

COLUSA UNIFIED SCHOOL DISTRICT

745 Tenth Street

Colusa, CA 95932

(530) 458-7791 FAX (530) 458-4030

AGENDA

**Board of Trustees Special Meeting
DISTRICT OFFICE CONFERENCE ROOM**

April 19, 2016

4:15 p.m. Open Session

**PUBLIC COPY OF BOARD PACKET IS AVAILABLE FOR INSPECTION
AT THE CUSD DISTRICT OFFICE LOCATED AT 745 TENTH ST., COLUSA**

All meetings of the Governing Board are open to the general public, with the exception of the Closed Sessions, which are held to consider those items specifically exempt under the Ralph M. Brown Act. Anyone planning to attend a meeting who has a disability and needs special assistance should call the Superintendent's Office, 458-7791, at least 3 days in advance to make special arrangements.

Spanish translation is available at Regular Session Board Meetings. To arrange for translation services, please call the Superintendent's Office, 458-7791, at least 3 days in advance. [Se ofrece traducción en Español para la junta regular de la mesa directiva. Para solicitar servicios de traducción al español, por favor llame a la Oficina del Superintendente, al 458-7791, con 3 días de anticipación por lo menos.]

4:15 P.M. OPEN SESSION

A. Call to Order

B. Hearing of Public for items on the Agenda

The Board encourages public comment concerning any item of importance and will recognize requests to speak before the item is discussed or voted upon. To assure your right to address any action item, please notify the Superintendent's Office of your desire to speak by noon of the day prior to the Board Meeting. Those requesting to address the Board in advance will be granted up to five minutes to speak. Others will be limited to a total of three minutes.

C. Information/Discussion/Possible Action Items

1. Consider Approval of Contract Recommendation from CPM for E-rate Funding Year 2016 Cabling Infrastructure Upgrade
2. Consider Approval of Fire Alarm Projects Agreement with Gray Electric Co.
3. Consider Approval of Ag Barn Utilities Agreement with ABS Builders, Inc.
4. Consider Approval of Revised 2015-16 CSEA Tentative Agreement
5. Consider Approval of Time Change for Forth Tuesday Board Meetings

D. Adjournment of the Meeting

Colusa Unified School District Cabling Infrastructure Upgrade E-Rate Project Year 2016-2017
 Bid Package #16-107

Proposal Evaluation Worksheet

	NetXperts 1777 Botelho Drive Suite 102 Walnut Creek CA 94596	AMS.NET 502 Commerce Way Livermore Ca 94551					
Contractor Name							
Contact	Carol Ann Nordine	Drew Stark					
Telephone	925-806-0880	925-245-6100					
Fax	925-806-0899	925-245-6191					
E-Rate SPIN Number	143031867	143005880					
FRN Number	8302007	12300554					
Green Light Status with FCC	Yes	Yes					
Attended Pre bid	Yes	Yes					
1 Copies of Response	1 e-mailed	3 hand delivered					
Receipt of all Addendum	Yes 1,2,3	yes 1,2,3					
Bid Forms from package	No	Yes					
Minority Business	No	Yes					
Cover Letter	Yes	Yes					
General Info about Firm	Yes	Yes					
Contractors License Number	C-10 # 869161	C-7 #763508					
Copy of Contractors License	Yes	Yes					
DIR Registration	Not with bid but we verified # 1000003207	Yes #1000001046					
Copy of DIR Registration		Yes 00 4528					
Bonding	No	Yes					
Insurance	Yes	Yes					
Department of Justice Clearance	NA	NA					
Past Perf Record (Technical Criteria)	Yes	Yes					
Resume of Lead Technician	Yes	No					
Break Out Pricing per System	Yes	Yes					
Break Out Pricing Labor vs. Material	Yes	Yes					
List of Sub-Contractors	None	None					
Cost Criteria:			Labor	Materials		Labor	Materials
Colusa High School		\$44,250.00	\$62,983.00			\$134,958.60	\$77,770.26
Total Costs	\$107,233.00	\$44,250.00	\$62,983.00	\$212,728.86		\$134,958.60	\$77,770.26
General Conditions (Bonds)							
Tax			\$4,723.73			\$5,832.83	
Misc other costs			\$6,185.00				
Total Costs this site	\$118,141.73			\$218,561.69			
Cost Criteria:						Labor	Materials
Burchfield Primary School		\$25,013.00	\$32,411.00			\$69,856.60	\$31,070.50
Total Costs	\$57,424.00	\$25,013.00	\$32,411.00	\$100,927.10		\$69,856.60	\$31,070.50
General Conditions (Bonds)							
Tax						\$2,330.34	
Misc other costs			\$3,835.00				
Total Costs this site	\$63,689.83			\$103,257.44			
Cost Criteria:						Labor	Materials
Egling Middle School		\$39,407.00	\$56,230.00			\$118,024.30	\$44,085.77
Total Costs	\$95,637.00	\$39,407.00	\$56,230.00	\$162,110.07		\$118,024.30	\$44,085.77
General Conditions (Bonds)							
Tax						\$3,306.47	
Misc other costs			\$5,547.00				
Total Costs this site	\$105,401.25			\$165,416.54			
Total Cost all Three Sites	\$287,232.81			\$487,235.67			
In-House Estimate	\$411,000.00			\$411,000.00			
Difference	\$123,767.19			(\$76,235.67)			

