



## **BOARD OF EDUCATION — SPECIAL MEETING**

**Thursday, June 13, 2013 - Public Session: 5:00 p.m.**

Location: Murrieta Valley Unified School District Support Center  
41870 McAlby Court, Murrieta, California

### **Board of Education**

*Kris Thomasian—President, Kenneth Dickson—Clerk, Robin Crist, Paul Diffley, Barbara Muir*

### **Superintendent / Secretary to the Board**

*Patrick Kelley*

## **A G E N D A**

### **A. OPENING ACTIVITIES**

1. Call to Order (5:00 p.m.)
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comments

*Individuals wishing to address the Board are requested to complete a "Request to Address the Board of Education" card located at the entrance to the Board Room and submit it to the Executive Assistant to the Superintendent & Board. Speakers shall be first recognized by the Board President at the designated time on the agenda. In accordance with Board Bylaw 9323, individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The Governing Board shall limit the total time for public input on each item to 20 minutes. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except as authorized by law (Education Code 35145.5, Government Code 54954.2.)*

5. Presentations/Recognition

### **B. HUMAN RESOURCES**

1. Adoption of **Resolution No. 12/13-31** Reducing the Work Day Hours and/or Work Year for Specified Classified positions effective July 1, 2013
2. Adoption of **Resolution No. 12/13-32** Eliminating Classified positions effective July 1, 2013
3. Approval of Employment of Classified Applicants
4. Approval of Employment of Certificated Applicants
5. Approval of Employment of Confidential/Management Applicants
6. Approval of Employee Job Reclassification
7. Certification of Athletic Coach

8. Approval of the Declaration of Need for Fully Qualified Educators for the 2013/14 School Year
9. First Reading of New Job Descriptions: Executive Director – Elementary Education and Executive Director – Secondary Education

**C. FACILITIES/OPERATIONAL SERVICES**

1. Capital Facilities Funding Workshop
2. Approval of Agreement with CliffordMoss to conduct essential planning and public information services to build community awareness regarding educational technology programs and facilities needs

**CLOSED SESSION**

CS-1 Student Disciplinary Actions pursuant to Education Code 35146

CS-2 Public Employee Performance Evaluation: District Superintendent

**PUBLIC SESSION**

Report Out of Closed Session

**D. STUDENT SUPPORT**

1. Expulsion of High School Student Number 956-006-433
2. Expulsion of Middle School Student Number 380-000-656
3. Expulsion of High School Student Number 956-003-519
4. Expulsion of High School Student Number 242-034-456

**E. ADJOURNMENT**

Agenda documents are available for public inspection at the District Support Center located at 41870 McAlby Court and on the district's website [www.murrieta.k12.ca.us](http://www.murrieta.k12.ca.us)

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the Superintendent's Executive Assistant at 951-696-1601 (telephone) or 951-304-1523 (facsimile). Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to assure accessibility to the meeting.

**Adoption of Resolution No. 12/13-31 Reducing the Work Day Hours and/or Work Year for Specified Classified positions effective July 1, 2013**

Action:              X    
Consent:                       
Information:                   
Presentation:               

Agenda Item: B-1  
June 13, 2013  
Page 1 of 1  
Attachment: 1 Page

Prepared by: Pamela Wilson, Assistant Superintendent, Human Resources  
Susan Carlson, Coordinator of Classified Personnel

**Background Information**

Resolution No. 12/13-31 is hereby presented to the Board of Education for approval to reduce the work day for three classified positions in Family Services School Readiness Program. The recommendation to reduce work day hours for these positions is the result of loss of funding. The District and CSEA representatives have worked through this process step-by-step. These positions will be reduced effective July 1, 2013.

**Educational Implications**

These positions directly and indirectly provide support to the educational program.

**Financial Implications**

The reduction of work day hours for these positions will result in savings to Family Services' School Readiness Program.

**Recommendation**

It is recommended that the Board of Education adopt **Resolution No. 12/13-31** reducing the work day hours and/or work year for specified classified positions effective July 1, 2013.

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
**RESOLUTION NO. 12/13-31**  
RESOLUTION OF THE BOARD OF EDUCATION OF THE  
MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
REDUCING THE HOURS AND/OR WORK YEAR FOR  
THE CLASSIFIED POSITIONS LISTED

**BE IT RESOLVED** that the Governing Board of the Murrieta Valley Unified School District hereby determines that the following classified positions be reduced for lack of work or lack of funds:

Reduce one (1) Child Development Teacher position from hours 8 per day/185 duty days to 4 hours per day/185 duty days at Family Services.

Reduce one (1) Child Development Teacher position from hours 5 per day/185 duty days to 4 hours per day/185 duty days at Family Services.

Reduce one (1) Child Development Teacher position from 8 hours per day/12 months to 8 hours per day/185 duty days at Family Services.

