

Galt Joint Union Elementary School District Board of Education

“Building a Bright Future for All Learners”

Regular Board Meeting
Wednesday, June 24, 2020
ZOOM Teleconference Link
Meeting ID
Phone Participation

6:00 p.m. Closed Session
7:00 p.m. Open Session
<https://zoom.us/j/97486011887>
974 8601 1887
408-638-0968

AGENDA

The teleconference meeting is being recorded and is being held pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020. The open and closed session is being held by phone or video conference.

The public may observe the open session meeting by using the zoom link or phone number on the agenda.

Public Comment will be accepted by teleconference or phone following the teleconference protocol included in the board packet.

- Public Comment is limited to three minutes or less.
- Comments indicating agenda topics can also be emailed to kbock@galt.k12.ca.us by 12:00 p.m. on Tuesday, June 23, 2020 and is limited to 450 words.

Individuals requiring reasonable modifications to access the meeting or accommodations in order to observe or participate in the Board meeting are invited to contact Kauai Bock at 209-744-4545 or at kbock@galt.k12.ca.us by Tuesday, June 23, 2020.

A. 6:00 p.m. – Closed Session: Video Teleconference

B. Announce Items to be Discussed in Closed Session, Adjourn to Closed Session

1. CONFERENCE WITH LABOR NEGOTIATOR, Government Code §54957.6
Agency Negotiator: Karen Schauer, Lois Yount, Donna Mayo-Whitlock, Claudia Del Toro-Anguiano
 - Employee Agency: (GEFA) Galt Elementary Faculty Association
 - Employee Agency: (CSEA) California School Employee Association
 - Non-Represented Employees

C. Adjourn Closed Session, Call Meeting to Order, Flag Salute, Announce Action Taken in Closed Session

D. Teleconference Board Meeting Protocol

E. Routine Matters/New Business

192.094 Consent Calendar

MOTION

a. Approval of the Agenda

At a regular meeting, the Board may take-action upon an item of business not appearing on the posted agenda if, first, the Board publicly identifies the item, and second, one or more of the following occurs:

- 1) The Board, by a majority vote of the full Board, decides that an emergency (as defined in Government Code section 54956.5) exists; or
- 2) Upon a decision by a two-thirds vote of the Board, or if less than two-thirds of the Board members are present, a unanimous vote of those present, the Board decides that there is a need to take immediate action and that the need for action came to the attention of the District after the agenda was posted; or

3) The item was posted on the agenda of a prior meeting of the Board occurring not more than five calendar days prior to the date of this meeting, and at the prior meeting, the item was continued to this meeting.

- b. Minutes
 - 1. May 20, 2020 Special Board Meeting
 - 2. May 27, 2020 Regular Board Meeting
- c. Payment of Warrants:
Vendor Warrant Numbers: 20355393-20355430, 20356493-20356518,
20357401-20357444, 20358328-20358381
Certificated/Classified Payrolls Dated: 5/29/20, 6/10/20
- d. Personnel
 - 1. Resignations/Retirement
 - 2. Leave of Absence Request
 - 3. New Hires
- e. Donations
- f. Resolution #18: Prekindergarten and Family Literacy Program Contract #CPKS-0072 and Authorization of Designated Personnel to Sign Contract Agreement
- g. Resolution #19: California State Preschool Program Contract #CSPP-0404 and Authorization of Designated Personnel to Sign Contract Agreement
- h. 2020-21 Dannis Woliver Kelley (DWK) Agreement for Professional Services
- i. Disposal of GJUESD Class 3 Records related to Business, Payroll, Human Resources, Accounts Receivable, Food Service, Special Education, Business
- j. 2020-21 Williams & Associates, LLC Agreement for School Facilities Consultant Services

192.095	Consent Calendar (Continued) – Items Removed for Later Consideration	CC Items Removed
192.096	Board Consideration of Approval of COVID-19 Operations Report	MOTION
192.097	Board Consideration of Approval of 2020-21 Budget	MOTION
192.098	Board Consideration of Approval of Resolution #21 To Establish Temporary Interfund Transfers Of Special Or Restricted Fund Moneys For Fiscal Year 2020-21	MOTION
192.099	Board Consideration of Approval of Galt Schools Transportation Agreement	MOTION
192.100	Board Consideration of Approval of Resolution #16 To Reduce Or Eliminate Classified Staff Due To Lack Of Work/Lack Of Funds	MOTION

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|---------|--|--------|
| 192.101 | Board Consideration of Approval of 2020-21 Declaration of Need for Fully Qualified Educator | MOTION |
| 192.102 | Board Consideration of Approval of BP/AR 3413.3 Tobacco-Free Schools | MOTION |
| 192.103 | Board Consideration of Approval of Memorandum Of Understanding Between the California School Employees Association and its Galt Chapter #362 (CSEA) and GJUESD Regarding the District's Proposed Layoffs & Reductions for the 2019-2020 Fiscal Year. | MOTION |

F. Reports

1. Schools Re-Opening Update

G. Public Comments for topics not on the agenda

Public comment is limited to three minutes or less pending Board President approval. Community members who cannot wait for the related agenda item may also request to speak at this time.

H. Pending Agenda Items

1. School District Properties
2. Low Performing Block Grant: Mathematics
3. CSBA Social Media & Training for School Boards

I. Public Comments for topics not on the agenda

Public comment should be limited to three minutes or less pending Board President approval.

The next regular meeting of the GJUESD Board of Education: July 22, 2020

Board agenda materials are available for review at the address below.

Galt Joint Union Elementary School District
1018 C Street, Suite 210, Galt, CA 95632
(209) 744-4545



Board Meeting Agenda Item Information

Meeting Date: June 24, 2020	Agenda Item: Closed Session
Presenter: Karen Schauer	Action Item: Information Item: XX Public Hearing:

1. CONFERENCE WITH LABOR NEGOTIATOR, Government Code §54957.6
Agency Negotiator: Karen Schauer, Lois Yount, Donna Mayo-Whitlock, Claudia Del Toro-Anguiano
 - Employee Agency: (GEFA) Galt Elementary Faculty Association
 - Employee Agency: (CSEA) California School Employee Association
 - Non-Represented Employees



Galt Joint Union Elementary School District

TELECONFERENCE BOARD MEETING PROTOCOL

I. SESSION INTRODUCTION

1. **Everyone, please Mute Device:** Phone or Computer Device
2. **Session is being recorded**
3. **Chat box is for public comment only when prompt is given.**

II. MAKING PUBLIC COMMENT PER ACTION ITEM

OVERVIEW OF INDICATING PUBLIC COMMENT PER DEVICE OR METHOD

A. COMPUTER DEVICE

1. Please type into chat box
2. Type **name** and **agenda item** topic
3. You will be called to comment
4. Public comment is three minutes.

B. PHONE

1. Share **name** and **topic** when asked by the meeting facilitator
2. Mute phone
3. You will be called to comment
4. Public comment is three minutes.

C. EMAIL

1. E-mail public comments sent to kbock@galt.k12.ca.us by **12:00 p.m. on the Tuesday prior to the Board meeting** will be read aloud when asked by the meeting facilitator. Email public comment is limited to 450 words.

III. BOARD VOTE AND CONNECTIVITY

A. ACTION ITEMS

1. For action items, the motion will be followed by a roll call vote.

B. CONNECTIVITY INTERRUPTION

1. For action items, the motion will be followed by a roll call vote.
2. Should a board member lose connectivity by teleconference or phone, the meeting will be delayed five minutes before reconvening.



Board Meeting Agenda Item Information

Meeting Date: June 24, 2020	Agenda Item: 192.094 Board Consideration of Approval of Consent Calendar
Presenter: Karen Schauer	Action Item: XX Information Item:
<ul style="list-style-type: none"> a. Approval of the Agenda b. Minutes <ul style="list-style-type: none"> 1. May 20, 2020 Special Board Meeting 2. May 27, 2020 Regular Board Meeting c. Payment of Warrants: <u>Vendor Warrant Numbers:</u> 20355393-20355430, 20356493-20356518, 20357401-20357444, 20358328-20358381 <u>Certificated/Classified Payrolls Dated:</u> 5/29/20, 6/10/20 d. Personnel <ul style="list-style-type: none"> 1. Resignations/Retirement 2. Leave of Absence Request 3. New Hires e. Donations f. Resolution #18: Prekindergarten and Family Literacy Program Contract # CPKS-0072 and Authorization of Designated Personnel to Sign Contract Agreement g. Resolution #19: California State Preschool Program Contract #CSPP-0404 and Authorization of Designated Personnel to Sign Contract Agreement h. 2020-21 Dannis Woliver Kelley (DWK) Agreement for Professional Services i. Disposal of GJUESD Class 3 Records related to Business, Payroll, Human Resources, Accounts Receivable, Food Service, Special Education, Business j. 2020-21 Williams & Associates, LLC Agreement for School Facilities Consultant Services 	

**GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT
BOARD OF EDUCATION**

“Building a Bright Future for All Learners”

**Special Board Study Session
Wednesday, May 20, 2020**

**Zoom Teleconference
Meeting ID: 974 8601 1887**

Board Members

Grace Malson
Thomas Silva
Wesley Cagle
Matthew Felix
John Gordon

Administrators Present

Donna Gill Stephanie Simonich
Tina Homdus Leah Wheeler
Jennifer Porter Judith Hayes
David Nelson Laura Papineau
Ron Rammer Kuljeet Nijjar

MINUTES

This meeting is being held pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020
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- A. The meeting was called to order at 6:00 p.m. by Grace Malson followed by the flag salute. Karen Schauer reviewed the public comment protocol and study session goals. The goals include:
1. Revisit 2019-20 strategic planning efforts
 2. Report and discuss distance learning and support service efforts
 3. Clarify emerging state budget information
 4. Receive board feedback and direction for strategic planning and budget

B. Mindset and Strategic Planning

Karen Schauer, Superintendent, updated the board on progress made to develop a plan for reopening schools in August. She underscored the importance of safety for reopening schools within public health guidelines along with planning attention to equity, inclusion and access considerations. She highlighted a parent communication describing current conditions and next steps. The parent communication was followed by a survey invitation with a video clip that explained reopening factors and next steps.

Claudia Del Toro Anguiano, Director of Curriculum, summarized the development and implementation of an employee, parent and student survey. She reported that after just 24 hours, there has been strong survey participation. Results will be used to develop a reopening plan that is safe, optimizes learning and is reflective of school district feedback. The survey will close on Tuesday, June 2nd.

Karen Schauer reported that GJUESD is working to develop a Schools Reopening Plan by late June. The projected timeline and next steps include:

- May/June: Parent, Teacher and Student Surveys
- Through mid-June: District committee examines public health and county education guidance and survey data
- June 17: Draft Plan Developed and Shared for Feedback
- June 24, 2020: Reopening Plan Complete

C. Budget Challenges & Considerations

Lois Yount, Business Services Director, reported district leadership meetings with the Sacramento County Office of Education (SCOE) and School Services this week regarding the CA Governor's May Revision budget. She indicated school districts are still working to understand the information. The state is in a recession. The question among leaders is how long will it last. Financial experts are predicting a "U" shaped recession, a recession that could last 2 to 3 years. Unlike the "L" shaped recession in 2008 that lasted many more years. Ms. Yount stated she will share more budget detail information at the next regular board meeting. At this time, she provided an overview of what the Governor's May Revise means for GJUESD.

1. 10% reduction to the Local Control Funding Formula (LCFF) of minus \$2.6 million
2. Pension Rate Buydowns of plus \$500,000
3. CARES Federal Stimulus funds of plus \$1 million

Ms. Yount stated total reductions for GJUESD in 2020-21 is 1.1 million with an estimated increase to 1.6 million to stay at a 3% reserve. However, things can change by August. She indicated the following:

1. State revenue personal income tax is due July 15th
2. GJUESD could receive federal funds from the Heroes Act
3. There could be a pause in the minimum wage increase
4. Flexibility options absent in the May revise such as reduction in routine restricted maintenance
5. Summer certificated layoffs
6. GJUESD could receive a one-time investment from the CARES Act to mitigate learning loss

Ms. Yount indicated there are lots of unknowns at this time. Things to consider and plan for now include a multi-year budget projection. If the District stays in a negative COLA for the next three years, additional cuts will need to be made. Additionally, the first state deferral is expected to be in June and July. GJUESD will not need to take out a Tax Revenue Anticipation Note (TRAN) loan to bridge the funding gaps for these deferrals but will need to take one out for the deferral that is expected in April. The Sacramento County Office of Education (SCOE) is considering a county TRAN pool for school districts to get a better interest rate.

Grace Malson acknowledged the dire budget situation across the state right now. She indicated state workers may have to take a 10% reduction. In addition, the Center for Disease Control (CDC) issued guidelines for reopening schools a few hours ago. She questioned how school districts can afford to follow CDC guidelines with increased expenses.

Lois Yount confirmed the extra costs from additional custodial supplies to additional staff to monitor social distancing. Additionally, all food will have to be served on disposable trays and personal protective equipment is needed. These are safety measures that the district has to implement.

John Gordon stated it will be interesting to see what we can learn from other countries that have opened up. He stated his concern with increased costs and a decrease in the budget. He referenced districts across the state that have said they cannot open because they cannot afford to. A lot remains to be seen.

Claudia Del Toro-Anguiano, Curriculum Director, stated the district will have to get very creative to keep literacy a goal and prepare children for the future. She indicated the district needs to make sure the focus is very strong in literacy to ensure children are prepared for a future that could look very different from today.

John Gordon surmised we are dealing with a whole system academic slide from math to literacy.

Matthew Felix asked what school reopening models are being considered for fall 2020.

John Gordon spoke. He indicated the target is moving, it will depend on a lot of external factors that we don't have control over.

Matthew Felix summarized school models that could work:

1. Traditional classroom model with safety protocols that are practical.
2. A synchronous blended model that blends classroom instruction with a virtual model.
3. Asynchronous virtual model that is all distance learning.

