



Agenda Item 10.1
Thursday June 22, 2017
District Office

**BEFORE THE GOVERNING BOARD OF THE ACTON-
AGUA DULCE UNIFIED SCHOOL DISTRICT**

Resolution No. 16-17.18

**Resolution to Approve the
iLead Online Charter School**

WHEREAS, the approval of charter schools is governed by the Charter Schools Act of 1992, as subsequently amended, Education Code sections 47600 et seq. and implementing Title 5 of the California Code of Regulations;

WHEREAS, the Acton-Agua Dulce Unified School District ("District"), received the proposed petition ("Petition") for iLead Online Charter School ("Charter School");

WHEREAS, consistent with Education Code section 47605 subdivision (b), at a meeting on June 8, 2017, a public hearing was held on the Petition, at which time the Governing Board of the Acton-Agua Dulce Unified School District ("Governing Board") considered the level of support for the Petition by teachers employed by the District, other employees of the District, and parent/guardians;

WHEREAS, approval of charter petition is governed by the standards and criteria set forth in Education Code sections 47605;

WHEREAS, Education Code section 47605 subdivision (b) prohibits the Governing Board from denying a charter petition unless it makes factual findings, specific to the charter school, setting forth facts to support one or more findings;

WHEREAS, the District's Administration has prepared and submitted to the Governing Board a Matrix summarizing its review of the Petition and related findings, and recommending approval of the Petition, attached to this Resolution as Exhibit A;

WHEREAS, the Governing Board has received and reviewed the Petition and the Matrix.

THEREFORE BE IT RESOLVED, that the Governing Board adopts the findings of fact contained in the Matrix in their entirety.

BE IT FURTHER RESOLVED, that the Governing Board of the Acton-Agua Dulce Unified School District approves the Petition for a term of 5 years commencing on July 1, 2017, and ending on June 30, 2022.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Acton-Agua Dulce Unified School District on this 22nd day of June 2017, by the following vote:

AYES _____

NAYS _____

ABSTAIN _____

ABSENT _____

Kim Lytle, Interim-Superintendent
AADUSD

Ken Pfalzgraf, Clerk



**Los Angeles County
Office of Education**
Serving Students • Supporting Communities
Leading Educators

**Williams Lawsuit Settlement
Quarterly Report on Uniform Complaints 2016-2017**

District Name: Acton-Agua Dulce USD

Date: 6-22-2017

Person completing this form: Yolanda McCauley

Title: Executive Secretary to the Superintendent

Quarter covered by this report (Check One Below):

- | | | |
|---|--------------------------|-----------------|
| <input type="checkbox"/> 1st QTR | July 1 to September 30 | Due 21-Oct 2016 |
| <input type="checkbox"/> 2nd QTR | October 1 to December 31 | Due 20-Jan 2017 |
| <input type="checkbox"/> 3rd QTR | January 1 to March 31 | Due 21-Apr 2017 |
| <input checked="" type="checkbox"/> 4th QTR | April 1 to June 30 | Due 21-Jul 2017 |

Date for information to be reported publicly at governing board meeting: 6-22-2017

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
TOTAL	0	0	0

Print Name of District Superintendent Interim Superintendent - Kim Lytle

Signature of District Superintendent _____ Date 6-22-2017

Return the **Quarterly Summary** to:
Williams Legislation Implementation Project
Los Angeles County Office of Education
c/o Kirit Chauhan, Williams Settlement Legislation
9300 Imperial Highway, ASM/Williams ECW 284
Downey, CA 90242

Telephone: (562) 803-8382
FAX: (562) 803-8325
E-Mail: Chauhan_Kirit@laoe.edu

**Acton-Agua Dulce Unified School District /
Acton-Agua Dulce Teachers Association
Class Size**

District Proposal
May 26, 2017
11:30 A.M.

TAD 5/26/17
Jan B. [Signature]
Kum Lytle
M [Signature]
Daryl [Signature]
Michelle [Signature]
M [Signature]

Article 10, Class Size

Revise Article 10, Class Size, as follows:

- A. The allocation ration of teachers to regular program students in the District shall not exceed the following:

Transitional Kindergarten - 3: 1-26 (school site average)

Grades 1-2: ~~1-20 (so long as the District continues class reduction)~~

Grades 3-8: ~~1-33~~

Grades 4-8: 1-33

Grades 9-12: 1-36

- B. In the event an individual class exceeds the above ration for ten (10) consecutive days or more, the principal shall meet with the teacher involved and shall prepare a plan of options, to be approved by the Superintendent, which may include, but are not limited to, the following:
1. Employment of additional instructional personnel or instructional aide personnel
 2. Re-distribution of students to meet the relevant ratio
 3. Increase of instructional materials and supplies
 4. Options acceptable to the employee and the Superintendent
- C. The District shall within ten (10) days after the development of the plan options, and approval by the Superintendent, take action to remediate the situation, to the best of its ability (i.e., based on facility, faculty and financial limitations).
- D. The allocation of special education employees to special education programs shall not exceed state maximum limitations.
- E. Employees covered by the Agreement shall be allocated based on estimated enrollments and when actual enrollment is known, the District shall adjust the number of employees assigned to conform to the above ratios.

- F. In determining allocation ratios for grades 7-12, conference periods shall not be counted.
- G. There shall be no limit on music and P.E classes; however, if a music or P.E. class exceeds 70 students an instructional aide shall be provided.
- H. The parties acknowledge that each will use its best efforts to meet and resolve situations where the allocation ratio is exceeded. This language does not limit the District's management rights under Article 4, including, but not limited to, determining the kinds and levels of services to be provided.
- I. The average annual class enrollment for each school site in grades TK-3 shall not exceed 26. The school site average for TK-3 class sizes shall be computed by dividing the total number of students in grades TK-3 at a site by the total number of full-time equivalent ("FTE") classroom teachers for TK-3.
- In the event the foregoing class sizes for grades TK-3 are found by an authority of competent jurisdiction to be inconsistent with Education Code section 42238.02(d)(3)(B) (i.e., LCFF), the Parties agree, upon the written request of either party, to meet and negotiate to address any such inconsistency.

TA'd on 5/26/17

J.B. F.
Kum Rytte

**Acton-Agua Dulce Unified School District /
Acton-Agua Dulce Teachers Association
Employee Benefits**

District Proposal
May 26, 2017
1:30 P.M.

Kelly Smith H.
Dan Jones
Michelle Stinson
M. L.

Article 14, Employee Benefits

Revise Article 14, Employee Benefits, as follows:

- A. The District agrees to provide an employee benefits plan consisting of medical, dental, and vision insurance benefits from a mutually agreed upon vendor. In addition, the District provides a life insurance policy.
1. The District will make available to unit members to purchase, with salary deductions through an IRC section 125 plan, one or more employee benefits plans.
 2. Unit members must purchase one of the employee benefits plans consisting of medical, dental, and vision insurance benefits offered through the District's provider(s). **Beginning with the 2017-2018 school year, the District shall contribute toward benefits (health, dental, life, and vision) \$2,000 \$4,000** for each full-time certificated employee (currently receiving benefits from District provider). In the event that the total premium(s) exceed the District contribution, the employee shall pay the difference between the District contribution and the total premium cost.
 3. The election of the plan in which the employee will enroll must be made in writing on a form provided by the District by September 30th each year. If a unit member fails to enroll in a plan by September 30th, the employee agrees to be automatically enrolled in the employee benefits plan with the lowest premium. The employee expressly authorizes the District to deduct from their monthly pay, the amount of the premium for the plan in which they are enrolled. As noted, employees may enroll in an IRC section 125 plan.
 4. Any changes in the employee benefits plan or carriers must be by agreement with the Association.

Benefits During Leaves of Absence

- B. When an employee has qualified for catastrophic leave/continuation of pay status, per Article 18, Leaves, section G.4., and has exhausted all sick leave, extended sick leave, and donated time credits from other employees, but remains unable to work due to that

catastrophic event (i.e., the accident or illness that led to the employee being eligible to receive the donated leave) and is placed in unpaid status, the District shall pay the full health and welfare premiums for that employee through the end of the school year in which the leave commenced. In no event shall the District be responsible for more than \$5,000, in total, per school year towards premiums, ~~above and beyond the current monthly \$943.70 paid by the District for the employee(s) who are eligible and do receive the benefits of this section.~~

- C. An employee who is on an approved unpaid leave of absence may elect to continue the regular Employee Benefits coverages provided by this Article pursuant to the rules of the respective providers. The employee shall be required to make the required payment or payments to continue benefits coverage.

Retiree Benefits

- D. An employee who retires into the California State Teachers Retirement System ("CalSTRS") from District employment shall be eligible to continue coverage under the District's medical insurance program as follows:
1. In order to qualify for this benefit, the employee must be a permanent, regular certificated employee of the District and must be 55 years of age or older at retirement. The employee must have fifteen (15) years or more of full-time service in the District and must retire directly into CalSTRS from District service. An employee who has been designated by CalSTRS as a disabiltant shall qualify for this benefit if he or she meets the service requirement. The employee must not be eligible for Medicare.
 2. The District will provide \$9,437.00 for the purchase of one of the employee benefits plans on behalf of a qualified employee and his or her eligible dependents until the employee is eligible for Medicare or reaches age 65, whichever occurs first.
 3. Providing the benefits set forth in paragraph D. of this Article is contingent upon the continued agreement of the medical insurance provider to insure retirees and eligible dependents.
 4. Contingent upon the continued agreement of the dental and vision insurance providers, an employee may continue dental and vision insurance coverages. In order to receive coverages pursuant to this paragraph, an affected employee is required to make payments to the District on a schedule established by the District.
 5. Subject to the continued agreement of the insurance providers, the insurance programs set forth in paragraph D, inclusive, of this Article will be available to employees who retire from the District directly into CalSTRS but who do not meet either the age or District service requirement in order to be eligible for the District's contributions. In order to receive coverage pursuant to this paragraph, an affected employee is required to make payments to the District on a schedule established by the District.

TA'd on 5/26/17

J.B. [Signature]
Kum [Signature]
[Signature]
Kelly [Signature]
[Signature]
[Signature]
[Signature]

**Acton-Agua Dulce Unified School District /
Acton-Agua Dulce Teachers Association
Salary**

District Proposal
May 26, 2017

A.M.

1:40 Pm

Article 15. Salary

Revise Article 15, Salary, as follows:

A. Each employee shall be compensated at the appropriate placement on the Certificated Salary Schedule. The Certificated Salary Schedule for the current school year is attached as Appendix A. For the **2016-2017** ~~2015-2016~~ school year, the Certificated Salary Schedule shall be increased by **zero percent (0%)** ~~four percent (4%)~~ retroactive to July 1, 2015. ~~In addition, F~~ for the **2016-2017** ~~2015-2016~~ school year only, employees will receive a one-time, off-schedule payment **of Eighteen Hundred Dollars (\$1,800)** ~~of equal to two percent (2%) of the employees' 2014-2015 base salary~~. The off-schedule payment will be made to each certificated unit member employed by the District on the date this Agreement is effective.

1. The stipend amounts set forth in Appendix A for the ~~PAR Consulting Teacher~~ and BTSA Support Provider shall not be increased by the percentage increase that is applied to the Certificated Salary Schedule. Additionally, the stipends for the ~~PAR Consulting Teacher and BTSA Support Provider~~ are contingent on the state recognizing and funding the support of the programs.
2. Compensation for assigned extra duties is listed in the ~~Extra Duty Pay~~ **Stipend** Schedule which is attached to this Agreement as Appendix B and B-2. The amounts set forth in Appendix B and B-2 shall not be increased by the percentage increase that is applied to the Certificated Salary Schedule.

Placement on the Salary Schedule and Advancement

B. All years of credit for teaching in a public school outside the District will be allowed for experience.

1. Up to five (5) years of credit for teaching in a nonpublic school may be allowed for experience if the employee had a California credential during that time.
2. Credit for military service is considered equivalent to one (1) year of experience. One (1) year of experience credit may be granted to an employee who has military service of at least one (1) year subsequent to the completion of credential requirements. If the employee was granted "step" credit for military service by the district of previous employment, that credit is to be retained but an

~~additional year of credit is not allowed. In no case shall a first (1st) year employee be placed in advance of Step 6.~~

C. An employee shall progress automatically from one step to the next available step each year. Progress from one column to another shall be by completion of the academic graduate credit.

1. A grade of B or better is required for advancement based on graduate credit, or "pass" if a pass/fail is the grading system required. All graduate units must be job related and approved by the District.
2. To qualify for progress to the higher column for the first semester of the school year, written notice of intention to do so must be filed before June 1st and transcript or grade verification furnished by October 31st. To qualify for movement to a higher column for the second semester of the school year, written notice of intention to do so must be filed before December 1st and a transcript or grade verification must be furnished by the employee on or before January 31st.

D. The employee must be employed at least seventy-five percent (75%) of the prior school year as an employee of the District to qualify the employee for an experience step credit for the next school year. ~~Effective July 1, 1996, e~~Each employee who works for an entire school year in a District-approved job-share arrangement or part-time assignment shall be eligible for one (1) salary step advancement for each two (2) years of service.

E. Leave of absence for exchange teachers may be granted by the District, not to exceed one (1) of the teaching staff each year. Such employees granted leave of absence must agree to return to the District to teach one (1) year. That employee may progress to the next step on the schedule as though teaching in the District. Payment of salary will be decided by the District in conjunction with the exchange program.

F. It will be the employee's responsibility to furnish adequate proof of experience and training, as specified by the District.

BCLAD Stipend

G. An employee who possesses BCLAD or an equivalent certification shall be paid a stipend as represented on the Certificated Salary Schedule for the following levels:

Level One - BCLAD certification.

Level Two - BCLAD certification and using BCLAD with a designated student cluster of five (5) English Learner students and providing the required level of ELD instruction.

Extra Credential

H. An employee who possesses a specialty credential and uses the credential in the performance of his/her job shall receive an annual stipend, as represented on the Certificated Salary Schedule.

Teaching Assignment During Preparation Period

I. Each classroom teacher in grades 7 through 12 shall have one scheduled preparation period. An employee who is requested and assigned to teach a regular class at grades 7 through 12 in-lieu of the employee's preparation period or beyond the contract day (elementary school) shall be compensated as follows:

1. Elementary school — one-sixth of the individual employee's regular salary placement for the semester on a monthly basis.
2. Grades 7-12— one-fifth of the employee's regular salary placement when the school has a five (5) period teaching, one (1) preparation period schedule for the semester on a monthly basis.
3. Grades 7-12 — one-sixth of the employee's regular salary placement when the school has a six (6) period teaching, one (1) preparation period schedule for the semester on a monthly basis.

The employee shall receive the above compensation for each day the employee actually teaches the additional period and for each day the employee is scheduled to teach the additional period but is absent on a paid leave.

J. If students are assigned to an elementary (TK-6) teacher or teachers in lieu of hiring a substitute for another teacher's class, the teacher or teachers shall receive \$2.50 per half-day for each student added. If students are assigned to a secondary (7-12) teacher, and no period coverage is available and the students are assigned to a teacher who already has a class and students assigned during that period, the teacher shall receive \$1.00 for each student added for that period. It shall be the responsibility of the unit member to complete and submit a time sheet requesting payment. The District will make every reasonable effort to hire a substitute for the absent teacher prior to assigning the absent teacher's students to another teacher's class.