SECTION 00 4113
BID FORM

Bid Opening Date: **April 5, 2016**
Hour of Bid Opening: **2:00 p.m.**

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TO THE HONORABLE:

Board of Trustees
Colusa Unified School District
745 10th Street
Colusa CA 95932

Dear Board Members:

Pursuant to the Notice Inviting Bids, and in compliance with the instructions to Bidders, having reviewed all contract documents and the site(s) of the work, the undersigned hereby proposes to furnish all work, labor, materials, transportation, equipment and services necessary for the E-Rate Funding Year 2016 Cabling Infrastructure Upgrade Projects at Burchfield Primary School, Egling Middle School and Colusa High School Project all in accordance with the specifications and working details and all other contract documents.

In submitting this Bid, Bidder represents that:

(a) Bidder has examined copies of all Contract Documents, including the Invitation to Bid, the Instructions to Bidders, and the following addenda:

Addenda Numbers: 1 2 3

(b) Bidder has examined the site and locality where the work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the work and has made such independent investigations as Bidder deems necessary;

Bidder will complete the work for the following price(s):

Item A: All associated work in the Contract Documents enumerated in Article 3 of the Agreement Form **specific to the Burchfield Primary School.**

- 1) Item A Bid Amount (in words): one hundred three thousand, two hundred fifty-seven dollars and forty-four cents
- 2) Item A Bid Amount (in numbers): \$ 103,257.44

Item B: All associated work in the Contract Documents enumerated in Article 3 of the Agreement Form **specific to Egling Middle School.**

- 3) Item B Bid Amount (in words): one hundred sixty-five thousand, four hundred sixteen dollars and fifty-four cents
- 4) Item B Bid Amount (in numbers): \$ 165,416.54

Item C: All associated work in the Contract Documents enumerated in Article 3 of the Agreement Form **specific to Colusa High School.**

- 5) Item C Bid Amount (in words): two hundred eighteen thousand, five hundred sixty-one dollars and sixty-nine cents
- 6) Item C Bid Amount (in numbers): \$ 218,561.69

1 Item D: Allowance to be used at the Owner's sole discretion
2 in the amount of \$ 5,000
3

4 TOTAL Bid Amount equals sum of Items A-D, above

5 7) TOTAL Bid Amount (in words): four hundred eighty-seven thousand, two hundred thirty-five dollars and sixty-seven cents
6 8) TOTAL Bid Amount (in numbers): \$ 487,235.67
7

8
9 The District reserves the right to accept, during any phase of the project, by change order, any additive or
10 deductive alternate(s), in whole or in part, not incorporated into the contract at the time of execution of the
11 contract. If the District elects at any time to accept an additive or deductive alternate, or any portion thereof, the
12 deduction taken or increase incurred shall be that which was originally set forth in the bid. Further, the District
13 reserves the right to add back into the project or to delete from the project, as applicable, during any phase of the
14 project, by change order, any additive or deductive alternate(s) taken at the time of execution of the contract, in
15 whole or in part. If the District elects at any time to add back into the contract a deductive alternate previously
16 taken, the additional cost to the District shall be limited to that set forth in the original bid. If the District elects at
17 any time to delete an additive alternate previously taken, the reduction in contract price shall be the amount set
18 forth in the original bid for the alternate.

