

Fullerton School District  
1401 W. Valencia Drive  
Fullerton, California 92833

REGULAR MEETING OF THE BOARD OF TRUSTEES  
NOTICE TO THE PUBLIC

REGULAR BOARD MEETINGS OF THE BOARD OF TRUSTEES are held in the District Administration Building Board Room, unless otherwise noted, at 5:00 p.m. with closed session, 6:00 p.m. open session. Board meetings are scheduled once during the months of January, February, March, April, May, July, August, October, and November, and twice during the months of June, September, and December. The Regular Board agenda is posted a minimum of 72 hours prior to the meeting, and a Special Board meeting agenda is posted a minimum of 24 hours prior to the meeting.

AGENDA ITEMS – Per Board Bylaw 9322, a member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and submitted to the Superintendent's Office with supporting documents and information. The Board President and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, the Board President and/or Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

PUBLIC COMMENTS/PERSONS ADDRESSING THE BOARD – The Board meeting follows rules of decorum. Per Board Bylaw 9323, individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The Board limits the total time for public input on each item to 20 minutes. The total time allowed for public comment shall be 30 minutes. Public comments about an item that is on the agenda will be heard at the time the agenda item is considered by the Board. Public comments about an item that is not on the posted agenda will be heard at the beginning of open session when called upon by the Board President. No action or discussion may take place on an item that is not on the posted agenda except as expressly authorized by law. Since the Board cannot take action on items that are not on the agenda, such items will be referred to the Superintendent for handling. Board Members may request that any item be placed on a future agenda for further discussion. The Board President and Superintendent will determine the best time to place an item on the agenda. Persons wishing to address the Board are invited to complete and submit a "request to speak" slip to the Executive Assistant. These slips are available at the reception counter.

CONSENT ITEMS – These items are considered routine and will be acted upon by one motion unless a member of the Board or staff requests that an item be discussed and/or removed from the consent calendar for separate action.

AMERICANS WITH DISABILITIES ACT – In compliance with the Americans with Disabilities Act, an individual requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee at (714) 447-7410. Notification must be given within 72 hours prior to a Board meeting in order to enable the District to make reasonable arrangements to ensure accommodation and accessibility to the meeting.

FULLERTON SCHOOL DISTRICT  
Special Meeting of the Board of Trustees  
Wednesday, June 1, 2016, 6:00 p.m.  
District Administration Offices Board Room  
1401 W. Valencia Drive, Fullerton, California 92833

Agenda

To: Board of Trustees and Press

From: Lynn Thornley, President, Board of Trustees

Subject: The President of the Board of Trustees of the Fullerton School District has called a Special Meeting of said Board of Trustees to be held at the District Administration Offices Board Room, 1401 W. Valencia Drive, Fullerton, California, on Wednesday, June 1, 2016, 6:00 p.m.

Public Comments – Policy

The Board meeting follows rules of decorum. Per Board Bylaw 9323, individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The Board limits the total time for public input on each item to 20 minutes. The total time allowed for public comment shall be 30 minutes. Public comments about an item that is on the agenda will be heard at the time the agenda item is considered by the Board. Public comments about an item that is not on the posted agenda will be heard at the beginning of open session when called upon by the Board President. No action or discussion may take place on an item that is not on the posted agenda except as expressly authorized by law. Since the Board cannot take action on items that are not on the agenda, such items will be referred to the Superintendent for handling. Board Members may request that any item be placed on a future agenda for further discussion. The Board President and Superintendent will determine the best time to place an item on the agenda. Persons wishing to address the Board are invited to complete and submit a "request to speak" slip to the Executive Assistant. These slips are available at the reception counter.

6:00 p.m. Call to Order and Pledge of Allegiance

Public Comments – Policy (see above)

Approve Consent Agenda and/or Request to Move An Item to Action

Consent Items

- 1a. Approve Revision to Position Description for Literacy Coordinator III.
- 1b. Approve/Ratify Piggyback Lease Agreement with Class Leasing, LLC, for 39 relocatable classrooms and one relocatable restroom facility for temporary student housing at Parks Junior High School
- 1c. Award Contract for Parks Junior High School 2016 Interim Housing Rebid--(Low Voltage), FSD-15-16-RD-03, to Integrated Communications & Data.
- 1d. Award Contract for Parks Junior High School 2016 Interim Housing Rebid--(Electrical), FSD-15-16-RD-04 to RDM Electric Co., Inc.

1e. Award Contract for Parks Junior High School 2016 Interim Housing Rebid--(Plumbing), FSD-15-16-RD-05, to Pro-Craft Construction, Inc.

Recess to Closed Session

- Public Employee Performance Evaluation Title: District Superintendent, Board Representative Lynn Thornley [Government Code section 54954.5].

Report from Closed Session

Adjournment

CONSENT ITEM

**DATE:** June 1, 2016  
**TO:** Robert Pletka, Ed.D., District Superintendent  
**FROM:** Craig C. Bertsch, Ed.D., Assistant Superintendent, Personnel Services  
**SUBJECT:** APPROVE REVISION TO POSITION DESCRIPTION FOR LITERACY COORDINATOR III

Background: Educational Services provides a variety of educational programs to benefit the diverse background of children within Fullerton School District. As State legislature continues to change throughout the course of the years, the District modifies its offerings to remain in compliance with such legal changes.

To help ensure a fluid management of the new programs, a literacy coordinator job description was taken to Board for approval on May 10, 2016. Due to an oversight, the original job description has been modified to include the requirement of an Administrative Services credential. The revised job description is attached.

Rationale: Job descriptions define the roles and responsibilities of a specific job classification. Due to the change in responsibilities, a new job description is required.

Funding: Not applicable.

Recommendation: Approve Revision to Position Description for Literacy Coordinator III

CCB:nm  
Attachment

**FULLERTON SCHOOL DISTRICT**  
**Fullerton, California**

**Literacy Coordinator III**

**DEFINITION:**

Under direction of the Director of Educational Services, general responsibilities include overall leadership for planning, developing, implementing and evaluating the Fullerton School District's English Language Arts Instructional Program; responsible to lead and oversee the design and implementation of a cutting edge technologically enhanced standards based curriculum; will also assist in directing, hiring, coordination and supervision of the District certificated and classified summer school staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate FSD English language arts programs to include knowledge and implementation of early literacy skills, designated and integrated English language development, Title III accountability requirements, and ensure compliance through Federal Program Monitoring
- Supervise the operations in the FSD Testing Center to include the evaluation of Testing Center personnel
- Administer District English Language Advisory Committee (DELAC) meetings and serve as the District representative to the DELAC
- Oversee all aspects of the district Dual Immersion program including professional development for teachers and parents and curriculum needs
- Evaluate assessment data to monitor individual student and school progress toward meeting academic goals and objectives
- Assist in planning professional development for teachers and administrators, in the area of English language arts
- Supervise Districtwide Response to Intervention program
- Develop, implement, and administer budget
- Supervise and evaluate certificated/classified staff and coordinate various certificated curriculum meetings
- Other duties as assigned

**EMPLOYMENT STANDARDS:**

**Education**

Bachelor's degree or higher from an accredited college or university with emphasis in elementary education, instructional technology, subject matter field commonly taught in the elementary grades, or closely related field, including all courses required to meet credential requirements

**Credential/License**

A valid Administrative **Services** Credential and/or enrolled in an Administrative Credential Program;

A valid Teaching Credential;

Master's Degree;

CLAD/BCLAD or equivalent Certification

Technology Skills/Competence Required

**Experience**

Student teaching, internship or full-time teaching experience, preferably in a primary grade setting

**Knowledge of:**

Cutting edge principles, practices, trends, goals and objectives of public education;

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**Fullerton, California**

**Literacy Coordinator III**

Organization, management, planning and evaluation strategies, techniques and procedures;  
Legal principles of certificated and classified evaluations;  
Assessment theory and application;  
Legal mandates and regulations pertaining to programs;  
Budget strategies and techniques;  
Curriculum design and best instructional practices;  
Presentation and facilitation practices;  
Classroom technology – Practices and Procedures;  
Standards based instructional programs;  
Theory and application of language acquisition;  
21st-century instructional use of technology;  
State and federal reforms;  
Testing and data analysis;  
Professional Learning Communities model;  
Project-based Learning;  
Response to Instruction (Rtl)

**Ability to:**

Facilitate small and large group setting;  
Monitor and support the work of professional staff;  
Think strategically, assess and balance competing values;  
Make and effect timely decisions;  
Utilize new technologies and software;  
Plan for future needs of the District;  
Establish and maintain cooperative working relationships with staff, managers, parents, community members, vendors, universities, and state and federal agencies.

**PHYSICAL STANDARDS:**

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this general instructional category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment

**Work Environment:**

Indoor environment;  
Driving a vehicle to school sites.

**Physical Demands:**

Sitting or standing for extended periods of time;  
Hearing and speaking to exchange information and make presentations;  
Seeing to read fine statistical reports and standard text and data on a computer monitor;  
Dexterity of hands and fingers to write legibly and to use computer terminals and other general office machines;  
Ability to lift and carry up to twenty-five pounds; and to reach, bend, or crouch to use files and records;  
Walking at school sites;  
Ability to travel to different sites and locations.

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Fullerton, California**

**Literacy Coordinator III**

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned. The conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONSENT ITEM

**DATE:** June 1, 2016

**TO:** Robert Pletka, Ed.D., District Superintendent

**FROM:** Susan Hume, Assistant Superintendent, Business Services

**PREPARED BY:** Robert Macauley, Director, Maintenance/Operations & Facilities

**SUBJECT:** **APPROVE/RATIFY PIGGYBACK LEASE AGREEMENT WITH CLASS LEASING, LLC, FOR TWENTY-NINE RELOCATABLE CLASSROOMS AND ONE RELOCATABLE RESTROOM FACILITY FOR TEMPORARY STUDENT HOUSING AT PARKS JUNIOR HIGH SCHOOL**

Background: The Proposition 39 HVAC project originally scheduled to begin in June 2016 has been halted due to the discovery of asbestos containing material (ACM) on the existing ductwork in Building A. The asbestos must be removed in order to proceed with this project. On May 10, 2016, the Board of Trustees approved a contract for asbestos abatement at Parks Junior High School, FSD-15-16-GFR-01, to American Technologies, Inc. Once the removal and encapsulation are completed, the HVAC project will resume. This delay has resulted in the need to lease relocatable classrooms and a relocatable restroom facility at Parks Junior High School to temporarily house students and staff until the HVAC project is completed. Class Leasing, LLC, is able to provide the District with the necessary buildings in a timely manner so as to not delay the opening of school in August.

Class Leasing, LLC, offers the classrooms and one restroom on a Piggyback Bid (Project: SSBP, #40-06/2015-2016) with Savanna School District. Staff estimates the length of the lease to be twelve months. The total cost for these buildings is not expected to exceed \$607,568.

Rationale: Temporary housing is necessary due to the discovery of asbestos-containing material.

Funding: The contract amount is \$607,568, to be paid from Special Reserve Fund for Capital Outlay Projects.

Recommendation: Approve/Ratify Piggyback Lease Agreement with Class Leasing, LLC, for twenty-nine relocatable classrooms and one relocatable restroom facility for temporary student housing at Parks Junior High School.

SH:BM:mm



CONSENT ITEM

**DATE:** June 1, 2016  
**TO:** Robert Pletka, Ed.D., District Superintendent  
**FROM:** Susan Hume, Assistant Superintendent, Business Services  
**PREPARED BY:** Robert Macauley, Director, Maintenance/Operations & Facilities  
**SUBJECT:** **AWARD CONTRACT FOR PARKS JUNIOR HIGH SCHOOL 2016 INTERIM HOUSING REBID--(LOW VOLTAGE), FSD-15-16-RD-03, TO INTEGRATED COMMUNICATIONS & DATA**

Background: In accordance with the California Contract Code, advertisement for this project was published in a newspaper of general circulation. Two contractors submitted bids on May 26, 2016. The successful low bidder was Integrated Communications & Data.

Rationale: Due to the site work being performed at Parks Junior High School during the 2016/2017 school year, there will be a need for data communications services. Work will include, but not be limited to, providing data communications to thirty District-furnished and installed interim housing modular buildings.

Pursuant to Public Contract Code section 20111(b), the current bid threshold for public agency construction contracts is \$15,000. The estimated cost of the project, including soft costs and contingency, is in excess of the current bid limit. Therefore, the District went out to bid for the contract.

Funding: The contract amount is \$330,342, to be paid from Special Reserve Fund for Capital Outlay Projects.

Recommendation: Award Contract for Parks Junior High School 2016 Interim Housing Rebid--(Low Voltage), FSD-15-16-RD-03, to Integrated Communications & Data.

SH:BM:ys

CONSENT ITEM

**DATE:** June 1, 2016  
**TO:** Robert Pletka, Ed.D., District Superintendent  
**FROM:** Susan Hume, Assistant Superintendent, Business Services  
**PREPARED BY:** Robert Macauley, Director, Maintenance/Operations & Facilities  
**SUBJECT:** **AWARD CONTRACT FOR PARKS JUNIOR HIGH SCHOOL 2016 INTERIM HOUSING REBID—(ELECTRICAL), FSD-15-16-RD-04 TO RDM ELECTRIC CO., INC.**

Background: In accordance with the California Contract Code, advertisement for this project was published in a newspaper of general circulation. Three contractors submitted bids on May 26, 2016. The successful low bidder was RDM Electric Co, Inc.

Rationale: Due to the site work being performed at Parks Junior High School during the 2016/2017 school year, there will be a need for electrical services. Work will include, but not be limited to, providing electrical service to thirty District-furnished and installed interim housing modular buildings.

Pursuant to Public Contract Code section 20111(b), the current bid threshold for public agency construction contracts is \$15,000. The estimated cost of the project, including soft costs and contingency, is in excess of the current bid limit. Therefore, the District went out to bid for the contract.

Funding: The contract amount is \$610,000, to be paid from Special Reserve Fund for Capital Outlay Projects.

Recommendation: Award Contract for Parks Junior High School 2016 Interim Housing Rebid--(Electrical), FSD-15-16-RD-04 to RDM Electric Co., Inc.

SH:BM:ys

CONSENT ITEM

**DATE:** June 1, 2016  
**TO:** Robert Pletka, Ed.D., District Superintendent  
**FROM:** Susan Hume, Assistant Superintendent, Business Services  
**PREPARED BY:** Robert Macauley, Director, Maintenance/Operations & Facilities  
**SUBJECT:** **AWARD CONTRACT FOR PARKS JUNIOR HIGH SCHOOL 2016 INTERIM HOUSING REBID--(PLUMBING), FSD-15-16-RD-05, TO PRO-CRAFT CONSTRUCTION, INC.**

Background: In accordance with the California Contract Code, advertisement for this project was published in a newspaper of general circulation. One contractor submitted a bid on May 26, 2016. The successful low bidder was Pro-Craft Construction, Inc.

Rationale: Due to the site work being performed at Parks Junior High School during the 2016/2017 school year, there will be a need for plumbing services. Work will include, but not be limited to, providing water and sewer to five District-furnished and installed interim housing modular buildings.

Pursuant to Public Contract Code section 20111(b), the current bid threshold for public agency construction contracts is \$15,000. The estimated cost of the project, including soft costs and contingency, is in excess of the current bid limit. Therefore, the District went out to bid for the contract.

Funding: The contract amount is \$180,000, to be paid from Special Reserve Fund for Capital Outlay Projects.

Recommendation: Award Contract for Parks Junior High School 2016 Interim Housing Rebid--(Plumbing), FSD-15-16-RD-05, to Pro-Craft Construction, Inc.

SH:BM:ys