Mr. Felix added that from what the board has heard thus far, participation and academic achievement has not been very good. He would like to hear from teachers to determine school participation rates among students during distance learning. He asked if it is possible to provide parents with information on what the district is going to look like in the fall.

Karen Schauer recognized Mr. Felix's summarized school models. She indicated that within those 3 models there could be variations. The District is seeking to get feedback from teachers and parents to help determine what could work best for Galt. She reflected that years ago the District implemented a blended model in the summer that was very successful. She indicated students attended in-person meeting with their teachers depending on their needs and then worked remotely. School re-opening depends on what the health conditions will allow. There are variations that we would want to get feedback on.

Claudia Del Toro-Anguiano reported that the 3 options that Matthew Felix is describing could have additional layers of safety and health protocols such as children moving in one direction. Other considerations could be having younger students hold music sessions in their classroom space. Children could go to the playground as a grade level. Children could attend school from 8-2:30 p.m. with safety protocols. She indicated if the county allows districts to only have half of students on campus at a time, for high needs learners, we could have some kind of intervention. If the health department closes a classroom or school the District will need to have a distance learning program ready. Feedback from parents and staff will be very important to implement a successful plan. Ms. Del Toro-Anguiano indicated the task is massive because school districts are being asked to create a plan with different options with a moving target. Teachers, staff and administrators are working hard. She indicated they were given 2 days to implement, create and deliver a distance learning program. The District is keeping track of things that worked and didn't work to improve.

Karen Schauer stated the county could be advancing into less restrictive health requirements. However, if there is an outbreak, the district would need to step back into

an earlier phase of social distancing. The district needs to be nimble, flexible and more efficient in the area of distance learning as health conditions change. In addition, she indicated teachers and administrators worked with a program called Gooru. When the Director of Curriculum is talking about learning options, how do we monitor it? How do we measure growth and achievement to determine what is working or not working? Gooru is an organization that may help us support equity inclusion, and access with tools for learning management, in real time. The lack of learning management tools to monitor and support distance learning with other learning programs is an issue.

John Gordon stated that he hopes the district considers, if there is a situation where the health department requires social distancing, that the district consider all assets throughout the city of Galt to determine if there is space that could be utilized for learning. For example, perhaps kindergartners could go to Fairsite to open up spaces for other grade levels.

Claudia Del Toro Anguiano reported the District is looking at current school spaces differently. She indicated she is communicating with the Galt High School District in an effort to align reopening efforts. Additionally, she is monitoring COVID-19 health numbers in Galt. Ms. Claudia Del Toro-Anguiano will provide more information once the district receives feedback from parents and staff.

Karen Schauer stated the District is striving for efficiency and equity during budget challenges. She shared next steps:

Goals:

- Reopen schools safely, efficiently and equitably aligned to health conditions and learner needs.
- Incorporate instructional delivery options, responsive to health requirements including social distancing and gathering
- Develop and implement a budget (with August 2020 revision) aligned to district direction and needs.
- Equity= Inclusion + Access should not be an afterthought.

Budget Development and Reductions: May 2020-August 2020:

- May-June: Consider budget cut scenarios and reductions estimated at \$1.5 million.
- Work with employee unions.
- Consider a County TRAN loan for cash flow (Jan-April).
- August budget revision based on the final State budget and possible employee union agreements.
- Based on August budget revision, redirect resources & make additional reductions, layoffs or restructuring efforts.

Reopening Schools: May 2020-August 2020

- By mid- June, develop a GJUESD Reopening Plan
- Revise or create related policies
- Communication and Feedback Efforts
- Redirect, pursue or expand resources to support reopening efforts.

Matthew Felix asked if the district has information related to Average Daily Attendance (ADA). Specifically, have families left the district due to unemployment?

Lois Yount responded that the district is held harmless for ADA this year. There is also consideration being given to hold districts harmless next year. She indicated the District is not aware of families leaving the district. However, families may not be reaching out during this time.

Donna Whitlock spoke. She estimated approximately a dozen students have left the district that she is aware of.

Karen Schauer asked if a board member would be available to look at the survey the District is developing.

Thomas Silva and John Gordon agreed to review the survey.

John Gordon stated he is curious how districts will assess the magnitude of the academic slide. What is the baseline when students return to understand where students are at. As our students are integrated back, how does the district address mental health and being thoughtful about that.

Grace Malson asked if there has been any consideration given to McCaffrey Middle School Wellness Center during these difficult times?

Karen Schauer recognized mental health wellness as a priority. The district is planning to staff the Wellness Center. There were decisions that McCaffrey administration made to support the model. She indicated there may be more emphasis on mental wellness than academics when children do come back to school. Teachers have worked so hard. There is a social worker or counselor at every school.

Thomas Silva asked what level of participation the district is anticipating for special education students. In addition, what is the possibility of bringing these students into the classroom. Has the district had these discussions. Also, what is the level of participation during distance learning for these students? And what does extended year for these students look like?

Donna Whitlock reported that Gina Fuentes is serving as director for extended year for special education. She indicated the district has received overwhelming participation from students qualifying for extended year. The district is hoping for a blended experience for students but right now it is dependent on health department guidelines. It is the same with migrant education.

Thomas Silva asked what feedback the district has received from teachers and families about returning to the classroom.

Donna Whitlock responded that she has not received feedback from families at this time because the district can only offer virtual learning at this time.

Ron Rammer, Principal, addressed the board regarding the wellness center. He indicated it is funded through donations. Some teachers have changed classrooms to accommodate the wellness center and material has been accumulated for the center.

Wesley Cagle stated the board packet has the blueprint for back to school from the California Department of Education. He asked if this material could be posted to the website for parents to reference.

Karen Schauer thanked Mr. Cagle for the suggestion. She will add it to the website and added that a similar document will be coming from the Sacramento County Office of Education (SCOE) soon. Additionally, the Center for Disease Control (CDC) put out a document today.

Grace Malson thanked staff for all their efforts during these challenging times.

C. Public Comment

The following addressed the Board regarding schools re-opening in the fall:

1. Ryan Montgomery
2. Robert Harper
3. Jennifer Bitondo
4. Marinda
5. Kathy Loesch
6. Kim Lizama
7. Madyson
8. V. Lopez
9. Adrew Washburn
10. Tiffany Lourence
11. Sara Murray
12. Emily Lewis
13. Tammy Partridge
14. Maria Bernal
15. Barbara Woods

D. Adjournment 7:55 p.m.

Wesley Cagle, Clerk

Date

Galt Joint Union Elementary School District
Board of Education
“Building a Bright Future for All Learners”

Regular Board Meeting
Wednesday, May 27, 2020

ZOOM Teleconference
Open Session Meeting ID:974 8601 1887
Closed Session Meeting ID: 997 7435 8428

MINUTES

<p>This meeting is being held pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020.</p>

A. Grace Malson announced Items to be Discussed in Closed Session.

Closed Session was called to order at 6:00 p.m.

Present for closed session: Karen Schauer, Lois Yount, Claudia Del Toro-Anguiano, Donna Mayo-Whitlock, Grace Malson, Thomas Silva, Wesley Cagle, Matthew Felix, John Gordon

1. CONFERENCE WITH LABOR NEGOTIATOR, Government Code §54957.6
Agency Negotiator: Karen Schauer, Lois Yount, Donna Mayo-Whitlock, Claudia Del Toro-Anguiano
 - Employee Agency: (GEFA) Galt Elementary Faculty Association
 - Employee Agency: (CSEA) California School Employee Association
 - Unrepresented Employees

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OR (3) OF SUBDIVISION (D), Government Code §54956.9
 - One potential case

B. Closed Session Adjourned at 6:59 p.m.

C. Open Session was called to order at 7:00 p.m. followed by the flag salute. Grace Malson announced no action taken in closed session.

D. Communications

1. Karen Schauer, Superintendent, shared two communications from the Sacramento County Office of Education (SCOE) regarding Support for the House “Heros Act” and Response to the Governor’s 2020-2021 May Revise. Both letters reference the need for more funding for public schools.

E. Reports

LCAP GOAL 1

Develop and implement a personalized learning and strengths-based growth plan for every learner that articulates and transitions to high school learning pathways while closing the achievement gap.

1. Schools Reopening Progress

Karen Schauer reported that the study session held on May 20, 2020 focused on two areas. The first area related to the goal of re-opening schools in August safely and efficiently and to seek feedback from stakeholders. The second area related to budget development. She indicated the district is working as swiftly and thoughtfully as possible to develop a plan for re-opening. An informational update was provided to parents on next steps and Claudia Del Toro-Anguiano, Curriculum Director, worked with the board and some staff to develop a survey that was launched on Tuesday, May 26, 2020.

Claudia Del Toro-Anguiano, Curriculum Director, reported that 4 surveys were developed. One for parents, students, classified staff and certificated staff. Preliminary reports show almost 680 parents have submitted a response. The main priority across surveys at this time is ensuring physical health and safety of students and staff. Secondly, ensuring the district has a plan for learning and instruction to make up for loss of learning.

Ms. Del Toro-Anguiano reported that many teachers shared that the most positive experience during distance learning was learning about new platforms and software for learning. They shared that the most challenging experience was filling the needs of their highest needs students.

Ms. Del Toro-Anguiano reported students shared their biggest challenge is missing their friends. However, they shared that they liked waking up later. She indicated the feedback is showing a theme of students feeling isolated by not being around other people and that there are a lot of challenges with having to learn from a screen. Many students want a real person, pencil and paper. The survey will close on Tuesday, June 2, 2020.

Karen Schauer stated the survey results will guide development of a plan to re-open schools. She will post the results of the survey after June 2, 2020. Principals will do analysis work with the information. She is working in a way that is sensitive to feedback with a goal to reopen schools in August. She indicated a draft plan will be ready by mid-June and fully completed by the end of June. Additionally, the Sacramento County Office of Education (SCOE) is working on guidelines that may help to guide the process. Those guidelines are expected in early June.

John Gordon sought clarification that the board would be approving the plan at the June regular board meeting. He asked what the protocol is.

Karen Schauer responded, she indicated that the budget is brought to the board in mid-June for a public hearing, a draft reopening schools plan would also be on the agenda. The district may also post the draft plan on the website and it could be brought to the board for approval in June. She added, it is not a requirement but an effort to keep the board informed and to receive continuous input from the board.

John Gordon admires the hard and aggressive work by the district. He indicated that guidelines could change in 4 weeks as business and organizations begin to open. This will be a good indicator of a 2nd wave. If a 2nd wave occurs in July we may move in another direction. He said it would be helpful to him if there was a multi-tiered guideline. He felt that by 4 weeks before schools open, a re-opening plan would be solid. Mr. Gordon emphasized the district be thoughtful that there is a moving target.

Karen Schauer stated that it is important that our stakeholders are letting us know what they think. Depending on conditions, families should be confident in the district approach.

John Gordon asked if there have been conversations with area superintendents regarding the symptoms of someone carrying the COVID-19 virus so schools are better able to provide some level of protection or be proactive in identifying students or staff. Has there been research on the characteristics of carriers?

Karen Schauer stated that she is looking forward to county health guidelines incorporated in the Sacramento County Office of Education (SCOE) reopening schools publication. It will help to address and manage concerns when so much is not clear. She indicated that some practices could be implemented such as fever checks prior to school for students and staff or not allowing people to work if they are sick. Dr. Schauer said that at this point in time the district is looking at classroom capacity to support social distancing.

John Gordon indicated that a heavy burden is placed on schools as we are all social creatures. He indicated it will be hard for staff to monitor social distancing. There is a fine line to what we can and cannot do. The district's purpose is to educate students. He added that the district will probably need to modify hygiene practices and consider buying portable sinks, etc. He thinks most board members want to re-open schools and bring students back in a safe way with the resources needed.

Karen Schauer responded that the plexiglass shields at every district site office is a start.

Public Comment

1. Ryan Montgomery addressed the board regarding re-opening schools.
2. Karen Schauer shared public comment received via e-mail from Katherine Harper and Liz Luis regarding re-opening schools.

OTHER REPORTS

1. CA State Budget Update

Lois Yount reported on the 2020 May Revision Workshop. She started where we are at now is budget information data points used to develop budgets. Expecting many changes between now and August.

Thomas Silva asked what the terms are of a Tax Revenue Anticipation Notes (TRANS).

Lois Yount stated that she researched information on the TRANS that GJUESD took out during the last recession. She indicated that they were for 5 and 6 million to cover payroll costs. She did not have information on the interest rate at that time. She indicated the county is looking at getting districts a good interest rate by pooling districts to create a TRANS pool to get a lower interest rate. Ms. Yount stated that the TRANS loans are used when the state defers payments to the school district and expenditures must be incurred before revenues are received.

John Gordon stated that he is concerned with the possibility of routine maintenance becoming a flexible account. He indicated districts ran into that during the recession and their facilities were not maintained properly. School districts then passed bonds to make up for all the years they were unable to keep up on routine maintenance.

Lois Yount stated that the option to make routine maintenance flexible is not an option in the Governor's May Revise

2. Williams Uniform Complaint Process Quarterly Report

Karen Schauer reported no complaints during the Williams Uniform Complaint Process 3rd Quarter Report.

F. Recommended Actions/Routine Matters/New Business

192.084 A motion was made by John Gordon to approve the Consent Calendar, seconded by Matthew Felix and unanimously carried.

