



**LAMMERSVILLE**  
Unified School District

Dr. Kirk Nicholas  
Superintendent

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Governing Board Members  
Mrs. Micaela Vergara, President – Ms. Sharon Lampel, Clerk  
Mr. Matthew D. Balzarini – Mr. Shane Nielson – Mr. David Pombo

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**Governing Board Meeting**  
**Additions & Changes to the Agenda**

**Board Room**  
**111 S. De Anza Boulevard, Mountain House, CA 95391**

**July 17, 2013**  
**7:00 P.M. – Regular Meeting**

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VI. Consent Items

- C. 2. Pamela Herbert, Teacher, Effective 06/07/13
- D. Classified Resignation: 1. Luis Ensor, Assistant Director of I.T., Effective 06/15/13

VIII. Action Items:

- C. Updated Resolution 13-14-03 to Reflect Secretary 2 instead of Secretary 1.

MOTION BY: \_\_\_\_\_; SECOND BY: \_\_\_\_\_; AYES: \_\_\_\_\_; NOES: \_\_\_\_\_; ABSENT: \_\_\_\_\_.

- F. Consider/Approval of New Classified Job Descriptions & Salary Schedule:

- 1. District Administrative Secretary
- 2. I. T. Technician II

MOTION BY: \_\_\_\_\_; SECOND BY: \_\_\_\_\_; AYES: \_\_\_\_\_; NOES: \_\_\_\_\_; ABSENT: \_\_\_\_\_.

- H. Consider/Approval of New Certificated Job Descriptions & Salary:

- 2. Behavior Specialist

MOTION BY: \_\_\_\_\_; SECOND BY: \_\_\_\_\_; AYES: \_\_\_\_\_; NOES: \_\_\_\_\_; ABSENT: \_\_\_\_\_.

- I. Consider/Approval of Certificated Management Hire: Julie Corona, Director of Special Education.

MOTION BY: \_\_\_\_\_; SECOND BY: \_\_\_\_\_; AYES: \_\_\_\_\_; NOES: \_\_\_\_\_; ABSENT: \_\_\_\_\_.

- J. Consider/Approval of Classified Management Hire: Bernadine Hill, Director of Food Services.

MOTION BY: \_\_\_\_\_; SECOND BY: \_\_\_\_\_; AYES: \_\_\_\_\_; NOES: \_\_\_\_\_; ABSENT: \_\_\_\_\_.

- K. Consider/Approval of Certificated Hires:

- 1. Remove Behavior Specialist
- 2. Deborah Henley-Seabrooks, Special Education Teacher

MOTION BY: \_\_\_\_\_; SECOND BY: \_\_\_\_\_; AYES: \_\_\_\_\_; NOES: \_\_\_\_\_; ABSENT: \_\_\_\_\_.

- L. Consider/Approval of Classified Hires:

- 5. Nicole Haskell, Administrative Secretary/Personnel Clerk
- 6. Traci Tokhi, High School Office Supervisor

MOTION BY: \_\_\_\_\_; SECOND BY: \_\_\_\_\_; AYES: \_\_\_\_\_; NOES: \_\_\_\_\_; ABSENT: \_\_\_\_\_.





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7-17-13  
VIII.C.

**GOVERNING BOARD RESOLUTION #13-14-03  
OF THE BOARD OF EDUCATION OF THE  
LAMMERSVILLE UNIFIED SCHOOL DISTRICT IN THE MATTER OF THE  
REDUCTION OF CLASSIFIED SCHOOL SERVICES FOR THE 2013-2014 SCHOOL YEAR**

**WHEREAS**, Education Code sections 45101, 45114, 45117, 45298 and 45308 authorize the District to layoff classified employees for lack of work and/or lack of funds upon sixty (60) days prior notice; and;

**WHEREAS**, due to a lack of work and/or a lack of funds, certain services now being provided by the District will be eliminated and/or reduced for the upcoming school year;

**NOW, THEREFORE**, that as of the 16<sup>th</sup> day of September, 2013, the following positions are eliminated:

Administrative Secretary: Reduction from 1.0 FTE to 0.4 FTE (1 Position)

School Secretary 2: Reduction from 1.0 FTE to 0.6 FTE (1 Position)

**BE IT FURTHER RESOLVED**, that the District Superintendent or designee is authorized and directed to give notice of termination of employment to the affected employee(s) of this District pursuant to District rules and regulations and applicable provisions of the Education Code not later than sixty (60) calendar days prior to the effective date of such reduction or discontinuance as set forth above.

**BE IT FURTHER RESOLVED**, that the District Superintendent or designee is authorized to offer voluntary reductions in work hours and days and take any other actions necessary to effectuate the intent of this resolution.

**PASSED AND ADOPTED** at the regular meeting of the Governing Board of Lammersville Joint Unified School District on the 17<sup>th</sup> day of July, 2013, by the following roll call vote:

Governing Board: Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

Roll Call: Matthew Balzarini \_\_\_\_\_; Sharon Lampel \_\_\_\_\_; Shane Nielson \_\_\_\_\_; David Pombo \_\_\_\_\_;

Micaela Vergara \_\_\_\_\_

ATTESTED ON THIS DAY BY THE PRESIDENT AND CLERK (OR SECRETARY) OF THE BOARD, DO HEREBY CERTIFY THAT THE FOREGOING IS A FULL, TRUE, AND CORRECT COPY OF A RESOLUTION PASSED AND ADOPTED BY THE BOARD AT A REGULARLY CALLED AND CONDUCTED MEETING HELD ON SAID DATE:

\_\_\_\_\_  
Mrs. Micaela Vergara, President  
Governing Board  
Lammersville Unified School District

\_\_\_\_\_  
Ms. Sharon Lampel, Clerk  
Governing Board  
Lammersville Unified School District





**LAMMERSVILLE**

Unified School District

## Job Description District Administrative Secretary

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7-17-13  
VII.F.1.

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**DIRECTLY RESPONSIBLE TO:** Assistant Superintendent or designee.

### **SUMMARY OF POSITION:**

Performs a variety of complex senior level secretarial, administrative and technical duties to assure efficient office operations and timely production of correspondence and reports requiring the knowledge of district and divisional policies and procedures. Serves as confidential secretary to the Assistant Superintendent or designee and provides liaison between the public, schools, businesses, and the Administrative Office.

### **ESSENTIAL DUTIES:**

- Organize and direct day-to-day activities of the office to assure efficient and effective office operations; answer inquiries from staff, parents and outside agencies; perform complex duties to relieve the Assistant Superintendent and/or director of administrative detail.
- Coordinate communications and provide information to administrator, employees, students, parents and the public.
- Maintain a wide variety of computerized and manual files, records and related information by using different computerized systems such as SEIS, AERIES, Illuminate, etc.
- Independently research and compile information and compute statistical information for Federal, State and District reports and special projects.
- Coordinate CALPADS State reporting; collect, analyze, correct and submit data.
- System Administrator for the student information system, AERIES;
  - Audit, modify, and amend data in AERIES using SQL commands, hand-editing, bulk import or end-user applications, parent portal.
  - Analyze data, code queries and provide support to database users.
- Schedule, direct and oversee tasks of necessary additional clerical personnel as required by job assignment and work load, including but not limited to contracts with Non Public Agencies, AERIES, etc.
- Maintain confidentiality of records and information, including information regarding Board, District, personnel, student or controversial matters.
- Assist in coordination of Staff Development training.
- Attend developmental meetings and training as necessary.
- Respond to district staff and the public in a timely, cordial and courteous manner.
- Act as a backup to the receptionist for an office or department, and provide information and assistance to District employees, and the general public through personal contact or by telephone.
- As the backup for the receptionist:
  - Receive visitors and screen telephone calls and inquiries from the public, staff, and parents
  - Exercise independent judgment in providing information and interact with public
  - Open, date stamp and distribute mail
  - Identify and refer matters to the assigned administrator in order of priority.
- Assist with the day-to-day efficient operation of the district office in meeting different types of students' needs.
- Performs other related duties as assigned or needed

**KNOWLEDGE OF:**

Organization, policies and procedures of the assigned department or program.  
 Modern office practices, procedures and equipment.  
 Ability to work independently; prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail.  
 Client/Server, relational database, web applications and SQL language.  
 Information transfer, sharing and communications among differing computer systems.  
 California State reporting criteria, Education Code and other applicable laws.  
 Record keeping techniques, filing systems, and information management.  
 Correct English usage, grammar, spelling, punctuation and vocabulary.  
 Operation of office machines, including computer workstation.  
 Interpersonal skills using tact, patience and courtesy in interacting with parents, staff and students.  
 Oral and written communication skills.  
 General purposes and goals of public education.

**ABILITY TO:**

- Make decisions in accordance with laws and regulations and apply them to problem situations.
- Train and provide work direction to others.
- Perform advanced-level secretarial and administrative duties requiring independent judgment and analysis.
- Operate computer equipment, operating systems, and variety of computer applications.
- Analyze complex procedures, data conversions and data to develop logical conclusions.
- Communicate technical information clearly to users.
- Meet schedules and timelines.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Perform duties effectively with many demands on time and constant interruptions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduate from high school or two years of college level course work, four years responsible secretarial experience, and two years database administration experience.

**PHYSICAL DEMANDS, ADA REQUIREMENTS, ENVIRONMENT:**

- Sit for extended periods at a desk, conference table, or in meeting rooms
- Frequently stand and walk; bend, stoop, and reach overhead
- Normal manual dexterity and eye-hand coordination
- Physical agility to lift and move up to 25 pounds
- Repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files and phone (continuously), and printed matter with or without visual aids
- Verbal communications including the ability to speak and hear at normal room levels
- Ability to use office equipment including computer terminals, telephones, calculators, copiers and FAX.
- District office and school environment; subject to many demands on time and constant interruptions.

**SALARY**

Hours/ Work Days	Step 1	Step 2	Step 3	Step 4
8 hrs per day / 212 days	\$15.42	\$16.23	\$17.08	\$17.98
Benefit Cap	\$9,200			



# LAMMERSVILLE

Unified School District

## Job Description IT Technician II

7-17-13  
VII.F.2.

**REPORTS TO:** Director of Information Technology or designee

### SUMMARY OF POSITION:

Under general supervision of the Director of Information Technology, the IT Technician II performs workstation installations and repair (stand alone, LAN, and WAN), installs, connects and repairs peripherals, installs and configures workstation software, performs a variety of tasks in support of the District's student information services, performs a variety of tasks in support of the District's cabling infrastructure to support telecommunications, data and other network functions, prepares documents and reports, updates work order database, and provides user support through help desk, on site assistance, and training classes.

### ESSENTIAL DUTIES:

- Installs district user workstations, including stand alone, connected to LAN, and connected to a WAN.
- Installs and connects various workstation peripherals and configures workstation software.
- Repairs and maintains data systems equipment (e.g. computers, printers, scanners, monitors, etc.).
- Provides user help desk support and on-site assistance for users.
- Facilitates access to district information system applications (e.g. student, finance, personnel, learning, facilities, library, etc.).
- Maintains a high level of technical knowledge and skills related to workstations, networks, systems, applications and software to meet district needs.
- Receives requests from user community for service or problem resolution; prioritizes requests and resolves or routes to appropriate staff for action; maintains user requests in districts My Tech Desk database and tracks the progress of service and problem resolution; contacts users to keep them informed of request status.
- Assures appropriate security procedures are implemented and carried out to protect data on all district information systems.
- Prepares equipment and software requisitions.
- Prepares documentation and manages user support functions.
- Understands and implements various technical computer systems including District student data base system, attendance, site, department budget system and telephone data bases.
- Coordinates and frequently provides user training on District applications, equipment and systems.
- Performs installation, setup and support of District's systems; supports cabling infrastructure and network connections for data, telecommunication and cable TV. Troubleshoots and repairs damaged cabling, connections and equipment.
- Serves as a liaison between the Information Technology Department and student system user community.
- Supervises temporary department staff.
- Maintains regular and prompt attendance in the workplace.
- Performs other related duties as assigned by the Director of Information Technology.
- Perform related duties as assigned.

### KNOWLEDGE OF:

- Knowledge of installation, repair, upgrading and maintenance of district networked and stand alone workstations and workstation peripherals (e.g. network cards, printers, drives, projectors, etc.), tools, materials, equipment, and procedures used in the installation, repair, upgrading and maintenance of district workstations and networks.
- Knowledge of safety procedures in the performance of required duties.
- Knowledge of user workstation and peripheral software installation and support.
- Knowledge of training users on district workstations and district software.

- Ability to operate workstations and peripherals connected to networks with speed and accuracy.
- Ability to communicate effectively in both technical and non-technical terms and to maintain cooperative working relationships with those contacted in the course of work.
- Ability to interpret and apply complex technical publications, manuals and other documents.
- Ability to understand and follow oral and written instructions.
- Ability to generate and maintain reports and related records.
- Ability to investigate and learn new equipment and software solutions to meet district needs.
- Knowledge of various complex computer programs, including but not limited to scanning programs, word processing, spread sheet, email, database, and calendaring.
- Knowledge of database concepts and information system technology, concepts, functions, policies and procedures.
- Ability to perform responsible, complex clerical work requiring independent judgment with speed and accuracy.

**ABILITY TO:**

- Work as an effective team member
- Meet schedules and deadlines
- Communicate effectively both orally and in writing
- Sit for extended periods of time.
- Enter data into a computer terminal and operate standard office equipment for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Speak so that others may understand at normal levels and on the telephone.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Stand and/or walk on hard and/or uneven surfaces for extended periods of time. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
- Lift and/or carry up to 50 pounds at waist height for short distances.
- Bend, squat, stoop and/or climb for extended periods of time.

**EDUCATION AND EXPERIENCE:**

Two years of education in computer technology or closely related field or equivalent is required. Three years of experience is required in the areas of installation, repair, upgrading and maintenance of user workstations, peripherals, networks, and software; user support through help desk, on site instruction, and training classes; and in providing customer support of a student information system. High School diploma or equivalent required.

**PHYSICAL DEMANDS, ADA REQUIREMENTS, ENVIRONMENT:**

- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Enter data into a computer and operate office equipment including computer terminals, telephones, copiers, and fax.
- Lift and/or carry up to 50 lbs. at waist height for short distances
- Office, classrooms, school and district office environment
- Driving a vehicle to conduct work.

**SALARY**

Hours/ Work Days	Step 1	Step 2	Step 3	Step 4
8 hrs per day / 205 days	\$22.33	\$23.34	\$24.38	\$25.48
Benefit Cap \$9,200				





# LAMMERSVILLE

Unified School District

## Job Description Behavior Specialist

7-17-13  
VIII. H. 2.

**REPORTS TO:** Director of Special Education or designee

### SUMMARY OF POSITION:

Under the supervision of the Director of Special Education or her/his designee, the Behavioral Specialist is a centrally assigned position for the purpose of improving student success in school. Working with other district staff, the Behavioral Intervention Specialist integrates current best practices, research and laws into the education of General and Special Education students to provide the most effective educational program.