APPENDIX B
Acton-Agua Dulce Unified School District
Extra-Duty Stipend Schedule

TAd on 5/20/17

J.B. +
 Kim Bytle
 [Signature]

High School					
	Point Value	Column A	Column B	Column C	Column D Stipend Amount
	\$58.58				
Sport	Points	Walk-On	1-4 Yrs.	5-9 Yrs.	10+ Yrs.
Athletic Director	43	2,399	2,519	2,645	2,777
Baseball, Varsity	35	1,953	2,050	2,153	2,260
Baseball, JV	22				1,421
Baseball, Assistant	20	1,116	1,172	1,230	1,292
Basketball, Varsity (Boys)	32	1,785	1,875	1,968	2,067
Basketball, Assistant (Boys)	20	1,116	1,172	1,230	1,292
Basketball, JV (Boys & Girls)	2022	1,116	1,172	1,230	1,292
					1,421
Basketball, Varsity (Girls)	32	1,785	1,875	1,968	2,067
Basketball, Assistant (Girls)	20	1,116	1,172	1,230	1,292
Cross Country	20	1,116	1,172	1,230	1,292
Cross Country, Assistant	18				1,163
Football, Varsity	45	2,511	2,636	2,768	2,906
Football, JV	32				2,067
Football, Assistant	26	1,451	1,523	1,599	1,679
Soccer, Varsity (Boys & Girls)	28	1,562	1,640	1,722	1,808
Soccer JV (Boys & Girls)	20	1,116	1,172	1,230	1,292
Soccer, Assistant	18				1,163
Softball, Varsity	28	1,562	1,640	1,722	1,808
Softball, Assistant	20	1,116	1,172	1,230	1,292
Swim, Varsity	20				1,292
Swim, Assistant	18				1,163
Track, Varsity	20	1,116	1,172	1,230	1,292
Track, Assistant	18				1,163
Tennis	20	1,116	1,172	1,230	1,292
Volleyball, Varsity	30	1,674	1,757	1,845	1,938
Volleyball, JV	21				1,356
Volleyball, Assistant	20	1,116	1,172	1,230	1,292
Activity					
Activities Director	43	2,399	2,519	2,645	2,777
Cheerleader Advisor	36	2,008	2,109	2,214	2,325
Cheerleader Liaison	18	1,004	1,054	1,107	1,163
Class Advisor-12th Grade Class	18	1,004	1,054	1,107	1,163
Advisor-11th Grade Class	17	948	996	1,046	1,096
Advisor-10th Grade Class	14	948	820	861	904
Advisor-9th Grade	13	725	762	800	840
Dance Team Advisor	21	1,172	1,230	1,292	1,356

Kelly Smith
 David J.
 [Signature]

APPENDIX B
Acton-Agua Dulce Unified School District
Extra-Duty Stipend Schedule

Department Chair	18				1,163
Site Technology Coordinator	21	Listed Under District Level (below)			
Yearbook	35	1,953	2,050	2,153	2,260
School to Career WASC Coordinator	20	1,116	1,172	1,230	1,292
Drama Performing Arts Advisor	21	1,172	1,230	1,292	1,356
Middle School					
	Point Value	Column A	Column B	Column C	Column D
	\$25.37				Stipend Amount
Activity	Points	Walk-On	1-4 Yrs.	5-9 Yrs.	10+ Yrs.
Department Chair	12	290	304	320	336
Drama Performing Arts	29	701	736	773	811
Student Council ASB	23	556	584	613	643
Site Technology Coordinator	21	Listed Under District Level (below)			
Spelling Bee	14	338	355	373	392
Yearbook	29	701	736	773	811
Elementary					
	Point Value	Column A	Column B	Column C	Column D
	\$25.37				Stipend Amount
Activity	Points	Walk-On	1-4 Yrs.	5-9 Yrs.	10+ Yrs.
Outdoor School Science School Coordinator	34	822	863	906	951
Outdoor School Science School Teacher	22	532	558	586	615
Student Council	23	556	584	613	643
Talent Show	14	338	355	373	392
Site Technology Coordinator	21	Listed Under District Level (below)			
Spelling Bee	14	338	355	373	392
Yearbook	26	628	660	693	727
Harmonic Bronze Director	34	822	863	906	951
District Level					
	Point Value	Column A	Column B	Column C	Column D
	\$58.58				Stipend Amount
Activity	Points	Walk-On	1-4 Yrs.	5-9 Yrs.	10+ Yrs.
Site Technology Coordinator	21	1,172	1,230	1,292	1,356
Harmonic Bronze Director	15	822	879	922	968

Appendix B-2
STIPENDS TO BE PAID
That Are Not Represented by the Extra-Duty Schedule Formula

TA'd on 5/26/11:
 J.B.B.
 Kym Rytte
 M
 Kelly Smith
 Paul Jorgensen
 Michelle Spohn
 MZL

The following stipends will be paid at the rate represented below:

A. Hourly Rate: \$32.00

B. Counselors and District Nurse

1. Guidance Counselor: \$2,525
2. District Nurse: \$2,525

C. Department Chairs

1. High Desert School Department Chairs: There are three designated department chair positions. **These department chairs are to be determined by the principal. (1) Language Arts/Social Science, (2) Math/Science, and (3) Special Education. The stipend for High Desert Department Chairs is represented on the Extra-Duty Pay Schedule. These 3 department chairs are to serve on the leadership team.**
2. High School Department Chairs: There are four designated department chair positions. **These department chairs are to be determined by the principal. (1) English/Social Science, (2) Math/Science, (3) Foreign Language and Performing and Practical Arts (includes foreign language, careers, art, drama, PE/health and home economics) and (4) Special Education. These 4 department chairs are to serve on the leadership team.**

~~At the high school, a department chair will receive a base stipend of \$292.90 (5 sections X \$58.58). In addition the Chair will receive \$58.58 per teaching section for each section that is within the Chair's assignment.~~

~~For instance, the English/Social Science Chair has two other teachers who teach with in the English/Social Science Department. One of those teachers (Teacher A) teaches 5 sections and the other (Teacher B) has three sections within the English/Social Science Department and teaches two other sections in another department.~~

~~The English/Social Science Chair would receive \$761.54 based on the following:~~

- ~~a. \$292.92 for being the Chair~~
- ~~b. \$292.92 for Teacher A's five sections (5X \$58.58)~~
- ~~c. \$292.92 for Teacher B's three sections (3X \$58.58)~~

- D. Grade Level Chair (K-6) \$292.90
- E. Leadership/School Site Council Hourly Rate per A. above
- F. Combination Class Stipend \$1,767.50
- G. Teacher-in-Charge 130% of unit member's regular hourly rate-of-
(appointed in absence of principal) pay per hour served.

**Acton-Agua Dulce Unified School District /
Acton-Agua Dulce Teachers Association
Evaluation Procedures**

REVISED JUNE 6, 2017 

District Proposal
May 26, 2017
11:45 A.M.

Article 16, Evaluation Procedures

Revise Article 16, Evaluation Procedures, as follows:

- A. The Association and the District agree that the following evaluation procedures shall be followed during the term of this Agreement. The provisions of this Article shall constitute the procedures to be utilized for the evaluation and assessment of the instructional performance of certificated employees as set forth in California Education Code section 44660, et seq., or successor, commonly known as the "Stull Bill."
1. The District shall provide evaluation materials to employees covered by this Agreement within thirty (30) work days following the beginning date of their assignment. The District will post (at each site) a copy of evaluation materials for employee's viewing five (5) work days prior to instructional objective Form-I conferences.
 2. The employee and evaluator shall meet to discuss the instructional objectives and the measurement criteria to be used in the evaluation of the employee's performance, provided employee is in an evaluation year. The employee, by October 31st, ~~the end of the second school month~~, shall submit to the evaluator a plan for professional growth that aligns to the set of proposed objectives and measurement activities based on the District's goals and objectives related to the evaluation California Teaching Standards.
 3. The evaluator shall review the employee's proposed plan for professional growth ~~instructional objectives and measurement activities~~, revise, as appropriate, and shall provide the employee with a set of approved instructional objectives and measurement activities comprised of those proposed by the employee and supplemented by the evaluator. The instructional objectives and measurement activities shall be incorporated in the annual or biannual evaluations. The instructional objectives and measurement activities utilized in determining the level of the employee's performance shall be in conformity with the job description.
 4. In the event the employee is in disagreement with the instructional objectives and measurement activities which the evaluator will use in judging the employee's performance, the employee shall be allowed to attach a statement to the instructional objective measurement activity documentation.
 5. ~~Within ten (10) work days thereafter, these materials shall be forwarded to the Superintendent for review and conference with the employee. The last step of appeal rights is to the Board of Trustees.~~

6. The evaluator shall conduct classroom instructional observations and gather other information related to the employee's performance which the evaluator believes to be related to (1) the objectives and measurement activities described herein, and (2) the criteria for employee evaluation and appraisal established by the District's guidelines to be utilized in maintaining a uniform system of evaluation.
 - a. Employees shall receive, at least, ten (10) workdays notice of the formal classroom instructional observation.
 - b. The Pre-Classroom Observation form shall be given by the unit member to the evaluator at least five (5) work days prior to the observation.
 - c. The evaluator shall within ten (10) work days provide the employee with a written statement regarding the classroom instructional observation that the evaluator has conducted. The written statement shall contain a summary of the instructional activities observed and any suggestions for improvement.
 - d. The classroom instructional observations and information gathering activities related to the employee's performance plan described herein shall be conducted at the discretion of the evaluator but with advanced notification to the employee.
7. The employee, at or near the mid-point of the instructional period, i.e., semester or year, upon request shall provide the evaluator with a written or oral progress report of the employee's perceptions of the progress being made toward the achievement of the instructional objectives, and the progress being made toward the achievement of any other objectives contained in the employee's performance plan. No later than thirty (30) work days prior to the close of the school year, the employee shall submit a written report as to the achievement or non-achievement of the instructional objectives and any other objectives contained in the employee's performance plan.
8. The evaluator shall, not later than thirty (30) calendar days prior to the last day of school scheduled on the school calendar, prepare a written evaluation utilizing the District's evaluation form which shall contain an appraisal of the employee's performance. In preparing the evaluation document, the evaluator shall utilize only data that has been personally substantiated. Personally substantiated shall mean data that is personally observed and/or found credible by the evaluator. Data, other than data observed during the formal observation, shall be documented and provided to employee within a reasonable amount of time and prior to summative evaluation conference, and be provided an opportunity to provide a response.
 - a. The written evaluation document shall be transmitted to the employee in an evaluation conference.
 - b. In the event that the evaluation document contains derogatory statements, the employee shall be provided with specific notice and shall be given an opportunity to prepare written comments related to the derogatory statements.

c. The evaluation document and the employee's written comments, if any, shall be placed in the employee's permanent personnel file, which shall be housed in the District personnel file repository.

9. The evaluation and assessment of the performance of each certificated employee shall be made as follows:

a. For a probationary teacher, at least twice during the first full school year of teaching and at least once during the second full year.

b. For a permanent teacher, at least once every other school year except as provided in paragraph A.9.c of this Article.

c. For a permanent teacher who has ten (10) years of service to the District, at least every five (5) years pursuant to the provisions of Education Code section 44664(a)(3).

B. If the written evaluation indicates that the employee's job performance is not at an Acceptable level, the evaluator shall describe the specific areas of weakness either in the evaluation or in a separate document. If the evaluation of a permanent employee contains three (3) or more "Not Meeting Standards" in any one of the Standards One through Five, the employee shall be referred to and shall participate in the Peer Assistance and Review Program ("PAR") as provided by Article 23.

1. The evaluator shall confer with the employee and make specific recommendations as to areas of improvements in the employee's performance and shall endeavor to assist the employee in the improvement of his or her performance.

2. ~~With regard to a teacher who has been referred to PAR, the evaluator shall conduct an evaluation of the performance of the teacher that is independent of the PAR activities of the consulting teacher.~~

C. The content of the evaluator's classroom observation reports and annual evaluation appraisals shall not be subject to the grievance procedures contained in this Agreement. However, an alleged violation of the procedural process of this Article is within the scope of the grievance procedures.

Complaints Against An Employee

D. Any complaint about an employee, which is deemed serious enough to adversely affect the employee's evaluation, shall be reported to the employee within five (5) work days following receipt of a written report of the incident giving rise to the complaint.

1. The principal's comments, made as a result of a public charge, which are serious enough to adversely affect the employee's evaluation and which will be placed in any employee's file, must be reduced to writing and presented to the employee for comments and signature within ten (10) work days following the incident giving rise to the comments.

2. Should the principal, the involved employee, or the complainant believe that the allegations in the complaint are sufficiently serious to warrant a meeting, the principal shall attempt to schedule a meeting between the principal, the involved

employee, and the complainant. Another employee may be present at said meeting if so requested by the employee.

3. If the matter is not resolved at the meeting to the satisfaction of the complainant, he/she shall put his/her complaint into writing and submit the original to the employee with a copy to the employee's immediate supervisor. If no written complaint is received, the matter shall be dropped.
4. If the employee challenges the truth of the allegations contained in the complaint, he/she may file a grievance on that basis and a finding to the effect that such allegations are untrue shall result in the immediate destruction of the written complaint.

(Add on 5/26/17)

Jan B. B.
Kum Bylle
MA
Kelly Sutliff
Paul J. J.
Michelle S. S.
M. J.

**Acton-Agua Dulce Unified School District /
Acton-Agua Dulce Teachers Association
Peer Assistance Program**

District Proposal
May 26, 2017
11:45 A.M.

New Article 23, Peer Assistance Program

A. Peer Assistance/Participating Teachers

1. Permanent classroom teachers may request assistance with their teaching practice through voluntary peer assistance. At the District's discretion, the District may assign a Support Teacher Provider to assist the teacher receiving voluntary peer assistance. The District may also refer permanent classroom teachers to peer assistance.
2. Any documentation of the teacher receiving peer assistance will remain the property of the teacher receiving peer assistance and will not be placed in the teacher's personnel file. All communication and documentation between the teacher receiving peer assistance and the Support Teacher Provider will be confidential and will not be shared with other individuals, including the site principal unless the Support Teacher Provider has written consent from the teacher receiving peer assistance.
3. With the approval of the site administrator, Participating Teachers shall be released two (2) days per semester to participate in the Program and receive assistance and guidance from their Support Teacher Provider.

B. Support Teacher Providers

1. A Support Teacher Provider is a permanent teacher selected by the District to provide support to a Participating Teacher. With the approval of the site administrator, the Support Teacher Provider shall be released two (2) days per semester, per Participating Teacher for which the Support Teacher Provider is providing support, to observe the Participating Teacher and provide assistance and guidance to Participating Teacher.
2. Support Teacher Providers shall observe Participating Teacher(s) and meet with them to plan and provide support and assistance. Support Teacher Providers shall assist Participating Teachers by demonstrating, observing, coaching, conferencing, referring or providing other activities that, in their judgment, will assist the Participating Teacher. The Support Teacher Provider, in cooperation with the site principal, may arrange opportunity for the Participating Teacher to observe other teachers teaching.
3. Support Teacher Providers shall receive a five hundred dollars (\$500.00) stipend per Participating Teacher annually as compensation. Compensation will be pro-rated to reflect when the Support Teacher Provider begins providing services to the Participating Teacher. Support Teacher Providers will be limited to providing support to no more than two (2) Participating Teachers.

Agenda Item 11.2
Thursday June 22, 2017
District Office

**Acton-Agua Dulce Unified School District /
California School Employees Association and its Acton Chapter #473
Transfers**

(A' & a' 4/7/17)
Jan B. B.
AB & RK
C. P.
at Tawfik
District Proposal
June 7, 2017
1:25 P.M.
Julie R. R.
Kum Lyte

Article 10, Transfers

- 10.1 **Definition.** A transfer is defined as a change from one shift to another or one worksite location to another, within the same job classification.
- 10.1.1 Notices of vacant positions shall be posted on EDJOIN, at each school site, and the District office for a minimum of **ten (10) five (5)** working days prior to filling the position. A copy of the notice shall be sent to the President of Chapter #473.
- 10.1.2 The District will give current employees first consideration for vacant positions.
- 10.2 **Criteria for Transfer.** The following criteria shall be used in consideration of a transfer request.
- 10.2.1 The need for efficient operation of the District.
- 10.2.2 The contribution the staff member can make in the new position.
- 10.2.3 The qualifications including the experience and recent training of the staff member compared to those of other candidates for both the position to be filled and the position to be vacated.
- 10.2.4 The length and quality of the service rendered to the District by the employee.
- 10.2.5 The recommendations of the immediate supervisor to whom the employee is currently responsible and the immediate supervisor where the vacancy exists.
- 10.2.6 The preference of the employee.
- ~~10.2.7 Affirmative action goals of the District.~~
- 10.3 **Employee Initiated Transfer Requests.** Any **permanent** employee covered by this Agreement shall have the privilege of requesting a transfer to any job location within the same position classification, subject to the following conditions:
- 10.3.1 Submission of a request for transfer ~~for the following school year~~, on the appropriate District form. Properly filed transfer requests shall be given administrative consideration and shall be valid for six months from the date submitted to the Superintendent's Office.
- 10.3.2 An employee's request for transfer shall bear the signature of that employee's present immediate supervisor. Such signature is acknowledgment only that the immediate supervisor has been informed of the employee's desire for transfer consideration. Such signature does not necessarily imply approval or disapproval of the immediate supervisor, nor may the acknowledgement be withheld by the immediate supervisor.
- 10.3.3 The filing of a request for transfer is without prejudice to the employee and shall not jeopardize the present assignment. A request for transfer may be withdrawn by the employee in writing at any time prior to official notification of transfer approval.

10.3.4 The Superintendent shall notify appropriate immediate supervisors of employee requests for transfer. If requested vacancies develop, the employee shall be given an interview ~~administrative consideration shall be given to all employees who submitted properly completed transfer requests for such vacancies.~~

10.3.5 The District shall provide the employees and the appropriate immediate supervisors with official notification of the disposition of the voluntary transfer request.

10.3.6 The parties agree that transfers shall not be made or denied on arbitrary grounds and that, in an attempt to maintain effective performance and satisfactory personnel relations, the following criteria will be the sole reasons for denial of a voluntary transfer:

10.3.6.1 There is no vacancy or there was an elimination of a vacancy and a withdrawal of vacancy announcement.

10.3.6.2 Failure to comply with the request procedure.

10.3.6.3 Abuse or misuse of leave as delineated in Article X. However, catastrophic illness or operation(s) of the unit member, or a member of the family of the unit member requiring the unit member's presence, and bereavement shall not be considered as misuse or abuse of the leave provisions.

10.3.6.4 Less than satisfactory evaluations.

~~10.3.6.5 Balancing staff for affirmative action purposes.~~

10.3.6.56 Best interests of the District and pupils and determined by the Superintendent, subject to Board review.

~~10.3.6.7 Probationary status. Unit members who have not completed their probationary period shall not be eligible for transfer.~~

10.3.7 In the event there are two or more employees requesting a transfer, the following criteria will be considered in meeting the overall staffing needs:

10.3.7.1 Length of service (seniority).

10.3.7.2 Training, experience, and evaluations.

10.3.7.3 If two or more employees requesting a transfer are considered equal by all other criteria, seniority shall be the determining factor.

10.3.8 Upon written request within 10 workdays of the denial of a transfer request, the unit member shall be given a conference and written reason(s) for such denial.

10.3.9 Unit members requesting transfers shall not be required to test for the transfer position if it is in the same classification.

10.4 Employer Initiated Transfers: A transfer may be made by the District at any time for any of the following reasons:

10.4.1 In order to balance the staff to meet ~~affirmative action obligations or other~~ legal obligations.

10.4.2 A change in enrollment or workload necessitating transfer of classified staff.

- 10.4.3 The best interests of the District and pupils as determined by the Superintendent, subject to Board review.
- 10.4.4 Assignment or reassignment of member of immediate family. If family relationships change (such as a result of marriage) during the school year, the employee's assignment is subject to review by the Superintendent, based upon the educational needs of pupils. The Superintendent may arrange an administrative transfer.
 - 10.4.4.1 A list of District vacant assignments within the individual's present classification will be made available to each employee being considered for administrative transfer. By seniority, employees may request positions, in order of preference, to which a transfer is desired.
 - 10.4.4.2 An employee may request a conference or written statement regarding reasons for the administrative transfer.
 - 10.4.4.3 Employees shall not be discriminated against on the basis of marital status when being considered for transfer or promotional position.
 - 10.4.4.4 Administrative transfers may be made under this section to avoid an employee being under the supervision of his/her spouse or relative.
- 10.4.5 An opportunity to evaluate an employee in a different school or location.
- 10.4.6 Significant personality conflicts. An employee may request a conference or written statement regarding the reasons for the administrative transfer.
- 10.4.7 When the District initiates a transfer as a result of a layoff or reduction of hours, it must transfer the least senior person within that classification, unless mutually agreed to between the District, the least senior person and another employee within that classification.
- 10.4.8 A unit member who is subject to an employer initiated transfer during the work year shall be given five (5) days advance notice, unless circumstances dictate an immediate transfer is necessary.

1A'd on 6/7/17
Jan B. F.
L.R.K.
C.P.
Julie R. R.
Mervat H. T.
C. A. O.
Kumbyl

**Acton-Agua Dulce Unified School District /
California School Employees Association and its Acton Chapter #473
Leaves**

District Proposal
June 7, 2017
1:27 PM

Article 11, Leaves

Revise Article 11, Leaves, as follows:

11.1 Bereavement Leave. The purpose of bereavement leave utilization shall be for the death of a member of the immediate family as defined in this paragraph. An employee exercising this leave of absence provision shall notify the District of the circumstances and the expected duration of the absence as soon as possible.

11.1.1 An employee shall be granted paid leave of up to three days for bereavement, five days if travel is in excess of 350 miles. Additional days of absence beyond those may be provided under the terms of the personal necessity leave provisions.

11.1.2 Immediately upon return to active service, the employee shall complete the District absence form and submit it to the immediate supervisor. The employee shall provide, upon district request, additional verification of the use of these leave provisions.

11.1.3 The immediate family shall be defined as the mother, father, grandmother, grandfather or grandchild of the employee represented by an exclusive bargaining unit, or of the spouse/domestic partner of the employee, and the spouse/domestic partner, son, son-in-law, daughter, daughter-in-law, brother, sister, brother-in-law, sister-in-law, stepson, stepdaughter, stepfather, or stepmother of the employee, uncle, aunt, niece, nephew, or any relative living in the immediate household.

11.2 Industrial Accident and Illness Leave. Industrial accident and illness leave shall be granted for illness or injury incurred within the course and scope of an employee's assigned duties. An employee who has sustained a job-related injury or illness shall report the injury or illness to the immediate supervisor as soon as possible. Forms for these procedures shall be available to all employees from the supervisor or designee.

11.2.1 Allowable leave shall be for not more than 60 days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same illness or accident. Allowable leave shall not be

accumulated from year to year. The leave shall commence on the first day of absence and shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award. When the leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due for the same illness or injury.

11.2.2 Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the Board of Trustees authorizes travel outside of the state.

11.2.3 The employee shall endorse to the District the temporary disability indemnity checks received on account of illness or injury. The District, in turn, shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by such salary warrants. Upon conclusion, of this leave, an employee may utilize any available sick leave benefits, providing that any sick leave utilization when combined with any temporary disability indemnity shall not exceed 100% of the employee's normal compensation.

11.2.4 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation, or other paid leave may then be used. If, however, an employee is still receiving temporary disability payment under worker's compensation laws of this state, the employee shall be entitled to use only so much of available sick leave and vacation leave, which, when added to the workers' compensation award, provides for a day's pay at the regular rate of pay.

11.2.5 An employee shall be permitted to return to service after an industrial accident or illness only upon the presentation of a release from the authorized workers' compensation physician certifying the employee's ability to return to the position held prior to the accident or illness without restrictions or detriment to the employee's physical and emotional well being.

11.3 Judicial and Official Appearance Leave. Judicial and official appearance leave may be granted for purposes of regular called jury duty, appearance as a witness in court other than a case where the district is a party and other than as one who is engaged in a lawsuit, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. The employee seeking a paid leave for these purposes shall submit a request accompanied by the official order for an approved absence of the immediate

supervisor. Such request shall be submitted not less than 10 days prior to the beginning date of the leave.

11.3.1 An employee may be granted leave not to exceed the duration of the requirements of the official order for participation and appearance.

11.3.2 Immediately upon return to active service, the employee shall complete the District absence form and submit it to the immediate supervisor. The employee shall provide, upon district request, additional verification of the use of these leave provisions.

11.4 Unpaid Personal Leave. An employee may request an unpaid personal leave of absence for reasons not enumerated elsewhere in the Agreement. The employee seeking the leave shall submit a request, including the reasons and any supporting information related thereto and the duration of the length of the requested leave.

11.4.1 For leaves of five workdays or less, the employee shall submit the request to the immediate supervisor not less than five workdays prior to the beginning date of the leave. The decision of the immediate supervisor for approval or denial of these requests shall be final.

11.4.2 For an extended leave in excess of five workdays, including the balance of the school semester/year or a full school semester/year, the employee shall submit the request to the Superintendent for recommendation and presentation to the Board of Trustees for approval or denial. An employee requesting an extended leave shall submit the request not less than 10 days prior to the next meeting of the Board of Trustees.

11.4.3 The employee shall be reinstated to the position classification held prior to the leave or to a position for which the employee is certified.

11.4.4 If the leave was granted for personal health reasons, the employee shall be required to submit a medical statement from a licensed physician indicating an ability to assume assigned duties without restrictions or detriment to the employee's physical or emotional well-being prior to return to active duty.

11.5 Personal Necessity Leave. Personal necessity leave may be utilized for circumstances that are serious in nature, which cannot be expected to be disregarded, which necessitate the employee's immediate attention and which cannot be dealt with during off-duty hours. Employees shall submit a request for personal necessity leave approval on a District approved form to the immediate supervisor, normally not less than one workday prior to the beginning date of the leave.

11.5.1 An employee may use not more than nine days per year of accumulated and available sick leave for purposes of approved personal necessity

leave.

11.5.2 The prior approval required for personal necessity leave shall not apply to the following reasons:

11.5.2.1 Death or serious illness of a member of the employee's immediate family.

11.5.2.2 Accident involving the person or property of the employee or the person or property of the employee's immediate family.

11.5.3 When prior approval is not required, the employee shall make every effort to comply with District procedures designed to secure substitutes and shall notify the immediate supervisor of the expected duration of the absence.

11.5.4 Immediately upon return to active service, the employee shall complete the District absence form and submit it to the immediate supervisor. The employee shall provide, upon District request, additional verification of the use of these leave provisions.

11.6 Child Rearing Leave. In the event an employee desires an unpaid leave of absence for the preparation for the birth of a child, adoption of a child, or for continued care after birth or adoption, the employee may apply for child rearing leave by submitting a written request to the Superintendent. Such leave shall be granted at the discretion of the District and shall be considered as unrelated to any possible disability of the employee.

11.7 Sick Leave. The purpose of sick leave utilization shall be for absences which are medically necessary and caused by illness, injury, or quarantine. An employee working five days per week for a full contract year shall earn 12 days (96 hours) of paid sick leave per year. An employee working less than full-time shall be entitled to sick leave in the same ratio that the part-time employment bears to full-time employment. Employees, upon initial employment, shall be eligible to take not more than six days (or the proportionate amount) of leave until the first day of the calendar month following six months of service.

11.7.1 On July 1 of each year, the District shall credit each employee with 100 workdays of paid sick leave, which includes the amount earned annually and any earned but unused sick leave carried over from the prior school year. Credited but unused 100 workdays of paid sick leave shall not accumulate from year to year.

11.7.2 An employee shall notify the supervisor of the need to be absent from service as soon as known, but in no event later than one hour prior to the start of the work shift without a reasonable excuse. The notification shall

also include an estimate of the expected duration of the absence. An employee becoming aware of the need for the absence due to pregnancy, surgery, or other predictable or previously scheduled cause shall submit a statement from the attending physician as far in advance of the initial date of absence as possible. The physician's statement shall include the beginning date of the leave, the cause for the leave, and the anticipated date of the return to active service.

11.7.2.1 Upon exhaustion of all earned and accumulated sick leave credit within the school year, an employee shall receive 50% pay for a total period not to exceed 100 days of paid sick leave. An employee may utilize any other available paid leave, holidays, vacation, or compensatory time off to make up the difference between the 50% and a full days' wage. Upon request, employees shall furnish the District a physician's verification of illness. The 100 days of paid sick leave are credited each school year; unit members do not receive a new 100 days per illness of injury.

11.7.3 Immediately upon return to active service, the employee shall complete the District absence form and submit it to the immediate supervisor. The employee shall provide, upon District request, additional verification of the use of these leave provisions.

11.7.4 An employee who has experienced a disability absence requiring surgery, hospitalization, or extended medical treatment, shall be required to submit a medical statement indicating an ability to return to his/her position classification without restrictions or detriment to the employee's physical and emotional well-being prior to return to active duty.

11.7.5 If an employee's duty hours are completed by 6:00 p.m., the District Office must be notified of his/her intent to return to duty by 4:00 p.m. on the day of the absence. If an employee's duty hours are completed after 6:00 p.m., the District office must be notified of the employee's intent to return to duty by 10:00 a.m. on the day of intent to return to duty. An employee shall not be allowed to return to service and shall be charged with one additional day of sick leave absence if the employee fails to notify the District of intent to return to duty and by such notification failure a substitute is secured.

11.7.6 An employee, upon initial employment, who had been an employee of a public school system in California for a period of one calendar year or more shall be allowed to transfer accumulated sick leave from the prior district, provided the sick leave is transferred within one year of the date of termination from the previous school employer.

11.8 Vacation Leave. An employee who has earned vacation credit shall be allowed to be absent from service at the conclusion of the school year in which the vacation credit was earned. Employees who regularly provide service to the District less than 12 months per school year shall be required to take paid vacation leave during the year it is earned as provided in the employee work calendar established by the District, except that any part-time employee who initially is employed by the District after January 1, 2005, shall have his or her vacation pay calculated and made a part of regular earnings as provided by paragraph 11.8.1 ~~11.8.5~~. Any part-time employee who was hired prior to January 1, 2005, may make an irrevocable election to receive vacation pay instead of paid time off.

11.8.1 An employee working five days and 35 to 40 hours per week for a full work year, and who is in paid status for more than one-half of the workdays each month, shall be credited with 1.00 day of vacation credit for each month of service. An employee working ~~five days and 40 hours per week~~ who is in paid status for less than one-half of the workdays in any given month shall be credited with .05 ~~.03846~~ hour of vacation credit for each hour of paid service, exclusive of overtime. An employee working less than full time shall be credited with vacation leave in the same ratio that the part time employment bears to full-time employment. An employee shall be credited with 1.25 vacation days per month at the conclusion of five full contracted years of service and 1.42 vacation days per month at the conclusion of 10 full contracted years of service.

11.8.2 The employees eligible for paid vacation shall be allowed to absent themselves from services as directed and authorized by the immediate supervisor. In no event shall employees commence vacation without the written approval and authorization of the immediate supervisor. Employees shall not be eligible to take vacation until after the completion of six months service.

11.8.3 If a paid holiday falls at a time an employee is on vacation, the employee shall be compensated for that day as a holiday rather than a day of vacation.

11.8.4 An employee shall utilize annual vacation within six months of the fiscal year in which the vacation was earned. For the efficiency of the District operation, an employee may be required to accept monetary compensation in lieu of vacation time.

~~11.8.5 A part time employee who is hired after January 1, 2005, and any other part time employee who opts for vacation pay instead of time off, shall have vacation pay calculated on the following basis:~~

_____	Date of hire to completion of five years	.03846 hour per hour worked
_____	Sixth year to completion of ten years	.04808 hour per hour worked
_____	Eleventh year and thereafter	.05461 hour per hour worked

11.9 Family Care and Medical Leave Act. As set forth in federal and state statutes, family care and medical leave is available to an employee with 12 months of paid service with the District during the previous 12 months. Except as set forth in paragraphs 11.9.3, 11.9.4.2, and 11.9.7, the leave is an unpaid leave of absence. This leave does not constitute a break in service and the employee remains in regular employee status with the District.

11.9.1 An employee may request leave for up to 12 workweeks during a fiscal year for:

- 11.9.1.1** The birth of a child of the employee, or the placement with the employee of a child in connection with adoption or foster care;
- 11.9.1.2** The care of the employee's child, spouse, or parent who has a serious health condition; or
- 11.9.1.3** The employee's own serious health condition that makes the employee unable to perform the functions of the position held by the employee, except for leave taken for disability on account of pregnancy, childbirth, or related medical conditions.

11.9.2 An employee who requests leave to care for a child, a spouse, or a parent who has a serious health condition shall be required to submit a certificate from the health care provider. The certificate shall verify the date on which the serious health condition commenced and the probable duration of the condition, and shall estimate the amount of time that the health care provider believes the employee needs to care for the individual requiring the care. The certificate also shall contain a statement that the affected individual's condition warrants the participation of a family member to provide care.

11.9.2.1 When it is medically necessary, the leave may be taken intermittently, but in no case in increments of less than two work weeks, unless the health care provider certifies that the leave must be taken in one-week increments.

11.9.2.2 If additional leave time is needed after the time estimated by the health care provider expires, the employee is required to provide recertification in the same manner specified above.

11.9.2.3 When the leave is for "child rearing" connected with the birth, adoption or placement of a child in foster care and both parents

of the child are employed by the District, the cumulative period of leave shall be no greater than 12 workweeks.

- 11.9.3 Notwithstanding any other provision of this Agreement to the contrary, an employee is required to use any available accrued vacation or compensatory time off for the purposes set forth in paragraph 11.9.2 inclusive. If the employee has exhausted all available vacation or compensatory time off, the employee shall be required to use available accrued sick leave benefits.
- 11.9.4 An employee who requests leave for the employee's own serious health condition shall be required to submit a certificate from the health care provider. The certificate shall verify the date on which the serious health condition commenced and the probable duration of the condition, and shall contain a statement that the employee is or will be unable to perform the functions of the employee's position due to the serious health condition.
 - 11.9.4.1 If additional leave time is needed after the time estimated by the health care provider expires, the employee is required to provide recertification in the same manner specified above.
 - 11.9.4.2 The employee is required to use any available accrued sick leave for the purpose set forth in paragraph 10.9.4, inclusive. If the employee has exhausted all available accrued sick leave benefits, the employee shall be required to use accrued vacation or compensatory time off.
- 11.9.5 As a condition of the employee's return to work, the employee shall provide acceptable medical certification of the ability to resume the duties and responsibilities of the employee's position.
- 11.9.6 If an employee's need for family care and medical leave is foreseeable, reasonable advance notice shall be given. Where the need for family care and medical leave is known more than 30 days before the leave is to begin, the employee shall provide written notice to the District at least 30 days prior to the commencement of the leave.
 - 11.9.6.1 Where the need for leave becomes known less than 30 days before the leave is to begin, the employee shall give written notice at least five days prior to the commencement of the leave, if possible. In such a case, the District will notify the employee of the commencement date of the leave.
 - 11.9.6.2 When leave is needed for a planned medical treatment or supervision, the employee is required to make a reasonable

effort to schedule the treatment or supervision to avoid disruption of District operations. This scheduling requirement shall be subject to approval of the health care provider

11.9.7 An employee who is granted leave shall continue to be eligible for health insurance for 12 workweeks during a fiscal year at the level and under the conditions that coverage would have been provided if the employee had continued in active employment.

11.9.7.1 The District is entitled to recover its contribution to the employee's health coverage if the employee fails to return from leave for reasons other than the continuation, recurrence, or onset of a serious health condition that otherwise entitles the employee to take family care and medical leave or for other circumstances beyond the employee's control.

11.9.8 At the conclusion of the family care and medical leave, the employee shall be returned to the same classification held by the employee prior to the commencement of the leave.

11.9.9 For the purpose of paragraph 11.9:

11.9.9.1 "Child" means a biological, adopted for foster child, a stepchild, a legal ward or a child of a person standing in loco parentis as long as the child is under 18 years of age or an adult dependent child.

11.9.9.2 "Parent" means a biological, foster or adoptive parent, a stepparent or a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

11.9.9.3 "Serious health condition" means an illness, injury, impaired or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential health care facility, or continuing treatment or supervision by a health care provider as defined by applicable law.

11.10 Catastrophic Leave. For the purposes of this article, 'Catastrophic illness' or 'injury' means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for the family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off.

11.10.1 The affected employee shall fill out an application form for catastrophic leave and shall attach a written statement and verification from a licensed physician or practitioner indicating the nature and extent of the illness or injury, the projected date of the employee's return to work, and a statement that the employee is medically unable to work due to the illness or injury.

11.10.1.1 Where the application is based on the catastrophic illness or injury, of a member of the employee's immediate family, all required medical information, statements, and verifications shall be related to the affected family member. In addition, the employee shall attach a written statement indicating the circumstances that require the employee's absence from work.

11.10.2 An affected employee's pay pursuant to this provision shall consist of the amount of sick leave credit, vacation, or extra duty credits that are donated to the employee by other employees.

11.10.2.1 Donations of sick leave/vacation credit shall be made in blocks that are equivalent to 10 days following the donation.

Code section 44043.5 (d)(3), the transfer of eligible leave credits is irrevocable. An employee who donates sick leave credits shall be required to have a sick leave balance equivalent to 10 days following the donation.

TA'd on 6/7/17

**ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT /
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND
ITS ACTON CHAPTER #473
SALARY AND BENEFITS**

District Proposal
June 7, 2017
10:08 AM

J.B. [Signature]
So LRR
Coxnell C.P.
Julie Rappin
Mervin H. Tappin
[Signature]
Kim Sytle

Article VI, Salary

Revise section 6.1 as follows:

6.1 Each employee shall be compensated at the appropriate placement on the Classified Salary Schedule. The Salary Schedule for the current school year is attached as Appendix A. For the **2016-2017** ~~2015-2016~~ school year, the Classified Salary Schedule shall be increased by **two percent (2%)** ~~four percent (4%)~~, effective July 1, **2016** ~~2015~~. ~~In addition, for the 2015-2016 school year only, employees will receive a one-time, off-schedule payment equal to two percent (2%) of the employees' 2014-2015 base salary, as of June 30, 2015. Payment will be made to each classified unit member employed by the District on the date this Agreement is effective.~~

Article VII, Employee Benefits

Status quo.



"Many Paths to Learning, One Standard of Excellence"

TA'd on 6/7/17
J.B.R.
A. 2KK
C. P.
Mervat H. Tawfik
Kim Dytlo

CLASSIFIED SALARY SCHEDULE

Classification	Range
Library Instructional Assistant	4-6
Instructional Assistant	4-6
Cafeteria Worker	7
Cashier	7
Bilingual Aide	8
Music Aide	8
Physical Education Aide	8
Instructional Assist. – Special Education	8
Instructional Assist. – Special Education Health Clerk	14
Office Clerk	15
Food Service Utility Worker	15
Custodian	20

Classification	Range
Attendance Clerk	24
Records Clerk	25
School Secretary	27
Cafeteria Supervisor	27
Bus Driver	27
Maintenance/Cust./Groundskeeper	33
Admin. Assist./Accounts Technician	33
Campus Security / Safety Specialist	35
Mechanic	37
Lead Transportation Person	38
Payroll/Payables Technician	39
Information Technology System / Network Administrator	41

Monthly Rate: Based upon a work month of 173.33 hours.

Night shift differential: Night shift is defined as starting after 2:00 p.m. for a full eight hour shift. The differential shall be a bonus of 5% per month for each month assigned to the night shift. Usually this shall be from September through June.

Longevity Pay

After the 7th year of service, employees are placed at Step VI, which is 2.5% of Step V.

After the 10th year of service, employees are placed at Step VII, which is 2.5% of Step VI.

After the 15 year of service, employees are placed at Step VIII, which is 5% of Step VII.

After the 20th year of service, employees are placed at Step IX, which is 5% of Step VIII.

Approved: March 24, 2016
Effective: July 1, 2015

12.2016

Agenda Item 11.3
Thursday June 22, 2017
District Office

RNG	LONGEVITY STEPS															
	7th yr		10th yr		15th yr		20th yr									
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9							
1	1,780 40.27	1,886 40.88	2,062 41.90	2,237 42.91	2,406 43.88	2,467 44.24	2,529 44.59	2,655 45.32	2,790 46.09							
2	1,780 40.27	1,920 41.08	2,096 42.09	2,270 43.09	2,445 44.11	2,507 44.46	2,567 44.81	2,695 45.55	2,829 46.32							
3	1,780 40.27	1,954 41.28	2,128 42.28	2,307 43.31	2,476 44.28	2,538 44.64	2,600 45.00	2,727 45.74	2,864 46.52							
4	1,780 40.27	1,989 41.48	2,164 42.49	2,343 43.52	2,512 44.49	2,576 44.86	2,640 45.23	2,770 45.98	2,910 46.79							
5	1,780 40.27	2,023 41.67	2,200 42.69	2,367 43.66	2,550 44.71	2,613 45.08	2,676 45.44	2,808 46.20	2,949 47.01							
6	1,886 40.88	2,062 41.90	2,237 42.91	2,406 43.88	2,580 44.88	2,645 45.26	2,711 45.64	2,848 46.43	2,988 47.24							
7	1,920 41.08	2,096 42.09	2,270 43.09	2,445 44.11	2,618 45.11	2,685 45.49	2,750 45.87	2,889 46.67	3,031 47.49							
8	1,954 41.28	2,128 42.28	2,307 43.31	2,476 44.28	2,655 45.32	2,721 45.70	2,790 46.09	2,925 46.88	3,076 47.75							
9	1,989 41.48	2,164 42.49	2,343 43.52	2,512 44.49	2,688 45.51	2,755 45.89	2,818 46.26	2,964 47.10	3,107 47.92							
10	2,023 41.67	2,200 42.69	2,367 43.66	2,550 44.71	2,720 45.69	2,790 46.09	2,857 46.48	2,997 47.29	3,150 48.17							
11	2,062 41.90	2,237 42.91	2,406 43.88	2,580 44.88	2,759 45.92	2,828 46.32	2,900 46.73	3,042 47.55	3,195 48.43							
12	2,096 42.09	2,270 43.09	2,445 44.11	2,618 45.11	2,792 46.11	2,862 46.51	2,928 46.90	3,078 47.76	3,228 48.63							
13	2,128 42.28	2,307 43.31	2,476 44.28	2,655 45.32	2,827 46.31	2,899 46.72	2,970 47.14	3,119 48.00	3,277 48.91							
14	2,164 42.49	2,343 43.52	2,512 44.49	2,688 45.51	2,864 46.52	2,936 46.94	3,007 47.35	3,158 48.22	3,317 49.14							
15	2,200 42.69	2,367 43.66	2,550 44.71	2,720 45.69	2,899 46.72	2,970 47.14	3,042 47.55	3,195 48.43	3,356 49.36							
16	2,237 42.91	2,406 43.88	2,580 44.88	2,759 45.92	2,929 46.90	3,003 47.32	3,079 47.77	3,230 48.64	3,394 49.58							
17	2,270 43.09	2,445 44.11	2,618 45.11	2,792 46.11	2,968 47.12	3,043 47.55	3,114 47.97	3,274 48.89	3,433 49.81							
18	2,307 43.31	2,476 44.28	2,655 45.32	2,827 46.31	3,002 47.32	3,077 47.75	3,152 48.18	3,309 49.09	3,474 20.04							
19	2,343 43.52	2,512 44.49	2,688 45.51	2,864 46.52	3,039 47.53	3,112 47.95	3,192 48.41	3,349 49.32	3,520 20.31							
20	2,367 43.66	2,550 44.71	2,720 45.69	2,899 46.72	3,073 47.73	3,150 48.17	3,224 48.60	3,388 49.55	3,555 20.51							
21	2,406 43.88	2,580 44.88	2,759 45.92	2,929 46.90	3,105 47.91	3,185 48.38	3,260 48.81	3,424 49.76	3,598 20.76							
22	2,445 44.11	2,618 45.11	2,792 46.11	2,968 47.12	3,148 48.16	3,225 48.61	3,305 49.07	3,469 20.01	3,642 21.01							
23	2,476 44.28	2,655 45.32	2,827 46.31	3,002 47.32	3,181 48.35	3,260 48.81	3,338 49.26	3,507 20.23	3,679 21.23							
24	2,512 44.49	2,688 45.51	2,864 46.52	3,039 47.53	3,211 48.53	3,291 48.98	3,372 49.45	3,541 20.43	3,720 21.46							
25	2,550 44.71	2,720 45.69	2,899 46.72	3,179 48.34	3,247 48.73	3,330 49.21	3,412 49.68	3,578 20.64	3,760 21.69							
26	2,580 44.88	2,759 45.92	2,929 46.90	3,105 47.91	3,281 48.93	3,362 49.40	3,445 49.87	3,616 20.86	3,793 21.89							
27	2,618 45.11	2,792 46.11	2,968 47.12	3,148 48.16	3,312 49.11	3,395 49.58	3,479 20.07	3,654 21.08	3,836 22.13							
28	2,655 45.32	2,827 46.31	3,002 47.32	3,181 48.35	3,350 49.33	3,433 49.81	3,521 20.31	3,692 21.30	3,881 22.39							
29	2,688 45.51	2,864 46.52	3,039 47.53	3,211 48.53	3,395 49.58	3,479 20.07	3,563 20.56	3,740 21.58	3,928 22.66							
30	2,725 45.72	2,909 46.78	3,086 47.80	3,260 48.81	3,447 49.88	3,533 20.38	3,618 20.87	3,795 21.90	3,987 23.00							
31	2,766 45.96	2,952 47.03	3,129 48.05	3,309 49.09	3,497 20.17	3,582 20.67	3,670 21.17	3,856 22.24	4,050 23.37							
32	2,808 46.20	2,995 47.28	3,180 48.35	3,359 49.38	3,548 20.47	3,637 20.98	3,728 21.51	3,916 22.59	4,114 23.73							
33	2,853 46.46	3,040 47.54	3,224 48.60	3,412 49.68	3,603 20.78	3,691 21.30	3,781 21.81	3,972 22.92	4,171 24.06							
34	2,895 46.70	3,087 47.81	3,276 48.90	3,462 49.97	3,657 21.10	3,749 21.63	3,840 22.16	4,034 23.27	4,239 24.46							
35	2,936 46.94	3,130 48.06	3,323 49.17	3,515 20.28	3,713 21.42	3,807 21.96	3,898 22.49	4,089 23.59	4,295 24.78							
36	2,981 47.20	3,181 48.35	3,372 49.45	3,565 20.57	3,767 21.73	3,863 22.29	3,957 22.83	4,157 23.98	4,368 25.20							
37	3,025 47.45	3,226 48.61	3,423 49.75	3,619 20.88	3,825 22.07	3,922 22.63	4,013 23.15	4,215 24.32	4,428 25.55							
38	3,073 47.73	3,277 48.91	3,473 20.04	3,671 21.18	3,882 22.40	3,979 22.96	4,074 23.50	4,277 24.67	4,494 25.93							
39	3,115 47.97	3,324 49.18	3,528 20.36	3,728 21.51	3,940 22.73	4,038 23.30	4,139 23.88	4,345 25.07	4,563 26.33							
40	3,164 48.25	3,373 49.46	3,577 20.64	3,783 21.83	4,000 23.08	4,100 23.66	4,198 24.22	4,408 25.43	4,631 26.72							
41	3,954 22.81	4,133 23.84	4,320 24.92	4,512 26.03	4,716 27.21	4,834 27.89	4,955 28.59	5,203 30.02	5,464 31.52							

Effective Date: July 1, 2016

Board Approved:

ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT
2016-2017 Salary Schedule

<u>Range</u>	<u>Classification</u>	<u>Days</u>	<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>	<u>Step V</u>	<u>Step VI</u>	<u>Schedule</u>
1	Coordinator of Charter School Educational/Student Services	225	\$ 102,440	\$ 104,000	\$ 105,976	\$ 107,640	\$ 109,200	\$ 111,834	Y
1	Coordinator of Charter School Special Education Services	225	\$ 102,440	\$ 104,000	\$ 105,976	\$ 107,640	\$ 109,200	\$ 111,834	Y
2	Occupational Therapist	216	\$ 96,905	\$ 98,842	\$ 100,818	\$ 102,835	\$ 104,892	\$ 106,990	X
3	Speech & Language Specialist	207	\$ 85,512	\$ 88,078	\$ 90,719	\$ 93,441	\$ 96,244	\$ 98,169	Z
4	Psychologist	210	\$ 79,732	\$ 81,820	\$ 83,972	\$ 86,188	\$ 88,471	\$ 90,821	Y

Benefits: Medical, Dental, Vision, Life Insurance

Sick Leave: 1 day per month; 7 days per year allowed for personal necessity (deducted from sick leave).

Early Retirement: Medical, Dental, Vision, Life insurance.

Longevity: Medical insurance benefits at age 55 following 15 years of service; following 10 years of service, medical benefits will be paid at 60%. Benefits are provided to age 65.

Effective Date: July 1, 2016
Board Approved:



"Many Paths to Learning, One Standard of Excellence"

LIBRARY AIDE

Class Definition: Classified

Under general supervision, maintains the school library. Assists groups of students during their library time. Reads aloud to students and instructs them in the area of library skills. Performs administrative functions in support of classroom activities; and performs related duties as assigned. The Library aide may also be expected to perform clerical tasks, assist with purchasing of library books, and assist with the organization and preparation of the library.

Distinguishing Characteristics:

Library aides are responsible for providing, under the guidance and direction of a classroom teacher, instruction and tutoring on various subjects to students in a library setting. Work assigned to a Library aide may require knowledge of subject areas applicable to an area of assignment and the ability to provide instruction to students in an effective manner. Library aides are distinguished from Instructional Assistants in that incumbents in the former class are assigned to work with students in a library setting.

Qualifications:

- Two years' experience performing duties comparable to those of an instructional aide.
- Completion of at least 24 units of community college coursework, or equivalent, designed to develop skills in the area of library skills.
- Knowledge of library skills and general library operations.
- Ability to demonstrate good English, grammar, spelling, punctuation and arithmetic.
- Able to assist with supervising the learning activities in a school setting.
- Able to work independently and with initiative.
- Able to understand and carry out oral and written instructions.
- Able to establish and maintain cooperative relationships with children, teachers and support staff.

Essential Job Functions:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment machines.
- Able to conduct verbal conversation.
- Able to hear normal range verbal conversation (approximately 60 decibels).
- Able to sit, stand, stoop, kneel, bend and walk.
- Able to sit for sustained periods of time.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 40 pounds.
- Able to carry up to 40 pounds.

- Able to exhibit full range of motion for:
 - Shoulder external rotation and internal rotation
 - Shoulder abduction and adduction
 - Elbow flexion and extension
 - Shoulder extension and flexion
 - Back lateral flexion
 - Hip flexion and extension
 - Knee flexion
- Able to operate office machines and equipment in a safe and effective manner.
- Able to demonstrate manual dexterity necessary to operate a calculator, typewriter and/or keyboard.

Physical:

- Good physical condition, able to pass District physical.

Terms of Employment: 180 days per school year

Range 6 of the Classified Salary Schedule

June 22, 2017



Agenda Item 11.6
Thursday June 22, 2017
District Office

"Many Paths to Learning, One Standard of Excellence"

INSTRUCTIONAL ASSISTANT

Class Definition: Classified

Under the direction of the classroom teacher to instruct students individually or in groups in accordance with prescribed learning objectives, to act as an assistant to a teacher in performing assigned tasks which will make learning more effective. Do other related duties as assigned.

Reports To: Classroom Teacher

Supervises: None

Qualifications:

- One year paid or voluntary experience working with children
- Graduation from high school or equivalent
- Knowledge of practical learning patterns and behavior. Elementary concepts of child development and of behavior characteristics. Personal hygiene and mental health practices. Reading and writing English, spelling, grammar, punctuation and handwriting.
- Ability to communicate with children and motivate them to participate in learning activities. Learn to teach in special subject matter areas or to teach children who have special learning needs by watching teachers or specialists. Maintain emotional control under difficult situations. Learn and adapt to new procedures and conditions. Apply knowledge and practices with judgment. Maintain a continuing relationship with the students and staff over prolonged period. Recognize hazards to safety. Learn laws, rules, practices and procedures related to public education for children and related to the program to which assigned. Perform routine clerical work. Supervise children in the classroom and out. Work effectively with others.

Performance Responsibilities:

- Work with students individually or in small groups to tutor, reinforce, or follow up on learning activities.
- Helps students to learn how to sequence tasks.
- In accordance with established guidelines, uses teacher's methods as a pattern to individualize instruction by matching instruction to needs of each student.
- Supervise classroom, outdoor playground and field trip activities to direct children into safe activities and relationships.
- Helps children relate to individuals and group.
- Assists children to be self-reliant.
- Types materials and prepares master.
- Operates copying machines such as ditto and mimeograph.
- Measures, cuts and counts supplies for projects.
- Leads songs.

- Gives instruction in how to dance, play games and participate in sports.
- Administers first aid
- Performs incidental housekeeping tasks such as arranging objects, putting things away, cleaning tables, chairs and work areas.
- May instruct a wide variety of activities such as physical education, nature study
- Helps children learn normal oral speech patterns by helping them produce sounds, words and sentences.
- Helps children learn to be aware of their personal appearance and how to take care of personal needs.
- Other duties as assigned.

Essential Job Functions:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Able to operate office machines and equipment in a safe and effective manner.
- Able to demonstrate manual dexterity necessary to operate a calculator, typewriter and/ or keyboard.
- Able to conduct verbal conversation.
- Able to hear normal range verbal conversation (approximately 60 decibels).
- Able to sit, stand, stoop, kneel, bend and walk.
- Able to sit for sustained periods of time.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 50 pounds.
- Able to carry up to 50 pounds.
- Able to exhibit full range of motion for:
 - Shoulder external rotation and internal rotation
 - Shoulder abduction and adduction
 - Elbow flexion and extension
 - Shoulder extension and flexion
 - Back lateral flexion
 - Hip flexion and extension
 - Knee flexion

Terms of Employment: 180 days per school year
Range 6 of the Classified Salary Schedule

June 22, 2017

ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT
2016-2017 Salary Schedule

SALARY SCHEDULE F

Range	Classification	Step I	Step II	Step III	Step IV	Step V	Longevity Steps		
							10yr	15yr	20yr
		Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII
1	Transportation, Maintenance & Operations Secretary	\$ 3,101	\$ 3,257	\$ 3,420	\$ 3,594	\$ 3,774	\$ 3,963	\$ 4,161	\$ 4,369
2	Accounting / Payroll Technician	\$ 3,290	\$ 3,452	\$ 3,627	\$ 3,809	\$ 3,996	\$ 4,196	\$ 4,406	\$ 4,626
3	Budget Technician	\$ 3,290	\$ 3,452	\$ 3,627	\$ 3,809	\$ 3,996	\$ 4,196	\$ 4,406	\$ 4,626
4	Superintendent's Secretary/ Human Resources	\$ 4,152	\$ 4,365	\$ 4,588	\$ 4,795	\$ 5,011	\$ 5,262	\$ 5,525	\$ 5,800

Vacation:

19 days per year.

Sick Leave:

1 day per month; 6 days per year allowed for personal necessity (deducted from sick leave).

Benefits:

Medical, Dental, Vision, Life insurance.

Longevity:

After the 10th year of service salary will be increased 5%

After the 15th year of service salary will be increased 5%

After the 20th year of service salary will be increased 5%
be at Step VIII, which is 5% of Step VII.

Early Retirement:

Medical insurance benefits at age 55 following 15 years of service.

Effective Date: July 1, 2016

Board Approved:

ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT
2016-2017 Salary Schedule

SALARY SCHEDULE H

<u>Range</u>	<u>Classification</u>	<u>Work Days</u>	<u>Longevity Steps</u>							
			<u>Step I</u>	<u>Step II</u>	<u>Step III</u>	<u>Step IV</u>	<u>Step V</u>	<u>Step VI</u>	<u>Step VII</u>	<u>Step VIII</u>
1	Chief Financial Officer	248	\$ 9,459	\$ 9,945	\$ 10,455	\$ 10,992	\$ 11,556	\$ 12,134	\$ 12,741	\$ 13,379
2	Director of Business Operations	261	\$ 6,804	\$ 7,008	\$ 7,219	\$ 7,435	\$ 7,657	\$ 8,040	\$ 8,442	\$ 8,864
3	Director of Maintenance & Operations	261	\$ 4,152	\$ 4,365	\$ 4,588	\$ 4,795	\$ 5,011	\$ 5,262	\$ 5,525	\$ 5,800
3	Director of Human Resources	261	\$ 4,152	\$ 4,365	\$ 4,588	\$ 4,795	\$ 5,011	\$ 5,262	\$ 5,525	\$ 5,800
3	Coordinator of Food Services and Transportation	261	\$ 4,152	\$ 4,365	\$ 4,588	\$ 4,795	\$ 5,011	\$ 5,262	\$ 5,525	\$ 5,800

Vacation: 20 days per year.

Sick Leave: 1 day per month; 6 days per year allowed for personal necessity (deducted from sick leave).

Benefits: Medical, Dental, Vision, Life insurance.

Longevity: After the 10th year of service salary will be increased 5%
After the 15th year of service salary will be increased 5%
After the 20th year of service salary will be increased 5%
Medical insurance benefits at age 55 following 15 years of service.

Early Retirement:

Effective: July 1, 2016
Board Approved:



REVISED - June 22, 2017
CERTIFICATED NOTICE OF EMPLOYMENT

To: Kim Lytle

Date: June 24, 2016

The Board of Trustees of the Acton-Agua Dulce Unified School District ("District") offers you employment as a Certificated Employee in a regular position for the 2016-2017 and 2017-2018 school years. This employment is effective July 1, 2016 in the position as Assistant Superintendent of Charter/Director of Education/Student Services.

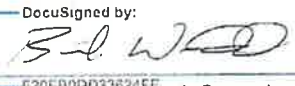
The total estimated annual salary for the 2016-2017 school year will be no less than \$154,960 (Range 1, Step 5 of Salary Schedule C - Directory Administrative Salary Schedule), but may be adjusted upward by Board action. Your period of employment will be from July 1, 2016 to June 30, 2018. Your work year shall consist of 240 days with 12 sick days per year (1 per month) and 15 vacation days per year. Vacation days shall be taken in the year earned, except vacation may accrue to not more than thirty (30) working days beyond each fiscal year. If, for any reason you are not able to take all or part of your annual vacation during the fiscal year, the amount not taken, but not to exceed ten (10) days per fiscal year, shall be paid in cash at the end of the fiscal year at your salary rate. The vacation day cash out does not apply to accrued and carried over vacation days. You will also be awarded \$500 per month for transportation/expense reimbursement. In addition to the annual salary listed above you will receive a onetime signing bonus of \$7,500.

The Assistant Superintendent of Charter/Director of Education/Student Services shall be entitled to the same health, dental and vision benefits provide to other District certificated management employees. Benefits shall be provided to the Assistant Superintendent of Charter/Director of Education/Student Services in the same manner and subject to the same limitations (e.g. co-pays, deductibles, and similar requirements) as other certificated management employees, as those benefits and limitations may change from time to time. Since the Assistant Superintendent of Charter/Director of Education/Student Services salary includes the \$9,437 and ~~\$2,000~~ outside of salary for contribution for health benefits, the Assistant Superintendent of Charter/Director of Education/Student Services will be responsible for paying for the cost of his/her health, dental and vision benefits. Notwithstanding the above, the Assistant Superintendent of Charter/Director of Education/Student Services has the right to purchase benefits from a provider of his/her choice and must show the District proof of insurance coverage. * Revised to reflect \$4,000 outside of salary for contribution for health benefits, cost of his/her health, dental and vision benefits.

The above salary rate is subject to revision (upward or downward) if official transcripts and verified experience do not agree with unofficial information supplied in your application.

The Board of Trustees and Superintendent reserve the right to make and assignment that your credential authorizes, and to change the assignment at its discretion.

Date: _____

DocuSigned by:
Signed: 
Dr. Brent Woodward, Superintendent

I will accept the above offer of employment and the terms and conditions, thereof, and I will report for duty as directed.

I understand that I must hold a legal certificate authorizing me to serve in the above capacity in California and that (1) it must be dated not later than the beginning date of employment as shown above: (2) It must be registered in the Office of the County Superintendent of Schools of Los Angeles County before I can be paid; I cannot be paid for any other contractual agreement for employment with another school district, which in any way conflicts with the contract.

Date: 10-24-16 Signature: Kim Hytle

Address: 28809 Bouquet Canyon Rd, Solvang, CA 91350

Street

City

State

Zip

Phone Number: 661-269-0750 x106

ALL PERSONNEL APPROVED BY THE GOVERNING BOARD MAY NOT COMMENCE EMPLOYMENT SERVICES UNTIL COMPLETION AND CLEARANCE OF THE DEPARTMENT OF JUSTICE CRIMINAL BACKGROUND CHECK WILL VOID THIS EMPLOYMENT CONTRACT.



"Many Paths to Learning, One Standard of Excellence"

NOTICE OF EMPLOYMENT

To: Steve Budhraj

Date: June 7, 2017

The Board of Trustees of the Acton-Agua Dulce Unified School District ("District") offers you employment in a full time position for the 2017-2018 school years. This employment is effective July 1, 2017 in the position as Chief Financial Officer.

The total estimated annual salary for the 2017-2018 school year will be no less than \$138,672 (Range 1, Step 5 of Salary Schedule H), but may be adjusted upward by Board action. Your period of employment will be from July 1, 2017 to June 30, 2018. Your work year shall consist of 248 days with 12 sick days per year (1 per month) and 20 vacation days per year to be used during the 2017-2018 year. Vacation days shall be taken in the year earned, except vacation may accrue to not more than thirty (30) working days beyond each fiscal year. If, for any reason you are not able to take all or part of your annual vacation during the fiscal year, the amount not taken, but not to exceed ten (10) days per fiscal year, shall be paid in cash at the end of the fiscal year at your salary rate. The vacation day cash out does not apply to accrued and carried over vacation days. In addition to the annual salary listed above you will receive a onetime retention bonus of \$15,000.

The Chief Financial Officer shall be entitled to the same health, dental and vision benefits provide to other District confidential management employees. Benefits shall be provided to the Chief Financial Officer in the same manner and subject to the same limitations (e.g. co-pays, deductibles, and similar requirements) as other confidential management employees, as those benefits and limitations may change from time to time.

Date: _____

Signed: _____
Kim Lytle, Interim Superintendent

I, (print name) _____ will accept the above offer of employment and the terms and conditions, thereof, and I will report for duty as directed.

Date: _____

Signature: _____



CERTIFICATED NOTICE OF EMPLOYMENT

To: Ty Devoe

Date: June 7, 2017

The Board of Trustees of the Acton-Agua Dulce Unified School District ("District") offers you employment as a Certificated Employee in a regular position for the 2017-2018 school years. This employment is effective July 1, 2017 in the position as Director/High School Principal.

The total estimated annual salary for the 2017-2018 school year will be no less than \$126,922 (Range 2, Step 5 of Salary Schedule C – Director Administrative Salary Schedule), but may be adjusted upward by Board action. Your period of employment will be from July 1, 2017 to June 30, 2018. Your work year shall consist of 225 days with 12 sick days per year (1 per month). Up to \$50.00 per month will be allotted for work related cell phone expenses. In addition to the annual salary listed above you will receive a onetime retention bonus of \$10,000.

The Director/High School Principal shall be entitled to the same health, dental and vision benefits provide to other District certificated management employees. Benefits shall be provided to the Director/High School Principal in the same manner and subject to the same limitations (e.g. co-pays, deductibles, and similar requirements) as other certificated management employees, as those benefits and limitations may change from time to time. Since the Director/High School Principal salary includes the \$9,437 and \$4,000 outside of salary for contribution for health benefits, the Director/High School Principal will be responsible for paying for the cost of his/her health, dental and vision benefits. Notwithstanding the above, the Director/High School Principal has the right to purchase benefits from a provider of his/her choice and must show the District proof of insurance coverage.

The Board of Trustees and Superintendent reserve the right to make and assignment that your credential authorizes, and to change the assignment at its discretion.

Date: _____

Signed: _____
Kim Lytle, Interim Superintendent

I, (print name) _____ will accept the above offer of employment and the terms and conditions, thereof, and I will report for duty as directed.

I understand that I must hold a legal certificate authorizing me to serve in the above capacity in California and that (1) it must be dated not later than the beginning date of employment as shown above: (2) it must be registered in the Office of the County Superintendent of Schools of Los Angeles County before I can be paid; I cannot be paid for any other contractual agreement for employment with another school district, which in any way conflicts with the contract.

Date: _____

Signature: _____



CERTIFICATED NOTICE OF EMPLOYMENT

To: Lynn David

Date: June 7, 2017

The Board of Trustees of the Acton-Agua Dulce Unified School District ("District") offers you employment as a Certificated Employee in a regular position for the 2017-2018 school years. This employment is effective July 1, 2017 in the position as Director/Middle School Principal.

The total estimated annual salary for the 2017-2018 school year will be no less than \$124,102 (Range 3, Step 5 of Salary Schedule C – Director Administrative Salary Schedule), but may be adjusted upward by Board action. Your period of employment will be from July 1, 2017 to June 30, 2018. Your work year shall consist of 220 days with 12 sick days per year (1 per month). Up to \$50.00 per month will be allotted for work related cell phone expenses. In addition to the annual salary listed above you will receive a onetime retention bonus of \$8,000.

The Director/Middle School Principal shall be entitled to the same health, dental and vision benefits provide to other District certificated management employees. Benefits shall be provided to the Director/Middle School Principal in the same manner and subject to the same limitations (e.g. co-pays, deductibles, and similar requirements) as other certificated management employees, as those benefits and limitations may change from time to time. Since the Director/Middle School Principal salary includes the \$9,437 and \$4,000 outside of salary for contribution for health benefits, the Director/Middle School Principal will be responsible for paying for the cost of his/her health, dental and vision benefits. Notwithstanding the above, the Director/Middle School Principal has the right to purchase benefits from a provider of his/her choice and must show the District proof of insurance coverage.

The Board of Trustees and Superintendent reserve the right to make and assignment that your credential authorizes, and to change the assignment at its discretion.

Date: _____

Signed: _____
Kim Lytle, Interim Superintendent

I, (print name) _____ will accept the above offer of employment and the terms and conditions, thereof, and I will report for duty as directed.

I understand that I must hold a legal certificate authorizing me to serve in the above capacity in California and that (1) it must be dated not later than the beginning date of employment as shown above; (2) it must be registered in the Office of the County Superintendent of Schools of Los Angeles County before I can be paid; I cannot be paid for any other contractual agreement for employment with another school district, which in any way conflicts with the contract.

Date: _____

Signature: _____



CERTIFICATED NOTICE OF EMPLOYMENT

To: Cassandra Farley

Date: June 7, 2017

The Board of Trustees of the Acton-Agua Dulce Unified School District ("District") offers you employment as a Certificated Employee in a regular position for the 2017-2018 school years. This employment is effective July 1, 2017 in the position as Director/Elementary Principal.

The total estimated annual salary for the 2017-2018 school year will be no less than \$121,282 (Range 4, Step 5 of Salary Schedule C - Director Administrative Salary Schedule), but may be adjusted upward by Board action. Your period of employment will be from July 1, 2017 to June 30, 2018. Your work year shall consist of 215 days with 12 sick days per year (1 per month). Up to \$50.00 per month will be allotted for work related cell phone expenses. In addition to the annual salary listed above you will receive a onetime retention bonus of \$5,500.

The Director/Elementary School Principal shall be entitled to the same health, dental and vision benefits provide to other District certificated management employees. Benefits shall be provided to the Director/Elementary School Principal in the same manner and subject to the same limitations (e.g. co-pays, deductibles, and similar requirements) as other certificated management employees, as those benefits and limitations may change from time to time. Since the Director/Elementary School Principal salary includes the \$9,437 and \$4,000 outside of salary for contribution for health benefits, the Director/Elementary School Principal will be responsible for paying for the cost of his/her health, dental and vision benefits. Notwithstanding the above, the Director/Elementary School Principal has the right to purchase benefits from a provider of his/her choice and must show the District proof of insurance coverage.

The Board of Trustees and Superintendent reserve the right to make and assignment that your credential authorizes, and to change the assignment at its discretion.

Date: _____

Signed: _____
Kim Lytle, Interim Superintendent

I, (print name) _____ will accept the above offer of employment and the terms and conditions, thereof, and I will report for duty as directed.

I understand that I must hold a legal certificate authorizing me to serve in the above capacity in California and that (1) it must be dated not later than the beginning date of employment as shown above; (2) it must be registered in the Office of the County Superintendent of Schools of Los Angeles County before I can be paid; I cannot be paid for any other contractual agreement for employment with another school district, which in any way conflicts with the contract.

Date: _____

Signature: _____



"Many Paths to Learning, One Standard of Excellence"

CERTIFICATED NOTICE OF EMPLOYMENT

To: Amanda Gallion-Fischer

Date: June 7, 2017

The Board of Trustees of the Acton-Agua Dulce Unified School District ("District") offers you employment as a Certificated Employee in a regular position for the 2017-2018 school years. This employment is effective July 1, 2017 in the position as Director/Elementary Principal.

The total estimated annual salary for the 2017-2018 school year will be no less than \$121,282 (Range 4, Step 5 of Salary Schedule C – Director Administrative Salary Schedule), but may be adjusted upward by Board action. Your period of employment will be from July 1, 2016 to June 30, 2017. Your work year shall consist of 215 days with 12 sick days per year (1 per month). Up to \$50.00 per month will be allotted for work related cell phone expenses. In addition to the annual salary listed above you will receive a onetime retention bonus of \$13,000.

The Director/Elementary School Principal shall be entitled to the same health, dental and vision benefits provide to other District certificated management employees. Benefits shall be provided to the Director/Elementary School Principal in the same manner and subject to the same limitations (e.g. co-pays, deductibles, and similar requirements) as other certificated management employees, as those benefits and limitations may change from time to time. Since the Director/Elementary School Principal salary includes the \$9,437 and \$4,000 outside of salary for contribution for health benefits, the Director/Elementary School Principal will be responsible for paying for the cost of his/her health, dental and vision benefits. Notwithstanding the above, the Director/Elementary School Principal has the right to purchase benefits from a provider of his/her choice and must show the District proof of insurance coverage.

The Board of Trustees and Superintendent reserve the right to make and assignment that your credential authorizes, and to change the assignment at its discretion.

Date: _____

Signed: _____
Kim Lytle, Interim Superintendent


I, (print name) _____ will accept the above offer of employment and the terms and conditions, thereof, and I will report for duty as directed.

I understand that I must hold a legal certificate authorizing me to serve in the above capacity in California and that (1) it must be dated not later than the beginning date of employment as shown above: (2) it must be registered in the Office of the County Superintendent of Schools of Los Angeles County before I can be paid; I cannot be paid for any other contractual agreement for employment with another school district, which in any way conflicts with the contract.

Date: _____

Signature: _____

Agenda Item 12.2
Thursday June 22, 2017
District Office

		PRICE QUOTE			
Price Quote good for 90 days. Please attach a copy of this price quote to your purchase order. Price increases occur each November					
CUSTOMER CONTACT:		SALES REPRESENTATIVE:		WAREHOUSE CONTACT:	
Correna Davidson Vasquez High School 33630 Red Rover Mine Rd. Acton, CA 93510		Rachael D. Babcock High School Account Representative Bedford/St. Martin's, W.H. Freeman, & Worth Publishers (646) 937-4827 rbabcock@bfpwpub.com		MPS 16365 James Madison Highway Gordonsville, VA 22942 Toll Free: 540-672-7744 Fax: 540-672-7542 Email: highschool@mps virginia.com	
cdavidson@aadusd.k12.ca.us					
Date: 4/12/2017					
ISBN	Author	Title/Description	Price	Qty	Total
1319077730	Strayer, Robert	Ways of the World with Sources 3e. + 6yr/use LaunchPad access	\$135.99	70	\$9,519.30
FREE: Please include on your PO and write next to it: RDB0129					
1319036244	Strayer, Robert	Ways of the World 3e - Annotated Teacher's Edition	\$167.44	2	
1319035779	Strayer, Robert	Examview	\$215.89	2	
1319035744	Strayer, Robert	Teacher's Resource Flash Drive	\$431.79	2	
				Subtotal	\$9,519.30
				Continental US	\$190.39
				TOTAL	\$9,709.69
NOTE: Competition in providing the above named products is precluded by the existence of a copyright. There are no like products available for purchase that serve the same purpose because of exclusive distribution/marketing rights. These products should be purchased directly from BFW (MPS) or its approved depositories. Purchases from any other source would not ensure the item's authenticity/warranty. Unapproved 3rd party vendors cannot provide packages, digital materials or					
IMPORTANT - if adopting an edaptex please see below when creating PO **edaptex package price is contingent on the purchase of the print books** Upon adoption of edaptex, a school contact MUST be provided. Please fill in the information below.					
The information in YELLOW is required in order to set up your course for use.					
http://highschool.bfpwpub.com/catalog/microsite/edaptex		Technology Administrator:		Email:	Phone Number:
		Teacher:			
		School Name:			
		Contact Name:			

Agenda Item 12.3
Thursday June 22, 2017

DIRECT ALL CORRESPONDENCE TO:
CENGAGE Learning
 10650 Toebben Drive
 Independence, KY 41051

Bringing you resources from:
District Office
 Cengage Learning
 National Geographic Learning
 NGSP/Hampton Brown

ORIGINAL INVOICE

NO. 60449094

Phone: 1-800-354-9706 FAX: 1-800-487-8488

Date 04/10/17

Page 1 of 1

SHOWING ACCOUNT NUMBER AND INVOICE NUMBER SAN: 2002213

Order No. 79249425SQ

Federal ID No.: 59-2124491 Canadian G.S.T.#/T.P.S.: 14074 8831 RT0001 Canadian Q.S.T#/T.V.Q.: 1023272543

Hampton Brown is now part of Cengage Learning. All accounts are now under the Cengage Learning taxpayer name and number.

ACCOUNT NO. 10014518

ACCOUNT NO. 10800470

BILL TO ACTON AGUA DULCE USD
 32248 CROWN VALLEY RD
 ACTON CA 93510

SHIP TO VASQUEZ HIGH SCHOOL
 33630 RED ROVER MINE RD
 ACTON CA 93510

		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT		
QUANTITY		PRICEQUOTE	05/10/17	Net 30 Days	UPS GRD &	HO	
SHIPPED	PENDING	ISBN	TITLE / AUTHOR / EDITION		PRICE	DISCOUNT	NET AMOUNT
70		9781305071711	K12AE PRECALC W/LIMITS A GRAPHING APPROACH LEV 4 Larson 007		135.00	NET	9,450.00
50		9781305674912	AP CALCULUS Larson/Battaglia 001		140.50	NET	7,025.00
2		9781305948013	K12AE TE AP CALCULUS Larson 001 ***1 FREE INSTRUCTOR EDITION PER 20 STUDENT EDITIONS ORDERED***		150.00	0.00	
122	BOOKS	RETURN POLICY/ TAX INFORMATION				SUBTOTAL	16,475.00
						TRANS & HDLG	1,647.50
If you are tax exempt and feel you have been charged sales tax in error, please						SALES TAX 8.75 %	1,585.73

If you are tax exempt and feel you have been charged sales tax in error, please mail a copy of this invoice and your exemption certificate/documentation to Cengage Learning Tax Dept, 5191 Natrop Blvd, Mason, OH 45040 or email to MS.Tax@Cengage.com.

PAY THIS AMOUNT 19,708.23

Currency : USD

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
PRICEQUOTE	04/10/17	60449094	10014518	05/10/17	19,708.23

RETURN THIS STUB WITH PAYMENT TO:

MAIL CHECKS TO: CENGAGE LEARNING
 P.O. BOX 95999
 CHICAGO, IL 60694-5999

WIRE TRANSFERS: HARRIS BANK
 ABA 071000288
 ACCT 4399010
 SWIFT HATRUS44

RETURN BOOKS TO:
 CENGAGE LEARNING
 Distribution Center
 10650 Toebben Drive
 Location 02
 Independence, KY 41051

In an effort to reduce the handling and risk associated with credit card data, as of April 1st, 2016, Cengage Learning will no longer accept credit/debit cards for payment of post sale billings. Credit/Debit cards can still be used at point of sale. Post sale payment options include electronic funds transfer, wire transfer, ach, and paper checks.

ALL CLAIMS AND SHIPPING ERRORS MUST BE REPORTED WITHIN 30 DAYS AFTER THE INVOICE DATE



Agenda Item 12.4
Thursday June 22, 2017
District Office

COST PROPOSAL

Quote Prepared On April 13, 2017
 Quote Valid Through July 12, 2017
 Payment Terms Net 30 Days
 Quote No. 170414173

Prepared For

Correna Davidson
 Vasquez High School
 33630 Red Rover Mine Rd.
 Acton CA, 93510

Prepared By

Steve Santoro
 ssantoro@vistahigherlearning.com
 (617) 728-9359
 Vista Higher Learning
 500 Boylston St, Suite 620
 Boston, MA 02116-3736

Senders 2018

Qty	Item Number	Description	Unit Price	Total Value	Total Cost
110	978-1-68005-265-7	Senders Level 1 Student Edition (Hardcover) + Supersite Plus(vText (Online)) + WebSAM(6 year license)(eDelivery)	\$150.00	\$16,500.00	\$16,500.00
1	978-1-68005-272-5	Senders Level 1 National Teacher Resource Box	\$880.00	\$880.00	\$0.00

Service

Qty	Item Number	Description	Unit Price	Total Value	Total Cost
1	TRNG006	Professional Development Workshop onsite - full day	\$2,000.00	\$2,000.00	\$0.00

Total Value	\$19,380.00
Total Gratis	\$2,880.00
Total Cost	\$16,500.00
Est. Shipping (4%)	\$775.20
Est. Grand Total Cost	\$17,275.20

Special Instructions

- Please include a copy of your signed and dated tax exemption certificate when sending in your purchase order.
- Shipping rates shown here are only estimates and may be different than the actual charges invoiced for your shipment.

To Order Contact Customer Service

Phone (800) 269-6311 ext. 1 | **Fax** (617) 426-5215

Email sales@vistahigherlearning.com

Vista Higher Learning

500 Boylston St. Suite 620 Boston, MA 02116

Thank you for your business!

Contact representative:
Segaro Bozart
Email: sbozart@benchmarkeducation.com
Cell: 310-925-6982

By Mail: Benchmark Education Company
145 Huguenot Street 8th Floor
New Rochelle, NY 10801
By Phone: Toll-Free 1-877-236-2465
By Fax: 1-877-732-8273
E-Mail: neworders@benchmarkeducation.com
Web Site: www.benchmarkeducation.com

Benchmark Advance
Proposal for
Acton-Agua Dulce Unified School District
Acton, CA
June 16, 2017

Agenda Item 12.5
Thursday June 22, 2017
District Office

Product Code	Grade	Product	Unit Price	Quantity Ordered	Total Price
Benchmark Advance					
CA2569	Gr. TK	Ready to Advance Transitional Kindergarten 8-Year Package - California Edition (plus digital) Includes: all print and digital materials for Whole Group, Student Practice, Small Group, Assessment, and ELD for 8 years and 8 years consumables (20 copies per unit per year)	\$3,850	1	\$3,850
XY0874	Gr. K	Benchmark Advance Grade K Deluxe 8-Year Package - California Edition (plus digital) Includes: all print and digital materials for Whole Group, Student Practice, Small Group, Phonics, Assessment, ELD and Intervention Packages for 8 years and 8 years consumables (30 copies each of 5 titles annually) in Whole Group	\$7,050	2	\$14,100
XY0875	Gr. 1	Benchmark Advance Grade 1 Deluxe 8-Year Package - California Edition (plus digital) Includes: all print and digital materials for Whole Group, Student Practice, Small Group, Phonics, Assessment, ELD and Intervention Packages for 8 years and 8 years consumables (30 copies each of 5 titles annually) in Whole Group	\$7,050	2	\$14,100
XY0876	Gr. 2	Benchmark Advance Grade 2 Deluxe 8-Year Package - California Edition (plus digital) Includes: all print and digital materials for Whole Group, Student Practice, Small Group, Phonics, Assessment, ELD and Intervention Packages for 8 years and 8 years consumables (30 copies each of 10 titles annually) in Whole Group	\$7,050	3	\$21,150
XY0877	Gr. 3	Benchmark Advance Grade 3 Deluxe 8-Year Package - California Edition (plus digital) Includes: all print and digital materials for Whole Group, Student Practice, Small Group, Assessment, ELD and Intervention Packages for 8 years and 8 years consumables (30 copies each of 10 titles annually) in Whole Group	\$7,050	3	\$21,150
XY0878	Gr. 4	Benchmark Advance Grade 4 Deluxe 8-Year Package - California Edition (plus digital) Includes: all print and digital materials for Whole Group, Student Practice, Small Group, Assessment, ELD and Intervention Packages for 8 years and 8 years consumables (30 copies each of 10 titles annually) in Whole Group	\$7,050	3	\$21,150
XY0879	Gr. 5	Benchmark Advance Grade 5 Deluxe 8-Year Package - California Edition (plus digital) Includes: all print and digital materials for Whole Group, Student Practice, Small Group, Assessment, ELD and Intervention Packages for 8 years and 8 years consumables (30 copies each of 10 titles annually) in Whole Group	\$7,050	3	\$21,150
Benchmark Advance					
XY0874	Gr. K	Benchmark Advance Grade K Deluxe 8-Year Package - California Edition (plus digital) Includes: all print and digital materials for Whole Group, Student Practice, Small Group, Phonics, Assessment, ELD and Intervention Packages for 8 years and 8 years consumables (30 copies each of 5 titles annually) in Whole Group	\$7,050	1	N/C
XY0875	Gr. 1	Benchmark Advance Grade 1 Deluxe 8-Year Package - California Edition (plus digital) Includes: all print and digital materials for Whole Group, Student Practice, Small Group, Phonics, Assessment, ELD and Intervention Packages for 8 years and 8 years consumables (30 copies each of 5 titles annually) in Whole Group	\$7,050	1	N/C
Total of Products					\$116,650
Tax (Estimated)			8.75%		\$10,207
PR991		Professional Development including expenses (per consultant per day)	FREE	3	\$0
PR898		Professional Development including expenses (per consultant per day)	\$2,500	2	\$5,000
TOTAL					\$ 131,857

- * The above pricing includes estimated tax. Final tax rate is based on the ship to address.
- * The above pricing cannot be combined with any other offers.
- * The current Professional Development pricing is \$2,500. Effective July 1, 2017, the new Professional Development pricing will be \$2,800.
- * The student consumable books for the following years will be shipped upon request/instruction from customer.



Agenda Item 12.6
Thursday June 22, 2017
District Office

Houghton Mifflin Harcourt

Cost Proposal

Prepared For

Acton Agua Dulce Unif Sch Dist

Attention:

Cassandra Farley

cfarley@aadusd.k12.ca.us

For the Purchase of:

**Collections CA 2017 Premium Package GR 6-12 8
Year**

Prepared By

Diane Gullman

diane.gullman@hnhco.com

PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.



Houghton Mifflin Harcourt

C = Contract Price

Attention:

Cassandra Farley

cfarley@aadusd.k12.ca.us

Intervention Solutions Group

255 38th St. Suite L

St. Charles, IL 60174

FAX: 800-724-4716

InterventionSolutionsOrders@hnhco.com

HMH Confidential and Proprietary

Acton Agua Dulce Unif Sch Dist

Collections CA 2017 Premium Package GR 6-12 8 Year

ISBN	Title	Sale	Purchase		Complimentary
		Price	Quantity	Amount	Quantity
Grade 6					
Classroom Package					
SRP/TRP					
1616907	9780544607071 Collections California Premium Student Resource Package (print w/8yr digital) Grade 6 2017	\$121.00 ^C	107	\$12,947.00	
Package includes: California Student Edition Grade 6 Close Reader 8-year Print Subscription Grade 6 California Student Edition and Close Reader eTextbook ePub 8-Year Grade 6 California Interactive Digital Student Resources Enhanced 8-Year Grade 6 California Downloadable Student Resource Tool Grade 6 Performance Assessment 8-year Print Subscription Grade 6 HMH Close Reads App, Grade 6					
Included in package but must be entered as a no charge line item separately: 3 Novels per Student or equivalent to 3 Novel Points.					
1616928	9780544607576 Collections California Teacher Resource Package (print w/8yr digital) Grade 6 2017	\$300.00 ^C	6	\$1,800.00	
Package includes: California Teacher Edition Grade 6 California Teacher Edition and Close Reader eTextbook ePub 8-Year Grade 6 California Interactive Digital Teacher Resources Enhanced 8-Year Grade 6 California Downloadable Teacher Resource Tool Grade 6 Performance Assessment Teacher Edition Grade 6 California Quick Start Pacing Guide Grade 6 Included with the purchase of the Premium Package: California Language Workshop Resources Grade 6 California Language Workshop Teacher's Guide Grade 6 California Language Workshop Assessment Handbook Grade 6					
Total for Classroom Package				\$14,747.00	
Reading Inventory					
6001572	9780545660297 SRI Web Subscription Student License (5000+) (Enter 1yr Reading Inventory as NO Charge, per student)	\$5.50			107
Total for Reading Inventory					
Total for Grade 6				\$14,747.00	
Grade 7					
Classroom Package					
SRP/TRP					



Houghton Mifflin Harcourt

C = Contract Price

Attention:

Cassandra Farley

cfarley@aadusd.k12.ca.us

Intervention Solutions Group

255 38th St. Suite L


St. Charles, IL 60174

FAX: 800-724-4716

InterventionSolutionsOrders@hnhco.com

HMH Confidential and Proprietary

Acton Agua Dulce Unif Sch Dist
Collections CA 2017 Premium Package GR 6-12 8 Year

ISBN	Title	Sale	Purchase		Complimentary
		Price	Quantity	Amount	Quantity
Grade 7					
1616908	9780544607088 Collections California Premium Student Resource Package (print w/8yr digital) Grade 7 2017	\$121.00 ^C	95	\$11,495.00	
Package includes: California Student Edition Grade 7 Close Reader 8-year Print Subscription Grade 7 California Student Edition and Close Reader eTextbook ePub 8-Year Grade 7 California Interactive Digital Student Resources Enhanced 8-Year Grade 7 California Downloadable Student Resource Tool Grade 7 Performance Assessment 8-year Print Subscription Grade 7 HMH Close Reads App, Grade 7					
Included in package but must be entered as a no charge line item separately: 3 Novels per Student or equivalent to 3 Novel Points.					
1616929	9780544607583 Collections California Teacher Resource Package (print w/8yr digital) Grade 7 2017	\$300.00 ^C	4	\$1,200.00	
Package includes: California Teacher Edition Grade 7 California Teacher Edition and Close Reader eTextbook ePub 8-Year Grade 7 California Interactive Digital Teacher Resources Enhanced 8-Year Grade 7 California Downloadable Teacher Resource Tool Grade 7 Performance Assessment Teacher Edition Grade 7 California Quick Start Pacing Guide Grade 7 Included with the purchase of the Premium Package: California Language Workshop Resources Grade 7 California Language Workshop Teacher Guide Grade 7 California Language Workshop Assessment Handbook Grade 7					
Total for Classroom Package				\$12,695.00	
Reading Inventory					
6001572	9780545660297 SRI Web Subscription Student License (5000+) (Enter 1yr Reading Inventory as NO Charge, per student)	\$5.50			95
Total for Reading Inventory					
Total for Grade 7				\$12,695.00	
Grade 8					
Classroom Package					
SRP/TRP					
1616909	9780544607095 Collections California Premium Student Resource Package (print w/8yr digital) Grade 8 2017	\$121.00 ^C	100	\$12,100.00	
California Student Edition Grade 8 Close Reader 8-year Print Subscription Grade 8 California Student Edition and Close Reader eTextbook ePub 8-Year Grade 8 California Interactive Digital Student Resources Enhanced 8-Year Grade 8 California Downloadable Student Resource Tool Grade 8 Performance Assessment 8-year Print Subscription Grade 8 HMH Close Reads App, Grade 8					
Included in package but must be entered as a no charge line item separately: 3 Novels per Student or equivalent to 3 Novel Points.					
<div>  <div> Houghton Mifflin Harcourt </div> </div> <div> C = Contract Price Attention: Cassandra Farley cfarley@aadusd.k12.ca.us </div> <div> Intervention Solutions Group 255 38th St. Suite L St. Charles, IL 60174 FAX: 800-724-4716 InterventionSolutionsOrders@hmhco.com </div> <div> HMH Confidential and Proprietary </div>					
5/25/2017	006277444	Sold:0000319815 Ship:0000319815	Page 3 of 9	Please submit this form with your purchase order.	

Acton Agua Dulce Unif Sch Dist

Collections CA 2017 Premium Package GR 6-12 8 Year

ISBN	Title	Sale Price	Purchase		Complimentary
			Quantity	Amount	Quantity
Grade 8					
1616930	9780544607668 Collections California Teacher Resource Package (print w/8yr digital) Grade 8 2017	\$300.00	C 4	\$1,200.00	
Package includes: California Teacher Edition Grade 8 California Teacher Edition and Close Reader eTextbook ePub 8-Year Grade 8 California Interactive Digital Teacher Resources Enhanced 8-Year Grade 8 California Downloadable Teacher Resource Tool Grade 8 Performance Assessment Teacher Edition Grade 8 California Quick Start Pacing Guide Grade 8 Included with the purchase of the Premium Package: California Language Workshop Resources Grade 8 California Language Workshop Teacher Guide Grade 8 California Language Workshop Assessment Handbook Grade 8					
Total for Classroom Package				\$13,300.00	
Reading Inventory					
6001572	9780545660297 SRI Web Subscription Student License (5000+) (Enter 1yr Reading Inventory as NO Charge, per student)	\$5.50			100
Total for Reading Inventory					
Total for Grade 8				\$13,300.00	
Grade 9					
Classroom Package					
SRP/TRP					
1616910	9780544607101 Collections California Premium Student Resource Package (print w/8yr digital) Grade 9 2017	\$113.12	102	\$11,538.24	
Package includes: California Student Edition Grade 9 Close Reader 8-year Print Subscription Grade 9 California Student Edition and Close Reader eTextbook ePub 8-Year Grade 9 California Interactive Digital Student Resources Enhanced 8-Year Grade 9 California Downloadable Student Resource Tool Grade 9 Performance Assessment 8-year Print Subscription Grade 9 HMH Close Reads App, Grade 9-10 Included in package but must be entered as a no charge line item separately: 3 Novels per Student or equivalent to 3 Novel Points.					
1616931	9780544607675 Collections California Teacher Resource Package (print w/8yr digital) Grade 9 2017	\$274.21	5	\$1,371.05	
Package includes: California Teacher Edition Grade 9 California Teacher Edition and Close Reader eTextbook ePub 8-Year Grade 9 California Interactive Digital Teacher Resources Enhanced 8-Year Grade 9 California Downloadable Teacher Resource Tool Grade 9 Performance Assessment Teacher Edition Grade 9 California Quick Start Pacing Guide Grade 9 Included with the purchase of the Premium Package: California Language Workshop Resources Grade 9 California Language Workshop Teacher Guide Grade 9 California Language Workshop Assessment Handbook Grade 9					
Total for Classroom Package				\$12,909.29	



Houghton Mifflin Harcourt

C = Contract Price
 Attention:
 Cassandra Farley
 cfarley@aadusd.k12.ca.us

Intervention Solutions Group
 255 38th St. Suite L
 St. Charles, IL 60174
 FAX: 800-724-4716

InterventionSolutionsOrders@hmhco.com

HMH Confidential and Proprietary

Acton Agua Dulce Unif Sch Dist

Collections CA 2017 Premium Package GR 6-12 8 Year

ISBN	Title	Sale Price	Purchase		Complimentary
			Quantity	Amount	Quantity
<u>Grade 9</u>					
Reading Inventory					
6001572	9780545660297 SRI Web Subscription Student License (5000+) (Enter 1yr Reading Inventory as NO Charge, per student)	\$5.50			102
Total for Reading Inventory					
Total for Grade 9				\$12,909.29	
<u>Grade 10</u>					
Classroom Package					
SRP/TRP					
1616911	9780544607118 Collections California Premium Student Resource Package (print w/8yr digital) Grade 10 2017 Package includes: California Student Edition Grade 10 Close Reader 8-year Print Subscription Grade 10 California Student Edition and Close Reader eTextbook ePub 8-Year Grade 10 California Interactive Digital Student Resources Enhanced 8-Year Grade 10 California Downloadable Student Resource Tool Grade 10 Performance Assessment 8-year Print Subscription Grade 10 HMH Close Reads App, Grade 9-10 Included in package but must be entered as a no charge line item separately: 3 Novels per Student or equivalent to 3 Novel Points.	\$113.12	93	\$10,520.16	
1616932	9780544607682 Collections California Teacher Resource Package (print w/8yr digital) Grade 10 2017 Package includes: California Teacher Edition Grade 10 California Teacher Edition and Close Reader eTextbook ePub 8-Year Grade 10 California Interactive Digital Teacher Resources Enhanced 8-Year Grade 10 California Downloadable Teacher Resource Tool Grade 10 Performance Assessment Teacher Edition Grade 10 California Quick Start Pacing Guide Grade 10 Included with the purchase of the Premium Package: California Language Workshop Resources Grade 10 California Language Workshop Teacher Guide Grade 10 California Language Workshop Assessment Handbook Grade 10	\$274.21	5	\$1,371.05	
Total for Classroom Package			\$11,891.21		
Reading Inventory					
6001572	9780545660297 SRI Web Subscription Student License (5000+) (Enter 1yr Reading Inventory as NO Charge, per student)	\$5.50			93
Total for Reading Inventory					
Total for Grade 10				\$11,891.21	
<u>Grade 11</u>					
Classroom Package					
SRP/TRP					

C = Contract Price

Attention:

Cassandra Farley

cfarley@aadusd.k12.ca.us

Intervention Solutions Group

255 38th St. Suite L

St. Charles, IL 60174

FAX: 800-724-4716

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Houghton Mifflin Harcourt

Acton Agua Dulce Unif Sch Dist

Collections CA 2017 Premium Package GR 6-12 8 Year

ISBN	Title	Sale	Purchase		Complimentary
		Price	Quantity	Amount	Quantity
<u>Grade 11</u>					
1616912	9780544607125 Collections California Premium Student Resource Package (print w/8yr digital) Grade 11 2017 California Student Edition Grade 11 Close Reader 8-year Print Subscription Grade 11 California Student Edition and Close Reader eTextbook ePub 8-Year Grade 11 California Interactive Digital Student Resources Enhanced 8-Year Grade 11 California Downloadable Student Resource Tool Grade 11 Performance Assessment 8-year Print Subscription Grade 11 HMH Close Reads App, Grades 11-12 Included in package but must be entered as a no charge line item separately: 3 Novels per Student or equivalent to 3 Novel Points.	\$113.12	99	\$11,198.88	
1616933	9780544607699 Collections California Teacher Resource Package (print w/8yr digital) Grade 11 2017 Package includes: California Teacher Edition Grade 11 California Teacher Edition and Close Reader eTextbook ePub 8-Year Grade 11 California Interactive Digital Teacher Resources Enhanced 8-Year Grade 11 California Downloadable Teacher Resource Tool Grade 11 Performance Assessment Teacher Edition Grade 11 California Quick Start Pacing Guide Grade 11 Included with the purchase of the Premium Package: California Language Workshop Resources Grade 11 California Language Workshop Teacher Guide Grade 11 California Language Workshop Assessment Handbook Grade 11	\$274.21	4	\$1,096.84	
Total for Classroom Package				\$12,295.72	
Reading Inventory					
6001572	9780545660297 SRI Web Subscription Student License (5000+) (Enter 1yr Reading Inventory as NO Charge, per student)	\$5.50			99
Total for Reading Inventory					
<u>Total for Grade 11</u>				\$12,295.72	
<u>Grade 12</u>					
Classroom Package					
<u>SRP/TRP</u>					
1616913	9780544607132 Collections California Premium Student Resource Package (print w/8yr digital) Grade 12 2017 Package includes: California Student Edition Grade 12 Close Reader 8-year Print Subscription Grade 12 California Student Edition and Close Reader eTextbook ePub 8-Year Grade 12 California Interactive Digital Student Resources Enhanced 8-Year Grade 12 California Downloadable Student Resource Tool Grade 12 Performance Assessment 8-year Print Subscription Grade 12 HMH Close Reads App, Grades 11-12 Included in package but must be entered as a no charge line item separately: 3 Novels per Student or equivalent to 3 Novel Points.	\$113.12	106	\$11,990.72	



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C = Contract Price

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Acton Agua Dulce Unif Sch Dist

Collections CA 2017 Premium Package GR 6-12 8 Year

ISBN	Title	Sale	Purchase		Complimentary
		Price	Quantity	Amount	Quantity
<u>Grade 12</u>					
1616636	9780544607705 Collections California Teacher Resource Package (print w/8yr digital) Grade 12 2017	\$274.21	5	\$1,371.05	
<i>Package includes:</i> <i>California Teacher Edition Grade 12</i> <i>California Teacher Edition and Close Reader eTextbook ePub 8-Year Grade 12</i> <i>California Interactive Digital Teacher Resources Enhanced 8-Year Grade 12</i> <i>California Downloadable Teacher Resource Tool Grade 12</i> <i>Performance Assessment Teacher Edition Grade 12</i> <i>California Quick Start Pacing Guide Grade 12</i> <i>Included with the purchase of the Premium Package:</i> <i>California Language Workshop Resources Grade 12</i> <i>California Language Workshop Teacher Guide Grade 12</i> <i>California Language Workshop Assessment Handbook Grade 12</i>					
Total for Classroom Package			\$13,361.77		
Reading Inventory					
6001572	9780545660297 SRI Web Subscription Student License (5000+) <i>(Enter 1yr Reading Inventory as NO Charge, per student)</i>	\$5.50			106
Total for Reading Inventory					
<u>Total for Grade 12</u>			\$13,361.77		
<u>HMH Professional Services</u>					
AskHMH					
1642279	9780544816619 Collections 2017 California ASK HMH Individual 1-year	\$199.00	1	\$199.00	
<i>AskHMH provides personalized performance support giving teachers just-in-time access to program experts. Teachers can ask pedagogical questions and request online conferencing to support implementation of California Collections. One-year subscription for a single user.</i>					
Total for AskHMH			\$199.00		
Getting Started					
1647591	9780544861831 Collections 2017 California Getting Started Full Day In Person	\$2,950.00	1	\$2,950.00	
<i>Participants engage in a variety of hands-on experiences to learn about California Collections organization, design, and resources. Through direct instruction, guided practice, and cooperative exploration, participants will experience the program's resources both from a student and teacher perspective. The goal is to build deeper understanding and confidence to begin implementing California Collections in their respective learning environments.</i>					
<i>Learning Outcomes:</i> <i>• Enrich daily instruction by applying knowledge of California Collections program organization and pedagogy</i> <i>• Support differentiation, assessment, and effective whole and small group instruction using HMH program resources and instructional tools</i> <i>• Enhance instructional delivery and student learning using HMH technology</i>					
<i>*Getting Started Train the Trainer.</i>					
1638254	9780544782693 Collections 2017 California Getting Started eLearning 35 User License	\$349.00			1
<i>Gain a fundamental understanding of California Collections curriculum and its rich set of classroom and digital resources. License for 25 users.</i>					
Total for Getting Started			\$2,950.00		
Follow-up Courses					



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Collections CA 2017 Premium Package GR 6-12 8 Year

ISBN	Title	Sale	Purchase		Complimentary
		Price	Quantity	Amount	Quantity
<u>HMH Professional Services</u>					
1647700	9780544862029 Collections 2017 California Planning Effectively Follow Up Full Day InPerson <i>In this full-day course, teachers learn to strategically plan engaging and rigorous daily and weekly lessons using California Collections. Participants engage in effective planning, prioritizing content and resources to impact student achievement.</i>	\$2,950.00	1	\$2,950.00	
1647706	9780544862081 Collections 2017 California Progress Monitoring Follow Up Full Day In Person <i>In this full-day course, teachers learn to monitor and assess student learning using California Collections. Participants understand the roles of formative and summative assessment from the lens of their HMH program and plan for how to effectively inform daily instruction using Collections assessments.</i>	\$2,950.00	1	\$2,950.00	
Total for Follow-up Courses				\$5,900.00	
Coaching					
1648059	9780544856097 Collections 2017 California Team Coaching Full Day In Person <i>Team Coaching builds a community of learners, synchronizing teams of teachers across grade levels to share experience and expertise and collaborate on plans and protocol regarding product implementation.</i>	\$2,650.00	2	\$5,300.00	
Total for Coaching				\$5,300.00	
Total for HMH Professional Services				\$14,349.00	

**Proposal
Summary**

Subtotal Purchase Amount:	\$105,548.99
Shipping & Handling:	\$4,036.86
Sales Tax: (7.85%)	\$8,333.24

Total Cost of Proposal (PO Amount):	\$117,919.09
--	---------------------


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Proposal Date: 5/25/2017

Proposal for

Expiration Date: 7/24/2017

**Acton Agua Dulce Unif Sch Dist
Collections CA 2017 Premium Package GR 6-12 8 Year**

Total Cost of Proposal (PO Amount): \$ 117,919.09

This is a cost proposal only.

This cost proposal is subject to HMH's Standard Terms and Conditions ("Ts & Cs") below:

<http://www.hmhco.com/common/terms-conditions>

Ts & Cs are also found on HMH invoices.

HMH reserves the right to modify its Ts & Cs from time to time and agrees to notify you prior to such modifications becoming effective.

Date of Proposal: 5/25/2017

Proposal Expiration Date: 7/24/2017



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Agenda Item 12.7
Thursday June 22, 2017
District Office

"Many Paths to Learning, One Standard of Excellence"

Acton-Agua Dulce Unified School District

Board of Trustees Meeting Dates For 2017-2018 School Year

Board meetings have been held on the second and fourth Thursday of each month.
The following schedule reflects meeting dates should this practice continue.

July 13, 2017
July 27, 2017
August 12, 2017 *Saturday
August 13, 2017 * Sunday
August 24, 2017
September 14, 2017
September 28, 2017
October 12, 2017
October 26, 2017
November 9, 2017
November 23, 2016 (No Meeting-Holiday Break)
December 14, 2017
December 22, 2017 (No Meeting – Holiday Break)
January 11, 2018
January 25, 2018
February 8, 2018
February 22, 2018
March 8, 2018
March 22, 2018
April 12, 2018
April 26, 2018
May 10, 2018
May 24, 2018
June 7, 2018
June 21, 2018



"Many Paths to Learning, One Standard of Excellence"

**Annual Contracts
2017-2018**

- | | |
|--|-----------|
| • Blackboard (Membership) | \$ 11,050 |
| • Annual Membership Fees for 2017-2018 | |
| • California School Boards Association (Membership) | \$ 8,440 |
| • Annual Membership Fees for 2017-2018 | |
| • California School Boards Association (Manual Maintenance) | \$ 2,640 |
| • Manual Maintenance Fees for Membership Materials | |
| • California School Boards Association (Gamut Online) | \$ 2,000 |
| • Online Service to Inform District of Board Policy Changes, Laws and Statutes | |
| • California School Management | \$3,600 |
| • E-Rate Program for 2017-2018 | |
| • Eagle Software (Aries) | \$14,450 |
| Attendance Reporting Software for School Sites | |
| • Ed Files | \$17,000 |
| • Online File Organization | |
| • Fagen, Friedman & Fulfrost | TBD |
| • Legal Services Contract for 2017-2018 | |
| • Fueled Education | \$ 35,000 |
| • Aventa Program at Vasquez High School | |

<ul style="list-style-type: none"> Girard, Edwards, Stevens & Tucker <ul style="list-style-type: none"> Legal Services Contract for 2017-2018 	TBD
<ul style="list-style-type: none"> LACOE (PeopleSoft Financial System Contract) <ul style="list-style-type: none"> Financial Reporting Software for 2017-2018 	\$12,500
<ul style="list-style-type: none"> National Association of Charter School Authorizers (Membership) <ul style="list-style-type: none"> Annual Membership Fees 2017-2018 	\$2,500
<ul style="list-style-type: none"> Rakek Group <ul style="list-style-type: none"> Financial Charter School Services for 2017-2018 	TBD
<ul style="list-style-type: none"> School Innovations and Achievement <ul style="list-style-type: none"> School Accountability Report Card Services 	\$ 5,600
<ul style="list-style-type: none"> School Services of California <ul style="list-style-type: none"> Annual Membership for Information Related to State Budget Issues and Public Education 	\$ 5,000
<ul style="list-style-type: none"> Vavrinek, Trine and Day <ul style="list-style-type: none"> Fiscal Services for 2017-2018 	TBD
Total estimated Cost	\$119,780.00

All costs for the above noted contracts have been incorporated into the 2017-18 Adopted Budget.

RESOLUTION NO 16-17 19

**RESOLUTION OF THE GOVERNING BOARD OF THE ACTON-AGUA
DULCE UNIFIED SCHOOL DISTRICT APPROVING ASSIGNMENT OF
DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE
DELINQUENT TAX FINANCE AUTHORITY FOR FISCAL YEARS
ENDING JUNE 30, 2017, 2018 AND 2019, AND AUTHORIZING
EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND
ACTIONS**

WHEREAS, under Section 6516.6(b) of the Government Code of the State of California (the "Law"), a school district, community college district or other local educational agency is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by it or on its behalf for collection on the secured, unsecured, or supplemental property tax rolls, in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

WHEREAS, the California Statewide Delinquent Tax Finance Authority (the "Authority") has been formed as a joint powers authority for the purpose of purchasing delinquent *ad valorem* property taxes in accordance with Section 6516.6 of the Law upon terms and conditions which are acceptable to local educational agencies in Los Angeles County; and

WHEREAS, under the Law the amount of property tax receipts to be reported in a fiscal year for revenue limit purposes is equal to 100% of the local educational agency's allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the local educational agency; and

WHEREAS, the Board has previously adopted its resolutions approving the participation by the Acton-Agua Dulce Unified School District (the "District") in the delinquent tax finance program of the Authority with respect to prior fiscal years; and

WHEREAS, the Authority has requested the District to consider selling it certain delinquent tax receivables arising with respect to the fiscal years ending June 30 in each of the years 2017, 2018 and 2019 (collectively, the "Tax Receivables"), at a purchase price which is at least equal to 110.0% of the amount of Tax Receivables; and

WHEREAS, in order to provide funding for the purchase of the Tax Receivables, the Authority has made arrangements to issue and sell a certificate of participation for each fiscal year to a designee of Tower Capital Management, LLC, a Delaware limited liability company; and

WHEREAS, the Governing Board of the District (the "Board") wishes to take its action at this time approving the sale of the Tax Receivables to the Authority, and approving related documents and actions;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Acton-Agua Dulce Unified School District as follows:

Section 1. Sale of Tax Receivables to Authority. The Board hereby approves and authorizes the sale of the Tax Receivables to the Authority, at a purchase price at least equal to 110.0% of the amount of Tax Receivables.

Section 2. Approval of Purchase and Sale Agreements. The sale of Tax Receivables shall be accomplished under a Purchase and Sale Agreement (the "Purchase and Sale Agreement") between the District and the Authority, in substantially the form executed by the District in connection with previous sales of tax receivables to the Authority.

The Purchase and Sale Agreement is hereby approved in substantially the form on file with the Clerk of the Board, together with any changes therein or modifications thereof approved by the Superintendent (or other chief executive officer) or the chief business officer of the District (each, an "Authorized Officer"). The Authorized Officer is authorized and directed to execute and deliver each such Purchase and Sale Agreement on behalf of the District, and the execution and delivery of each such Purchase and Sale Agreement by the Authorized Officer shall be conclusive evidence of the approval of any such changes and modifications. The Board hereby authorizes the delivery and performance of the Purchase and Sale Agreements.

Section 3. Official Actions. The Authorized Officer and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority and the other transactions described herein. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

Section 4. Effective Date. This resolution shall take effect from and after the date of approval and adoption thereof.

PASSED AND ADOPTED this 22nd day of June, 2017, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____ ABSTAIN: _____

Kim Lytle, Interim Superintendent
Acton-Agua Dulce Unified School District

Mike Fox, President
Board of Trustees



**BEFORE THE GOVERNING BOARD OF THE
ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT**

Resolution #16-17.20

Declaration of Indefinite Salaries for Retroactive Pay

As a result of financial uncertainties, negotiations, legislation, and other factors, the Governing Board hereby declares that all management, confidential and other unrepresented employee salaries are declared indefinite for 2017-2018.

ADOPTED this 22nd day of June 2017 by the Acton-Agua Dulce Unified School District Board of Trustees.

AYES : _____ NAYS: _____ ABSENTIONS: _____ ABSENT: _____

Kim Lytle
Interim Superintendent

Mike Fox, President
Board of Trustees



"Many Paths to Learning, One Standard of Excellence"

Agenda Item 12.11
Thursday June 22, 2017
District Office

**BEFORE THE BOARD OF EDUCATION OF THE
ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT**

Resolution #16-17.21

Request Board Approval to Authorize Inter-fund Cash Transfers

During the normal course of business operation, there are certain routine inter-fund accounting activities that take place and necessitate the need of cash transfer. It is prudent that the board delegates the authority to process the routine inter-fund cash transfers for 2017-18. Transfers will only occur if necessary in order to maintain adequate cash and fiscal solvency.

Adopted by the Board of Education on June 22, 2017

Kim Lytle
Interim Superintendent

Ken Pfalzgraf, Clerk
Board of Trustees



**BEFORE THE BOARD OF EDUCATION OF THE
ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT**

Resolution #16-17.22

**Authorization for Temporary Inter-fund Cash Borrowing
2017-18**

The Governing Board of the Acton-Agua Dulce Unified School authorizes the Superintendent/Interim Administrator in Charge to make temporary cash loans between funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$1.5 million and no more than 75 percent of the maximum moneys held in any fund held in any fund shall be transferred. If any such transfers occur they will be brought to the board on an individual basis.

These authorized transfers are temporary in nature, to be accounted for as loans between funds, and are not treated as income or as a contribution from one fund to another.

Any transfers made during the year shall be repaid no later than the fiscal year end. Any transfers within 120 days of the year end may be repaid next year, provided any such intended carryover is reported to the board.

Transfers are to be made in accordance with legal requirements, as authorized Education Code section 42603.

The action and written authorization by the person designated may be used by the Los Angeles County Office of Education to permit transfers and repayments.

Adopted by the Board of Education on June 22, 2017.

Kim Lytle
Interim Superintendent

Ken Pfalzgraf, Clerk
Board of Trustees



**RESOLUTION OF THE BOARD OF TRUSTEES OF THE ACTON
AGUA DULCE UNIFIED SCHOOL DISTRICT REGARDING THE
EDUCATION PROTECTION ACT**

Resolution 16-17.23

Fiscal Year– 2017-18

WHEREAS, the voters approved Proposition 30 on November 6, 2012 and Proposition 55 on November 8, 2016;

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies

received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, be it resolved, determined and ordered by the Board of Education of the Acton-Agua Dulce Unified School District as follows:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of the Acton-Agua Dulce Unified School District;
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Acton-Agua Dulce Unified School District has determined to spend the monies received from the Education Protection Act for current certificated teacher salaries and related benefits, library, counseling, health services, custodians, school security and yard duty salaries and related benefits.

Adopted by the Board of Education on June 22, 2017

Kim Lytle, Interim Superintendent

Ken Pfalzgraf, AADUSD Clerk