19
20 If awarded the contract, the undersigned will begin work not later than ten (10) days after being notified in
21 writing by the District's Representative to commence work on the project. The undersigned will complete the work
22 above described within sixty-seven (67) calendar days after the date of commencement.

23
24 Enclosed is a () cash deposit, () cashier's check, or (✓) surety bid bond (check as appropriate) of the
25 HANOVER INSURANCE CO. (Name of Surety if bid bond submitted) in an amount not less than ten
26 (10%) percent of the amount bid.

27
28 The undersigned agrees that the enclosed cash deposit, cashier's check, or surety bond shall be left on
29 deposit with Colusa Unified School District and that it's amount is the measure of the damages which the District
30 will sustain by failure of the undersigned to sign and deliver the above agreement and bonds within ten (10) days
31 of written notice of the award of the contract and that in the event the undersigned fails to or refuses to enter into
32 a written contract within ten (10) days after being requested to do so, said money, check, or surety bond shall be
33 forfeited to District as the stipulated amount of liquidated damages and not as a penalty.

34
35 By submission of a bid, a bidder certifies possession of a duly issued and valid contractor's license issued
36 by the State of California, which license authorizes bidder to contract to perform the type of work required by the
37 specifications. Should the bidder fail to provide the information requested below concerning State Contractor's
38 license number and classification, the District may reject the bid as non-responsive.

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40 CONTRACTOR: Diana Monaghan

41
42 By: DIANA MONAGHAN

43
44 Title: VICE PRESIDENT

45
46 Mailing Address: 502 COMMERCE WAY
47 LIVERMORE, CA 94551
48

49
50 Telephone No.: (925) 245-6100

51
52 State License No: 763508

53 State License Classification: C-7
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1 Expiration Date: 4/30/16

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3 DIR Registration No. 1000001046

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5 Expiration Date: 6/30/16

6
7 Dated this 3 day of APRIL, 2016

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10 **(Note to Bidders:** No bid shall be valid unless signed by the person making the bid. If the party is an individual,
11 the same shall be signed by the individual; if the party is a partnership, the same shall be signed by a valid
12 partner; and if the party is a corporation, the same shall be signed by its properly authorized officer or officers.)

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END OF SECTION

SECTION 00 4113
BID FORM

Bid Opening Date: March 31, 2016
Hour of Bid Opening: 2:00 p.m.

TO THE HONORABLE:

Board of Trustees
Colusa Unified School District
745 10th Street
Colusa CA 95932

Dear Board Members:

Pursuant to the Notice Inviting Bids, and in compliance with the instructions to Bidders, having reviewed all contract documents and the site(s) of the work, the undersigned hereby proposes to furnish all work, labor, materials, transportation, equipment and services necessary for the Fire Alarm Replacement Projects at Burchfield Primary School, Egling Middle School and Colusa High School Project all in accordance with the specifications and working details and all other contract documents.

In submitting this Bid, Bidder represents that:

(a) Bidder has examined copies of all Contract Documents, including the Invitation to Bid, the Instructions to Bidders, and the following addenda:

Addenda Numbers: #1 -3.21.16 #2 -3.28.16 #3 -3.30.16

(b) Bidder has examined the site and locality where the work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the work and has made such independent investigations as Bidder deems necessary;

Bidder will complete the work for the following price(s):

Item A: All associated work in the Contract Documents enumerated in Article 3 of the Agreement Form specific to the Burchfield Primary School.

- 1) Item A Bid Amount (in words): Two hundred forty thousand & 00/100 dollars
- 2) Item A Bid Amount (in numbers): \$ 240,000.00

Item B: All associated work in the Contract Documents enumerated in Article 3 of the Agreement Form specific to Egling Middle School.

