and input Journal Entries  
Monitor financial transactions for account code propriety  
Assist district in year-end closing of financial records  
Assist district in implementation of fixed asset accounting system

Reporting

Prepare state required annual financial reports  
Assist district in preparation of GASB 34 required Management Discussion and Analysis document  
Assist in submitting data to TCOE required for LCFF revenue calculations  
Assist district in preparation of other fiscal reports  
Assist district in completion of student attendance reports

Other

Assist district in clearing audit findings with California Department of Education and County Office of Education  
Prepare for and present financial information at governing board meetings as needed  
Research information and prepare documents for district independent auditors  
Train district staff in use of TCOE financial system  
Attend TCOE business meetings

The contracting district is responsible for determining the specific support services received under the contract, to be arranged and, as limited by the agreement.

## Management Personal Business Leave Proposal

Management employees currently receive one paid personal business leave day per year. This proposal is to allow Management employees three personal business leave days per year. These days are counted as part of the 12 days received for sick leave each year by full time management employees. If personal business leave is used, it will be deducted from accumulated sick leave.

2.6

# DUCOR UNION SCHOOL DISTRICT

## REQUEST FOR QUALIFICATIONS ROOF REPLACEMENT and ROOF REPAIR

### OWNER

DUCOR UNION SCHOOL DISTRICT  
PO Box 249  
23761 Avenue 56  
Ducor, CA 93218-0249

SEALED SUBMITTALS MUST BE RECEIVED BY JUNE 23 AT 3:00 P.M.

DUCOR UNION SCHOOL DISTRICT  
ROOF REPLACEMENT and ROOF REPAIR

ALL CONTACT REGARDING THIS REQUEST FOR QUALIFICATIONS MUST BE MADE TO ISIDRO RODRIGUEZ, SUPERINTENDENT, AT 23761 AVENUE 56 AND RECEIVED BEFORE 3:00 P.M on JUNE 23, 2017.

OVERVIEW

DUCOR UNION SCHOOL DISTRICT (DUSD) seeks submittal of qualifications from interested firms capable replacing and repairing related capital improvement services as described within this Request for Qualifications (RFQ). It is our intent to enter into an agreement with the successful firm to conduct a roof inspection specified, and award contract(s) to implement cost effectiveness.

SCHEDULE

Date	Event
June 15, 2017	RFQ Issued
June 12-16, 2017	Site Walk <sup>1</sup>
June 19-23, 2017	Deadlines for questions and information requests
June 26-30, 2017	Interviews (At District's Discretion)
July 3-7, 2017	Announcement of Award

1. Site Walk Schedules will be provided upon request. Please contact 559-534-2261 to R.S.V.P.

BACKGROUND

The Ducor Union School District is home to one school sites. Our students range from Kindergarten through 8<sup>th</sup> grade. Ducor School was establish as a public school since 1908. Ducor School will be celebrating 110 years 2018. Ducor School currently populates 170 students and 22 employees. Ducor School is located East of Highway 99 and South of Porterville off Highway 65.

QUALIFICATIONS

DUESD may award a contract to a California State License Roof Contractor (Provider) that, in its sole opinion, is the most capable of providing the range of services described in the RFQ, and in the long-term best interest of the District. To be considered for this project a provider must demonstrate knowledge and experience in similar projects:

- Adequate financial resources to support the range of alternatives anticipated
- California K-12 references that can attest to the quality of the Provider's past work
- An established record of technical performance on typical projects within California
- A proven record of on-time and on-budget performance

- Excellent safety record
- Established records of the Provider's ability to complete the work
- Credentialed, trained, and knowledgeable staff
- Competent management support at all levels
- Ability to effectively communicate with DUESD Board, administration, staff, students, and community as needed

DUESD reserves the right to investigate the qualifications of all Providers under consideration and to confirm any part of the information furnished, or to require other evidence of managerial, financial, or technical capabilities that are considered necessary for the successful performance of the possible roof design-build services.

#### SERVICES REQUESTED

DUESD is interested in the identification, engineering, design, installation, training, maintenance, and financing of approved Roofing Project for all of its facilities.

Upon selection, the Provider shall perform an inspection of the specified facilities. The audit must be of acceptable quality to DUESD's Governing Board and meet state school mandated requirements.

DUESD shall have 20 working days in which to accept the roof inspection audit or to request changes or additions to it. Changes or additions will be negotiated in good faith. If the parties cannot agree to the content of the audit within 30 working days from the date the request for change is made, the Governing Board, at its sole discretion, may cancel negotiations with the Provider, terminate the contract, and enter into negotiations with other Providers.

The following roof project management approaches serve as examples of solutions to be considered under this RFQ:

- Roof application and warranty
- Projected time and days to begin and complete
- Time of day during weekdays and weekends
- Tear off and disposal of materials specific areas
- Maintained area is clean and presentable
- Conduit, ventilation replacements
- Interior/exterior wood dry rot
- Rain gutter addition and or replacements
- Aluminum edge trim
- Fascia board replacements
- Breezeway wood dry rot replacements
- Any other factors not specified

All equipment provided by the Provider for this program shall have a history of successful operating experience in similar installations and shall be in new, unused condition. This equipment shall be current technology with readily available non-proprietary replacement parts. All equipment used for this program shall be approved by DUESD prior to installation.

## SUBMITTAL REQUIREMENTS

The submitting firms must have demonstrated technical and managerial capability across a broad range of energy, analysis, design, construction, funding, operations, and maintenance areas. DUESD will consider the following background and experience factors in the evaluation of all submittals.

Address the following items as completely as possible; response to each item is mandatory:

1. Describe your firm's approach to manage the Roof Projects.
2. Describe your firm's safety program. Include proof of your firm's safety Experience Modification Rating (EMR) or equivalent.
3. Describe your firm's approach to developing a scope of work for the project. How are the various components of a project prioritized and evaluated?
4. Describe in detail your firm's methodology for calculating any roof project cost savings.
5. Describe your firm's experience with various project delivery methods. Address the areas that are self-performed, sub-contracted, team delivered, etc. The following areas must be addressed: design, engineering, procurement, and installation.
6. Provide a step-by-step description of typical project implementation and the specifications of a typical K-12 project.
7. Describe the qualifications and relevant roof project experience of the Provider, its team, and its staff. Include a clear description of your firm's proposed team with names, resumes, and project responsibilities.
8. Describe your firm's financial capacity to handle the project. Include company bond rating, bond limits, and evidence of insurability.
9. Describe any unique capabilities of the Provider that would be useful to the specific needs of the district/project.
10. Provide a description of your firm's commitment to and experience with obtaining OPSC Project Closure status, as well as experience with DSA, for public school projects.
11. Provide names and contact information for five (5) Roof Project Design/Build references for projects in California public schools in which your firm was the Prime Contractor. Provide a brief description of the work performed for these clients.
12. Is or has your firm been a party to suits, claims, or similar actions related to:
  - a. Construction claims relating to performance or delay
  - b. OSHA, labor relations, or similar issues affecting the progress of the work
  - c. California State Contractor License suspensions or code violations
  - d. If "yes" to any of the above, provide a summary and current status of the issue under separate attachment to the response to this RFQ.
13. Provide a draft scope of work and pricing for the roof project, including warranty for labor and materials.

## SUBMITTAL EVALUATION PROCESS



Providers will be evaluated and preference given to those that illustrate demonstrated range of services, innovative approaches, technical and contractual solutions, additional services, and flexibility developing and implementing successful projects.

