





TWIN RIDGES ELEMENTARY SCHOOL DISTRICT

16661 Old Mill Rd., Nevada City, California

Phone (530) 265-9052 ♦ Fax (530) 265-3049 ♦ www.twinridgeselementary.com

BOARD OF TRUSTEES SPECIAL MEETING AGENDA TUESDAY AUGUST 20, 2024 4:00 PM GRIZZLY HILL SCHOOL-RM 4

	1. CALL TO ORDER	
	2. ROLL CALL	
	Aubrey Puetz Jonathan Farrell Mindi Morton Lorien Whitestone Malik Goodman	President Clerk NCSOS Representative Member Member
	3. ATTENDEES:	
<i>Action</i>	4. APPROVAL OF THE AUGUST 20th , 2024 SPECIAL MEETING AGENDA – Aubrey Puetz	
	5. PUBLIC COMMENT The Board of Trustees welcomes comments and suggestions from the public. While no action may be taken by the Board concerning items not on the agenda, comments are important for District information and for possible future action. Due to time considerations, the chair may request that comments by an individual be limited to two minutes. Suggestions and comments from the public regarding items listed on this agenda should be raised during the comment period for the specific agenda item. (Education Code 35145.5; Bylaw 9322, Government Code 54954.3)	
	6. DISCUSSION / ACTION	
<i>Discussion/Action</i>	A. Shall the Board approve the Job Description for Parent Liaison. - <i>Sunshine Bender</i> (See Salmon Backup)	
<i>Discussion/Action</i>	B. Shall the Board approve Shelline Martines as the recommendation for the Parent Liaison Position with the Step Placement of E8. <i>Sunshine Bender</i> (See Green Backup)	 
	C. Shall the Board the Surplus of a stove at the Oaktree Campus- <i>Sunshine Bender</i> (See Blue Backup)	

	D.	Shall the Board approve the Amendment to Article 3 of the Superintendent Contract-. <i>Sunshine Bender</i> (see white backup)	
<i>Discussion</i>	A.	Fiscal Stabilization	
<i>Presenter/Discussion</i>	1. Facilities	Jordan Kohler	
<i>Presenter/Discussion</i>	2. Special Education	Eli Gallup	
	7.	FUTURE AGENDA ITEMS:	
	8.	UPCOMING MEETINGS: September 10th ,2024 4PM	
	9.	PUBLIC COMMENT ON CLOSED SESSION ITEMS	
	10.	CLOSED SESSION	
	A.	Conference with Labor Negotiator (Government Code § 54957.6). Employee Organizations: Twin Ridges Teachers Association, California School Employees Association, SJR Chapter, Non-Represented Classified; Agency Negotiator: Superintendent Dr. Erik Crawford	
	B.	Public Employee Appointment/ Employment Title: Superintendent (Government Code § 54957)	
	11.	RECESS /RECONVENE - Report Out on Closed Session	
	A.	Reportable Action Taken Regarding Conference with Labor Negotiator (Government Code § 54957.6). Employee Organizations: Non-Represented Classified. Agency Negotiator: Scott Mikal	
	B.	Reportable Action Taken Regarding Public Employee Appointment/ Employment Title: Superintendent (Government Code § 54957)	
	12.	ADJOURNMENT:	

This agenda was posted at least 24 hours prior to the meeting at 16661 Old Mill Rd. Nevada City, CA 95959 and on the website at TRES.D.ORG

NOTICE: In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, contact the Twin Ridges Elementary School District office at 530.265-9052 ext. 201 at least 48 hours before the scheduled Board meeting so that we may make every reasonable effort to accommodate your needs. {G.C. §54953.2, §54954.2(a) (1); Americans with Disabilities Act of 1990, §202 (42 U.S.C. §12132)}

08/20/2024

Dr. Erik Crawford, Superintendent/Principal

Date



08/20/2024

Aubrey Puetz, Board President

Date



CSEA Approval:

Original TR Board Approval:

TWIN RIDGES ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: Parent Liaison

Supervisor: Superintendent/Community Schools Coordinator

The "Parent Liaison" performs intensive support services by working with staff, parents/guardians and students to promote and strengthen home-school relationships; improve the attendance, performance and general well-being of students; and create a better understanding on the part of the parents/guardians of district goals and special programs. Provides technical support for community meetings and trainings. Plans and conducts home visits to support student attendance and achievement. Coordinates services and provides support for families with school-aged children. Serves as a liaison, facilitating communication between families, community agencies and the school for policies, conduct, positive attendance and student assistance. Supports the operation of the Extended Learning Opportunities Program by assisting in the planning and implementation of activities before and after school and during intersession breaks. Works closely with the Community Schools Coordinator to execute Community Schools objectives. This position also acts as registrar and enrollment specialist, attendance technician, and homeless and foster liaison.