- 3) Item B Bid Amount (in words): Two hundred forty thousand & 00/100 dollars
- 4) Item B Bid Amount (in numbers): \$ 240,000.00

Item C: All associated work in the Contract Documents enumerated in Article 3 of the Agreement Form specific to Colusa High School.

- 5) Item C Bid Amount (in words): Four hundred eighty thousand & 00/100 dollars
- 6) Item C Bid Amount (in numbers): \$ 480,000.00

Item D: Allowance to be used at the Owner's sole discretion

in the amount of

\$ 15,000

TOTAL Bid Amount equals sum of Items A-D, above

- 7) TOTAL Bid Amount (in words): Nine hundred seventy five thousand & 00/100 dollars
- 8) TOTAL Bid Amount (in numbers): \$ 975,000.00

The District reserves the right to accept, during any phase of the project, by change order, any additive or deductive alternate(s), in whole or in part, not incorporated into the contract at the time of execution of the contract. If the District elects at any time to accept an additive or deductive alternate, or any portion thereof, the deduction taken or increase incurred shall be that which was originally set forth in the bid. Further, the District reserves the right to add back into the project or to delete from the project, as applicable, during any phase of the project, by change order, any additive or deductive alternate(s) taken at the time of execution of the contract, in whole or in part. If the District elects at any time to add back into the contract a deductive alternate previously taken, the additional cost to the District shall be limited to that set forth in the original bid. If the District elects at any time to delete an additive alternate previously taken, the reduction in contract price shall be the amount set forth in the original bid for the alternate.

If awarded the contract, the undersigned will begin work not later than ten (10) days after being notified in writing by the District's Representative to commence work on the project. The undersigned will complete the work above described within sixty-seven (67) calendar days after the date of commencement.

Enclosed is a () cash deposit, () cashier's check, or surety bid bond (check as appropriate) of the AMCO Insurance Co./Nationwide Mutual Insurance Co. (Name of Surety if bid bond submitted) in an amount not less than ten (10%) percent of the amount bid.

The undersigned agrees that the enclosed cash deposit, cashier's check, or surety bond shall be left on deposit with Colusa Unified School District and that it's amount is the measure of the damages which the District will sustain by failure of the undersigned to sign and deliver the above agreement and bonds within ten (10) days of written notice of the award of the contract and that in the event the undersigned fails to or refuses to enter into a written contract within ten (10) days after being requested to do so, said money, check, or surety bond shall be forfeited to District as the stipulated amount of liquidated damages and not as a penalty.

By submission of a bid, a bidder certifies possession of a duly issued and valid contractor's license issued by the State of California, which license authorizes bidder to contract to perform the type of work required by the specifications. Should the bidder fail to provide the information requested below concerning State Contractor's license number and classification, the District may reject the bid as non-responsive.

CONTRACTOR: Ferguson Family Enterprises, Inc. dba Gray Electric Company

By: 

Title: President / CEO

Mailing Address: 12911 Loma Rica Drive
Grass Valley, CA 95945

Telephone No.: (530) 273-0686

State License No: 585679

State License Classification: C-10

Expiration Date: 6/30/17

DIR Registration No. 1000003375

Expiration Date: 6/30/16

Dated this 7th day of April, 2016

(Note to Bidders: No bid shall be valid unless signed by the person making the bid. If the party is an individual, the same shall be signed by the individual; if the party is a partnership, the same shall be signed by a valid partner; and if the party is a corporation, the same shall be signed by its properly authorized officer or officers.)