DUESD will address the following criteria in evaluation of submittals in order to gauge the ability of the Provider. The same general criteria will be used to judge both the submittal and the interview, should DUESD choose to conduct interviews with Providers.

#### Criteria Explanation Weight

1. Merit of Submittal (10pts)  
General thoroughness and responsiveness of the submittal.
2. Knowledge and Expertise of Personnel/Firm (25 pts)  
Capability of personnel/firm; demonstrated experience of Provider's team; firm's qualifications.
3. Understanding of Project and Technical Approach (25 pts)  
Knowledge of project requirements; comprehensiveness of approach; responsiveness to specific concerns in the RFQ; flexibility to accommodate needs of KRUESD; ability to communicate effectively with District staff and related parties.
4. Record of Past Performance and Experience (40 pts)  
References; quality of past projects; demonstrated ability to complete work tasks within project timelines and budget; quality of submitted work samples.

DUESD reserves the right to:

- Reject any or all submittals at its sole discretion.
- Cancel the Request for Qualifications (RFQ).
- Modify any requirements contained within the RFQ and request a revised submission from all providers.
- Establish other evaluation criteria determined to be in the best interest of DUESD.
- Contract with any of the firms responding to this RFQ based solely upon its judgment of the qualifications and capabilities of the firm.

A Selection Committee, as deemed necessary, will be formed to evaluate the submittals. Composition and creation of this committee, should one be formed, is at the sole discretion of DUESD. The Selection Committee may review the submittals for format to ensure conformance with the requirements of the RFQ and may select finalist to interview with the committee as part of the evaluation process. DUESD does not guarantee that an interview will take place, thus reserving the right to select a Provider based solely on the information provided in the submittals received in response to the RFQ. Should an interview take place, the key personnel responsible for fulfilling the requirements of the project shall be

required to be present for the interview. DUESD will take all steps necessary to ensure that any discussions and interviews conducted in connection to this RFQ will be done in a fair and impartial manner.

This RFQ does not commit DUESD to negotiate a contract. DUESD will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFQ.

#### SUBMITTAL FORMAT AND COMMENTS

The submittal should be prepared in a way that provides a straightforward and concise description of the respondent's capabilities to satisfy the requirements of the project. Emphasis should be placed on completeness and clarity of content. All submittal requirements listed above should be addressed in full.

The Provider shall describe any relationships with manufacturers of proposed equipment, including those manufactured by the respondent or listed subcontractors. The Provider shall describe any relationships with the organizations providing training, if not provided by the Provider.

Content shall be tabbed and numbered per the items included in the Submittal Requirements.

#### SUBMITTAL INFORMATION

Deadline for submission of three (3) copies or electronic pdf submission of your submittal is 3:00 PM, June 23, 2017. Submittals received after the deadline may be returned. All submittals become the sole property of DUESD and the content will be held confidential until the selection of a firm is made. Any proprietary information must be designated clearly and should be bound separately and labeled with words "PROPRIETARY INFORMATION". An entire submittal marked as such will not be accepted.

Submit sealed submittals clearly marked "RFQ for District-Wide Roof Project Services" to the following location:

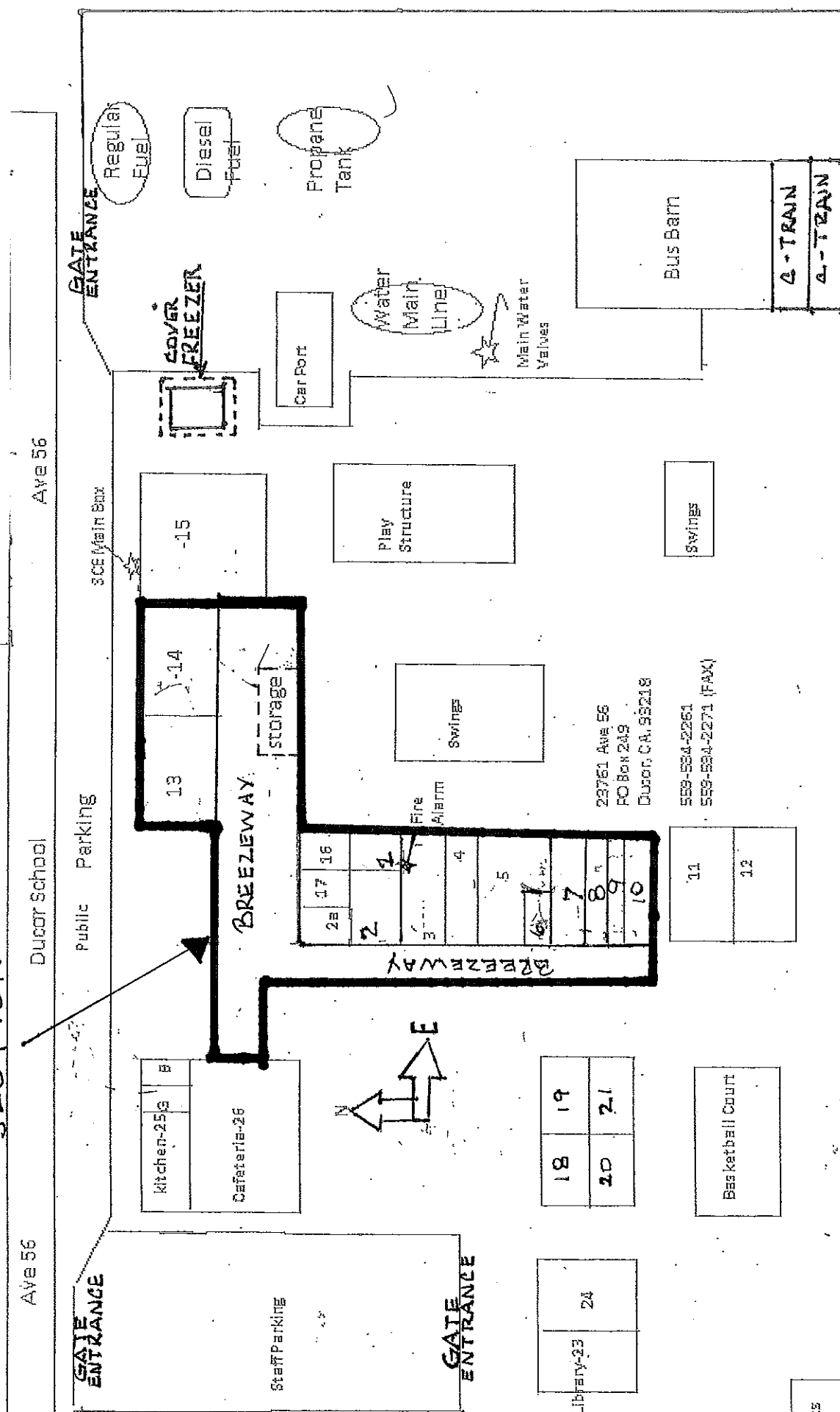
DUCOR UNION SCHOOL DISTRICT  
PO Box 249  
Ducor, CA 93218-0249

Questions or clarifications may be submitted in writing to Isidro Rodriguez at the address listed above or e-mailed [irodriguez@ducorschool.com](mailto:irodriguez@ducorschool.com)

Appendix A: List of Ducor Union School District Sites

SITE	ADDRESS	SQUARE FOOTAGE
Ducor Union School	23761 Avenue 56 Ducor, CA 93218-0249	XX,XXX

