

AGENDA- (Special Board Meeting)
KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES
Board Room 1900 18th Avenue 3:00 p.m.
Kingsburg, CA 93631
September 2, 2021

1. CALL TO ORDER _____

2. SALUTE TO THE FLAG

3. ROLL CALL AND ESTABLISHMENT OF A QUORUM

Members Present _____

Members Absent _____

4. OTHERS PRESENT _____

5. APPROVAL OF AGENDA

Motion _____ Second _____ Vote _____

6. PUBLIC COMMENT

A special meeting of the Board of Trustees of the Kingsburg Joint Union High School District has been duly called at the hour of 7:00 a.m. in the board room at Kingsburg Joint Union High School District to consider the following items of business to be upon the agenda.

Public Comment

*For regular meetings, the public is provided an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the Kingsburg Joint Union High School District. **Disclaimer:** The opinions expressed in public comments are the authors own and do not necessarily reflect the official policies or position of the Kingsburg Joint Union High School District*

Members of the public who wish to provide public comment during observed COVID-19 social distancing guidance may email the district at PublicComment@Kingsburghigh.com by 4:00 p.m. the Friday before the meeting date, which generally lands on Monday. Public comments are limited to three minutes or 450 written words per speaker. Twenty (20) minutes per issue will be allowed. Please note you are not compelled to provide a name and can comment anonymously. The public comments will be read in the order they are received. The comments will be read outload during the public comment portion of the meeting.

Board of Education is prohibited by law from taking action on matters discussed that are not on the agenda and no adverse conclusions should be drawn if the Board does not respond to public comments made at this time. Concerns will be referred to the Superintendent's office for review and response.

Board Room Accessibility: *The Kingsburg Joint Union High School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability related modification or accommodation, including auxiliary aids or services to participate in the public meeting, please contact the Administrative Assistant to the Superintendent at 897-7721 at least 48 hours before the scheduled Board of Trustees meeting so that we may make every reasonable effort to accommodate you [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132.)*

7. ACTION

7.1 July 2021 Mandated Board Policy for IS – First Reading & Waive the Second 1
 7.2 Proposal Valley Fence Company..... 19
 7.3 Proposal Fahrney Ford 2019 Transit Van for Food Services 22
 7.4 Proposal Amparan Flooring – KHS Football Stadium Entry 24
 7.5 CareStart Covid-19 Antigen Tests 26

8. CLOSED SESSION – Notice to Public: (Closed Session Items Covered by Law May Be Requested Or Called For As Per: Government Codes: 54954.3; 54956.7; 54956.8; 54956.86; 54956.9 (a), (b), (c); 54956.95; 54957; 54957.6; 54957.8 and Education Codes: 48900; 49070.)

8.1 KHS Staff: Teacher Assistant – Crystal Mendez & Resolution #R06-2122 Establishing Short-Term Employment Teacher Assistant 30
 8.2 KHS Staff: Teacher Assistant – Evelyn Salazar & Resolution #R07-2122 Establishing Short-Term Employment Teacher Assistant..... 42
 8.3 KHS Staff: Classroom Aide – Alma Rios 52
 8.4 KHS Staff: Cafeteria Assistant – Tricia Bermudez & Resolution #R08-2122 Establishing Short-Term Employment Cafeteria Assistant..... 57
 8.5 KHS Staff: Cafeteria Assistant – Jesus Crespín 76
 8.6 KHS Staff: Utility Worker/Bus Driver – Phillip Mancini..... 80
 8.7 KHS Coach: Color Guard Marching Band Instructor – Josh Cadiente 84
 8.8 KHS Coach: Head Girls Tennis Coach – Ken Harvey 86
 8.9 KHS Staff: Covid 19 Clerk – Catherine Ortiz & Resolution #R09-2122 Establishing Short-Term Employment Clerk Covid-19 88
 8.10 KHS Staff: Covid 19 Clerk – Theresa Smith & Resolution #R10-2122 Establishing Short-Term Employment Clerk Covid-19 97

From _____ to _____

9. ADJOURNMENT _____
(Time)

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____

Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____

ISSUE: Presented to the Board is the mandated board policy which encompasses BP & AR 6158 Independent Study with request for the first reading and waive the second.

ACTION: Approve or deny the the mandated board policy BP & AR 6158 with request for first reading and waive the second.

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____
Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____

CSBA POLICY GUIDE SHEET

July 2021

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 6158 - Independent Study

Policy updated to reflect **NEW LAW (AB 130, 2021)** which requires all districts, for the 2021-22 school year, to offer independent study to meet the educational needs of students unless a waiver is obtained and to adopt policy with specified components in order to generate apportionment for independent study. Policy updates the minimum period of time permitted for independent study to be three consecutive school days, requires an evaluation to determine if the student should continue in independent study if the student fails to make satisfactory educational progress, and requires that content be aligned to grade level standards including the requirement for high schools to offer access to all courses offered by the district for graduation and approved as creditable for A-G admission criteria. Policy also updated to include the requirement for live interaction and/or synchronous instruction based on grade level, tiered reengagement strategies for students not generating attendance for a specified period of time, expeditious transition for students whose families wish to return to in-person instruction, notice to parents/guardians of specified information, the provision of a student-parent-educator conference, upon request, prior to enrollment and/or disenrollment, and the keeping of additional records including documentation of each student's participation in live interaction and synchronous instruction on each school day, as applicable. Policy updated to include material formerly in the AR regarding requirements for independent study and written agreements as well as new requirements regarding the same, including that written agreements must include a detailed statement of academic and other supports that will be provided to address the needs of particular students, that the agreement may be signed electronically as specified, and that, for the 2021-22 school year, the written agreement must be signed no later than 30 days after the first day of instruction. Policy updated to include material formerly in the AR regarding course-based independent study and to generally align the requirements of course-based independent study with the requirements for general independent study.

Administrative Regulation 6158 - Independent Study

Regulation updated to reflect **NEW LAW (AB 130, 2021)** which includes, adding definitions for "live interaction," "student-parent-educator conference" and "synchronous instruction," the requirement for all districts for the 2021-22 school year to offer independent study to meet the educational needs of students unless the district has obtained a waiver, that independent study may be offered to students whose health would be put at risk by in-person instruction as determined by the parent/guardian, the assurance of access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work, and the documentation of each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable. Material regarding requirements for independent study, written agreements and course-based independent study moved to BP.

INDEPENDENT STUDY

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

(cf. 0420.4 - Charter School Authorization)
(cf. 6181 - Alternative Schools/Programs of Choice)

A student's participation in independent study shall be voluntary. (Education Code 51747, 51749.5)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

The minimum period of time for any independent study option shall be three consecutive school days.