Consent Calendar

- a. Approval of the Agenda
- b. Minutes: April 22, 2020 Regular Board Meeting
- c. Payment of Warrants –
Certificated/Classified Payrolls Dated: 4/30/20, 5/8/20
Vendor Warrant Numbers: 20350500-20350539; 20351153-20351176;
20353435-20353462; 20354362-20354413

d. Personnel

Resignations/Retirements			
Name	Position	Effective Date	Site
Cabral, Carrie	Instructional Assistant	5/23/2020	Fairsite
Herrera, Clara	Yard Supervisor	6/4/2020	Lake Canyon
Paine, Alda (retirement: 21 yrs)	Instructional Assistant	6/4/2020	Marengo Ranch
Sams, Jessica	Yard Supervisor	6/4/2020	Greer
Terra, Katherine	Teacher	6/4/2020	Lake Canyon

New Hires/Reassignments			
Name	Position		Site
Paige, Alexis	Teacher, Special Education		River Oaks
Pigorsch, Nicholas	Warehouse/Delivery Driver		District Office

e. Donations

- 192.085** Consent Calendar (Continued) – Items Removed for Later Consideration
There were no items removed. **CC
Items
Removed**
- 192.086** A motion was made by Wesley Cagle to approve Resolution #14 Establishing Social Distancing Protocols And Authorizing The Superintendent To Take Action To Maintain Construction Project Sites As Safe Working Environments, seconded by Thomas Silva and unanimously carried. **Res 14
Social Dist
Const Proj**
- 192.087** Lois Yount provided funds use clarification.
The project is being paid for with developer fees. These fees cannot be used to offset general funds and can only be used for construction projects. **LLB S&B
James
MMS**
- A motion was made by Matthew Felix to approve Lease-Leaseback Preconstruction Services Agreement with S+B James Construction California Inc. for McCaffrey Middle School, seconded by Grace Malson and unanimously carried.
- 192.088** A motion was made by John Gordon to approve Memorandum Of Understanding (MOU) between the California School Employees Association and its Galt Chapter #362 (CSEA) and the Galt Joint Union Elementary School District (GJUESD) Related to Coronavirus-19 (COVID-19), seconded by Matthew Felix and unanimously carried. **CSEA
MOU
COVID-19
(2)**
- 192.089** A public hearing was held by the Galt Joint Union Elementary School District to receive public testimony and input from members of the community on the adoption of the Sacramento County Special Education Local Plan Area (SELPA) Local Education Area (LEA) Assurances and Section B: Governance and Administration pursuant to Education Code section 56205(b)(2) **PUBLIC
HEARING
SELPA**
- There was no public comment.
- 192.090** A motion was made by Wesley Cagle to approve Sacramento County Special Education Local Plan Area (SELPA) Local Education Area (LEA) Assurances and Section B: Governance and Administration pursuant to Education Code section 56205(b)(2), seconded by John Gordon and unanimously carried. **SELPA**

192.091 A motion was made Matthew Felix to approve Resolution No. 15 To Reduce Or Eliminate Classified Staff Due To Lack Of Work, seconded by Thomas Silva and unanimously carried.

**Res 15
Class
Reduction**

192.092 A First Reading of BP/AR 3413.3 Tobacco-Free Schools was held.

**1st
Reading**

G. Public Comments for topics not on the agenda

1. Jennifer Collier addressed the Board to invite their participation in the Family Well-being and Strengths Workshop on June 15, 17 & 19.

H. Pending Agenda Items

1. School District Properties
2. Low Performing Block Grant: Mathematics
3. CSBA Social Media & Training for School Boards

Wesley Cagle commented that he would prefer future board meetings are held in person.

Karen Schauer responded that the district is working towards in-person meetings as health conditions permit.

I. Adjournment 8:33 p.m.

Wesley Cagle, Clerk

Date



CONSENT CALENDAR

Human Resources

Recommend approval of the following:

Resignations/Retirements

Name	Position	Effective Date	Site
Chapin, Danielle	Yard Supervisor	06/04/2020	Greer Elementary
Collier, Joshua	Instructional Asst., ASES	06/09/2020	Greer Elementary
Edlund, Reid	Science Teacher	07/01/2020	McCaffrey Middle
Williams, Marie (Retirement 25 Years)	Administrative Asst., District Operations	8/31/2020	District Office

Leave of Absence Requests

Name	Position	Effective Date	Site
Carbonell Salvat, Maria	School Nurse	8/21/2020-10/02/2020	Fairsite

New Hires/Reassignment

Name	Position	Site
Gardner, Kerri	Transportation Supervisor	Transportation
McCoy, Miranda	LSH Teacher	Marengo Ranch/Valley Oaks



CONSENT CALENDAR

Donations

Other

- Jaqueline and Jordan Prawira donated 120 face shields to the speech program at Greer Elementary



CONSENT CALENDAR

Resolution #18

Resolution #19

Resolution #18: Prekindergarten and Family Literacy Program Contract # CPKS-0072 and Authorization of Designated Personnel to Sign Contract Agreement

Resolution #19: California State Preschool Program Contract #CSPP-0404 and Authorization of Designated Personnel to Sign Contract Agreement

The attached resolutions must be adopted in order to certify the approval of the Governing Board to enter into these transactions and subsequent amendments with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2020-21.

Galt Joint Union Elementary School District
Resolution #18
2020-2021 California State Preschool Program

Be it resolved that the Governing Board of the Galt Joint Union Elementary School District authorizes entering into local agreement number CPKS-0072 and that the persons who are listed below are authorized to sign the transaction for the Governing Board.

Karen Schauer Ed.D. District Superintendent _____

Donna Mayo-Whitlock Educational Services Director _____

Lois Yount Business Services Director _____

Passed and adopted this 24th day of June, 2020 by the Governing Board of the Galt Joint Union Elementary School District, Sacramento County, California.

I, Wesley Cagle, Clerk of the Governing Board of the Galt Joint Union Elementary School District, Sacramento County, in the State of California, certify that the foregoing is a full, true and correct copy of a Resolution adopted by the said Board at a regular meeting thereof held at the Galt, City Hall Chamber, and the Resolution is on file in the office of said Board.

Vote:

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

Wesley Cagle, Clerk



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 20 - 21

DATE: July 01, 2020

CONTRACT NUMBER: CPKS-0072

PROGRAM TYPE: PREKINDERGARTEN AND FAMILY LITERACY PROG

PROJECT NUMBER: 34-06734-00-0

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 20-21, the GENERAL TERMS AND CONDITIONS* (GTC 04/2017), the PREKINDERGARTEN AND FAMILY LITERACY SUPPORT PROGRAM REQUIREMENTS*, and the FUNDING TERMS AND CONDITIONS* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2020 through June 30, 2021.

The total amount payable pursuant to this Agreement shall not exceed \$5,000.00.

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (*) can be viewed at <https://www.cde.ca.gov/fg/aa/cd/ftc2020.asp>

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Jaymi Brown,		PRINTED NAME AND TITLE OF PERSON SIGNING Karen Senauer, e.d.D, Superintendent			
TITLE Contract Manager		ADDRESS 1076 C St., #210, Galt, CA 95632			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 5,000 PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0 TOTAL AMOUNT ENCUMBERED TO DATE \$ 5,000	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE General		
	(OPTIONAL USE) 0656 24859-6734				
	ITEM 30.10.010. 6100-196-0001	CHAPTER B/A	STATUTE 2020	FISCAL YEAR 2020-2021	
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6052 Rev-8590				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER		DATE			

Department of General Services
use only

Galt Joint Union Elementary School District
Resolution #19
2020-21 Prekindergarten and Family Literacy Program

Be it resolved that the Governing Board of the Galt Joint Union Elementary School District authorizes entering into local agreement number CSPP-0404 and that the persons who are listed below are authorized to sign the transaction for the Governing Board.

Karen Schauer Ed.D. District Superintendent _____

Donna Mayo-Whitlock Educational Services Director _____

Lois Yount Business Services Director _____

Passed and adopted this 24th day of June, 2020 by the Governing Board of the Galt Joint Union Elementary School District, Sacramento County, California.

I, Wesley Cagle, Clerk of the Governing Board of the Galt Joint Union Elementary School District, Sacramento County, in the State of California, certify that the foregoing is a full, true and correct copy of a Resolution adopted by the said Board at a regular meeting thereof held at the Galt, City Hall Chamber, and the Resolution is on file in the office of said Board.

Vote:

Wesley Cagle, Clerk

Ayes: _____
Noes: _____
Abstain: _____
Absent: _____



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 20 - 21

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

DATE: July 01, 2020

CONTRACT NUMBER: CSPP-0404

PROGRAM TYPE: CALIFORNIA STATE
PRESCHOOL PROGRAM

PROJECT NUMBER: 34-06734-00-0

CONTRACTOR'S NAME: GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 20-21, the GENERAL TERMS AND CONDITIONS* (GTC 04/2017), the STATE PRESCHOOL PROGRAM REQUIREMENTS*, and the FUNDING TERMS AND CONDITIONS* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2020 through June 30, 2021. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount section of the FT&C, at a rate not to exceed \$46.15 per child day of full time enrollment and a Maximum Reimbursable Amount (MRA) of \$583,567.00.

Service Requirements

Minimum Child Days of Enrollment (CDE) Requirement 12,645.0

Minimum Days of Operation (MDO) Requirement 175

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (*) can be viewed at <https://www.cde.ca.gov/fg/aa/cd/ftc2020.asp>

STATE OF CALIFORNIA		CONTRACTOR				
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)				
PRINTED NAME OF PERSON SIGNING Jaymi Brown,		PRINTED NAME AND TITLE OF PERSON SIGNING Karen Schauer, e.d.D, Superintendent				
TITLE Contract Manager		ADDRESS 10176 E St. # 210, Galt, CA 95632				
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 583,567	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		Department of General Services use only		
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) 0656 23038-6734					
TOTAL AMOUNT ENCUMBERED TO DATE \$ 583,567	ITEM 30.10.010. 6100-196-0001	CHAPTER B/A	STATUTE 2020			FISCAL YEAR 2020-2021
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590					
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.			
SIGNATURE OF ACCOUNTING OFFICER		DATE				



CONSENT CALENDAR

Dannis Woliver Kelley 2020-21 Legal Services Agreement

Approval is recommended to approve Agreement for Legal Services with Dannis Woliver Kelley for 2020-21.

There are no changes to the billing ranges.



CHRISTIAN M. KEINER
Attorney at Law
ckeiner@DWKesq.com

Sacramento

May 29, 2020

Dr. Karen Schauer
Superintendent
Galt Joint Union Elementary School District
1018 C Street, Suite 210
Galt, CA 95632-1771

Re: 2020-21 Agreement for Professional Services

Dear Karen:

Thank you for the opportunity to provide legal advice and counseling services to the Galt Joint Union Elementary School District. It has been our honor for over four decades to be vital, participating partners with California school and community college districts in their mission to educate and prepare all children and young adults to be responsible, mindful citizens in the global marketplace of ideas. We remain your steadfast allies and will support you with our full range of expertise as you meet new challenges and overcome extraordinary hurdles in your continuing efforts to provide quality education programs to millions of California students.

Attached is our Agreement for Professional Services for 2020-21. In light of the economic uncertainty confronting us all, no changes have been made to the billing ranges. While our ranges remain unchanged, the rates for some individuals who perform work on your matters may increase within the existing ranges.

We will continue to offer the District efficient and prompt service and the highest quality legal advice and counsel you have come to expect.

We look forward to serving the District in the coming school year and continuing our mutually rewarding partnership. Please sign the attached Agreement, insert the date of Board approval, and return to the undersigned via email.

Best regards,

DANNIS WOLIVER KELLEY

Christian M. Keiner


Candace M. Bandoian

CMK:clb

SAN FRANCISCO
275 Battery Street
Suite 1150
San Francisco, CA 94111
TEL 415.543.4111
FAX 415.543.4384

LONG BEACH
115 Pine Avenue
Suite 500
Long Beach, CA 90802
TEL 562.366.8500
FAX 562.366.8505

SAN DIEGO
750 B Street
Suite 2310
San Diego, CA 92101
TEL 619.595.0202
FAX 619.702.6202

SAN RAFAEL
4040 Civic Center Drive
Suite 200
San Rafael, CA 94903
TEL 415.543.4111
FAX 415.543.4384

CHICO
2485 Notre Dame Boulevard
Suite 370-A
Chico, CA 95928
TEL 530.343.3334
FAX 530.924.4784

SACRAMENTO
555 Capitol Mall
Suite 645
Sacramento, CA 95814
TEL 916.978.4040
FAX 916.978.4039

SAN LUIS OBISPO
1065 Higuera Street
Suite 301
San Luis Obispo, CA 93401
TEL 805.980.7900
FAX 916.978.4039

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into on May 29, 2020, by and between the Galt Joint Union Elementary School District, hereinafter referred to as District, and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as Attorney.

In consideration of the promises and the mutual agreements hereinafter contained, District and Attorney agree as follows:

SCOPE OF SERVICES. District appoints Attorney to represent, advise, and counsel it from July 1, 2020, through and including June 30, 2021, and continuing thereafter as approved. Any services performed during the period between the above commencement date and the date of Board action approving this Agreement are hereby ratified by said Board approval. Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

CLIENT DUTIES. District shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, ensure access for Attorney to communicate with the District's governing board as appropriate, perform the obligations it has agreed to perform under this Agreement and pay Attorney bills in a timely manner.

FEES AND BILLING PRACTICES. Except as hereinafter provided, District agrees to pay Attorney two hundred sixty-five dollars (\$265) to three hundred sixty dollars (\$360) per hour for Shareholders and Of Counsel; two hundred forty-five dollars (\$245) to two hundred ninety-five dollars (\$295) for Special Counsel; one hundred ninety-five dollars (\$195) to two hundred sixty dollars (\$260) per hour for Associates; and one hundred thirty dollars (\$130) to one hundred eighty dollars (\$180) per hour for Paralegals and Law Clerks. The rate for Gregory J. Dannis will be four hundred dollars (\$400) per hour. Rates for individual attorneys may vary within the above ranges depending on the level of experience and qualifications and the nature of the legal services provided. Agreements for legal fees at other than the hourly rate set forth above may be made by mutual agreement for special projects, particular scopes of work, or for attorneys with specialized skills. The rates specified in this agreement are subject to change at any time by Attorney by written notice to Client and shall apply to all services rendered after such notice is given. Substantive communications advice (telephone, voice-mail, e-mail) is billed in a minimum increment of one-tenth (.1) of an hour, except for the first such advice in any business day, which is charged in a minimum of three-tenths (.3) of an hour. Actual travel time is charged at the rates above. In the course of travel it may be necessary for Attorney to work for and bill other clients while in transit. If, during the course of representation of District, an insurance or other entity assumes responsibility for payment of all or partial fees of Attorney on a particular case or matter, District shall remain responsible for the difference between fees paid by the other entity and Attorney's hourly rates as specified in this Agreement unless otherwise agreed by the parties.