Back to Agenda

Date: April 7, 2016
 Time: 2:00 PM
 Location: Colusa Unified School District Office

Colusa Unified School District
 BID RESULTS TABULATION

Fire Alarm Replacement Projects at BPS, EMS, CHS
 Bid Package #16-102

Contractor Designation	Contractor	Bid Form	Addenda Noted Y/N	Bid Bond/ Security Y/N	Proposed Subcontractor's Form Y/N	DVBE Certification Y/N	Bidder's Qualifications Y/N	Non-Collusion Affidavit Y/N	Contractor Certification Attendance at Pre-Bid Y/N	Contractor Certification DIR Registration Y/N	Base Bid Amount - A - Burchfield Primary School	Base Bid Amount - B - Egling Middle School	Base Bid Amount - C - Colusa High School	D - Sitework Allowance	Total Bid A + B + C + D	Ranking
A	Gray Electric	Y	Y	Y	Y	Y	Y	Y	Y	Y	\$240,000.00	\$240,000.00	\$480,000.00	\$15,000.00	\$975,000.00	NA
B	Pacific Power & Systems Inc.	Y	Y	Y	Y	Y	Y	Y	Y	Y	\$290,000.00	\$286,000.00	\$459,000.00	\$15,000.00	\$1,050,000.00	NA
C																
D																
E																
F																
G																
H																

SECTION 00 4113
BID FORM

Bid Opening Date: 3/10/2016
Hour of Bid Opening: 2:00 PM

TO THE HONORABLE:

Board of Trustees
Colusa Unified School District
745 10th Street
Colusa CA 95932

Dear Board Members:

Pursuant to the Notice Inviting Bids, and in compliance with the instructions to Bidders, having reviewed all contract documents and the site(s) of the work, the undersigned hereby proposes to furnish all work, labor, materials, transportation, equipment and services necessary for the Ag Barn Site Utilities project at Colusa High School all in accordance with the specifications and working details and all other contract documents.

In submitting this Bid, Bidder represents that:

(a) Bidder has examined copies of all Contract Documents, including the Invitation to Bid, the Instructions to Bidders, and the following addenda:

Addenda Numbers: # 1 # 2 # 3 # 4

(b) Bidder has examined the site and locality where the work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the work and has made such independent investigations as Bidder deems necessary;

Bidder will complete the work for the following price(s):

Item A: All associated work in the Contract Documents enumerated in Article 2 of the Agreement Form **specific to Colusa High School.**

- 1) Item A Bid Amount (in words): \$ 70,725
- 2) Item A Bid Amount (in numbers): \$ seventy thousand seven hundred twenty five dollars.

Item B: Underground Utilities Allowance to be used at the Owner's sole discretion

in the amount of \$ 2,000.00

TOTAL Bid Amount equals sum of Items A-B, above

- 3) **TOTAL Bid Amount (in words):** \$ 72,725.00
- 4) **TOTAL Bid Amount (in numbers):** \$ seventy two thousand seven hundred twenty five dollars

If awarded the contract, the undersigned will begin work not later than ten (10) days after being notified in writing by the District's Representative to commence work on the project. The undersigned will complete the work above described within sixty (60) calendar days after the date of commencement.

Enclosed is a () cash deposit, () cashier's check, or surety bid bond (check as appropriate) of the _____ (Name of Surety if bid bond submitted) in an amount not less than ten (10%) percent of the amount bid.

The undersigned agrees that the enclosed cash deposit, cashier's check, or surety bond shall be left on deposit with Colusa Unified School District and that its amount is the measure of the damages which the District will sustain by failure of the undersigned to sign and deliver the above agreement and bonds within ten (10) days of written notice of the award of the contract and that in the event the undersigned fails to or refuses to enter into a written contract within ten (10) days after being requested to do so, said money, check, or surety bond shall be forfeited to District as the stipulated amount of liquidated damages and not as a penalty.

By submission of a bid, a bidder certifies possession of a duly issued and valid contractor's license issued by the State of California, which license authorizes bidder to contract to perform the type of work required by the specifications. Should the bidder fail to provide the information requested below concerning State Contractor's license number and classification, the District may reject the bid as non-responsive.

CONTRACTOR: ABS Builders, Inc.

By: Amy Gurnrup

Title: CEO

Mailing Address: P.O. Box 95
Maxwell, CA 95955

Telephone No.: 530.430.2235

State License No: 1005975

State License Classification: A, B

Expiration Date: 7/31/17

DIR Registration No. 1000032049

Expiration Date: 6/30/16

Dated this 16th day of March, 2016

(Note to Bidders: No bid shall be valid unless signed by the person making the bid. If the party is an individual, the same shall be signed by the individual; if the party is a partnership, the same shall be signed by a valid partner; and if the party is a corporation, the same shall be signed by its properly authorized officer or officers.)