General Independent Study Requirements

For the 2021-22 school year, the district shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the district has obtained a waiver. (Education Code 51745)

For the 2022-23 school year and thereafter, the Superintendent or designee may continue to offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

(cf. 5147 - Dropout Prevention)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6200 - Adult Education)

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. (Education Code 51747)

The Superintendent or designee shall ensure that students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

- For students in grades 9-12, opportunities for at least weekly synchronous instruction

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation

of their written agreement. This requirement only applies to students participating in an independent study program for 15 school days or more. The procedures shall include, but are not necessarily limited to, all of the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the absence or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case later, than five instructional days. This requirement only applies to students participating in an independent study program for 15 school days or more. (Education Code 51747)

The Superintendent or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

The district shall provide written notice to the parents/guardians of all enrolled students of the option to enroll their child in in-person instruction or independent study during the 2021-22 school year. This notice shall be posted on the district's web site, and shall include, at a minimum, information about the right to request a student-parent-educator conference before enrollment, student rights regarding procedures for enrolling, disenrolling, and reenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a student will have access to as part of independent study. (Education Code 51747)

Upon the request of the parent/guardian of a student, before making a decision about enrolling or disenrolling in independent study and entering into a written agreement to do so, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, or their advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

Master Agreement

For the 2021-22 school year only, the district shall obtain a signed written agreement for independent study no later than 30 days after the first day of instruction.

A written agreement shall be developed and implemented for each student participating in

independent study for three or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but are not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The frequency, time, place and manner for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
8. A statement that independent study is an optional educational alternative in which no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

(cf. 5144.1 - Suspension and Expulsion/Due Process)

10. Before the commencement of independent study, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.

However, for the 2021-22 school year, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/ guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil, no later than 30 days after the first day of instruction.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

Course-Based Independent Study

The district's course-based independent study program for students in grades 9-12 shall be subject to the following requirements: (Education Code 51749.5)

1. A signed learning agreement shall be completed and on file for each participating student pursuant to Education Code 51749.6
2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.

(cf. 4112.2 - Certification)

3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. The

certification shall also include plans to provide opportunities for students in grades 9-12 to receive at least weekly synchronous instruction.

4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3.

5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program, as indicated by their performance on applicable student-level measures of student achievement and student engagement set forth in Education Code 52060, completion of assignments, assessments, or other

indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

If satisfactory educational progress in an independent study class is not being made, the teacher shall notify the student and, if the student is under age 18 years, the student's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, notification to parents/guardians of lack of participation within one school day of the absence or lack of participation, a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

(cf. 5125 - Student Records)

6. Examinations shall be administered by a proctor.

7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test

results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.

(cf. 6162.51 - State Academic Achievement Tests)

8. A student shall not be required to enroll in courses included in the course-based independent study program.
9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.
10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

11. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.
12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.

(cf. 3260 - Fees and Charges)

13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course.
14. A student with disabilities, as defined in Education Code 56026, shall not participate in course-based independent study, unless the student's individualized education program specifically provides for that participation.
15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study.
16. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days.

Learning Agreement for Course-Based Independent Study

Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian with a written learning agreement that includes all of the following:

(Education Code 51749.6)

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to item #2 above
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a student who is suspended or expelled, or who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the student through course-based independent study only if the student is offered the alternative of classroom instruction.
8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress.
9. The objectives and methods of study for the student's work, and the methods used to evaluate that work.
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-

based independent study.

11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.
12. Before the commencement of an independent study course, the learning agreement shall be signed and dated by the student, the student's parent/guardian or caregiver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.
However, for the 2021-22 school year only, the district shall obtain a signed written agreement for independent study from the student, or the student's parent/guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study course, and all persons who have direct responsibility for providing assistance to the pupil no later than 30 days after the first day of instruction.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the CDE. (Education Code 51749.6)

The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

Student-Parent-Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or if requested by a parent/guardian prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

Records for Audit Purposes

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students

in grades 9-12 and adult education

3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which independent study is provided. A student who does not participate in independent study on a school day shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee also shall maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

(cf. 3580 - District Records)

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

Program Evaluation

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

(cf. 0500 - Accountability)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

17289 Exemption for facilities
41020 Audit guidelines
41976.2 Independent study programs; adult education funding
42238 Revenue limits
42238.05 Local control funding formula; average daily attendance
44865 Qualifications for home teachers and teachers in special classes and schools
46200-46208 Instructional day and year
46300-46307.1 Methods of computing average daily attendance
46390-46393 Emergency average daily attendance
46600 Interdistrict attendance computation
47612-47612.1 Charter school operation
47612.5 Independent study in charter schools
48204 Residency
48206.3 Home or hospital instruction; students with temporary disabilities
48220 Classes of children exempted
48340 Improvement of pupil attendance
48915 Expulsion; particular circumstances
48916.1 Educational program requirements for expelled students
48917 Suspension of expulsion order
49011 Student fees
51225.3 Requirements for high school graduation
51745-51749.6 Independent study programs
52060 Local control and accountability plan
52522 Adult education alternative instructional delivery
52523 Adult education as supplement to high school curriculum; criteria
56026 Individuals with exceptional needs
58500-58512 Alternative schools and programs of choice

FAMILY CODE

6550-6552 Authorization affidavits

CODE OF REGULATIONS, TITLE 5

11700-11703 Independent study

UNITED STATES CODE, TITLE 20

6301 Highly qualified teachers

6311 State plans

COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Elements of Exemplary Independent Study

California Digital Learning Integration and Standards Guidance, April 2021

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

INDEPENDENT STUDY

Definitions

Live interaction means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

Student-parent-educator conference means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

Synchronous instruction means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by the teacher of record for that student pursuant to Education Code 51747.5. (Education Code 51745.5)

Educational Opportunities

For the 2021-22 school year, the district shall offer independent study to meet the educational needs of students as specified in Education Code 51745 unless the district has obtained a waiver. (Education Code 51745)

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction

(cf. 6143 - Courses of Study)

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum

4. Continuing and special study during travel

(cf. 5112.3 - Student Leave of Absence)

5. Volunteer community service activities and leadership opportunities that support and

strengthen student achievement

6. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction

(cf. 0420.4 - Charter School Authorization)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6181 - Alternative Schools/Programs of Choice)

In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.

(cf. 5113 - Absences and Excuses)

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

(cf. 6146.1 - High School Graduation Requirements)

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and local educational agency-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

Students are eligible for independent study as authorized in law, and as specified in board policy and administrative regulation.

For the 2022-23 school year and thereafter, the Superintendent or designee may approve the

participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

(cf. 5111.1 - District Residency)

A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless the student's individualized education program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

(cf. 6183 - Home and Hospital Instruction)

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

(cf. 6200 - Adult Education)

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6184 - Continuation Education)

Monitoring Student Progress

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code

44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records for Audit Purpose" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement
9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day for which independent study is provided

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

(cf. 4131 - Staff Development)

ISSUE: Presented to the Board is the proposal from Valley Fence Company for the Phase I and Phase II shop fence project.

ACTION: Approve or deny the proposals from Valley Fence Company for Phase I and Phase II shop fencing project.

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____
Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____

Valley Fence Company
3505 Lind Avenue
Clovis, CA 93612
(559) 294-0451 Fax (559) 294-0455

CUSTOMER #: 1150
INVOICE #: 32194
INVOICE DATE: 08/10/21
DUE DATE: 09/09/21

BILL TO:

Kingsburg Joint Union
High School District
1900 18th Avenue
Kingsburg, CA 93631

JOB: 024023
Ag/Shop Fence

Kingsburg, CA

P.O./WORK ORDER #:

DESCRIPTION	QUANTITY	PRICE	AMOUNT
SHOP FENCE-PHASE I			21,977.00
ADD ROLLING GATE			1,448.00
		NET DUE:	23,425.00

Thank you for your business!

Valley Fence Company
3505 Lind Avenue
Clovis, CA 93612
(559) 294-0451 Fax (559) 294-0455

CUSTOMER #: 1150
INVOICE #: 32195
INVOICE DATE: 08/10/21
DUE DATE: 09/09/21

BILL TO:

Kingsburg Joint Union
High School District
1900 18th Avenue
Kingsburg, CA 93631

JOB: 024023
Ag/Shop Fence

Kingsburg, CA

P.O./WORK ORDER #:

DESCRIPTION	QUANTITY	PRICE	AMOUNT
SHOP FENCE-PHASE II			24,750.00
		NET DUE:	24,750.00

Thank you for your business!

ISSUE: Presented to the Board is the purchase of a 2019 Ford Transit Van for \$42,581.98 for Food Services.

ACTION: Approve or deny the purchase of the 2019 Ford Transit Van for \$42,581.98 for Food Services.

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____
Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____

Lending/Typical Listing Price/Auction Breakdown

Kelley Blue Book

8/13/2021-8/19/2021

2019 Ford Transit 250 Van Low Roof w/60/40 Side Door w/RWB Van 3 \$33,089 / \$34,830 / \$30,786

VIN: 1FTYR1ZM2KKB20362

Stock #: 8682RO

V6, 3.7 Liter.....	Included
Automatic, 6-Spd w/Overdrive & SelectShift.....	Included
RWD.....	Included
Ext. Color: White.....	-245 / -245 / -245

*** Equipment ***

Hill Start Assist Control.....	Included
Traction Control.....	Included
AdvanceTrac.....	Included
ABS (4-Wheel).....	Included
Alarm System.....	Included
Keyless Entry.....	Included
Air Conditioning.....	Included
Power Windows.....	Included
Power Door Locks.....	Included
Cruise Control.....	Included
Power Steering.....	Included
Tilt & Telescoping Wheel.....	Included
AM/FM Stereo.....	Included
Reverse Sensing System.....	Included
Backup Camera.....	Included
Dual Air Bags.....	Included
Head Curtain Air Bags.....	Included
Steel Wheels.....	Included

Condition.....	Good
Total Value without mileage.....	\$32,844 / \$34,585 / \$30,541
Mileage adjustment (18872) miles.....	\$4,058

*** KBB Lending/Typical Listing Price/Auction Value
\$36,902 / \$38,643 / \$34,599

Selling Price is: \$38,990 + fees(Doc & Sales Tax)

Fahrney Auto Group - Ken Pattillo

Kelley Blue Book publication for California: 8/13/2021-8/19/2021

Values are subjective opinions. Kelley Blue Book and vAuto, Inc. assume no responsibility for errors or omissions.

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ISSUE: Presented to the Board is the proposal from Amparan Flooring for the KHS Football Stadium Entry project in the amount of \$9,423.64.

ACTION: Approve or deny the proposal from Amparan Flooring for the KHS Football Stadium Entry project in the amount of \$9,423.64.

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____
Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____



P.O. Box 278
Kingsburg, CA 93631

Phone # (559) 419-9131 amparanflooring@gmail.com

Proposal

Date	Estimate #
8/17/2021	6763

CSL #948182
DIR #1000011386

Name / Address
Kingsburg JT UN HS District Office 1900 18th Ave Kingsburg, CA 93631

Project
KHS Football Stadium Entry

Description	Total
Sand and clean stadium walk way	9,423.64
Supply and Install Monobond white base primer	
Supply and install AQMR URE GLS UDB Unit A Color Hunter Green	
Supply and install AQMR URE GLS UDB Unit A Color Gusto Gold	
Supply and install AQMR URE GLS Hardner B	
Supply and install AQMR URE GLS Hardner B	
** 3-4 days work	

Any alteration or deviations from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Minor Floor Prep: cracks and joints only. Open Invoices over 60 days will be charged interest at a rate of 3% per month. All legal fees to collect unpaid invoices will be charged to the customer. Proposals are figured for a normal work week (Monday-Friday). Weekend work will require an additional fee.

Note - This proposal may be withdrawn by us if not accepted in 90 days

Credit cards are accepted but will require an additional 2.75% of the total for a processing fee.

Total	\$9,423.64
--------------	-------------------

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____ Date _____

ISSUE: Presented to the Board is the purchase from CareStart of COVID-19 Antigen Tests in the amount of \$40,184.53.

ACTION: Approve or deny the the purchase from CareStart of COVID-19 Antigen Tests in the amount of \$40,184.53.

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____
Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____

Item Name:	CareStart COVID-19 Antigen Test	MADE IN THE USA!	
Item Order Number:	NWH-2071CS-GPG	<i>Please make sure to include Item Order Number on your PO</i>	
Individual Test Kit Components:	1 - Testing Device	1 - Extraction Vial & Cap	1 - QRI
	1 - Positive Control Swab	1 - Negative Control Swab	
	1 - Nasal or Nasopharyngeal Swab	1 - Package Insert/Instructions	
Case Packaging Includes:	20 Individual Tests Kits Per Case		
PRICING & QUANTITIES <i>Prices Include Free Shipping to Continental USA</i> Over 5,000,000 Kits/250,000 Cases - Ask for pricing!	Up to (10,000 Kits/500 Cases) = \$14.75 Per Kit/\$295.00 Per Case (100 Case Min Order)		
	(10,020 Kits/501 Cases) to (100,000 Kits/5,000 Cases) = \$14.00 Per Kit/\$280.00 Per Case		
	(100,020 Kits/5,001 Cases) to (500,000 Kits/25,000 Cases) = \$13.50 Per Kit/\$270.00 Per Case		
	(500,020 Kits/25,001 Cases) to (1,000,000 Kits/50,000 Cases) = \$13.00 Per Kit/\$260.00 Per Case		
	(1,000,020 Kits/50,001 Cases) to (5,000,000 Kits/250,000 Cases) = \$12.50 Per Kit/\$250.00 Per Case		
Vendor Information:	New World Int'l Holdings Corp. @ 1080 Holland Dr., Suite #1 - Boca Raton, FL 33487		
Corp #: 561-448-1002	Certified Small Disabled Veteran Owned Business (SDVOSB) DUNS: 117366379 - NCAGE CODE: 8G7G2		
Gov Sales POC's:	Karyna Dziuba - (208) 953-7880 - karyna@govbidsguaranteed.com		

20 kits per case @ \$14.75 per kit

150 cases x \$295 = \$36,875
 (3,000 kits)

3309.53	Taxes
+	
\$40,184.53	

Government Procurement Group
Authorized Gov't Sales Representatives
for New World Intl Holdings Corp.

