

I.I.7./MAY.14

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Kellie Noe, Board President  
FROM: Mia Del Prete, Human Resources Manager  
DATE: May 7, 2014  
ITEM: **CONSIDERATION OF APPROVAL OF REVISED JOB  
DESCRIPTION FOR PAYROLL TECHNICIAN/ACCOUNTANT**

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**BACKGROUND INFORMATION:**

It has been the mission of District administrators to review and revise job descriptions, as necessary. The Payroll Technician is a part of the confidential group and does not require a first reading of revisions.

**CURRENT CONSIDERATION:**

With the recent retirement announcement of Linda Johnson, District Payroll Technician, District administration are recommending revisions to the Payroll Technician/Accountant job description for accuracy of the essential duties of the position and to fit the current needs of the District.

**RECOMMENDATION:**

It is respectfully requested the Board of Education approve the revisions to the job description of Payroll Technician.

**ATTACHMENTS:**

Yes

# WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Payroll Technician/~~Accountant~~**Human Resources Assistant**

**CLASSIFICATION:** Confidential

**JOB SUMMARY:** Under general supervision of the Human Resources/Business Manager, performs a variety of the more complex record keeping assignments for payroll and payroll auditing; prepares, maintains, audits and verifies payrolls and supporting documents and records for employees. Compiles, prepares and checks statistical and payroll reports; use independent judgment and problem solving as related to implementation of the district's payroll compensation policies and accompanying record keeping procedures; and assists in maintaining the district's human resource data base management system, **maintains absence management systems in Aesop and Escape**, and performs other duties as assigned.

### **ESSENTIAL DUTIES:**

- Prepares, processes, verifies and balances district payroll and payroll records ~~with data entry to network system in the Escape Payroll system.~~
- Processes all payroll records for incoming and terminating employees into and out of the district.
- Prepares and maintains up-to-date payroll records on all employees including salary, authorized deductions and fixed charges.
- Calculates pay adjustments for various personnel actions and makes necessary changes on existing payroll records ~~and~~ in the ~~computer~~ **Escape Payroll System.**
- Posts and maintains accurate control records for employee payroll deductions and gross earnings including unexcused absences, partial monthly employment, **and** partial employment contract completion.
- Correlates and records information on payroll records and reports; submits accurate and timely payrolls for processing; processes quarter EDD reports **and payments.**
- Calculates and records voluntary deductions.
- Prepares monthly medical, dental and vision billings.
- Verifies payroll totals; computes payments; completes benefit reports; forwards and calculates differential pay based upon written information from the Personnel Office.
- Responds to inquires from employees regarding earnings and deductions; files/reviews proper retirement and benefit plan forms; ~~clarifies benefit plan payments and charges.~~
- **Clarifies benefit plan and contribution (if appropriate) for new employees.**
- Audits and verifies billings for all employee benefits, insurance and annuities; mails/distributes warrants ensuring receipt on or before prescribed deadlines.
- ~~Prepares salary projections for annual budget.~~
- **Prepares annual salary notices for all District employees.**
- Distributes payroll warrants and W-2 forms as required.
- Provides information to employees and retirees regarding earned benefits, W/C, STRS, PERS, Social Security and other related information as required.
- Receives, records and processes receipts to the district from retirees for medical benefits.
- Prepares material for negotiations as required.
- Composes correspondence, memoranda and reports independently or from verbal instructions.
- **Maintains Aesop absence tracking system and is responsible for absence recording in Aesop and Escape.**
- **Maintains Affordable Care Act (ACA) measurement, administrative and stability period.**
- **Distributes Annual Notification of Reasonable Assurance**

**OTHER DUTIES:**

- Operates a variety of office machines including calculator, typewriter, copier, and computer systems with related software for networks, word processing and spreadsheets.
- Makes mathematical calculations.
- Workers' Compensation claim forms; ~~computes differential pay in coordination with insurance carriers~~ **monitors/reports to RESIG.**
- **Maintains payroll records and assists with human resources files (ie. Coaches and substitutes)**
- Assists in maintaining specialized files and records in preparation of audit reviews.
- Contacts other agencies, districts, schools, and employees to discuss financial records and transactions. Gives authoritative information on records maintained.
- Supports with personnel and accounting related duties as required.

**EMPLOYMENT STANDARDS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education:

- Formal or informal education or training which ensures the ability to read and write at a level for successful job performance and which would provide an opportunity to acquire the required knowledge and abilities
- High School diploma or equivalent

Experience:

- Two years experience in ~~general school~~ payroll/accounting, including work with bookkeeping, financial, statistical, payroll, and retirement systems or similar duties regarding regular use of statistical information.

Knowledge of:

- Accounting methods and requirements as related to payroll tax deductions
- Public school payroll systems
- Bookkeeping, financial, statistical, payroll and retirement systems or similar duties regarding regular use of statistical information

Ability to:

- Perform responsible clerical work without continuous supervision
- Make mathematical calculations with speed and accuracy
- Prepare accounting financial reports
- Operate office equipment and computers
- Type 45 words per minute
- Understand and carry out oral and written instructions
- Perform under pressure and work within deadlines
- Maintain the security and confidentiality of specified records and information
- Maintain cooperative relationships with those contacted in the course of work effort

Physical Effort/Working Environment: Light physical effort; occasional standing or walking; periodic handling of light weight parcels or supplies. Indoor work environment. A pre-placement physical examination may be required.

Licenses and Certifications: A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

West Sonoma County Union High School District  
Confidential Salary Schedule  
Work Year: 12 months  
Board Approved: original date unknown  
Revised: 10/9/97; 4/25/07; 6/26/13

I.I.8./MAY.14

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Kellie Noe, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: May 7, 2014

ITEM: **CONSIDERATION OF APPROVAL OF CONTRACT AGREEMENT BETWEEN WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT AND ERIC DICK, SCHOOL PSYCHOLOGIST FOR PSYCHOLOGY SERVICES**

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**BACKGROUND INFORMATION:**

The District has not been successful in filling a vacancy for a school psychologist. The District has a working relationship with Eric Dick. He has provided school psychology services in the past on other high school special education cases.

**CURRENT CONSIDERATION:**

Vince Hamilton, District School Psychologist was able to secure school psychology services with Eric Dick. The Contract Agreement will be in effective from April 18, to June 30, 2014. The cost for the service is \$100.00 an hour and shall not exceed \$500.00.

**RECOMMENDATION:**

It is respectfully requested the Board of Education approve the contract agreement between the West Sonoma County Union High School District and Eric Dick for school psychology services from April 18, 2014 to June 30, 2014.

**ATTACHMENTS:**

Yes

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT  
CONTRACT FOR SCHOOL PSYCHOLOGIST SERVICES**

THIS CONTRACT AGREEMENT is made by and between the West Sonoma County Union High School District (WSCUHSD) and Eric Dick, School Psychologist

1. Term: WSCUHSD hereby agrees to purchase Psychology services beginning April 18<sup>th</sup> 2014, and ending June 30<sup>th</sup> 2014, subject to the terms and conditions set forth below.
2. Cost: Cost for Psychologist service is \$100.00 an hour, to be invoiced by Eric Dick. Total amount shall not exceed \$500.00.
3. Work Days: Said service shall occur from April 18<sup>th</sup> 2014 to June 30<sup>th</sup> 2014.
4. Duties as Psychologist Service:
  - a. *Direct Service Duties*: Provision of Psychology Services, attendance at IEP meetings, provision of written reports, and other duties as agreed upon with West Sonoma County Union High School District.
5. Fringe Benefits:
  - a. *Health, Dental and Vision*: Eric Dick will receive no district paid health benefits.
6. General Provisions:
  - a. *Governing Law and Venue*: This Agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that, in event of litigation, venue shall be the proper state or federal court located in Sonoma, California.
  - b. *Entire Agreement*: This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions and neither party has relied upon any representation, express or implied, not contained in this Agreement.
  - c. *No Assignments*: WSCUHSD may not assign or transfer any rights granted or obligations assumed under this Agreement.
  - d. *Modification*: This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both the parties.
  - e. *Severability*: If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.

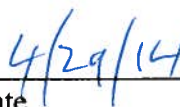
\_\_\_\_\_  
Eric Dick, School Psychologist

\_\_\_\_\_  
Date



\_\_\_\_\_  
Keller McDonald, Superintendent  
West Sonoma County Union High School District

\_\_\_\_\_  
Date



I.I.9./MAY.14

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Kellie Noe, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: May 7, 2014

ITEM: **CONSIDERATION OF APPROVAL OF CONTRACT AGREEMENT BETWEEN WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT AND JOHN KOLHOVEN, SCHOOL PSYCHOLOGIST FOR PSYCHOLOGY SERVICES**

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**BACKGROUND INFORMATION:**

The District has not been successful in filling a vacancy for a school psychologist. Vince Hamilton, District School Psychologist has worked with John Kolhoven in the past.

**CURRENT CONSIDERATION:**

Vince Hamilton, District School Psychologist was able to secure school psychology services with John Kolhoven. The Contract Agreement will be in effective from April 8, to June 30, 2014. The cost for the service is \$85.00 an hour and shall not exceed \$510.00.

**RECOMMENDATION:**

It is respectfully requested the Board of Education approve the contract agreement between the West Sonoma County Union High School District and John Kolhoven for school psychology services from April 18, 2014 to June 30, 2014.

**ATTACHMENTS:**

Yes

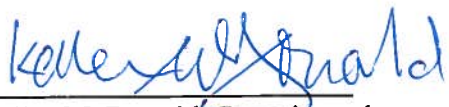
**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT  
CONTRACT FOR SCHOOL PSYCHOLOGIST SERVICES**

THIS CONTRACT AGREEMENT is made by and between the West Sonoma County Union High School District (WSCUHSD) and John Kolhoven, School Psychologist

1. Term: WSCUHSD hereby agrees to purchase Psychology services beginning April 8<sup>th</sup> 2014, and ending June 30<sup>th</sup> 2014, subject to the terms and conditions set forth below.
2. Cost: Cost for Psychologist service is \$85.00 an hour, to be invoiced by John Kolhoven. Total amount shall not exceed \$510.00.
3. Work Days: Said service shall occur from April 8<sup>th</sup> 2014 to June 30<sup>th</sup> 2014.
4. Duties as Psychologist Service:
  - a. *Direct Service Duties:* Provision of Psychology Services, attendance at IEP meetings, provision of written reports, and other duties as agreed upon with West Sonoma County Union High School District.
5. Fringe Benefits:
  - a. *Health, Dental and Vision:* John Kolhoven will receive no district paid health benefits.
6. General Provisions:
  - a. *Governing Law and Venue:* This Agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that, in event of litigation, venue shall be the proper state or federal court located in Sonoma, California.
  - b. *Entire Agreement:* This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions and neither party has relied upon any representation, express or implied, not contained in this Agreement.
  - c. *No Assignments:* WSCUHSD may not assign or transfer any rights granted or obligations assumed under this Agreement.
  - d. *Modification:* This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both the parties.
  - e. *Severability:* If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.

\_\_\_\_\_  
John Kolhoven, School Psychologist

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Keller McDonald, Superintendent  
West Sonoma County Union High School District

  
\_\_\_\_\_  
Date



**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Kellie Noe, Board President

FROM: Karen Lamb, Executive Secretary

DATE: May 7, 2014

ITEM: **CONSIDERATION OF APPROVAL OF SCHOOL REPRESENTATIVES TO CALIFORNIA INTERSCHOLASTIC FEDERATION LEAGUE FOR 2014-2015**

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**BACKGROUND INFORMATION:**

Every year the California Interscholastic Federation (CIF) League requires public school districts to designate CIF representatives to the league. According to Education Code 33353(a)(1) league representatives must be designated and approved by the governing board.

Analy High School Principal, Chris Heller and El Molino High School Principal, Matt Dunkle, have volunteered to serve as the West Sonoma County Union High School District CIF representatives to the league for Analy and El Molino High Schools. The alternate representatives for each site in case the representative is unable to attend the meetings are Joe Ellwood, Athletic Director Analy High School and Mike Roan, Athletic Director El Molino High School.

**RECOMMENDATION:**

It is respectfully recommended the Board of Education approve District representative(s) and alternate representative(s) for the California Interscholastic Federation League for 2014-2015.

**ATTACHMENTS:**

Yes

**2014-2015 Designation of CIF Representatives to League**

Please complete the form below for each school under your jurisdiction and **RETURN TO THE CIF SECTION OFFICE (ADDRESSES ON REVERSE SIDE)** no later than June 25, 2014.

West Sonoma County Union High School District/Governing Board at its May 7, 2014 meeting,  
(Name of school district/governing board) (Date)

appointed the following individual(s) to serve for the 2014-2015 school year as the school's league representative:

**PHOTOCOPY THIS FORM TO LIST ADDITIONAL SCHOOL REPRESENTATIVES**

NAME OF SCHOOL Analy High School  
NAME OF REPRESENTATIVE Chris Heller POSITION Principal  
ADDRESS 6950 Analy Avenue CITY Sebastopol ZIP 95472  
PHONE 707-824-2314 FAX 707-827-7936 E-MAIL cheller.ahs@wscuhsd.k12.ca.us  
\*\*\*\*\*

NAME OF SCHOOL El Molino High School  
NAME OF REPRESENTATIVE Matt Dunkle POSITION Principal  
ADDRESS 7050 Covey Road CITY Forestville ZIP 95436  
PHONE 707-824-6570 FAX 707-887-0448 E-MAIL mdunkle.ehs@wscuhsd.k12.ca.us  
\*\*\*\*\*

NAME OF SCHOOL Analy High School  
NAME OF REPRESENTATIVE Joe Ellwood POSITION Athletic Director  
ADDRESS 6950 Analy Avenue CITY Sebastopol ZIP 95472  
PHONE 707-824-2300 FAX 707-827-7936 E-MAIL jellwood.ahs@wscuhsd.k12.ca.us  
\*\*\*\*\*

NAME OF SCHOOL El Molino High School  
NAME OF REPRESENTATIVE Mike Roan POSITION Athletic Director  
ADDRESS 7050 Covey Road CITY Forestville ZIP 95436  
PHONE 707-824-6570 FAX 707-887-0448 E-MAIL mroan.ehs@wscuhsd.k12.ca.us

If the designated representative is not available for a given league meeting, an alternate designee of the district governing board may be sent in his/her place. **NOTE:** League representatives from public schools and private schools must be designated representatives of the school's governing boards in order to be eligible to serve on the section and state governance bodies.

Superintendent's or Principal's Name Keller McDonald Signature \_\_\_\_\_  
Address 464 Johnson Street City Sebastopol Zip 95472  
Phone 707-824-6412 Fax 707-824-6499

**PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE CIF SECTION OFFICE.  
SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.**