OTHER CHARGES. District further agrees to reimburse Attorney for actual and necessary expenses and costs with respect to providing the above services, including support services such as copying charges (charged at \$0.10 per page), postage (only charged if in excess of \$1.00), and computerized legal research (i.e. Westlaw). Any discount received on computerized legal research is passed along to Client by Attorney. District agrees that such actual and necessary expenses may vary according to special circumstances necessitated by request of District or emergency conditions which occasionally arise. Such expenses shall be provided at cost unless otherwise specified.

District further agrees to pay third parties, directly or indirectly through Attorney, for major costs and expenses including, but not limited to, costs of serving pleadings, filing fees and other charges assessed by courts and other public agencies, arbitrators' fees, court reporters' fees, jury fees, witness fees, investigation expenses, consultants' fees, and expert

witness fees. Upon mutual consent of District and Attorney, District may either advance or reimburse Attorney for such costs and expenses.

Occasionally Attorney may provide District officials and/or employees with food or meals at Attorney-sponsored trainings or when working with District officials and/or employees. Attorney may provide such food or meals without additional charge in exchange for the consideration provided by the District under this Agreement.

BILLING STATEMENT. Attorney shall send District a statement for fees and costs incurred every calendar month. Attorney's statements shall clearly state the basis thereof, including the amount, rate and basis for calculations or other methods of determination of Attorney's fees. Upon District office's request for additional statement information, Attorney shall provide a bill to District no later than ten (10) days following the request. District is entitled to make subsequent requests for bills at intervals of no less than thirty (30) days following the initial request. District shall pay Attorney's statements within thirty (30) days after each statement's date.

INDEPENDENT CONTRACTOR. It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

CONFLICT OF INTEREST. In some situations, where Attorney has relationships with other entities, the Rules of Professional Conduct may require Attorney to provide disclosure or to obtain informed written consent before it can provide legal services for a client. Attorney represents many school and community college districts, county offices of education, joint powers authorities, SELPAs and other entities throughout California. The statutory and regulatory structure of the provision of education services results in many ways in which these entities interact which could result in a conflict between the interests of more than one of Attorney's clients. If Attorney becomes aware of a specific conflict of interest involving District, Attorney will comply with the legal and ethical requirements to fulfill its duties of loyalty and confidentiality to District. If District has any question about whether Attorney has a conflict of interest in its representation of District in any matter, it may contact Attorney or other legal counsel for clarification.

TERMINATION OF CONTRACT. District or Attorney may terminate this Agreement by giving reasonable written notice of termination to the other party.

COUNTERPARTS. This Agreement may be executed in duplicate originals, including facsimiles, each of which shall fully bind each party as if all had signed the same copy. Electronic copies of signatures shall be treated as originals for all purposes.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement for Professional Services.

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

Dr. Karen Schauer
Superintendent

Date

DANNIS WOLIVER KELLEY
Date: May 29, 2020

Date: May 29, 2020



Christian M. Keiner
Attorney at Law



Candace Bandoian
Attorney at Law

At its public meeting of _____, 2020, the Board approved this Agreement and authorized the Board President, Superintendent or Designee to execute this Agreement.



CONSENT CALENDAR

Disposal of Records

Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These include but are not limited to: detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions.

Board approval is recommended to dispose of the following Class 3 records:

Quantity	Departments	Dates	Description
19	Business	15/16	Accounts Payable
5	Payroll	14/15	Timesheets
2	Human Resources	15-17	Job Listings
14	Accounts Rec.	12/15	Claims
7	Food Service	14/15	Menus, Nutri-kids
8	Special Education	12/13	Sped Files
1	Business	12/13	Journal Vouchers
56 total boxes			



CONSENT CALENDAR

2020-21 Williams & Associates, LLC Agreement

This will be our second year working with MimiDene Williams. Williams & Associates has 24 years of experience providing services specializing in school facility planning and has supported over seventy-five school districts in California. This proposal outlines the services Williams & Associates will provide the district. These services include a review of the District's eligibility, application and funding issues in support of State applications for facility funds.



SCHOOL FACILITIES CONSULTANT AGREEMENT

**BETWEEN
GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT
AND
WILLIAMS & ASSOCIATES, LLC**

This agreement is made by and between GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT, herein referred to as the Client, and WILLIAMS & ASSOCIATES, LLC, herein referred to as the Consultant. For the remuneration stipulated, the Consultant shall:

1. Assist Client with a review of district eligibility, application and funding issues in support of state applications. Provide technical assistance to the Client, monitor the application(s) through the Office of Public School Construction, and make recommendations to accelerate the State's approval process for the Client's projects.
2. Provide documentation to the Client of services provided.

A fee of \$164.00 per hour shall be charged the Client for the aforementioned services under Item 1 and 2 above. Travel time will be charged at regular hourly rates, for actual time involved.

The Client shall pay and reimburse any direct costs, travel, meals, and lodging, when such expenses are incurred at the request of the Client. All such claims shall be authorized by the Client prior to the Consultant incurring the expense, to be reimbursable under this agreement.

The Client shall furnish to the Consultant all information in its possession as necessary to complete the designated tasks. It is understood that the Consultant shall function as an independent contractor without authority to obligate the Client for any indebtedness or other commitments without the Client's approval.

The undersigned understands that the Consultant cannot control the processes of the applicable Local, State, or Federal agencies in reviewing and approving any Client application request. The Consultant will use its best efforts to assist the Client to obtain approval of the Client's application but cannot guarantee a favorable result on the Clients application.

This agreement shall be effective from July 1, 2020 through June 30, 2022. This agreement may be terminated by either party upon 30 days written notice.

WILLIAMS & ASSOCIATES, LLC

MimiDene Z. Williams

6/16/2020

MimiDene Z. Williams, Principal

Date

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

Lois Yount 6/16/20

Lois Yount, Director of Business Services

Date



Galt Joint Union Elementary School District

Galt Joint Union Elementary School District

1018 C Street, Suite 210, Galt, CA 95632
209-744 4545 * 209-744-4553 fax

Board Meeting Agenda Item Information

Meeting Date: June 24, 2020	Agenda Item: 192.095 Consent Calendar (continued)- Items Removed For Later Consideration
Presenter: Karen Schauer	Action Item: XX Information Item:
<p>The Board will have the opportunity to address any items that are moved from the consent calendar.</p>	



Board Meeting Agenda Item Information

Meeting Date: June 24, 2020	Agenda Item: 192.096 Board Consideration of Approval of COVID-19 Operations Report
Presenter: Donna Mayo-Whitlock	Action Item: XX Information Item:

Executive Order N-56-20 extended the deadline for adoption of the LCAP and Budget Overview for Parents to December 15, 2020 on the condition that the governing body of each local educational agency (LEA) adopt a written report by July 1.

A COVID-19 Operations Report has been added as a requirement for board action. The report provides an overview of changes to program offerings school districts are making in response to the COVID-19 emergency, the major impacts on students and families, and how the school district is meeting the needs of unduplicated students.

The COVID-19 Operations Written Report must be adopted at the same meeting as the school district's annual budget; submitted to the County Office of Education; and posted on the school district's website.

COVID-19 Operations Written Report for Galt Joint Union ESD

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Galt Joint Union ESD	Karen Schauer, Superintendent	superintendent@galt.k12.ca.us (209) 744-4555	

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

On Monday, March 16, 2020, the Galt Joint Union Elementary School District followed the Sacramento County Office of Education's emergency closure decision and staff began reaching out to families to assess technology and internet access needs, as well as to begin issuing Chromebooks and Wi-Fi Hotspots. Educators also began planning virtual lessons and preparing work packets. Initially, two weeks of lessons were planned. The week after spring break was set aside for staff Distance Learning (DL) professional development and preparation for the final six weeks of school through the DL platform. A second wave of Chromebooks and additional Hotspots were issued to students, including Pre-Kindergarten families. All Pre-K through eighth grade teachers prepared DL Plans and delivered six weeks of instruction to their students. Special Education teachers consulted with their families to create DL Plans that would enable learners with IEP to continue to make progress towards their IEP goals. Overall, most teachers reported that participation in the daily virtual meetings varied, with fewer students participating over the last three weeks of the school year. Teachers also set aside two hours a day for “office hours” (via phone, email, virtual) to provide individualized support to students and answer questions from parents. Instructional assistants participated in the virtual classrooms as well as holding their own virtual small group lessons and one-to-one student support.

At the end of the regular school year, four different Distance Learning Feedback Surveys were launched on May 26th and closed on June 2nd. The purpose of the survey was to get staff and community suggestions for reopening and their feedback on distance learning. Survey results were posted on the school district website. A summary is provided below:

Learning Preference

Approximately 60% of our families responded as having learning at school be their first preference with 40% wishing to have a blended or remote learning option for their child this coming year. Both teacher and classified staff indicated similar results, over 50% preferred to have learning take place in the classroom, while 50% indicated that a blended or remote program would be their preference.

Top Three Priorities

Physical health and safety was the main priority for all adults with learning and instruction coming in second. As for students, 93% indicated ‘being with friends’ as their top priority with both ‘learning at school from teachers’ and ‘end of the year activities’ coming in as their second highest priority.

Distance Learning Rating

All four groups were asked to rate the distance learning program. Almost 70% of the parents indicated that they had a positive or neutral experience. Over 90% of the staff rated the distance learning program as positive or neutral. Our students rated the distance learning experience as only being 50% positive or neutral.

During the months of June and July the district will continue to work with stakeholder groups to plan for the safe reopening schools in August that adhere to the Sacramento County Health Department guidelines.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

Communicating important district/county resources and insuring high needs learners participated in Distance Learning was critical during school closure. Bilingual Community Outreach Assistants (BCOAs) and other district staff checked in weekly with families of English Learners and socio-economically disadvantaged students for a variety of reasons: 1) to ensure access to technology and internet to participate in the distance learning environment, 2) to check in on distance learning progress, 3) to remind them of the free district-wide meal program, and 4) to check-in to offer social emotional learning supports being offered by counselors, social workers and ASES. Communication modes included phone calls, Blackboard messages, email, texts, class apps (Dojo, remind), District Website, a weekly Superintendent Message, flyers and Parent Surveys.

Access to social emotional and mental health supports were available to families. Social workers and counselors provided a multitude of virtual opportunities to connect with learners and their families. Virtual supports included: Zoom counseling, daily “lunch bunch”, Google Classroom, phone calls to families, virtual meetings and a mental health resource link on the district’s webpage. Access to expanded learning was provided through ASES Friday Zoom meetings, virtual Bright Future Learning Center clubs, STEM kit handouts and strengths coaching during class meetings.

The district issued Chromebooks to all learners in need of technology in grades PreK-8. High needs families without tech devices or internet were instructed to pick up the technology at their school offices as well as at the district office. Families without the internet were able to check-out Wi-Fi Hotspots. A “live” tech hotline was also created to assist families with any issues that arose with their Chromebooks or Hotspots.

Educators and classified staff personalized and differentiated their live virtual and pre-record instruction to meet learners’ needs by adding break-out rooms, small-group and 1-1 virtual instruction, daily “office hours” and open educational resources. Other staff created DL grade-span work packets (K-6) for those not participating online.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

On March 16, 2020, the GJUESD in coordination with both classified and certification bargaining units, launched the first phase of Distance Learning (DL). To assist with the transition, a Distance Learning Guidance document was developed to help guide the learning opportunities created for students. The DL document included flexible expectations for the use of instructional core materials, on-line resources, student work time for grade-level spans, protocols for Zoom meetings and the continuation of weekly teacher collaboration times. It provided staff a guide for the first three weeks of DL.

A Distance Learning Tutorial (DLT) document was created to assist with a stronger instructional plan for the last weeks of school. The DLT-Phase II focused heavily on instructional delivery and student engagement. The DLT document included over twenty links to various resources and pre-recorded videos. All the resources in the DLT were developed by our own GJUESD staff. As part of the DLT-Phase II, live Zoom meetings were orchestrated with the intent of providing participants the opportunity to ask questions of the staff who helped shape the DLT document. The focus of the DLT was to create a platform for all staff to share effective instructional practices and resources. Each live Zoom meeting had between 30-60 participants. As a result, staff continue to add links/resources to the DLT.

The district carefully monitored the participation of students for the first 2 weeks. Teachers reported to the District which of their students were not participating in DL. Approximately 55 students were mailed a packet of ELA and math work prepared by the district's academic coaches. During Phase II, an increase of non-participation in online Distance Learning by students was noted by teachers, along with an increase of parent requests for packets. The second set of DL work packets were made available to approximately 220 students. Less than half of this work was returned to the district. Teachers reported DL participation rates on the 3rd trimester Growth and Achievement Reports in lieu of performance grades and assessment results.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

During the COVID-19 school closure, GJUESD provided free breakfast and lunch meals to all families, regardless of free/reduced lunch status. The one-stop lunch and breakfast meal pick up began on March 16th, the first day of school closure. Classified staff handing out the food wore masks and gloves as well as maintained social distancing practices using a drive through system. The district served meals at every elementary school, the middle school and the preschool site. Families picked up meals daily through March and April. On May 4th, the district transitioned to a 5 day breakfast/lunch meal pick-up once a week at six school locations.

Monthly Meals Totals for Breakfast and Lunch:

March - 30,000 meals

April - 54,000 meals

May - 66,000 meals

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Galt is located in South Sacramento County and offers limited local child care opportunities and the additional community resources that larger metropolitan areas are able to provide their families. Although the district was not able to provide childcare at the Fairsite Preschool and School Readiness Center, the After School Education and Safety (ASES) program did provide weekly virtual check-ins and activities in the afternoons between 3:00-6:00 pm.

Sacramento area child care resources were posted on the district's website. Information was also push-out to families during the daily meal pick-ups. Families working in Sacramento were provided opportunities to have child-care through programs launched by the City of Sacramento. For example, the Youth, Parks, and Community Enrichment Department started a free program on March 23 at eight centers around the city. Child care was available for children between the ages of 5 and 12 for families of essential workers such as first responders and health care workers from 7am to 7pm each day. Because the services were not provided directly through the City of Galt or the school district, it is unclear how many families took advantage of the City of Sacramento resources that were offered.

During the Distance Learning period, school counselors, social workers and the bilingual community outreach assistants checked in regularly with families and students who may have had social emotional needs, lacked resources, need additional services or whose children were not participating in DL. Teachers and Instructional assistants also held daily virtual class meetings and followed up with students who did not participate.



Board Meeting Agenda Item Information

Meeting Date: June 24, 2020	Agenda Item: 192.097 Board Consideration of Approval of 2020-21 Budget
Presenter: Lois Yount	Action Item: XX Information Item: Public Hearing:

Education Code § 42127(a)(2) requires that school districts adopt an annual budget no later than July 1st of each year. Education Code § 42127(e) requires school districts revise their adopted budget no later than September 8th of each year to reflect changes in projected revenue or expenditures that become known after the annual budget is adopted.

The Fiscal Services team has prepared the 2020-2021 budget for your approval. This budget reflects projections based on the May Revise. Carryover from fiscal year 2019-2020 and adoption of the State budget may change these projections.

Assumptions that impact the 2020-2021 budget and multi-year financial analysis:

- \$500,000 reductions in staff, supplies, and operational costs for 20-21
- STRS employer contribution decreased 2.25% in 20-21
- PERS employer contribution decreased 1.98% in 20-21
- Enrollment projections are flat for 20-21
- \$483,598 Central Valley Foundation Grant in 20-21
- 3% routine repair and maintenance
- Unduplicated Pupil Percentage increase to 63.23% in 20-21
- Cafeteria Fund deficit is budgeted for \$182,000 in 20-21
- \$2,825,000 additional reductions in 21-22
- \$825,000 additional reductions in 22-23
- COLA suspended for 20-23
- LCFF reduction of 7.92% for 20-23

Unrestricted Reserve Levels:

- 19-20 = 6.50%
- 20-21 = 3.00%
- 21-22 = 3.02%
- 22-23 = 3.02%

SELPA revenue increase of \$75,000 will be in the August budget revisions.



Board Meeting Agenda Item Information

Meeting Date: June 24, 2020	Agenda Item: 192.098 Board Consideration of Approval of Resolution #21 To Establish Temporary Interfund Transfers Of Special Or Restricted Fund Moneys For Fiscal Year 2020-21
Presenter: Lois Yount	Action Item: XX Information Item:

Education Code 42603 states that the governing board of any school district may direct that monies held in any fund or account, be temporarily transferred to another fund or account of the district, for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds or accounts, and shall not be available for appropriation, or be considered income to the borrowing fund or account. Amounts transferred shall be repaid either in the same fiscal year or in the following fiscal year, if the transfer takes place within the final 120 calendar days of a fiscal year. Borrowing shall occur only when the fund or account receiving the money will earn sufficient income, during the current fiscal year, to repay the amount transferred.

Temporary transfers to meet temporary cash shortages in a fund will be processed based on this authorization. The Superintendent or designee will notify the Governing Board of the transfer(s) at the next regularly scheduled Board Meeting.

Considering the projected State deferrals for 20-21, administration recommends approving this resolution to establish temporary interfund transfers of special or restricted fund moneys per Education Code Section 42603 authorizing interfund loans to cover such temporary cash shortages and to repay those transfers as funds become available.

**GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT
RESOLUTION NO. 21**

**RESOLUTION TO ESTABLISH TEMPORARY INTERFUND TRANSFERS OF
SPECIAL OR RESTRICTED FUND MONEYS FOR FISCAL YEAR 2020/21**

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code section 42603, and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account, and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year,

THEREFORE, BE IT RESOLVED that the Governing Board of the Galt Joint Union Elementary School District, in accordance with the provisions of Education Code section 42603 adopts the following authorization for fiscal year 2020 - 2021 to temporarily transfer funds between the following funds provided that all transfers are approved by the Superintendent or his designee: **General Fund, Capital Facilities Fund, Building Fund.**

PASSED AND ADOPTED by the Governing Board of the Galt Joint Union Elementary School District, County of Sacramento, State of California, this 24th day of June 2020, by the following vote:

Ayes: _____

Noes: _____

Abstentions: _____

Absent: _____

I, Wesley Cagle, Clerk of the Governing Board of the Galt Joint Union Elementary School District, County of Sacramento, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

Clerk of the Governing Board



Board Meeting Agenda Item Information

Meeting Date: June 24, 2020	Agenda Item: 192.099 Board Consideration of Approval of Galt Schools Transportation Agreement
Presenter: Karen Schauer Lois Yount	Action Item: XX Information Item:

This agreement outlines how the Galt Joint Union Elementary School District and the Galt High School District will continue to share transportation operations. This agreement will be updated annually. The following changes are reflected in this new agreement effective July 1, 2020.

- Galt High School District will pay 25% of the Clerk II salary for transportation related support.
- The Transportation Supervisor will be responsible for completing personnel evaluations for all transportation employees. All Galt High Transportation employees will be evaluated by the Transportation Supervisor with input from Galt High Administrative Designee.
- Sharing of costs will be determined by the annual Transportation Mileage Report. Currently mileage for the high school district is 62% and elementary is 38%. This report will be updated in September.
- Galt High School District will pay a flat rate of \$5,000 per year for utilities.

The agreement includes edits in red. Job descriptions and ridership reports are included for Exhibits A and B.

GALT SCHOOLS TRANSPORTATION SERVICES AGREEMENT

This is an agreement made and entered into by and between the Galt Joint Union Elementary School District (hereinafter "Galt Elementary"), and the Galt High School District (hereinafter "Galt High"), both of Sacramento County. The agreement will be referred to as the "Galt Schools Transportation Services Agreement."

I. RECITALS

A. It is the purpose of this Agreement to provide for the sharing of certain transportation related services, and those are, the services of the Transportation Supervisor and Transportation Operations staff, (Dispatcher, Instructor/Dispatcher, Mechanics, Clerk II), to provide for more efficient passenger transportation services and to provide for economies of scale.

B. It is the intent of the parties that Galt Elementary will act as the Lead Agency in administering this Agreement and that each District will be the employer for the following staff members:

- Galt Elementary: Supervisor of Transportation Services, Dispatcher, Mechanic, Elementary Bus Drivers, Clerk II
- Galt High School: Designee (Human Relations), Instructor/Dispatcher, Mechanic, High School Bus Drivers
- The above may include Operations Support staff from either District by mutual agreement of each District.

C. All job descriptions of the Operations team will be attached as an addendum to this agreement (Exhibit "A").

II. AGREEMENTS

A. Program Supervision:

I. The Transportation Supervisor will manage the day-to-day operations of the two transportation systems, in accordance with the Transportation Supervisor job description (Exhibit "A"). The Operations Staff will report to the Supervisor and shall perform his/her duties in accordance with the job descriptions (Exhibit "A"). If issues relating to the students of any of the two Districts are brought to the attention of either

the Operations Staff and/or Supervisor, those issues shall be referred to the District of attendance for resolution.

2. For Employee issues, concerns, and personnel evaluations, the Transportation Supervisor will discuss and refer these to the appropriate employer of the employee. Galt High School District will designate an Administrative Designee to respond to Galt High School District employees' concerns, issues, and evaluations. The Transportation Supervisor will support the Galt High School District's Administrative Designee with supportive materials and information. The first level of any employee concern should be managed by the Transportation Supervisor. **The Transportation Supervisor will be responsible for completing personnel evaluations for all transportation employees.**

B. Facilities:

Galt Elementary School District will provide the Transportation & Maintenance Facility, suitable for housing staff, equipment, and to provide vehicle and equipment maintenance for both Districts. **The high school district will pay a flat rate for facilities of \$5,000 per year. This amount will be evaluated annually.**

C. Computation of Charges/Expenses:

Beginning July 1, 2020, computation of charges for services, supplies and equipment: The two Districts agree to share the salary (including longevity), health and welfare benefits (medical, dental, and vision), and statutory benefits (PERS), Workers Compensation, etc., for the positions of Transportation Supervisor, Transportation Dispatcher, and for the Transportation Trainer/Dispatcher. The sharing of the costs shall be determined by home-to-school miles driven, as indicated on each District's prior year annual Transportation Mileage Report. Each District's share shall be determined by its home-to-school miles driven as compared to the total home-to-school miles driven of both Districts combined. This same figure shall be used to determine any other costs and expenses incurred as a part of the services provided by this Agreement. The calculation for sharing such costs shall be made annually, **in September**, upon completion of the Transportation Annual Mileage Report. At the end of each fiscal year, total actual salaries and benefits relating to employees, and district-paid shares, shall be reviewed, and adjusted accordingly, by both Districts. An example of the formula set forth above is contained in (Exhibit "B"), which is attached hereto and incorporated herein by reference. **The Clerk II employed by the elementary district supports operations in the transportation department and is paid 75% by the elementary district and 25% by the high school district.**

D. Transportation Committee:

There shall be a Transportation Committee composed of the Superintendents and/or the designees of the participating Districts. The committee will meet as needed, but no less than three (3) times per year, to oversee the effectiveness of the entire program. The representatives of each respective District shall be as follows:

- The Superintendent of each district, or their Designee (Chief Business Official)
- The Transportation Supervisor
- The Transportation Administrative Designee from the High School District
- One Operations Team representative from each District (i.e. Dispatcher, Trainer/Dispatcher, Mechanic, etc.)
- One Bus Driver from each District
- One CSEA Chapter President or designee from each District
- One or more School Board Members from each District
 - a. District representatives to the committee will report to their respective boards pertaining to committee recommendations regarding ongoing needs, changes to the program, program evaluations, and other related matters.
 - b. Program Evaluations: The Transportation Committee will provide each Board of Education with a program evaluation, which shall include, but not be limited to, the following: (1) current costs; (2) an analysis of program issues; and (3) recommendations for strengthening of the program. This evaluation should be completed every year by October 31st. Each District will choose how the evaluation should be presented.

E. Personnel Evaluations:

The Transportation Supervisor will be evaluated by Galt Joint Union Elementary School District, with input from Galt High District Superintendent or their designees. The Dispatcher will be evaluated by the Transportation Supervisor. All other Galt Elementary transportation employees will be evaluated by the Transportation Supervisor, as set forth in the job description for that position (Exhibit "A"). **All Galt High Transportation employees will be evaluated by the Transportation Supervisor with input from Galt High Administrative Designee.**

F. Term of Agreement:

This Agreement shall be deemed to renew as of July 1, 2021, and each July 1 thereafter unless and until the Agreement is terminated as set forth below.

G. Termination:

Either of the participating Districts may terminate this Agreement by giving advance written notification to the other no later than January 31st of any given year that the Agreement will terminate as of June 30th of that year.

H. Hold Harmless:

1. Except as provided in paragraph number 2 below, each District shall be responsible for the acts or omissions of its own employees. In that regard, each District shall indemnify, defend, and hold harmless the other participating District, their officers, officials, agents, and employees from and against any and all claims, suits, damages, demands, liability, costs, losses, and expenses, including without limitation, court costs and reasonable attorney's fees, arising out of or in connection with the performance of the employment duties of any such officers, officials, agents, and employees of each District.

2. Notwithstanding paragraph number 1, above, if there are any claims, suits, damages, demands, liability, costs, losses and expenses, including without limitation, costs and reasonable attorney's fees, resulting from any acts or omissions of the Transportation Supervisor, Transportation Dispatcher, Transportation Trainer/Dispatcher, or the Transportation Administrative Designee of the High School District while performing their duties pursuant to this Agreement, any such claims, suits, damages, demands, liability, costs, losses and expenses, including without limitation, court costs and reasonable attorney's fees, shall be prorated among the two Districts as set forth in the formula provided in paragraph "C" above, and as described in (Exhibit "B") attached hereto.

This agreement has been entered into by the two Districts on the dates set forth below.

The effective date of this Agreement shall be the last date the Agreement was approved by either of the two Districts.

Dated: _____

Signed: _____

Karen Schauer

Superintendent

Galt Joint Union Elementary School District

Dated: _____

Signed: _____

William Spalding

Superintendent

Galt Joint Union High School District

"Exhibit A"

Job
Descriptions:

Gall Joint Union Elementary School District

Gall Joint Union High School District

"Exhibit B"

**Mileage
Formula:**

Other Costs:

Other costs such as Transportation Supervisor and Operations staff expenses for mileage between district, memberships and conferences shall be reimbursed according to each District's policies.

Education: Equivalent to completion of the 12th grade

PROOF OF SATISFACTORY HEALTH

Physical examination by school physician upon original employment and every two years, and TB skin or x-ray or skin test every two years.

TESTING

Oral, written and behind the wheel testing before hiring

SAFE FOOTWEAR FOR MEN AND WOMEN

Suggested: Oxford (closed shoes); tennis shoes, boots suitable for winter. Non-acceptable footwear: Open heel, open toe, house slippers, heels over 2". Shoes must have firm soles for safety.

GALT JOINT UNION SCHOOL DISTRICT

Job Title: Bus Driver

Description of Basic Responsibilities

To operate a school bus over designated routes for the purpose of transporting students.