Kevin Wright - (949) 354-5455
Kevin@govbidsguaranteed.com

Mike Quinn - (208) 505-4026
michael@govbidsguaranteed.com

Karyna Dziuba - (208) 953-7880
karyna@govbidsguaranteed.com

Bruce Thompson - (208) 505-1662
bruce@govbidsguaranteed.com

CareStart™ COVID-19

Rapid Diagnostic Test for the Detection
of SARS-CoV-2 Antigen

- For use under an Emergency Use Authorization (EUA) only
- For prescription only
- For *in vitro* diagnostic use only



Also valid for testing COVID-19 variants:

- Alpha
- Beta
- Gamma
- Kappa
- Delta
- Delta Plus
- Lambda

MADE IN USA

The CareStart™ COVID-19 Antigen Test is a lateral flow immunochromatographic assay intended for the qualitative detection of the SARS-CoV-2 nucleocapsid protein in nasal or nasopharyngeal specimens directly collected from individuals who are suspected of COVID-19 by their healthcare provider.

Features

- ✓ Fast and easy to use in Point-of-Care setting
- ✓ Qualitatively detect the SARS-CoV-2 nucleocapsid protein
- ✓ Use for nasal and nasopharyngeal swab specimen
- ✓ Fast results only in 10 minutes
- ✓ No special equipment or training required
- ✓ Identify individual's current infection status to COVID-19

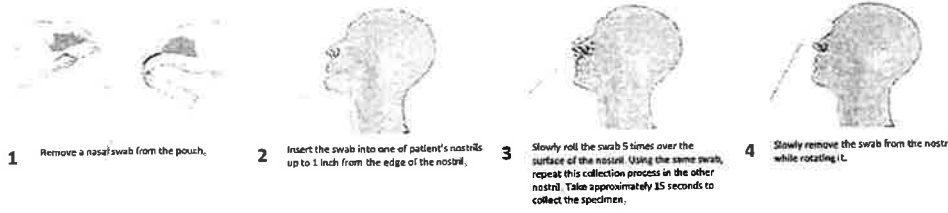
DUNS: 117366379 | NCAGE CODE: 8G7G2

EXCLUSIVE DISTRIBUTOR OF:
**NEW WORLD
MEDICAL**
New World Intl Holdings Corp.

Phone: +1 361-448-1007
Email: procurements@nwicorp.com
Address: 1050 Holland Drive, Suite 1
Boca Raton, Florida 33431, USA
Website: www.nwicorp.com



Easy Specimen Collection & Handling - (Anterior Nasal Swab Collection)
 (Super deep nasal penetration not required, providing a more pleasant testing experience - Especially for children as well.)



Simplified Testing Procedures with Fast Results in just 10 Minutes!

Start the timer.
 Read the result at 10 minutes. The test result should not be read after 15 minutes.

10 min

SARS-CoV-2 Positive
 C T

Negative
 C T

Invalid
 C T

NOTES
 The color intensity of the test line varies depending on the amount of SARS-CoV-2 antigen present in the specimen. Any faint colored line in the test region should be considered as positive.

NOTES
 Do not touch the vial when using the remaining specimen in the extraction vial.

Ordering Information

Item Name:	CareStart COVID-19 Antigen Test	<i>Please make sure to include Item Order Number on your PO</i>	
Item Order Number:	NWH-2071CS-GPG		
Individual Test Kit Components:	1 - Testing Device	1 - Extraction Vial & Cap	1 - QRI
	1 - Positive Control Swab	1 - Negative Control Swab	
	1 - Nasal or Nasopharyngeal Swab	1 - Package Insert/Instructions	
Case Packaging Includes:	20 Individual Tests Kits Per Case		
PRICING & QUANTITIES	Up to (10,000 Kits/500 Cases) = \$14.75 Per Kit/\$295.00 Per Case (100 Case Min Order)		
<i>Prices Include Free Shipping to Continental USA.</i>	(10,020 Kits/501 Cases) to (100,000 Kits/5,000 Cases) = \$14.00 Per Kit/\$280.00 Per Case		
	(100,020 Kits/5,001 Cases) to (500,000 Kits/25,000 Cases) = \$13.50 Per Kit/\$270.00 Per Case		
Over 5,000,000 Kits/250,000 Cases - Ask for pricing!	(500,020 Kits/25,001 Cases) to (1,000,000 Kits/50,000 Cases) = \$13.00 Per Kit/\$260.00 Per Case		
	(1,000,020 Kits/50,001 Cases) to (5,000,000 Kits/250,000 Cases) = \$12.50 Per Kit/\$250.00 Per Case		
Vendor Information:	New World Int'l Holdings Corp. @ 1080 Holland Dr., Suite #1 - Boca Raton, FL 33487		
Corp #:	561-448-1002		
Gov Sales POC's:	Kevin Wright - (949) 354-5455 - kevin@govbidsguaranteed.com		
	Mike Quinn - (208) 505-4026 - michael@govbidsguaranteed.com		
	Karyna Dziuba - (208) 953-7880 - karyna@govbidsguaranteed.com		
	Bruce Thompson - (208) 505-1662 - bruce@govbidsguaranteed.com		

ISSUE:

Presented to the Board is Crystal Mendez as a short-term part-time Teacher Assistant Paraprofessional for the Kingsburg Joint Union High School District for the 2021-2022 school year. Accompanying is Resolution #R06-2122 Establishing Short-Term Employment.

ACTION:

Approve or deny the short-term part-time employment of Teacher Assistant, Crystal Mendez, for the 2021-2022 school year and accompanying Resolution #R06-2122 Establishing Short-Term Employment.

RECOMMENDATION:

Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____

Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____



Kingsburg Joint Union High School District

1900 18th Ave Kingsburg, CA 93631 (559) 897-7721 FAX (559) 419-6404

Don Shoemaker – Superintendent

Board of Trustees: Rick Jackson ♦ Brent Lunde ♦ Steve Nagle ♦ Mike Serpa ♦ Johnie Thomsen

BEFORE THE BOARD OF TRUSTEES OF THE KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT

COPY

Establishing Short-Term Employment (Education Code Sections 45103(b)(1), 45103(d)(2), and 45103.1(b)(7))

RESOLUTION NO. R06-2122

WHEREAS, Education Code section 45103 authorizes the District to employ persons as “short term employees” to perform a service for the District, upon the completion of which, the service required will not be extended or needed on a continual basis; and

WHEREAS, Section 45103 limits the employment of a short term employee for a term not to exceed seventy-five percent of a school year, or 195 working days, including holidays, sick leave, vacation, and other leaves of absence, irrespective of number of hours worked per day; and

WHEREAS, the District presently has a need to employ person in the position of Teacher Assistant – Paraprofessional for a limited period of time during the months of August 2021 through June 2022 to perform services; and

WHEREAS, the District desires to fill the need for these services through a short term personal services contract authorized and/or established pursuant to Education Code section 45103, subdivisions (b)(1) and (d)(2), and section 45103.1, subdivision (b)(7).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED as follows:

1. All of the above recitals are true and correct.
2. The employment of the short-term employees pursuant to this Resolution shall be effective as determined by the Superintendent.
3. The position and services to be performed by the short-term employees are described in Exhibit “A” attached hereto.
4. The work hours/days and compensation of these short-term employees is as follows:
 - a. 3.92 hours per day, 5 days per week
 - b. \$ 1,610.72 per month
5. The ending date of the services described on Exhibit “A” is as determined by the Superintendent or designee but no later than June 03, 2022.

6. The persons employed in the positions described in Exhibit "A" shall not be a part of the classified service. The short-term employees serving in the position(s) described in Exhibit "A" may be dismissed or released from employment by the Superintendent at any time without cause, notice or hearing. The short-term employee(s) serving in the position(s) is employed "at will."
7. Pursuant to Education Code Section 45103, subdivision (d)(2), the ending date of employment of a short-term employee described in Exhibit "A" may be shortened by the Governing Board. The authority to shorten such employment, whether by release, dismissal, or otherwise, is hereby delegated by the Board to the Superintendent or his designee.

BE IT FURTHER RESOLVED that the Board hereby delegates to the Superintendent or his designee the full authority to consummate the intent of this Resolution.

PASSED AND ADOPTED by the following vote of the Board of Trustees of the Kingsburg Joint Union High School District, at a special meeting held on September 2, 2021:

AYES:
NOES:
ABSTENTION:
ABSENT:

Rick Jackson, Board President
Kingsburg Joint Union High School District
Board of Trustees

ATTEST:

Mike Serpa, Clerk
Kingsburg Joint Union High School District
Board of Trustees

EXHIBIT A

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT POSITION DESCRIPTION

Position: Teacher Assistant – Paraprofessional Classified Short Term **Salary Schedule:** Attached

Department/Site: Kingsburg High School

Reports to /Evaluated Site Principals and Assistant Principals

Length of Job:

Length of job is 195 working days, including holidays, sick leave, vacation, and other leaves of absence, irrespective of number of hours worked per day. The end of services is determined by the Superintendent or designee but no later than June 03, 2022.

BASIC FUNCTION:

Under the direction of the Superintendent/Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment; assist in the implementation of lesson plans; perform clerical duties in support of classroom activities and instructional operations as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Perform a variety of clerical duties in support of classroom activities and instructional operations such as preparing, typing, duplicating and filing materials as assigned; grade student tests and assignments; record grades as required; prepare routine correspondence as directed.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation of lesson plans; administer and monitor students during classroom and assessment tests as directed.

Observe and control behavior of students in the classroom according to established policies and procedures; monitor students during outdoor activities, special events and field trips as required; monitor and report progress regarding student performance and behavior.

Operate a variety of classroom and office equipment such as computer and assigned software.

Prepare and maintain a variety of records, reports and files related to students, tests and assigned activities.

Communicate with District personnel to exchange information and resolve issues or concerns.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner.

Communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between students, teachers, staff, administrators, parents and others; translate correspondence, meetings and telephone conversations as needed.

OTHER DUTIES:

Perform related duties as assigned.

Must be a "team player" and be willing to take on any task at any time as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices.

Safe practices in classroom activities.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment including a computer and assigned software. Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

ABILITY TO:

Assist with instruction and related activities in a classroom environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Assist in the implementation of lesson plans.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Observe health and safety regulations.

Maintain records and prepare reports.
Understand and follow oral and written instructions.
Operate standard office and classroom equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Complete at least 48 units of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Pass Para-educator Exam

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

ISSUE: Presented to the Board is Evelyn Salazar as a short-term part-time Teacher Assistant for the Kingsburg Joint Union High School District for the 2021-2022 school year. Accompanying is Resolution #R07-2122 Establishing Short-Term Employment.

ACTION: Approve or deny the short-term part-time employment of Teacher Assistant, Evelyn Salazar, for the 2021-2022 school year and accompanying Resolution #R07-2122 Establishing Short-Term Employment.

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____
Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____



Kingsburg Joint Union High School District

1900 18th Ave Kingsburg, CA 93631 (559) 897-7721 FAX (559) 419-6404

Don Shoemaker – Superintendent

Board of Trustees: Rick Jackson ♦ Brent Lunde ♦ Steve Nagle ♦ Mike Serpa ♦ Johnie Thomsen

COPY

BEFORE THE BOARD OF TRUSTEES OF THE KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT

Establishing Short-Term Employment (Education Code Sections 45103(b)(1), 45103(d)(2), and 45103.1(b)(7))

RESOLUTION NO. R07-2122

WHEREAS, Education Code section 45103 authorizes the District to employ persons as “short term employees” to perform a service for the District, upon the completion of which, the service required will not be extended or needed on a continual basis; and

WHEREAS, Section 45103 limits the employment of a short term employee for a term not to exceed seventy-five percent of a school year, or 195 working days, including holidays, sick leave, vacation, and other leaves of absence, irrespective of number of hours worked per day; and

WHEREAS, the District presently has a need to employ person in the position of Teacher Assistant – Paraprofessional for a limited period of time during the months of August 2021 through June 2022 to perform services; and

WHEREAS, the District desires to fill the need for these services through a short term personal services contract authorized and/or established pursuant to Education Code section 45103, subdivisions (b)(1) and (d)(2), and section 45103.1, subdivision (b)(7).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED as follows:

1. All of the above recitals are true and correct.
2. The employment of the short-term employees pursuant to this Resolution shall be effective as determined by the Superintendent.
3. The position and services to be performed by the short-term employees are described in Exhibit “A” attached hereto.
4. The work hours/days and compensation of these short-term employees is as follows:
 - a. 3.92 hours per day, 5 days per week
 - b. \$ 1,627.41 per month
5. The ending date of the services described on Exhibit “A” is as determined by the Superintendent or designee but no later than June 03, 2022.

