

**BOARD TRANSMITTAL FORM
DENAIR UNIFIED SCHOOL DISTRICT**

BOARD MEETING DATE: August 13, 2015

EXHIBIT NO. **5**

TO: **Board of Education**
PREPARED BY: **Robert Mann**
PRESENTED BY: **Aaron Rosander, Superintendent**

AGENDA TITLE: **RATIFICATION OF EMPLOYMENT**

AGENDA SECTION:

- | | |
|--|--|
| <input type="checkbox"/> Closed Session | <input type="checkbox"/> Discussion |
| <input type="checkbox"/> Study Session | <input type="checkbox"/> Discussion/Public Comment/Action* |
| <input type="checkbox"/> Public Comment | <input type="checkbox"/> Bids/Public Comment /Action* |
| <input type="checkbox"/> Scheduled Communication | <input checked="" type="checkbox"/> Consent Action* |
| <input type="checkbox"/> Superintendent/Board Report | <input type="checkbox"/> Administrative Panel |
| <input type="checkbox"/> Staff Report | Recommendations* |
| <input type="checkbox"/> Minutes* | <input type="checkbox"/> Roll Call |
| <input type="checkbox"/> Public Hearing | |

**Scheduled for Action*

PROGRAM DESCRIPTION / DETAILS:

We are requesting the Board's ratification on the following employment, job changes, leave requests, new positions, resignations and/or terminations. New or revised job descriptions are attached for approval.

RECOMMENDED ACTION:

The Superintendent recommends approval of the ratification of employment list and any attached job description as presented

	Name	Site	Position	Action	Salary	Effective
a	Allen, Darrin	DHS	Athletic Director	Stipend	\$2,700.00	7/1/2015
b	Allen, Dawn	DCA	Charter Academy Principal / Summer School Principal (replaces Manley)	Employment	Column 2, Step 6	7/1/2015
c	Baker, Sally	DCA	Hourly Independent Study Counselor	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
d	Bargas, Stacey	FS	Food Server/Cashier	Change work hours from 10:30-1:30 to 10-1	---	8/11/2015
e	Binkley, Kara	DCA	Hourly Independent Study Teacher	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
f	Binkley, Kara	DCA	Hourly Independent Study Teacher	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
g	Cantwell, Rosanne	DMS	Activities Director	Stipend	\$750.00	2015-2016
h	Citti, Cindy	DMS	PE/Athletic Program Facilities Technician	Site change from DHS to DMS	---	7/1/2015
i	Cook, Karina	DECA	Noon Aide	Resignation Accepted by the Superintendent 8/7/2015	---	8/7/2015
j	Culver, Jon	DCA	Hourly Independent Study Teacher	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
k	Domico, Elise	DHS	TUPE Advisor	Stipend	\$750.00	2015-2016
l	Domico, Elise	DMS	TUPE Advisor	Stipend	\$750.00	2015-2016
m	Edwards, Troy	DHS	Learning Director, HS Pupil Personnel	Resignation Accepted by the Superintendent 6/30/2015	---	6/30/2015
n	Ericksen, Samantha	DCA	Hourly Independent Study Teacher	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
o	Fanconi, Jeanette	DCA	Hourly Independent Study Teacher	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
p	Fish, Tami	DECA	Paraeducator Speech Communication	Resignation Accepted by the Superintendent 8/5/2015	---	8/21/2015
q	Gianfortone, Sheila	DCA	Hourly Independent Study Teacher	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
r	Gonzalez, Monica	DCA	Hourly Independent Study Teacher	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
s	Hilton, Robyn	DHS	Activities Director	Stipend	\$1500.00	2015-2016
t	Jerner, Gynae	DMS	Teacher – Resource/Special Day Class (replaces Lundquist)	Employment	Range 1, Column 1	8/5/2015
u	Johnson, Vicki	DCA	Principals Secretary – Charter Schools	Resignation Accepted by the Superintendent 7/14/2015	---	7/28/2015
v	Jorge, Jody	DO	Executive Assistant to Superintendent / Director of Personnel	Resignation Accepted by the Superintendent 7/2/2015	---	7/17/2015
w	Keene, Grace	FS	Food Server/Cashier	Change work hours from 8-11 to 9:30-12:30	---	8/11/2015
x	Knapp, Sandra	DHS/DCA	Secretary Registrar	Site change from DHS to DHS (.75 FTE) / DCA (.25 FTE)	---	7/1/2015
y	Lundquist, Bonnie	DMS/DECA	Teacher – Resource/Special Day Class (replaces Allen)	Site change from DMS to DECA	---	7/30/2015
z	Manley, Travis	DCA/DMS	Middle School Principal (replaces Delworth)	Site Change from DCA to DMS	---	7/1/2015
aa	Michael, Gina	DMS	Teacher 6-8	Recession .3333 FTE (PC #198)	---	8/5/2015
ab	Pacheco, Claudine	DECA	Noon Aide (replaces Delgado)	Employment	Range 1, Step 1	8/12/2015
ac	PC #21	FS	Food Server/Cashier	Increase FTE from .3750 to .4688 (Currently Vacant)	---	8/11/2015
ad	PC #223	FS	Food Server/Cashier	Increase FTE from .2500 to .375	---	8/11/2015

