OCTOBER 7, 2020

AGENDA ITEM #: 5.1

SUBJECT:
Resolution ACOE 20/21-005 – National Bullying Prevention Month

BACKGROUND INFORMATION:
The Month of October is National Bullying Prevention Month, which is a campaign in response to
the need to raise awareness of bullying that provides schools and communities with an opportunity
to educate students, parents, and others about their role in bullying prevention.

FISCAL IMPLICATIONS:
There are no fiscal implications.

RECOMMENDATION:
Superintendent Russell recommends approval of the Resolution for National Bullying Prevention
Month.

PRESENTED BY:
Sean Snider, Assistant Superintendent, Educational Services
AMADOR COUNTY OFFICE OF EDUCATION
JACKSON, CA
RESOLUTION NO. ACOE 20/21-005

National Bullying Prevention Month

WHEREAS, the Amador County Office of Education supports the rights of students and staff to attend schools that are safe and free from violence, harassment, bullying and discrimination; and

WHEREAS, providing a safe school environment that ensures both the physical and emotional safety of students and staff, creates the conditions necessary to foster academic achievement; and

WHEREAS, bullying, harassment, discrimination, and violence, and even the fear of harm, whether done electronically during distance learning or in-person under normal conditions can create barriers to learning and contribute to low self-esteem, depression, anger, and, in extreme cases, school violence or suicide; and

WHEREAS, a safe school is one where teaching and learning are not distracted; disruptions are minimized; drugs, violence, bullying, and fear are not present; students are not discriminated against; expectations for behavior are clearly communicated; and consequences for infractions are consistently and fairly applied; and

WHEREAS, school districts and county offices of education have a responsibility to ensure a safe school environment that is free of intimidation and harassment; and

WHEREAS, the most effective approach to creating safe school environments requires a comprehensive, coordinated effort including school-wide, district-wide, and community-wide strategies where all institutions, organizations, and individuals must accept responsibility for their critical roles and collaborate to establish a positive environment for teaching and learning; and

WHEREAS, the Month of October is National. Bullying Prevention Month, which is a campaign in response to the need to raise awareness of bullying that provides schools and communities with an opportunity to educate students, parents, and others about their role in bullying prevention;

NOW, THEREFORE, IT BE RESOLVED that the Amador County Office of Education Board of Trustees hereby supports the goals of National Bullying Prevention Month and will work with a broad spectrum of local community stakeholders, parents, students, teachers, and staff to develop, implement, and monitor policies and programs that foster and support a positive school climate free from bullying, harassment, discrimination, and violence.

BE IT FURTHER RESOLVED, that this resolution be distributed to all schools in ACOE.

Susan Ross
President, Board of Trustees

Kandi Thompson
Clerk, Board of Trustees
AGENDA ITEM #: 5.2

SUBJECT:
Resolution: ACOE 20/21-007 Week of the School Administrator

BACKGROUND INFORMATION:
California’s legislature recognizes the importance of educational leadership at the school, school district, and county levels, and has designated the second full week in the month of October each year as “Week of the School Administrator.” Amador County Office of Education publicly recognizes the contribution that school administrators make to successful pupil achievement.

FISCAL IMPLICATION:
None.

RECOMMENDATION:
Superintendent Russell recommends approval of Resolution: ACOE 20/21-007 Week of the School Administrator.

PRESENTED BY:
David Vicari, Assistant Superintendent, Human Resources & Labor Relations
BEFORE THE BOARD OF TRUSTEES OF
AMADOR COUNTY UNIFIED SCHOOL DISTRICT
COUNTY OF AMADOR, STATE OF CALIFORNIA

RESOLUTION NO. ACOE 20/21-007
RECOGNITION OF WEEK OF THE SCHOOL ADMINISTRATOR

WHEREAS, Leadership Matters for California’s public education system and the more than 6 million students it serves;

WHEREAS, School administrators are passionate, lifelong learners who believe in the value of quality public education, and

WHEREAS, The title “school administrator” is a broad term used to define many education leadership posts. Superintendents, assistant superintendents, principals, assistant principals, special education and adult education leaders, curriculum and assessment leaders, school business officials, classified educational leaders, and other school district employees are considered administrators; and

WHEREAS, Providing quality service for student success is paramount for the profession; and

WHEREAS, Most school administrators began their careers as teachers. The average administrator has served in public education for more than a decade. Most of California’s superintendents have served in education for more than 20 years. Such experience is beneficial in their work to effectively and efficiently lead public education and improve student achievement; and

WHEREAS, Public schools operate with lean management systems. Across the nation, public schools employ fewer managers and supervisors than most public and private sector industries including transportation, food service, manufacturing, utilities, construction, publishing and public administration; and

WHEREAS, School leaders depend on a network of support from school communities – fellow administrators, teachers, parents, students, businesses, community members, board trustees, colleges and universities, community and faith-based organizations, elected officials and district and county staff and resources – to promote ongoing student achievement and school success; and

WHEREAS, Research shows great schools are led by great principals, and great districts are led by great superintendents. These site leaders are supported by extensive administrative networks throughout the state; and

WHEREAS, the State of California has declared the second full week of October as the “Week of the School Administrator” in Education Code 44015.1; and
WHEREAS, The future of California’s public education system depends upon the quality of its leadership;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Amador County Unified School District, that all school leaders be commended for the contributions they make to successful student achievement.

PASSED AND ADOPTED by the members of the Board of Trustees of the Amador County Unified School District of the County of Amador, State of California, this 7th day of October 2020.

__________________________________  __________________________________
Susan Ross      Kandi Thompson
President, Board of Trustees     Clerk, Board of Trustees
SCHOOL ADMINISTRATORS

Robert Russell
Jared Critchfield
Donna Custodio
Lisa Valdez-Shaw
Butch Wagner
Minutes
AMADOR COUNTY OFFICE OF EDUCATION
BOARD OF TRUSTEES
Wednesday, September 23, 2020

IMMEDIATELY FOLLOWING JOINT MEETING

Meeting Location: Amador County Building, 810 Court Street, Jackson. Remote meeting via Zoom for public access.

NOTE: Due to COVID-19 this meeting will be available to the public via Zoom and following the meeting recorded audio will be available on our website. Zoom offers closed captioning during live conferences for disabled persons. To access the meeting online join the Zoom meeting via https://us02web.zoom.us/j/88592518469?pwd=MTQyanM0bmlvMnZGQXIrOFdpd3NNZz09

Meeting ID: 885 9251 8469
Passcode: 092320
One tap mobile
+16699009128,,88592518469#,,,,,,0#,,092320#

NOTE: A copy of the Board agenda and backup materials is available for inspection and review at Amador County Office of Education, 217 Rex Ave., Jackson, CA during regular business hours. In addition, this agenda has been posted on the Amador County Unified School District Website at www.amadorcoe.org. An audio recording of the Board Meeting is made.

Board of Trustees meetings are meetings of the Board in public, as per the Brown Act open meeting law. All five Board Members may not have discussion outside an open meeting. This meeting is their opportunity to have discussion in order to conduct their business. Board Meetings are not meetings for the public to interact informally with the Board. Members of the public may speak formally to the Board by completing a speaker card and giving it to the Board Clerk.

OUR MISSION: Enriched by the diversity and deep traditions of our unique community, Amador County Public Schools will prepare, support, and inspire each student to achieve career and college success in a rapidly evolving world through highly engaging teaching, rigorous learning and innovative pathways supported by strong partnerships in a safe, caring and collaborative environment.

1.0 CALL TO ORDER 7:55PM

2.0 BOARD MEMBERS
[X] Susan Ross – Board President
[X] Kandi Thompson – Board Clerk
[X] Deborah Pulskamp
[X] James Marzano
[X] Janet White
[  ] Ian McMahan, Amador High School, Student Board Member
[  ] Kate Johnson, Argonaut High School, Student Board Member

The Board may not take action on any item which is not on this agenda, except when (1) an emergency situation exists, (2) there is need to take immediate action and the need for the action came after posting, or (3) the item was posted for a prior meeting within specified time limits. (Government Code §54954.2)
3.0 Roll taken by the Secretary to the Governing Board

4.0 ADDITIONS/DELETIONS OR CORRECTIONS TO THE AGENDA
There were none.

5.0 PRESENTATION AND RECOGNITION
5.1 Resolution: ACOE-20/21-005 National Bullying Prevention Month (Mr. Snider)
This resolution declares the month of October as “National Bullying Prevention Month.”