6. The persons employed in the positions described in Exhibit "A" shall not be a part of the classified service. The short-term employees serving in the position(s) described in Exhibit "A" may be dismissed or released from employment by the Superintendent at any time without cause, notice or hearing. The short-term employee(s) serving in the position(s) is employed "at will."
7. Pursuant to Education Code Section 45103, subdivision (d)(2), the ending date of employment of a short-term employee described in Exhibit "A" may be shortened by the Governing Board. The authority to shorten such employment, whether by release, dismissal, or otherwise, is hereby delegated by the Board to the Superintendent or his designee.

BE IT FURTHER RESOLVED that the Board hereby delegates to the Superintendent or his designee the full authority to consummate the intent of this Resolution.

PASSED AND ADOPTED by the following vote of the Board of Trustees of the Kingsburg Joint Union High School District, at a special meeting held on September 2, 2021.

AYES:
NOES:
ABSTENTION:
ABSENT:

Rick Jackson, Board President
Kingsburg Joint Union High School District
Board of Trustees

ATTEST:

Mike Serpa, Clerk
Kingsburg Joint Union High School District
Board of Trustees

EXHIBIT A

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT POSITION DESCRIPTION

Position: Teacher Assistant – Paraprofessional Classified Short Term **Salary Schedule:** Attached

Department/Site: Kingsburg High School

Reports to /Evaluated Site Principals and Assistant Principals

Length of Job:

Length of job is 195 working days, including holidays, sick leave, vacation, and other leaves of absence, irrespective of number of hours worked per day. The end of services is determined by the Superintendent or designee but no later than June 03, 2022.

BASIC FUNCTION:

Under the direction of the Superintendent/Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment; assist in the implementation of lesson plans; perform clerical duties in support of classroom activities and instructional operations as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Perform a variety of clerical duties in support of classroom activities and instructional operations such as preparing, typing, duplicating and filing materials as assigned; grade student tests and assignments; record grades as required; prepare routine correspondence as directed.

Explain and assure student understanding of classroom assignment and homework instructions; assist assigned teacher with the implementation of lesson plans; administer and monitor students during classroom and assessment tests as directed.

Observe and control behavior of students in the classroom according to established policies and procedures; monitor students during outdoor activities, special events and field trips as required; monitor and report progress regarding student performance and behavior.

Operate a variety of classroom and office equipment such as computer and assigned software.

Prepare and maintain a variety of records, reports and files related to students, tests and assigned activities.

Communicate with District personnel to exchange information and resolve issues or concerns.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner.

Communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between students, teachers, staff, administrators, parents and others; translate correspondence, meetings and telephone conversations as needed.

OTHER DUTIES:

Perform related duties as assigned.

Must be a "team player" and be willing to take on any task at any time as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices.

Safe practices in classroom activities.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment including a computer and assigned software. Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

ABILITY TO:

Assist with instruction and related activities in a classroom environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Assist in the implementation of lesson plans.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Observe health and safety regulations.

Maintain records and prepare reports.
Understand and follow oral and written instructions.
Operate standard office and classroom equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Complete at least 48 units of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Pass Para-educator Exam

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

ISSUE: Presented to the Board is Alma Rios as a part-time Classroom Aide for the Kingsburg Joint Union High School District for the 2021-2022 school year.

ACTION: Approve or deny the part-time employment of Classroom Aide, Alma Rios, for the 2021-2022 school year..

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____
Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____

ISSUE: Presented to the Board for employment is Tricia Berrnudez as a short-term full-time Cafeteria Assistant for the Kingsburg Joint Union High School District for the 2021-2022 school year. Accompanying is Resolution #R08-2122 Establishing Short-Term Employment.

ACTION: Approve or deny the full-time employment of Cafeteria Assistant, Tricia Bermudez for the 2021-2022 school year and accompanying Resolution #R08-2122 Establishing Short-Term Employment.

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____
Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____



Kingsburg Joint Union High School District

1900 18th Ave Kingsburg, CA 93631 (559) 897-7721 FAX (559) 419-6404

Don Shoemaker – Superintendent

Board of Trustees: Rick Jackson ♦ Brent Lunde ♦ Steve Nagle ♦ Mike Serpa ♦ Johnie Thomsen

COPY

BEFORE THE BOARD OF TRUSTEES OF THE KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT

Establishing Short-Term Employment (Education Code Sections 45103(b)(1), 45103(d)(2), and 45103.1(b)(7))

RESOLUTION NO. R08-2122

WHEREAS, Education Code section 45103 authorizes the District to employ persons as “short term employees” to perform a service for the District, upon the completion of which, the service required will not be extended or needed on a continual basis; and

WHEREAS, Section 45103 limits the employment of a short term employee for a term not to exceed seventy-five percent of a school year, or 195 working days, including holidays, sick leave, vacation, and other leaves of absence, irrespective of number of hours worked per day; and

WHEREAS, the District presently has a need to employ person in the position of Cafeteria Assistant-Short Term for a limited period of time during the months of August 2021 through June 2022 to perform services; and

WHEREAS, the District desires to fill the need for these services through a short term personal services contract authorized and/or established pursuant to Education Code section 45103, subdivisions (b)(1) and (d)(2), and section 45103.1, subdivision (b)(7).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED as follows:

1. All of the above recitals are true and correct.
2. The employment of the short-term employees pursuant to this Resolution shall be effective as determined by the Superintendent.
3. The position and services to be performed by the short-term employees are described in Exhibit “A” attached hereto.
4. The work hours/days and compensation of these short-term employees is as follows:
 - a. 8 hours per day, 5 days per week
 - b. \$ 2,862.58 per month
5. The ending date of the services described on Exhibit “A” is as determined by the Superintendent or designee but no later than June 03, 2022.

6. The persons employed in the positions described in Exhibit "A" shall not be a part of the classified service. The short-term employees serving in the position(s) described in Exhibit "A" may be dismissed or released from employment by the Superintendent at any time without cause, notice or hearing. The short-term employee(s) serving in the position(s) is employed "at will."
7. Pursuant to Education Code Section 45103, subdivision (d)(2), the ending date of employment of a short-term employee described in Exhibit "A" may be shortened by the Governing Board. The authority to shorten such employment, whether by release, dismissal, or otherwise, is hereby delegated by the Board to the Superintendent or his designee.

BE IT FURTHER RESOLVED that the Board hereby delegates to the Superintendent or his designee the full authority to consummate the intent of this Resolution.

PASSED AND ADOPTED by the following vote of the Board of Trustees of the Kingsburg Joint Union High School District, at a special meeting held on September 2, 2021.

AYES:
NOES:
ABSTENTION:
ABSENT:

Rick Jackson, Board President
Kingsburg Joint Union High School District
Board of Trustees

ATTEST:

Mike Serpa, Clerk
Kingsburg Joint Union High School District
Board of Trustees

EXHIBIT A

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT POSITION DESCRIPTION

Position: Cafeteria Assistant **Salary Schedule:** Attached
Classified Short Term

Department/Site: Kingsburg High School

Reports to /Evaluated Snack Bar Manager and
Chief Business Official

Length of Job:

Length of job is 195 working days, including holidays, sick leave, vacation, and other leaves of absence, irrespective of number of hours worked per day. The end of services is determined by the Superintendent or designee but no later than June 03, 2022.

