

**SIERRA SANDS UNIFIED SCHOOL DISTRICT**

**Board of Education  
Special Concurrent Meeting**

**SEPTEMBER 19, 2013  
Ridgecrest City Council Chambers  
100 West California Avenue  
*www.ssusdschools.org***

*We, the members of the Board of Education of the Sierra Sands Unified School District, are committed to providing the highest quality education in a safe environment to all K-12 students. We believe the school shares with the family, church, and community the responsibility for developing life-long learners who are responsible, productive*

**A G E N D A**

**CALL TO ORDER AND PLEDGE TO THE FLAG**

**7:00 P.M.**

Amy Castillo-Covert  
Judy Dietrichson  
Bill Farris, President  
Tom Pearl  
Kurt Rockwell, Vice President/Clerk  
Michael Scott  
Lara Luu, Student Board Member  
  
Joanna Rummer, Superintendent

**1. ADOPTION OF AGENDA**

**8. PERSONNEL ADMINISTRATION**

8.6 Adoption of Resolution #07 1314, Employment of Classified Services

**10. CONSTRUCTION ADMINISTRATION**

10.1 Approval to Negotiate a Contract for Project Management for Construction Services

**14. ADJOURNMENT**

## 8. PERSONNEL ADMINISTRATION

### 8.6 Adoption of Resolution #07 1314, Employment of Classified Services

---

#### BACKGROUND INFORMATION:

Education Code section 45103, subdivision (d)(2), authorizes the District to employ short-term employees to provide service to the District that, upon the completion of that service or similar service, will not be extended or needed on a continuing basis. Prior to employing a short-term employee, the Board of Education, at a regularly scheduled meeting, must specify the service to be performed by the employee and certify the ending date of that service. The ending date may be shortened or extended by the Board of Education, but shall not exceed seventy-five percent (195 working days) of the school year.

The District has a need for one short-term employee to serve as Bilingual Paraprofessional to assist three limited-English proficient students who recently enrolled in the District. The Bilingual Paraprofessional will assist these three students by providing assistance relevant to daily activities; assisting teachers in promoting a suitable learning environment for LEP students; working with LEP students in individual and small group instruction; assisting in administering tests in standard subject matter areas; assisting with developing healthy social and emotional attitudes in students; assisting in developing physical coordination, perception, and communication skills; assisting in record keeping and related clerical functions including translation; participating in parent conferences and perform other related duties as required. The short-term employee is needed for one hour per day for 5 days per week starting on Friday, September 20, 2013 and ending on May 29, 2014. This service or similar services will be extended or needed on a continuing basis.

CURRENT CONSIDERATIONS: Recently, three non-english speaking students have enrolled at Murray Middle School and need immediate assistance. Adoption of Resolution #07 1314 will authorize the District to provide assistance for these students by hiring a bilingual paraprofessional aide for one hour per day not to exceed the remaining 156 school days. This aide will be working under the direct supervision of certificated staff.

FINANCIAL IMPLICATIONS: Estimated cost \$1,842.00

SUPERINTENDENT'S RECOMMENDATION: Conduct a public hearing and adopt Resolution #07 1314, Employment in Classified Service, as presented.

BEFORE THE BOARD OF EDUCATION OF THE  
SIERRA SANDS UNIFIED SCHOOL DISTRICT

RESOLUTION #07 1314

Short-Term Employee(s) to Perform Specified Service(s) for  
the Certified Period Pursuant to Resolution

On motion of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_,  
the following resolution is adopted:

WHEREAS, pursuant to Education Code Sections 45103, the Board of Education of the Sierra Sands Unified School District may employ short-term employees to provide service to the District that, upon the completion of that service or similar service, will not be extended or needed on a continuing basis. Prior to employing a short-term employee, the Board of Education, at a regularly scheduled meeting, must specify the service to be performed by the employee and certify the ending date of that service. The ending date may be shortened or extended by the Board of Education, but shall not exceed seventy-five percent (195 working days) of the school year; and

WHEREAS, the District has a need for one short-term employee to serve as Bilingual Paraprofessional to assist three limited-English proficient students who recently enrolled in the District. The Bilingual Paraprofessional will assist these three students by providing assistance relevant to daily activities; assisting teachers in promoting a suitable learning environment for LEP students; working with LEP students in individual and small group instruction; assisting in administering tests in standard subject matter areas; assisting with developing healthy social and emotional attitudes in students; assisting in developing physical coordination, perception, and communication skills; assisting in record keeping and related clerical functions including translation; participating in parent conferences and perform other related duties as required. The short-term employee is needed for one hour per day for 5 days per week starting on September 20, 2013 and ending on May 29, 2014. This service or similar services will be extended or needed on a continuing basis.

NOW, THEREFORE, BE IT RESOLVED that one short-term employee shall be employed to serve as Bilingual Paraprofessional to assist three limited-English proficient students who recently enrolled in the District by providing individual and small group instruction; assisting in administering tests in standard subject matter areas; assisting with developing healthy social and emotional attitudes in students; assisting in developing physical coordination, perception, and communication skills; assisting in record keeping and related clerical functions including translation; participating in parent conferences and perform other related duties as required.

BE IT FURTHER RESOLVED and certified that the short-term employee shall be employed for one hour per day for five days per week starting on September 20, 2013 and ending on May 29, 2014.

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Superintendent or designee to take such action necessary to implement this Resolution.

PASSED AND ADOPTED by the Board of Education of the Sierra Sands Unified School District, County of Kern, State of California, this 19th day of September, 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

STATE OF CALIFORNIA )  
                                  ) ss  
COUNTY OF KERN)

I, \_\_\_\_\_, Secretary to the Board of Education of the Sierra Sands Unified School District of Kern County, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly adopted by said Board at a regular meeting thereof on the date and by the vote above stated, which resolution is on file and of record in the Office of said Board.

\_\_\_\_\_  
Secretary to the Board of Education

## 10. CONSTRUCTION ADMINISTRATION

### 10.1 Approval to Negotiate a Contract for Project Management for Construction Services

**BACKGROUND INFORMATION:** In September of 2010, Sierra Sands Unified School District was contacted by the Naval Air Weapons Station Community Rehabilitation Liaison, Ms. Deborah Ernst, regarding the upcoming DoD school facility inspection. Staff was told that facility inspections of all schools located on DoD property were taking place as part of a facility assessment initiative. Representations inspected all five S.S.U.S.D. sites located on federal property (Richmond Elementary School, Pierce Elementary School, Murray Middle School, Sherman E. Burroughs High School, and the Vieweg Administrative Center being used at that time during the modernization of Las Flores Elementary School). The final report was provided to S.S.U.S.D. in the Spring of 2011. As a result of that report, in September 2011, the District was notified that it was being invited to apply for a DoD school facilities construction and modernization grant being administered by the Office of Economic Adjustment. The District participated in the grant proposal and application process and in November of 2012, the District received an approximate thirty-one million dollar grant for the completion of the Sherman E. Burroughs High School and an approximate thirty-nine million dollar grant for the construction of Murray Middle School across the street from Burroughs High School.

**CURRENT CONSIDERATIONS:** The project manager for construction who worked with the District during the Measure A modernization retired at the end of the first phase of those efforts in October of 2012. Because the provisions of both grants are stringent and challenging in terms of schedule as well as budget, staff believes that the requirement for the services of a project manager for construction is immediate. The services should include the provision of daily on-site representation, creation of documentation and record keeping. In this regard, staff began a competitive process to obtain the project management services in accordance with the established protocol of the District, eg:

1. Convene District selection committee.
2. Publish an R.F.P. This was done on the dates below:
  - District Website on 8/23/2013

- News Publications
  - Orange County Register on 8/27/13
  - Antelope Valley Press on 8/27/13
  - Bakersfield Californian on 8/27/13
  - Daily Independent on 8/30/13
  - News Review on 8/28/13
  - C.A.S.H. on 8/26/13
  - CASBO on 8/23/13
  
- Interested Parties on 8/23/13

3. Responses were received September 10, 2013 at 10:30 a.m. and were distributed to the District Selection Committee the same day.

4. The District selection committee composed of administrators and a community member, as well as a representative of the District architectural and engineering firm and District Counsel as non-voting observers met September 12, 2013 to review and rank the responses.

5. The top (3) respondents were invited to interview on September 17, 2013.

6. Interviews were held on September 17, 2013.

It was the consensus of the committee that the firm of MAAS be recommended for the position of Project Manager for Construction.

FINANCIAL IMPLICATIONS: To be determined upon the negotiation of a contract. The District plans to use several fund sources including Fund 14 and IKSFA to support this contract

SUPERINTENDENT'S RECOMMENDATION: It is the Superintendent's recommendation that District staff be authorized to negotiate a contract for Project Manager for Construction Services with the MAAS Company in support of both DoD grant projects.