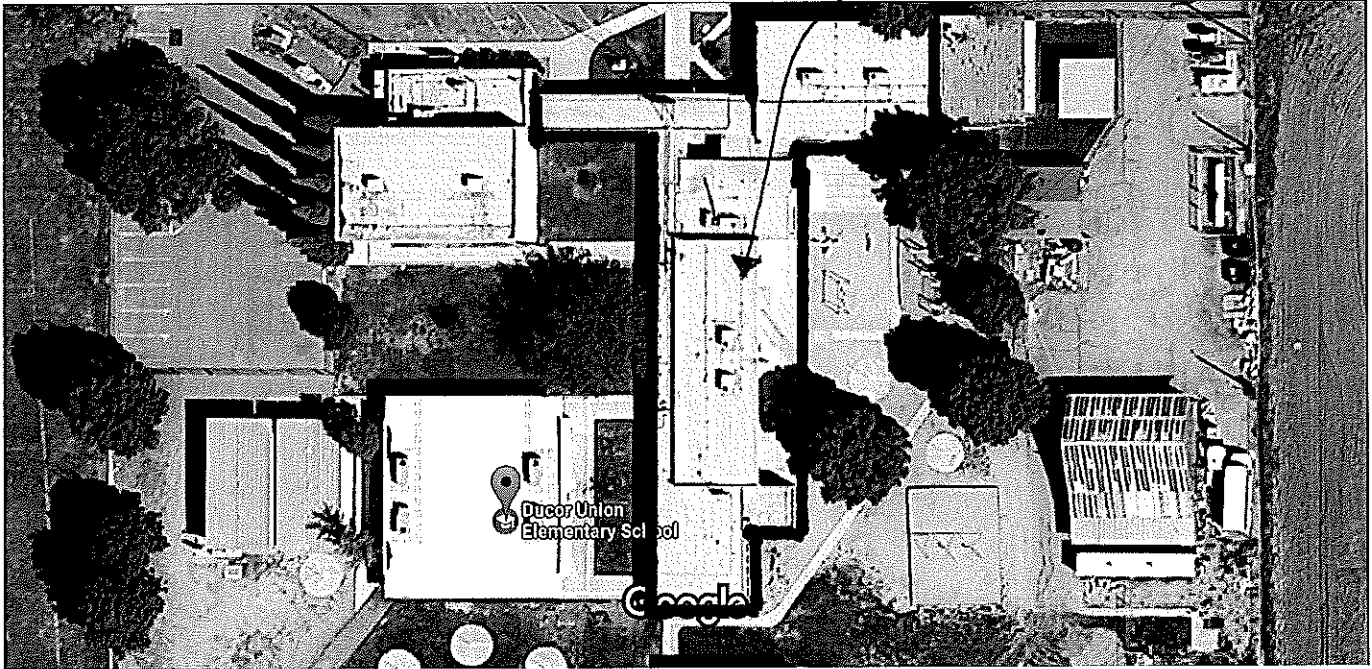
# Roof Replacement SECTION



- 1 PRINCIPAL
- 2 OFFICE
- 2a BUS OFF
- 3 COMP LAB
- 4 STORAGE
- 5 G3 CLASS
- 6 CHOICES
- 7 STAFF LUNGE
- 8 GIRLS RR
- 9 CUSTODIAN
- 10 BOYS RR
- 11 G2 CLASS
- 12 G4 CLASS
- 13 G K CLASS
- 14 G1 CLASS
- 15 RESOURCE
- 16 GIRLS RR
- 17 BOYS RR
- 18 G6 CLASS
- 19 G7 CLASS
- 20 G8 CLASS
- 21 G5 CLASS
- 23 LIBRARY
- 24 RESOURCE
- 25 KITCHEN
- 26 CAFETERIA

BB Courts

Google Maps Ducor Union Elementary School *Roof REPLACEMENT SECTION*



Imagery ©2017 Google, Map data ©2017 Google 50 ft

## Library Technician Ducor School

### SUMMARY

Under general supervision, performs specialized duties in a library media center or administrative office that requires the application of library clerical knowledge.

### REPRESENTATIVE DUTIES

- Assist students or teachers in locating and selecting books and using reference materials in a computerized library system.
- Assist students and teachers in the effective use of library services and other community resources.
- Provide assistance to teachers and students by locating materials and helping to complete special projects.
- Attend conventions and conferences, read trade journals, and communicate with industry insiders in order to keep abreast of industry developments.
- Confer with teachers in order to select course materials and to determine which training aids are best suited to particular grade levels.
- Contact parents and students regarding late and lost library materials.
- Contact teachers and arrange schedule for classes to visit the library, with assistance from the principal.
- Direct and coordinate activities of assistants and other personnel during production.
- Train and provide work direction to students involved in shelving books and in circulation duties.
- Maintain student discipline in the library.
- Provide instruction in the proper use of library facilities.
- Read stories to students, as requested by teachers.
- Make recommendations and provide input on the modification of library procedures, work processes and service levels.
- Assist in long-range planning, maintaining an awareness of community desire and needs in the area of library services.
- Enter and update users' records on computers.
- File catalog cards in manual systems.
- Label books according to designated reading levels.
- Order library books and supplies.
- Reserve, circulate, renew, and discharge books and other materials.
- Process new books by entering data into an automated library management system.
- Deliver and retrieve items throughout the library by hand or using pushcart.
- Issue overdue notices.
- Maintain library in a neat and orderly condition.
- Send and receive emails and research information through the Internet.

- Maintain current knowledge of technological advances in the field.
- Operate a variety of office equipment, including a computer and assigned software.
- Operate a variety of equipment, including copier, media equipment and computers, as required by the assignment.
- Operate computerized reference resources such as the Internet searches to assist students and teachers with research.
- The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.
- Perform other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of**

- Library methods, procedures, terminology and related technology.
- School library practices and techniques.
- Bibliographic sources.
- Standard reference materials.
- Catalog card preparation, formats, and filing rules.
- Office practices and procedures.
- Standard library reference sources.
- Catalog card preparation, formats, and filing rules.
- Applicable software programs.

### **Ability to**

- Plan, coordinate and arrange for appropriate training of subordinates and student assistants.
- Assist students in selecting appropriate books for their level of achievement.
- Assist students in the use of library resources and references.
- Learn and apply library rules, regulations, and policies.
- Use library catalogs, computer searches, and other reference materials.
- Maintain files and keep records, both in written and computer form.
- Work with numerical and/or alphabetical filing systems.
- Perform mathematical computations accurately to maintain records, complete reports or update budgets.
- Operate a computer and use related software.
- Send and receive emails and research information through the Internet.
- Maintain current knowledge of technological advances in the field.
- Operate library media equipment used in research.
- Input data to maintain circulation records accurately.
- Work effectively in a demanding environment.
- Work independently with little direction and provide work direction to others.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Respond to changing rules and regulations.