**BE IT RESOLVED** by the Governing Board as follows:

1. That due to a lack of funds and lack of work, the number of classified employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code section 45308.
2. That the Superintendent is directed to give notice of layoff to the affected classified employee pursuant to the requirements of the law.
3. That said layoff should become effective on July 1, 2013.
4. That employees laid off pursuant to this resolution shall be eligible for reemployment pursuant to Education Code section 45298.

**PASSED AND ADOPTED** at the special meeting of the Board of Education held on June 13, 2013.

Ayes \_\_\_\_\_  
Noes \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

I, Patrick Kelley, Secretary of the Board of Education of the Murrieta Valley Unified School District of Riverside County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a special meeting thereof held the 13<sup>th</sup> day of June, 2013.

**IN WITNESS THEREOF**, I have hereto set my hand and seal this 13<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Patrick Kelley  
Secretary of the Board of Education

\_\_\_\_\_  
Kris Thomasian  
President of the Board of Education

**Adoption of Resolution No. 12/13-32 Eliminating Classified positions effective July 1, 2013**

Action:              X    
Consent:                       
Information:                   
Presentation:                

Agenda Item: B-2  
June 13, 2013  
Page 1 of 1  
Attachment: 1 Page

Prepared by: Pamela Wilson, Assistant Superintendent, Human Resources  
Susan Carlson, Coordinator of Classified Personnel

**Background Information**

Resolution No. 12/13-32 is hereby presented to the Board of Education for approval to eliminate classified positions due to lack of work or lack of funds. The District is proposing to eliminate three positions of a full or part-time nature. The employees in these positions will be restructured to an equal or greater position. This recommendation is the result of the staffing ratio adjustments and a restructure of the allotted classified hours used by site administration. The District and CSEA representatives have worked through this process step by step. These positions will be eliminated effective July 1, 2013.

**Educational Implications**

These positions directly and indirectly provide support to the educational program.

**Financial Implications**

The total fiscal implications will result in savings and will be determined as the 2013/14 budget is developed.

**Recommendation**

It is recommended that the Board of Education adopt **Resolution No. 12/13-32** eliminating classified positions effective July 1, 2013.

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
**RESOLUTION NO. 12/13-32**  
RESOLUTION OF THE BOARD OF EDUCATION OF THE  
MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
ELIMINATING CLASSIFIED POSITIONS  
DUE TO LACK OF FUNDS OR LACK OF WORK

**BE IT RESOLVED** that the Governing Board of the Murrieta Valley Unified School District hereby determines that the following classified positions be reduced or eliminated for lack of work or lack of funds:

Eliminate one (1) Office Clerk I position at 4 hours per day, 195 duty days at Murrieta Mesa High School.

Eliminate one (1) Office Clerk I position at 6 hours per day, 215 duty days at Murrieta Mesa High School.

Eliminate one (1) Office Clerk I position at 6.75 hours per day, 205 duty days at Rail Ranch Elementary.

**BE IT RESOLVED** by the Governing Board as follows:

1. That due to a lack of funds and lack of work, the number of classified employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code section 45308.
2. That the Superintendent is directed to give notice of layoff to the affected classified employees pursuant to the requirements of the law.
3. That said layoff should become effective on July 1, 2013.
4. That employees laid off pursuant to this resolution shall be eligible for reemployment pursuant to Education Code section 45298.

**PASSED AND ADOPTED** at the regular meeting of the Board of Education held on June 13, 2013.

Ayes	_____	Abstain	_____
Absent	_____	Noes	_____

I, Patrick Kelley, Secretary of the Board of Education of the Murrieta Valley Unified School District of Riverside County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a special meeting thereof held the 13<sup>th</sup> day of June, 2013.

**IN WITNESS THEREOF**, I have hereto set my hand and seal this 13<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Patrick Kelley  
Secretary of the Board of Education

\_\_\_\_\_  
Kris Thomasian  
President of the Board of Education

## Approval of Employment of Classified Applicants

Action:     X      
Consent:             
Information:             
Presentation:           

Agenda Item: B-3  
June 13, 2013  
Page 1 of 1

Prepared by: Pamela Wilson, Assistant Superintendent, Human Resources

### Background Information

The following Classified applicants are recommended for employment pending completion of the hiring process and a criminal background investigation:

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>LOCATION</u>
Javier Acost	Custodian	T.B.D.	Thompson Middle
Christine Beadles	Office Clerk I	6/4/2012	Thompson Middle
Penny Benson	Custodian	T.B.D.	Cole Canyon Elementary/ Murrieta Valley High
Alexis Blood	D.I.S. Aide I	T.B.D.	Special Education
Yvonne Carr	D.I.S. Aide I	T.B.D.	Special Education
Sean Cue	D.I.S. Aide I	T.B.D.	Special Education
Keith Erikson	Custodian	T.B.D.	Buchanan Elementary/ Alta Murrieta Elementary
Jose Garcia	Custodian	T.B.D.	McElhinney Middle/ Rail Ranch Elementary
Sally Halgas	D.I.S. Aide I	T.B.D.	Special Education
Chris Houston	Custodian	T.B.D.	Murrieta Mesa High
Gabriel Ibarra-Espinoza	Custodian	T.B.D.	Curran Elementary/ Tovashal Elementary
Mindy Kinsman	D.I.S. Aide I	T.B.D.	Special Education
Ashley Kohler	D.I.S. Aide I	T.B.D.	Special Education
Tiffany O'Malley	D.I.S. Aide I	T.B.D.	Special Education
Maria Rincon de Pina	Custodian	T.B.D.	Shivela Middle/ Murrieta Mesa High
Maricela Saucedo	D.I.S. Aide I	T.B.D.	Special Education
Melissa Spurling	D.I.S. Aide I	T.B.D.	Special Education
Jennifer Stafford	D.I.S. Aide I	T.B.D.	Special Education
Cindy Stephenson	D.I.S. Aide I	T.B.D.	Special Education
Starr Tenorio	D.I.S. Aide I	T.B.D.	Special Education

### Educational Implications

These individuals will provide support to the district's educational program.

### Financial Implications

These positions are included in the Classified Staffing Plan and have been approved by the Board of Education.

### Recommendation

It is recommended that the Board of Education approve employment of the Classified applicants listed pending completion of the hiring process.

**Approval of Employment of Certificated Applicants**

Action:              X    
Consent:                       
Information:                   
Presentation:               

**Agenda Item: B-4  
June 13, 2013  
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Prepared by: Pamela Wilson, Assistant Superintendent, Human Resources

**Background Information**

The following Certificated applicants are recommended for employment pending completion of the hiring process and a criminal background investigation:

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>EFFECTIVE DATE</u>	<u>LOCATION</u>
Vinny Fazio	Teacher	7/1/2013	Murrieta Valley High
Tomi Harding	Teacher – Temp.	7/1/2013	Tovashal Elementary
Justin Miranda	Teacher	7/1/2013	Murrieta Valley High
Angela Bechtold	Teacher	7/1/2013	Murrieta Valley High

**Educational Implications**

These individuals are properly credentialed and have talents in areas that will add to the district’s educational program.

**Financial Implications**

These positions will be included in the 2013/14 Certificated Staffing Plan. The 2013/14 Certificated Staffing Plan will be presented to the Board of Education at its Regular Meeting on June 27, 2013.

**Recommendation**

It is recommended that the Board of Education approve employment of Certificated applicants listed pending completion of the hiring process.



**Approval of Employment of Confidential/Management Applicants**

Action:     X      
Consent:             
Information:             
Presentation:           

**Agenda Item: B-5  
June 13, 2013  
Page 1 of 1**

Prepared by: Pamela Wilson, Assistant Superintendent, Human Resources

**Background Information**

The following Confidential/Management applicants are recommended for employment pending completion of the hiring process:

<u>NAME</u>	<u>EFFECTIVE ASSIGNMENT</u>	<u>DATE</u>	<u>LOCATION</u>
Cori Martin	Speech Pathologist	T.B.D.	Special Education
Ramsy Van Cleave	Occupational Therapist	T.B.D.	Special Education

**Educational Implications**

None.

**Financial Implications**

These positions are included in the 2012/13 Staffing Plans and have been approved by the Board of Education.

**Recommendation**

It is recommended that the Board of Education approve the employment of the Confidential/Management applicants listed.

**Approval of Employee Job Reclassification**

Action:     X      
Consent:             
Information:             
Presentation:           

Agenda Item: B-6  
June 13, 2013  
Page 1 of 1

Prepared by: Pamela Wilson, Assistant Superintendent, Human Resources

**Background Information**

The reclassification shown below is being recommended as part of the process that allows employees in instructional support positions the opportunity for growth based upon education and experience requirements. As a result of this process, the following classified employee is recommended for reclassification:

<u>Position</u>		<u>Range</u>		<u>Effective</u>	<u>Employee</u>
<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Date</u>	
D.I.S. Aide I	D.I.S. Aide II	15	17	6/1/2013	Kristina Ohr

**Educational Implications**

Not applicable.

**Financial Implications**

The fiscal impact to the district as the result of approval of the above reclassification is approximately \$1,000 annually including benefits.

**Recommendation**

It is recommended that the Board of Education approve the reclassification of the above listed employee.

**Certification of Athletic Coach**

Action:              X    
Consent:                       
Information:                   
Presentation:               

Agenda Item: B-7  
June 13, 2013  
Page 1 of 1

Prepared by: Pamela Wilson, Assistant Superintendent, Human Resources

**Background Information**

As per Title 5, California Code of Regulation (CCR), the Board of Education must annually certify to the Board of Education that the provisions of Section 5593 have been met. Our district certifies the coaches on an as-needed basis.