Back to Agenda

Date: April 12, 2016
 Time: 2:00 PM
 Location: Colusa Unified School District Office

**Colusa Unified School District
 BID RESULTS TABULATION**

**Ag Barn Site Utilities Project
 Bid Package #16-101**

Contractor Designation	Contractor	Bid Form	Addenda Noted Y/N	Bid Bond/ Security Y/N	Proposed Subcontractor's Form Y/N	DVBE Certification Y/N	Bidder's Qualifications Y/N	Non-Collusion Affidavit Y/N	Contractor Certification Attendance at Pre-Bid Y/N	Contractor Certification DIR Registration Y/N	Base Bid Amount - A - Colusa High School	B - Sitework Allowance	Total Bid A + B	Ranking
A	ABS Builders, Inc.	Y	Y - 4	Y	Y	Y	Y	Y	Y	Y	\$70,725.00	\$2,000.00	\$72,725.00	N/A
B	Fletcher's Plumbing & Contracting, Inc.	Y	Y - 4	Y	Y	Y	Y	Y	Y	Y	\$85,500.00	\$2,000.00	\$87,500.00	N/A
C														
D														
E														
F														
G														
H														

* Fletcher's Plumbing & Contracting, Inc. bid was received before 2 p.m. bid deadline. Internal routing error prevented the bid from being opened publicly. Bid was received and recognized by colusa Unified School District.

**NEGOTIATED AGREEMENT BY AND BETWEEN
CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION
COLUSA RIVERBENDERS CHAPTER NO. 574
AND THE COLUSA UNIFIED SCHOOL DISTRICT**

The Colusa Unified School District (CUSD) and California School Employee's Association Colusa Riverbenders Chapter No. 574 (CSEA) have tentatively agreed to settle collective bargaining issues for the 2015 – 2016 school year per the following:

Item 1.

Article VII- Hours and Overtime

7.4a: All bargaining unit employees working six (6) hours or more shall be granted two (2) rest periods which, insofar as practical, shall be a maximum of fifteen (15) minutes each day. Employees working less than six (6) hours per day shall be granted one (1) rest period of fifteen (15) minutes each day. Employees must work 3.5 hours before they are eligible for one fifteen (15) minute break.

Item 2.

Article VIII – Pay and Allowances

Salary schedules will be improved by 4% retroactive to 1 January 2016.

Because of CALPERS requirements for specific wording in a Tentative Agreement granting a mid-year salary schedule change, the checks issued will include two sets of calculations.

1. A retroactive portion back to January 1, 2016
2. A one-time portion which CALPERS considers “Off-schedule”. See explanation below.

The off schedule payment calculates the difference between the actual earned pay from July 1, 2015 up to December 31, 2015 (at the old rate of pay), and the earned pay at the new higher rate between January 1 – July 31, 2016.

The sum of these two calculations will insure that all unit members receive exactly 4% retroactive to January 1, 2016 and CALPERS will get an accurate report of each member's wages in any given calendar year.

(Appendix A – Classified Staff Salary Schedule.)

Item 3.

Job descriptions:

- a) Updated Administrative Assistant job description (see **Appendix B**)
- b) New Technology Support Specialist job description (see **Appendix C**)

This tentative agreement is approved by the parties bargaining representatives and is subject to ratification by the bargaining unit members and the CUSD Board of Trustees.

COLUSA UNIFIED SCHOOL DISTRICT

Dated: 4/18 / 2016

By: Dwayne K Newman
Dwayne Newman, Superintendent

**CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION
COLUSA RIVERBENDERS CHAPTER NO. 574**

Dated: 4 / 18 / 2016

By: Gay Seaver
Gay Seaver
Association Co-President

By: Rosemary Hicks
Rosemary Hicks
Association Co-President

Unit Membership Approval Date: _____ / _____ / 2016

Board of Trustee Approval Date: _____ / _____ / 2016

Appendix A follows:
(Remainder of this page blank.)