- Work collaboratively in a team environment.
- Establish and maintain successful working relationships.
- Work effectively with students.
- Use interpersonal techniques with tact, patience and courtesy.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
- Maintain consistent, punctual and regular attendance.
- Develop and maintain effective interpersonal relations using tact, patience and courtesy

### **Competency**

- **CRITICAL THINKING:** Analytically and logically evaluating information, propositions, and claims
- **GENERAL PHYSICAL ABILITY:** Using strength, endurance, flexibility, balance, and coordination
- **PROFESSIONAL AND TECHNICAL EXPERTISE:** Applying technical subject matter to the job
- **ACTION AND RESULTS FOCUS:** Initiating tasks and focusing on accomplishment
- **HANDLING STRESS:** Maintaining emotional stability and self-control under pressure, challenge, or adversity
- **DECISION MAKING:** Choosing optimal courses of action in a timely manner
- **PROFESSIONAL INTEGRITY AND ETHICS:** Displaying honesty, adherence to principles, and personal accountability
- **SAFETY FOCUS:** Showing vigilance and care in identifying and addressing health risks and safety hazards
- **SELF-MANAGEMENT:** Showing personal organization, self-discipline, and dependability
- **ORAL COMMUNICATION:** Engaging effectively in dialogue
- **WRITING:** Communicating effectively in writing
- **CUSTOMER FOCUS:** Attending to the needs and expectation of customers
- **DESIGN SENSE:** Creating work products that are functional, intuitive and aesthetically pleasing
- **HANDLING CONFLICT:** Managing interpersonally strained situations
- **INFLUENCING:** Affecting others' positions and opinions
- **INVOLVING OTHERS:** Engaging others for their input, contribution, and shared responsibility for outcomes
- **PROFESSIONAL IMPACT:** Presenting self as a positive representative of the organization
- **RELATIONSHIP BUILDING:** Establishing rapport and maintaining mutually productive relationships
- **TEAMWORK:** Collaborating with others to achieve shared goals
- **LISTENING:** Fully comprehending spoken communication
- **READING COMPREHENSION:** Understanding and using written information



## **EMPLOYMENT STANDARDS**

### **Education**

- High School Diploma or Equivalent
- AA Degree
- BA Degree preferred
- Certificate of completion

### **Experience**

- One-two years' experience is required

### **Licenses/Certificates**

- Class C Driver's License is required

DATE : —  
SIGN —  
—

2.3



**Facility Problem Solvers**

May 8, 2017

**SchoolWorks, Inc.**

8331 Sierra College Blvd., #221  
Roseville, CA 95661  
Phone: 916-733-0402  
www.SchoolWorksGIS.com

**Annual Eligibility Services Contract: 2017-2018**

**To:** Isidro Rodriguez, Superintendent  
**DUCOR UNION ELEMENTARY SCHOOL DISTRICT**

**From:** Owen Alvarez – Vice President, State Building Program

**Subject:** 2017-2018 State Funding & Eligibility Contract

I have enclosed the new Annual Eligibility Contract for 2017-18.

It's also time to start thinking about your school facilities and the impact your 2017-2018 enrollment will have on your State Eligibility for Modernization and New Construction. We will be contacting you again prior to the October 4, 2017 reporting date to request the new enrollment numbers. Once we receive that information, we can calculate your New Construction and Modernization Eligibility for the coming year.

The Statewide School Facility Bond was approved last November. As of March 2017 there were \$1,705 billion in projects in line for new construction and \$981 million in line for modernization projects. This still leaves room for lots of additional projects but it will take some time to get your plans ready and get in line, so don't delay. The funds could be encumbered within the next two years if the applications come in at the historic rates.

To get the process started, just sign, date and return to our office. You can return the signed and dated contract via any of the following methods:

- \* Scan and .pdf the signed/dated Contract and email to [Alice@SchoolWorksGIS.com](mailto:Alice@SchoolWorksGIS.com)
- \* Send regular mail

We appreciate the confidence you have shown in us in the past and hope that you will continue to allow us to assist you with your facility planning needs.

OA:at

Enclosure: Eligibility Contract

# PROFESSIONAL SERVICES AGREEMENT ANNUAL ELIGIBILITY CONTRACT 2017/2018



THIS AGREEMENT, dated May 8, 2017, (the "Agreement") is made by and between Ducor Union Elementary School District, and SchoolWorks, Inc.

SCHOOLWORKS, Inc. will contract to perform the tasks enumerated below for the prices indicated. Ducor Union Elementary School District is authorized to enter into this agreement by Government Code 53060. These services are chargeable to the District Capital Facility Funds.

## SCOPE OF WORK - SCHOOLWORKS

1. Consulting:

Assistance and guidance will be provided to the District in understanding the submittal requirements and for determining the best application submittal strategies and options for maximizing School Facilities Program Eligibility and State Funding within the State School Building Program.

2. Application Documents:

Prepare the qualification documents and supporting documentation which are necessary for the District to qualify in the State School Facility Program for maximum project state funding potential under the School Facilities Program Funding Act of 1998. (A complete turn-key operation.)

3. Each district is unique in maximizing School Facilities Program Eligibility and State Funding within the State School Building Program. Because of these specific issues, different methods are utilized for accomplishing this goal.

Following is a listing of the many services offered by SchoolWorks that may or may not be a necessary component of the application process:

- Enrollment Projection Update – SAB 50-01
- Establish Baseline Capacity - SAB 50-02
- Modernization Eligibility Updates - SAB 50-03
- Additional Buildings
- Increased Enrollment

- Prepare Project Applications - SAB 50-04
  - Prepare Fund Releases - SAB 50-05
  - Assist with Expenditure Reports - SAB 50-06
  - Representation at SAB Meetings
  - Representation at Implementation Committee Meetings
  - Monthly notes on SAB and Imp Committee actions
  - Annual Meeting with Personal Consultant to review:
    - Eligibility Opportunities
    - Study Scenarios and Impact on Eligibility
    - Estimated Future Eligibility
    - Project Funding Calculations
    - Impact of Regulation Changes
    - Meetings with OPSC in Sacramento
    - Monitor Project Status
    - Assistance with CDE Plan Approvals (4.07 & 4.08)
4. Upon approval of this signed professional services proposal, SchoolWorks will provide a request for information list to the appointed District Representative. SchoolWorks will establish and review the goals and objectives as well as review the proposed timeline for completion. The estimated time to complete this Demographic Study will be approximately two months from the time all the necessary data has been collected.

## Client Responsibilities

1. CBEDS/CSIS/CALPADS, Non-Severe and/or Severe Special Education Enrollment and/or other enrollment data necessary to complete Application(s). This information should be broken down by school site and then by grade level for each school site.
2. Facilities and/or Financial information needed to complete Application(s)
3. Written Confirmation that the need for Vocational and Career Technical Education Facilities is being met relative to the new construction and/or modernization project (Note: not applicable for elementary schools or elementary school districts, but an explanation letter may be required).
4. Campus maps, provided by the District, will need to illustrate up-to-date information to be fine-tuned and labeled appropriately by SchoolWorks staff per SFP Application submittal requirements.

## Pricing

Prices quoted are contingent upon authorization of SchoolWorks to complete applications for which the District is eligible per applicable OPSC regulations and policies.

### Fees for forms to be completed as needed:

Item Description	Cost
Annual Base Fee	\$3,000
SAB 50-01 (Per Form)	\$1,500
SAB 50-02	\$1,500
SAB 50-03	\$1,500
SAB 50-04 (Per Project)	
Design Funding	\$1,500
Construction Phase	\$3,000
SAB 50-05 (Per Project)	\$500
SAB 50-06 (Per Form)	\$500
CDE 4.07 or 4.08	\$2,000
PIW – Project Information Worksheet	\$500
Facility Hardship – SAB Appeal Item	\$3,000
Financial Hardship Checklists and Applications	
Design Funding	\$7,500
Construction Phase	\$7,500
Financial Hardship Rereview	\$3,500

1. If SchoolWorks presence is requested at school board meetings, OPSC site visits or other meetings, the District will be billed at \$140 per hour, plus travel time and expenses.
2. This agreement may be terminated by either party with thirty (30) days notice, in writing, and the client will only be billed for work completed.