5.2 Resolution: ACOE 20/21-007 Week of the School Administrator (Mr. Vicari)
This resolution declares the second full week in the month of October as “Week of the School Administrator.” Items 5.1 and 5.2 were moved to October 7th Board meeting.

6.0 EMPLOYEE ORGANIZATIONS
6.1 Special Educators of Amador County (SEAC) (Representative)
6.2 California School Employees Association (CSEA 827) (Representative)
Megan Mathison, CSEA 827 President, spoke to the Board and expressed concerns over calendar and no agreement has been reached yet.

7.0 PUBLIC COMMENTS
A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits. Individual speakers shall be allowed three minutes to address the Board on non-agenda items. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. NOTE: If you wish to address the Board please complete a speaker card and give it to the Board Clerk.

8.0 CONSENT AGENDA
The Board of Trustees received these items under separate cover as an addendum. Public copy available during regular Board meeting and on the district website at www.amadorcoe.org.

Board Clerk Thompson moved to approve, and Board President Ross seconded the motion. The motion passed 5-0.

8.1 Minutes
8.1a Board Meeting – September 9, 2020

8.2 Business (Mr. Critchfield)
8.2a Warrants issued between September 2, 2020 – September 11, 2020 $307,212.54

8.3 Surplus
8.3a Special Education – 5 Laptops, Outdated

9.0 DISCUSSION/ACTION ITEMS
Public comments regarding Discussion/Action Items will be addressed during the Discussion/Action agenda items. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to

The Board may not take action on any item which is not on this agenda, except when (1) an emergency situation exists, (2) there is need to take immediate action and the need for the action came after posting, or (3) the item was posted for a prior meeting within specified time limits. [Government Code §54954.2]
comment as briefly as the subject permits. Individual speakers shall be allowed three minutes to address the Board on each agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. NOTE: If you wish to address the Board please complete a speaker card and give it to the Board Clerk.

9.1 Division of the State Architect Inspection Services Agreement with Michael Martin, DSA Inspector – Discussion/Action (Mr. Critchfield)

At the request of the Superintendent, a Request for Qualifications (RFQ) was issued for DSA Inspection Services. The Amador County Office of Education has completed the paper screening of the firm that submitted a Statement of Qualifications for Inspector of Record. It is the recommendation of the Superintendent and the Assistant Superintendent of Business Services to approve this contract. These inspections will be for the special education facilities funded through the State School Facilities Program, Financial Hardship.

Mr. Critchfield spoke on agreement. Board President Ross moved to approve, and Board Member Marzano seconded the motion. The motion passed 5-0.

9.2 Public Hearing for Sufficiency of Instructional Materials (Mr. Snider)

California Education Code Section 60119 requires that local governing boards hold an annual public hearing to determine whether each pupil in the LEA has sufficient textbooks or instructional materials in reading/language arts, mathematics, science, and history-social science aligned to content standards and consistent with the content and cycles of the curriculum framework adopted by the State Board of Education.

There were none.

9.3 Resolution for Sufficiency of Instructional Materials – Discussion/Action (Mr. Snider)

Education Code Section 60119 requires that local governing boards adopt a resolution stating whether each pupil in the LEA has sufficient textbooks or instructional materials in reading/language arts, mathematics, science, and history-social science aligned to content standards and consistent with the content and cycles of the curriculum framework adopted by the State Board of Education.

Mr. Snider read resolution. Board Clerk Thompson moved to approve, and Board Member Marzano seconded the motion. The motion passed 5-0.

9.3a Resolution ACOE 2020/2021-006 – Adoption of the “Sufficiency of Instructional Materials”

10.0 INFORMATIONAL ONLY

10.1 Personnel

10.1a Personnel Items approved by COE Superintendent September 11, 2020

11.0 REPORTS

11.1 Report from Superintendent (Dr. Russell)

There were none.

11.2 Report and Remarks from Board Members

The Board may not take action on any item which is not on this agenda, except when (1) an emergency situation exists, (2) there is need to take immediate action and the need for the action came after posting, or (3) the item was posted for a prior meeting within specified time limits.

Government Code §54954.2
There were none.

12.0 **NEXT MEETING**

ACOE Regular Meeting: Wednesday, October 7, 2020, tentatively scheduled to be held at the Amador County Administration Building, 810 Court St., Jackson, CA. **ACOE Board Meeting is immediately following ACUSD meeting.**

13.0 **ADJOURNMENT** 8:03PM

* The Amador County Office of Education complies with the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent’s Office by calling (209) 257-5330. All efforts will be made for reasonable accommodations.

* Any writings or documents that are provided to the governing board in open session will be made available for public inspection at the meeting or at the Amador County Public Schools District Office located at 217 Rex Avenue, Jackson, CA during normal business hours.
### Warrants

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If there are any questions regarding any of the payments, please contact Jared Critchfield @ 257-5375 or Nancy Kohlman @ 257-5333
AGENDA ITEM #: 8.3a


BACKGROUND INFORMATION: California Education Code 35186 sets forth guidelines whereby a school district must report any filed Williams Act complaints to the Amador County Office of Education’s Governing Board on a quarterly basis. There were no Williams Act complaints filed with the Amador County Office of Education for the months of July, August or September 2020.

FISCAL IMPLICATION: None

RECOMMENDATION: The Superintendent recommends that the Board approve the Williams Act Quarterly Report

PRESENTED BY: Sean Snider, Assistant Superintendent, Educational Services
AGENDA ITEM #: 9.1

SUBJECT:
Contract Approval with American River Construction – Discussion/Action

BACKGROUND INFORMATION:
This contract is for site and utility work for the placement of the Special Education Facility at Jackson Junior High School. In 2012, the Amador County Office of Education (ACOE) received approval from the Office of Public School Construction (OPSC) for funding under the State School Facility Program (SFP) through Financial Hardship. The final Application for Funding was filed with the OPSC on March 18, 2014 and placed on the State Allocation Board’s (SAB) ‘Acknowledged’ list awaiting funding from a future statewide general obligation bond. Proposition 51 was approved by voters in November 2016. The OPSC processed the ACOE’s application and an apportionment was approved by the SAB on October 24, 2018.

On June 28, 2019, the Amador County Public Schools Board of Trustees approved entering into an agreement with Silver Creek Industries for the pre-fabricated building consisting of two classrooms, a restroom and a therapy room. The OPSC released funds to the ACOE on February 19, 2019 for the construction of the facility that includes site preparation. The building is nearing completion and the ACOE must enter into a construction contract for site and utility work for the placement of the building.

In March 2020, the County Office of Education received two (2) bids that exceeded the budget for the performance on this work. The bids were rejected in May 2020.

In reviewing the project, the handicap ramps were redesigned to simplify the ADA access. In addition, the current bid climate is favorable. On August 21, 2020, the project was re-advertised with the intent of attracting interest from a larger pool of contractors with competitive bids that are within the current budget. A total of four (4) bids were received.

American River Construction was the lowest bidder for this project.

FISCAL IMPLICATIONS:
The total cost of Jackson Junior High School contract with American River Construction in the amount of $1,847,000.00, is funded under the State School Facility Program through the ACOE Jackson Junior High SDC classroom addition, application number 50/10033-00-002.

RECOMMENDATION:
Superintendent Russell recommends approval of this contract.