Essential duties and responsibilities may include, but are not limited to the following:

- Partner with current district-led improvement initiatives that close student achievement gaps between racial, ethnic and economic groups;
- Assist parents/guardians who are in search of community resources;
- Provide information and assist in developing strategies for effective utilization of resources;
- Assist District families with enrollment, transportation needs and accessing district communication;
- Facilitate multiple support programs and services for students, staff and parents/guardians;
- Assist in developing and implementing Extended Learning Opportunities programming;
- Plan and conduct home visits to families in order to assist parents/guardians to increase school attendance and achievement;
- Follow-up on home visits by connecting families to necessary community services and notifying staff of family needs;
- Conduct and manage Student Attendance Mediation process;
- Provide support to students in the student wellness space and resource room.
- Participate in staff meetings, parent meetings, in-service training and professional development opportunities as required;
- Communicate with site staff and district administrators about regional and district-wide community engagement activities;
- Work to establish and coordinate mutually beneficial partnerships with community-based organizations, with a focus on partnerships to support racially, ethnically and linguistically diverse students as well as those experiencing homelessness;
- Notify relevant district staff regarding concerns and problems raised by families as needed;

- Coordinate SMART Team Meetings;
- Participate and lead school based programs like SEL, PBIS, TUPE, etc. as assigned;
- Maintain records related to program enrollment, attendance, home visits and other required reporting as needed;
- Coordinate data collection for school based programs like CHKS, etc.;
- Perform other related duties as assigned.

Job Requirements:

- Experience required: Two years previous experience working with groups of children and/or adults; possess high school diploma or GED certificate.

Education Preferred:

- Post-high school education is preferable including courses in social work or social services, childhood education or development, psychology, behavior sciences, adult learning or parenting. Relevant college level courses may be substituted for the required experience.

Skills, Knowledge and/or Abilities Required:

- Skills in oral and written communication;
- Ability to read and understand written materials;
- Ability to work independently and make decisions within the framework of established guidelines;
- Ability to adapt to individual needs of teachers, children and parents/guardians and to work with interruptions;
- Ability to work overtime hours to attend meetings and conduct home visits outside the assigned workday. All overtime hours require approval from the superintendent.
- Ability to work harmoniously with children, parents and staff.

Physical Characteristics:

- With or without use of aids; sufficient vision to read printed materials; sufficient hearing to hear normal and telephone conversations and other sounds (potential hazards); ability to speak in an understandable voice with sufficient volume to be heard in normal conversation; sufficient manual dexterity to write, type, use telephone and other business machines; sufficient physical strength and mobility to drive a car and walk. Frequently lifts and carries up to 10 pounds.

Other Characteristics:

- Possession of or willingness to obtain a valid California Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license, willingness to drive and availability of transportation;
- Evidence of insurability;
- Clear TB test;
- Criminal justice fingerprint clearance;
- CPR and First Aid Certification.

Salary

Classified Salary Schedule Class 5 (V). Step Placement Dependent on Experience.

**Twin Ridges Elementary School District
Classified CSEA Salary Schedule
7/1/2024 - 6/30/2025**

Classification/Step	1	2	3	4	5	6	7	8	9	10	11	12	15	18
Cook														
Custodian														
Kitchen Aide														
Lunch Aide														
Maintenance I														
Office Assistant														
Paraprofessional														
School Secretary														
Teacher Aide	16.00	16.78	17.62	18.50	19.42	20.39	21.41	22.49	23.61	24.79	26.03	27.33	28.15	29.00
Library Coordinator	16.51	17.34	18.20	19.11	20.07	21.07	22.12	23.23	24.39	25.61	26.89	28.24	29.08	29.96
Maintenance II														
Special Education Aide	16.80	17.64	18.52	19.45	20.42	21.44	22.51	23.64	24.82	26.06	27.37	28.73	29.60	30.48
District Secretary	17.34	18.21	19.12	20.07	21.08	22.13	23.24	24.40	25.62	26.90	28.25	29.66	30.55	31.46
Kitchen Manager	18.41	19.33	20.30	21.31	22.38	23.50	24.67	25.90	27.20	28.56	29.99	31.49	32.43	33.40
Registered Behavior Technician	19.99	20.99	22.04	23.14	24.30	25.51	26.79	28.13	29.53	31.01	32.56	34.19	35.22	36.27
Maintenance III	20.90	21.95	23.04	24.19	25.40	26.67	28.01	29.41	30.88	32.42	34.04	35.75	36.82	37.92
Superintendent Secretary	23.43	24.60	25.83	27.12	28.48	29.90	31.40	32.97	34.62	36.35	38.17	40.07	41.28	42.51

0.975

5.00% Increase between Steps 1 through 12, 3.00% for 15 and 18

*Classification A 4.87% between step 1 & 2

Annual Stipends:

AA Degree	\$200
Bachelors Degree	\$400
Credential	\$1,500

One-Time Off Schedule Longevity Payments After Completion of Years Prorated by FTE:

Two (2)	\$500
Four (4)	\$1,000
Six (6)	\$1,500
Eight (8)	\$2,000

Annual Health and Welfare Benefit Contribution	\$11,000
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Board Approved 2/13/2024 for 6.5% Raise to all Classification