BASIC FUNCTION:

Under the direction of the Snack Bar Manager, assist in snack bar operations and activities including the preparation, serving and selling of food items; provide related cashier, inventory and sanitation services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in snack bar operations and activities including the preparation, serving and selling of food items; assure related food service activities comply with established safety and sanitation requirements.

Prepare and serve hot and cold food items; observe quality and quantity of food served according to established procedure; assist in preparation of entrees, side dishes, snacks and other assigned foods according to menu specifications.

Determine proper quantity of food items for preparation; assure food items are properly heated, packaged and wrapped according to established procedures and portion control standards; assure proper temperature of foods; heat, arrange and distribute food items to students and staff.

Assist in the set-up and closing of the snack bar area; set out prepared food and beverages for sale and distribution; count and set-up plates, trays and utensils; stock condiments, food items, paper goods and other supplies as needed.

Maintain snack bar equipment and utensils in a clean and sanitary condition; clean serving areas, counters, floors, food containers and food service equipment; inspect food preparation and serving areas to assure compliance with established health, safety and sanitary standards and regulations.

Perform cashiering activities; count money and make correct change; prepare, set up and balance cash drawers; account for daily receipts; maintain related records; prepare and distribute bank deposits as directed.

Monitor inventory levels of food items and service supplies; estimate, order and assure adequate levels of food items and supplies; receive, unload and verify accuracy of food and supply deliveries; stock and assure proper storage and rotation of food items and supplies.

Receive and process free and reduced meal applications; review applications for accuracy and completeness; make corrections; assist in determining eligibility of applicants and provide recommendations for approval; maintain related records.

Communicate with students, personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate standard food service equipment such as fryers, ovens, food carts and warmers.

Provide assistance and food services for various special events as assigned.

OTHER DUTIES:

Perform related duties as assigned.

Must be a "team player" and be willing to take on any task at any time as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of preparing and serving foods in large quantities.

Sanitation and safety practices related to preparing, handling and serving food.

Inventory practices and procedures.

Quality and portion control techniques.

Storage and rotation of perishable food.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Record-keeping techniques.

Mathematic calculations and cashiering skills.

Health and safety regulations.

Proper lifting techniques.

ABILITY TO:

Assist in snack bar operations and activities including the preparation, serving and selling of food items.

Determine appropriate quantity of food items for preparation.

Maintain food service facilities, equipment and utensils in a clean and sanitary condition.

Perform cashiering duties and make change accurately.

Estimate, inventory, order and assure adequate levels of food items and supplies.

Follow and assure compliance with health and sanitation requirements.

Add, subtract, multiply and divide quickly and accurately.

Maintain various records related to assigned activities.

Operate standard food service equipment safely and efficiently.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

ISSUE: Presented to the Board is Jesus Crespín as a part-time, time-sheet Cafeteria Assistant for the Kingsburg Joint Union High School District.

ACTION: Approve or deny the part-time, time-sheet employment of Jesus Crespín as a Cafeteria Assistant.

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____
Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____

ISSUE: Presented to the Board is Phillip Mancini as a full-time Utility Worker/Bus Driver for the Kingsburg Joint Union High School District for the 2021-2022 school year.

ACTION: Approve or deny the full-time employment of Phillip Mancini as a Utility Worker/Bus Driver for the 2021-2022 school year.

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____

Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____

ISSUE: Presented to the Board is Josh Cadiente as a Color Guard Instructor for the Kingsburg High School Marching Band for the 2021-2022 school year on a short-term color guard stipend.

ACTION: Approve or deny Josh Cadiente as a Color Guard Instructor.

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____

Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____

ISSUE: Presented to the Board is Ken Harvey as the Head Girls Tennis Coach for the Kingsburg Joint Union High School District for the 2021-2022 school year.

ACTION: Approve or deny Ken Harvey as the Head Girls Tennis Coach for the 2021-2022 school year.

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____
Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____

ISSUE:

Presented to the Board is Catherine Ortiz as a short-term Covid-19 Clerk for the Kingsburg Joint Union High School District for the 2021-2022 school year. Accompanying is Resolution #R09-2122 Establishing Short-Term Employment.

ACTION:

Approve or deny Catherine Ortiz as a short-term Covid-19 Clerk for the Kingsburg Joint Union High School District and accompanying Resolution #R09-2122 Establishing Short-Term Employment.

RECOMMENDATION:

Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____

Thomsen: _____ Nagle: _____ Lunde: _____ Serpa: _____ Jackson: _____



Kingsburg Joint Union High School District

1900 18th Ave Kingsburg, CA 93631 (559) 897-7721 FAX (559) 419-6404

Don Shoemaker – Superintendent

Board of Trustees: Rick Jackson ♦ Brent Lunde ♦ Steve Nagle ♦ Mike Serpa ♦ Johnie Thomsen

COPY

BEFORE THE BOARD OF TRUSTEES OF THE KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT

Establishing Short-Term Employment (Education Code Sections 45103(b)(1), 45103(d)(2), and 45103.1(b)(7))

RESOLUTION NO. R09-2122

WHEREAS, Education Code section 45103 authorizes the District to employ persons as “short term employees” to perform a service for the District, upon the completion of which, the service required will not be extended or needed on a continual basis; and

WHEREAS, Section 45103 limits the employment of a short term employee for a term not to exceed seventy-five percent of a school year, or 195 working days, including holidays, sick leave, vacation, and other leaves of absence, irrespective of number of hours worked per day; and

WHEREAS, the District presently has a need to employ person in the position of Clerk – COVID-19, for a limited period of time during the months of August 2021 through June 2022 to perform services; and

WHEREAS, the District desires to fill the need for these services through a short term personal services contract authorized and/or established pursuant to Education Code section 45103, subdivisions (b)(1) and (d)(2), and section 45103.1, subdivision (b)(7).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED as follows:

1. All of the above recitals are true and correct.
2. The employment of the short-term employees pursuant to this Resolution shall be effective as determined by the Superintendent.
3. The position and services to be performed by the short-term employees are described in Exhibit “A” attached hereto.
4. The work hours/days and compensation of these short-term employees is as follows:
 - a. 8 hours per day, 5 days per week
 - b. \$ 2,713.22 per month
5. The ending date of the services described on Exhibit “A” is as determined by the Superintendent or designee but no later than June 03, 2022.

6. The persons employed in the positions described in Exhibit "A" shall not be a part of the classified service. The short-term employees serving in the position(s) described in Exhibit "A" may be dismissed or released from employment by the Superintendent at any time without cause, notice or hearing. The short-term employee(s) serving in the position(s) is employed "at will."
7. Pursuant to Education Code Section 45103, subdivision (d)(2), the ending date of employment of a short-term employee described in Exhibit "A" may be shortened by the Governing Board. The authority to shorten such employment, whether by release, dismissal, or otherwise, is hereby delegated by the Board to the Superintendent or his designee.

BE IT FURTHER RESOLVED that the Board hereby delegates to the Superintendent or his designee the full authority to consummate the intent of this Resolution.

PASSED AND ADOPTED by the following vote of the Board of Trustees of the Kingsburg Joint Union High School District, at a special meeting held on September 2, 2021.

AYES:
NOES:
ABSTENTION:
ABSENT:

Rick Jackson, Board President
Kingsburg Joint Union High School District
Board of Trustees

ATTEST:

Mike Serpa, Clerk
Kingsburg Joint Union High School District
Board of Trustees

EXHIBIT A

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT POSITION DESCRIPTION

Position: Clerk Covid - 19 **Salary Schedule:** Attached
Classified Short Term

Department/Site: Kingsburg High School

Reports to /Evaluated Site Principal and
Assistant Principals

Length of Job:

Length of job is 195 working days, including holidays, sick leave, vacation, and other leaves of absence, irrespective of number of hours worked per day. The end of services is determined by the Superintendent or designee but no later than June 03, 2022.

BASIC FUNCTION:

Provide assistance in various areas related to COVID-19

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist with implementation of wellness checks for staff and students

Assist with contact/line tracing COVID-19 probable or positive cases

Assist with duties necessary to implement COVID-19 safety protocols and procedures, including setup and breakdown of wellness check areas and isolation areas, and light custodial and/or clerical duties as needed

Assist with organization and implementation of COVID-19 testing, including supervision, set up and collection of materials.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Basic record keeping

Communicate effectively in English/Spanish usage, grammar, spelling, and punctuation

Use of word processing techniques and computer software applications

Understand and follow oral and written instruction

Learn and apply District rules, regulations, and policies

Effectively maintain record keeping systems and files in a timely manner

Operate standard office equipment including computer terminal, calculator, and copy machine

ISSUE: Presented to the Board is Theresa Smith as a short-term Covid 19 Clerk for the Kingsburg Joint Union High School District for the 2021-2022 school year. Accompanying is Resolution #R10-2122 Establishing Short-Term Employment.

ACTION: Approve or deny Catherine Ortiz as a short-term Covid-19 Clerk for the Kingsburg Joint Union High School District and accompanying Resolution #R10-2122 Establishing Short-Term Employment.

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion_____	Second_____	Vote_____		
Thomsen: _____	Nagle: _____	Lunde: _____	Serpa: _____	Jackson: _____



Kingsburg Joint Union High School District

1900 18th Ave Kingsburg, CA 93631 (559) 897-7721 FAX (559) 419-6404

Don Shoemaker – Superintendent

Board of Trustees: Rick Jackson ♦ Brent Lunde ♦ Steve Nagle ♦ Mike Serpa ♦ Johnie Thomsen

COPY

BEFORE THE BOARD OF TRUSTEES OF THE KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT

Establishing Short-Term Employment (Education Code Sections 45103(b)(1), 45103(d)(2), and 45103.1(b)(7))

RESOLUTION NO. R10-2122

WHEREAS, Education Code section 45103 authorizes the District to employ persons as “short term employees” to perform a service for the District, upon the completion of which, the service required will not be extended or needed on a continual basis; and

WHEREAS, Section 45103 limits the employment of a short term employee for a term not to exceed seventy-five percent of a school year, or 195 working days, including holidays, sick leave, vacation, and other leaves of absence, irrespective of number of hours worked per day; and

WHEREAS, the District presently has a need to employ person in the position of Clerk – COVID-19, for a limited period of time during the months of August 2021 through June 2022 to perform services; and

WHEREAS, the District desires to fill the need for these services through a short term personal services contract authorized and/or established pursuant to Education Code section 45103, subdivisions (b)(1) and (d)(2), and section 45103.1, subdivision (b)(7).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED as follows:

1. All of the above recitals are true and correct.
2. The employment of the short-term employees pursuant to this Resolution shall be effective as determined by the Superintendent.
3. The position and services to be performed by the short-term employees are described in Exhibit “A” attached hereto.
4. The work hours/days and compensation of these short-term employees is as follows:
 - a. 3.92 hours per day, 5 days per week
 - b. \$ 1,329.48 per month
5. The ending date of the services described on Exhibit “A” is as determined by the Superintendent or designee but no later than June 03, 2022.

6. The persons employed in the positions described in Exhibit “A” shall not be a part of the classified service. The short-term employees serving in the position(s) described in Exhibit “A” may be dismissed or released from employment by the Superintendent at any time without cause, notice or hearing. The short-term employee(s) serving in the position(s) is employed “at will.”
7. Pursuant to Education Code Section 45103, subdivision (d)(2), the ending date of employment of a short-term employee described in Exhibit “A” may be shortened by the Governing Board. The authority to shorten such employment, whether by release, dismissal, or otherwise, is hereby delegated by the Board to the Superintendent or his designee.

BE IT FURTHER RESOLVED that the Board hereby delegates to the Superintendent or his designee the full authority to consummate the intent of this Resolution.

PASSED AND ADOPTED by the following vote of the Board of Trustees of the Kingsburg Joint Union High School District, at a special meeting held on September 2, 2021.

AYES:
NOES:
ABSTENTION:
ABSENT:

Rick Jackson, Board President
Kingsburg Joint Union High School District
Board of Trustees

ATTEST:

Mike Serpa, Clerk
Kingsburg Joint Union High School District
Board of Trustees

EXHIBIT A

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT POSITION DESCRIPTION

Position: Clerk Covid - 19 **Salary Schedule:** Attached
Classified Short Term

Department/Site: Kingsburg High School

Reports to /Evaluated Site Principal and
Assistant Principals

Length of Job:

Length of job is 195 working days, including holidays, sick leave, vacation, and other leaves of absence, irrespective of number of hours worked per day. The end of services is determined by the Superintendent or designee but no later than June 03, 2022.

BASIC FUNCTION:

Provide assistance in various areas related to COVID-19

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist with implementation of wellness checks for staff and students

Assist with contact/line tracing COVID-19 probable or positive cases

Assist with duties necessary to implement COVID-19 safety protocols and procedures, including setup and breakdown of wellness check areas and isolation areas, and light custodial and/or clerical duties as needed

Assist with organization and implementation of COVID-19 testing, including supervision, set up and collection of materials.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Basic record keeping

Communicate effectively in English/Spanish usage, grammar, spelling, and punctuation

Use of word processing techniques and computer software applications

Understand and follow oral and written instruction

Learn and apply District rules, regulations, and policies

Effectively maintain record keeping systems and files in a timely manner

Operate standard office equipment including computer terminal, calculator, and copy machine