ae	PC #234	DMS/DHS	PE/Athletic Program Facilities Technician	Site change from DMS to DHS	---	7/1/2015
af	PC #234	DMS/DHS	PE/Athletic Program Facilities Technician	Increase FTE from .3750 to .4678	---	7/1/2015
ag	PC #24	FS	Food Server/Cashier	Decrease FTE from .2500 to .1875 (Currently Vacant)	---	8/11/2015
ah	PC #270	DCA	Secretary Registrar	Add FTE .25 (new position)	---	7/1/2015
ai	PC #85	DHS/DMS	PE/Athletic Program Facilities Technician	Change work hours from 7:30-1:30 to 7:30-1:55	---	7/1/2015
aj	PC #97	DHS	Secretary Registrar	Reduce FTE from 1.0 to .75	---	7/1/2015
ak	PC #86	DCA	Principal's Secretary - Charter	Change work day from 262 to 220	---	8/5/2015
al	Pena, Nicole	DCA	Hourly Independent Study Teacher	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
am	Perez, Jasmin	DECA	Teacher – Spanish	Employment – FTE .6667	Range 1, Step 1	8/10/2015
n	Perez, Jasmin	DMS	Teacher – Spanish	Employment – FTE .3333	Range 1, Step 1	8/10/2015
ao	Quillen, Lori	DCA	Hourly Independent Study Teacher	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
ap	Roe, Amanda	DECA	Physical Education Aide (replaces Hesling)	Employment	Range 1, Step 1	8/12/2015
aq	Rojas, Cristina	DHS	Teacher 9-12 (replaces Hess)	Employment FTE .6667	Column 4, Step 10	8/10/2015
ar	Rojas, Cristina	DMS	Teacher 6-8 (replaces Hess)	Employment FTE .1667	Column 4, Step 10	8/10/2015
as	Rojas, Cristina	DCA	Hourly Independent Study Teacher	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
at	Savelson, Jerry	DCA	Hourly Independent Study Teacher	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
au	Schuchterman, Sara	DHS	Teacher 9-12	Recession .1667 FTE (PC #155)	---	8/5/2015
av	Silveira, Lucy	DCA	Hourly Independent Study Teacher	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
aw	Towes, Chad	DCA	Hourly Independent Study Teacher	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
ax	Valencia, Griselda	DCA	Hourly Independent Study Teacher	Temporary Employment (based on student enrollment)	Hourly (\$41.01)	2015/2016
ay	Vaughan, Brianna	DHS	Teacher 9-12	Recession .1667 FTE (PC #153)	---	8/5/2015
az	Villa, Esmeralda	DCA	Principal's Secretary - Charter	Site change from DECA to DCA	---	8/5/2015
ba	Werther, Jody	DMS	Noon Aide (replaces Mercer)	Employment	Range 1, Step 1	8/19/2015
bb	Wooten, Curtis	DMS	Athletic Director	Stipend	\$1,300.00	15/16
bc	Yakoub, Maria	DECA	Learning Director, ES Pupil Personnel	Employment	Range 4, Step 1	7/1/2015
bd	Yanez, Hannah	DO	Executive Assistant to Superintendent/Board (replaces Jorge)	Employment	Range 9, Step 5	8/24/2015

DENAIR UNIFIED SCHOOL DISTRICT

CLASS TITLE:	HIGH SCHOOL COUNSELOR	(PUPIL PERSONNEL)
IMMEDIATE SUPERVISOR:	Director of Secondary Education	
CONTRACT:	180 Days / Year	
HOURS:	7 Hours / Day	
CLASS:	Certificated	
SALARY AND BENEFITS:	Certificated Salary Schedule	

BASIC FUNCTION:

The Counselor is classified as certificated and is under the direction of the Director of Secondary Education. The Counselor shall utilize effective skills to assist in providing the highest quality educational and personal growth experience possible for students. In the absence of the Director, the Counselor may serve as the Director's designee.