COLUSA UNIFIED SCHOOL DISTRICT

745 10th Street

Colusa, CA 95932

(530) 458-7791

4% Effective 1/1/16, Adopted 3/8/16

15-16 CLASSIFIED SALARY SCHEDULE

	STEPS				
YEAR	1	2	3	4	5
CLASS	A	B	C	D	E
YD	10.00	10.16	10.67	11.20	11.76
I	11.98	12.58	13.21	13.87	14.56
II	12.58	13.21	13.87	14.56	15.29
III	13.21	13.87	14.56	15.29	16.06
IV	13.87	14.56	15.29	16.06	16.86
V	14.56	15.29	16.06	16.86	17.70
VI	15.29	16.06	16.86	17.70	18.59
VII	16.06	16.86	17.70	18.59	19.52
VIII	16.86	17.70	18.59	19.52	20.49
IX	17.70	18.59	19.52	20.49	21.52

LONGEVITY STEPS				
11	14	17	20	23
F	G	H	I	J
12.35	12.97	13.62	14.30	15.01
15.29	16.06	16.86	17.70	18.59
16.06	16.86	17.70	18.59	19.52
16.86	17.70	18.59	19.52	20.49
17.70	18.59	19.52	20.49	21.52
18.59	19.52	20.49	21.52	22.59
19.52	20.49	21.52	22.59	23.72
20.49	21.52	22.59	23.72	24.91
21.52	22.59	23.72	24.91	26.15
22.59	23.72	24.91	26.15	27.46

Longevity Steps:

Advancement following the completion of years of service, effective July 1st.

Step F Upon Completion of 10 years , commencing with year 11

Step G Upon Completion of 13 years, commencing with year 14

Step H Upon completion of 16 years , commencing with year 17

Step I Upon Completion of 19 years, commencing with year 20

Step J Upon Completion of 22 years, commencing with year 23

Annual Salary for 12 month employees 261.25 days

Health Insurance Monthly Cap \$ 850.96

Class YD Yard Duty

Class I Cafeteria Assistant I, ParaEducator

Class II Cafeteria Assistant II

Class III Bilingual ParaEducator, Library Clerk

Class IV Attendance Clerk/Office Assistant

Class V Custodian, Bilingual Liaison, Career Center Technician, Cafeteria Cook

Class VI Bus Driver

Class VII Utility Worker/Bus Driver, Administrative Assistant, Head Custodian

Class VIII Maintenance Technician/Bus Driver, Transportation Coordinator/Utility Worker/Bus Driver

Class IX Account Data Clerk, Technology Support Specialist

Appendix B

Colusa Unified School District Job Description

TITLE: Administrative Assistant

CLASS: VII

Basic Function:

Under the direction of the Site Administrator performs highly skilled and varied tasks; responsible for the daily operation and administrative work of a school site. Depending on the site assignment within Colusa Unified School District, duties may vary at each site, which may include, but not be limited to, the following duties.

Representative Duties:

- Highly skilled administrative assistant; uses critical thinking skills in managing a school site
- Supports immediate administrator using proper office etiquette and protocols
- Directs the work of other office staff
- Correct and accurate use of English grammar, spelling and punctuation
- Provides high levels of customer service
- It Acts as the site coordinator for all safety related activities
- Uses all manner of software, including, but not limited to, word processing, spreadsheets, databases, and desktop publishing
- Provides basic first aid
- Manages and administers student medications, including, but not limited to, inhalers, breathing treatments, Epi-pens, AEDs and prescription medication
- Prepares registration, language assessments, and assists with new student orientation; prepares transfer forms
- Oversees attendance records and independent study records
- Receives grades, prints and mails report cards and progress reports; maintain Transcripts
- Hires substitute employees; maintains and updates the substitute database (AESOP)
- Maintains daily time records for all personnel for payroll
- Provides district reports
- Print and distributes site budget (QSS)
- Completes MAA reports
- It Responsible for worker's compensation referrals (School Nurse)
- Professionally greets and directs phone calls and visitors
- Maintains confidential student records
- Responsible for site's Visa credit card; order, inventory and deliver supplies; track expenditures
- Receives, records and deposits money from fund raisers, field trips, student stores, banking institutions, etc. (TRACKS)

EDUCATION, EXPERIENCE AND CERTIFICATES:

High school diploma or equivalent; two years of general clerical experience preferred

Possess a valid California Driver's license

Upon hire at Districts expense:

First aide certification (within three months of hire and maintained thereafter)

WORKING CONDITIONS:

Attire:

Business casual attire is required

Environment:

The nature of the position requires the employee to frequently work in a fast paced, multi-tasking environment. The employee may be expected to perform repetitive tasks for long periods.