### ESSENTIAL DUTIES:

- Behavior Intervention Case Manager (BICM) and facilitator of Behavior Intervention Plans (BIPs).
- Assist teachers, special education staff and administrators with the implementation of Response to Intervention (both academic and behavioral components).
- Consult with teachers to select, design/modify classroom services (including learning activities, instructional groupings, lesson plans, educational materials, curricula, assessments, teaching and behavior management strategies, etc.) for assigned students to promote the academic, vocational, physical and social development needs, adhering to accommodations as appropriate.
- Support classroom teachers and other school personnel for the purpose of assisting them with implementing classroom and IEP goals.
- Develop, implement and monitor appropriate behavior management plans and crisis prevention/intervention plans for students, including autistic students.
- Routinely observe student interactions and learning environments to assist the classroom teacher in accurately assessing the effectiveness of behavior support systems to promote student success.
- Provide social skills training to students, and train staff to support and maintain those skills.
- Model the skills necessary to perform tasks safely and/or accurately.
- Identify, coordinate and implement training for teachers, instructional aides and other school personnel as it relates to understanding, managing and implementing student intervention programs, behavior management techniques, developing IEPs and evaluating student progress.
- Assist the classroom teacher in providing effective, timely and quality feedback on student progress to parents, students and other professionals as needed or required.
- Serve as liaison to assure a successful transition of assigned students from school to school or classroom to classroom.
- Use assessment information to develop an effective intervention, behavior or academic for all students' success.
- Confer with parents, school counselors, staff, social workers, and administrators to promote student success.
- Advise parents and/or legal guardians of student progress for the purpose of supporting teacher expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Continue to grow professionally through attendance at conferences, workshops, professional meetings and certificated programs.
- Provide high quality staff development programs for classroom staff, administrators and parents.
- Perform related duties as assigned.

**KNOWLEDGE OF:**

- Appropriate behavior management strategies
- Differentiated instruction
- Special Education laws and mandates
- Curriculum, CA Education Code, LUSD policies, problem-solving methodologies.

**ABILITY TO:**

- Communicate effectively and respectfully with staff, students and parents of diverse cultural and educational backgrounds
- Develop behavior support plans that encompass data collection, program development, and monitoring
- Work as an effective team member
- Maintain and verify completeness of records
- Meet schedules and deadlines
- Understand and relate to students with exceptional needs.
- Coordinate programs and services
- Communicate effectively both orally and in writing
- Significant physical abilities include reaching/handling/fingering
- Mediate and problem-solve

**EDUCATION AND EXPERIENCE:**

- Appropriate Pupil Personnel Credential with Behaviorist Certification or Board Certified Behavior Analyst Certification
- Demonstrated effectiveness as a teacher or school psychologist
- Demonstrated leadership with peers and with others in positions of authority; a track record of managing people to get results
- Previous experience with working with autistic students
- Coaching or consulting skills and experience
- Demonstrated knowledge of and contribution to effective, school-based reform to achieve educational equity
- Experience in group facilitation and leading professional development
- Ability to collaborate with appropriate District and school-based administrators and program/department leaders
- Demonstrated ability to communicate effectively, both orally and in writing
- Successful experience working with diverse populations with special needs and alternative placements

**LICENSES AND OTHER REQUIREMENTS:**

- Pupil Personnel Services Credential
- BICM (Behavior Intervention Case Manager) Certification
- ABA (Applied Behavior Analysis) Certification Preferred
- Valid California Driver's License

**PHYSICAL DEMANDS, ADA REQUIREMENTS, ENVIRONMENT:**

- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Enter data into a computer and operate office equipment including computer terminals, telephones, copiers, and fax.
- Lift and/or carry up to 25 lbs. at waist height for short distances
- Bending at the waist, kneeling, or crouching to reach materials and work with students.
- Office, classrooms, school and district office environment
- Driving a vehicle to conduct work.

**SALARY**

Hours/ Work Days	Step 1	Step 2	Step 3	Step 4	Step 5
8 hrs per day / 205 days	73,440	76,377	79,432	82,609	85,913
Benefit Cap	\$10,992				