Supervisor: Director of Transportation

Typical Duties

1. Drives a school bus over designated routes according to established daily time schedule.
2. Picks up and drops off students at appropriate and designated sites.
3. Escorts students across streets or roadways, stopping traffic as necessary.
4. Transports students and teachers on field trips to various destinations as assigned.
5. Using a prescribed check list, inspects vehicle to maintain safe operating condition and reports any defects, malfunctions, or repair needs of bus or equipment to Supervisor.
6. Recommends route/stop changes to Supervisor as necessary.
7. Cleans windshield, headlamps, tail and turn lamps, and mirrors daily; sweeps and cleans bus daily.
8. Attends scheduled safety meetings and programs as well periodic training workshops.
9. Maintains order and appropriate behavior among students on buses.
10. Reports incidents that affect the safety of students to Supervisor.
11. Follows District policies regarding student discipline and parent and general public contact as a District employee.
12. Cleans interior of bus completely, lifts and cleans under seats, dusts and washes seat backs, interior walls, windows and floors.
13. Maintains record of mileage driven and fills out required logs/reports on a daily basis.
14. Checks fuel status on bus and refuels as necessary.
15. Starts and warms up bus before beginning daily route.
16. Washes exterior of buses as necessary and assigned.
17. Performs other duties similar to the above in scope and function as required.

Employment Standards

Possession of currently valid Class B Driver's License, Air Brake Endorsement, Passenger Endorsement, California Special Certificate, First Aid Certificate, and Department of Transportation DL-51 (Medical) Certificate; plus all other legal requirements by law or regulation.

Approved by the Board on 01-23-95

GALT JOINT UNION SCHOOL DISTRICT

Office Clerk II

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform a variety of operational and programmatic support functions for the District.

SUPERVISOR: Department Director or Designee

TYPICAL DUTIES

1. Performs varied and responsible clerical duties to directly assist department supervisors and directors.
2. Produces correspondence, policies, memos, forms, and other documents from dictation notes, rough drafts or verbal instructions as directed by supervisor.
3. Assists in grant proposal development through research gathering and document preparation for individual department needs.
4. Enters information and maintains District and/or Department databases as needed.
5. Makes arrangements necessary for attendance at professional meetings and conferences, including transportation and hotel reservations, expense requisitions and other required documentation as necessary.
6. Assists in scheduling arrangements and appointments, notifies participants, confirms dates and times and prepares needed materials.
7. Prepares information needed for reports, data and records for supervisor to submit to appropriate agency or governmental office as required.
8. Establishes and maintains a variety of records, logs and filing systems pertaining to department area(s) of responsibility.
9. Attends meetings, workshops and other functions as required.
10. Receives, date stamps, and distributes department mail.
11. Maintains accurate and detailed budget information related to department services as necessary.
12. Assist with employee substitute scheduling both manually and using the automated system, resolving discrepancies and communicating to sites and personnel for department.
13. Contacts vendors to gather quotes, product information and availability, places orders and resolves discrepancies in purchases, deliveries, services, and invoices.
14. Is available to assist and substitute for department needs when absences exist.
15. Participates in training for department as needed.
16. Provides updates to District Web pages for individual departments as needed.
17. Prepares and inputs requisitions for purchases into the District financial software system.
18. Other duties similar in scope and function.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern office methods, techniques and procedures including filing systems, business correspondence writing and telephone techniques;
- Mathematical skills to prepare a variety of reports and spreadsheets.
- A variety of computer software programs including word processing, data base, spreadsheets and desktop publishing.
- Proper English usage, grammar, punctuation, vocabulary and spelling.

Ability to:

- Plan, organize, and participate in the operational activities of assigned responsibilities.
- Operate a variety of standard office machines and equipment including computer, printer, calculator, and copier.
- Understand and carry out a variety of oral and written instructions independently.
- Analyze situations and take appropriate action regarding routine procedural matters without immediate supervision.
- Word process accurately at a rate required for successful job performance.
- Perform mathematical calculations accurately.
- Compose correspondence independently.
- Establish and maintain efficient information/retrievable systems to prepare reports as directed.
- Perform research and gather information from a variety of sources.
- Meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner.
- Communicate effectively in both oral and written forms.
- Maintain effective work relationships with those contacted in the performance of required duties.
- Prepare reports as directed.

EDUCATION, EXPERIENCE & REQUIREMENTS

- High school diploma or equivalent.
- 3 years as a District Clerk 1 or 3 years clerical support experience.
- Prior job related clerical experience with increasing levels of responsibility, preferably in a school district.
- Valid California Drivers License and evidence of insurance.
- TB test clearance.
- Criminal Justice fingerprint clearance.

PHYSICAL CHARACTERISTICS

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office and media equipment.
5. Sufficient mobility to move about the District and drive a car.
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.
7. Sufficient strength to lift 25 lbs. or carry object weighing over 15 pounds.

Board Approved on November 17, 2016

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Mechanic

DESCRIPTION OF BASIC RESPONSIBILITIES

To maintain, service, and repair District school buses, automobiles, pickups, trucks, tractors, lawnmowers, and other engine driven equipment.

SUPERVISOR: Director of Transportation

TYPICAL DUTIES:

1. Diagnoses engine trouble and other mechanical malfunctions of the carburetor, fuel injection, ignition, electrical, cooling systems, transmission, differential, and braking systems on all types of mechanical repairs.
2. Performs a variety of mechanical repairs including general overhaul of the above vehicular parts and systems.
3. Performs tune-ups and makes adjustments to carburetors, fuel injection, and ignition systems.
4. Adjusts and relines brakes; repairs air brake systems, steering systems, drive line, and clutch.
5. Repairs and replaces engine/vehicle components including coolant pump, fuel pump, manual and power-assist steering, alternator, voltage regulator, starter, etc.
6. Adjusts, repairs, and/or replaces clutch, manual and automatic transmissions.
7. Uses a variety of tools and equipment needed in automotive repair and maintenance in a safe and effective manner.
8. Maintains required records on buses and other vehicles in an accurate and timely manner.
9. Develops and maintains a comprehensive preventive maintenance program for all District vehicles.
10. Recommends the replacement/acquisition of vehicles for the District upon request.
11. Recommends sending vehicles to proper facilities for certain major repairs.
12. Operate engine and electrical diagnostic equipment.
13. Perform other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

- Valid and appropriate California Drivers License;
- Special certifications/licenses required by the State of California to perform service, repair, inspection of school buses;
- CHP certificate to operate a school bus.

Knowledge of:

- principles and practices of preventive maintenance and servicing school buses and other automotive equipment;
- names of automotive parts and common terminology of the trade;
- appropriate tools/equipment necessary for maintenance and repair of motor vehicles and their fuel, ignition, electrical, and cooling systems;
- proper procedures used in overhaul, repair, adjustment, and maintenance of engine powered equipment;
- proper operation and care of both gasoline and diesel engines, chassis, and all component systems;
- principles of internal combustion engines;
- provisions of the California Vehicle and Education Codes applicable to the operation of vehicles in the transportation of students;
- basic recordkeeping techniques.

Ability to:

- understand and carry out a variety of oral and written instructions in an independent manner;
- diagnose mechanical defects, repair, and adjust engines and equipment at journey level of performance;
- use a variety of hand and power tools and equipment needed in automotive repair and maintenance in a skillful and safe manner;
- use both hand and machine tools needed in the servicing, lubrication, maintenance, and repair of automotive equipment in a skillful and safe manner;
- operate testing/diagnostic equipment effectively;
- service and repair mechanical equipment including diesel and gasoline engines;
- maintain records accurately;
- read and understand technical data and manuals;
- plan and organize work for completion in a timely and effective manner;
- communicate effectively in both oral and written form;
- establish and maintain cooperative work relationships with those contacted in the performance of required duties.

TYPICAL WORKING CONDITIONS AND ENVIRONMENT

1. Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects.
2. Work both inside and outside in a variety of temperatures and weather conditions.

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

JOB TITLE: Transportation Trainer/Dispatcher

DESCRIPTION OF BASIC RESPONSIBILITIES

Under general supervision of the Maintenance, Operations, and Transportation Supervisor, the Transportation Trainer/Dispatcher will instruct and train drivers in the safe and proper operation of District school buses/vehicles according to state, federal, and District regulations and standards. Will coordinate and maintain related records of training needs of drivers as assigned. Will provide assistance to the Dispatcher as assigned by the Maintenance, Operations, and Transportation Supervisor.

SUPERVISOR: Maintenance, Operations, and Transportation Supervisor

TYPICAL DUTIES:

1. Will develop and implement classroom and practical lessons and exercises. Conducts classroom activities for both renewal and original drivers' certificates.
2. Provides behind-the-wheel training, in-services, and safety meeting workshops to drivers as prescribed by law and in accordance with District policies.
3. Conducts and/or supervises mandated evacuation drills.
4. Assists in the recruitment and hiring process of school bus drivers.
5. Establishes and maintains precise records of training.
6. Maintains records on drivers, types of vehicles in use, license renewal dates, driving records, physicals, etc.
7. Reviews pertinent data and keeps current on all state and federal laws and regulations regarding school bus driving operations and requirements.
8. Will act as liaison with the California Highway Patrol – School Bus Safety Officer and Motor Carrier Specialist (Vehicle Insp.), Department of Education – Office of School Transportation (OST), Department of Motor Vehicles – Pull Notice Inspection Program, California Association of School Transportation Officials (CASTO), Bus Driver Personnel (local Districts).
9. Conduct ride-a-long evaluations of district drivers and provide specialized instruction as needed to improve safe driving practices.
10. Provide specialized training for drivers with regard to transporting students with special needs, behavioral issues, and the safe handling procedures/requirements of students transported in wheel chairs.
11. Will ensure that all district drivers are proficient in the safe operation of every district vehicle they operate and will maintain records for the dispatcher and the California Highway Patrol.

12. Will ensure that the transportation department is in compliance with each district's Transportation Safety Plan and that a copy of this plan is available upon request by the California Highway Patrol from each school site location.
13. Will drive school bus and district vehicles as needed to cover routes when district drivers are not available.
14. Will provide assistance to the Dispatcher as assigned and will serve as back up in the absence of the Dispatcher.
15. Will oversee the performance and conduct of district drivers to ensure basic skills are met and drivers are in compliance with district standard and State certification requirements.
16. Will communicate with parents and site administrators and in resolving issues or concerns as needed.
17. Will perform other duties as assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications:

1. Possession of an appropriate and valid California Class B Commercial Driver's License to operate a school bus.
2. Possession of California Special Driver Certificate (DL-45) issued by California Highway Patrol to operate a school bus.
3. Possession of valid EMSA approved First Aid/Red Cross Certificate to operate a school bus, or appropriate endorsement by the California Highway Patrol.
4. Possession of and ability to maintain Department of Transportation Medical Examiners Certificate for commercial driver medical certification
5. Possession of valid California School Bus Driver Instructor Certificate; plus all other legal requirements by law or regulation.
6. Possession of and ability to maintain American Red Cross Instructors Certificate.

Knowledge of:

1. California State Motor Vehicle Code, the California State Education Code, U.S. Code of Regulations, District policies and requirements relevant to the operation of vehicles used in transporting students, and applicable State and Federal regulations relative to the operation of school buses and commercial vehicles.
2. Proper recordkeeping and reporting requirements and processes.
3. First Aid practices, procedures and techniques.
4. Safe driving practices
5. Proper methods to maintain order and appropriate student behavior.

Ability to:

1. Understand and follow both oral and written instructions in an independent manner.
2. Prepare lesson plans and guides relating to student transportation.
3. Effectively train drivers according to established criteria and appropriate laws, codes and regulations.

4. Organize and instruct classes composed of new applicants and qualified bus drivers.
6. Drive a school bus safely and effectively.
7. Motivate self and others to a high level of job performance.
8. Communicate effectively in both oral and written forms.
9. Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE

1. High School Diploma or G.E.D.
2. Two years of full time experience as a school bus driver instructor.

PHYSICAL CHARACTERISTICS

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office, and media equipment.
5. Sufficient mobility to move about the District and drive a car or District vehicle for extended periods of time
6. Sufficient mobility to climb ladders and scaffolding, reach overhead, bend at waist, kneel or crouch, and drive a school bus.
7. Sufficient strength to lift 50 lbs. and carry/push/pull heavy objects.

PROOF OF SATISFACTORY HEALTH

1. Proof of freedom from tuberculosis test every four years as required by State standards.

OTHER QUALIFICATIONS

1. Department of Justice criminal Fingerprint clearance.
2. Applicant for this position may be tested for appropriate skills prior to employment.

Board Approved: October 24, 2018

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Transportation Supervisor

DESCRIPTION OF BASIC RESPONSIBILITIES

To supervise the daily operation of the District's transportation services.

SUPERVISOR: Director of Business Services

TYPICAL DUTIES

1. Plans, assigns, and directs the work of school bus drivers and other assigned staff in the safe and efficient operation and servicing of the District's school buses.
2. Insures that an authorized level of school bus service is maintained and that State laws and District rules affecting school bus operations are observed.
3. Assists in the recruitment and selection of school bus drivers and other transportation staff.
4. Recruits and maintains a qualified substitute driver pool.
5. Evaluates assigned staff.
6. Plans and assigns bus routes, stops, and schedules.
7. Checks and reviews with Supervisor regarding changes in route schedules, equipment acquisitions, and all other matters affecting transportation operations.
8. Purchases parts and supplies through appropriate District procurement process.
9. Establishes and administers effective preventive maintenance and mechanical repair programs for the District's school buses and other vehicles.
10. Develops specifications and secures bids when appropriate for maintenance and repair work which cannot be performed by District's staff.
11. Maintains records and prepares reports regarding school bus preventive maintenance and repair activities for District Office and other agencies as required.
12. Supervises and evaluates the scheduling, planning, and dispatching operations and staff.
13. Assigns daily work schedules/staffing including substitute bus drivers and extra trips; may arrange for contract carriers when needed.
14. Assists in the development of district policies, administrative regulations, and procedures related to transportation operations.
15. Plans, trains, and provides in-service, classroom safety workshops, and driver training programs; maintains appropriate records relative to on-going training requirements for driver certification renewal.
16. Assists in the development of the department's budget.
17. Arranges for drivers to confer with parents, teachers, students, and other persons regarding student discipline problems.
18. Represents the Transportation Department at meetings with parents and/or principals especially in regard to student transportation needs.
19. Provides follow-up investigation of complaints and makes recommendations as appropriate.
20. Schedules, supervises, and/or conducts required student evacuation drills and other appropriate student training activities.
21. Secures periodic Department of Motor Carriers inspection and certification of District buses; services as liaison with California Highway Patrol Department of Motor Carriers.
22. Performs other duties similar to the above in scope and function as assigned.

EMPLOYMENT STANDARDS

Qualifications:

- Possession of an appropriate and valid California driver's license;
- California Highway patrol permit to operate a school bus.
- Certificate of driver's training issued by the California State Department of Motor Vehicles.
- Experience as supervisor, driver, or mechanic or combination of training and experience sufficient to perform duties/responsibilities successfully.

Knowledge of:

- Standard and accepted principles and methods of supervising, training, scheduling, and evaluating transportation staff;
- Standard and accepted practices and methods of operating a school transportation system;
- Operation of various vehicular engine designs including gasoline, diesel, and compressed natural gas;
- Methods, tools, and equipment employed in the mechanical maintenance of school buses and other automotive equipment;
- Elements of an effective preventive maintenance program;
- Transportation technology systems;
- Safe driving practices;
- Provisions of the California Motor Vehicle Code and State Education Code, and other laws, rules, and regulations applicable to the operation of vehicles transporting students.

Ability to:

- Plan, direct, and evaluate the work of others;
- Effectively evaluate performance of assigned staff;
- Operate a school bus safely and efficiently;
- Repair and provide maintenance work on school buses and other automotive equipment;
- Operate modern office equipment including a PC;
- Plan and carry out a preventive and remedial maintenance program;
- Perform basic mathematical functions rapidly and effectively;
- Maintain accurate records and prepare routine reports;
- Understand and carry out oral and written directions;
- Communicate effectively in both oral and written form;
- Establish and maintain cooperative relationships with those contacted in the performance of required duties.

PHYSICAL CHARACTERISTICS

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office, and media equipment.
5. Sufficient mobility to move about the District and drive a school bus.
6. Physical, mental, and emotional stamina to endure long hours sometimes under stressful conditions.

BUS DRIVER

DEFINITION

Under general supervision, to operate a school bus over designated routes to transport students; and to do other work as required.

EXAMPLES OF DUTIES

1. Understand and carry out oral directions
2. Understand and carry out written directions
3. Ability to maintain a cooperative relationship with students
4. Ability to maintain a cooperative relationship with those contacted in the course of work
5. Perform proper bus checkout and warm-up prior to each departure
6. Drive a bus over designated routes as assigned by Supervisor of Transportation
7. Keep with time schedules assigned
8. Pick up and discharge students only at designated school bus stops
9. Transport students and instructors on special trips to various locations, sometimes choosing the best route
10. Making departure and arrival time as scheduled and keeping with traffic and safety laws
11. Service buses with fuel and oil
12. Fill tires and batteries
13. Wash buses as needed or at least once each week
14. Keep interiors clean and sweep bus daily
15. Maintain order among students on the bus
16. Maintain records of students transported, miles driven and fuel used, and other
17. Advise transportation supervisor or head mechanic of repairs needed
18. Perform minor mechanical repairs as directed
19. Deliver supplies or records to schools, and other minor work as required
20. Keep offices and restrooms clean as directed, if part of job assignment

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles, and a permit to operate a school bus. School bus driver certificate, tested by California Highway Patrol, and issued by the State Department of Motor Vehicles.

REQUIRED QUALIFICATIONS

Knowledge of :

Safe driving practices

Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting school students

Ability to:

Drive a school bus safely and efficiently

Maintain order among students on a school bus

Understand and carry out oral and written directions

Education: Equivalent to completion of the 12th grade

PROOF OF SATISFACTORY HEALTH

Physical examination by school physician upon original employment and every two years, and TB skin or x-ray or skin test every two years.

TESTING

Oral, written and behind the wheel testing before hiring

SAFE FOOTWEAR FOR MEN AND WOMEN

Suggested: Oxford (closed shoes); tennis shoes, boots suitable for winter. Non-acceptable footwear: Open heel, open toe, house slippers, heels over 2". Shoes must have firm soles for safety.

Galt Joint Union High School District

Job Description

JOB TITLE: Mechanic

DESCRIPTION:

Under general supervision of the Director of Transportation, the Mechanic will maintain, service, and repair District school buses, automobiles, pickups, trucks, tractors, lawnmowers, and other engine driven equipment.

DUTIES AND RESPONSIBILITIES (includes but not limited to):

1. Diagnoses engine trouble and other mechanical malfunctions for the carburetor, fuel injection, ignition, electrical, cooling systems, transmission, differential, and braking systems on all types of mechanical repairs.
2. Performs a variety of mechanical repairs including general overhaul of the above vehicular parts and systems.
3. Performs tune-ups and makes adjustments to carburetors, fuel injection, and ignition systems.
4. Adjusts and relines brakes; repairs air brake systems, steering systems, drive line, and clutch.
5. Repairs and replaces engine/vehicle components including coolant pump, fuel pump, manual and power-assist steering, alternator, voltage regulator, starter, etc.
6. Adjusts, repairs, and/or replaces clutch, manual and automatic transmissions.
7. Uses a variety of tools and equipment needed in an automotive repair and maintenance in a safe and effective manner.
8. Maintains required records on buses and other vehicles in an accurate and timely manner.
9. Develops and maintains a comprehensive preventive maintenance program for all District vehicles.
10. Recommends the replacement/acquisition of vehicles for the District upon request.
11. Recommend sending vehicles to proper facilities for certain major repairs.
12. Operate engine and electrical diagnostic equipment.
13. Will perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

1. High School Diploma or G.E.D.
2. Possession of current valid and appropriate California Driver's License
3. Special certifications/licenses required by the State of California to perform service, repair, inspection of school buses
4. CHP certificate to operate a school bus

Knowledge of:

1. Principles and practices of preventive maintenance and servicing school buses and other automotive equipment.
2. Names of automotive parts and common terminology of the trade.
3. Appropriate tools/equipment necessary for maintenance and repair of motor vehicles and their fuel, ignition, electrical, and cooling systems.
4. Proper procedures used in overhaul, repair, adjustment, and maintenance of engine powered equipment.

5. Proper operation and care of gasoline and diesel engines, chassis, and all component systems.
6. Principles of internal combustion engines.
7. Provisions of the California Vehicle and Education Codes applicable to the operation of vehicles in the transportation of students.
8. Basic recordkeeping techniques.

Skill and Ability to:

1. Understand and carry out a variety of oral and written instructions in an independent manner.
2. Diagnose mechanical defects, repair, and adjust engines and equipment at journey level of performance.
3. Use a variety of hand and power tools and equipment needed in automotive repair and maintenance in a skillful and safe manner.
4. Use both hand and machine tools needed in the servicing, lubrication, maintenance, and repair of automotive equipment in a skillful and safe manner.
5. Operate testing/diagnostic equipment effectively.
6. Service and repair mechanical equipment including diesel and gasoline engines.
7. Maintain records accurately.
8. Read and understand technical data and manuals.
9. Plan and organize work for completion in a timely and effective manner.
10. Communicate effectively in both oral and written form.
11. Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Typical Working Conditions and Environment:

1. Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects.
2. Work both inside and outside in a variety of temperatures and weather conditions.

JOB PROFILE:

8 hours per day, 5 days per week, 12 months per year

SALARY:

CSEA Salary Schedule, step 23

PROOF OF SATISFACTORY HEALTH:

Chest x-ray or skin test every four years.

OTHER QUALIFICATIONS:

Fingerprint clearance

Valid California Driver's License

Applicant for this position may be tested for appropriate skills prior to employment.

Applicant for this position will be subject to random drug testing.

Board Approved 10/09/07

Galt Joint Union High School District

Job Description

JOB TITLE: Trainer/Dispatcher

DESCRIPTION:

Under general supervision of the Director of Transportation, the Driver/Trainer will instruct and train drivers in the safe and proper operation of District school buses/vehicles according to state, federal, and District regulations and standards. Will coordinate and maintain related records of training needs of drivers as assigned. Will provide assistance to the Dispatcher as assigned by the Director of Transportation.

DUTIES AND RESPONSIBILITIES (includes but not limited to):

1. Will develop and implement classroom and practical lessons and exercises. Conducts classroom activities for both renewal and original drivers' certificates.
2. Provides behind-the-wheel training, in-services, and safety meeting workshops to drivers as prescribed by law and in accordance with District policies.
3. Conducts and/or supervises mandated evacuation drills.
4. Assists in the recruitment and hiring process of drivers.
5. Establishes and maintains precise records of training.
6. Maintains records on drivers, types of vehicles in use, license renewal dates, driving records, physicals, etc.
7. Reviews pertinent data and keeps current on all state and federal laws and regulations regarding school bus driving operations and requirements.
8. Will act as liaison with the California Highway Patrol – School Bus Safety Officer and Motor Carrier Specialist (Vehicle Insp.), Department of Education – Office of School Transportation (OST), Department of Motor Vehicles – Pull Notice Inspection Program, California Association of School Transportation Officials (CASTO), Bus Driver Personnel (local Districts).
9. Conduct ride-a-long evaluations of district drivers and provide specialized instructions as needed to improve safe driving practices.
10. Provide specialized training for drivers with regard to transporting students with special needs, behavioral issues, and the safe handling procedures/requirements of students being transported in wheel chairs.
11. Will ensure that all district drivers are proficient in the safe operation of every district bus they operate and will maintain records for the dispatcher and the California Highway Patrol.
12. Will ensure that the transportation department is in compliance with each district's Transportation Safety Plan and that a copy of this plan is available upon request by the California Highway Patrol from each school site location.
13. Will drive school bus and district vehicles as needed to cover routes when district drivers are not available.
14. Will provide assistance to the Dispatcher as assigned and will serve as back up in the absence of the Dispatcher.
15. Will perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

1. High School Diploma or G.E.D.
2. Possession of current valid Class B Driver's License, Air Brake Endorsement, Passenger Endorsement, California Special Certificate, First Aid Certificate and

Department of Transportation DL-51 (Medical) Certificate: California School Bus Driver Instructor Certificate; plus all other legal requirements by law or regulation.

Knowledge of:

1. California State Motor Vehicle Code, the California State Education Code and District policies and requirements relevant to the operation of vehicles used in transporting students.
2. Proper recordkeeping and reporting requirements and processes.
3. First Aid practices, procedures and techniques.
4. Proper methods to maintain order and appropriate student behavior.

Skill and Ability to:

1. Understand and follow both oral and written instructions in an independent manner.
2. Prepare lesson plans and guides relating to student transportation.
3. Effectively train drivers according to established criteria and appropriate laws, codes and regulations.
4. Organize and instruct classes composed of new applicants and qualified bus drivers.
5. Drive a school bus and other automotive equipment safely and effectively.
6. Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Typical Working Conditions and Environment:

1. Requires light physical effort and exertion.
2. Work both inside and outside in a variety of temperatures and weather conditions.

JOB PROFILE:

8 hours per day, 5 days per week, 12 months per year

SALARY:

CSEA Salary Schedule, step 24

PROOF OF SATISFACTORY HEALTH:

Chest x-ray or skin test every four years.

OTHER QUALIFICATIONS:

Fingerprint clearance

Valid California Driver's License

Applicant for this position may be tested for appropriate skills prior to employment.

Applicant for this position will be subject to random drug testing.

Board Approved 12/19/19

**Galt Joint Union Elementary School District
Transportation Department**

2018/19 School Bus Mileage Report

Bus #	Starting Mileage 7/1/2018	Ending Mileage 6/30/2019	Total Miles	Reg. Ed. Home to School	Sp. Ed. Home to School	Field Trips	GHSD Gen. Ed. Routes	GHSD Sp. Ed. Routes	GHSD Trips	Total Miles
E1	252,515	259,320	6,805	6,274		531				6,805
E3	94,981	104,124	9,143	8,692		451				9,143
E4	278,027	284,974	6,947	6,422		525				6,947
E5	118,000	121,598	3,598		2,726	872				3,598
E6	152,267	155,081	2,814		2,814	0				2,814
E8	26,707	41,665	14,958		14,766	192				14,958
E10	44,149	54,688	10,539		9,544	995				10,539
E11	71,491	71,581	90	90						90
E12	270,431	270,431	0		0					0
E14	153,436	162,704	9,268	6,712		2,556				9,268
E15	140,974	150,235	9,261	7,205		2,056				9,261
E16	153,128	167,543	14,415	11,784		2,631				14,415
E17	39,851	57,477	17,626	14,693		2,933				17,626
E81	171,904	171,904	0	0						0
FLEET TOTALS			105,464	61,872	29,850	13,742	0	0	0	105,464
GEL routes in GHSD Buses			-----	0	0	0				0
Total GJUESD Reportable Miles				61,872	29,850	13,742				105,464

Total GJUESD Home-to-School miles driven: 91,722
Total Galt Schools Home-to-School Miles Driven: 240,344
GJUESD % of Galt Schools Home-to-School miles: 38%

Galt Joint Union High School District Transportation Department

2018/19 School Bus Mileage Report

Bus #	Starting Mileage 7/1/2018	Ending Mileage 6/30/2019	Total Miles	Reg. Ed. Home to School	Sp. Ed. Home to School	Field Trips	GEL Gen. Ed. Routes	GEL Sp. Ed. Routes	GEL Trips	Total Miles
1	102,109	104,681	2,572	2,521		51				2,572
2	5,920	19,777	13,857	11,841		2,016				13,857
3	153,791	153,791	0	0		0				0
4	326,865	350,795	23,930	19,369		4,561				23,930
5	162,694	175,130	12,436	9,454		2,982				12,436
6	327,300	341,223	13,923	12,145		1,778				13,923
7	59,711	91,035	31,324	27,487		3,837				31,324
8	314,692	325,162	10,470	8,063		2,407				10,470
9	214,182	234,017	19,835	18,711		1,124				19,835
11	212,963	213,849	886		580	306				886
12	200,381	222,056	21,675	17,976		3,699				21,675
13	147,788	151,203	3,415		3,116	299				3,415
14	39,186	57,444	18,258		17,359	899				18,258
71	220,312	220,312	0	0						0
M1	116,970	116,970	0		0					0
FLEET TOTALS			172,581	127,567	21,055	23,959	0	0	0	172,581
GHSD routes in GEL Buses				0	0	0				0
Total GJUHSD Reportable Miles				127,567	21,055	23,959				172,581

Total GHSD Home-to-School miles driven: 148,622
Total Galt Schools Home-to-School Miles Driven: 240,344
GHSD % of Galt Schools Home-to-School miles: 62%



Board Meeting Agenda Item Information

Meeting Date: June 24, 2020	Agenda Item: 192.100 Board Consideration of Approval of Resolution #16 To Reduce Or Eliminate Classified Staff Due To Lack Of Work/Lack Of Funds
Presenter: Donna Mayo-Whitlock	Action Item: XX Information Item:

The District is reducing the following classified positions due to lack of work.

- Three (3) Special Education Instructional Assistants

1	3.92	Special Ed Instructional Assistant	Vacant- employee moved into 1:1 at Lake Canyon because of resignation
2	6	Special Ed Instructional Assistant	Vacant- employee moved into the Greer position vacated by a retirement Vacant- employee moved into the MRE position vacated by a retirement

Projected savings:
\$79,685

Board approval is recommended.

**GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT
RESOLUTION NO. 16**

**RESOLUTION TO REDUCE OR ELIMINATE CLASSIFIED STAFF
DUE TO LACK OF WORK/LACK OF FUNDS**

WHEREAS, Education Code sections 45114, 45117, 45298, 45308, 44957 and Article XIII of the negotiated agreement between the Galt Joint Union School District and the Galt California School Employees Association, Chapter No. 362, and applicable Board Policy and Administrative Regulation, permit the Board of Trustees to eliminate or reduce in hours classified positions due to lack of work or lack of funds;

WHEREAS, the Board of Trustees of the Galt Joint Union School District has determined that it shall be necessary and in the best interest of the District to eliminate or reduce in hours the following positions in the District not later than August 24, 2020, due to lack of work or lack of funds:

Classifications:	Number of Positions:
Special Education Instructional Assistant	One (1) 3.92-hour position
Special Education Instructional Assistant	Two (2) 6-hour positions

NOW, THEREFORE, BE IT RESOLVED that as of the close of the business day on August 24, 2020, the above referenced classified positions shall be eliminated or reduced in hours.

BE IT FURTHER RESOLVED that the Superintendent, or Superintendent's designee, is authorized and directed to give notice to the affected classified employees by either August 24, 2020, for categorically funded employees, or not later than sixty (60) days prior to the effective day of layoff as set forth above in accordance with the requirements of the law.

ADOPTED by the Board of Trustees of the Galt Joint Union School District on June 24, 2020, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

**President, Board of Trustees
Galt Joint Union Elementary School District**

Attested:

I certify that the foregoing resolution was adopted by the Board of Trustees of the Galt Joint Union School District, County of Sacramento, on the date shown above.



Board Meeting Agenda Item Information

Meeting Date: June 24, 2020	Agenda Item: 192.101 Board Consideration of Approval of 2020-21 Declaration of Need for Fully Qualified Educator
Presenter: Claudia Del Toro-Anguiano	Action Item: XX Information Item:

When there is a shortage of fully credentialed teachers, the California Commission on Teacher Credentialing (CTC) requires school districts to file a Declaration of Need for Fully Qualified Educators for potential teachers who qualify for a Limited Assignment Permit or an Emergency Permit. Teachers that either possess the Intern Credential or enough units in a specific area are then declared "intern ready" by our H. R. Coordinator. The Declaration of Need must be presented to the board for approval on an annual basis.

This Declaration of Need includes four intern teachers who will participate in our District Intern Program for the 2020-21 school year:

- 1 Single Subject, McCaffrey
- 1 Special Education, River Oaks
- 1 Special Education, Lake Canyon
- 1 General Education, Greer

Board approval is recommended.



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

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2020-2021

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Galt Joint Union Elementary School Dist. District CDS Code: 67348

Name of County: Sacramento County CDS Code: 34

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 06 /24 /2020 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, 2021.

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

Karen Schauer Superintendent

Name *Signature* *Title*

209-744-4554 209-744-4545 _____

Fax Number *Telephone Number* *Date*

1018 C St., Ste 210, Galt CA 95632

Mailing Address

kschauer@galt.k12.ca.us

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 _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

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 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? 4

If yes, list each college or university with which you participate in an internship program.
Teacher's College of San Joaquin, National University, CSU Sacramento, Fortune School of Education

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



Board Meeting Agenda Item Information

Meeting Date: June 24, 2020	Agenda Item: 192.102 Board Consideration of Approval of BP/AR 3413.3 Tobacco-Free Schools
Presenter: Donna Mayo-Whitlock	Action Item: XX Information Item:

A first reading of the proposed revisions/additions to the current 2008 Tobacco-Free Schools Board Policy adopted by the Board of Education February 27, 2008 was held on May 27, 2020.

Health and Safety Code 104420 mandates districts receiving Tobacco-Use Prevention Education (TUPE) funds to adopt a tobacco-free schools policy that prohibits the use of tobacco and nicotine products anytime, anywhere in district-owned or leased buildings, on school or district property, and in district vehicles. The same prohibition is applicable to districts that do not receive TUPE funds pursuant to Health and Safety Code 104559, as added by ABX2 9 (Ch. 5, Statutes of 2016).

Districts receiving TUPE funds must certify compliance with this requirement by submitting a California Department of Education (CDE) certification form and supporting documentation to the county office of education's TUPE coordinator by July 1 in order to apply for TUPE funding for that fiscal year. The certification process also requires submission of the district's written policy and enforcement procedures.

These procedures include:

- Adoption of Tobacco-Free Policy and enforcement procedures
- Communication of said policy and enforcement procedures to staff, students, parents, and community
- Posting of appropriate signs at all entrances to agency property
- Dissemination of information to students and staff regarding tobacco cessation opportunities

The CSBA and SCOE recommended revisions are recommended for board adoption.

Galt Joint Union ESD

Board Policy

Tobacco-Free Schools

BP 3513.3

Business and Noninstructional Operations

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

(cf. 3514 - Environmental Safety)
(cf. 4159/4259/4359 - Employee Assistance Programs)
(cf. 5030 - Student Wellness)
(cf. 5131.62 - Tobacco)
(cf. 5141.23 - Asthma Management)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559)

These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 - Use of School Facilities)
(cf. 1330.1 - Joint Use Agreements)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff

2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

7111-7122 Student Support and Academic Enrichment Grants

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PUBLIC EMPLOYMENT AND RELATIONS BOARD RULINGS

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>

California Department of Public Health, Tobacco Control:

<http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Policy: GALT JOINT UNION SCHOOL DISTRICT

Adopted:

Galt Joint Union ESD

Administrative Regulation

Tobacco-Free Schools

AR 3513.3

Business and Noninstructional Operations

Notifications

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

(cf. 1113 - District and School Web Sites)

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to school property. (Health and Safety Code 104420, 104559)

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking and the use of tobacco products. Prohibited products include products containing tobacco and/or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and nicotine delivery devices, such as electronic cigarettes. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property

2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

Regulation: GALT JOINT UNION SCHOOL DISTRICT

Approved:



Board Meeting Agenda Item Information

Meeting Date: June 24, 2020	Agenda Item: 192.103 Board Consideration of Approval of Memorandum Of Understanding (MOU) between the California School Employees Association and its Galt Chapter #362 (CSEA) and the Galt Joint Union Elementary School District (GJUESD) Regarding the District's Proposed Layoffs & Reductions for the 2019-2020 Fiscal Year.
Presenter: Karen Schauer	Action Item: XX Information Item:

With the reduction of two district office classified positions, the effects of the staffing changes were bargained with CSEA resulting in an MOU.

No fiscal impact.

Board approval is recommended.

MEMORANDUM OF UNDERSTANDING (MOU)
between the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
and its
GALT CHAPTER #362 (CSEA)
and the
GALT JOINT UNION ELEMENTARY SCHOOL (DISTRICT)

The Galt Joint Union Elementary School District ("District") and the California School Employees Association and its Chapter #362 ("CSEA"), have agreed to the following Memorandum of Understanding ("MOU") pertaining to the District's proposed layoffs & reductions for the 2019-2020 fiscal year. This MOU implements and supplements Article XIII Layoff and Reemployment in the current collective bargaining agreement.

A. General Provisions

1. The positions being reduced by classification are set forth in the referenced addendum (Attachment A).
2. For unit members who are laid off, the District will continue to provide the current health, dental and vision insurance coverage for two (2) months following the effective date of lay off.
3. The District agrees not to contest any unemployment claims filed by affected employees.


B. Bumping Rights and Additional Work Provisions

1. Any bargaining unit member on the above referenced reduction/lay off list can apply and, if applicable, will be allowed to interview for any position for which they are qualified to serve. They shall be hired in accordance with California Education code 45298 and consistent with the CBA.
2. Reductions of classified bargaining unit members and the displacement rights process (bumping) shall be conducted in accordance with the applicable, lawful provisions of the CBA, Education Code and applicable statutes.
3. The parties agree, if there is a vacant classified position and there are no laid-off or reduced employees who have bumping rights to that position (i.e., where the employee has previously held the position or has been reduced in hours in the classification but otherwise has seniority bumping rights into that position), then the most senior employee on any reemployment list has the right to the position, provided he/she meets the minimum qualifications as per the job description in accordance with Education Code section 45298. It is the responsibility of the laid-off employee to apply for any open positions.

4. The District will provide a current Reemployment List for each classification, and final placement list of employees to CSEA after the bumping process has been completed. Said reemployment list and placement list shall be updated and a copy provided to CSEA every ninety (90) calendar days.
5. Unit members who have been reduced or laid off shall receive priority for substitute assignments in any classification they meet minimum qualifications before any other unit member or outside applicant is contacted, notified, or allowed to serve as a substitute employee. Affected employees shall notify the District in writing of those classifications they are interested in and for which they believe they possess the minimum qualifications. The laid-off employee would need to contact Human Resources to qualify for positions they would like to substitute.
6. Unit members affected by reductions in hours shall be offered the opportunity to extra or overtime work at their work location in the same manner as outlined in number 5 above. The reduced employee would need to contact Human Resources to qualify for positions they would like to substitute.


C. Performance of Remaining Work and Employee Workloads

1. The District agrees that classified work cannot be contracted out after layoffs.
2. The District agrees that the classified work cannot be transferred from bargaining unit employees to non-bargaining unit employees.
3. The District agrees that bargaining unit work cannot be transferred to volunteers.
4. The District agrees the transfer of work from one classification to another within the same bargaining unit is negotiable.
5. The District agrees that, due to reductions, work previously performed by affected classified workers shall not result in any remaining bargaining unit members working beyond their assigned hours/months.
 - a. The District agrees to communicate with all managers/supervisors who supervise affected bargaining unit members, which includes direction related to specific classification(s) and or position(s) that will be adjusted or duties no longer performed.
6. The parties agree to meet every month for the 2020-2021 school year to review any workload issues that arise beginning in July 2020.



Lori Jones, Chapter President
CSEA Chapter #362

6-12-20
Date



Karen Schauer, Superintendent
Galt Joint Union Elementary School District

6-16-20
Date



Mauricio Vides, Labor Relations Representative
CSEA

6/16/20
Date



Board Meeting Agenda Item Information

Meeting Date: June 24, 2020	Agenda Item: Reports
Presenter: Karen Schauer	Action Item: Information Item: XX

SCHOOLS RE-OPENING UPDATE: WEEK OF JUNE 15

Following the analysis of the GJUESD Distance Learning Survey, stakeholder meetings to continue reopening planning were conducted with 1) GJUESD school administrators, 2) Reopening Schools Committee, 3) CSEA and 4) GEFA.

The three learning programs being considered for August reopening are:

1. A full-time daily on school campus learning program following social distancing and large group gathering health guidance
2. A part-time on school campus and at home distance learning program
3. A Home School program

Our goal is to implement the learning program(s) one trimester at a time, dependent on changing health conditions. A parent program interest survey will be administered the week of June 22 and followed up with registration materials to finalize program offerings and staffing adjustments in July to meet the goal of starting school on August 13, 2020.

PROGRAM SUMMARY

1. Full-time daily on-campus instruction: Grades TK-8

For this *Every Day-All Day* school campus program, every elementary school and our middle school are planning to provide daily learning that includes core instruction, online learning and wellness activities- all at school. We will work together safely within the health guidelines for social distancing and large group gatherings, required at the August reopening period. The possible schedule for Elementary is 8:00-1:00 and for middle school, 8:30-1:30.

2. Part-time on school campus and at-home distance learning program: Grades 4-8

For this blended part-time school campus instructional program, grades 4-8 students would receive core instruction at school (math, language arts, social studies and science) and then would complete core extension distance learning assignments at home. Participating students would come to school in the morning or the afternoon.

3. The HomeSchool program: Grades TK-8

The HomeSchool program includes the following program components 1) in-person or virtual instruction with a credentialed teacher 2) parents serving as home learning coaches for distance learning and 3) student and family access to neighborhood school opportunities and resources.