Class: VII

CSEA ratification date:

CUSD ratification date:

Appendix C

COLUSA UNIFIED SCHOOL DISTRICT

Job Description

TITLE: TECHNOLOGY SUPPORT SPECIALIST

CLASS: IX

Basic Function:

Under the direction of the Director of Technology, provides on-site first level technical support including user assistance and troubleshooting school level technical problems, maintains technology records, and performs other duties as assigned.

Representative Duties:

Typical duties may include, but are not limited to:

- Provides first level tech support on end-user technology systems;
- Provides user assistance in the use of computers, peripherals, multimedia systems, communication systems and other end user systems;
- Perform basic troubleshooting and repair of computers, peripherals, multimedia systems, communication systems and other end user systems
- Install, connect, disconnect, and move desktop computer systems and peripherals;
- Clean and inspect computer systems and peripherals;
- Install, connect, disconnect, and move printing devices;
- Clean and inspect printing devices;
- Perform basic troubleshooting and repair of printing components;
- Test basic network connectivity;
- Connect and configure projectors, displays, and various sources;
- Perform basic troubleshooting, testing and repair of multimedia systems;
- Troubleshoot voice communication devices;
- Work with vendors, as needed, for support and repair of assigned systems and components;
- Maintain updated inventory records as related to the installation, configuration, and inventory of equipment and software;
- Perform other duties and functions as assigned.

Ability to:

- Work collaboratively and effectively with all segments of the District's staff and management
- Work efficiently with minimal supervision.
- Provide high levels of customer service
- Install and configure software
- Install and configure network and local printers
- Quickly understand new systems and schemas
- Communicate effectively both orally and in writing
- Train and coach users
- Understand, analyze, and document business and educational processes
- Quickly learn and properly use new computer software and software tools
- Read and understand software manuals
- Understand both written and oral instructions
- Use computer systems for personal productivity
- Attend, and successfully complete, advanced training in technology topics
- Effectively contribute to process improvement

Knowledge of:

- Basic computer architecture;
- Basic wired and wireless networking;
- Basic knowledge of technology use in education;

- Common office computer software, such as databases, spreadsheets, word processors, desktop publishers;
- Microsoft Windows and Google Chrome OS;
- Use of Wireless network systems;
- Operation and use of multimedia training aids.

EMPLOYMENT STANDARDS:

Education, Experience & Employment Requirements:

- Minimum of a high school degree. An AA degree in a computer/technology related field is a highly desirable plus
- Possession of one of more of the following certifications is highly desirable:
 - A+
 - Network+
 - CCNA
- Possession of a valid California license to operate a motor vehicle (must be maintained as a condition of employment)
- Current TB Test Clearance
- Pass a Background check

Physical Characteristics:

Essential duties require, but are not limited to, the following physical abilities (consideration will be given to reasonable accommodation, with or without the use of aids):

- Ability to drive light vehicles (as evidenced by maintaining a valid California Driver's License)
- Sufficient mobility to stoop, reach, move about and work under desks
- Sufficient vision to read printed material and video display screens
- Sufficient hearing to hear normal and telephone conversations
- Sufficient capability to speak in an understandable voice with sufficient volume to be heard in normal conversations
- Sufficient manual dexterity to use telephone and office equipment
- Sufficient strength to perform lifting requirement of specific assignment including lifting computers and printers.
- Available to respond to problems on a 24 hour basis to ensure successful operation of critical systems.

Working Attire:

Business casual attire is required. No open toed shoes.

Class: IX

CSEA ratification date:

CUSD ratification date: