

**SIERRA SANDS UNIFIED SCHOOL DISTRICT**

**Board of Education  
Special Meeting**

**June 9, 2016  
District Office  
113 Felspar  
www.ssusd.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 citizens.*

**A G E N D A**

CALL TO ORDER AND PLEDGE TO THE FLAG

6:00 p.m.

Amy Castillo-Covert  
Bill Farris  
Tim Johnson, Vice President/Clerk  
Kurt Rockwell - telephonically from 22520 Three Notch Rd., Lexington Park, MD 20653  
Michael Scott, President

Ernest M. Bell, Jr., Superintendent

MOMENT OF SILENCE

1. ADOPTION OF AGENDA

2. PERSONNEL ADMINISTRATION

2.1 Authorization of Pupil Services Positions: Coordinator of Pupil Services and Executive Director of the Special Education Local Plan Area (SELPA)

3. BUSINESS ADMINISTRATION

3.1 Authorization to Extend the Lease of Existing Portable Classrooms

4. GENERAL ADMINISTRATION

4.1 The board will meet in a workshop session to discuss the district LCAP and budget.

5. ADJOURNMENT

## 2. PERSONNEL ADMINISTRATION

### 2.1 Authorization of Pupil Services Positions: Coordinator of Pupil Services and Executive Director of the Special Education Local Plan Area (SELPA)

**BACKGROUND INFORMATION:** Since the district formed its own SELPA in July 1, 2004, ongoing efforts to effectively implement, manage, and maintain appropriate special education services has been a top priority. Over the last decade, responsibilities associated with planning, implementing, and coordinating programs for students with Individual Education Plans (IEP's) have grown increasingly more complex. Principals at school sites have experienced dramatically increased demands on their time for planning, meeting, supervising, and directing programs associated with special education. Additionally, the need to coordinate and manage 504 plans have grown over time.

**CURRENT CONSIDERATIONS:** With the addition of responsibilities and increased compliance requirements for the appropriate implementation of special education and 504 services, it has been determined that sufficient duties should be attributed to a new position: Program Manager, Special Education Services. As listed in the attached job description, the Program Manager, Special Education Services will, under the direction of the Executive Director of Special Education Local Plan Area (SELPA), plan, implement, and coordinate programs for students with Individual Education Plans, (IEPs); serve as the District 504 Coordinator, assist site 504 coordinators with compliance with state and federal regulations; serve as LEA representative for Special Day Class (SDC) IEPs at the elementary level; share supervision of and direct the SDC staff at the elementary sites, in collaboration with the site principals; and assist Program Specialists in the training of Special Education staff.

**FINANCIAL IMPLICATIONS:** The addition of the Program Manager, Special Education Services will be an additional cost of approximately \$100,000 to operational costs to the general fund. The salary of the Program Manager, Special Education Services will be placed on Class VIII of the management salary schedule, with actual cost to be determined by placement on step and column.

**SUPERINTENDENT'S RECOMMENDATION:** Approve the position of Program Manager, Special Education Services as presented.

# SIERRA SANDS UNIFIED SCHOOL DISTRICT

## Job Description - Management

### Program Manager, Special Education Services

#### **FUNCTION:**

Under the direction of the Executive Director, Special Education Local Plan Area (SELPA), plans, implements, and coordinates programs for students with Individual Education Plans, (IEPs); serves as the District 504 Coordinator, assisting site 504 coordinators with compliance with state and federal regulations; serves as LEA representative for Special Day Class (SDC) IEPs at the elementary level; shares supervision of and directs the SDC staff at the elementary sites, in collaboration with the site principals; and assists Program Specialists in the training of Special Education staff.

#### **DUTIES AND RESPONSIBILITIES:**

- Identifies needs and develops effective procedures for the organization, administration, and evaluation of student IEP services.
- Determine needs through appropriate surveys and research devices, for special services and programs.
- Assist in establishing the objectives, goals, guidelines, policies, and procedures to insure compliance with Federal and State law as it relates to special education.
- Assist in organizing District-wide special education in-service programs.
- Chair, or appoint designee to chair all elementary Special Day Class Individual Education Plan meetings.
- Maintain current knowledge regarding Federal and State legislation related to student services and special education. Disseminate information to school staffs.
- Distribute pertinent information and materials to be used by administrators, teachers, parents, and guidance personnel.
- Assist teachers and psychologists in developing and applying prescriptive teaching and behavioral techniques.
- Assist in formulation of policies as they relate to Pupil Services and Special Education.
- Initiates and coordinates efforts to acquaint the entire certificated staff with the needs of children in special education programs to facilitate the contact of these students with the regular education program.
- District 504 Compliance Officer.
- Performs other duties as assigned.

#### **SUPERVISION EXERCISED AND RECEIVED:**

Under the supervision of the Executive Director, SELPA, supervises and evaluates assigned certificated and classified personnel.

#### **MINIMUM QUALIFICATIONS:**

##### Credential:

Valid California Administrative Services Credential or eligibility for an internship in a program for a California Administrative Services .

Base credential in multiple subject, single subject, special education or pupil services.

## **Program Manager, Special Education Services**

### Education:

- Bachelor's degree.
- Master's degree with emphasis in the area of special education, psychology, pupil services or school administration.

### Experience:

- Successful experience in the areas of school administration or leadership in special education.
- Successful classroom teaching experience.
- Demonstrated knowledge of the development of Individual Education Plans (IEPs) development tools.
- Demonstrated knowledge of California Education Codes regulating the development and implementation of IEPs and 504 Plans.

### Personal Qualities:

- Ability to communicate effectively with staff, pupils, parents, community, and representatives of other agencies.
- Leadership ability.
- Organizational ability.
- Ability to express ideas in oral and written communications.
- Dependability, flexibility, and good judgement.

3. BUSINESS ADMINISTRATION

3.1 Authorization to Extend the Lease of Existing Portable Classrooms

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BACKGROUND INFORMATION: In 2006, the district assessed its facilities needs and determined that it needed additional classroom space. At that time it was anticipated that up to twenty additional portable classrooms would be needed to house the district's students to accommodate anticipated student growth resulting from future growth within the local community. A five year lease agreement with a purchase option was concluded for eleven portable units which, due to continuing modernization efforts by the district, was renewed in 2011.

CURRENT CONSIDERATION: The term of the lease has ended. The requirement for the original eleven classroom units has been reviewed and assessed. As the district continues new construction and modernization projects the need for these units remains. Staff requests board approval to conclude a 5-year lease with a purchase option for all of the original units.

FINANCIAL IMPLICATIONS: The cost of this lease was negotiated to reflect an annual savings of \$13,200.00 from the previous leasing period and is anticipated to be \$119,403.84 annually. It is appropriate that these costs continue to be funded with Fund 25 (Developer Fee) monies.

SUPERINTENDENT'S RECOMMENDATION: It is recommended that the board approve the extended lease of these classroom units for five years with an option to purchase from Impact Modular Leasing, Inc. as presented.