REPRESENTATIVE DUTIES:

The Counselor shall be assigned specific duties based upon site needs, credential, experience and professional expertise in site relevant areas as follows:

- Custodian of student records.
- Assist in event supervision, i.e. prom, dances, open house, Back to School.
- Serve as a member of the site team.
- Site coordinator for testing program, i.e. STAR, SAT, careers.
- Assist in implementing site programs and projects.
- Participate in and lead parent, teacher, and student groups.
- Manage all counseling and guidance activities.
- Assist Principal with graduating class activities and graduation ceremony.
- School/Home Communications.
- Student Study Team participant and/or leader.
- Development of Accommodation Plans as per Section 504 of Americans with Disabilities.
- Attends Special Education Program and Individual Education Plan Meetings (I.E.P.).
- Assist with supervision of alternative education programs/"at risk" student programs.
- Arrange personal and small group counseling for students, as needed.
- Assist with the supervision of co/extra-curricular activities.
- Assist in developing plans to support the District in achievement of its goals and implement.
- Assist with implementation of extended year and summer programs.
- Other duties as assigned.

KNOWLEDGE OF:

- Telephone techniques and etiquette
- Modern office practices, procedures and equipment; operation of common office computer equipment and related software
- Correct business English, vocabulary, grammar and usage, spelling and punctuation
- Record-keeping techniques and time management skills
- District organization, operations, policies and objectives
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills

ABILITY TO:

- Pass District pre-employment tests
- Print and write legibly; add, subtract, multiply and divide quickly and accurately
- Communicate effectively, both orally and in writing; understand and carry out oral and written directions in an efficient manner
- Demonstrate organizational and time management skills and ability to multi-task and reprioritize tasks; meet schedules and deadlines

- Read, learn, interpret, apply and explain specific rules, regulations, laws, policies and procedures
- Operate computer equipment to input and manipulate data and to generate records and reports; utilize computer software to organize, sort and report data
- Work with the public, District administration, principals, teachers and all classified personnel; establish and maintain cooperative and effective relations with those contacted in the course of work
- Maintain confidentiality in the performance of all areas of responsibility

REQUIRED QUALIFICATIONS:

- Valid California Pupil Personnel Services Credential (both 1 and 2 for Counselor II)
- A combination of at least three (3) years of experience as a teacher, counselor, Counselor or administrator or other related experiences.

DESIRABLE QUALIFICATIONS:

- High energy level and the ability to function well under stress.
- Ability to function as a “team player”
- Ability to work long and flexible hours
- Appropriate sense of humor
- Possesses collaboration, communication and problem-solving skills
- Is creative
- Possesses a high level of tenacity and follow through ability.
- Awareness of, and ability to utilize technology.
- Student centered.
- Previously demonstrated ability to work successfully in a collaborative manner
- Bilingual in the predominant secondary language of the District.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California Driver’s License
- Must be bondable
- First aid and CPR training recommended
- Required District staff development in-service training

PHYSICAL DEMANDS:

- Visual acuity to see and read a variety of materials and to perform a variety of accounting duties
- Hearing and speaking to exchange information in person and on the telephone, and to communicate so others will be able to clearly understand normal conversation
- Dexterity of hands and fingers to operate a telephone, computer keyboard and other office equipment
- Physical agility to lift up to 25 pounds and carry up to 15 pounds; bending at the waist, kneeling, stooping or crouching to file materials
- Sitting or standing for extended periods of time
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely and efficient fashion

BOARD APPROVED:

ADOPTED:

DENAIR UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRINCIPAL'S SECRETARY - CHARTER SCHOOLS
IMMEDIATE SUPERVISOR: Charter Academy Principal
CONTRACT: 11 Months / Year
RANGE: 8

BASIC FUNCTION:

Under the direction and supervision of the site Principal/designee, acts as secretary to the charter school principal and performs administrative, clerical, student guidance and student body duties. Performs other specialized and responsible secretarial duties and related tasks as directed.

REPRESENTATIVE DUTIES:

- Responsible for preparing and maintaining a variety of student forms, files and records, including but not limited to maintaining current student cumulative records; recording of achievement, psychological and aptitude score results on student transcripts; processing of student insurance and accident reports; processing of all site employee absences and absence request forms for appropriate distribution, and periodically monitoring dead files
- Sends for records of all students entering school, verifies addresses and checks all new transfers for birth verification and required inoculations; completes check-out for cumulative records; transfers cumulative student records to other schools and/or agencies upon proper request
- Maintains psychologists' reports and oversees filing of the check-out procedures for same; transfers reports to other schools and agencies upon proper request
- Performs a variety of functions and active assistance as required in year-end graduation programs and events, including but not limited to the ordering and processing of all diplomas; organization, typing and printing of yearly graduation, awards ceremony and baccalaureate programs; verification of grade point averages
- Verifies data maintained in the student information system; prepares a variety of reports related to student information as required
- Contacts organizations for scholarship donations; assists in setting up application forms for students
- Assembles, types and distributes Senior Handbook and Staff Handbook
- Performs a variety of clerical duties, including but not limited to preparing, producing and distributing student and parent notices; gathering information, generating and distributing the school newsletter, flyers and notices; scheduling parent/teacher conferences for teachers and principal; assisting in contacting parents and signing in students as necessary; greeting and responding to questions from students, teachers, staff and parents; typing, filing and tracking of approved purchase and work orders; and ordering/receiving all teacher instructional supplies, testing materials and classroom textbooks
- Operates and maintains a variety of office equipment including a computer, typewriter, fax machine, copier, printer, duplicator, computer back-up system, scanner, calculator/adding machine and other assigned equipment
- Assists with sorting and distributing daily mail and other materials
- Opens and sorts mail for principal; generates principal's documents and correspondence; maintains principal's appointment book
- Performs general filing duties
- Orders and/or maintains office and lounge supply inventory and equipment
- Documents, creates, organizes and files documents and forms
- Answers telephone and takes messages; greets and assists office visitors
- Trains, assists and supervises student help
- Issues keys and maintains key control records
- Generates, maintains revises as necessary and prepares for printing all site general office forms and student certificates
- Attends, records and keeps on file all minutes of teacher meetings
- Generates, distributes and collects teacher yearly check-out folders
- Performs additional related duties as assigned

KNOWLEDGE OF:

- Operation of a centralized telephone console; telephone techniques and etiquette
- Modern office practices, procedures and equipment; operation of computer equipment and related software
- Correct business English, vocabulary, grammar and usage, spelling and punctuation
- Record keeping techniques and time management skills
- Preparation, review and control of assigned duties
- Interpersonal skills using tact, courtesy and diplomacy
- Oral and written communication skills
- Effective personnel practices; training and providing work direction to others
- Laws, rules and regulations related to assigned duties, including District organization, operations, policies and objectives

ABILITY TO:

- Pass District pre-employment tests
- Accurately keyboard at 55 words per minute
- Perform responsible clerical and secretarial work
- Print and write legibly; add, subtract, multiply and divide quickly and accurately
- Communicate effectively, both orally and in writing; understand and carry out oral and written instructions in an efficient manner
- Plan and organize work; meet schedules and deadlines
- Read, learn, interpret, apply and explain rules and regulations, policies and procedures with good judgment
- Operate computer equipment to input and manipulate data and to generate records, reports and statements; compile, prepare, maintain, verify and submit accurate and complete records, reports and statements in compliance with established procedures
- Operate a variety of modern office equipment, including but not limited to a typewriter, 10-key adding machine, copier, duplicators and fax machine
- Coordinate, implement and maintain appropriate procedures relative to assigned duties
- Work closely with principals, assistant principals, counselors and teachers regarding pertinent information affecting student academic and discipline needs
- Establish and maintain cooperative and effective relations with others; exhibit a positive approach in dealing with students, parents and fellow staff members
- Work confidently and somewhat independently in performing assigned duties
- Maintain confidentiality of records and information

EDUCATION AND EXPERIENCE:

- Equivalent of High School Diploma
- Courses and knowledge of typing and modern office methods
- Two years prior clerical or secretarial experience

LICENSES AND OTHER REQUIREMENTS:

- First aid and CPR training recommended
- Required District staff development in-service training

ENVIRONMENT:

- Office environment
- Constant interruptions

PHYSICAL DEMANDS:

- Visual acuity to see and read a variety of materials
- Hearing and speaking to exchange information in person and on the telephone, and to communicate so others will be able to clearly understand normal conversation
- Dexterity of hands and fingers to operate a telephone, computer keyboard and other office equipment
- Physical agility to lift objects weighing 25 pounds and carry objects weighing 15 pounds; bending at the waist, kneeling or crouching to file materials
- Sitting or standing for extended periods of time
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely and efficient fashion

DUES DEDUCTION:

This is a classified bargaining unit position, under agreement with California State Employees Association (CSEA) Chapter 113, which requires new classified employees, as a contractual obligation to CSEA to: (1) become a dues-paying member of CSEA, or (2) pay a services fee to CSEA, or (3) if eligible as a religious objector, make a contribution to a charitable organization selected from among those listed in the classified agreement.

BOARD APPROVED:

CSEA: Sent for review July 30, 2015