



*Golden Valley USD Strategic Plan Goals:
Instruction and Assessment • Communication • Safety • Facilities • Finances*



The Sierra View Modernization Project began June, 2011.

**GOLDEN VALLEY UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING**

www.gvUSD.k12.ca.us

GVUSD District Office, Conference Room 2 · 37479 Avenue 12, Madera CA
MONDAY, JULY 18, 2011

Any individual with a disability who requires reasonable accommodation to attend or participate in a meeting may request assistance by contacting the GVUSD office, 37479 Avenue 12, Madera, CA 93636; Telephone: (559) 645-7500.

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection at the time they are distributed to a majority of the governing board at the following locations: Madera Ranchos Library, 37167 Avenue 12, Ste#4C; Madera Ranchos Chamber of Commerce, 37167 Avenue 12, Ste#5B; the Golden Valley USD District Office, 37479 Avenue 12 and the documents will be posted on the District's website

AGENDA

5:00 PM

A. OPEN SESSION

1. CALL TO ORDER by the President
2. ATTENDANCE

	ARRIVE	LEAVE	ABSENT
Mark Toole, President	_____	_____	_____
Mike Kelly, Clerk	_____	_____	_____
Mona Diaz, Trustee	_____	_____	_____
Brian Freeman, Trustee	_____	_____	_____
Kathleen Crumpton, Trustee	_____	_____	_____
Andy Alvarado, Superintendent	_____	_____	_____
Jim Monreal, Chief Business Official	_____	_____	_____

B. PUBLIC COMMENT ON CLOSED SESSION ITEMS

*Persons wishing to address the governing board on any closed session item may do so at this time. A maximum of 10 minutes total is set aside for persons wishing to address the Board at this time. Speakers are requested to state their name and to address comments to the Board of Trustees. The Board is governed by the **Brown Act** and may briefly respond to public comments but take no action except on items scheduled on the agenda.*

C. CLOSED SESSION The Board will adjourn to a conference room for closed session to discuss the following:

1. Public Employee Appointment/Employment (Government Code: 54957)
Appointment(s): Liberty High School Learning Director
Special Education Teacher
Elementary Teacher
2. Conference with Labor Negotiators (Government code section 54957.6)
Agency Designated Representative: Board President/Assistant Superintendent
Unrepresented Employee: Chief Business Official.

** All times are approximate and subject to change.*

3. Public Employee Performance Evaluation (Government Code: 54957)
Unrepresented Employees: Chief Business Official
4. Consideration of Student Expulsion Readmission # 01-2011 (Government Code: 48918).
5. Consideration of Student Expulsion Readmission # 07-2011 (Government Code: 48918).

OPEN SESSION

D. RECONVENE from Closed Session and report any action taken.

E. PLEDGE OF ALLEGIANCE TO THE FLAG

F. APPROVAL OF THE AGENDA

G. ACTION ITEMS

*If you wish to address the Board on an Action item on the agenda, please do so when that item is called. A maximum of three (3) minutes **may** be allowed for each speaker. Speakers are requested to complete a form indicating the action item to be addressed and return it to District staff.*

1. APPROVAL, Consideration of Student Expulsion readmission # 01-2011. [Alvarado]
2. APPROVAL, Consideration of Student Expulsion readmission # 07-2011. [Alvarado]
3. APPROVAL, Revised job description, Chief Business Official. [Alvarado]
4. APPROVAL, Chief Business Official Employment Agreement. [Alvarado]

H. INFORMATIONAL ITEMS

*If you wish to address the Board on an Information item on the agenda, please do so when that item is called. A maximum of three (3) minutes **may** be allowed for each speaker. Speakers are requested to complete a form indicating the informational item to be addressed and return it to District staff.*

1. Receive request to approve the donated solar system from California Solar. [Monreal]

I. ADJOURNMENT

“A District of Excellence”

Vision: Golden Valley Unified School District is committed to creating and maintaining an innovative learning community based in excellence

Mission: The mission of Golden Valley Unified School District is to provide our students the means to achieve to their highest potential within a caring, secure environment.

Posted: July 14, 2011

** All times are approximate and subject to change.*

Meeting of
July 18, 2011
FOR: ACTION

GOLDEN VALLEY UNIFIED SCHOOL DISTRICT

TO: MEMBERS OF THE BOARD OF TRUSTEES

APPROVAL: CONSIDERATION OF STUDENT EXPULSION READMISSION # 01-2011

Background: A vote in open session is required for items relating to student expulsions.

Current Considerations: The Board will consider student expulsion readmission # 01-2011.

Fiscal Implications: There are no fiscal implications.

Golden Valley Strategic Plan

Mission: The mission of Golden Valley Unified School District is to provide our students the means to achieve to their highest potential within a caring, secure environment.

Therefore it is:

RECOMMENDED: That the Board consider Student
Expulsion Readmission # 01-2011

SUBMITTED BY:
Mr. Andy Alvarado
Superintendent

PREPARED BY: Mr. Andy Alvarado, Superintendent

Meeting of
July 18, 2011
FOR: ACTION

GOLDEN VALLEY UNIFIED SCHOOL DISTRICT

TO: MEMBERS OF THE BOARD OF TRUSTEES

APPROVAL: CONSIDERATION OF STUDENT EXPULSION READMISSION # 07-2011

Background: A vote in open session is required for items relating to student expulsions.

Current Considerations: The Board will consider student expulsion readmission # 07-2011.

Fiscal Implications: There are no fiscal implications.

Golden Valley Strategic Plan

Mission: The mission of Golden Valley Unified School District is to provide our students the means to achieve to their highest potential within a caring, secure environment.

Therefore it is:

RECOMMENDED: That the Board consider Student
Expulsion Readmission # 07-2011

SUBMITTED BY:
Mr. Andy Alvarado
Superintendent

PREPARED BY: Mr. Andy Alvarado, Superintendent

Meeting of
July 18, 2011
FOR: ACTION

GOLDEN VALLEY UNIFIED SCHOOL DISTRICT

TO: MEMBERS OF THE BOARD OF TRUSTEES

APPROVAL: REVISED JOB DESCRIPTION CHIEF BUSINESS OFFICIAL

Included in the Board Binder is a request to approve revised classified management job description Chief Business Official.

Background:

When Golden Valley Unified School District was first established, job descriptions were put into place. Since then the district has grown and positions have evolved and changed due to the changing structure of the District. The revisions to the existing job description have been shaded in gray.

Current Considerations:

The job description for Chief Business Official accurately reflects the duties and responsibilities of this position.

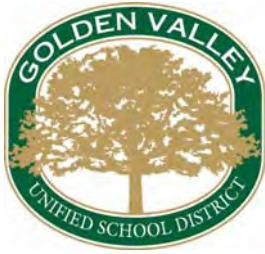
Fiscal Implications: None.

Therefore it is:

RECOMMENDED: That the Board approve
revised job description Chief
Business Official

SUBMITTED BY: Andy Alvarado
Superintendent

PREPARED BY: Andy Alvarado, Superintendent



Position Description

CHIEF BUSINESS OFFICIAL

DEFINITION: Under the direction of the Superintendent, the Chief Business Official oversees all aspects of the District's finances including budget, accounting, and payroll. The ~~CFO~~ CBO manages food services, purchasing and facilities and ~~the Information Systems Department, the Department of Maintenance, Operations, and Transportation.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Exhibits skills in identifying problems, securing relevant information, and recognizing and adjusting to changing state educational funding models;
- Understands and demonstrates the principles of school finance;
- Identifies methods for budget analysis;
- Is responsible for formulation of broad financial policies;
- Plans and directs accounting operations related to accounts payable, purchasing, payroll, and budgets;
- Maintains continuous review of accounting procedures to comply with state regulations and changing programs;
- Makes certain no new program is implemented without a funding source or presentation to the Administrative cabinet;
- Identifies and interprets internal and external influences on the budget;
- Understands how to present fairly and with full disclosure the financial position and results of financial operations of the funds and account groups of the school district in compliance with generally accepted accounting principles;
- Prepares a budget calendar to meet the time constraints of budget preparation;
- Forecasts anticipated expenditures by program;
- Applies statistical process control techniques to budgetary analysis;
- Applies legal requirements for budget adoption;
- Prepares revenue projections and estimates expenditures using appropriate and varied techniques;
- Analyzes and demonstrates procedures for bidding, selecting, evaluating, and managing fringe benefit programs;
- Demonstrates appropriate skills related to the recruitment, selection, orientation, evaluation, and assignment of non-instructional personnel;
- Applies legal procedures for discipline and termination of employees, as well as praise for those who meet expectations;
- Understands funding sources and issues related to school construction, including bond ratings, the rating process, and bond election processes;
- Understands risk management procedures and comprehends the common types of insurance protection needed;
- Plans for facilities-related needs by preparing population projections, developing educational specifications; analyzing amortization of bond issues; evaluating buildings;
- Understands and addresses labor relationships/collective bargaining issues;
- Reviews all departments reporting to the ~~CFO~~ CBO for efficiency effectiveness;
- Understands protocol and procedures required to manage energy consumption efficiently and effectively;

- Analyzes the various ways of providing transportation for students and identifies the most efficient method for Golden Valley;
- Understands a system for high-quality food production, operation, and service; and
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge and skills of:

- School facility funding sources and application submission procedures and requirements;
- City and county redevelopment and zoning policies, procedures, and requirements;
- Budget preparation and control;
- Principles, practices, methods, and techniques pertaining to maintenance and custodial management and organization;
- Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to maintenance and custodial management functions and activities;
- Legal requirements and regulations pertaining to facilities, emergency procedures, and planning;
- Modern methods, tools, equipment, and supplies necessary for the proper maintenance of buildings, facilities, and grounds;
- Verbal and written communication skills;
- Research and development strategies, processes, and techniques;
- Appropriate safety precautions and procedures
- Report-preparation and record-keeping techniques; and
- Public speaking techniques.

Ability to:

- communicate effectively orally and in writing;
- interpret, apply, and explain rules, regulations, policies, and procedures relating to building codes, educational codes, county and state rules and laws;
- analyze situations with accuracy and adopt an appropriate plan of action; meet schedules and timelines;
- prepare comprehensive narrative and statistical reports and presentations;
- supervise and evaluate the performance of assigned staff;
- develop, modify, and direct the implementation of budgetary control and accounting systems in food services, transportation, maintenance and operations, and facilities planning;
- disseminate necessary information to sites for effective decision making;
- estimate materials and labor costs;
- prioritize and schedule work;
- use positive interpersonal skills to provide effective leadership to staff and to work collaboratively with those contacted in the course of work; and
- present a positive image of Golden Valley Unified School District.

Education and Experience:

Any combination equivalent to: a Bachelor's Degree and/or MBA in business, public administration or any combination of professional training or experience equivalent to five years in fiscal management, or in fields related to position requirements and seven years of increasingly responsible management experience in a school system or the equivalent.

Licenses and Certificates:

Valid California Driver's license.

WORKING CONDITIONS:

Environment:

Indoor and outdoor work environment; driving a vehicle to conduct work; constant interruptions

Physical Abilities:

Speaking and hearing in order to exchange information and make presentations; seeing to read a variety of financial and statistical records and maps; sitting and standing for extended amounts of time, walking over rough or uneven surfaces at construction sites to monitor progress.

Hazards:

Working around and with machinery having moving parts at construction sites; contact with challenging individuals.

REPORTS TO:	Superintendent	CLASSIFICATION:	Senior Management of the Classified Service
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:		SALARY:	CLASS A
		FUNDING:	General Fund

Meeting of
July 18, 2011
FOR: ACTION

GOLDEN VALLEY UNIFIED SCHOOL DISTRICT

TO: MEMBERS OF THE BOARD OF TRUSTEES

APPROVAL: CHIEF BUSINESS OFFICIAL EMPLOYMENT AGREEMENT

Background: The Board of Trustees reviewed the Chief Business Official's contract in closed session on July 11, 2011 and discussed possible changes to the contract.

Current Considerations:

The Chief Business Official's Employee Agreement includes the following:

- **Term:** 2 year.
- **Salary:** \$115,030 (Step 5) which includes 8 furloughs.
- **Buy-Out:** 6 months
- **Vacation:** 10 day carryover maximum; 20 day payout at expiration maximum

Fiscal Implications: The fiscal impact of 8 non-duty days for the Management Team is approximately \$58,700.

Golden Valley Strategic Plan

Finances

Goal 1: To maintain and improve Golden Valley's financial viability

Communication

Goal 1: To effectively communicate within the global learning community.

Therefore it is,

RECOMMENDED: That the Board approve the Chief Business Official Employment Agreement

SUBMITTED BY: Mr. Andy Alvarado
Superintendent

PREPARED BY: Mr. Andy Alvarado, Superintendent

Meeting of
July 18, 2011
FOR: INFORMATION

GOLDEN VALLEY UNIFIED SCHOOL DISTRICT

TO: MEMBERS OF THE BOARD OF TRUSTEES

RECEIVE REQUEST TO APPROVE THE DONATED SOLAR SYSTEM FROM CALIFORNIA
SOLAR

Background: California Solar, a local Madera Ranchos business, recently won a national competition with their concept of using the equipment to create “community benefit” and “marketing opportunities”.

Current Considerations: California Solar would like to donate and install a 4.4 kW solar system on a building located within the Golden Valley Unified School District. This designed system would generate approximately 6,600 kW of electricity annually. Upon direction of board, staff will validate the donation request and agreement for solar installation.

Fiscal Implications: Unknown at this time.

Golden Valley Strategic Plan

Communication

Goal A: To effectively communicate within the global learning community

SUBMITTED BY: Mr. Andy Alvarado
Superintendent

PREPARED BY: Mr. Jim Monreal, Chief Business Official.

July 7, 2011

Proposal presented to: Golden Valley Unified School District, 37479 Ave. 12, Madera, CA 93636
Andy Alvarado, Superintendent

Good Day Mr. Alvarado,

It is my intention to present to the GVUSD School Board, an opportunity to receive a donated solar system. California Solar, a local Madera Rancho's business, has recently won a national competition. As BP Solar Certified Installers, our team receives specialized training, tools, pricing, and equipment. At a recent training, BP Solar offered the solar modules used in the training, to the installer that presented the best concept for use. The requirements for the concept were quite basic. The concept needed to create "community benefit" and "marketing opportunities".

THE SUBMITTED CONCEPT:

California Solar proposed to BP, to donate and install a 4.4 kW solar system on a building located within the Golden Valley Unified School District. This designed system would generate approximately 6,600 kW of electricity annually.

Community Benefit: With the savings on electricity costs, GVUSD could offer education in renewable energy for years to come! The system will offset utility costs at the district for more than 25 years! California Solar has hired and trained local, former Liberty graduates in renewable energy. We plan to continue the cycle of working for and with our local youth and young adults. In 2010, California Solar experienced phenomenal success and chose to "give back" to many different local organizations throughout the year.

Marketable Opportunity: This opportunity is expected to be featured in all local newspapers, as well as, radio and television. In fact, FOX Channel 26 has recently visited California Solar jobsites, gathering customer testimonials for our commercial campaign. The Channel 26 TV crew was in the Rancho's last week, filming for a Valley Life segment. The focus was on California Solar, our specialized training and expertise, and of course, the contest and subsequent donation for educational purposes. The segment featured a quick shot of our installers – Liberty graduates and residence.

THE AWARD OF DONATION:

California Solar faxed the Submission Form to BP Solar on April 7, 2011. We were notified on May 5, 2011, that we presented the "winning concept". BP Solar expressed excitement for future donations, as this is the first time BP Solar has presented this opportunity to its certified installers. California Solar received the donated modules last week. We are excited to proceed with an installation, subsequent savings to a local school district, and educational opportunities incorporated into the next school years curriculum.

An installation can be scheduled within days of school board approval.

Mr. Alvarado, I am very excited about this opportunity. Please let me know if you are able to arrange a presentation to the school board.

Danna McFerrin
California Solar
Finance and Marketing Director
559-297-6527 * danna@29solar.com