PRESENTED BY:
Jared Critchfield, Assistant Superintendent, Business Services
**BID RESULTS**

**BID DATE AND TIME: 09/17/20 | 2:00PM**

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<th>ALTERNATE # 2 CONC. BLDG. FOUNDATION</th>
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<td></td>
<td></td>
</tr>
<tr>
<td>Bobo Construction, Inc.</td>
<td>(916) 383-1681</td>
<td>$1,997,000.00 $108,625.00 $178,032.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Diede Construction, Inc.</td>
<td>(209) 369-8255</td>
<td>$2,019,000.00 $148,000.00 $202,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>BRCO Constructors, Inc.</td>
<td>(916) 253-9373</td>
<td>$2,193,000.00 $133,000.00 $151,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
AGENDA ITEM #: __9.2________

SUBJECT:
Approve Change Order for Argonaut High School and Plymouth Elementary School Special Education Facility Project

BACKGROUND INFORMATION:
In order to complete site and facility work for the Special Education Facilities at Argonaut High School and Plymouth Elementary, the Board awarded the contract to McCuen Construction for a total of $300,000 for Plymouth Elementary School and $710,000 for Argonaut High School. This change order will add an additional $86,620.65 to Plymouth Elementary School’s contract and $55,561.36 to Argonaut High School’s contract. The totals will be as follows:

<table>
<thead>
<tr>
<th>Plymouth</th>
<th>Argonaut</th>
</tr>
</thead>
<tbody>
<tr>
<td>$300,000.00 – Original Contract</td>
<td>$710,000.00 – Original Contract</td>
</tr>
<tr>
<td>$98,000.00 – Previous Change Orders</td>
<td>$157,000.00 – Previous Change Orders</td>
</tr>
<tr>
<td>$86,620.65 – Current Change Order</td>
<td>$55,561.36 – Current Change Order</td>
</tr>
<tr>
<td><strong>$484,620.65 – New Contract Total</strong></td>
<td><strong>$922,561.36 – New Contract Total</strong></td>
</tr>
</tbody>
</table>

Please refer to the following document for a thorough description of each change order.

FISCAL IMPLICATIONS:
These projects are 100% funded through the School Facilities Program for Financial Hardship.

RECOMMENDATION:
Superintendent Russell recommends approval of the Change Order from McCuen Construction for an additional $86,620.65 for Plymouth Elementary School and an additional $55,561.36 for Argonaut High School.

PRESENTED BY:
Jared Critchfield, Assistant Superintendent, Business Services
PROJECT: PLYMOUTH ES - SPECIAL ED FACILITY

DSA APP #: 02-116775

DSA FILE #: 03-H2

DISTRICT: AMADOR COUNTY OFFICE OF EDUCATION

CONTRACTOR: McCUEN CONSTRUCTION, INC.

CO #: 2

DATE: September 28, 2020

THE CONTRACT SUM PRIOR TO THIS CHANGE ORDER WAS

THE CONTRACT SUM WILL BE (INCREASED) (DECREASED) (UNCHANGED) IN THE AMOUNT OF

THE NEW CONTRACT SUM INCLUDING THIS CO WILL BE

THE CONTRACT TIME WILL BE (INCREASED) (DECREASED) (UNCHANGED) BY

300,000.00

98,000.00

398,000.00

86,620.65

484,620.65

0 days

NOTValid Until Signed By Owner, Architect, and CM.

ARCHITECT:
CALIFORNIA DESIGN WEST ARCHITECTS
2100 19TH STREET
SACRAMENTO, CA 95818

CONTRACTOR:
McCUEN CONSTRUCTION, INC.
3629 SWETZER ROAD
LOOMIS, CA 95650

OWNER:
AMADOR COUNTY OFFICE OF ED
217 REX AVENUE
JACKSON, CA 95642

SIGNATURE: DATE: 09/30/20
SIGNATURE: DATE: 9/28/2020
SIGNATURE: DATE:
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Reason</th>
<th>Additional Information</th>
<th>Add / Credit</th>
<th>Time Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.01</td>
<td>Site Survey</td>
<td>Existing site conditions differed from the survey provided in the bid documents. Contractor required a more detailed site survey in order to properly install the building per DSA approved plans.</td>
<td></td>
<td>$7,467.13</td>
<td>0 days</td>
</tr>
<tr>
<td>2.02</td>
<td>ADA Upgrades</td>
<td>After award of contract, it was discovered that the path of travel from existing ADA parking and front entrance to the new building exceeds 2% cross slope. The entire front walkway and building entrance walkway was required to be removed and new concrete installed to meet ADA requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.03</td>
<td>Unsuitable Soil</td>
<td>While excavating for the new concrete walkway, the contractor encountered unsuitable soils. Geocon Consultants (Geotech Engineer) required an area of approximately 360 SF x 18&quot; deep soil to be excavated, a geogrid base added at the bottom and the area to be backfilled in thin lifts with an AB material to finished subgrade elevations to allow for the concrete walkway to be installed.</td>
<td></td>
<td>$7,154.35</td>
<td>0 days</td>
</tr>
<tr>
<td>2.04</td>
<td>Building Pad Shift</td>
<td>The eastern slope of the location of the new building was steeper than shown on the original survey. In order to avoid a 50' long retaining wall, the building was moved 10' to the west, as shown on original DSA approved plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.05</td>
<td>Concrete V-Gutters</td>
<td>The portable building manufacturer changed the building crawl space clearance to a minimum of 18&quot;, in order to provide positive drainage, a concrete v-gutter was required to be added under the building.</td>
<td></td>
<td>$7,953.95</td>
<td>0 days</td>
</tr>
<tr>
<td>2.06</td>
<td>Sewer and Water Service</td>
<td>In order to run sewer to the new building, the sewer routing was required to be changed to avoid other existing utilities. As well, in order to connect water service to the new building, water lines had to be rerouted to avoid other existing utilities.</td>
<td></td>
<td>$4,517.64</td>
<td>0 days</td>
</tr>
<tr>
<td>2.07</td>
<td>Existing Roof Downspout Drainage</td>
<td>The new building blocked the drainage of the existing roof downspouts on the adjacent building. The existing downspouts were required to be tied into the new storm drain system.</td>
<td></td>
<td>$2,093.84</td>
<td>0 days</td>
</tr>
<tr>
<td>2.08</td>
<td>Building Anchorage Change</td>
<td>Building anchorage had to be modified due to site constraints; contractor had to bolt steel plates along foundation wall in order to properly install building. This was approved by DSA via CCD # 3.</td>
<td></td>
<td>$773.01</td>
<td>0 days</td>
</tr>
</tbody>
</table>

**Total:** $86,620.65

**Total Days:** 0
CHANGE ORDER

PROJECT: ARGONAUT HIGH SCHOOL - SPECIAL ED FACILITY
DSA APP #: 02-117175
DSA FILE #: 03-H2
DISTRICT: AMADOR COUNTY OFFICE OF EDUCATION
CONTRACTOR: McCUEN CONSTRUCTION, INC.

CO #: 2

THE ORIGINAL CONTRACT SUM WAS $710,000.00
NET CHANGE BY PREVIOUS AUTHORIZED CHANGE ORDERS $157,000.00
THE CONTRACT SUM PRIOR TO THIS CHANGE ORDER WAS $867,000.00
THE CONTRACT SUM WILL BE (INCREASED) (DECREASED) (UNCHANGED) IN THE AMOUNT OF $55,561.36
THE NEW CONTRACT SUM INCLUDING THIS CO WILL BE $922,561.36
THE CONTRACT TIME WILL BE (INCREASED) (DECREASED) (UNCHANGED) BY 0 days

ARCHITECT: CALIFORNIA DESIGN WEST ARCHITECTS
2100 19TH STREET
SACRAMENTO, CA 95818

SIGNATURE: [Signature]
DATE: 09/30/20

CONTRACTOR: McCUEN CONSTRUCTION, INC.
3629 SWETZER ROAD
LOOMIS, CA 95650

SIGNATURE: [Signature]
DATE: 9/29/2020

OWNER: AMADOR COUNTY OFFICE OF ED
217 REX AVENUE
JACKSON, CA 95642

SIGNATURE: [Signature]
DATE: 

NOT VALID UNTIL SIGNED BY OWNER, ARCHITECT, AND CONTRACTOR.
# ARGONAUT HIGH SCHOOL - SPECIAL ED FACILITY

## DSA FILE #: 03-H2

CO #: 2R

DSA APP #: 02-117175

## Item No: 2.01
**ITEM:** SITE SURVEY (COR A-1) - CCD # 5 (TYPE B)

**REASON:** EXISTING SITE CONDITIONS DIFFERED FROM THE SURVEY PROVIDED IN THE BID DOCUMENTS. CONTRACTOR REQUIRED A MORE DETAILED SITE SURVEY IN ORDER TO PROPERLY INSTALL THE BUILDING PER DSA APPROVED PLANS.

ADD / CREDIT: $8,844.57

TIME EXTENSION: 0 DAYS

## Item No: 2.02
**ITEM:** BUILDING SHIFT / ADDITIONAL SIDEWALK - CCD # 2 (COR A-3 PARTIAL)

**REASON:** WHILE EXCAVATING FOR THE FOUNDATION, THE CONTRACTOR ENCOUNTERED AN EXISTING COUNTY SEWER MAIN THAT RAN UNDER THE AREA WHERE THE NEW BUILDING WAS TO BE PLACED. IN ORDER TO AVOID THE EXISTING COUNTY SEWER MAIN, THE BUILDING WAS SHIFTED 10 FEET TO THE EAST. BUILDING PAD WAS REQUIRED TO BE REGRDED AND ADDITIONAL SIDEWALK TO BE ADDED. THIS WAS APPROVED BY DSA VIA CCD # 2.

ADD / CREDIT: $6,894.13

TIME EXTENSION: 0 DAYS

## Item No: 2.03
**ITEM:** CRAWL SPACE DRAINAGE - ADDENDUM # 1 (COR A-3 PARTIAL)

**REASON:** THE DSA APPROVED DRAWINGS SHOWED CRAWL SPACE SLOPING 12" FROM FRONT TO BACK OF BUILDING. THE PORTABLE BUILDING MANUFACTURER CHANGED THE CRAWL SPACECLEARANCE TO A MINIMUM CLEARANCE OF 18". THIS REQUIRED ADDING NEW CATCH BASINS AND A STORM DRAIN LINE UNDER THE CENTER OF BUILDING, IN ORDER TO PROVIDE POSITIVE DRAINAGE. THIS WAS APPROVED BY DSA VIA ADD # 1, WHICH WAS REVISED TO INCLUDE THIS WORK AFTER THE PROJECT WAS AWARDED TO THE CONTRACTOR.

ADD / CREDIT: $26,738.56

TIME EXTENSION: 0 DAYS

## Item No: 2.04
**ITEM:** RETAINING CURB AT PARKING LOT - CCD # 2 (COR A-3 PARTIAL)

**REASON:** THE PARKING LOT GRADE ALONG THE EAST SIDE OF THE PARKING LOT WAS 12" HIGHER THAN WAS SHOWN ON THE SURVEY. A 12" TALL RETAINING CURB WAS REQUIRED TO BE ADDED.

ADD / CREDIT: $2,147.18

TIME EXTENSION: 0 DAYS

## Item No: 2.05
**ITEM:** UTILITY CHANGES - CCD # 2 (COR A-3 PARTIAL)

**REASON:** THE UTILITY CONNECTIONS TO THE BUILDING WERE REROUTED TO REQUIRE LESS WORK THAN SHOWN ON THE DSA APPROVED PLANS.

ADD / CREDIT: $(3,424.33)

TIME EXTENSION: 0 DAYS

## Item No: 2.06
**ITEM:** ELECTRICAL TRENCH CREDIT - CCD # 6 (COR A-4)

**REASON:** THE ELECTRICIAN WAS ABLE TO USE EXISTING CONDUIT ON SITE, WHICH RESULTED IN A CREDIT TO ELIMINATE ELECTRICAL SERVICE TRENCHING AND CONDUIT.

ADD / CREDIT: $(12,585.18)

TIME EXTENSION: 0 DAYS

## Item No: 2.07
**ITEM:** REVISED PARKING LOT ENTRANCE PER BUILDING SHIFT - CCD # 2 (COR’S A-5 / A-6)

**REASON:** SHIFTING THE BUILDING 10 FEET TO AVOID THE SEWER MAIN REQUIRED THE RELOCATION OF THE PARKING LOT ENTRANCE. ADDITIONAL GRADING, SAW CUTTING, AC PAVING, AND DEMOITION WAS REQUIRED. THIS WAS APPROVED BY DSA VIA CCD # 2.

ADD / CREDIT: $24,428.99

TIME EXTENSION: 0 DAYS

## Item No: 2.08
**ITEM:** SEAL COAT AND AC STRIPING - PR # 3 (COR A-7)

**REASON:** CONTRACTOR WAS ASKED TO SEAL COAT AND RESTRIPE EXISTING AC PARKING LOT WHICH IMMEDIATELY BUTS AGAINST THE NEWLY ADDED PARKING LOT.

ADD / CREDIT: $837.38

TIME EXTENSION: 0 DAYS

## Item No: 2.09
**ITEM:** BUILDING ANCHORAGE CHANGE - CCD # 4 / PR # 4 (COR A-8)

**REASON:** BUILDING ANCHORAGE HAD TO BE MODIFIED DUE TO SITE CONSTRAINTS; CONTRACTOR HAD TO PROVIDE BOLTED STEEL PLATES ALONG FOUNDATION WALL IN ORDER TO PROPERLY INSTALL BUILDING. THIS WAS APPROVED BY DSA VIA CCD # 4.

ADD / CREDIT: $1,680.06

TIME EXTENSION: 0 DAYS

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<table>
<thead>
<tr>
<th>Item No</th>
<th>Description</th>
<th>Reason</th>
<th>Add / Credit</th>
<th>Time Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.01</td>
<td>Site Survey</td>
<td>Existing site conditions differed from survey.</td>
<td>$8,844.57</td>
<td>0 Days</td>
</tr>
<tr>
<td>2.02</td>
<td>Building shift / additional sidewalk</td>
<td>Avoid existing county sewer main by shifting building 10 feet to the east.</td>
<td>$6,894.13</td>
<td>0 Days</td>
</tr>
<tr>
<td>2.03</td>
<td>Crawl space drainage</td>
<td>Changed crawl space clearance to minimum clearance of 18&quot;.</td>
<td>$26,738.56</td>
<td>0 Days</td>
</tr>
<tr>
<td>2.04</td>
<td>Retaining curb at parking lot</td>
<td>Additional grading required.</td>
<td>$2,147.18</td>
<td>0 Days</td>
</tr>
<tr>
<td>2.05</td>
<td>Utility changes</td>
<td>Rerouted utilities.</td>
<td>$(3,424.33)</td>
<td>0 Days</td>
</tr>
<tr>
<td>2.06</td>
<td>Electrical trench credit</td>
<td>Used existing conduit on site.</td>
<td>$(12,585.18)</td>
<td>0 Days</td>
</tr>
<tr>
<td>2.07</td>
<td>Revised parking lot entrance</td>
<td>Relocating entrance required.</td>
<td>$24,428.99</td>
<td>0 Days</td>
</tr>
<tr>
<td>2.08</td>
<td>Seal coat and striping</td>
<td>Existing parking lot required sealing.</td>
<td>$837.38</td>
<td>0 Days</td>
</tr>
<tr>
<td>2.09</td>
<td>Building anchorage change</td>
<td>Modified anchorage due to site constraints.</td>
<td>$1,680.06</td>
<td>0 Days</td>
</tr>
</tbody>
</table>

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**Total Add / Credit:** $55,561.36

**Total Days:** 0 Days
Special Ed SPED Projects

The Amador County Office Of Education SPED projects at both locations is 99% completed. The newly established SPED building's exterior surrounding has changed both campuses' look and feel, providing a new fresh classroom infrastructure look at both school campuses. The final touches are close to completion on the exterior and interior of the SPED buildings. Additional work will start on the Trigulia building providing an overall fresh-look, facia board replacement, paint, and freshen-up on the green-house sunroom. Very Exciting times.

PLYMOUTH ELEMENTARY SCHOOL (STATE GRANT AMOUNT $1,364,544.00)

| Item No: 1.01 | CONCRETE FOUNDATION INCLUSION, SCOPE OF WORK REMOVED FROM SCI BUILDING MANUFACTURE TO GENERAL CONTRACTOR. | $89,000 (McCuen Construction APPROVED) |
| Item No: 2.01 | ADDITIONAL SITE SURVEY, EXISTING SITE CONDITIONS DIFFERED FROM THE SURVEY PROVIDED IN THE BID PROPOSAL DOCUMENTS. THE CONTRACTOR REQUIRED A MORE DETAILED SITE SURVEY TO INSTALL THE BUILDING PER DSA APPROVED PLANS PROPERLY. | $96,620.65 Pending Approval |

Special Ed SPED Projects

Change Order Request Item Description

Plymouth Elementary

Item No: 1.01 | CONCRETE FOUNDATION INCLUSION, SCOPE OF WORK REMOVED FROM SCI BUILDING MANUFACTURE TO GENERAL CONTRACTOR. (APPROVED) |

Item No: 2.01 | ADDITIONAL SITE SURVEY, EXISTING SITE CONDITIONS DIFFERED FROM THE SURVEY PROVIDED IN THE BID PROPOSAL DOCUMENTS. THE CONTRACTOR REQUIRED A MORE DETAILED SITE SURVEY TO INSTALL THE BUILDING PER DSA APPROVED PLANS PROPERLY. |

Item No: 2.02 | AFTER AWARD OF CONTRACT, DISCOVERED THAT THE PATH OF TRAVEL FROM EXISTING ADA PARKING AND FRONT ENTRANCE TO THE NEW BUILDING EXCEEDS 2% CROSS SLOPE. THE ENTIRE FRONT WALKWAY AND BUILDING ENTRANCE WALKWAY WAS REQUIRED TO BE REMOVED AND NEW CONCRETE INSTALLED TO MEET ADA REQUIREMENTS. |

Item No: 2.03 | THE CONTRACTOR ENCOUNTERED UNSUITABLE SOILS. GEOCON CONSULTANTS (GEOTECH ENGINEER) REQUIRED AN AREA OF APPROXIMATELY 360 SF X 18" DEEP SOIL EXCAVATED, A GEOGRID BASE ADDED AT THE BOTTOM AND THE AREA REQUIRED BACKFILLED IN THIN LIFTS WITH AN AB MATERIAL TO FINISHED SUBGRADE ELEVATIONS TO ALLOW FOR CONCRETE WALKWAY TO BE INSTALLED. |

Item No: 2.04 | THE EASTERN SLOPE OF THE LOCATION OF THE NEW BUILDING WAS STEEPER THAN SHOWN ON THE ORIGINAL SURVEY. TO AVOID A 50' LONG RETAINING WALL, THE BUILDING SHIFT WAS APPROXIMATELY 10' TO THE WEST, AS SHOWN ON ORIGINAL DSA APPROVED PLANS |

Item No: 2.05 | THE PORTABLE BUILDING MANUFACTURER CHANGED THE BUILDING CRAWL SPACE CLEARANCE TO A MINIMUM OF 18". TO PROVIDE POSITIVE DRAINAGE, A CONCRETE V-GUTTER WAS REQUIRED AND ADDED UNDER THE BUILDING |

Item No: 2.06 | SEWER LINE TO THE NEW BUILDING REQUIRED REROUTING TO AVOID OTHER EXISTING UTILITIES. AS WELL, TO CONNECT WATER SERVICE TO THE NEW BUILDING, WATER LINES REROUTED TO AVOID OTHER ALL EXISTING UTILITIES |

Item No: 2.07 | THE NEW BUILDING BLOCKED THE DRAINAGE OF THE EXISTING ROOF DOWNSPOUTS ON THE ADJACENT BUILDING. THE EXISTING DOWNSPOUTS WERE REQUIRED TO BE TIED INTO THE NEW STORM DRAIN SYSTEM. |

Item No: 2.08 | BUILDING ANCHORAGE MODIFIED DUE TO SITE CONSTRAINTS; CONTRACTOR HAD TO BOLT STEEL PLATES ALONG FOUNDATION WALL TO INSTALL THE BUILDING PROPERLY. APPROVED BY DSA VIA CCD # 3. |
Special Ed SPED Projects
Change Order Request Item Description

Item No: 1.01
CONCRETE FOUNDATION INCLUSION, SCOPE OF WORK REMOVED FROM SCI BUILDING MANUFACTURE TO GENERAL CONTRACTOR (APPROVED) $157,000

Item No: 2.01
EXISTING SITE CONDITIONS DIFFERRED FROM THE SURVEY PROVIDED IN THE BID DOCUMENTS. CONTRACTOR REQUIRED A MORE DETAILED SITE SURVEY TO INSTALL THE BUILDING PROPERLY PER DSA APPROVED PLANS

Item No: 2.02
THE CONTRACTOR ENCOUNTERED WHILE EXCAVATING AN EXISTING AMADOR COUNTY SEWER FORCE MAIN UNDER THE AREA OF BUILDING INFLUENCE. THE NEW BUILDING WAS ADJUSTED TO AVOID THE COUNTY EXISTING SEWER FORCE MAIN. THE ADJUSTED BUILDING PLACEMENT IS NOW 10 FEET TO THE EAST. BUILDING PAD REQUIRED ADDITIONAL GRADING OF THE SIDEWALK. APPROVED BY DSA VIA CCD # 2.

Item No: 2.03
THE DSA APPROVED DRAWINGS SHOWED CRAWL SPACE SLOPING 12" FROM FRONT TO BACK OF BUILDING. THE PORTABLE BUILDING MANUFACTURER CHANGED THE CRAWL SPACE CLEARANCE TO A MINIMUM CLEARANCE OF 18". REQUIRED ADDING NEW CATCH BASINS AND A STORM DRAIN LINE UNDER THE CENTER OF BUILDING, TO PROVIDE POSITIVE DRAINAGE. APPROVED BY DSA VIA ADD # 1, WHICH WAS REVISED TO INCLUDE THIS WORK AFTER THE PROJECT WAS AWARDED TO THE CONTRACTOR

Item No: 2.04
THE PARKING LOT GRADE ALONG THE EAST SIDE OF THE PARKING LOT WAS 12" HIGHER THAN WAS SHOWN ON THE SURVEY. A 12" TALL RETAINING CURB WAS REQUIRED AND ADDED

Item No: 2.05
THE UTILITY CONNECTIONS TO THE BUILDING REROUTED TO REQUIRE LESS WORK THAN SHOWN ON THE DSA APPROVED PLANS.

Item No: 2.06
THE ELECTRICIAN WAS ABLE TO USE EXISTING CONDUIT ON SITE, WHICH RESULTED IN A CREDIT TO ELIMINATE ELECTRICAL SERVICE TRENCHING AND CONDUIT.

Item No: 2.07
BUILDING SHIFT OF 10 FEET TO AVOID THE SEWER FORCE MAIN, REQUIRED THE RELOCATION OF THE PARKING LOT ENTRANCE. ADDITIONAL WORK: (GRADING, CONCRETE SAW CUTTING, AC PAVING, AND DEMOLITION REQUIRED) APPROVED BY DSA VIA CCD #2.

Item No: 2.08
ADDITIONAL COUNTY REQUEST CONTRACTOR TO SEAL COAT AND RESTRIPE EXISTING AC PARKING LOT, WHICH IMMEDIATELY BUTS AGAINST THE NEWLY ADDED PARKING LOT.

Item No: 2.09
BUILDING ANCHORAGE MODIFIED DUE TO SITE FOUNDATION CONSTRAINTS; CONTRACTOR HAD TO PROVIDE STEEL PLATES ALONG FOUNDATION WALL TO PROPERLY INSTALL BUILDING. APPROVED BY DSA VIA CCD # 4.
Argonaut High School

Special Ed SPED Projects
Change Order Request Photo Examples

Additional Site Entrance Asphalt

Amador County sewer-force-main location

Concrete Embedments

Additional Asphalt Seal-Coat & Striping
Building perimeter identified slope, Additional site Survey & Excavation

Change of grade to achieve the minimum clearance

Front-Entrance ADA-GEO-GRID Location (Water-leak under the existing surface)
AGENDA ITEM #: 9.3

SUBJECT:
California School Board Association (CSBA) Board Policy Update – Discussion/Action

BACKGROUND INFORMATION:
CSBA provides multiple policy update packets each fiscal year. The policy presented for updating at this time is in the area of Food Services. The descriptions summarize the changes made to each policy. It is recommended that districts review the materials and modify their policies accordingly.

BP 3555 – Nutrition Program Compliance (BP revised)
Policy updated to include the county office of education and to update language about the complaint process.

FISCAL IMPLICATIONS:
None

RECOMMENDATION:
The Superintendent recommends that the Board approve the Board Policy update.

PRESENTED BY:
Jared Critchfield, Assistant Superintendent, Business Office
Amador COE and USD
Board Policy
Nutrition Program Compliance

BP 3555
Business and Noninstructional Operations

The Board of Trustees recognizes the district’s and the county office of educations' responsibility to comply with state and federal nondiscrimination laws as they apply to the district’s and the county office of educations’ nutrition programs. The district and the county office of education shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her on any basis prohibited by law.

(cf. 0410 - Nondiscrimination in District and County Office of Education Programs and Activities)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3552 - Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 5030 - Student Wellness)

Compliance Coordinator

The Board shall designate a compliance coordinator for nutrition programs, who may also be the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the district's civil rights coordinator to ensure compliance with the laws governing it's the district’s and county office of educations’ nutrition programs and to investigate any related complaints.

The responsibilities of the compliance officer/ coordinator include, but are not limited to:

1. Providing the name of the civil rights compliance coordinator, and the Section 504 coordinator, and Title IX coordinator, if different from the civil rights compliance coordinator, to the California Department of Education (CDE) and other interested parties

(cf. 6164.6 - Identification and Education Under Section 504)

2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff
from incorrectly denying applications and ensuring that such persons have equal access to all programs

(cf. 6159 - Individualized Education Program)

4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants

5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below

6. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency

7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities

8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

9. Implementing procedures to process and resolve civil rights (discrimination) complaints and program-related complaints, including maintaining a complaint log, and working with the appropriate person to resolve any complaint, and referring the complainant to the appropriate state or federal agency when necessary

10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants

(cf. 5022 - Students and Family Privacy Rights)
(cf. 5125 - Student Records)
(cf. 5145.13 - Response to Immigration Enforcement)

Notifications

The compliance coordinator shall ensure that the The U.S. Department of Agriculture's "And Justice for All" civil rights poster or a substitute poster approved by the USDA's Food and Nutrition Service shall be displayed in areas visible to the district's and county office of educations’ nutrition program participants, such as food service areas and school offices.

The compliance coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their program rights and responsibilities and steps necessary for participation to participate in the nutritional programs. Applicants, participants, and the public
also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be file anonymously or by a third party.

(cf. 5145.6 - Parental Notifications)

In addition, the compliance coordinator shall ensure that all forms of communication available to the public regarding program availability shall contain, in a prominent location, the following statement: a statement provided by USDA about the district's and county office of educations’ status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district and/or the county office of education.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider."

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude menus such as cups, buttons, magnets, and pens that identify the program when the size or configuration makes it impractical. The nondiscrimination statement need not be included on every page of
program information on the district's or school's web site, but the statement or a link to the statement shall be included on the home page of the program information.

A short version of the nondiscrimination statement, stating "This institution is an equal opportunity provider," as provided by USDA, may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

Complaints of Discrimination

Any complaint concerning the district's nutrition programs shall be investigated using the process identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When a complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:

A complaint alleging discrimination in the district's and/or county office of education’s nutrition program(s) on the basis of race, color, national origin, sex, age, or disability shall, within 180 days of the alleged discriminatory act, be filed or referred to USDA at: (5 CCR 15582)

1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room 4503, Sacramento, CA 95814-2342 or call (916) 323-8531 or (800) 952-5609


Complaints of discrimination on any other basis shall be investigated by the district and/or the county office of education using the process identified in AR 1312.3 - Uniform Complaint Procedures

Complaints Regarding Noncompliance with Program Requirements

Any complaint alleging that the district and/or county office of education has not complied with program requirements pertaining to meal counting and claiming, reimbursable meals, eligibility of a child or adult, use of cafeteria funds and allowable expenses shall be filed with or referred to CDE. (Education Code 49556; 5 CCR 15584)

Complaints of noncompliance with any other nutrition program requirements shall be submitted to and investigated by the district and/or the county office of education using the following procedures.

Complaints may be filed by a student or the student's parent/guardian by phone, email, or letter.
The complaint shall be submitted within one year from the date of the alleged violation and shall include the following: (5 CCR 15581)

1. A statement that the district and/or county office of education has violated a law or regulation relating to its child nutrition program

2. The facts on which the statement is based

3. The name of the district or county office of education, or the school against which the allegations are made

4. The complainant's contact information

5. The name of the student if alleging violations regarding a specific student

The district and/or county office of education shall investigate and prepare a written report pursuant to 5 CCR 4631. (5 CCR 15583)

OPTION 1:

Unless extended by written agreement with the complainant, the district's and/or the county office of educations’ compliance coordinator shall investigate the complaint and prepare a written report to be sent to the complainant within 60 days of the district's and county office of educations’ receipt of the complaint. (5 CCR 15583; 5 CCR 4631)

OPTION 2:

Unless extended by written agreement with the complainant, the district's and/or county office of educations’ compliance coordinator shall investigate the complaint and prepare a written report to be sent to the complainant within 30 calendar days of the district's and/or county office of educations’ receipt of the complaint. If the complainant is dissatisfied with the compliance coordinator's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board shall consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered pursuant to 5 CCR 4631. When required by law, the matter shall be considered in closed session. The Board may decide not to consider the complaint, in which case the coordinator's decision shall be final.

(cf. 9321 - Closed Session)

If the Board considers the complaint, the Board's decision shall be sent to the complainant within 60 calendar days of the district's and/or county office of educations’ initial receipt of the
complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

If the complainant is not satisfied with the findings in the district's and/or county office of educations’ report, the complainant may appeal the decision to CDE by filing a written appeal within 30 days of receiving the decision. (5 CCR 4632)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
42238.01 Definitions for purposes of funding
48985 Notices to parents in language other than English
49060-49079 Student records
49490-49590 Child nutrition programs
PENAL CODE
422.6 Interference with constitutional right or privilege
CODE OF REGULATIONS, TITLE 5
3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
15580-15584 Child nutrition programs complaint procedures
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities in Education Act
1681-1688 Discrimination based on sex or blindness, Title IX
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6 Title IX
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 7
210.19 National School Lunch Program, additional responsibilities
210.23 National School Lunch Program, district and county office of education responsibilities
215.7 Special Milk Program, requirements for participation
215.14 Special Milk Program, nondiscrimination
220.7 School Breakfast Program, requirements for participation
220.13 School Breakfast Program, special responsibilities of state agencies
225.3 Summer Food Service Program, administration
225.7 Summer Food Service Program, program monitoring and assistance
225.11 Summer Food Service Program, corrective action procedures
226.6 Child and Adult Care Food Program, state agency administrative responsibilities
250.15 Out-of-condition donated foods, food recalls, and complaints
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
36.303 Nondiscrimination on the basis of disability, public accommodations, and services
CODE OF FEDERAL REGULATIONS, TITLE 34
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:
106.9 Dissemination of policy

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Civil Rights and Complaint Procedures for the U.S. Department of Agriculture Child Nutrition Programs, rev. June 2018

U.S. DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE PUBLICATIONS
Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Notice of Non-Discrimination, August 2010

WEB SITES
California Department of Education, Nutrition Services Division: http://www.cde.ca.gov/ls/nu
U.S. Department of Education, Office for Civil Rights: http://www2.ed.gov/ocr

Policy AMADOR COUNTY UNIFIED SCHOOL DISTRICT AND AMADOR COUNTY OFFICE OF EDUCATION
adopted: Jackson, California
OCTOBER 7, 2020

AGENDA ITEM#: 9.4

SUBJECT: Memorandum of Understanding (MOU), Systems of Management, Advocacy and Resource Team (AB2083)

BACKGROUND INFORMATION:
In April, 2020 Judge Renee’ Day convened a team from various local public agencies to begin the work of developing this MOU. The goal of this MOU is to address systemic barriers to the traditional provision of interagency services, particularly when it comes to foster youth.

It is the intent of the Systems Partners to create a single service plan and maintain an administrative team with collaborative authority over the interrelated child welfare, juvenile justice, education, and mental health children’s systems of care.

The mission of the Systems Partners is to ensure all public programs for children and families will provide services in an integrated, comprehensive, culturally responsive, and evidence-based/best practice manner, regardless of the agency door by which children and families enter. The vision is that all children, adults, and families in Amador County will be self-sufficient in keeping themselves, their children, and their families safe, healthy, at home, in school or employed, out of trouble, and economically stable.

FISCAL IMPLICATIONS:
There are not fiscal implications.

RECOMMENDATION:
The Superintendent recommends approval of the Systems of Management, Advocacy and Resource Team MOU

PRESENTED BY:
Sean Snider, Assistant Superintendent, Educational Services
Amador County, California
MEMORANDUM OF UNDERSTANDING
SYSTEMS OF MANAGEMENT, ADVOCACY AND RESOURCE TEAM (AB2083)

I. PARTIES:
This Memorandum of Understanding, defining the Systems Manage, Advocacy and Resource Team (“SMART” or “SMART Policy Team” or “Interagency Leadership Team, ILT”) is entered into by the following Parties (“Systems Partners”): the Amador County Superior Court (“Court”), the Amador County Probation Department (“Probation”), Amador County Behavioral Health Services (“BHS”), Amador County Department Of Social Services (“DSS”), Amador County Unified School District/Amador County Office of Education (“Education” or “ACUSD/ACOE”) and Valley Mountain Regional Center (“VMRC”).

This Memorandum of Understanding shall supersede any prior Memorandum of Understanding between the Systems Partners regarding SMART/ILT (referred to in this MOU as SMART).

II. MEETINGS:
SMART will meet at least once a year to review this MOU to ensure it continues to meet the needs of those SMART serves. Additionally, SMART agrees to meet if/when any member identifies a need to do so.

III. POLICY BOARD COMPOSITION:
The SMART Policy Board (“Policy Board”) will consist of the Chief Probation Officer or designee, the Director of Behavioral Health, the Director of Social Services, the Superintendent of Schools or designee, and the Presiding Judge of the Juvenile Court or designated Judicial Officer assigned to Juvenile and Family Calendars, who will be the Chair of the SMART Policy Board.

IV. VISION/MISSION:
Vision: All children, adults and families in Amador County will be self-sufficient in keeping themselves, their children and their families SAFE, HEALTHY, AT HOME, IN SCHOOL OR EMPLOYED, OUT OF TROUBLE AND ECONOMICALLY STABLE.

Mission: The SMART Policy Team shall ensure all public programs for children and families will provide services in an integrated, comprehensive, culturally responsive and evidence-based/best practice manner, regardless of the agency door by which children and families enter.

V. TERM:
This Agreement shall remain in full force and effective the date of execution through December 31, 2024.

VI. PURPOSE:
The SMART Policy Team is responsible for ensuring Systems Partners’ programs and policies reflect a coordinated, integrated and effective delivery of services for children and families. The Policy Board will provide guidance, advice and input to a broad range of programs for children and families, as requested by public and private agencies.
VII. **GOAL:**
The goal of this MOU is to address systemic barriers to the traditional provision of interagency services. It is the intent of the Systems Partners to create a single service plan and maintain an administrative team with collaborative authority over the interrelated child welfare, juvenile justice, education and mental health children’s systems of care. The Systems Partners are not delegating their legal authority with respect to any core function or power of their agency, office, department or position. The Systems Partners are not establishing policies that are intended to be adverse to any relevant agency-wide policies, rules or agreements. However, it is the intent of the Systems Partners to fully support the structure and processes contained in this MOU and to provide the framework that will guide their operations, and the activities, decisions and direction of each of their employees regarding programs and services. Accordingly, this MOU should be interpreted in light of this intent and purpose.

VIII. **PRINCIPLES:**
A. To promote and provide services, which are outcome focused, family centered, strength-based, culturally proficient, comprehensive and integrated to the extent possible by a single service plan and which encourages families to use their own resources to resolve problems.

B. To identify, develop and maintain service systems consistent with public/private, community-based school-linked and family partnership, which can intervene early or prevent problems with at-risk children and families.

C. To provide services to children and families in the least restrictive, least stigmatizing and intrusive setting appropriate to meet their identified needs.

D. To identify, develop, and monitor coordinated policies, procedures, resources and implementation practices for the benefit of at-risk children and families in Amador County; and to hold member agencies and their staffs accountable in these efforts.

E. To adopt confidentiality standards consistent with and authorized by California Welfare and Institutions Code (WIC) Section 18986.46 and WIC Section 108500.00 consistent with its integrated family-centered approach.

F. Promote and maintain quality services that are cost effective, evidence-based and appropriate through the use of a unified service record, shared service authorization/re-authorization and outcomes evaluation as allowed by law.

G. To provide on-going support and direction to each member agency and its staff in providing services and resources for at-risk children and families consistent with the Vision, Mission, and Principles of this MOU.

H. To promote reinvestment of any fiscal savings into identified gaps in services, or early intervention, prevention and wraparound programs, in order to avoid, if possible, placement of children into institutionalized settings.

I. To ensure the appropriate utilization of treatment and rehabilitation services for children and families in conjunction with appropriate court sanctions while ensuring the safety of the community and public at large.
J. To promote coordinated data collection, data exchange and filing of documents, including electronic filing between the courts, social services agencies and other key partners and track data that permits them to measure their performance. SMART policy prioritizes information sharing between the courts and partners such that delays in service delivery are minimized.

K. To incorporate the California Department of Social Services Integrated Core Practice Model (ICPM) program principles. ICPM provides evidence informed practices and principles in support of effective child, youth, and family engagement. Listening authentically, expressing understanding, cultural humility, and empathy, using solution-focused questions to better understand the strengths and needs of each family, and looking for and using opportunities to honor each family’s voice.

L. To promote collaborative and integrated family services through the Child and Family Team (CFT) process. SMART members may participate in CFT meetings in order to support children, youth and family members in identifying options and making decisions about the activities, interventions, and supports that will help them achieve success, monitoring how well that plan is working, and changing the plan when interventions and strategies are not working as envisioned, and deciding when they are ready to transition away from the supportive service systems.

IX. POLICY DEVELOPMENT, COORDINATION, AND MONITORING:
A. Make recommendations and coordinate grant application.

B. When warranted, discuss/approve letters for group homes and other juvenile facilities and service providers.

C. SMART Policy members sit on coordinating councils, other advisory committees, multi-disciplinary teams.

D. Staff appointed to serve as liaisons to various projects to ensure full continuum of care and linkages back to System Partner services.

E. Monitor programs for general compliance with statutory and regulatory requirements; provide guidance and technical assistance to ensure program practice is consistent with SMART values and principles.

F. Recommend program direction for applicable community partners or providers.

G. Develop MOU’s as necessary to assist in program coordination and problem solving.

H. Invite providers to present annual reports on program issues, progress and outcomes.

I. Work with community agencies to ensure collaborative and integrated strategies are utilized and to promote and utilize strength-based, family-focused practice on a systems-wide basis.

X. GUIDANCE, ADVICE, AND INPUT ON CHILDREN’S AND FAMILIES’ SERVICES:
A. As requested by organizations, give advice regarding grants.

B. Advise System Partner staff regarding use of programs
C. Provide general direction and guidance consistent with SMART Principles, Vision, and Outcomes.

XI. MUTUAL HOLD HARMLESS PROVISION:
Each of the governmental entities signing this MOU (“Signators”) agree that each will be responsible for its own acts and omissions, be responsible for the acts and omissions of its employees, officials (“Employees”), and shall not be responsible for the acts or omissions of the other Signators or the other Signators’ Employees. These obligations relate to any and all claims, lawsuits, actions, or special proceedings, whether judicial or administrative in nature, and include any loss, liability, or expense, including reasonable attorney’s fees, relating to this MOU (“Claims”). Each Signator agrees to defend, indemnify, and hold harmless the other Signators and their Employees against any such Claim (“Right of Indemnity”).

Employees of each Signator shall not be considered employees or joint employees of the other Signators for the purposes of workers’ compensation, common law employment, or statutory employment obligations or benefits.

Where a Signator or its Employee is named as a party to a Claim the Signator agrees, on behalf of itself and its insurers or other insurer-like entities, not to cross complain or otherwise seek subrogation, indemnity or contribution against the other Signators or their Employees, except to the extent agreed to herein. If an insurer or other insurer-like entity takes any action in contravention of this provision, such action will not form the basis for a Right of Indemnity between the Signators.

THIS MEMORANDUM OF UNDERSTANDING has been approved and executed on ________________________.

______________________________  ________________________
Chairperson, Presiding Judge       Date
Amador County Superior Court

______________________________  ________________________
Director                        Date
Amador County Behavioral Health

______________________________  ________________________
Superintendent of Schools        Date
Amador County Unified School District
Superintendent of Schools
Amador County Office of Education  

______________________________  __________________________
Date

Chief Probation Officer
Amador County Probation Department

______________________________  __________________________
Date

Director
Amador County Dept. Of Social Services

______________________________  __________________________
Date

Executive Director
Valley Mountain Regional Center

______________________________  __________________________
Date
Human Resource Items approved by COE Superintendent
September 18, 2020

CURRENT CONSIDERATIONS

Classified–Resignation
Gisela Cronin, Preschool Instructional Aide, 3.5 hour/11 months, Ione Preschool, effective September 11, 2020

County Superintendent

Date

Signature

Date
Amador County Office of Education  
217 Rex Avenue, Jackson, California 95642  
(209) 223-1750 Fax: (209) 223-1733 

*Human Resource Items approved by COE Superintendent*  
*October 7, 2020*

**CURRENT CONSIDERATIONS**

**Administrative—Resignation, Transfer to ACUSD from ACOE**  
Jennifer DeWalt, elementary principal, 1 FTE, Ione Elementary, effective July 31, 2020

**Certificated—Resigned, Transfer to ACUSD from ACOE**  
Audrie Ballard, mild moderate teacher, 1 FTE, Plymouth Elementary, effective October 31, 2020  
Nicholas Bianchi, mild moderate teacher, 1 FTE, Ione Junior High, effective October 31, 2020  
Tiffany Bramell, mild moderate teacher, 1 FTE, Jackson Junior High, effective October 31, 2020  
Stephanie Bramer, mild moderate teacher, 1 FTE, Amador High School, effective October 31, 2020  
Lisa Burleson, mild moderate teacher, 1 FTE, Jackson Junior High, effective October 31, 2020  
Bobbie Campbell, mild moderate teacher, 1 FTE, Amador High School, effective October 31, 2020  
Jana Finarelli, mild moderate teacher, 1 FTE, Ione Junior High, effective October 31, 2020  
Jenny Fuller, resource teacher, 1 FTE, Sutter Creek Elementary, effective October 31, 2020  
Barbara Hall, mild moderate teacher, 1 FTE, Ione Junior High, effective October 31, 2020  
Kevin Harlow, mild moderate teacher, 1 FTE, Plymouth Elementary, effective October 31, 2020  
Tracy Hinman, mild moderate teacher, 1 FTE, Argonaut High, effective October 31, 2020  
Anne Jeffries, mild moderate teacher, 1 FTE, Argonaut High, effective October 31, 2020  
Dawn Leibold, School Nurse, 1 FTE, Itinerant, effective October 31, 2020  
Samme McMahan, mild moderate teacher, 1 FTE, Amador High, effective October 31, 2020  
Marcia Nelson, mild moderate teacher, 1 FTE, Ione Elementary, effective October 31, 2020  
Ambren Neville, mild moderate teacher, 1 FTE, Sutter Creek Elementary, effective October 31, 2020  
Kelli Sanders, mild moderate teacher, 1 FTE, Jackson Junior High, effective October 31, 2020  
Rachael Shaw-Escalona, mild moderate teacher, 1 FTE, Ione Elementary, effective October 31, 2020  
Haley VanLieshout, mild moderate teacher, 1 FTE, Ione Junior High, effective October 31, 2020  
Sargon Yousef, mild moderate teacher, 1 FTE, Argonaut High, effective October 31, 2020

**Certificated—Department Chair 2020-2021**  
Tracy Morlan, Speech  
Christine Kiekhaefer, Direct Itinerant Services  
Davida Lucas, Severe Handicapped Teachers

**Classified—New Hire Temporary thru December 31, 2020**  
Michelle Burns, ELP Instructor, 7 hours, Sutter Creek Primary, effective October 8, 2020
Classified - Resignation
Nicola Crofts, Instructional Aide, 6 hours/11 months, Triglia, effective October 10, 2020

Classified - Voluntary Hour Decreased
Alexandra Hulsebosch, Extended Learning Instructor, decreased hours from 6.50 hours to 2 hours/11 months, Ione Elementary, effective September 1, 2020

County Superintendent

Date

9-30-20
AGENDA ITEM #: 10.1c

Motion: ________________
Second: ________________
Vote: ________________

SUBJECT:
Temporary salary schedule increase for certificated substitutes. Daily rate $175, half day rate $87.50 (3.5 hours or less), and $200 daily for long term substitutes (20+ days).

BACKGROUND INFORMATION:
Currently, substitute teachers earn $110 a day, $55 half day, and long term substitutes (20+ days) earn $150. This was board approved on June 27, 2007.

Due to COVID-19 implications, many of the 70+ substitute teachers in our substitute pool have chosen not to work citing the current daily substitute rate of $110.00. Increasing the daily substitute rate to $175.00, the half day rate to $87.50 and the long term rate (20+ days) to $200, will help to insure the availability of substitutes to staff classes when needed.

This increase will stay in effect during the COVID-19 pandemic.

FISCAL IMPLICATIONS:
Temporary substitute salary increase will be funded by the CARES Act.

RECOMMENDATION:
The Superintendent recommends approval of the temporary substitute salary schedule.

PRESENTED BY:
David Vicari, Assistant Superintendent of Human Resources & Labor Relations
# AMADOR COUNTY UNIFIED SCHOOL DISTRICT
## AMADOR COUNTY OFFICE OF EDUCATION
### CERTIFICATED SUBSTITUTE SALARY SCHEDULE

<table>
<thead>
<tr>
<th>Rate Type</th>
<th>Hours</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Day Rate</td>
<td>7 Hours</td>
<td>$175.00/Day</td>
</tr>
<tr>
<td>Half Day Rate</td>
<td>3.5 Hours or Less</td>
<td>$87.50/Day</td>
</tr>
<tr>
<td>Long Term Rate</td>
<td>After the 20th Consecutive Day (Same Assignment Retroactive To Day One)</td>
<td>$200.00/Day</td>
</tr>
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