## Fee Schedule

1. Annual Eligibility Service: The base fee will be billed upon receipt of the signed contract and each year thereafter, as long as this Contract remains in place. The amount is due within thirty days of the date of the invoice. Any amount due for form(s) completed during the contract period will be billed upon submittal of the form(s) to OPSC. The amount is due within thirty days of the date of the invoice.
2. District Guarantee: If the Office of Public School Construction (OPSC) or the State Allocation Board (SAB) disapproves an application for the District per the conditions stated herein below, there is no charge from SchoolWorks for that application. Any monies already paid by the District for an application which is disapproved will be completely refunded.
3. For purposes of this Agreement, the term "disapproved" means action has been taken by the OPSC or SAB to turn down or reject the application as not meeting OPSC or SAB requirements for approval because the application was not considered by OPSC as a "complete" application. If any 15-day letter or other pertinent notices are sent from the OPSC to the District regarding any application or project SchoolWorks submitted, SchoolWorks needs to receive a copy of the correspondence immediately via fax or email in order to expediently supply additional information to OPSC if requested and in order for the District to still qualify for this District Guarantee. Funding by the State, of course, cannot be guaranteed by SchoolWorks and the approval of a Special Appeal Request submitted by SchoolWorks to the OPSC and the SAB cannot be guaranteed by SchoolWorks. IN WITNESS WHEREOF, the District and SchoolWorks, Inc. have made and executed this Agreement as set forth below.

## Conditions and Requirements

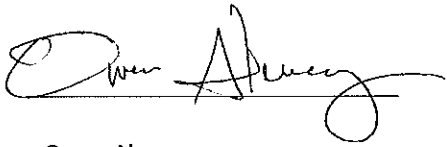
1. The Application documents will be completed to satisfy the requirements of OPSC. The Application documents will be audited by SchoolWorks to ensure their mathematical accuracy. Responsibility for the accuracy of data supplied by the District lies with the District.
2. This portion of the agreement does not include the preparation of any of the documents necessary for the purchase of a new school site unless otherwise herein specified. However, if SchoolWorks is submitting SAB 50-04 funding request forms on behalf of the District, the SchoolWorks staff may assist the Architect towards the submission of the required forms to CDE for requesting Architectural Plan and Site Approval from CDE.

## Acceptance of Proposal & Notification to Proceed

1. (If or when applicable) The Board of Trustees of the School District took action to approve this agreement between SchoolWorks Inc. and the Ducor Union Elementary School District, effective:

\_\_\_\_\_ (date of approval)

2. (If, or when needed) SchoolWorks is authorized to contact the OPSC, CDE, DSA, DTSC and/or SAB on the District's behalf and the District grants permission for OPSC to release and provide to SchoolWorks any needed SAB Forms and historical documents.

Signature:		Signature:	_____
Printed Name:	Owen Alvarez	Printed Name:	_____
Date Signed:	5/8/2017	Date Signed:	_____
Title:	VP – State Building Program	Title:	_____
District:	SchoolWorks, Inc	District:	_____
Address:	8331 Sierra College Blvd., #221	Address:	_____
	Roseville, CA 95661		_____
Phone:	(916) 390-0073	Phone:	_____
Email:	brett@schoolworksgis.com	Email:	_____

# Tulare County Office of Education

Committed to Students, Support and Service

2.9

**Jim Vidak**  
County  
Superintendent  
of Schools

P.O. Box 5091  
Visalia, California  
93278-5091

(559) 733-6300  
tcoe.org

**Administration**  
(559) 733-6301  
fax (559) 627-5219

**Business Services**  
(559) 733-6474  
fax (559) 737-4378

**Human Resources**  
(559) 733-6306  
fax (559) 627-4670

**Instructional Services**  
(559) 733-6328  
fax (559) 739-0310

**Special Services**  
(559) 730-2910  
fax (559) 730-2511

**Main Locations**

**Administration  
Building & Conference  
Center**  
6200 S. Mooney Blvd.  
Visalia

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Science Center**  
535 Ave. 264  
Visalia

TO: Superintendents/Personnel Administrators

FROM: Enid Brinkman  
Credentials and Retirement Supervisor

RE: Declaration of Need Form for 2017-18 School Year

DATE: May 19, 2017

If you will be employing teachers on long-term emergency or limited assignment permits for the 2017-18 school year, please submit a new Declaration of Need (Form CL-500) covering your anticipated needs of permits for the year beginning July 1, 2017. This includes summer school teachers.

Please note that the form includes your anticipated needs for the General and Special Education Limited Assignment Permits. You do not include applicants employed on Provisional Internship Permits (PIP) or Short-Term Staff Permits (STSP).

The Declaration of Need must be adopted by the governing board in a regularly-scheduled public board meeting *in its entirety*. It may NOT be presented as part of a consent calendar. Your Declaration must be on file before any emergency permits will be issued. Once it is approved by your board, please submit it to this office with a copy of the board agenda.

Again, we cannot process any applications for emergency permits until a Declaration of Need is received in this office. If you recently mailed your original form to the Commission on Teacher Credentialing, please submit a copy to us as soon as possible. If you have any questions, please feel free to call 733-6327.

lb

Enclosure





State of California  
Commission on Teacher Credentialing  
Certification Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: \_\_\_\_\_

Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: \_\_\_\_\_ District CDS Code: \_\_\_\_\_

Name of County: \_\_\_\_\_ County CDS Code: \_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_  
*Name* *Signature* *Title*

\_\_\_\_\_  
*Fax Number* *Telephone Number* *Date*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*E-Mail Address*

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

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

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

#### **EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

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

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

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

#### **EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program? Yes ☐ No ☐

If no, explain. \_\_\_\_\_

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

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

If yes, list each college or university with which you participate in an internship program.

---



---



---

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

---



---

2.10

## AGREEMENT FOR TEMPORARY CERTIFICATED EMPLOYMENT

This Agreement, made between the Governing Board of the DUCOR UNION ELEMENTARY SCHOOL DISTRICT and SARINA FLORES, provides as follows:

### RECITALS:

A. Employee represents that he/she possesses or will possess the following credentials, certificates, and permits authorizing service in California schools before the first day of work, and has registered each with the Tulare County Superintendent of Schools:

<u>TYPE</u>	<u>EXPIRES</u>
1. 30-Day Substitute Teaching Permit	11/01/2017
2. Internship Credential (Pending)	
3.	

B. The District is desirous of filling a temporary opening on its certificated staff for the time period shown below.

NOW, THEREFORE, the parties agree as follows:

**1. NOTICE OF CLASSIFICATION:** With the District relying on the above representation as to credentials and permits held or will hold, Employee is hired as a certificated employee to serve on a temporary basis in the following position:

(Job title/duties) Teacher for the FIRST GRADE class.

This position is filled under the provisions of the Education Code section indicated below:

9 44909	Categorically-funded teacher or replacement	9 44920	Leave replacement pool
9 44913	Summer school teacher	9 44921	First semester high school teacher
9 44917	Long-term substitute	9 44929.25	Adult school teacher for 60% FTE or less
9 44919	Temporary class teacher or walk-on coach		

It is understood that the use of the term "temporary" or "substitute" in this Agreement refers in all cases to employment under the specific Education Code authority cited above.

**2. PERIOD OF EMPLOYMENT:** Employee is hired for a period commencing August 7, 2017 and terminating at the earliest to occur of the following:

a. June 1, 2018; or

b. Notification by the District that the temporary employment hereunder is terminated. This notification may be given at the pleasure of the board, prior to Employee serving during one school year 75 percent of the number of days the regular schools of the district are maintained. After serving 75 percent of the number of days so specified, Employee may be notified at any time before the end of the school year of the District's decision not to reelect the employee for the next succeeding year; or

c. Loss, surrender, or expiration of any credential held by Employee (without advance written District permission); or

d. Failure to pass the CBEST or any District prescribed proficiency test; or

e. Expiration of the categorical or contract project if employment is under Education Code section 44909; or

f. June 30, 2018, the end of the fiscal year.

**3. HOURS OF EMPLOYMENT:** Employee is hired for 100% of a full-time position and will be required to render service as follows: (Days and hours of employment) Monday – Friday Hours: 8:00 A.M. to 3:30 P.M.

**4. COMPENSATION:** Employee will be compensated at the applicable rate of pay for certificated employees, which shall be \$4071.09 per month. Payment will be made monthly by payroll warrant, with appropriate deductions for tax withholding, STRS, Social Security (if applicable) and any other deduction authorized in writing by the Employee and accepted by the District.

**5. STATUS OF EMPLOYMENT:** Employee specifically acknowledges that this contract does not establish any right to probationary or permanent employment status. Employee further specifically acknowledges that the District may terminate the temporary employment on any basis specified in paragraph 2, above, without any obligation to provide a statement of reasons, evidence of cause, or a right to a hearing.

**6. ADHERENCE TO LAWS AND REGULATIONS:** Employee agrees that he/she will faithfully adhere to all laws of the State of California and of the United States, the regulations of the State Board of Education, the regulations, policies, and directives of the District Board and all lawful directives of Employee's superiors. Said laws and rules are hereby made a part of the terms and conditions of this offer of employment, the same as if they had been expressly set forth herein.

**7. OFFER OF EMPLOYMENT:** This Agreement constitutes an offer of employment only and confers no legal or equitable rights until and unless it is approved by the Governing Board at a lawfully conducted public meeting.

Executed at Ducor, California, this 13th day of June, 2017.

“Employee”

“District:”

Signed: \_\_\_\_\_

By \_\_\_\_\_  
Superintendent/Principal

Name: Sarina Flores

Address: 23061 Ave. 182  
Strathmore, CA 93267

Phone number: 559-719-5989

Date of Governing Board Approval \_\_\_\_\_, 2017.

2.10

## AGREEMENT FOR TEMPORARY CERTIFICATED EMPLOYMENT

This Agreement, made between the Governing Board of the DUCOR UNION ELEMENTARY SCHOOL DISTRICT and RACHEL CENTENO, provides as follows:

### RECITALS:

A. Employee represents that he/she possesses or will possess the following credentials, certificates, and permits authorizing service in California schools before the first day of work, and has registered or will register each with the Tulare County Superintendent of Schools:

<u>TYPE</u>	<u>EXPIRES</u>
1. 30-Day Substitute Teaching Permit	07/01/17
2. 30-Day Substitute Teaching Permit	07/01/18
3. Provisional Internship Permit (Pending)	

B. The District is desirous of filling a temporary opening on its certificated staff for the time period shown below.

NOW, THEREFORE, the parties agree as follows:

1. **NOTICE OF CLASSIFICATION:** With the District relying on the above representation as to credentials and permits held or will hold, Employee is hired as a certificated employee on a Provisional Internship Permit to serve on a temporary basis in the following position:

(Job title/duties) Teacher for the <sup>FOURTH</sup> FIRST GRADE in a Self Contained class at Ducor Union Elementary School.  
This position is filled under the provisions of the Education Code section indicated below:

9 44909	Categorically-funded teacher or replacement	9 44920	Leave replacement pool
9 44913	Summer school teacher	9 44921	First semester high school teacher
9 44917	Long-term substitute	9 44929.25	Adult school teacher for 60% FTE or less
9 44919	Temporary class teacher or walk-on coach		

It is understood that the use of the term "temporary" or "substitute" in this Agreement refers in all cases to employment under the specific Education Code authority cited above.

2. **PERIOD OF EMPLOYMENT:** Employee is hired for a period commencing August 7, 2017 and terminating at the earliest to occur of the following:

a. June 1, 2018; or

b. Notification by the District that the temporary employment hereunder is terminated. This notification may be given at the pleasure of the board, prior to Employee serving during one school year 75 percent of the number of days the regular schools of the district are maintained. After serving 75 percent of the number of days so specified, Employee may be notified at any time before the end of the school year of the District's decision not to reelect the employee for the next succeeding year; or

c. Loss, surrender, or expiration of any credential held by Employee (without advance written District permission); or

d. Failure to pass the CBEST or any District prescribed proficiency test; or

e. Expiration of the categorical or contract project if employment is under Education Code section 44909; or

f. June 30, 2018, the end of the fiscal year.

**3. HOURS OF EMPLOYMENT:** Employee is hired for 100% of a full-time position and will be required to render service as follows: (Days and hours of employment) Monday – Friday Hours: 8:00 A.M. to 3:30 P.M.

**4. COMPENSATION:** Employee will be compensated at the applicable rate of pay for certificated employees, which shall be \$4071.09 per month. Payment will be made monthly by payroll warrant, with appropriate deductions for tax withholding, STRS, Social Security (if applicable) and any other deduction authorized in writing by the Employee and accepted by the District.

**5. STATUS OF EMPLOYMENT:** Employee specifically acknowledges that this contract does not establish any right to probationary or permanent employment status. Employee further specifically acknowledges that the District may terminate the temporary employment on any basis specified in paragraph 2, above, without any obligation to provide a statement of reasons, evidence of cause, or a right to a hearing.

**6. ADHERENCE TO LAWS AND REGULATIONS:** Employee agrees that he/she will faithfully adhere to all laws of the State of California and of the United States, the regulations of the State Board of Education, the regulations, policies, and directives of the District Board and all lawful directives of Employee's superiors. Said laws and rules are hereby made a part of the terms and conditions of this offer of employment, the same as if they had been expressly set forth herein.

**7. OFFER OF EMPLOYMENT:** This Agreement constitutes an offer of employment only and confers no legal or equitable rights until and unless it is approved by the Governing Board at a lawfully conducted public meeting.

Executed at Ducor, California, this 13th day of June, 2017.

“Employee”

“District:”

Signed: \_\_\_\_\_

By \_\_\_\_\_  
Superintendent/Principal

Name: Rachel Centeno

Address: 900 N. Sycamore  
Lindsay, CA 93247

Phone number: 559-560-6074

Date of Governing Board Approval \_\_\_\_\_, 2017.

# Ducor Union Elementary School

06/09/2017  
10:07:16 AM

2016-2017

## MONTHLY ATTENDANCE SUMMARY

Page 1

Month 11 - From 05/15/2017 Through 06/09/2017

### Regular Program

Grade Level	Tchr No.	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enroll	H Days Non- Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(A*D)-G	M Loss at End of Last School Day	YEAR TO DATE		
															Total Apport Attend	Days Taught	Total ADA (N/O)
K	25	14	16	0	16	0	16	0	16	224	208	14.86	92.86%	0	2692	180	14.96
K TOTAL		14	16	0	16	0	16	0	16	224	208	14.86	92.86%	0	2692	180	14.96
1	4	14	16	0	16	0	16	0	16	224	208	14.86	92.86%	0	2786	180	15.48
1 TOTAL		14	16	0	16	0	16	0	16	224	208	14.86	92.86%	0	2786	180	15.48
2	4	14	3	0	3	0	3	0	2	42	40	2.86	95.24%	0	537	180	2.98
2	29	14	9	0	9	0	9	0	3	126	123	8.79	97.62%	0	1499	180	8.33
2 TOTAL		14	12	0	12	0	12	0	5	168	163	11.64	97.02%	0	2036	180	11.31
3	29	14	13	1	14	0	14	0	3	196	193	13.79	98.47%	0	2494	180	13.86
3 TOTAL		14	13	1	14	0	14	0	3	196	193	13.79	98.47%	0	2494	180	13.86
TOTAL K-3		14	57	1	58	0	58	0	40	812	772	55.14	95.07%	0	10008	180	55.60
4	18	14	20	0	20	0	20	0	11	280	269	19.21	96.07%	0	3528	180	19.60
4 TOTAL		14	20	0	20	0	20	0	11	280	269	19.21	96.07%	0	3528	180	19.60
5	26	14	19	0	19	0	19	0	14	266	252	18.00	94.74%	0	3523	180	19.57
5 TOTAL		14	19	0	19	0	19	0	14	266	252	18.00	94.74%	0	3523	180	19.57
6	32	14	32	0	32	0	32	0	22	448	426	30.43	95.09%	0	5506	180	30.59
6 TOTAL		14	32	0	32	0	32	0	22	448	426	30.43	95.09%	0	5506	180	30.59
TOTAL 4-6		14	71	0	71	0	71	0	47	994	947	67.64	95.27%	0	12557	180	69.76
7	31	14	18	0	18	0	18	0	7	252	245	17.50	97.22%	0	3352	180	18.62
7 TOTAL		14	18	0	18	0	18	0	7	252	245	17.50	97.22%	0	3352	180	18.62
8	27	14	20	0	20	0	20	0	7	280	273	19.50	97.50%	0	3443	180	19.13
8 TOTAL		14	20	0	20	0	20	0	7	280	273	19.50	97.50%	0	3443	180	19.13
TOTAL 7-8		14	38	0	38	0	38	0	14	532	518	37.00	97.37%	0	6795	180	37.75
PROGRAM		14	166	1	167	0	167	0	101	2338	2237	159.79	95.68%	0	29360	180	163.11

To the best of my knowledge, the information contained on this document is accurate and complete.

Principal Signature

Date

# Ducor Union Elementary School

06/09/2017  
10:07:16 AM

Page 2

2016-2017

## MONTHLY ATTENDANCE SUMMARY

Month 11 - From 05/15/2017 Through 06/09/2017

### Program T TK Program

Grade Level	Tchr No.	A	B	C	D	E	F	G	H	I	J	K	L	M	YEAR TO DATE		
		Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	Total Apport Attend	Days Taught	Total ADA (N/O)
K	25	14	2	1	3	0	3	0	1	42	41	2.93	97.62%	0	491	180	2.73
K	TOTAL	14	2	1	3	0	3	0	1	42	41	2.93	97.62%	0	491	180	2.73
TOTAL	K-3	14	2	1	3	0	3	0	1	42	41	2.93	97.62%	0	491	180	2.73
PROGRAM		14	2	1	3	0	3	0	1	42	41	2.93	97.62%	0	491	180	2.73

Principal Signature

Date

To the best of my knowledge, the information contained on this document is accurate and complete.



# CLIENT NEWS BRIEF

## California Public Records Act Applies to Private Accounts

March 2017  
Number 11

Emails, text messages and other written communications sent to or from a public official's private account may be subject to disclosure under the California Public Records Act (CPRA), the California Supreme Court ruled unanimously in a highly anticipated decision published on March 2, 2017. (*City of San Jose et al. v. Superior Court* (March 2, 2017, No. S218066) \_\_ Cal.5th \_\_ <<http://www.courts.ca.gov/opinions/documents/S218066.PDF>>.)

The court held that the public has a right under the CPRA to access texts, emails and other records discussing public business regardless of whether the records were created, received by or stored in a private account. "If public officials could evade the law simply by clicking into a different email account, or communicating through a personal device," the court wrote, "sensitive information could routinely evade public scrutiny."

This case had its origin in a 2009 lawsuit against the City of San Jose, its redevelopment agency and several city officials. The plaintiff in that case, a community activist, claimed that the city's failure to provide certain records regarding a downtown redevelopment project and other city business violated the CPRA. The city had provided certain records, but declined to provide voicemails, emails and text messages that were sent and received by city officials on personal devices using personal accounts. In 2013, a trial court judge ruled against the city, finding that communications sent to or received from city officials regarding public business are public records regardless of what device or account was used to create and deliver them. (See 2013 Client News Brief No. 17.)

The city appealed the decision, and in 2014, the Sixth District Court of Appeal reversed the decision. The appellate court ruled that the CPRA's definition of public records as communications "prepared, owned, used, or retained" by a public agency did not include messages sent or received on individual city officials' and employees' private devices and accounts. (See 2014 Client News Brief No. 21.) Distinguishing between a public agency as the holder of public documents and its individual elected officials and employees, the appellate court held that, as a practical matter, the city could not use or retain a message sent from an individual council member's phone that was not linked to a city server or account. While acknowledging the potential for abuses, the court determined that it is up to the Legislature to decide whether to require public agencies to police officials' private devices and accounts.

The community activist then appealed to the California Supreme Court, where the case languished for nearly three years before the high court overturned the appellate decision.

In its ruling, the Supreme Court disagreed with the appellate court because records "prepared" on private devices could still qualify as public records. The high court observed that the agency itself is not a person who can create, send and save communications; rather, any such communication would come from



Harold M. Freiman  
Partner

Walnut Creek Office  
[hfreiman@lozanosmith.com](mailto:hfreiman@lozanosmith.com)



Manuel F. Martinez  
Partner

Walnut Creek Office  
[mmartinez@lozanosmith.com](mailto:mmartinez@lozanosmith.com)

**LS** Lozano Smith  
ATTORNEYS AT LAW

*As the information contained herein is necessarily general, its application to a particular set of facts and circumstances may vary. For this reason, this News Brief does not constitute legal advice. We recommend that you consult with your counsel prior to acting on the information contained herein.*

# CLIENT NEWS BRIEF

March 2017  
Number 11

or be received by an individual. As such, the city's elected officials and employees were in essence acting as the city, and to the extent that their emails pertained to city business, they were public records.

The court did narrow the type of records that are subject to disclosure, holding that records containing conversations that are primarily personal in nature are not subject to disclosure under the CPRA. The court also acknowledged that determining whether particular communications constitute public records is a heavily fact-specific process, and decisions must be made on a case-by-case basis. This will create challenges for public agencies as they attempt to follow the reasoning of this decision.

The court also addressed the practical challenges around retrieving records from personal accounts, including ways to limit the potential for invading personal privacy. For guidance, the court offered examples of methods for retrieving records from personal accounts including procedures adopted by federal courts applying the Freedom of Information Act and followed by the Washington Supreme Court under that state's records law that allow individuals to search their own devices for responsive records when a request is received and to submit an affidavit regarding potentially responsive documents that are withheld. The court also discussed adoption of policies that would prohibit the use of personal accounts for public business, unless messages are copied and forwarded to an official government account. While these methods were offered as examples, the court did not endorse any specific approach.

The opinion did not address a host of other practical issues, such as how public agencies should proceed when employees refuse or fail to provide access to records contained in their private accounts.

The decision means that public agencies must now carefully consider how to retrieve business-related public records that may be located in employees' and officials' personal accounts. One approach is to create new policies that address the decision. However, public agencies should consider the implications such policies may have on issues such as collective bargaining, records retention, acceptable use policies and other policies concerning technology.

Lozano Smith attorneys can provide a wide array of CPRA services, including preparing policies to address this opinion, responding to CPRA requests, analyzing documents and assisting in related litigation. Lozano Smith has a [model email retention policy](#), and is in the process of reviewing and updating this and other model policies to reflect the impact of this decision. In order to receive our existing retention policy, which addresses individual employees' obligations in relation to electronic communications, or to request our upcoming board policy to address the court's decision, you may also email Harold Freiman at [hfreiman@lozanosmith.com](mailto:hfreiman@lozanosmith.com) or Manuel Martinez at [mmartinez@lozanosmith.com](mailto:mmartinez@lozanosmith.com). We will also be producing webinars about the *City of San Jose* case and electronic records under the CPRA.

For more information on the *City of San Jose* opinion or about the California Public Records Act application to personal technology in general, please contact the authors of this Client News Brief or an attorney at one of our [nine offices](#) located statewide. You can also visit our [website](#), follow us on [Facebook](#) or [Twitter](#) or download our [Client News Brief App](#).

*As the information contained herein is necessarily general, its application to a particular set of facts and circumstances may vary. For this reason, this News Brief does not constitute legal advice. We recommend that you consult with your counsel prior to acting on the information contained herein.*

## CSBA Policy Development Workshop

Tezeta Stewartz <tstewartz@csba.org>

Thu 6/1/2017 1:39 PM

To: Isidro Rodriguez <irodriguez@ducorschool.com>;

1 attachment

Services Pricing Sheet- Ducor ESD.pdf;

Hello Superintendent Rodriguez,

Please see attached for a quote sheet that reflects our 2017-18 fee schedule, you will find my recommendations highlighted in yellow. Below you will find a description of our consortium service option that you may forward to other districts in the area that have an ADA of less than 1,000.

I look forward to assisting you through this process please let me know if you have any additional questions or concerns.

-

Tezeta

### CSBA Policy Development Workshop- Consortium

The Policy Development workshop consists of a two to three day workshop pairing the knowledge and experience of district administrators with the expertise of a CSBA consultant. During the PDW a CSBA policy consultant will come to a central location to facilitate the creation of a new policy manual for your districts. At the end of this process each district will have a fully updated, user-friendly district/COE policy manual that complies with state and federal law and meets local needs.

- Helps ensure compliance with state and federal mandates.
- Incorporates unique local perspective into every policy manual.
- Familiarizes participating staff and board members with the district's policies and regulations

The Consortium option is only for districts with an ADA of 1,000 students or less. Consortium participants will also be responsible for the CSBA Consultant travel costs which will be split among all participating districts.

All consortium participants **must be GAMUT online subscribers.**

- Cost to each district
  - \$5,420 w/ 3 Districts
  - \$5,330 w/ 4 Districts
  - \$5,275 w/ 5 Districts

Best,

Tezeta Stewartz

Policy Manual Consultant

California School Boards Association  
3251 Beacon Blvd.  
West Sacramento, CA 95691  
[tstewartz@csba.org](mailto:tstewartz@csba.org) | (916) 669-3259





# Ducor Union ESD

P.O. Box 249, Ducor, CA 93218

## **GAMUT Online**

**\$ 1,000**

GAMUT Online provides easy access to CSBA sample policies, regulations and bylaws, pertinent laws and other resources. GAMUT Online is updated continuously. It includes all of CSBA's sample policies, the entire Education Code, Title 5, other referenced state and federal code sections, California Department of Education advisories, a "keyword" index, and the ability to easily download sample policies and regulations to word processing programs for editing. Email notifications let you know when the CSBA sample policy manual has been updated on GAMUT Online.

## **Manual Maintenance**

**\$ 2,080**

Updated policy packets are issued five times a year and contain sample policy language that may be modified to reflect local goals, philosophy and practices. CSBA provides word processing of your district-adopted policies and regulations incorporating any modifications, official adoption dates, and your district name. This service is provided electronically (via email) and/or in hard copy.

## **Policy Online**

**\$3,080 (GAMUT Online + Manual Maintenance)**

Combining the benefits of GAMUT Online and Manual Maintenance services, Policy Online includes the posting of your own district's policy manual online. Additional benefits include:

- Allows your district the option of eliminating the distribution and maintenance of policy binders throughout the district.
- Assures district leadership that everyone is relying on the same policy.
- Allows your district to have a "public account" to give internet access to the district's policy manual to parents, students and other community members. The "public account" is a limited account giving access to only the district's policy manual.
- Newly adopted and revised policies are normally posted on GAMUT Online within 30 days after they are received by CSBA. CSBA provides an e-mail notification to your district when policies have posted.

## **Policy Development Workshop**

**\$8,200**

The Policy Development workshop consists of a two to three day workshop pairing the knowledge and experience of district administrators with the expertise of a CSBA consultant. During the PDW a CSBA policy consultant will come to your office to facilitate the creation of a new policy manual for your district. At the end of this process you will have a fully updated, user-friendly district/COE policy manual that complies with state and federal law and meets local needs.

- Helps ensure compliance with state and federal mandates.
- Incorporates unique local perspective into every policy manual.
- Familiarizes participating staff and board members with the district's policies and regulations.

<b>Policy Development Workshop- Consortium</b>	<b>\$5,420 w/ 3 Districts (per district)</b>
	<b>\$5,330 w/ 4 Districts (per district)</b>
	<b>\$5,275 w/ 5 Districts (per district)</b>

Only for districts with an ADA of 1,000 students or less. The Policy Development consortium participants will also be responsible for the CSBA Consultant travel costs which will be split among all participating districts.

- Must be GAMUT online subscribers

*.Prices of all services are based on your district's current ADA of 175.*

For more information, please contact:

Tezeta Stewartz  
Policy Consultant  
(916)669-3259  
tstewartz@csba.org

Staff Positions: Ducor School

Classroom Grade	Staff Member	Status	2017-18
0	Kathline Flores	FT	self-contain
1	Sabrina Flores	FT (intern)	self-contain
2	Maryann Woodruff	FT	self-contain
3	Virginia Walker	FT	self-contain
4	Rachel Centeno	FT (EC)	self-contain
5	Darrin Hill	FT	self-contain
6	Angelica Esqueda	FT (intern)	Math
7	John Dhanens	FT (intern)	Science
8	Kyle McDonald	FT	History
Cafeteria			
1	Rosalba Avila	FT	kitchen/custodial
Custodians			
1	Noe Rodriguez	FT	Maintenance/bus driver
2	Jeff Delk	PT	Custodian/bus driver
3	Daniel Alcatar	PT	Custodian
Librarian Technician			
1	Debbie Bates	PT	Library/support
Counselor			
1	Juan Reyes	PT	school counselor 3 days a week
Office			
1	Ruby Navarro	FT	Office Administrator
2	Jeremiah Sosa	FT	Business Manager
3	Isidro Rodriguez	FT	Superintendent/Principal

#### Resources

1	Laura Fielder	FT	Special Ed. Aide/TCOE/5 days
2	Joan Ishida	PT	Spec. Ed. Instructor/TCOE/3 days
3	Melissa DiMaccio	PT	Psychologist/TCOE/1 day
4	Speech Therapist		TCOE/as needed
5	Deaf and Hearing		TCOE/ as needed
6	Nurse		TCOE/ as needed

#### Band for Today

1	Band Teacher	PT	Music teacher 2 hours a session
---	--------------	----	---------------------------------

#### After School

1	Choices Program		5 days a week/ 3 hours a day
2	Brian Crabtree		English Second Language Instructor
3	Flora Avila/Maria Barajas		Pre-school tutoring 3 days a week
4	Mary McGill		Arts and Craft/Cooking
5	Patricia Hughes		Catechism
6	PTA		meets weekly/monthly as needed