The following athletic coach has met the provisions as set forth in Title 5, California Code of Regulations, Section 5593:

Vista Murrieta High School - Cheer  
Cari Zmek

**Educational Implications**

Ensuring athletic coaches have met the provisions of Title 5, California Code of Regulations, Section 5593 is an essential element of any quality athletic program.

**Financial Implications**

Not applicable.

**Recommendation**

It is recommended that the Board of Education certify the listed athletic coach has met the provisions of Title 5, California Code of Regulations, Section 5593.

**Approval of the Declaration of Need for Fully Qualified Educators for the 2013/14 School Year**

Action:     X      
Consent:             
Information:             
Presentation:           

Agenda Item: B-8  
June 13, 2013  
Page 1 of 1  
Attachment: 3 Pages

Prepared by: Pamela Wilson, Assistant Superintendent, Human Resources

**Background Information**

Per Title 5 of the California Code of Regulations governing the issuance of emergency teaching permits, the Board of Education must annually approve a Declaration of Need for Fully Qualified Educators. This allows the district to apply for emergency permits. The district has used emergency permits on a limited basis to allow teachers more time to complete credentialing requirements.

**Educational Implications**

This will allow the district to ensure placement of qualified teachers in all classrooms.

**Financial Implications**

Not applicable.

**Recommendation**

It is recommended that the Board of Education approve the Declaration of Need for Fully Qualified Educators for the 2013/14 school year.



## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: 2013/2014  
 Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Murrieta Valley Unified School District District CDS Code: 75200

Name of County: Riverside County CDS Code: 33

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 06 / 13 / 13 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

▶ **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2014.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Pamela Jo Wilson</u>		<u>Asst. Superintendent HR</u>
<small>Name</small>	<small>Signature</small>	<small>Title</small>
<u>(951) 304-1545</u>	<u>(951) 696-1600</u>	<u>6/13/2013</u>
<small>Fax Number</small>	<small>Telephone Number</small>	<small>Date</small>
<u>41870 McAlby Court, Murrieta, CA 92562</u>		
<small>Mailing Address</small>		
<u>pwilson@murrieta.k12.ca.us</u>		
<small>E-Mail Address</small>		

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_ / \_\_\_\_ / \_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

▶ **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

► This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	25
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
<input checked="" type="checkbox"/> Resource Specialist	3
<input type="checkbox"/> Teacher Librarian Services	0
<input type="checkbox"/> Visiting Faculty Permit	0

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	25
Single Subject	25
Special Education	25
TOTAL	75

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program?  Yes  No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university intern program?  Yes  No

If yes, how many interns do you expect to have this year? 3

If yes, list each college or university with which you participate in an intern program.

Azusa Pacific Univ, CSU Dominguez Hills, CSU San Marcos, Chapman Univ,  
Brandman, CSU Fullerton, CSU San Bernardino, Grand Canyon Univ, National Univ  
Point Loma Nazarene Univ, Rio Salado College, Univ of Redlands, Univ San Diego

If no, explain why you do not participate in an intern program.  
\_\_\_\_\_  
\_\_\_\_\_

**First Reading of New Job Descriptions: Executive Director – Elementary Education and Executive Director – Secondary Education**

Action: \_\_\_\_\_  
Consent: \_\_\_\_\_  
Information:   X    
Presentation: \_\_\_\_\_

Agenda Item: B-9  
June 13, 2013  
Page 1 of 1  
Attachment: 8 Pages

Prepared by: Pamela Wilson, Assistant Superintendent, Human Resources

**Background Information**

The above listed job descriptions are presented to the Board of Education for first reading. The district reviews and revises job descriptions on an on-going basis. Efforts are focused on identifying key functions and abilities, consolidation of information of the job description and compliance with state and federal requirements.

These job descriptions have been created in order to support the proposed restructuring of Educational Services for the 2013/14 school year.

**Educational Implications**

The employees in these positions will directly and indirectly provide support to the educational program.

**Financial Implications**

None.

**Recommendation**

This is a first reading.



**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

6/13/2013  
Page 1 of 4

**TITLE: EXECUTIVE DIRECTOR – ELEMENTARY EDUCATION**

**REPORTS TO:** Assistant Superintendent of Educational Support Services

**SUPERVISES:** School site principals and other staff as assigned.

**JOB GOAL:** Under the direction of the Assistant Superintendent of Educational Services, the Elementary Executive Director is responsible for overseeing all aspects of the District's elementary instructional program (grades Pre-School through grade 5), including professional development, curriculum development and implementation, state and federal assessments, teacher support, school staffing recommendations and school site complaints. The Elementary Executive Director may oversee other Educational Services departments.

**QUALIFICATIONS**

***Knowledge of:***

1. Planning, organization and direction of instructional programs and other related District programs
2. Applicable laws, codes, regulations, policies, operations and procedures
3. Curriculum, standards, and assessments
4. Effective evaluation practices, including CTSP's
5. Normal school routines and practices
6. Professional Learning Communities
7. Program Improvement mandates
8. Current instructional theory and practice
9. Current successful personnel management and educational leadership strategies
10. Effective human resource development practices
11. Budget development, maintenance and monitoring
12. Effective leadership and supervision practices
13. Effective oral and written communication skills
14. The 40 Developmental Assets

***Ability to:***

1. Plan, organize and direct instructional programs and other related District programs
2. Demonstrate effective supervision skills
3. Demonstrate effective communication and interpersonal skills
4. Demonstrate strong scheduling and organizational skills
5. Diffuse difficult situations
6. Apply and explain rules, regulations, standards, policies and procedures

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

6/13/2013  
Page 2 of 4

**TITLE: EXECUTIVE DIRECTOR – ELEMENTARY EDUCATION**

***Ability to*** (continued):

7. Establish and maintain cooperative and effective working relationships with employees and persons contacted through the course of work
8. Meet demanding timelines and schedules
9. Oversee staff efforts to accomplish Board of Trustees goals and assignments
10. Plan and implement large scale projects
11. Prepare comprehensive narrative and statistical reports
12. Analyze situations accurately and adopt an effective course of action
13. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations
14. Learn and follow the operations, procedures, policies, and requirements of this position
15. Establish and maintain effective work relationships with those contacted in the performance of required duties

***Training and Experience***

1. Valid California Administrative Services Credential
2. Teaching Credential
3. Master's Degree
4. Five years successful teaching experience
5. Three years of secondary site administrative experience, principal preferred

**ESSENTIAL FUNCTIONS**

1. Assist with the development, implementation, and interpretation of the District's elementary instructional program
2. Oversee staff efforts to accomplish Board of Trustees goals and assignments
3. Promote respect, trust, team building, open communication, mutual support, cooperation, and sharing of resources in the pursuit of District goals
4. Conduct information and training meetings with staff, parents, and students related to the District's elementary instructional program and goals
5. Coordinate inter and intra-department activities to facilitate the efficient implementation of instruction and student/staff service related programs
6. Facilitate communication and articulation of elementary curriculum among schools and elementary grade levels district-wide
7. Provide for the evaluation of instructional programs and assigned staff district-wide
8. Supervise and evaluate elementary school principals, and/or other Educational Services staff, as assigned
9. Expedite the preparation of instructional reports and information provided for the staff, public, and Board of Trustees

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

6/13/2013  
Page 3 of 4

**TITLE: EXECUTIVE DIRECTOR – ELEMENTARY EDUCATION  
ESSENTIAL FUNCTIONS (continued):**

10. Work with elementary principal's and teacher's committees in organizing and coordinating grade level and departmental meetings to ensure continuity and articulation of the instructional program throughout the District
11. Support elementary principals in the development and implementation of site instructional goals that meet state and federal accountability targets
12. Coach site principals in providing feedback, supervision, evaluation, and support of all site certificated and classified employees.
13. Communicate with Human Resources appropriately as it relates to the intervention, assistance, support and disciplinary action related to school site certificated and classified employees
14. Coach elementary site principals in the development of master schedules and staffing plans for both certificated and classified service groups, including adjunct employees such as Affective Intervention Specialists and performance teachers
15. Communicate with Human Resources appropriately as it relates to the development of master schedules and staffing plans for both certificated and classified service groups, including adjunct employees such as athletic, band, and performance coaches
16. Support elementary principals in the development and implementation of site instructional goals that meet state and federal accountability targets
17. Oversee the development and implementation of elementary curriculum pacing guides, District benchmark assessments, content standards, courses of study, brochures, catalogues, parent handbooks, manuals and materials prepared by and/or to be distributed among the instructional staff
18. Oversee categorical program monitoring and compliance
19. Coordinate the District's elementary textbook and instructional materials adoption and purchasing process
20. Remain current regarding developments and trends in curriculum and instruction
21. Assist in the development and coordination of budgets
22. Supervise elementary department teachers on special assignment in their respective curricular areas
23. Coordinate the District's elementary music and enrichment programs, including the development of schedules and supervision of staff, as appropriate
24. Oversee District's elementary spelling bee, science fair, history day, and other related student events
25. Assist in planning and implementing professional development for instructional staff
26. Evaluate the appropriateness, quality, and effectiveness of the elementary curriculum, instruction and professional development program
27. Oversee new teacher in-servicing
28. Oversee services and instructional support for English Learners
29. Assist District and site staff in implementing Local Agency Plan (LEA) and addendum and program improvement mandates
30. Participate in instructional reviews and regular school visitations for observation and evaluation of the District's elementary instructional program
31. Collaborate with other District departments as appropriate
32. Participate in District in-service training as required

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

6/13/2013  
Page 4 of 4

**TITLE: EXECUTIVE DIRECTOR – ELEMENTARY EDUCATION  
ESSENTIAL FUNCTIONS (continued)**

33. Serve as part of the District's management team dedicated to the social, emotional and educational development of all students
34. Support and implement the District's Strategic Plan
35. Promote equity and fairness and respect among all staff members
36. Possess and utilize effective decision-making, problem solving, and conflict management skills
37. Implement and maintain multiple projects and deadlines
38. Take initiative in identifying and systematically solving challenges/issues
39. Perform other tasks and assume other responsibilities as assigned by the Superintendent/Designee and/or the Assistant Superintendent of Educational Services

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for extended periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to thirty (30) pounds occasionally.
9. 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, and knee flexion.
10. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard with speed and accuracy in a safe and effective manner.

**TERMS OF EMPLOYMENT:** 240-day work year  
27 Vacation Days  
Certificated Management, Senior Cabinet-level

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The evaluation will be completed by the Assistant Superintendent of Educational Services.

Approved by: Board of Education

Date: \_\_\_\_\_

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
EQUAL OPPORTUNITY EMPLOYER**

**MURRIETA VALLEY SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

6/13/2013  
Page 1 of 4

**TITLE: EXECUTIVE DIRECTOR – SECONDARY EDUCATION**

**REPORTS TO:** Assistant Superintendent of Educational Support Services

**SUPERVISES:** School site principals and other staff as assigned.

**JOB GOAL:** Under the direction of the Assistant Superintendent of Educational Services, the Secondary Executive Director is responsible for overseeing all aspects of the District's secondary instructional program (grades 6-Adult School), including professional development, curriculum development and implementation, state and federal assessments, teacher support, school staffing recommendations and school site complaints. The Secondary Executive Director may oversee other Educational Services departments.

**QUALIFICATIONS**

***Knowledge of:***

1. Planning, organization and direction of instructional programs and other related District programs
2. Applicable laws, codes, regulations, policies, operations and procedures
3. Curriculum, standards, and assessments
4. Effective evaluation practices, including CTSP's
5. Normal school routines and practices
6. Professional Learning Communities
7. Program Improvement mandates
8. Current instructional theory and practice
9. Current successful personnel management and educational leadership strategies
10. Effective human resource development practices
11. Budget development, maintenance and monitoring
12. Effective leadership and supervision practices
13. Effective oral and written communication skills
14. The 40 Developmental Assets

***Ability to:***

1. Plan, organize and direct instructional programs and other related District programs
2. Demonstrate effective supervision skills
3. Demonstrate effective communication and interpersonal skills
4. Demonstrate strong scheduling and organizational skills
5. Diffuse difficult situations
6. Apply and explain rules, regulations, standards, policies and procedures
7. Establish and maintain cooperative and effective working relationships with employees and persons contacted through the course of work
8. Meet demanding timelines and schedules

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

6/13/2013  
Page 2 of 4

**TITLE: EXECUTIVE DIRECTOR – SECONDARY EDUCATION**

***Ability to*** (continued):

9. Assist with the development, implementation, and interpretation of the District's secondary instructional program
10. Oversee staff efforts to accomplish Board of Trustees goals and assignments
11. Plan and implement large scale projects
12. Prepare comprehensive narrative and statistical reports
13. Analyze situations accurately and adopt an effective course of action
14. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations
15. Learn and follow the operations, procedures, policies, and requirements of this position
16. Establish and maintain effective work relationships with those contacted in the performance of required duties

***Training and Experience***

1. Valid California Administrative Services Credential
2. Teaching Credential
3. Master's Degree
4. Five years successful teaching experience
5. Three years of secondary site administrative experience, principal preferred

**ESSENTIAL FUNCTIONS**

1. Assist with the development, implementation, and interpretation of the District's secondary instructional program
2. Oversee staff efforts to accomplish Board of Trustees goals and assignments
3. Promote respect, trust, team building, open communication, mutual support, cooperation, and sharing of resources in the pursuit of District goals
4. Conduct information and training meetings with staff, parents, and students related to the District's secondary instructional program and goals
5. Coordinate inter and intra-department activities to facilitate the efficient implementation of instruction and student/staff service related programs
6. Facilitate communication and articulation of secondary curriculum among schools and secondary grade levels district-wide
7. Provide for the evaluation of instructional programs and assigned staff district-wide
8. Supervise and evaluate secondary school principals, and/or other Educational Services staff, as assigned
9. Coach site principals in providing feedback, supervision, evaluation, and support of all site certificated and classified employees.
10. Communicate with Human Resources appropriately as it relates to the intervention, assistance, support and disciplinary action related to school site certificated and classified employees

**TITLE: EXECUTIVE DIRECTOR – SECONDARY EDUCATION**

**ESSENTIAL FUNCTIONS** (continued):

11. Coach secondary site principals in the development of master schedules and staffing plans for both certificated and classified service groups, including adjunct employees such as athletic, band, and performance coaches
12. Communicate with Human Resources appropriately as it relates to the development of master schedules and staffing plans for both certificated and classified service groups, including adjunct employees such as athletic, band, and performance coaches
13. Expedite the preparation of instructional reports and information provided for the staff, public, and Board of Trustees
14. Work with secondary principal's and teacher's committees in organizing and coordinating grade level and departmental meetings to ensure continuity and articulation of the instructional program throughout the District
15. Support secondary principals in the development and implementation of site instructional goals that meet state and federal accountability targets
16. Oversee the development and implementation of secondary curriculum pacing guides, District benchmark assessments, content standards, courses of study, brochures, catalogues, parent handbooks, manuals and materials prepared by and/or to be distributed among the instructional staff
17. Oversee Carl Perkins and Adult Education monitoring and compliance
18. Coordinate the District secondary textbook and instructional materials adoption and purchasing process
19. Remain current regarding developments and trends in secondary curriculum and instruction
20. Assist in the development and coordination of budgets
21. Supervise department teachers on special assignment in their respective curricular areas
22. Supervise Athletic Directors alongside the site principal
23. Conduct investigations on allegations of illegal fees
24. Coordinate the District's secondary music and enrichment programs, including the development of schedules and supervision of staff, as appropriate
25. Oversee District secondary spelling bee, science fair, history day, and other related student events
26. Assist in planning and implementing professional development for instructional staff
27. Evaluate the appropriateness, quality, and effectiveness of the secondary curriculum, instruction and professional development program
28. Oversee new teacher in-servicing
29. Oversee services and instructional support for English Learners
30. Oversees State and Federal Assessments including CAHSEE, SBAC, Fitnessgram, EAP and STAR
31. Assist District and site staff in implementing Local Agency Plan (LEA) and addendum and program improvement mandates
32. Participate in instructional reviews and regular school visitations for observation and evaluation of the District secondary instructional program
33. Collaborate with other District departments as appropriate
34. Participate in District in-service training as required



**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

6/13/2013  
Page 4 of 4

**TITLE: EXECUTIVE DIRECTOR – SECONDARY EDUCATION**

**ESSENTIAL FUNCTIONS** (continued):

35. Serve as part of the District's management team dedicated to the social, emotional and educational development of all students
36. Support and implement the District's Strategic Plan
37. Promote equity and fairness and respect among all staff members
38. Possess and utilize effective decision-making, problem solving, and conflict management skills
39. Implement and maintain multiple projects and deadlines
40. Take initiative in identifying and systematically solving challenges/issues
41. Perform other tasks and assume other responsibilities as assigned by the Superintendent/Designee and/or the Assistant Superintendent of Educational Services

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for extended periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to thirty (30) pounds occasionally.
9. 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, and knee flexion.
10. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard with speed and accuracy in a safe and effective manner.

**TERMS OF EMPLOYMENT:** 240-day work year  
27 Vacation Days  
Certificated Management, Senior Cabinet-level

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The evaluation will be completed by the Assistant Superintendent of Educational Services.

Approved by: Board of Education

Date: \_\_\_\_\_

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
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TOBACCO-FREE, DRUG-FREE WORKPLACE**



**Capital Facilities Funding Workshop**

Action: \_\_\_\_\_  
Consent: \_\_\_\_\_  
Information:   X    
Presentation:   X  

Agenda Item: C-1  
June 13, 2013  
Page 1 of 1

Prepared by: Bill Olien, Assistant Superintendent, Facilities/Operational Services

**Background Information**

Staff will update the Board on the current status of all capital facilities funding sources. This will include a review of the restrictions of each funding source, the amount of revenue and expenditures, a list of current projects by school site and key discussion items related to facilities.

**Educational Implication**

None.

**Fiscal Implication**

None.

**Recommendation**

This is an information item only.

**Approval of Agreement with CliffordMoss to conduct essential planning and public information services to build community awareness regarding educational technology programs and facilities needs**

Action:                X      
Consent:                       
Information:                   
Presentation:               

Agenda Item: C-2  
June 13, 2013  
Page 1 of 1

Prepared by: Bill Olien, Assistant Superintendent, Facilities/Operational Services

**Background Information**

At the May 6<sup>th</sup> Board workshop on technology various concepts and ideas were presented and discussed for the future of technology. It became clear that technology will play a vital role in classroom teaching and learning. Consistent resources will ensure maximum success. Staff is recommending contracting with CliffordMoss. They will coordinate planning efforts, provide strategic recommendations and assist the district in building a public information program to enhance community knowledge about technology and facility needs. This will provide information to the Board to allow the Board to make decisions on future directions with all factors considered.

**Educational Implication**

From the May 6<sup>th</sup> workshop it became clear that the use of technology to enhance the instructional program will be essential. To ensure success regular and consistent resources will be needed to ensure the district will be nimble to use whatever current technology resources exist to support classroom teaching and learning.

**Fiscal Implication**

Fees for services rendered in evaluating technology and facility needs, developing and implementing a public information program will cost \$6500 a month plus expenses which will be funded from the general fund. The agreement may be cancelled at any time with 30 days' notice.

**Recommendation**

It is recommended the Board of Education approve the agreement with CliffordMoss to conduct essential planning and public information services to build community awareness regarding educational technology programs and facilities needs.

**Expulsion of High School Student Number 956-006-433**

Action:                X      
Consent:                       
Information:                   
Presentation:                

**Agenda Item: D-1**  
**June 13, 2013**  
**Page 1 of 1**

Prepared by: Butch Owens, Director of Student Support

**Background Information**

The Board of Education may wish to act on a recommendation from the Administrative Hearing Panel concerning the expulsion of this student. If the Administrative Hearing Panel recommends expulsion, the Board will be presented with a complete information packet under separate cover.

The Administrative Hearing Panel convened 5/14/2013 at 1:00 p.m. to hear the recommendation from site administration regarding the expulsion. The panel had three days after the hearing to make its decision and recommendation. If the decision of the panel had been not to recommend expulsion this item would have been removed from the agenda.

**Educational Implications**

If the Board of Education expels this student, the educational program offered by Murrieta Valley Unified School District will not be available. Alternative programs offered through the Riverside County Office of Education or Community Day School may be appropriate for this student.

**Fiscal Implications**

State student funding is not available for expelled students.

**Recommendation**

It is recommended that the Board of Education take appropriate action

**Expulsion of Middle School Student Number 380-000-656**

Action:                X      
Consent:                       
Information:                   
Presentation:               

**Agenda Item: D-2**  
**June 13, 2013**  
**Page 1 of 1**

Prepared by: Butch Owens, Director of Student Support

**Background Information**

The Board of Education may wish to act on a recommendation from the Administrative Hearing Panel concerning the expulsion of this student. If the Administrative Hearing Panel recommends expulsion, the Board will be presented with a complete information packet under separate cover.

The Administrative Hearing Panel convened 5/23/2013 at 1:00 p.m. to hear the recommendation from site administration regarding the expulsion. The panel had three days after the hearing to make its decision and recommendation. If the decision of the panel had been not to recommend expulsion this item would have been removed from the agenda.

**Educational Implications**

If the Board of Education expels this student, the educational program offered by Murrieta Valley Unified School District will not be available. Alternative programs offered through the Riverside County Office of Education or Community Day School may be appropriate for this student.

**Fiscal Implications**

State student funding is not available for expelled students.

**Recommendation**

It is recommended that the Board of Education take appropriate action

**Expulsion of High School Student Number 956-003-519**

Action:                X      
Consent:                       
Information:                   
Presentation:               

**Agenda Item: D-3**  
**June 13, 2013**  
**Page 1 of 1**

Prepared by: Butch Owens, Director of Student Support

**Background Information**

The Board of Education may wish to act on a recommendation from the Administrative Hearing Panel concerning the expulsion of this student. If the Administrative Hearing Panel recommends expulsion, the Board will be presented with a complete information packet under separate cover.

The Administrative Hearing Panel convened 5/31/2013 at 10:00 a.m. to hear the recommendation from site administration regarding the expulsion. The panel had three days after the hearing to make its decision and recommendation. If the decision of the panel had been not to recommend expulsion this item would have been removed from the agenda.

**Educational Implications**

If the Board of Education expels this student, the educational program offered by Murrieta Valley Unified School District will not be available. Alternative programs offered through the Riverside County Office of Education or Community Day School may be appropriate for this student.

**Fiscal Implications**

State student funding is not available for expelled students.

**Recommendation**

It is recommended that the Board of Education take appropriate action

**Expulsion of High School Student Number 242-034-456**

**Action:**                X      
**Consent:**                     
**Information:**                
**Presentation:**           

**Agenda Item: D-4**  
**June 13, 2013**  
**Page 1 of 1**

Prepared by: Butch Owens, Director of Student Support

**Background Information**

The Board of Education may wish to act on a recommendation from the Administrative Hearing Panel concerning the expulsion of this student. If the Administrative Hearing Panel recommends expulsion, the Board will be presented with a complete information packet under separate cover.

The Administrative Hearing Panel convened 5/31/2013 at 1:00 p.m. to hear the recommendation from site administration regarding the expulsion. The panel had three days after the hearing to make its decision and recommendation. If the decision of the panel had been not to recommend expulsion this item would have been removed from the agenda.

**Educational Implications**

If the Board of Education expels this student, the educational program offered by Murrieta Valley Unified School District will not be available. Alternative programs offered through the Riverside County Office of Education or Community Day School may be appropriate for this student.

**Fiscal Implications**

State student funding is not available for expelled students.

**Recommendation**

It is recommended that the Board of Education take appropriate action