

**AGENDA FOR SPECIAL MEETING
OF THE BOARD OF TRUSTEES**

ENCINITAS UNION SCHOOL DISTRICT
101 South Rancho Santa Fe Road
Encinitas, California 92024



***Welcome to the special meeting of the
Encinitas Union School District Board of Trustees.***

CLOSED SESSION

The Board will meet in Closed Session to consider matters of litigation, employee negotiations, student discipline, employee grievances, personnel qualifications, or real estate negotiations authorized by the Brown Act. A report of action(s) taken in Closed Session will be presented as an item on the Public Session Agenda.

PUBLIC COMMENT

Members of the audience may address the Board of Trustees on items listed on the special meeting agenda. Speaking time is limited to three (3) minutes per speaker with a maximum of fifteen (15) minutes per topic. Persons wishing to address the Board should submit to the Executive Assistant to the Superintendent, prior to the meeting, a blue Public Comment card available on the information table. You will be called upon, when the agenda item is addressed by the Board. Please address the Board of Trustees from the podium by first stating your name and address.

In accordance with the Brown Act, no action may be taken by the Board of Trustees on non-agenda items; however, the Board may 1) acknowledge receipt of the information; 2) refer the matter to staff for further study; or 3) place the item on a future agenda.

CONSENT ITEMS

All matters listed under consent are those in which the Board has previously deliberated or are considered routine items of business. An administrative recommendation for each item is contained in the agenda item description. There will be no separate discussion of these items prior to the time the Board of Trustees votes on the motion unless members of the Board, staff, or public request specific items to be discussed or pulled from the Consent Items. To address an item on the consent calendar, please follow the procedure described under Public Comment.

PUBLIC INSPECTION OF DOCUMENTS

In compliance with Government Code § 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting or less than 24 hours prior to the meeting, may be viewed at the district office, 101 South Rancho Santa Fe Road, Encinitas, CA 92024 or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the Office of the Superintendent at 760 944-4300, ext. 1111.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Board of Trustees, please contact the Office of the Superintendent at (760) 944-4300, Extension 1111. Notification 24 hours prior to the meeting will enable the District to make the necessary arrangements to ensure accommodation and accessibility to this meeting.

**AGENDA FOR SPECIAL MEETING
OF THE BOARD OF TRUSTEES**

ENCINITAS UNION SCHOOL DISTRICT
101 South Rancho Santa Fe Road
Encinitas, California 92024

October 11, 2016

OPEN SESSION – 8:30 a.m.

AGENDA

*(A copy of the agenda is available online at www.eusd.net prior to the close of business
on the Friday preceding a regular meeting or 24 hours for a special meeting of the EUSD Board of Trustees.
A printed copy may also be obtained at the District Office.)*

1. CALL TO ORDER

2. ROLL CALL: Mrs. Emily Andrade
Ms. Patricia S. Sinay
Mrs. Carol Skiljan
Mr. Gregg Sonken
Mrs. Marla Strich

3. OPENING FUNCTIONS

- a. PLEDGE OF ALLEGIANCE
- b. WELCOME TO THE PUBLIC – Board President Emily Andrade
- c. PUBLIC COMMENT – Agenda Items Only

Members of the audience may address the Board of Trustees on items listed on the special meeting agenda. Speaking time is limited to three (3) minutes per speaker with a maximum of fifteen (15) minutes per topic. Persons wishing to address the Board should complete and submit, prior to the meeting, a blue Public Comment card available on the information table. (See agenda cover page for instructions.)

4. APPROVAL OF COORDINATOR OF ENRICHMENT PROGRAMS POSITION AND SALARY SCHEDULE PLACEMENT

As we continue to review, refine, and support student achievement through enrichment, both within and outside of the school day and school year and to best serve District families, it is recommended that the Board approve the job description and salary schedule placement for the Coordinator of Enrichment Programs position. The job description was submitted for first reading at the September 27, 2016 meeting.

Action Recommended: It is recommended that the Board of Trustees approve the job description and salary schedule placement for the Coordinator of Enrichment Programs position.

5. APPROVAL OF COORDINATOR FOR THE ENRICHMENT PROGRAMS POSITION

It is recommended that the Board of Trustees approve Leslie Wright for the position of Coordinator of Enrichment Programs position with an effective date to be determined.

Action Recommended: It is recommended that the Board of Trustees approve Leslie Wright as Coordinator of Enrichment Programs.

● Encinitas Union School District is a Tobacco-Free District. Smoking is prohibited on District property at all times. ●

Any individual with a disability, who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting the Superintendent's Office at 760.944.4300, Ext. 1111.

6. DISCUSSION OF SINGLE PLANS FOR STUDENT ACHIEVEMENT

All schools in Encinitas Union School District work closely with their School Site Council and staff in developing a plan of action for the current school year. The focus is to maintain and/or raise the academic performance of students and improve the schools' educational program in three areas: Pupil Outcomes, Conditions of Learning, and Engagement. Principals from each of the District's nine schools will discuss their Single Plans for Student Achievement (SPSAs) for 2016-2017. Board members will have the opportunity to dialogue with principals for greater clarity of the development of the SPSAs. At the regularly scheduled meeting on November 15, 2016, the SPSAs will be submitted to the Board of Trustees for review and approval.

7. BOARD / SUPERINTENDENT COMMUNICATIONS

General written and oral communications and discussion to include appropriate or timely Reports by Board or Superintendent on matters relating to: Strategic Planning, Encinitas Educational Foundation, Legislative Action Committee, North Coastal Consortium Special Education, California School Board Association, Upcoming Projects, Current Activities, Curriculum Updates, Business and Facilities Updates, Personnel Updates, Instructional Materials Updates, Goals and Objectives, Conference Reports, Interagency Agreements and Activities, Committee Reports and written communications.

8. ADJOURNMENT

District Target: PERSONNEL

- Action
- Consent Calendar
- First Reading
- Information
- Presentation
- Public Hearing
- Roll Call Vote Required

Subject: APPROVAL OF COORDINATOR OF ENRICHMENT PROGRAMS
POSITION AND SALARY SCHEDULE PLACEMENT

Background: We continue to review and refine the ways in which we support the education of the whole child through enrichment, both within and outside of the school day and school year and to best serve the needs of District families. The Board received the job description for the Coordinator of Enrichment Programs position for First Reading at the September 27, 2016 meeting.

This Certificated Management Coordinator position will oversee the enrichment and before/after school programs.

Attachments: Coordinator of Enrichment Programs Job Description

Fiscal Impact: Savings of \$82,650.67

Recommendation: Approve the job description and salary schedule for the Coordinator of Enrichment Programs position.

Prepared by: Angelica Lopez, Assistant Superintendent of Administrative Services

Submitted by: Timothy Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY:



JOB DESCRIPTION

COORDINATOR OF ENRICHMENT PROGRAMS September 23, 2016

DEFINITION:

Under the supervision of the Assistant Superintendent of Educational Services, the Coordinator of Enrichment Programs will collaborate and direct district, site, and extended day staff to implement cohesive programs that support student achievement through enrichment, both within and outside the school day and school year.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement operational systems to ensure all Enrichment programs and the Extended Day Program meet the needs of the students, staff, and parents
- Recruit, train, supervise, and monitor the performance and effectiveness of all staff
- Develop, implement, and provide professional development opportunities to uphold performance expectations for all staff
- Collaborate with district and site administration to maintain effective programs
- Provide curriculum, and curricular/activity resources, as needed
- Coordinate opportunities for Enrichment Teacher collaboration district-wide
- Guide the planning, organization and management of the activities offered in the Extended Day Program during the school year, fall, spring, and summer sessions
- Evaluate, review, and approve the purchase of all materials and supplies needed for the Extended Day Program
- Manage and/or oversee record keeping as required by the Encinitas Union School District, including but not limited to personnel action forms, program evaluation, fiscal management, student attendance, requisitions, inventories, staff attendance, and program budgets
- Present annually to the EUSD School Board regarding the Enrichment Programs and Extended Day Program goals
- Facilitate relationships with Enrichment vendors
- Create Memorandums of Understanding (MOU) with community partners
- Maintain a safe work environment for staff in conjunction with District policies
- Coordinate, organize, and implement emergency and disaster preparedness guidelines and procedures for the Extended Day and Enrichment Programs
- Collaborate with district partners to enhance the student experience in the Enrichment programs
- Support parent committees to enrich partnerships, policies, and home to school connections
- Performs other related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Curriculum and effective teaching practices
- General concepts of child development, child behavior characteristics and management
- School-based enrichment programs
- Principles, practices, and trends of child care programs
- Basic record keeping and record management
- Child care center operational strategies, management, organization, and supervision methods, procedures, and techniques
- Recreational games, crafts, special projects, and team sport activities
- Public relation methods, procedures, and techniques
- Legal mandates, regulations, and guidelines applicable to a school age childcare program
- Health and safety methods, practices, and procedures
- Correct English usage, spelling, grammar, punctuations and arithmetic
- Modern office methods, equipment, and procedures
- District operations, policies, rules, and regulations
- Basic first aid principles

Ability to:

- Effectively and efficiently plan, organize, and manage programs and staff
- Recruit, train, supervise and support personnel
- Assess and evaluate the operations of the programs and performance of the staff
- Present workshops and trainings
- Coordinate and support professional growth of classified and certificated staff
- Analyze situations and make sound decisions
- Develop and maintain effective working relationships with staff, administrators, vendors, and community members
- Communicate effectively with staff, parents, school sites, government agencies and community members in both written and oral form
- Read, interpret, and apply rules and regulations as it relates to federal and state childcare programs
- Work independently with little direction
- Work confidentially with discretion
- Maintain regular and consistent attendance

EDUCATION AND EXPERIENCE:

Experience:

- 5 years of successful teaching experience
- Experience with developing and/or supervising District/Site Enrichment and Extended Day programs

Education, Licenses and Other Requirements:

- Valid California Teaching Credential
- Administrative Credential
- Current First Aid and CPR Certification

WORKING CONDITIONS:

Environment:

- Office environment, temperature – normal climate
- Daily contact with District and school site staff
- Constant interruptions
- Moderate to high stress level

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.
- Occasionally lift and/or move up to 15 pounds

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands and fingers, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER:

Possession of an appropriate, valid California driver's license and employee-provided transportation required.

Approved:

**ENCINITAS UNION SCHOOL DISTRICT
ADMINISTRATIVE SALARY SCHEDULE
2016-17**

4% Increase Effective July 1, 2016

CERTIFICATED ADMINISTRATION	DAYS		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
GROUP 4							
*PRINCIPAL	209	ANNUAL	109,811.89	117,336.15	124,109.36	129,063.29	
*ADMINISTRATOR OF SPECIAL PROGRAMS		PER DIEM	525.42	561.42	593.82	617.53	
*ADMINISTRATOR OF SUPPORT SERVICES							
ASSISTANT PRINCIPAL	209	ANNUAL	95,974.82	100,772.82	105,809.50	111,101.83	116,657.24
		PER DIEM	459.21	482.17	506.27	531.59	558.17
*ADMIN OF ED SERVICES PROJECTS	209	ANNUAL	95,974.82	100,772.82	105,809.50	111,101.83	116,657.24
		PER DIEM	459.21	482.17	506.27	531.59	558.17
ADMIN OF SPECIAL ED PROJECTS PPS PROGRAM SPECIALIST	209	ANNUAL	95,974.82	100,772.82	105,809.50	111,101.83	
		PER DIEM	459.21	482.17	506.27	531.59	
COORDINATOR, BTSA COORDINATOR, CURR. & ACCOUNTABILITY COORDINATOR, ENRICHMENT PROGRAMS	210	ANNUAL	96,440.51	103,189.32	110,414.43	118,141.30	
		PER DIEM	459.24	491.38	525.78	562.58	
DIRECTOR(S): *PUPIL PERSONNEL SERVICES *LITERACIES, OUTREACH, & LIBRARIES	225	ANNUAL	118,217.67	126,317.94	133,606.70	138,941.46	
		PER DIEM	525.41	561.41	593.81	617.52	
*/*ASSISTANT SUPERINTENDENT: EDUCATIONAL SERVICES ADMINISTRATIVE SERVICES	246	ANNUAL	145,078.19	148,707.19	152,423.17	156,232.50	
		PER DIEM	589.75	604.50	619.61	635.09	

CLASSIFIED ADMINISTRATION	DAYS		STEP 1	STEP 2	STEP 3	STEP 4
GROUP 6						
*/*ASSISTANT SUPERINTENDENT: BUSINESS SERVICES	260	ANNUAL	145,078.32	148,706.84	152,423.64	156,231.99
		PER DIEM	557.99	571.95	586.24	600.89
DIRECTOR, CHILD NUTRITION SERVICES	260	ANNUAL	91,555.97	96,133.76	100,940.47	105,987.80
		PER DIEM	352.14	369.75	388.23	407.65
DIRECTOR, EXTRA CURRICULAR PROG	260	ANNUAL	73,786.37	77,475.67	81,349.47	85,416.95
		PER DIEM	283.79	297.98	312.88	328.53
DIRECTOR, FARM LAB	260	ANNUAL	83,200.00	87,360.00	91,728.00	96,314.40
		PER DIEM	320.00	336.00	352.80	370.44
DIRECTOR, MAINTENANCE, OPERATIONS, GROUNDS, FACILITIES & CONSTRUCTION	260	ANNUAL	94,171.89	98,881.58	103,824.06	109,014.77
		PER DIEM	362.20	380.31	399.32	419.29
DIRECTOR, TECHNOLOGY	260	ANNUAL	97,564.32	102,274.02	107,216.50	112,407.20
		PER DIEM	375.25	393.36	412.37	432.34
SUP OF FACILITIES, PLANNING & CONSTR SUP OF TECHNOLOGY SERVICES	260	ANNUAL	68,247.04	71,423.24	74,985.58	78,733.25
		PER DIEM	262.49	274.70	288.41	302.82
CONTROLLER	260	ANNUAL	101,926.50	107,023.44	112,375.21	117,991.76
		PER DIEM	392.03	411.63	432.21	453.81
EDUCATION TECH SPECIALIST	260	ANNUAL	55,881.46	58,723.55	61,757.65	64,931.43
		PER DIEM	214.93	225.86	237.53	249.74

DOCTORAL DEGREE:
\$2,000. ADDITIONAL PER YEAR
\$1,000 ADDITIONAL PER YEAR for manager actively enrolled in approved full time
doctoral program....NOT TO EXCEED FOUR (4) YEARS

LONGEVITY: Additional \$2,000 added to annual range/ step at the end of 8th year of service
and every 5 years up to 25 years of service.

* \$2000 CAFETERIA STIPEND
ADMINISTRATOR OF SPECIAL PROJECTS, ASST. PRINCIPALS ,
ADMINISTRATOR OF ED SERVICES PROJECTS AND CABINET MEMBERS

**HEALTH BENEFITS FOR EXECUTIVE CABINET - THOSE MEMBERS WHO HAVE
10 YEARS OR MORE FULL TIME SERVICE WITH EUSD WILL QUALIFY AT RETIREMENT
FOR 5 YEARS OF OF HEALTH BENEFITS FOR THE EMPLOYEE ONLY.

District Target: PERSONNEL

- Action
- Consent Calendar
- First Reading
- Information
- Presentation
- Public Hearing
- Roll Call Vote Required

Subject: APPROVAL OF COORDINATOR FOR THE ENRICHMENT PROGRAMS POSITION

Background: We continue to review and refine the ways in which we support the education of the whole child through enrichment, both within and outside of the school day and school year and to best serve the needs of District families. It is recommended that the Board of Trustees approve Leslie Wright for the position of Coordinator of Enrichment Programs position with an effective date to be determined.

This Certificated Management Coordinator position will oversee the enrichment and before/after school programs.

Attachments: None

Fiscal Impact: Savings of \$82,650.67

Recommendation: It is recommended that the Board of Trustees approve Leslie Wright for the position of Coordinator of Enrichment Programs position with an effective date to be determined.

Prepared by: Angelica Lopez, Assistant Superintendent of Administrative Services

Submitted by: Timothy Baird, Ed.D., Superintendent

MOTION BY:

SECONDED BY: