

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Diane Landry, Board President

FROM: Shelley Stiles, Business Manager

DATE: August 14, 2013

ITEM: **CONSIDERATION OF APPROVAL OF 45-DAY REVISE OF THE 2013-14 BUDGET**

BACKGROUND INFORMATION:

Annually, a school district's adopted budget is developed prior to the enactment of the annual State Budget. Education Code 42127 requires that no later than 45 days after the State Budget Act is signed by the Governor, School Districts must make available for public review any revisions in revenue and expenditures that are made to its budget to reflect the changes in funding by the State Budget Act. For the 2013-14 fiscal year the deadline for the aforementioned is August 11, 2013. A copy of this agenda item was posted on the District web page for public preview on Friday, August 9, 2013.

CURRENT CONSIDERATION:

The School Board will consider the approving the update to the Revenue Limit to reflect the new Local Control Funding Formula (LCFF) distribution model. The Board Approved Adopted Budget for 2013-14 revenue limit budget was based on the Governor's May Revise of the proposed budget and School Services of California (SSC) and Sonoma County Office of Education (SCOE) recommendations. LCFF had not yet been approved by the legislature and the most prudent revenue estimates at that time were based on the laws and statues in place. In summary, the revenue budget for 2013-14 has now been recalculated using the best information available to Districts as of the writing of this report. The following attachments will walk stakeholders though the new LCFF funding calculation. Overall, the revenue received from LCFF is currently estimated to be a \$102,151 increase for West Sonoma County Union High School District.

The State Adopted Budget also included appropriations of \$1.25 billion to support the implementation of the Common Core State Standards (CCSS). These are one-time funds and are estimated to be about \$200 per student, or \$421,000 for our District.

In addition, other areas of concern include LCFF and new accountability requirements and the effects of the LCFF on transportation, adult education and career technical education funding.

RECOMMENDATION:

The School Board is respectfully asked to approve the 45-Day Revise of the 2013-14 Budget.

ATTACHMENTS:

Yes

West Sonoma County Union High School District
Comparison of Differences between Adopted Budget and LCFF for 45 day revision

	2012-13 Estimated Actuals	2013-14 Adopted Budget	2013-14 LCFF Estimates	Difference from Actuals to LCFF	Difference from Adopted to LCFF	Difference from Adopted to LCFF with CCSS
Revenue Detail						
1 Revenue Limit/LCFF	13,120,186	13,385,351	14,837,209	1,717,023	1,451,858	1,451,858
2 Federal Revenue	1,208,691	913,041	913,041	(295,650)	-	-
3 Other State Revenue	2,048,860	1,940,323	590,616	(1,458,244)	(1,349,707)	(1,349,707)
4 CCSS one-time 2013-14	-	-	421,000			421,000
5 Other Local Revenue	3,770,530	4,186,593	4,186,593	416,063	-	-
6 Total Revenue	20,148,267	20,425,308	20,948,459	379,192	102,151	523,151

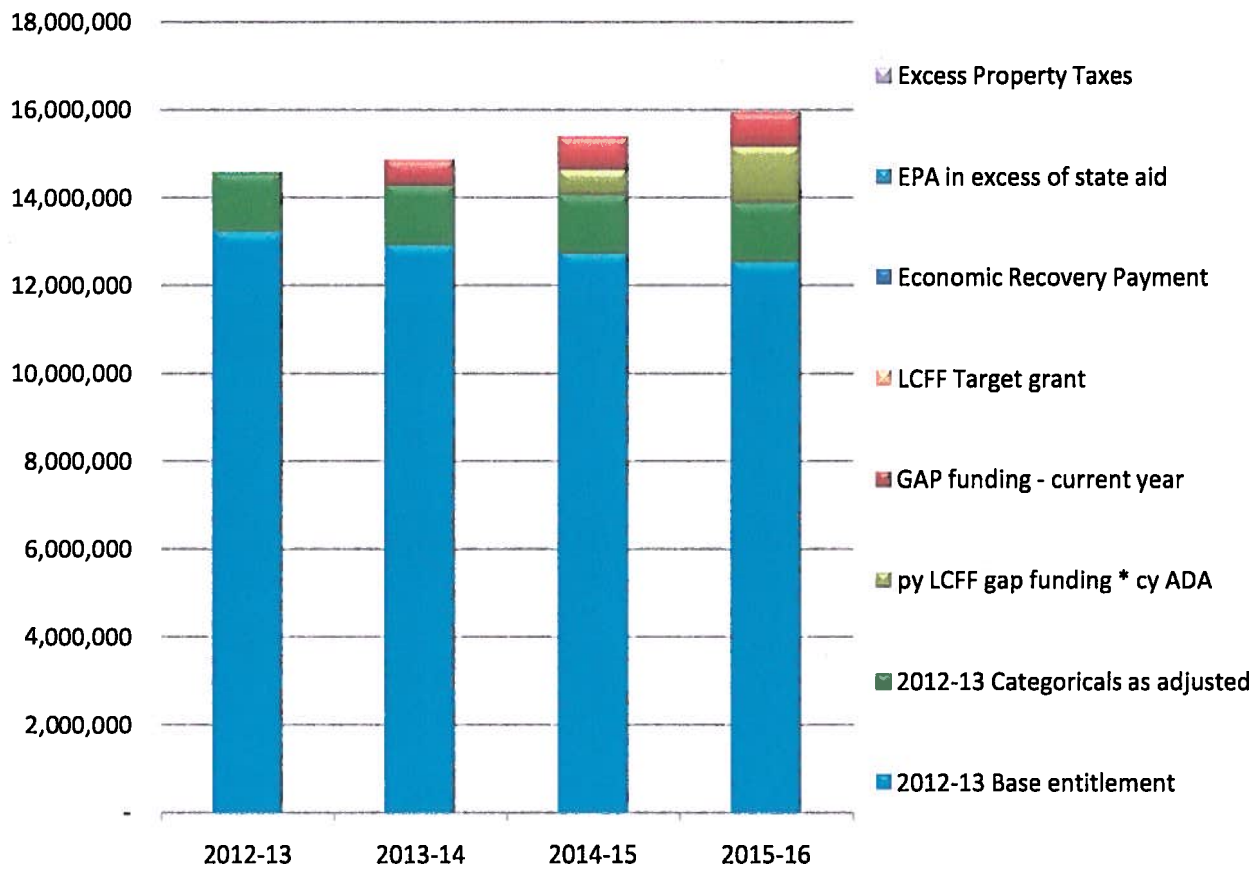
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West Sonoma County Union High

8/6/13

LOCAL CONTROL FUNDING FORMULA

	2012-13	2013-14	2014-15	2015-16
Excess Property Taxes	-	-	-	-
EPA in excess of state aid	-	-	-	-
Economic Recovery Payment	-	-	-	-
LCFF Target grant	-	-	-	-
GAP funding - current year	-	569,702	744,399	771,663
py LCFF gap funding * cy ADA	-	-	560,568	1,286,077
2012-13 Categoricals as adjusted	1,349,707	1,349,707	1,349,707	1,349,707
2012-13 Base entitlement	13,208,442	12,917,800	12,710,686	12,526,693
Total General Purpose Funding	14,558,149	14,837,209	15,365,360	15,934,140
Calculator tab: Recap total LCFF	14,558,149	14,837,209	15,365,360	15,934,140
Proof	TRUE	TRUE	TRUE	TRUE
P2 ADA	2,106.25	2,072.48	2,042.48	2,012.48



WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Diane Landry, Board President

FROM: Shelley Stiles, Business Manager

DATE: August 14, 2013

ITEM: **IMPACT OF 2013-14 STATE BUDGET ON ENERGY
EFFICIENCY PROJECTS, ADULT EDUCATION,
TRANSPORTATION, CAREER TECHNICAL EDUCATION, AND
ACCOUNTABILITY**

BACKGROUND INFORMATION:

The Governor signed the 2013-14 Budget on June 27, 2013. With this approval the Local Control Funding Formula (LCFF) was established as the new funding distribution model for public schools across California effective for the 2013-14 school year. LCFF is calculated using a target amount per ADA based on grade level funding bands (base) plus adjustments for K-3 class size reduction and Gr. 9-12 career tech ed. For high school districts the fully funded target base is \$8,419 plus \$219. Then supplemental and concentration grants are added based on the unduplicated pupil count percentage for students that are eligible for free and reduced priced meals, or who are classified as English Learners, or as Foster Youth (approx. \$432 for our District). At full funding the total target amount per ADA for West Sonoma County Union High School District is \$9,070. The full target amount will not be funded until 2020-21, an 8 year transition period. Funding for 2013-14 is calculated using the full target amount and comparing to the 2012-13 actual funding under the old revenue limit system. 11.78% was applied to the funding gap for 2013-14, effectively providing \$7,044 per ADA.

CURRENT CONSIDERATION:

The 2013-14 State Budget and the introduction of the LCFF grant model change how public school funding is distributed to each district across the state. Revenue limit funding plus categorical funding have been rolled into the new target base for each district. Some districts will see substantial increases in funding while neighboring districts will see small gains or remain flat, mostly based in the demographics of the student populations. West Sonoma County Union High School District has a relatively low (25%) student population that qualifies for the supplemental grant funding, and this translates into a small increase in funding using the LCFF grant formulas for 2013-14.

The structure of the LCFF, with base grants, additions to the base grant based on grade spans, supplemental and concentration grants, and then lastly and add on for transportation cause concern for WSCUHSD. LCFF not only changes the funding calculations but also adds an accountability requirement. A Local Control Accountability Plan (LCAP) will hold districts accountable for how the supplemental and concentration grants are spent – a shift from the state role of funding categorical to a state role in holding districts accountable.

Specific areas impacted by LCFF are Adult Education, Home-to School Transportation, Career Technical Education, Accountability, and Energy Efficiency Projects. Details need to be provided in each area by the California Department of Education.

- **Adult Education:** Adult Education funds were folded into the LCFF base and are intended to be flexible for any educational purpose. However, the enacted state budget now requires a maintenance of effort model for two years. For 2013-14 and 2014-15 only, the district is now required to spend no less for the Adult Education program than the amount spent in the 2012-13 year. It is unclear exactly how a District will determine the amount required and it is not a condition of apportionment.
- **Home-to-School Transportation:** The July State Budget continues to make funds available to districts that previously received funding. These funds are treated as a permanent add-on under the LCFF. As an add-on the dollar amount currently funded will remain static and have no growth in the future. All increases in program costs will be the responsibility of the District. Similar to Adult Education, there is an addition of the maintenance of effort language and districts must expend no less in transportation than it did in the 2012-13 fiscal year. JPA's like West County Transportation will continue to receive direct funding for the next two years. It appears that after that period funding will revert to the individual districts and the JPA's will need to restructure. More information is needed from CDE in this area.
- **Career Technical Education:** The enacted state budget continues to treat ROP as part of the LCFF base for districts and county offices. Career Technical Education and ROP sections funded by Sonoma County Office of Education (SCOE) will continue for 2013-14 as they were funded for 2012-13. However, changes are coming for the future. This is an area where West Sonoma County UHSD will be coming up on the short end. Since ROP is now rolled into the LCFF base for SCOE and not funded as a separate categorical, program structure and delivery will change. High School Districts across the state will receive an addition 2.6% to their base intended for use for Career Tech Ed/ROP programs. Our District currently has sections of classes funded by SCOE ROP with costs that exceed this addition to our base. It is unknown at this time how this shift in funding will change our District's ROP course offerings after 2013-14. Be ready for more information to flow to the Board for discussion in the near future.
- **Accountability:** With LCFF come new accountability regulations. No later than January 31, 2014 the State Board of Education (SBE) must adopt regulations governing the expenditure of supplemental and concentration grant funds. These regulations must require districts "to increase or improve services for unduplicated pupils in proportion to its increase in funds apportioned on the basis of the number and concentration of unduplicated pupils". A new Local Control Accountability Plan (LCAP) will need to be adopted by all districts that specify how the funds will be spent and the expected outcomes/results tied to student learning and testing results. Guidelines and templates for the new LCAP have not yet been written. Districts are urged to exercise caution and discretion when committing supplemental and concentration grant funds, while these regulations

are pending. Compliance with the regulations will be subject to annual audits and the LCAP will need to be updated annually to remain in alignment with district budgets.

- **Energy Efficiency Projects:** Funding for energy efficiency projects will flow to districts beginning in 2013-14 and continue for five years thanks to the passage of Proposition 39 last November. This funding is outside of any LCFF calculation and is not yet included in our District budget. Estimated funding for 2013-14 is \$107,000 and is calculated based on a combination of ADA based funding and Free/Reduced meal program eligibility. The District could potentially see \$500,000 in funding for energy efficiency projects over the next five years. An energy expenditure plan must be completed and guidelines are still being developed regarding this plan. Projects already identified in the District's Facility Master Plan may fit the funding criteria for Proposition 39 funding. The District will focus on maximizing this funding to supplement Measure I Bond money for future projects.

The State Adopted Budget also included appropriations of \$1.25 billion to support the implementation of the Common Core State Standards (CCSS). These are one-time funds and are estimated to be about \$200 per student, or \$421,000 for our District.

In addition, other areas of concern to be discussed at interim reporting periods are the potential impacts of health care reform that may create unanticipated employer costs, increases to the contribution rates for both STRS and PERS, and the temporary nature of funding through Proposition 30 since the sales tax portion expires at the end of 2016.

During the implementation of LCFF the percentage of funding for decreasing the gap between actual annual funding and the LCFF target funding after full implementation depends on the state's ongoing ability to provide the funding growth. Adequate reserve levels will be crucial to provide protection from continued volatile state revenues. With the implementation of LCFF and the projected growth to meet the LCFF targets there is hope that funding is stabilizing and statewide that is significant effort being made to revitalize curriculum, instruction and assessment. Things are looking up for public education in California.

RECOMMENDATION:

This is a discussion item only and requires no action. Continued budget dialog and reporting will take place in September with the approval of the 2012-13 Unaudited Actuals and in December with the 2013-14 First Interim update.

ATTACHMENTS:

No

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Diane Landry, Board President

FROM: Keller McDonald, Superintendent

DATE: August 14, 2013

**ITEM: DISTRICT FACILITY IMPROVEMENT PROJECT
FUNDING AND TIMELINE**

Background Information:

The Board revised the District Facility Improvement Project Timeline in October, 2012, based on estimated funding availability and project costs. Since that time, the District has undertaken several facility improvement projects, received cost estimates for several projects, and received additional facility improvement funding, and learned of other potential facility funding.

Current Consideration:

At this time, the Board will review a draft revised District Facility Improvement Project Timeline which incorporates projects, funding and other conditions that have changed since the timeline was last revised by the Board in October 2012. This a discussion item for this Board agenda. At the Board's direction, consideration of revising the District Facility Improvement Project Timeline will be placed on a future Board meeting agenda.

Recommendations:

The administration respectfully recommends the Board discuss the draft revised District Facility Improvement Timeline and related matters.

Attachments:

Yes

WSCUHSD FACILITY IMPROVEMENT PROJECT TIMELINE
January 2012 – November 2022

Revised and Approved by School Board - October 10, 2012
DRAFT REVISION AUGUST 6, 2013

Page 1 of 5

PHASE 1: JANUARY 2012 – NOVEMBER 2015

SITE	PROJECT	WHO and WHEN	COST EST.
DO	Replace retaining wall	District staff Complete not closed Oct., 2012	\$25K
DW	Obtain ~\$2,700K OPSC modernization matching funds for district solar project	QKA In progress June, 2012 Funding anticipated Nov., 2015 Funding received June, 2013	\$40K
AHS	Renovate existing bleachers (north side), with improved ramps & handicapped seating	District staff / volunteers / non-bid contractor Completed Sept., 2012	\$90K
EHS	Rebuild tennis courts	QKA / bid contractors Complete not closed Aug., 2012	\$144K
EHS	Restore / repair / replace high-priority roofs and gutters	QKA / bid contractors Complete not closed Aug., 2012	\$640K \$625K
AHS	Restore / repair / replace high-priority roofs and gutters	QKA / bid contractors Complete not closed Aug., 2012	\$901K
AHS	Conceptual drawings for new bleachers, turf field, wider walkway, renovated track	QKA Completed June, 2012	\$12K
EHS	Conceptual drawings for new bleachers, turf field, walkways	QKA Completed June, 2012	\$8K
EHS	Conceptual drawings to provide adequate performing arts facility	QKA Complete not closed Aug., 2012	\$78K
AHS	Conceptual drawings to provide adequate band teaching space	QKA Complete not closed Aug., 2012	\$15K
AHS	Exhaust fans and louvered windows to reduce heat in south facing main building classrooms	QKA / bid contractors Est. Finish April 1, 2013 Est. Finish Aug. 16, 2013	\$80K \$280K
EHS	Change from potable/treated irrigation water to well water irrigation	Construction Manager / bid contractors Bid: Jan. 1, 2013 Est. Finish July 1, 2013 Est. Finish May 1, 2014	\$80K
DW	Gas emergency shutoffs	Construction Manager / bid contractors Bid: Sept. 30, 2013 Bid: June, 2013 Est. Finish: Dec. 30, 2013 Est. Finish: Aug. 16, 2013	\$45K
AHS	Design, get DSA approval for, and prepare to bid adequate band teaching facility with practice rooms and offices	QKA Sept. 1, 2013	\$400K

WSCUHSD FACILITY IMPROVEMENT PROJECT TIMELINE
January 2012 – November 2022

Revised and Approved by School Board - October 10, 2012

DRAFT REVISION AUGUST 6, 2013

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PHASE 1: JANUARY 2012 – NOVEMBER 2015 (continued from page 1)

SITE	PROJECT	WHO and WHEN	COST EST.
EHS	Science Building B upgrades	Construction Manager Est. Finish: Aug. 15, 2013 Est. Finish Aug. 19, 2013	\$225K \$36K
EHS	Replace restroom partitions and finishes (9 restrooms)	Construction Manager Est. Finish: Aug. 15, 2013	\$117K
AHS	Replace restroom partitions and finishes (7 restrooms)	Construction Manager Est. Finish: Aug. 15, 2013	\$113K
AHS	Replace restroom partitions and finishes (main building 6 restrooms)	Construction Manager Est. Finish Aug., 15, 2014	\$90K
AHS	Replace restroom partitions and finishes (East Wing 2 restrooms)	Construction Manager Est. Finish Aug., 15, 2014	\$20K
EHS, AHS	Replace restroom partition and finishes (9 restrooms EHS, 7 restrooms AHS)	Construction Manager Est. Finish Aug. 19, 2013	\$308K
EHS, AHS	Deferred maintenance (approx. 1/3) with Analy clock tower repair	District staff Est. Finish June 30, 2014 Est. Finish Sept. 30, 2013	\$100K \$136K
AHS *	Construct adequate band teaching facility with practice rooms and offices (Move project from Phase 2 approved Oct., 2012)	QKA / bid contractors Bid: May 1, 2014 Est. Finish May 1, 2015	\$1,100K
AHS *	Design and build press box on south side Karlson Field to integrate with future new bleachers	QKA / bid contractors Bid: May 1, 2014 Est. Finish Aug. 1, 2014	\$250K
TOTAL PHASE 1			\$3,223K
TOTAL PHASE 1			\$4,573K

**Administration recommends move these projects from Phase 2 approved October 12, 2012 to Phase 1*

As of August 6, 2013

Measure I Bond / Developer Fee / OPSC Modernization Match available ** = \$2,862,934

Estimated cost of uncompleted Phase I projects = \$1,350,000

TOTAL AVAILABLE FOR ADDITIONAL PROJECTS = \$1,512,934

*** Does not include Analy Field Goals anticipated donation of \$175,000*

WSCUHSD FACILITY IMPROVEMENT PROJECT TIMELINE
January 2012 – November 2022

Revised and Approved by School Board - October 10, 2012

DRAFT REVISION AUGUST 6, 2013

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PHASE 2: NOVEMBER 2015 – NOVEMBER 2019

SITE	PROJECT	WHO and WHEN	COST EST.
AHS	Construct adequate band teaching facility with practice rooms and offices (project moved from Phase 1, Oct. 10, 2012)	QKA / bid contractors Bid: Nov. 1, 2015 Est. Finish Aug. 15, 2016	\$1,100K
EHS	Provide adequate performing arts facility	QKA / bid contractors DSA Appvl: Aug. 1, 2015 Bid: Nov.1, 2015 Finish: Aug. 15, 2016	\$6,200K
AHS	New home bleachers and press box (south side of field)	QKA / bid contractors DSA Appvl: Aug. 1, 2015 Bid: Nov.1, 2015 Est. Finish Aug. 15, 2016	\$730K \$480K
EHS	Install home bleachers and press box (south side of field) (project moved from Phase III, Feb., 2012)	QKA / bid contractors DSA Appvl: Aug. 1, 2015 Bid: Nov.1, 2015 Est. Finish: Aug. 15, 2016	\$930K
AHS	Synthetic turf athletic field and synthetic track	QKA / bid contractors DSA Appvl: Aug. 1, 2015 Bid: Nov.1, 2015 Est. Finish: Aug. 15, 2016	\$2,550K
EHS	Synthetic turf athletic field and synthetic track (project moved from Phase III, Feb., 2012)	QKA / bid contractors DSA Appvl: Aug. 1, 2015 Bid: Nov.1, 2015 Finish: Aug. 15, 2016	\$2,796K
EHS	Restore / repair / replace moderate & low priority (approx. ½) roofs and gutters as needed	QKA / bid contractors DSA Appvl: Aug. 1, 2015 Bid: Nov.1, 2015 Finish: Aug. 15, 2016	\$600K
AHS	Restore / repair / replace moderate & low priority (approx. ½) roofs and gutters	QKA / bid contractors DSA Appvl: Aug. 1, 2015 Bid: Nov.1, 2015 Finish: Aug. 15, 2016	\$500K
EHS, AHS	Deferred maintenance (approx. 1/3)	District staff June 30, 2019	\$147K
TOTAL PHASE 2			\$15,553K
TOTAL PHASE 2			\$14,203K

WSCUHSD FACILITY IMPROVEMENT PROJECT TIMELINE
January 2012 – November 2022

Revised and Approved by School Board - October 10, 2012

DRAFT REVISION AUGUST 6, 2013

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PHASE 3: NOVEMBER 2019 – NOVEMBER 2022

SITE	PROJECT	WHO and WHEN	COST EST.
EHS	Replace visitor bleachers (north side of field)	QKA / bid contractors DSA Appvl: Nov. 1, 2019 Bid: Jan. 1, 2020 Finish: Aug. 15, 2020	\$500K
EHS	Relocate / update field lighting	QKA / bid contractors DSA Appvl: Nov. 1, 2019 Bid: Jan. 1, 2020 Finish: Aug. 15, 2020	\$450K
AHS	Replace visitor bleachers (north side of field)	QKA / bid contractors DSA Appvl: Nov. 1, 2019 Bid: Jan. 1, 2020 Finish: Aug. 15, 2020	\$450K
AHS	Relocate / update field lighting	QKA / bid contractors DSA Appvl: Nov. 1, 2019 Bid: Jan. 1, 2020 Finish: Aug. 15, 2020	\$400K
EHS	Remodel gym foyer restrooms and locker room restrooms (ADA compliant)	QKA / bid contractors DSA Appvl: Nov. 1, 2019 Bid: Jan. 15, 2020 Finish: Aug. 15, 2020	\$350K
LHS	Replace restroom finishes	District staff Jan. 15, 2020	\$0.6K
LHS	Repair / replace roofs and gutters as needed	District staff Aug. 15, 2020	\$32K
EHS, AHS	Deferred maintenance (approx. 1/3)	District staff June 30, 2021	\$147K
TOTAL PHASE 3			\$2,330K

WSCUHSD FACILITY IMPROVEMENT PROJECT TIMELINE
January 2012 – November 2022

Revised and Approved by School Board - October 10, 2012

DRAFT REVISION AUGUST 6, 2013

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UNFUNDED PROJECTS and PROJECTED FUTURE FUNDING
as of August 6, 2012

UNFUNDED PROJECTS

PHASE 1 = \$ 0 K
PHASE 2 = \$14,203 K
PHASE 3 = \$ 2,330 K
TOTAL UNFUNDED PROJECTS = \$16,533 K

PROJECTED FUTURE FUNDING

Available for additional projects from Phase I = \$1,512 K
Remaining bond revenue = \$16,000 K
Analy Field Goals donation = \$175 K
Developer Fees @ \$70K annually = \$630 K
Proposition 39 funding for energy efficiency projects @ \$100K annually for 5 years = \$500 K
TOTAL PROJECTED FUTURE FUNDING = \$18,817 K

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Diane Landry, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: August 14, 2013

ITEM: **FIRST READING OF REVISIONS TO INSTRUCTIONAL ASSISTANT JOB DESCRIPTION**

BACKGROUND INFORMATION:

It has been the mission of District administrators to review and revise job descriptions, as necessary.

CURRENT CONSIDERATION:

During the 2012-2013 Negotiations between the District and CSEA, an agreement was reached to rename the job description of Instructional Aide to Paraeducator, effective July 1, 2013. At the May 8, 2013, Board Meeting the Board of Education approved the negotiation settlement between the District and CSEA for 2012-2013. The attached job description has been revised to reflect this agreement. All revisions are noted in strike outs and bold font.

RECOMMENDATION:

This is not an action item but will come before the Board of Education at the September 2013 meeting for a second reading and final adoption.

ATTACHMENTS:

Yes.

INSTRUCTIONAL ASSISTANT PARAEDUCATOR

CLASSIFICATION: Classified

TITLE OF IMMEDIATE SUPERVISOR: Classroom Teacher/Vice Principal

TITLE OF EVALUATOR: Vice Principal

JOB SUMMARY: This position may serve as an ~~instructional assistant~~ **Paraeducator** in the areas of bilingual education, special education, or special programs such as independent study, continuation school, community day school and Title 1. Cross-over among these areas may be required.

Under general supervision, assist teacher, coordinator, and/or specialists with the educational program for students in bilingual, special education, or special program educational settings. Reinforce learning concepts at the teacher's, coordinator's or specialist's direction; assist in the supervision of students' activities; perform various clerical duties, and other related duties as assigned.

ESSENTIAL DUTIES:

- Prepare, maintain and administer to students, as directed by certificated personnel, testing and instructional materials.
- Develop and maintain records, files, and data as requested.
- Make referrals to remedial or tutorial programs as necessary; conduct remedial instructional activities for students as assigned.
- Observe mental and physical health of students and report potential problems to instructor.
- Provide support to staff in working with students in various instructional programs.
- Suggest appropriate learning materials for students with instructor's approval.
- Monitor individual progress of students and discuss problems and improvements with instructor.
- Monitor student use of instructional computer programs for appropriate learning levels. Supervise student use of computer software.
- Assist in grading and scoring student work; maintain records of test scores and daily grades.
- Explain and clarify work assignments to students. Tutor students as necessary.
- Handle discipline problems, refer to instructor when necessary.
- Serve as the instructional lead for the substitute in the absence of the regular instructor
- Maintain attendance and enrollment records of assigned class.
- Perform a variety of general clerical tasks including typing, word processing, and copying classroom materials.

Special Education:

- May require cross-over between RSP and SDC classes and students.
- Attend regular education core classes to assist special education students.
- With guidance from teacher, modify general education curriculum as appropriate.

Bilingual:

- Interact with students of varying cultural backgrounds.

Special Programs:

- Explain and clarify independent study contracts to students.
- Speak with students or parents over the telephone.
- Assist with completion of required State and Federal forms.

OTHER DUTIES:

- Accompany and supervise students in library
- Assist in the arrangement of field trips; accompany and supervise students on field trips and work experience
- Assist in procuring new or replacement materials or equipment as necessary.
- Maintain inventory of classroom supplies and equipment.

EMPLOYMENT STANDARDS:

- **Training and Experience-** Experience working with students in a classroom setting. Knowledge of: correct English usage including vocabulary, spelling, grammar and punctuation; principles, practices and applications of subject matter or discipline to which assigned; instructional principles and techniques used in improving student skills; general classroom procedures and rules of conduct; principles of administering, scoring and interpreting examinations; effective written and oral communication skills, methods and procedures of standard record keeping. Spanish speaking, reading and writing if assigned as Bilingual Paraeducator.

- **Abilities-** Ability to: work independently; interact with, supervise and tutor students of varying learning abilities and styles; apply instructional principles for individuals or groups; monitor progress and identify problem areas or areas of student learning progress; recognize and understand the needs of students; establish and maintain cooperative working relationships with teachers, coordinators, specialists, students and others contacted in the course of work; perform a variety of general clerical tasks; use computer at intermediate level.

- **Physical Effort/Working Environment-** Light physical effort; frequent standing, walking and bending; periodic handling of parcels or supplies up to 20 pounds. Speak and interact with students. Indoor work environment.

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

- **Education- Required under No Child Left Behind Act of 2001 – One of the following:**
 - Completion of two years of higher education study (48 units), or
 - A.A. or B.A. degree, or
 - Passing a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.

West Sonoma County Union High School District
Classified Salary Schedule
Range 20 (RSP, SDC, Bilingual, and in an alternative program)
Work Year: School Year (School Year Instructional Days)
Approved: June 17, 1999
Revised: By negotiated agreement 4/2/03; 1/21/04; 11/17/10

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Diane Landry, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: August 14, 2013

ITEM: **FIRST READING OF REVISIONS TO BAND DIRECTOR JOB DESCRIPTION**

BACKGROUND INFORMATION:

It has been the mission of District administrators to review and revise job descriptions, as necessary.

CURRENT CONSIDERATION:

After the resignation of the Analy High School Music Teacher and Band Director, Analy administration recommended minimal revisions to the job description of Band Director. The revisions are intended to create a collaborative process between the principal and band director as well as streamline the job description. The revisions are noted in strike outs and bold font.

RECOMMENDATION:

This is not an action item but will come before the Board of Education at the September 2013 meeting for a second reading and final adoption.

ATTACHMENTS:

Yes.

West Sonoma County Union High School District

BAND DIRECTOR

DEFINITION

Under direction of the school site administration, serve as director of all instrumental music courses and programs at the school site. Direct extra-curricular activities of the school's instrumental music program. One year appointed position subject to the approval of and recommendation by the Principal.

ESSENTIAL DUTIES

- Organize, produce, direct and supervise a minimum of six (6) performances and activities of the school's instrumental music program to be determined by the Principal **and with input from the Band Director. These Performances/activities may include, but are not limited to, winter and spring concerts, community events, local/regional/state music competitions, school events (athletic contests, Back-to-School Night, **Graduation**), local parades.**
- ~~Organize, supervise and direct instrumental music performance at Graduation.~~
- Establish student fundraisers to offset band expenses.
- Serve as liaison with music boosters club.
- Cooperate with the site and district administration in performing other duties in support of activities related to this position.