1. **Personnel Changes**

Shall the Board approve the following personnel changes?

a) Hire of Brenda Travers, 0.60 FTE School Psychologist, effective August 1, 2015;

b) Hire of Julie Gregerson, 1.0 FTE Special Education Teacher, effective August 18, 2015;

c) Change in hours for Sue Cook, School Psychologist, from 0.8 FTE to 0.6 FTE, effective 7/1/2015;

d) Change in hours for Karrie Misley, NUHS Special Education IEP Technician, from 6.5 hours/day to 7.5 hours/day, effective at the beginning of the 2015/16 school year;

e) Resignation of Steven Weber, 0.5 FTE SSHS Custodian, effective 7/2/2015;

f) NU Coaching Cheer Staff (Summer 2015): Kelly Grossman (V), Kerry Shoberg (V), Kelsey Carl (V);

Board Discussion______________________

Public Comment______________________

(Chair Discussion)______________________

Motion by____________Second by____________

(Chair Discussion)______________________

Vote______________________
California Department of Education
AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT
2015–16 APPLICATION FOR FUNDING
(Due Date: To be received in Regional Supervisor's Office by June 30, 2015)

DATES OF PROJECT DURATION - JULY 1, 2015, TO JUNE 30, 2016

Nevada . Union High School  Nevada Joint Union High School District
(School Site)  (District)

Certification: I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

Authorized Agent

Signature of Authorized Agent

Signature of Agriculture Teacher Responsible for the Program

CTE Coordinator

Signature of Principal

Date of Approval of Local Agency Board: 6/24/2015

Funds Requested - Part I
Part II
Part III
Part IV
Total

$5,000.00
$2,888.00
$10,000.00
$0.00
$17,888.00

Contact Phone Number: 530-273-4431

Number of Different Agriculture Teachers at Site: 3

PART I - QUALITY CRITERIA 1-9 (REQUIRED) ALLOCATION

<table>
<thead>
<tr>
<th>Quality Criteria</th>
<th>Will Meet Criteria</th>
<th>Variance Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Curriculum and Instruction</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>2. Leadership and Citizenship Development</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>3. Practical Application of Occupational Skills</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>4. Qualified and Competent Personnel</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>5. Facilities, Equipment, and Materials</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>6. Community, Business, and Industry Involvement</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>7. Career Guidance</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>8. Program Promotion</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>9. Program Accountability and Planning</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

Formal Variance Request must be included if requesting a variance. A variance is a proposed plan for bringing the program into compliance with required quality criteria. Variances should result in compliance prior to the following year’s application. All variances must be approved with the application. Non-compliance with the terms of the approved variance will result in a loss of funds.
PART I - CONTINUED

Departmental Allocation: Meeting the criteria in PART I makes the program eligible for the following amounts based on the number of teachers in the program.

<table>
<thead>
<tr>
<th>Total Number of Teachers</th>
<th>Amount Eligible</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Teacher or Less</td>
<td>$4,000</td>
<td></td>
</tr>
<tr>
<td>Two Teachers</td>
<td>$4,500</td>
<td></td>
</tr>
<tr>
<td>Three Teachers or More</td>
<td>$5,000</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

PART II - PROGRAM ENROLLMENT ALLOCATION

<table>
<thead>
<tr>
<th>Total Number of Students</th>
<th>2014–15 R2 Number</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>List Number from R2 Report (S8/Member)</td>
<td>361</td>
<td>$2,888.00</td>
</tr>
</tbody>
</table>

PART III - QUALITY CRITERIA 10–11 (OPTIONAL) ALLOCATION

Schools which qualify for a Departmental Allocation may apply for additional amounts for each specific Quality Criteria (10 and 11) met.

* Amounts requested in Quality Criterion 10 will be the indicated amount for that criterion, multiplied by the full-time equivalent (FTE). To count a preparation period, the teacher must be teaching Career Technical Education courses in Agriculture for 50 percent or more of their teaching periods.

* Amounts requested in Quality Criterion 11A will be the indicated amount for each teacher who was compensated a minimum of $2,000 for year-round employment.

* Amounts requested in Quality Criterion 11B will be the indicated amount for each teacher who is provided a project supervision period. Project periods will be counted if the teacher has a preparation period as part of the regular teaching day.

Number of FTE Agriculture Teachers at Site:

3

List the Names of the Agriculture Teachers:

Katie Alling
Luke Browning
Chloe Smith

<table>
<thead>
<tr>
<th>Number Meeting Criteria</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion 10 - Student/Teacher Ratio</td>
<td>0</td>
</tr>
<tr>
<td>Criterion 11A - Year-Round Employment</td>
<td>3</td>
</tr>
<tr>
<td>Criterion 11B - Project Supervision Period</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL FUNDS REQUESTED PART IV

$10,000.00

PART IV - QUALITY CRITERION 12 (OPTIONAL) ALLOCATION

Quality Criterion 12 Form is attached and all criteria has been met. If the answer is yes, list $7,500 (funds requesting) in space to the right.

$0.00
### PART V - FINANCIAL SCHEDULE

**Part A**

<table>
<thead>
<tr>
<th>Line</th>
<th>Acct. No.</th>
<th>Classification</th>
<th>A Description of Item for Which Funds Will be Expended</th>
<th>B Incentive Grant Funds</th>
<th>C Matching Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4000</td>
<td>Books &amp; Supplies</td>
<td></td>
<td>8,925.00</td>
<td>8,925.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Subtotal for 4000</td>
<td><strong>$8,925.00</strong></td>
<td><strong>$8,925.00</strong></td>
</tr>
<tr>
<td>3</td>
<td>5000</td>
<td>Services and Other Operating Expenses such as: Services of Consultants, Staff Travel, and Conference; Rentals, Leases, and Repairs; Bus Transportation</td>
<td>1. Staff Travel</td>
<td>3,000.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>2. Conferences</td>
<td>2,963.00</td>
<td>2,963.00</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>6000</td>
<td>Capital Outlay: Includes Sites and Improvements of Sites; Buildings and Improvement of Buildings; Equipment</td>
<td>1. Equipment</td>
<td>3,000.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td>Subtotal for 6000</td>
<td><strong>$3,000.00</strong></td>
<td><strong>$3,000.00</strong></td>
</tr>
</tbody>
</table>

**TOTAL for 4000–6000 Lines 2, 8, 13**

**$17,888.00**

**TOTAL 2015–16 Incentive Grant Allocation:**

**$17,888.00**

**Part B - Complete this portion if a waiver of the matching requirement is requested:**

<table>
<thead>
<tr>
<th>Line</th>
<th>Acct. No.</th>
<th>Classification</th>
<th>A Description of Item for Which Funds Were Expended</th>
<th>B Incentive Grant Funds</th>
<th>C Amount of Salary and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>1000</td>
<td>Salaries</td>
<td>Teachers' Summer Service Salaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>1000</td>
<td>Salaries</td>
<td>Teachers' Salaries for Project Supervision Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>3000</td>
<td>Benefits</td>
<td>Benefits for the Above Items (1000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td>TOTAL</td>
<td></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

**TOTAL Amount of Waiver Requested:**
California Department of Education
AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT
2015-16 APPLICATION FOR FUNDING
(Due Date: To be received in Regional Supervisor's Office by June 30, 2015)

DATES OF PROJECT DURATION - JULY 1, 2015, TO JUNE 30, 2016

Bear River High School
(School Site)

Nevada Joint Union High School District
(District)

Certification: I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

Signature of Authorized Agent

Signature of Agriculture Teacher Responsible for the Program

CTE Coordinator

Signature of Principal

Contact Phone Number: 530-268-3700, ext. 4812

Date of Approval of Local Agency Board: 6/24/2015

Funds Requested - Part I

<table>
<thead>
<tr>
<th>Part</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Part II</td>
<td>$2,024.00</td>
</tr>
<tr>
<td>Part III</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>Part IV</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$14,524.00</td>
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Number of Different Agriculture Teachers at Site: 2

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<td></td>
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<td></td>
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<tr>
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<td>x</td>
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<td>x</td>
<td></td>
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<td>8. Program Promotion</td>
<td>x</td>
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PART II - PROGRAM ENROLLMENT ALLOCATION

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<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>List Number from R2 Report ($8/Member)</td>
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<td>$2,024.00</td>
</tr>
</tbody>
</table>

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* Amounts requested in Quality Criterion 11B will be the indicated amount for each teacher who is provided a project supervision period. Project periods will be counted if the teacher has a preparation period as part of the regular teaching day.

Number of FTE Agriculture Teachers at Site: 2

List the Names of the Agriculture Teachers:

- Steve Paasch
- Tim Reid
- 3.

<table>
<thead>
<tr>
<th>Number Meeting</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion 10 - Student/Teacher Ratio</td>
<td>0</td>
</tr>
<tr>
<td>Criterion 11A - Year-Round Employment</td>
<td>2</td>
</tr>
<tr>
<td>Criterion 11B - Project Supervision Period</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL FUNDS REQUESTED PART IV

$8,000.00

PART IV - QUALITY CRITERION 12 (OPTIONAL) ALLOCATION

Quality Criterion 12 Form is attached and all criteria has been met. If the answer is yes, list $7,500 (funds requesting) in space to the right.

$0.00
### PART V - FINANCIAL SCHEDULE

#### Part A

<table>
<thead>
<tr>
<th>Line</th>
<th>Acct No.</th>
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<th>Matching Funds</th>
</tr>
</thead>
<tbody>
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<td>1</td>
<td>4000</td>
<td>Books &amp; Supplies</td>
<td></td>
<td></td>
<td>8,024.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td><strong>Subtotal for 4000</strong></td>
<td>$8,024.00</td>
<td>$8,024.00</td>
</tr>
<tr>
<td>3</td>
<td>5000</td>
<td>Services and Other Operating Expenses such as: Services of Consultants, Staff Travel, and Conference; Rentals, Leases, and Repairs; Bus Transportation</td>
<td>1. Staff Travel</td>
<td>2,000.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>2. Conferences</td>
<td>1,500.00</td>
<td>1,500.00</td>
</tr>
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<td>3. Rentals</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td><strong>Subtotal for 5000</strong></td>
<td>$4,500.00</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>9</td>
<td>6000</td>
<td>Capital Outlay: Includes Sites and Improvements of Sites; Buildings and Improvement of Buildings; Equipment</td>
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<td>2,000.00</td>
<td>2,000.00</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>2.</td>
<td></td>
<td></td>
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<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td><strong>Subtotal for 6000</strong></td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td><strong>Total for 4000–6000 Lines 2, 8, 13</strong></td>
<td><strong>$14,524.00</strong></td>
<td><strong>$14,524.00</strong></td>
</tr>
</tbody>
</table>

**TOTAL 2015–16 Incentive Grant Allocation:**

$14,524.00

#### Part B - Complete this portion if a waiver of the matching requirement is requested:

<table>
<thead>
<tr>
<th>Line</th>
<th>Acct No.</th>
<th>Classification</th>
<th>Description of Item for Which Funds Were Expended</th>
<th>Incentive Grant Funds</th>
<th>Amount of Salary and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>1000</td>
<td>Salaries</td>
<td>Teachers' Summer Service Salaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>1000</td>
<td>Salaries</td>
<td>Teachers' Salaries for Project Supervision Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>3000</td>
<td>Benefits</td>
<td>Benefits for the Above Items (1000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

**TOTAL Amount of Waiver Requested:**

$0.00
AMENDMENT TO MEMORANDUM OF UNDERSTANDING
between
SIERRA JOINT COMMUNITY COLLEGE DISTRICT
and
NEVADA JOINT UNION HIGH SCHOOL DISTRICT

Amendment is made this 10TH day of June, by and between Sierra Joint Community College District, (hereafter referred to as “College”) and Nevada Joint Union High School District (hereafter referred to as “District”), for the continuance of Ghidotti Early High School (hereafter “GECHS”). College and District mutually agree as follows:

That the original Memorandum of Understanding (Previous Board Agenda Item No. 14345.E.1, Approved August 12, 2014), be revised as follows:

- Article 9 TUITION AND COSTS, Section 9.1 be replaced with:

  The College agrees to waive enrollment fees and Health Center fees for all California District resident GECHS students. Pursuant to SB 150 and SB 141 non-resident students admitted to and enrolled per this MOU will be exempted from paying non-resident tuition. The District pays additional instructional materials fees (e.g. art supplies). Student Center fees and for one class section of restricted PHED 6, Physical Fitness, offered each fall semester. The amount charged to the District for the cost of PHED 6 will be set by an agreement between the District and the College. The College pays for one restricted PHED section for GECHS students each spring. The District is responsible for purchase of text books and supplies. Students and/or parents may choose to purchase College parking permits and ASSC Activity Stickers and are responsible for any holds placed on student accounts.

All terms and conditions of the contract not specifically amended herein shall remain in full force and effect."

IN WITNESS THEREOF, the parties have executed this Amendment of the day and year above written.

Validity of the contract is dependent upon formal approval by the Governing Board per Education Code Section 81655.

__________________________  __________________________
COLLEGE                  DISTRICT
Sierra Joint Community College District  Nevada Joint Union High School District

Signature:  Signature:  Louise Johnson, Superintendent
Name & Title:  Chris Yatodma, Vice President of Administrative Services  Name & Title:  Louise Johnson, Superintendent
Date:  Date:
Address:  Address:  11645 Ridge Road
            5000 Rocklin Road
            Rocklin, CA, 95677
            Grass Valley, CA, 95945
Phone:  Phone:  530-273-3351
            (916) 660-7600

Last revised 11/14
CALIFORNIA
STUDENT AID
COMMISSION

FAFSA / DREAM ACT COMPLETION
PROGRAM AGREEMENT

If using US Postal Service, please return to:
California Student Aid Commission Program
Administration & Services Division
ATTN: Institutional Support
P.O. Box 419028
Rancho Cordova, CA 95741-9028

If using another delivery service, return to:
California Student Aid Commission
Program Administration & Services Division
ATTN: Institutional Support
11040 White Rock Road
Rancho Cordova, CA 95670

Return via e-mail to schoolsupport@csac.ca.gov
Return via fax to (916) 464-6499

For Internal Use Only (California Student Aid Commission)

- Received on: __________________________
  Approved: YES ____  NO ____
- Processed by: ________________________
ARTICLE I – FAFSA / DREAM ACT COMPLETION PROGRAM – AUTHORITY

The California Student Aid Commission ("Commission") is a State Grant Agency authorized to receive certain data received or generated by the U.S. Department of Education ("Department") concerning Free Application of Federal Student Aid (FAFSA) applicants because it administers State programs that provide financial assistance to students attending institutions of higher education. The Commission and the Department have entered into a Student Aid Internet Gateway Agreement ("SAIG Agreement") that authorizes the Commission to, among other things, disclose limited Institutional Student Information Record (ISIR) information to local educational agencies and secondary schools related to the determination of the completion status of a student’s FAFSA and to facilitate providing assistance to such students in completing the FAFSA.

This Agreement establishes the conditions under which the Commission will disclose, and a Local Educational Agency (LEA) or Secondary School will receive, limited ISIR information as permitted under the terms of the SAIG Agreement. Disclosure of the limited ISIR data will be restricted to those students with whom the LEA or Secondary School has an "established relationship" as defined herein. The Local Educational Agency or Secondary School will be authorized to use the ISIR information for purposes of determining the completion status of a student's FAFSA and/or facilitating the delivery of assistance to students in completing the FAFSA.

This Agreement governs the terms and conditions of the eligibility of an LEA or Secondary School to participate in the FAFSA Completion Program. The Agreement also governs the terms and conditions under which an LEA or Secondary School receives information from the Commission for California DREAM Act students. An LEA's or Secondary School's failure to comply with the administrative and/or information security responsibilities set forth in this Agreement, may result in the termination of this Agreement.

ARTICLE II – FAFSA / DREAM ACT COMPLETION PROGRAM – AGREEMENT

This Agreement is between the Commission and Nevada Joint Union High School District, an entity that is qualified to enter into this Agreement, as a result of its status as an: (check one)

X LOCAL EDUCATIONAL AGENCY. A Local Educational Agency is a public board of education or other public authority legally constituted with a State for either administrative control of or direction of, or to perform service functions for, public elementary or secondary schools in a city, county, township, school district or other political subdivision of a State; or such combination of school districts or counties a State recognizes as an administrative agency for its public elementary schools and secondary schools; or any other public institution or agency that has an administrative control and direction of a public elementary or secondary school.

□ SECONDARY SCHOOL. A day or residential school that provides secondary education as determined under State law.

FAFSA / DREAM ACT Completion Program Agreement
The primary purpose of releasing limited ISIR data and/or California DREAM Act data containing personally identifiable student information is to allow the LEA or Secondary School to assist those students with whom it has an established relationship to use the ISIR / Cal ISIR information for purposes of determining the completion status of a student’s FAFSA and/or facilitating the delivery of assistance to students in completing the FAFSA / DREAM Act. For purposes of this Agreement, an LEA or Secondary School has an established relationship with a student as follows:

**LEA:** An established relationship exists between a student FAFSA applicant and an LEA where the student applicant is enrolled in a secondary school under the legal authority of the LEA or the LEA is otherwise providing services to the FAFSA applicant.

**SECONDARY SCHOOL:** An established relationship exists between a student FAFSA applicant and a Secondary School where the student FAFSA applicant is enrolled in the secondary school itself or the secondary school is otherwise providing services to the FAFSA applicant.

This Agreement to allow the release of personally identifiable student information is written under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For those students with whom the LEA / Secondary School has an established relationship, the Commission may release the following FAFSA Filing Status Information from the ISIR and/or the DREAM Act Filing Status Information from the Cal ISIR:

- Student's first name;
- Student's last name;
- Student's date of birth;
- Student's ZIP Code;
- FAFSA submitted date (the date the FAFSA was submitted to the Department);
- FAFSA processed date (the date the Department processed the FAFSA);
- a Selected for Verification flag; and
- a FAFSA completion flag, as determined by the Agency (e.g., FAFSA not submitted, FAFSA complete, or FAFSA incomplete).

The Commission will release this student information with the understanding that:

- No individual student data shall be identifiable in any reports not created specifically for the LEA or Secondary School;
- Qualified personnel at the LEA or Secondary School shall be proficient and experienced in managing secure, confidential data. The LEA or Secondary School agrees to restrict distribution of the ISIR data to qualified personnel; in no event will any personally identifiable information be released to any person or organization other than the qualified personnel of the LEA or Secondary School;
- Student data files shall be returned or destroyed when no longer needed for the purposes for which the agreement to release personally identifiable information is drawn;

FAFSA / DREAM ACT Completion Program Agreement
The LEA / Secondary School shall adhere to all legal requirements, including but not limited to the Federal Family Educational Rights and Privacy Act (20 USC 1232g). Should the LEA, its agents, or assignees; the Secondary School, its agents, or assignees; or the United States Department of Education determine that release of data under this agreement does not satisfy the requirements of 20 USC 1232g, any of the parties to this agreement may terminate this agreement and demand the destruction or return of all data supplied by the parties and all data matched or derived there from within three (3) working days;

The Commission reserves the right to withhold personally identifiable student data from the LEA / Secondary School at any time.

ARTICLE III – FAFSA COMPLETION PROGRAM – INFORMATION SECURITY PROVISIONS

The Information Security components of this Agreement are to control access to the Commission’s information processing facilities and data, as well as, to provide procedure for oversight of the LEA or Secondary School’s compliance with the provisions of this Agreement.

The LEA or Secondary School agrees to comply with all applicable federal, state, and local information security, confidentiality and privacy laws and regulations, Commission policies and requirements pertaining to the proper access, handling, storage, transfer, transmission, dissemination, sharing or destruction of confidential information maintained on the Commission’s Grant Delivery System (GDS) WebGrants system and/or pertaining to the Commission, its programs, and its program applicants and/or recipients.

The LEA or Secondary School will execute a Grant Delivery System (GDS) WebGrants Information Security and Confidentiality Agreement and, at all times, comply with the terms and conditions thereof, prior to gaining accessing to the GDS WebGrants system. The signed GDS-WebGrants Information Security and Confidentiality Agreement must be received and approved by the Commission prior to any access being granted to the LEA or Secondary School.

The Commission reserves the right to monitor or revoke access to the Commission’s network and data by an LEA or Secondary School, or any individual staff member(s) of the entity.

Administrative Authorization for Access and Roles/Responsibilities

A. The LEA or Secondary School will use the FAFSA Filing Status Information provided under the terms of this Agreement only for purposes that are consistent with section 483(a)(3)(E) of the Higher Education Act of 1965, as amended (HEA).

B. The LEA or Secondary School will comply, as applicable, with the requirements of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g and its regulations codified at 34 CFR part 99).

C. The LEA or Secondary School will not re-disclose or share the FAFSA Filing Status information or DREAM Act Filing Status information obtained from the Commission in personally identifiable form other than (1) to the FAFSA / DREAM Act applicant and to the FAFSA / DREAM Act applicant’s parents if the applicant is under age 18, to the applicant if the applicant is age 18 or older or enrolled in a post-secondary institution, or to any other party with the consent of the FAFSA / DREAM Act applicant or consent of the FAFSA / DREAM Act applicant’s parents if the FAFSA / DREAM Act applicant is under the age of 18, or (2) if required to do so by law and if
such use is consistent with all applicable privacy laws, including the privacy provisions of section 483(a)(3)(E) of the HEA, 20 U.S.C. 1090(a)(3)(E) and FERPA.

D. The LEA or Secondary School shall restrict access to the data provided under this Agreement to only those authorized personnel who need the data to perform their official duties in connection with the uses of the data authorized in this Agreement.

E. The LEA or Secondary School will advise all personnel with access to the data provided under this Agreement of the confidential nature of the data, the safeguards required to protect the data, and criminal sanctions for noncompliance under applicable Federal, State or local laws.

F. The LEA or Secondary School will maintain a historical record that identifies to the Commission or its representative, the identification of the individual(s) with access to the Commission's network for three (3) years following the last day of the award year.

G. The LEA or Secondary School will immediately disable the password and ID of any employee or agent of the LEA or Secondary School whose change in employment status or duties no longer requires access to the Commission's network or data. Copies of this documentation shall remain at the LEA or Secondary School.

H. The LEA or Secondary School will ensure that all employees or agents who require WebGrants (GDS) access will sign a "Grant Delivery System (GDS) WebGrants User Access Request Form" prior to being granted access to the WebGrants System. Such access will be granted for a period of time not to exceed one (1) year, and shall be renewed upon completion of either an annual Commission-supplied or Institutional-supplied training in areas of information security, privacy and confidentiality. Copies of this documentation shall remain at the Institution.

Data Security

A. The LEA or Secondary School will protect the integrity of the FAFSA Filing Status information / DREAM Act Filing Status information received under this Agreement from unauthorized access, use or re-disclosure.

B. The LEA or Secondary School shall maintain a historical record that identifies to the Commission or its representative, the identification of the individual(s) with access to the Commission's network for three (3) years following the last day of the award year.

C. Passwords and user identification numbers (IDs) are to be treated as confidential information. Employees or agents of the institution shall not share passwords and IDs. Passwords will be changed on a regular basis, as required by the Commission.

D. Confidential data that is no longer required for use by the LEA or Secondary School, or are determined by the Commission to be subject to return or destruction, shall be returned or destroyed in a secure manner, ensuring that no reconstruction or derivation of the data, media or materials is possible according to the California Civil Code Section 1798 et seq; Government Code Section 6250 et seq. and the State Accounting Manual (SAM) Chapter 5300.

E. The LEA or Secondary School shall establish training programs and acceptable use policies for LEA or Secondary School employees regarding information security, privacy and confidentiality to include Commission data.

FAFSA / DREAM ACT Completion Program Agreement
F. The LEA or Secondary School will establish and enforce policies to ensure that
Commission data and WebGrants access are conducted from secured systems on-site
within the LEA or Secondary School.

G. The Institution will notify the Commission immediately of any security, integrity or
confidentiality incident(s) involving Commission data or network exposure by contacting the
Commission's ITS Help Desk at 1-888-294-0148. Such incidents may include, but are not
limited to unauthorized or accidental modification, destruction, disclosure, loss, or access to
automated files and databases, as well as incidents involving loss, damage or misuse of
information assets. Such incidents shall be followed up with a written report of the incident,
signed by the AO and the Institution's Chief Executive Officer and submitted to the
Commission's Information Security Officer (ISO) within ten (10) business days after the
Institution's awareness of the incident.

H. No Commission data or assets shall be transferred to or shared by the LEA or Secondary
School with any third party.

I. To the extent authorized by law, the LEA or Secondary School will accept liability for any
direct or consequential damages to the Commission, its network or data, caused by the
negligence or intentional misconduct of itself, its employees or agents.

ARTICLE III – FAFSA COMPLETION PROGRAM – GENERAL PROVISIONS

A. EFFECTIVE DATE. The effective date of this Agreement is the Commission's notification to the
LEA or Secondary School that this Agreement and the required Grant Delivery System (GDS)
WebGrants Information Security and Confidentiality Agreement have been received and
approved.

B. TERMINATION. The Agreement may be terminated by either party upon thirty days (30) prior
written notice to the other party. All confidentiality provisions of this Agreement shall survive the
termination of the Agreement.

C. COMPLIANCE. The LEA or Secondary School agrees to make available at the time of program
compliance review, or at any time at the request of the Commission staff, any records and
personnel related to its compliance with the terms of this Agreement.

D. NONCOMPLIANCE. If the Commission finds that the LEA or Secondary School has failed to
comply with this Agreement, the Commission shall require the LEA or Secondary School to
delete or return all data received under this Agreement, including any copies made of such data.
The Commission may terminate this Agreement and/or take such other action as may be
necessary and appropriate to protect the interests of the FAFSA applicants, the Commission
and/or its financial aid programs, and any other party impacted by noncompliance with this
Agreement.

FAFSA / DREAM ACT Completion Program Agreement
E. **ENTIRE AGREEMENT:** This Agreement contains the entire understanding of the Parties and may only be amended in writing signed by the Parties.

F. **SEVERABILITY:** If any provision of this Agreement is or becomes invalid or is ruled invalid by any court of competent jurisdiction or is deemed unenforceable, it is the intention of the parties that the remainder of this Agreement shall not be affected.

In the event of any inconsistency between any of the provisions of this Agreement and applicable federal or state law or regulation, the law or regulation shall prevail over the conflicting provision and the remaining provisions of this Agreement shall remain in full force and effect.

**Name of Local Educational Agency:** Nevada Joint Union High School District  
*(School District, Public Board of Education)*

**Address:** 11645 Ridge Road  
Grass Valley, CA. 95945

**Please identify the high schools to be covered under this agreement:**

<table>
<thead>
<tr>
<th>Name of Secondary School</th>
<th>College Board Code (05XXXX)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nevada Union High School</td>
<td>051095</td>
</tr>
<tr>
<td>Bear River High School</td>
<td>051092</td>
</tr>
<tr>
<td>William &amp; Marian Ghidotti High School</td>
<td>051538</td>
</tr>
<tr>
<td>Silver Springs High School</td>
<td></td>
</tr>
<tr>
<td>North Point Academy</td>
<td>051096</td>
</tr>
<tr>
<td>NU Tech High School</td>
<td>051104</td>
</tr>
<tr>
<td>Nevada Union Adult School</td>
<td>053935</td>
</tr>
</tbody>
</table>

**Signature - Principal or District Superintendent**  
Louise B. Johnson, Ed.D, Superintendent  
*Email Address*  
lbjohnson@nuhsd.com  
**Date**  
6-34-15  
**FAFSA / DREAM ACT Completion Program Agreement**
PERSONAL SERVICES CONTRACT
Health and Human Services Agency
County of Nevada, California

This Personal Services Contract is made between the COUNTY OF NEVADA (herein “County”), and

NEVADA JOINT UNION HIGH SCHOOL DISTRICT

(herein “Contractor”), wherein County desires to retain a person or entity to provide the following services, materials and products generally described as follows:

($1) Services related to implementation of the Sources of Strength Curriculum in the high schools in Western Nevada County

SUMMARY OF MATERIAL TERMS

($2) Maximum Contract Price:  $1,500
($3) Contract Beginning Date: 07/01/2015  Contract Termination Date: 06/30/2016
($4) Liquidated Damages: N/A

INSURANCE POLICIES

Designate all required policies:

Req’d  Not Req’d

($6) Commercial General Liability  ($1,000,000)  X  ___
($7) Automobile Liability
  ($ 300,000) Personal Auto  ($1,000,000) Business Rated  X
  ($1,000,000) Commercial Policy ___  ___
($8) Workers’ Compensation  X  ___  ___
($9) Errors and Omissions  ($1,000,000)  ___  X

LICENSES

Designate all required licenses:

($14) N/A

NOTICE & IDENTIFICATION

($33) Contractor:
Nevada Joint Union High School District
11645 Ridge Road
Grass Valley, California  95945
Contact Person: Karen Suenram/Paige Moore
Phone: (530) 273-3351
E-mail: pmoore@nuhsd.k12.ca.us

County of Nevada:
950 Maidu Avenue
Nevada City, California  95959
Contact Person: Rebecca Slade
Phone: (530) 470-2784
E-mail: rebecca.slade@co.nevada.ca.us

Funding:  Fund No.: 1512-40104-493-1000/521520  CFDA No.: N/A

Contractor is a: (check all that apply)

Corporation:  ___  Calif.  ___  Other  ___  LLC  ___  Non-profit
Partnership:  ___  Calif.  ___  Other  ___  LLP  ___  Limited
Person:  ___  Indiv.  ___  Dba  ___  Ass’n  ___  Other

EDD:  Independent Contractor Worksheet Required:  ___  Yes  X  No

ATTACHMENTS

Designate all required attachments:

Req’d  Not Req’d

Exhibit A:  Schedule of Services (Provided by Contractor)  X  ___
Exhibit B:  Schedule of Charges and Payments (Paid by County)  X  ___
Exhibit C:  Schedule of Changes (Additions, Deletions & Amendments)  ___  X
Exhibit D:  Schedule of HIPAA Provisions (Protected Health Information)  X  ___
Exhibit E:  Subrecipient Provisions (For CFDA-funded Contracts)  ___  X
Exhibit F:  Debarment Certification (For CFDA-funded Contracts)  ___  X
Terms

Each term of this Contract below specifically incorporates the information set forth in the Summary at page one (1) above as to each respective section ($) therein, as the case may be.

Services

1. Scope of Services:
Contractor shall provide all of the services, materials and products (herein "Services") generally described in Exhibit "A", according to a performance schedule, if applicable, as set forth in said exhibit (herein "Performance Schedule"). If requested, Contractor agrees to serve as an expert witness for County in any third party action or proceeding arising out of this Contract.

Payment

2. Charges and Payments:
The charges (herein "Charges") for furnishing the aforesaid Services under this Contract are set forth in Exhibit "B", including, if applicable, hourly rates, unit pricing, and expense, mileage and cost limits. Said Charges shall be presented monthly by invoice, and shall be due within thirty (30) days of receipt unless payment is otherwise set forth in said Exhibit "B", and shall remain in effect for the entire term of this Contract, and any extension hereof. In no event will the cost to County for Services to be provided under this Contract, including direct non-salary expenses, exceed the Maximum Contract Price set forth at §2, page one (1), of this Contract. If a Catalog of Federal Domestic Assistance ("CFDA") number is designated at §33, page one (1), of this Agreement, then all components of compensation billed to County shall be calculated in accordance with Office of Management and Budget (OMB) Circular A-133.

Time for Performance

3. Contract Term:
This Contract shall commence on the Contract Beginning Date set forth at §3, page one (1), of this Contract. All Services required to be provided by this Contract shall be completed and ready for acceptance no later than the Contract Termination Date set forth at §3, page one (1), of this Contract.

4. Liquidated Damages:
County and Contractor agree that damages to County due to delays in timely providing Services in accordance with the aforesaid Performance Schedule and Contract Termination Date are impractical and difficult to ascertain. Therefore, if §4 at page one (1) hereof shall indicate a daily amount as Liquidated Damages, County shall have the right to assess said daily sum, not as a penalty, but as and for damages to County due to delays in providing Services not in accordance with the said Performance Schedule, or later than the Contract Termination Date (herein "Delay"). Liquidated Damages shall be offset against amounts owing to Contractor, including retention sums.

To the extent that any Delay is a result of matters or circumstances wholly beyond the control of Contractor, County may excuse said Liquidated Damages; provided however, that County may condition such excuse upon Contractor having given prompt notice to County of such delay immediately by telephone and thereafter by written explanation within a reasonable time. The time for Contractor's performance shall be extended by the period of delay, or such other period as County may elect.

5. Time of the Essence:
Time is of the essence with respect to Contractor's performance under this Contract. Delay in meeting the time commitments contemplated herein will result in the assessment of liquidated damages, if indicated at §4 at page one (1), hereof. If Liquidated Damages are not so indicated, damages shall be as otherwise provided by law.

Insurance

6. Commercial General Liability Insurance: (County Resolution Nos. 90-674, 02-439)
If §6 at page one (1) hereof shall indicate a Commercial General Liability insurance policy is required, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following:

(i) Broad form coverage for liability for death or bodily injury to a person or persons, and for property damage, combined single limit coverage, in the minimum amount indicated at said §6;
(ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
(iii) A provision that said insurance shall be primary and non-contributory, that other insurance maintained by the County of Nevada shall be excess only and that neither the insured nor the insurer shall seek contribution from any other insurance or self-insurance available to County;
(iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

7. Automobile Liability Insurance: (County Resolution No. 90-678)

If §7 at page one (1) hereof shall require either a Business Rated or a Commercial Automobile Liability insurance policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following provisions:
(i) Liability protection for death or bodily injury to a person or persons, property damage, and uninsured and underinsured coverage, combined single limit coverage, in the minimum amount indicated at said §7;
(ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
(iii) A provision that said insurance shall be primary and non-contributory, that other insurance maintained by the County of Nevada shall be excess only and that neither the insured nor the insurer shall seek contribution from any other insurance or self-insurance available to County;
(iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

If §9 at page one (1) hereof shall require a Personal Auto policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance for a minimum of three hundred thousand dollars, ($300,000), in combined single limits, and naming the County as additionally insured.

8. Workers’ Compensation: (County Resolution No. 90-674)

If §8 at page one (1) hereof shall indicate a Workers’ Compensation insurance policy is required, Contractor shall maintain said policy as required by law, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County. The Workers’ Compensation insurer shall agree to waive all rights of subrogation against the County, its agents, officers, employees, and volunteers for losses arising from work performed by Contractor for the County.

Before commencing to utilize employees in providing Services under this Contract, Contractor warrants that it will comply with the provisions of the California Labor Code, requiring Contractor to be insured for workers’ compensation liability or to undertake a program of self-insurance therefor.

9. Errors and Omissions:

If §9 at page one (1) hereof shall indicate Errors and Omissions insurance is required, Contractor shall maintain either a professional liability or errors & omissions policy in the minimum amount indicated, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

10. Miscellaneous Insurance Provisions: (County Resolution Nos. 90-674, 90-675)

All policies of insurance required by this Contract shall remain in full force and effect throughout the life of this Contract and shall be payable on a “per occurrence” basis unless County specifically consents to “claims made” coverage. If the County does consent to “claims made” coverage and if Contractor changes insurance carriers during the term of this Contract or any extensions hereof, then Contractor shall carry prior acts coverage. The following additional conditions apply to “claims made” coverage: In order for the acts and omissions of Contractor and all its agents during the term of this Agreement to be “continually covered” there must be insurance coverage for the entire contract period.
commencing on the effective date of this Agreement and ending on the date that is three (3) years beyond the final date this Agreement is effective, including any extensions or renewals of this Agreement. Contractor acknowledges that the provision of this Section may necessitate the purchase of "tail insurance" if coverage lapses. The requirement to maintain tail insurance shall survive termination of this Agreement.

Insurance afforded by the additional insured endorsement shall apply as primary and non-contributory insurance, and neither the insured nor the insurer shall seek contribution from any other insurance or self-insurance maintained by County, its officers, agents and/or employees. Any insurance or self-insurance maintained by County, its officers, agents and/or employees shall be excess only and not contributing with insurance required or provided under this agreement.

At all times, Contractor shall keep and maintain in full force and effect throughout the duration of this Contract, policies of insurance required by this Contract which policies shall be issued by companies with a Best's Rating of B+ or higher (B+, B++, A-, A, A+ or A++) or a Best's Financial Performance Rating (FPR) of 6 or higher (6, 7, 8 or 9) according to the current Best's Key Rating Guide, or shall be issued by companies approved by the County Risk Manager. In the event the Best's Rating or Best's FPR shall fall below the rating required by this paragraph, Contractor shall be required to forthwith secure alternate policies which comply with the rating required by this paragraph, or be in material breach of this Contract.

Failure to provide and maintain the insurance policies (including Best's ratings), endorsements, or certificates of insurance required by this Contract shall constitute a material breach of this agreement (herein "Material Breach"); and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both. (See §13, ¶2, below, as these provisions additionally apply to subcontractors.)

11. Indemnity:

   Nothing herein shall be construed as a limitation of Contractor's liability, and Contractor shall indemnify, defend and hold harmless the County and its officers, officials, employees, agents and volunteers from any and all liabilities, claims, demands, damages, losses and expenses (including, without limitation, defense costs and attorney fees of litigation) which result from the negligent act, willful misconduct, or error or omission of Contractor, except such loss or damage which was caused by the sole negligence or willful misconduct of County or its officers, officials, employees, agents and volunteers.

12. Contractor as independent:

   In providing services herein, Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as agents or employees of County. Contractor agrees neither its agents nor employees have any rights, entitlement or claim against County for any type of employment benefits or workers' compensation or other programs afforded to County employees. Contractor shall hold County harmless and indemnify County against any such claim by its agents or employees.

13. Assignment and Subcontracting:

   Except as specifically provided herein, the rights, responsibilities, duties and Services to be performed under this Contract are personal to the Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute nor replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

   Unless otherwise agreed in writing by the County's Risk Manager, Contractor shall cause and require each transferee, subcontractor and assignee to comply with the insurance provisions set forth herein at §§6, 7, 8, 9 and 10, in the same amounts and subject to the same terms as are required of Contractor under this Contract. Said insurance shall include all upstream parties (including the Contractor and the County) as additional insureds using a Blanket Additional Insured Endorsement (ISO form number CG 20 38 04 '13) or coverage at least as broad. Contractor shall verify that all subcontractors provide a policy endorsement in compliance with this Paragraph and shall provide a copy of the same to County at least ten (10) working days prior to commencement of any work by subcontractor. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor and assignee, or to timely provide County with a copy of the required policy endorsement, shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.
14. Licensing and Permits:
Contractor warrants (i) Contractor is qualified and competent to provide all Services under this contract; (ii) Contractor and all employees of Contractor hold all necessary and appropriate licenses therefor, including those licenses set forth at §14, page one (1) hereof; and, (iii) Contractor shall obtain, and remain in compliance with, all permits necessary and appropriate to provide said Services. Contractor shall cause said licenses and permits to be maintained throughout the life of this Contract. Failure to do so shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

Public Contracts

15. Certificate of Good Standing:
Registered corporations including those corporations that are registered non-profits shall possess a Certificate of Good Standing also known as Certificate of Existence or Certificate of Authorization from the California Secretary of State, and further warrants to shall keep its status in good standing and effect during the term of this Contract.

16. Prevailing Wage and Apprentices:
To the extent made applicable by law, performance of this contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with Section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code §§ 1720, et seq.; and shall be in conformity with Title 8 of the California Code of Regulations §§ 200 et seq., relating to apprenticeship. Contractor shall comply with the provisions thereof at the commencement of Services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. A copy of the relevant prevailing wage as defined in Labor Code §1770 et seq. is on file with the Department of Transportation, County of Nevada, 950 Maidu Avenue, Nevada City, California 95959. Copies will be provided upon request.

17. Accessibility (County Resolution No. 00190):
It is the policy of the County of Nevada that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall be in compliance with the provisions of the Americans with Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct Services are and shall be accessible to all persons.

18. Nondiscrimination:
In providing Services hereunder, Contractor shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, including the provisions of the Americans with Disabilities Act of 1990, and Fair Employment and Housing Act, and shall not discriminate against any employee, applicant for employment, or client receiving services pursuant to this Agreement because of race, sex, sexual orientation, color, ancestry, religion or religious creed, national origin or ethnic group identification, political affiliation, mental disability, physical disability, genetic information, medical condition (including cancer, HIV and AIDS), age (over 40), marital status, or use of Family and Medical Care Leave and/or Pregnancy Disability Leave in regard to any position for which the employee or applicant is qualified.

If applicable, Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified handicapped persons in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977.

19. Drug-Free Workplace:
Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of state grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
20. Prior Nevada County Employment (County Resolution No. 03-353):

Effective July 22, 2003, it is the policy of the County of Nevada that former members of the Board of Supervisors, a former CEO, or a former Purchasing Agent, for a period of twelve (12) months following the last day of employment, shall not enter into any relationship wherein that former employee or former Board member receives direct remuneration from a legal entity that, during the last twelve (12) months of said employment or Board member's service, entered into a contract with, or received a grant from the County of Nevada. Provided however, that this prohibition shall not apply to any employee that did not personally approve a contract with or grant to said legal entity during the last twelve (12) months of said employment, and shall not apply when the Board of Supervisors did not approve a contract with or grant to said legal entity during the last twelve (12) months of said Board member's service.

A violation of this policy shall subject Contractor to all of the remedies enumerated in said resolution and as otherwise provided in law, which remedies shall include but not be limited to injunctive relief, cancellation and voiding of this contract by County, a return of grant money, a cause of action for breach of contract, and entitlement to costs and reasonable attorney fees in any action based upon a breach of contract under this provision.

21. Conflict of Interest:

Contractor shall not cause, use or allow any payments, funds or proceeds derived from this Contract to be used, either directly or indirectly, for salary, wages or benefits, for any of its officers, directors, or shareholders. Contractor shall not cause, use or allow any payments, funds or proceeds derived from this Contract to be used, either directly or indirectly, for salary, wages or benefits for any of its agents, servants, or employees, except those expressly specified in Exhibit "B".

Contractor further certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who performs any function or responsibilities in connection with this contract shall have any personal financial interest or benefit that either directly or indirectly arises from this contract. Contractor shall establish safeguards to prohibit its employees or its officers from using their position for the purpose that could result in private gain or that gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business or other ties.

22. Political Activities:

Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.

23. Cost Disclosure:

In accordance with Government Code Section 7550, should a written report be prepared under or required by the provisions of this Contract, Contractor agrees to state in a separate section of said report the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of said report.

24. Termination:

a. A Material Breach of this Contract pursuant to the terms hereof or otherwise, in addition to any other remedy available at law, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this contract, or both without notice.

b. If Contractor fails to timely provide in any manner the services, materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving five (5) days written notice to Contractor.

c. County, upon giving seven (7) calendar days written notice to Contractor, shall have the right to terminate its obligations under this Contract if the County, the Federal Government or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.
d. Either party may terminate this Contract for any reason, or without cause, by giving thirty (30) calendar days written notice to the other, which notice shall be sent by certified mail in conformity with the notice provisions. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.

e. Any notice to be provided under this section may be given by the County Executive Officer or Designee or Agency Director.

25. Suspension:
County, upon giving seven (7) calendar days written notice to Contractor, shall have the right to suspend this Contract, in whole or in part, for any time period as County deems necessary due to delays in federal, state or County appropriation of funds, lack of demand for services to be provided under this contract, or other good cause. Upon receipt of a notice of suspension from County, Contractor shall immediately suspend or stop work as directed by County and shall not resume work until and unless County gives Contractor a written notice to resume work. In the event of a suspension not the fault of the Contractor, Contractor shall be paid for services performed to the date of the notice of suspension in accordance with the terms of this Contract.

Miscellaneous

26. Financial, Statistical and Contract-Related Records:
   a. BOOKS AND RECORDS: Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.

   b. INSPECTION: Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.

   c. AUDIT: Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor’s premises or, at County’s option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the Maximum Contract Price.

27. Non-Profit Provisions:
If Contractor is registered as a non-profit corporation, Contractor shall comply with the following requirements of this section:

   a. Reporting Requirements:
Contractor shall submit a report to County no later than thirty (30) days after the aforesaid Contract Termination Date, which report shall identify the status of each service which was provided as described in Exhibit "A" (Schedule of Services), and detail all amounts
expended as set forth in Exhibit “B” (Schedule of Charges and Payments), or otherwise. This report is subject to audit by the Nevada County Auditor/Controller.

b. **Supplemental Audit Provisions:**
   
   (i) Contractor shall provide the most recent copy of the Contractor's reviewed or audited financial statements. Said financial statements shall be verified by an independent Certified Public Accountant. These financial statements together with the Certified Public Accountant's verification are due to the County within thirty (30) days of execution of the Contract. If Contractor, however, has another County Contract currently in effect and has previously provided this information to the County within the last year, it is not necessary for Contractor to re-submit these statements and verification under this Agreement.

   (ii) Non-profit Contractors whose contract with the County includes services that will be reimbursed, partially or in full, with Federal funds are also governed by OMB Circular A-133 and are required to have a single or program-specific audit conducted if the Contractor has expended $500,000 or more in Federal awards made on or before December 26, 2014, or $750,000 or more in Federal awards made after December 26, 2014, during Contractor’s fiscal year. Any Contractor who is required to complete an annual A-133 Audit must submit a copy of their annual audit report and audit findings to County at the address listed in “Notices” §32 of the executed contract within the earlier of thirty (30) days after the Contractor’s receipt of the auditor’s report or nine (9) months following the end of the Contractor's fiscal year.

28. **Intellectual Property:**
   All original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor, shall be the property of County, and upon fifteen (15) days demand therefore, shall be promptly delivered to County without exception. Provided however, for personal purposes only and not for commercial, economic or any other purpose, Contractor may retain a copy of Contractor's work product hereunder.

29. **Entire Agreement:**
   This Contract represents the entire agreement of the parties, and no representations have been made or relied upon except as set forth herein. This Contract may be amended or modified only by written, fully executed agreement of the parties.

30. **Jurisdiction and Venue:**
   This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Nevada County, California.

31. **Compliance with Applicable Laws:**
   The Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract. If a CFDA number is designated at §33, page one (1), of this Contract then the applicable CFDA funding agreement requires that this Contract shall also be governed by and construed in accordance with all applicable laws, regulations and contractual obligations set forth in the applicable CFDA funding agreement. Contractor shall comply with all terms and conditions of the applicable CFDA funding agreement and all other applicable Federal, state and local laws, regulations, and policies governing the funding for this Contract. A full copy of the applicable CFDA funding agreement is available for review at the Health and Human Services Agency Administration Office.

32. **Confidentiality:**
   Contractor, its employees, agents and or subcontractors may come in contact with documents that contain information regarding matters that must be kept confidential by the County, including personally identifiable patient or client information. Even information that might not be considered confidential for the usual reasons of protecting non-public records should be considered by Contractor to be confidential.
Contractor agrees to maintain confidentiality of information and records as required by applicable federal, state, and local laws, regulations and rules and recognized standards of professional practice.

Notwithstanding any other provision of this Agreement, the Contractor agrees to protect the confidentiality of any confidential information with which the Contractor may come into contact in the process of performing its contracted services. This information includes but is not limited to all written, oral, visual and printed patient or client information, including but not limited to: names, addresses, social security numbers, date of birth, driver's license number, case numbers, services provided, social and economic conditions or circumstances, agency evaluation of personal information, and medical data.

The Contractor shall not retain, copy, use, or disclose this information in any manner for any purpose that is not specifically permitted by this agreement. Violation of the confidentiality of patient or client information may, at the option of the County, be considered a material breach of this Agreement.

33. Notices:
This Contract shall be managed and administered on County's behalf by the department and the person set forth at §33 page one (1) of this Contract, and all invoices shall be submitted to and approved by this Department. In addition to personal service, all notices may be given to County and to Contractor by first class mail addressed as set forth at said §33. Said notices shall be deemed received the fifth (5th) day following the date of mailing or the earlier date of personal service, as the case may be.

34. Authority:
All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

IN WITNESS WHEREOF, the parties have executed this Contract effective on the Beginning Date, above.

CONTRACTOR:

Karen Suenram
Assistant Superintendent
Dated: 6-11-15

COUNTY OF NEVADA:

Mary Hall Ross
Purchasing Agent
Dated: ____________________________
Exhibit “A”
Schedule of Services
Nevada Joint Union High School District

Contractor shall provide services related to the implementation of the Sources of Strength (SoS) curriculum including education materials in high schools in Western Nevada County.

Program Overview:

The Sources of Strength intervention builds social-ecological protective influences across a full population of high school students to reduce the likelihood that vulnerable youth will become suicidal. The program helps prepare adolescent peer leaders to change school norms, and connects suicidal youth to capable adults at school and within their community. Trained “peer opinion leaders” change the norms of students throughout their schools regarding the acceptability of suicide, enables help-seeking and youth-adult communication by conducting a set of well-defined messaging activities with ongoing adult mentoring (Sources of Strength curriculum; LoMurray, 2005; Wyman et al., 2010). The approach draws on the major influence of adolescent peers that is powerful enough to affect drug use, sexual practices and other health behaviors.

The County agrees to:

- Designate the Suicide Prevention Coordinator as a county-wide liaison for Sources of Strength school sites with comprehensive program support for Administrators, Trainers, Adult Advisors and Community Stakeholders.
- Engage key school administration and stakeholders in implementation of SoS in three Nevada County high schools: Bear River High School (BRHS), Nevada Union High School (NUHS) and Park Avenue Continuation High School (Park Ave.).
- Provide one ‘SoS Kit’ to each school site – ‘SoS Kits’ contain educational and promotional material to help support SoS Trainers, Adult Advisors and Peer Leaders promote Hope, Help, Strength messaging activities.
- Provide on-going support and development; technical assistance and access to at least three SOS webinars and/or SoS podcasts.

Nevada Joint Union High School District agrees to:

- Provide two school staff at each SoS school site to act as Adult Advisors at: BRHS, NUHS and Park Ave. schools.
- Contractor shall make available meeting spaces at the above listed sites for the Sources of Strength Groups to meet on a regular basis.
- Coordinate the nominating and recruiting process for diverse, student Peer Leaders from grades 9-12.
- Review the school crisis response protocol.
- Provide counseling referrals to SoS Peer Leaders.
- Schedule and participate in one, 4-hour Peer Leader training
- Schedule and facilitate SoS meetings with Peer Leaders to prepare them and support their peer-lead prevention activities; support ongoing links between youth and other trusted adults in the school.
- Provide periodic written program updates to the Suicide Prevention Coordinator – the Sources of Strength county-wide liaison.
- Administer pre & post surveys for program evaluation purposes.

**Outcomes:**

- All SoS school sites shall have at least 2 Adult Advisors.
- Adult Advisors will participate in their schools Peer Leader training and remain involved through the academic year.
- All school teams recruit a diverse peer leader team of at 15-30 peers in size that attend a 4-hour Peer Leader training.
- At least 75% of SoS Peer Leaders will participate in at least 3 of the Peer Action Steps.

  **Peer Action Steps:**
  1. **Peer to Adult Contact** – The ‘ Naming’ and ‘Talking’ to trusted adults; building a ‘Wall of Trust’.
  2. **Peer to Peer Contact** – Talking to at least (5) friends to promote messages of Hope, Help and Strength.
  3. **Peer Presentations** – Peer based presentations to classrooms, student groups and clubs, and community stakeholders.
  4. **Campus Outreach** – Poster campaigns, video and audio messaging, positive notes, random acts of kindness, morning bulletins, school newspaper, year book and assemblies.
  5. **Social Media Outreach** – Promote electronic messages of Hope, Help and Strength. Outreach may included local newspaper, radio, TV/cable, website development, texting and post on social networking sites such as ‘Facebook’ and the national SoS website.

- At least 70% of 9-12th grade students will have seen or heard of Sources of Strength and been exposed to at least one message (This can be monitored through a brief randomized student survey in which students can be asked if they recall hearing or seeing specific messages, being contacted by peer leaders, presented to by peer leaders).
- At least 80% of school staff will have seen or heard about Sources of Strength and be aware of the peer leader activities in the school. (Again staff can take a written survey or a random sampling of staff can participate in a brief structured interview).

End of year outcomes for Peer Leaders
• 80% of peer leaders will state contacting trusted adults as helpful or very helpful when dealing with an emotionally distressed friend after involvement in Sources of Strength Program.
• 50% of peer leaders will increase the number of adults they specifically can name they have turned to help themselves or a friend during the academic year 2015-2016.
• 90% of peer leaders will state that they would tell a trusted adult about a friend who was suicidal.
• 80% of peer leaders will be able to identify at least one specific Source of Strength that they feel they have strengthened during the academic year 2015-2016.
Schedule of Charges and Payments
Nevada Joint Union High School District

The County shall pay to the Contractor a maximum not to exceed $1,500 for satisfactory performance of services as outlined in Exhibit “A”.

Upon approval of contract, Contractor may invoice County up to $500 per school site (a total of 3 school sites) for an amount not to exceed $1,500 to be used towards supplies and materials to promote SoS events, special projects and activities. Funds may be used to purchase incentives, sundries, T-shirts, awards, etc. Funds may also be used for food and beverages for refreshments for SoS Peer Leader and Adult Advisors workshops and meetings.

Contractor shall submit invoices for expenses as detailed above. Contractor shall provide on invoices a breakdown listing the date(s), related expenses/costs that are being billed. Contractor shall submit documented receipts for any approved related program expenses related to this project for reimbursement by the County.

BILLING AND PAYMENT:
Unless otherwise stated, Contractor shall submit to County, for services rendered in the prior month, and in accordance with the reimbursement rate, a statement of services rendered to County and costs incurred that includes documentation to support all expenses claimed by the 20th of each month. County shall review the billing and notify the Contractor within fifteen (15) working days if an individual item or group of costs is being questioned. Contractor has the option of either removing the questioned cost or delaying the entire claim pending resolution of the cost(s). Payments of approved billing shall be made within thirty (30) days of receipt of a complete, correct, and approved billing.

Contractor shall submit invoices to:
Nevada County Behavioral Health Department
Attn: Fiscal Office
500 Crown Point Circle, Suite 120
Grass Valley, California 95945
PERSONAL SERVICES CONTRACT
Health and Human Services Agency
County of Nevada, California

This Personal Services Contract is made between the COUNTY OF NEVADA (herein "County"), and
NEVADA JOINT UNION HIGH SCHOOL DISTRICT
(herein "Contractor"), wherein County desires to retain a person or entity to provide the following services, materials and products generally described as follows:

§1 CaliLearn Program Services.

SUMMARY OF MATERIAL TERMS

§2 Maximum Contract Price: $70,000
§3 Contract Beginning Date: 07/01/2016 Contract Termination Date: 06/30/2017
§4 Liquidated Damages: N/A

INSURANCE POLICIES

Designate all required policies:
§6 Commercial General Liability ($1,000,000) X Not Req'd
§7 Automobile Liability ($300,000) Personal Auto ($1,000,000) Business Rated X
($1,000,000) Commercial Policy
§8 Workers’ Compensation X
§9 Errors and Omissions ($1,000,000) X

LICENSES

Designate all required licenses:
§14 N/A

NOTICE & IDENTIFICATION

§33 Contractor: Nevada Joint Union High School District
Nevada City, California 95959
County of Nevada:
950 Maidu Avenue
Contact Person: Karen Suenram
Phone: (530) 273-3351 ext. 210
E-mail: ksuernam@njuhsd.com
Funding: Fund No.: 1589-50105-494-5001/521520 CFDA No.: N/A
Contractor is a: (check all that apply)
Corporation: Calif. X Other LLC Non-profit
Partnership: Calif. Other LLP Limited
Person: Indiv. Dba Ass'n Other
EDD: Independent Contractor Worksheet Required: Yes X No

ATTACHMENTS

Designate all required attachments:
Exhibit A: Schedule of Services (Provided by Contractor) X
Exhibit B: Schedule of Charges and Payments (Paid by County) X
Exhibit C: Schedule of Changes (Additions, Deletions & Amendments) X
Exhibit D: Schedule of HIPAA Provisions (Protected Health Information) X
Exhibit E: Subrecipient Provisions (For CFDA-funded Contracts) X
Exhibit F: Debarment Certification (For CFDA-funded Contracts) X

NJUHSD 2015/17 PSK Page 1 of 9 Contractor approves this page
Terms

Each term of this Contract below specifically incorporates the information set forth in the Summary at page one (1) above as to each respective section ($) therein, as the case may be.

Services

1. Scope of Services:
   Contractor shall provide all of the services, materials and products (herein as Services) generally described in Exhibit "A", according to a performance schedule, if applicable, as set forth in said exhibit (herein "Performance Schedule"). If requested, Contractor agrees to serve as an expert witness for County in any third party action or proceeding arising out of this Contract.

Payment

2. Charges and Payments:
   The charges (herein as Charges) for furnishing the aforesaid Services under this Contract are set forth in Exhibit "B", including, if applicable, hourly rates, pricing, and expense mileage and cost limits. Said Charges shall be presented monthly by invoice, and shall be due within thirty (30) days of receipt unless payment is otherwise set forth in said Exhibit "B", and shall remain in effect for the entire term of this Contract, and any extension hereof. In no event will the cost to County for Services to be provided under this Contract, including direct non-salary expenses, exceed the Maximum Contract Price set forth at §2, page one (1), of this Contract. If a Catalog of Federal Domestic Assistance ("CFDA") number is designated at §33, page one (1), of this Contract, then all components of compensation billed to County shall be calculated in accordance with Office of Management and Budget (OMB) Circular A-133.

Time for Performance

3. Contract Term:
   This Contract shall commence on the Contract Beginning Date set forth at §3, page one (1), of this contract. All Services required to be provided by this Contract shall be completed and ready for acceptance no later than the Contract Termination Date set forth at §3, page one (1), of this Contract.

4. Liquidated Damages:
   County and Contractor agree that damages to County due to delays in timely providing Services in accordance with the aforesaid Performance Schedule and Contract Termination Date are impractical and difficult to ascertain. Therefore, if §4 at page one (1) hereof shall indicate a daily amount as Liquidated Damages, County shall have the right to assess said daily sum, not as a penalty, but as and for damages to County due to delays in providing Services not in accordance with the said Performance Schedule, or later than the Contract Termination Date (herein "Delay"). Liquidated Damages shall be offset against amounts owing to Contractor, including retention sums.
   To the extent that any Delay is a result of matters or circumstances wholly beyond the control of Contractor, County may excuse said Liquidated Damages; provided however, that County may condition such excuse upon Contractor having given prompt notice to County of such delay immediately by telephone and thereafter by written explanation within a reasonable time. The time for Contractor's performance shall be extended by the period of delay, or such other period as County may elect.

5. Time of the Essence:
   Time is of the essence with respect to Contractor's performance under this Contract. Delay in meeting the time commitments contemplated herein will result in the assessment of liquidated damages, if indicated at §4 at page one (1), hereof. If Liquidated Damages are not so indicated, damages shall be as otherwise provided by law.

Insurance

6. Commercial General Liability Insurance: (County Resolution Nos. 59-674, 02-439)
   If §6 at page one (1) hereof shall indicate a Commercial General Liability insurance policy is required, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following:
   (i) Broad form coverage for liability for death or bodily injury to a person or persons, and for property damage, combined single limit coverage, in the minimum amount indicated at said §6;
(ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;

(iii) A provision that said insurance shall be primary and non-contributory, that other insurance maintained by the County of Nevada shall be excess only and that neither the insured nor the insurer shall seek contribution from any other insurance or self-insurance available to County;

(iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

7. Automobile Liability Insurance: (County Resolution No. 90-676)

If §7 at page one (1) hereof shall require either a Business Rated or a Commercial Automobile Liability insurance policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following provisions:

(i) Liability protection for death or bodily injury to a person or persons, property damage, and uninsured and underinsured coverage, combined single limit coverage, in the minimum amount indicated at said §7;

(ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;

(iii) A provision that said insurance shall be primary and non-contributory, that other insurance maintained by the County of Nevada shall be excess only and that neither the insured nor the insurer shall seek contribution from any other insurance or self-insurance available to County;

(iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

If §7 at page one (1) hereof shall require a Personal Auto policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance for a minimum of three hundred thousand dollars, ($300,000), in combined single limits, and naming the County as additionally insured.

8. Workers' Compensation: (County Resolution No. 90-674)

If §8 at page one (1) hereof shall indicate a Workers' Compensation insurance policy is required, Contractor shall maintain said policy as required by law, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County. The Workers' Compensation insurer shall agree to waive all rights of subrogation against the County, its agents, officers, employees, and volunteers for losses arising from work performed by Contractor for the County.

Before commencing to utilize employees in providing Services under this Contract, Contractor warrants that it will comply with the provisions of the California Labor Code, requiring Contractor to be insured for workers' compensation liability or to undertake a program of self-insurance therefor.

9. Errors and Omissions:

If §9 at page one (1) hereof shall indicate Errors and Omissions insurance is required, Contractor shall maintain either a professional liability or errors & omissions policy in the minimum amount indicated, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

10. Miscellaneous Insurance Provisions: (County Resolution Nos. 90-674, 90-675)

All policies of insurance required by this Contract shall remain in full force and effect throughout the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to "claims made" coverage. If the County does consent to "claims made" coverage and if Contractor changes insurance carriers during the term of this Contract or any extensions hereof, then Contractor shall carry prior acts coverage. The following additional conditions apply to "claims made" coverage: In order for the acts and omissions of Contractor and all its agents during the term of this Agreement to be "continually covered" there must be insurance coverage for the entire contract period.
commencing on the effective date of this Agreement and ending on the date that is three (3) years beyond the final date this Agreement is effective, including any extensions or renewals of this Agreement. Contractor acknowledges that the provision of this Section may necessitate the purchase of "tail insurance" if coverage lapses. The requirement to maintain tail insurance shall survive termination of this Agreement.

Insurance afforded by the additional insured endorsement shall apply as primary and non-contributory insurance, and neither the insured nor the insurer shall seek contribution from any other insurance or self-insurance maintained by County, its officers, agents and/or employees. Any insurance or self-insurance maintained by County, its officers, agents and/or employees shall be excess only and not contributing with insurance required or provided under this agreement.

At all times, Contractor shall keep and maintain in full force and effect throughout the duration of this Contract, policies of insurance required by this Contract which policies shall be issued by companies with a Best's Rating of B+ or higher (B+, B++, A-, A, A+ or A++), or a Best's Financial Performance Rating (FPR) of 6 or higher (6, 7, 8 or 9) according to the current Best's Key Rating Guide, or shall be issued by companies approved by the County Risk Manager. In the event the Best's Rating or Best's FPR shall fall below the rating required by this paragraph, Contractor shall be required to forthwith secure alternate policies which comply with the rating required by this paragraph, or be in material breach of this Contract.

Failure to provide and maintain the insurance policies (including Best's ratings), endorsements, or certificates of insurance required by this Contract shall constitute a material breach of this agreement (herein "Material Breach"); and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both. (See §13, ¶2, below, as these provisions additionally apply to subcontractors.)

11. Indemnity:

Nothing herein shall be construed as a limitation of Contractor's liability, and Contractor shall indemnify, defend and hold harmless the County and its officers, officials, employees, agents and volunteers from any and all liabilities, claims, demands, damages, losses and expenses (including, without limitation, defense costs and attorney fees of litigation) which result from the negligent act, willful misconduct, or error or omission of Contractor, except such loss or damage which was caused by the sole negligence or willful misconduct of County or its officers, officials, employees, agents and volunteers.

12. Contractor as Independent:

In providing services herein, Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as agents or employees of County. Contractor agrees neither its agents nor employees have any rights, entitlement or claim against County for any type of employment benefits or workers' compensation or other programs afforded to County employees. Contractor shall hold County harmless and indemnify County against any such claim by its agents or employees.

Personal Services

13. Assignment and Subcontracting:

Except as specifically provided herein, the rights, responsibilities, duties and Services to be performed under this Contract are personal to the Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute nor replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Unless otherwise agreed in writing by the County's Risk Manager, Contractor shall cause and require each transferee, subcontractor and assignee to comply with the insurance provisions set forth herein at §§6, 7, 8, 9 and 10, in the same amounts and subject to the same terms as are required of Contractor under this Contract. Said insurance shall include all upstream parties (including the Contractor and the County) as additional insureds using a Blanket Additional Insured Endorsement (ISO form number CG 20 38 04 13) or coverage at least as broad. Contractor shall verify that all subcontractors provide a policy endorsement in compliance with this Paragraph and shall provide a copy of the same to County at least ten (10) working days prior to commencement of any work by subcontractor. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor and assignee, or to timely provide County with a copy of the required policy endorsement, shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.
14. Licensing and Permits:
Contractor warrants (i) Contractor is qualified and competent to provide all Services under this contract; (ii) Contractor and all employees of Contractor hold all necessary and appropriate licenses therefor, including those licenses set forth at §14, page one (1) hereof; and, (iii) Contractor shall obtain, and remain in compliance with, all permits necessary and appropriate to provide said Services. Contractor shall cause said licenses and permits to be maintained throughout the life of this Contract. Failure to do so shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

Public Contracts

15. Certificate of Good Standing:
Registered corporations including those corporations that are registered non-profits shall possess a Certificate of Good Standing also known as Certificate of Existence or Certificate of Authorization from the California Secretary of State, and further warrants to shall keep its status in good standing and effect during the term of this Contract.

16. Prevailing Wage and Apprentices:
To the extent made applicable by law, performance of this contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with Section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code §§ 1720, et seq.; and shall be in conformity with Title 8 of the California Code of Regulations §§ 200 et seq., relating to apprenticeship. Contractor shall comply with the provisions thereof at the commencement of Services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. A copy of the relevant prevailing wage as defined in Labor Code §1770 et seq. is on file with the Department of Transportation, County of Nevada, 950 Maidu Avenue, Nevada City, California 95959. Copies will be provided upon request.

17. Accessibility (County Resolution No. 00190):
It is the policy of the County of Nevada that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall be in compliance with the provisions of the Americans with Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct Services are and shall be accessible to all persons.

18. Nondiscrimination:
In providing Services hereunder, Contractor shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, including the provisions of the Americans with Disabilities Act of 1990, and Fair Employment and Housing Act, and shall not discriminate against any employee, applicant for employment, or client receiving services pursuant to this Agreement because of race, sex, sexual orientation, color, ancestry, religion or religious creed, national origin or ethnic group identification, political affiliation, mental disability, physical disability, genetic information, medical condition (including cancer, HIV and AIDS), age (over 40), marital status, or use of Family and Medical Care Leave and/or Pregnancy Disability Leave in regard to any position for which the employee or applicant is qualified.

If applicable, Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified handicapped persons in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977.

19. Drug-Free Workplace:
Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of state grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
20. Prior Nevada County Employment (County Resolution No. 03-353):
   Effective July 22, 2003, it is the policy of the County of Nevada that former members of the Board of Supervisors, a former CEO, or a former Purchasing Agent, for a period of twelve (12) months following the last day of employment, shall not enter into any relationship wherein that former employee or former Board member receives direct remuneration from a legal entity that, during the last twelve (12) months of said employment or Board member’s service, entered into a contract with, or received a grant from the County of Nevada. Provided however, that this prohibition shall not apply to any employee that did not personally approve a contract with or grant to said legal entity during the last twelve (12) months of said employment, and shall not apply when the Board of Supervisors did not approve a contract with or grant to said legal entity during the last twelve (12) months of said Board member’s service.
   A violation of this policy shall subject Contractor to all of the remedies enumerated in said resolution and as otherwise provided in law, which remedies shall include but not be limited to injunctive relief, cancellation and voiding of this contract by County, a return of grant money, a cause of action for breach of contract, and entitlement to costs and reasonable attorney fees in any action based upon a breach of contract under this provision.

21. Conflict of Interest:
   Contractor shall not cause, use or allow any payments, funds or proceeds derived from this Contract to be used, either directly or indirectly, for salary, wages or benefits, for any of its officers, directors, or shareholders. Contractor shall not cause, use nor allow any payments, funds or proceeds derived from this Contract to be used, either directly or indirectly, for salary, wages or benefits for any of its agents, servants, or employees, except those expressly specified in Exhibit “B”.
   Contractor further certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who performs any function or responsibilities in connection with this contract shall have any personal financial interest or benefit that either directly or indirectly arises from this contract. Contractor shall establish safeguards to prohibit its employees or its officers from using their position for the purpose that could result in private gain or that gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business or other ties.

22. Political Activities:
   Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.

23. Cost Disclosure:
   In accordance with Government Code Section 7550, should a written report be prepared under or required by the provisions of this Contract, Contractor agrees to state in a separate section of said report the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of said report.

24. Termination:
   a. A Material Breach of this Contract pursuant to the terms hereof or otherwise, in addition to any other remedy available at law, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this contract, or both without notice.

   b. If Contractor fails to timely provide in any manner the services, materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving five (5) days written notice to Contractor.

   c. County, upon giving seven (7) calendar days written notice to Contractor, shall have the right to terminate its obligations under this Contract if the County, the Federal Government or the State of California, as the case may be, does not appropriate funds sufficient to discharge County’s obligations coming due under this contract.
d. Either party may terminate this Contract for any reason, or without cause, by giving thirty (30) calendar days written notice to the other, which notice shall be sent by certified mail in conformity with the notice provisions. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.

e. Any notice to be provided under this section may be given by the County Executive Officer or Designee or Agency Director.

25. Suspension:
County, upon giving seven (7) calendar days written notice to Contractor, shall have the right to suspend this Contract, in whole or in part, for any time period as County deems necessary due to delays in federal, state or County appropriation of funds, lack of demand for services to be provided under this contract, or other good cause. Upon receipt of a notice of suspension from County, Contractor shall immediately suspend or stop work as directed by County and shall not resume work until and unless County gives Contractor a written notice to resume work. In the event of a suspension not the fault of the Contractor, Contractor shall be paid for services performed to the date of the notice of suspension in accordance with the terms of this Contract.

Miscellaneous

26. Financial, Statistical and Contract-Related Records:

a. BOOKS AND RECORDS: Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.

b. INSPECTION: Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.

c. AUDIT: Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the Maximum Contract Price.

27. Non-Profit Provisions:
If Contractor is registered as a non-profit corporation, Contractor shall comply with the following requirements of this section:

a. Reporting Requirements:
Contractor shall submit a report to County no later than thirty (30) days after the aforesaid Contract Termination Date, which report shall identify the status of each service which was provided as described in Exhibit "A" (Schedule of Services), and detail all amounts.
expended as set forth in Exhibit “B” (Schedule of Charges and Payments), or otherwise. 
This report is subject to audit by the Nevada County Auditor/Controller.

b. Supplemental Audit Provisions:
(i) Contractor shall provide the most recent copy of the Contractor’s reviewed or audited 
financial statements. Said financial statements shall be verified by an independent 
Certified Public Accountant. These financial statements together with the Certified Public 
Accountant’s verification are due to the County within thirty (30) days of execution of the 
Contract. If Contractor, however, has another County Contract currently in effect and has 
previously provided this information to the County within the last year, it is not necessary 
for Contractor to re-submit these statements and verification under this Agreement.

(ii) Non-profit Contractors whose contract with the County includes services that will be 
reimbursed, partially or in full, with Federal funds are also governed by OMB Circular A-
133 and are required to have a single or program-specific audit conducted if the 
Contractor has expended $500,000 or more in Federal awards made on or before 
December 26, 2014, or $750,000 or more in Federal awards made after December 26,
2014, during Contractor’s fiscal year. Any Contractor who is required to complete an 
annual A-133 Audit must submit a copy of their annual audit report and audit findings to 
County at the address listed in “Notices” §32 of the executed contract within the earlier of 
thirty (30) days after the Contractor’s receipt of the auditor’s report or nine (9) months 
following the end of the Contractor’s fiscal year.

28. Intellectual Property:
All original photographs, diagrams, plans, documents, information, reports, computer code and all 
recordable media together with all copyright interests thereto (herein “Intellectual Property”), which 
concern or relate to this Contract and which have been prepared by, for or submitted to Contractor, shall 
be the property of County, and upon fifteen (15) days demand therefore, shall be promptly delivered to 
County without exception. Provided however, for personal purposes only and not for commercial, 
economic or any other purpose, Contractor may retain a copy of Contractor’s work product herewith.

29. Entire Agreement:
This Contract represents the entire agreement of the parties, and no representations have been 
made or relied upon except as set forth herein. This Contract may be amended or modified only by 
written, fully executed agreement of the parties.

30. Jurisdiction and Venue:
This Contract shall be construed in accordance with the laws of the State of California and the 
parties hereto agree that venue shall be in Nevada County, California.

31. Compliance with Applicable Laws:
The Contractor shall comply with any and all federal, state and local laws, codes, ordinances, 
rules and regulations which relate to, concern or affect the Services to be provided by this Contract. If a 
CFDA number is designated at §33, page one (1), of this Contract then the applicable CFDA funding 
agreement requires that this Contract shall also be governed by and construed in accordance with all 
applicable laws, regulations and contractual obligations set forth in the applicable CFDA funding 
agreement. Contractor shall comply with all terms and conditions of the applicable CFDA funding 
agreement and all other applicable Federal, state and local laws, regulations, and policies governing the 
funding for this Contract. A full copy of the applicable CFDA funding agreement is available for review at 
the Health and Human Services Agency Administration Office.

32. Confidentiality:
Contractor, its employees, agents and or subcontractors may come in contact with documents 
that contain information regarding matters that must be kept confidential by the County, including 
personally identifiable patient or client information. Even information that might not be considered 
confidential for the usual reasons of protecting non-public records should be considered by Contractor to 
be confidential.
Contractor agrees to maintain confidentiality of information and records as required by applicable federal, state, and local laws, regulations and rules and recognized standards of professional practice.

Notwithstanding any other provision of this Agreement, the Contractor agrees to protect the confidentiality of any confidential information with which the Contractor may come into contact in the process of performing its contracted services. This information includes but is not limited to all written, oral, visual and printed patient or client information, including but not limited to: names, addresses, social security numbers, date of birth, driver’s license number, case numbers, services provided, social and economic conditions or circumstances, agency evaluation of personal information, and medical data.

The Contractor shall not retain, copy, use, or disclose this information in any manner for any purpose that is not specifically permitted by this agreement. Violation of the confidentiality of patient or client information may, at the option of the County, be considered a material breach of this Agreement.

33. Notices:
This Contract shall be managed and administered on County’s behalf by the department and the person set forth at §33 page one (1) of this Contract, and all invoices shall be submitted to and approved by this Department. In addition to personal service, all notices may be given to County and to Contractor by first class mail addressed as set forth at said §33. Said notices shall be deemed received the fifth (5th) day following the date of mailing or the earlier date of personal service, as the case may be.

34. Authority:
All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

IN WITNESS WHEREOF, the parties have executed this Contract effective on the Beginning Date, above.

CONTRACTOR:

Karen Suenram  
Assistant Superintendent

Dated: 6-11-15

COUNTY OF NEVADA:

Edward C. Scofield  
Chair, Board of Supervisors

Dated: ________________________________

Attest: ________________________________

Julie Patterson-Hunter  
Interim Clerk of the Board of Supervisors
EXHIBIT “A”
SCHEDULE OF SERVICES
Nevada Joint Union High School District

Nevada County Department of Social Services, hereinafter referred to as “County”, and the Nevada Joint Union High School District, hereinafter referred to as “Contractor”, agree to enter into a specific contract for provision of services for CalLearn students. A CalLearn participant is an eligible teen parent who is receiving CalWORKs and is under the age of 19, who has not obtained a high school diploma or its equivalent, resides with his/her child or has a verified pregnancy. Services shall include case management, counseling, assessments, preventative supportive services, and education services.

PROGRAM OVERVIEW
The purpose of this agreement is to arrange for professional services to assist pregnant and parenting CalLearn teen parents who have not obtained a high school diploma or its equivalent. Contractor will serve all eligible CalLearn teens in the County regardless of their educational status, school of attendance or geographical location.

Contractor will provide case management services for all CalLearn participants, estimated to be 10 participants per month. One part-time Youth Services Case Manager will use the Adolescent Family Life Program (AFLP) client-centered, comprehensive case management model with the ultimate goal of achieving economic independence and self-sufficiency and to enhance the health, social and educational well-being of pregnant and parenting adolescents and their children in Nevada County.

Program Objectives:

- To collaborate with CalWORKs Employment staff, DSS Eligibility staff, CPS, local schools, Young Parents Program, maternity health clinics, Foothill Healthy Babies, Public Health Maternal and Child Health Program, Head Start, and others to coordinate services for CalLearn families.
- To provide supportive case management services for CalLearn families which may include the following: educational and parenting support, referrals, and home visitation.

Contractor agrees to provide case management services for CalLearn participants to include:

- Case management services that conform to the standards of the Adolescent Family Life Program (AFLP)
- Provide long term monitoring and case management for CalLearn clients with ongoing needs, supporting them to obtain;
  > Educational services necessary to obtain a high school diploma or equivalent
  > Health and social services
- Meet at least monthly with CalWORKs staff to provide the County with monthly attendance records, progress reports and good cause recommendations and required documentation.
EXHIBIT “A”
SCHEDULE OF SERVICES
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• Provide long term monitoring and case management for CalLearn clients with ongoing needs, supporting them to obtain:
  ➢ Educational services necessary to obtain a high school diploma or equivalent
  ➢ Health and social services
• Meet at least monthly with CalWORKs staff to provide the County with monthly attendance records, progress reports and good cause recommendations and required documentation.
• Collaborate with the County to identify eligible CalLearn participants. Adhere to the established referral process for new CalLearn students.
• Keep accurate case records and update the LodeStar data collection system.
• Coordinate case management with other agencies as appropriate and required.
• Close cases of CalLearn participants who are no longer eligible for services.
• Work closely with CalWORKs staff to award bonuses and/or sanctions based on participant attendance and progress.
• Meet at least monthly with each CalLearn participant to provide case management to identify needs, strengths and challenges.

Provide support and/or referrals to address the following:

• Life skills
• Assessment of living situation, including physical and emotional health and safety of the teen parent and child
• Parenting skills
• Prenatal health
• Study skills
• Budgeting
• Emotional health
• Educational/career training
• Risk assessment (drug and alcohol abuse, domestic violence, sexual assault, abuse, depression) & appropriate follow up and referrals
• Empowerment
• Family communication skills, including an effective ongoing relationship between the teen parent, the noncustodial parent and the child

Additional Contractor Responsibilities:

• Participate in local coalitions and community meetings to network, advocate, and collaborate with other service providers who share CalLearn clients, including; school teacher/counselor support meetings, Head Start collaborative and Maternal Health collaborative.
• **Submit Annual Reports** by June 1, 2016 and June 1, 2017 to the CalWORKs Program Manager. Report to include, at a minimum: the number of CalLearn clients served; number and type of services delivered; programmatic and client challenges; and client outcomes such as High School graduation, employment, future plans, etc. Reporting period shall be May 1, 2015 – April 30, 2016 and May 1, 2016 – April 30, 2017 respectively. Attachments to the report shall include: Program Guidelines and/or Policy/Procedures demonstrating conformity to the standards of the Adolescent Family Life Program (AFLP) and the requirements of this contract; proof of staff training regarding confidentiality and Civil Rights.
• Provide monthly activity reports to include the number of participants served, the type of activities and services provided, the progress of the participants, and any gaps in service delivery.
- Maintain ongoing communication and coordination with County CalWORKs Program Manager as needed regarding CalLearn services and for problem solving discussions.
- Assurance of Compliance with Confidentiality - CalWORKs related information will be held confidential as directed and applies in State Welfare and Institutions Code Section 10850, California State Department of Social Services, Policies and Procedures Manual, Division 19-000 and Civil Code Section 56.10
- Assurance of Compliance with Non-Discrimination - Civil Rights

County’s responsibilities shall include the following:

- Refer eligible CalLearn participants to Contractor as appropriate.
- Monitor to ensure progress reports are received at least monthly on all referred clients.
- Review progress reports and work with Contractor as necessary to adjust supportive services to maximize potential for success.
- Maintain ongoing communication and coordination with Contractor as needed regarding CalLearn services and for problem solving discussions.
EXHIBIT "B"
SCHEDULE OF CHARGES AND PAYMENTS
Nevada Joint Union High School District

County agrees to reimburse Contractor for satisfactory delivery of services pursuant to this Agreement, a maximum amount not to exceed $70,000 for the contract term of July 1, 2015 through June 30, 2017. The maximum contract price shall not exceed $35,000 for Fiscal Year 2015/16 and shall not exceed $35,000 for Fiscal Year 2016/17.

The maximum obligation of this Contract is contingent and dependent upon final approval of the State budget and County's receipt of anticipated allocations under the CalWORKs Program.

Reimbursement shall be based on the following project budget:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Part-time (.33 FTE) Youth Services Coordinator</td>
<td>26,772</td>
<td>26,772</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong> (to include office supplies, travel, printing and Lodestar data system fees). Mileage reimbursement shall not exceed the current IRS allowable reimbursement rate.</td>
<td>6,188</td>
<td>6,188</td>
</tr>
<tr>
<td>Admin – not to exceed 7.62%</td>
<td>2,040</td>
<td>2,040</td>
</tr>
<tr>
<td><strong>Total Contract Budget</strong></td>
<td><strong>35,000</strong></td>
<td><strong>35,000</strong></td>
</tr>
</tbody>
</table>

Should modification or changes to the above budget line items be needed, the Contractor shall submit a request for budget modification to the Director of the Department of Social Services, to be authorized by the Director or their designee’s sole discretion.

**BILLING AND PAYMENT**
Contractor shall submit to County by the 15th of the month following the month services were rendered. Each invoice shall include:
- Name of participant(s) in program
- Dates participant(s) were active in the program
- All receipts and backup documents for Personnel, Operating and Admin expenses are maintained at NJUHSD and will be made available for the County to review upon request

Invoices shall be sent to:

Nevada County Department of Social Services
Attention: Fiscal Unit Post
Office Box 1210
Nevada City, California 95959

NJUHSD CalLearn EX 2015-17 4 Contractor approves this page $ _
The maximum obligation of this Contract is contingent and dependent upon final approval of the State budget and County's receipt of anticipated allocations under the CalWORKs Program.

County shall review each billing for supporting documentation; verification of eligibility of individuals being served; dates of services and costs of services as detailed previously. Should there be a discrepancy on the invoice, said invoice will be returned to Contractor for correction and/or additional supporting documentation. Payments will be made in accordance with County processes once an invoice has been approved by the department.

**BILLING PROCESS EXCEPTION**
By the tenth of June each year, Contractor shall provide an invoice for services rendered for the month of May. An invoice of services provided for the month of June shall be provided no later than the tenth of July.
TENTATIVE AGREEMENT

Between The

NEVADA JOINT UNION HIGH SCHOOL DISTRICT

And The

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and Its Chapter #165

June 18, 2015

The following is a Tentative Agreement between the Nevada Joint Union High School District (“District”) and the California School Employees Association and its Chapter # 165 (“Association”) resolving the parties’ recent negotiations regarding specific job description and classification changes as set forth below. The parties agree that all bargaining unit members with seniority in a previous classification that has been “reclassed” shall retain their seniority under the new classification title.

A. DISTRICT TESTING AND ACCOUNTABILITY COORDINATOR

The parties agree that the position entitled District Testing & Accountability Coordinator shall be reclassified from Range 22 to Range 23. [See, Classified Job Description for District Testing & Accountability Coordinator attached hereto as Exhibit 1]. Pursuant to Section 18.5 in Article XVIII of the parties’ 2012-15 Agreement, any incumbent currently serving as a District Testing & Accountability Coordinator shall be automatically reclassified to Range 23.

B. DISTRICT SCHOLARSHIP/FUND DEVELOPMENT COORDINATOR

The parties agree that the position entitled District Scholarship Coordinator shall be renamed as District Scholarship/Fund Development Coordinator and shall be reclassified from Range 20 to Range 23. [See, Classified Job Description for District Scholarship/Fund Development Coordinator attached hereto as Exhibit 2]. Pursuant to Section 18.5 in Article XVIII of the parties’ 2012-15 Agreement, any incumbent currently serving as a District Scholarship/Fund Development Coordinator shall be automatically reclassified to Range 23.

C. SPECIAL EDUCATION SECRETARY

The parties agree that the position entitled Special Education District Secretary shall be renamed as Special Education Secretary and reclassified from Range 20 to Range 22. [See, Classified Job Description for Special Education Secretary attached hereto as Exhibit 3]. Pursuant to Section 18.5 in Article XVIII of the parties’ 2012-15 Agreement, any incumbent currently serving as a Special Education Secretary shall be automatically reclassified to Range 22.

D. SPECIAL EDUCATION IEP TECHNICIAN

The parties agree that the position entitled Special Education IEP Technician shall be reclassified from Range 16 to Range 18. [See, Classified Job Description for Special Education IEP Technician attached hereto as Exhibit 4]. Pursuant to Section 18.5 in Article XVIII of the parties’ 2012-15 Agreement, any incumbent currently serving as Special Education IEP Technician shall be automatically reclassified to Range 18.
E. **AFLP/TEEN PARENT CASE MANAGER**

The parties agree that the position entitled AFLP/CAL LEARN/Cal-Safe Senior Case Manager shall be renamed as AFLP/Teen Parent Case Manager and job description, range 36, shall be revised as attached. [See, Classified Job Description for AFLP/Teen Parent Case Manager attached hereto as Exhibit 5]. This position shall remain exempt for overtime purposes.

F. **INTERVENTION CASE MANAGER**

The parties agree that the position entitled Title I Academic Case Manager shall be renamed as Intervention Case Manager and the job description, Range 26, shall be revised as attached. [See, Classified Job Description for Intervention Case Manager attached hereto as Exhibit 6].

G. **CAMPUS SUPERVISOR**

The parties agree that the position entitled Campus Supervisor shall be reclassified from Range 16 to Range 18. [See, Classified Job Description for Campus Supervisor attached hereto as Exhibit 7]. Pursuant to Section 18.5 in Article XVIII of the parties’ 2012-15 Agreement, any incumbent currently serving as a Campus Supervisor shall be automatically reclassified to Range 18.

H. **DELIVERY PERSON**

The parties agree that the position entitled Delivery Person shall be reclassified from Range 10 to Range 14. [See, Classified Job Description for Delivery Person attached hereto as Exhibit 8]. Pursuant to Section 18.5 in Article XVIII of the parties’ 2012-15 Agreement, any incumbent currently serving as a Delivery Person shall be automatically reclassified to Range 14.

I. **CHANGES IN CLASSIFICATION FOR CERTAIN CURRENT EMPLOYEES**

Lesa St. Germain, currently classified as a Secretary to the Principal (12 months), Jamie Danieli, currently classified as an Administrative Assistant/Guidance Technician (11 months) and Kathy Stephensen, currently classified as an Administrative Assistant/Guidance Technician (11 months), and Cindy Rogers, currently classified as Community Services Technician I and subsequently as a Guidance Specialist (11 months) shall all be placed in the new job description, Secretary to the Principal – Alternative High School, 12 months per year at a Range 27. [See, Classified Job Description for Secretary to the Principal – Alternative High School attached hereto as Exhibit 9]. *(Cindy Rogers position will be part Guidance Specialist and part Secretary to the Principal – Alternative High School as indicated on current change of status form.)*

*This Tentative Agreement shall become effective on the first of the month following ratification by the Association and the District’s Governing Board.*

Date: June 18, 2015

Kevin Atkins, CSEA President

Date: June 18, 2015

Louise Johnson, Ed. D., Superintendent
**Position Title:** DISTRICT TESTING AND ACCOUNTABILITY COORDINATOR  
**Contract Term:** 12 months  
**Salary Range:** 23

**GENERAL DEFINITION:**  
Coordinates the administration and record maintenance of mandated tests for all NJUHSD sites – exclusive of aptitude testing and psychological testing; performs a wide variety of secretarial/clerical functions to maintain needed verifications.

**UNDER SUPERVISION OF:**  
Superintendent/Designee

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
1. Works with sites to coordinate district-wide testing programs, including, but not limited to state testing, college entrance testing, advanced placement testing, foreign exchange testing.
2. Collects and reports pertinent data as needed, i.e., Healthy Kids survey.
3. Assists in the collection and reporting of data related to federal and state and district accountability targets.
4. Trains employees at district sites in test administration as needed including ability to access computer testing information and relevant reporting.
5. Maintains data and generates related reports for state and federal accountability purposes.
6. Works with sites to ensure proper identification and integrity of data of special populations for the purpose of test pre-identification and reporting (ELL, economically disadvantaged, GATE, Title I, foster youth, special education, etc.)
7. Provides site and district staff with current and historical federal, state and local accountability data.
8. Maintains the integrity of the testing process.
9. Receives, inventories, and distributes materials to site staff and returns materials to appropriate agencies.
10. Coordinates and provides support for inputting all testing information into the SIS.
11. Participates in correspondence and articulation with surrounding feeder schools and non-public schools.
12. Collects and reports pertinent data as needed.
13. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
14. Other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**  
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**  
High school diploma or equivalent. Some college courses related to test composition, scoring and interpretation. Previous experience with test format, administration, scoring and interpretation or equivalent experience, preferably in a school environment.

**CERTIFICATES AND LICENSES:**
Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHMATICAl SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:
Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:
Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, graphics, and database management software. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

PHYSICAL DEMANDS:
The physical demands 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. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.
EXHIBIT 2
Classified Job Description

CSEA Revised:
NJUHSD Board Revised:

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>DISTRICT SCHOLARSHIP/FUND DEVELOPMENT COORDINATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Term:</td>
<td>11 months</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>23</td>
</tr>
</tbody>
</table>

GENERAL DEFINITION:
Coordinates the district-wide student scholarship program, district community relations and fundraising efforts.

UNDER SUPERVISION OF:
Superintendent/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Administers the district-wide scholarship program, including all contact with scholarship donors and applicants and distributes scholarship payments.
2. Organizes and chairs the District and Nevada Union Scholarship Committee meetings.
3. Assists sites with Senior Honors Night including programs, invitations to presenters and notification to seniors.
4. Assists school sites with the compilation of the master award lists, graduation programs and communication with local newspaper and radio stations.
5. Assists seniors and parents with scholarship and financial aid applications.
6. Performs community outreach including: brochures, membership in community organizations, personal contact with community businesses and service organizations.
7. Act as liaison with the Nevada Joint Union High School District Foundation to assist in coordination of scholarship and scholarship related fund raising activities.
8. Develops new, and expands existing, scholarship prospects and opportunities in order to enhance and strengthen the partnership of the high school district and community.
9. Maintains regular contact with local media organizations.
10. Updates the District Scholarship web page.
11. Pursues outside funding for district schools and programs through grants, fundraising and donations.
12. Chairs the monthly Community Relations and Fund Development Team meetings.
13. Organizes and attends evening activities at district schools as needed.
14. Researches, confirms and submits student nominees for local, state and federal awards and honors programs.
15. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
16. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
High school diploma or equivalent. Experience working with high school students. Familiarity with the local community.
CERTIFICATES AND LICENSES:
Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:
Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:
Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, and database management software. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly, compile and maintain accurate records and files. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

PHYSICAL DEMANDS:
The physical demands 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. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.
Position Title: SPECIAL EDUCATION SECRETARY
Contract Term: 11 months
Salary Range: 22

GENERAL DEFINITION:
Under the supervision of the Director of Special Education; performs a wide variety of secretarial, clerical and computer-based management of information.

UNDER SUPERVISION OF:
Director of Special Education/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Prepare and assist with reports including but not limited to: student performance, staffing, post-secondary and student attendance/enrollment.
2. Assist with professional development/collaboration presentations, special projects and provide clerical support for professional development including registration, event planning and technology set-up.
3. Process submitted IEP’s and review for accuracy and compliance including verification of service.
4. Report weekly on the completeness and timeliness etc. of IEPs.
5. Assist with the organization of parent/guardian meetings and presentations.
6. Maintain a calendar of all department activities.
7. Maintain accurate and complete site specific case load files.
8. Maintain accurate student database (SEIS, SIS, etc.) and reporting.
9. Maintain all special education program records in compliance with State, Federal and District guidelines.
10. Assist with annual transition IEPs and the transfer of files from feeder schools.
11. Assists with coordination of student transportation needs.
12. Assists with Department of Education reporting requirements.
13. Prepare documents such as the Parent Handbook, Staff Handbook etc.
14. Assist with the organization of the Extended School Year program.
15. Process mileage and incidental expense claims, purchase orders, low incidence requests etc., for all special education staff.
16. Provide administrative support to program director including, but not limited to preparation of presentations, confidential files, tracking, calendar management, correspondence and answering all incoming calls.
17. Maintains the locked confidential student files for NJUHSD.
18. Knowledge of special education laws and regulations related to documentation and reporting.
19. Process all contracts with Non-public schools, Non-public agencies and specialists providing services for SPED Department.
20. Maintain inventory and order all department supplies and equipment.
21. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
22. Attend district offered trainings.
23. Other related duties as assigned.
QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
High school diploma or equivalent. Previous experience with special education law, procedures and policies and Special Education Information System (preferably SEIS). Secretarial, clerical and computer experience in a school setting is required.

CERTIFICATES AND LICENSES:
Must possess a valid First Aid Card and CPR Certificate. Valid California drivers’ license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:
Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:
Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, and database management software. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

PHYSICAL DEMANDS:
The physical demands 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. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.
The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.
EXHIBIT 4
Position Title: SPECIAL EDUCATION IEP TECHNICIAN  
Contract Term: 10 months per year  
Salary Range: 18

GENERAL DEFINITION:
Responsibility for scheduling of IEP team meetings and following NJUHSD protocol in the areas of communication, confidentiality, and professionalism. Maintain daily communication with the Special Education Office.

UNDER SUPERVISION OF:
Director of Special Education/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Coordinate scheduling of Individualized Education Program (IEP) team meetings so that all invited parties are aware of date and time of IEP meeting and secure classroom substitutes as needed.
2. Review IEP documents to make sure they meet CDE standards.
3. Copy and distribute IEP related forms to the following people before and after the meeting; Special Education District Office, Case Carrier, School Psychologist and Special Education Staff.
4. Create and maintain the site special education student files.
5. Prepare copies of education records as requested by parents and other agencies in partnership with the Special Education Office.
6. Work with all feeder schools to coordinate special education eighth grade transition meetings.
7. Attend district offered trainings.
8. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
   a. Mail student progress reports at grading periods.
   b. Mail Assessment Plans and Prior Written Notices.
   c. Assist with the tracking of all documents related to Special education.
   d. Provide the District Office and all site staff with the upcoming scheduled IEPs weekly.
10. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
High school diploma or equivalent.

CERTIFICATES AND LICENSES:
Must possess a valid First Aid Card and CPR Certificate. Valid California drivers’ license, good driving record, and evidence of insurance.
MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:
Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:
Ability to work with students with disabling conditions. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district, State and Federal requirements and Board of Trustee policies. Knowledge of confidentiality laws. Proficient in use of word processing, spreadsheets, graphics, and database management software.

PHYSICAL DEMANDS:
The physical demands 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.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is exposed to infection and injury at a greater risk than the average person.

The noise level in the work environment is usually moderate to loud at a standard acceptable level for this environment. The employee is frequently required to interact with the public and staff and is directly responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.
Classified Job Description

CSEA Revised:
NJUHSD Board Revised:

Position Title: AFLP/TEEN PARENT CASE MANAGER
Contract Term: 12 months
Salary Range: 36

GENERAL DEFINITION:
Performs assigned case management of a complex and specialized nature utilizing a high level of competent and independent judgment; to prepare individualized plans for clients; to exercise technical and functional supervision over assigned staff/teacher members; and to function as an integral and supportive member of the organization.

UNDER SUPERVISION OF:
Principal/AFLP Director/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Provide personal and continuous, comprehensive case management to clients.
2. Conduct family needs assessment and develop Individual Service Plan (ISP) and make referrals to relevant services.
3. Facilitate service delivery and conduct follow-ups to ensure services are received.
4. Develop and maintain a positive, supportive relationship with client and family that is advocacy based.
5. Train staff in assigned program areas; oversee and instruct volunteers and students.
6. Assess the needs of medical/psychosocial services (including immunization records) and make appropriate referrals and follow-ups to ensure services are received.
7. Be available as a resource for client identified needs.
8. Provide education regarding infant care and safety issues.
9. Consult and instruct in health education.
10. Educate new parents regarding infant/toddler development, age appropriate abilities, and specific activities and toys for each developmental stage.
11. Outreach and case identification as related to pregnant and parenting teens.
12. Facilitate linkages to educational programs that will help client realize goals.
13. Complete LODestar data forms and maintain all records according to AFLP and Cal-Learn guidelines.
14. Complete quarterly time studies needed for reporting purposes.
15. Participate in appropriate professional growth activities.
16. Prepare quarterly, semi-annual and annual AFLP reports.
17. Participate in appropriate professional growth activities.
18. Work closely with other case managers. Act as a liaison to administration for program.
19. Attend state and regional meetings and represent the Nevada Joint Union High School District program.
20. May be required to transport clients.
21. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
22. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION AND/OR EXPERIENCE:
Bachelors degree from an accredited college or university with an emphasis on nursing or related field such as child development, psychology social work. California registered nursing license of public health certificate preferred. Minimum of two years of intake; assessment and follow-up procedures; adolescent counseling; knowledge of dynamics of child abuse, referral process, community resources and networking. Must be familiar with physiological, psychological, and social development of infants and adolescents, as well as knowledge of pregnancy and parenting.

CERTIFICATES AND LICENSES:
Must possess a valid First Aid card and CPR certificate. Valid California drivers’ license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:
Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:
Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, and database management software. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

PHYSICAL DEMANDS:
The physical demands 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. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

Will be expected to travel within the county to serve clientele at various locations.
The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.
EXHIBIT 6
Position Title: INTERVENTION CASE MANAGER
Contract Term: 10 months
Salary Range: 26

GENERAL DEFINITION:
Works to support the improvement of student success and achievement.

UNDER SUPERVISION OF:
Principal/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Monitor individual student academic progress.
2. Monitor individual student attendance
3. Work with individual students in the classroom as determined by the needs of the district.
4. Connect students with on-campus programs.
5. May attend student progress review meetings.
6. Initiate and maintain parent involvement in student's success.
7. Connect parents and students with services in the community as appropriate.
8. Maintain related records.
9. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
10. Oversees and maintains Parent Connection Center.
11. Assists with the implementation of the Homeless Youth Program.
12. Assists with federal, state and district compliance requirements.
13. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
Associate of Arts degree. High school diploma or equivalent. Minimum of two years experience working with students in a supportive role in an education setting.

CERTIFICATES AND LICENSES:
Must possess a valid First Aid card and CPR certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.
LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:
Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:
Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, and database management software. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly, compile and maintain accurate records and files. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

PHYSICAL DEMANDS:
The physical demands 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. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.
EXHIBIT 7
Position Title: CAMPUS SUPERVISOR
Contract Term: 9 months
Salary Range: 18

GENERAL DEFINITION:
Under the direction of the site administrator provides supervision in matters pertaining to the enforcement of school rules and policies on and around the school campus.

UNDER SUPERVISION OF:
Principal/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Patrols buildings and grounds to prevent theft, vandalism, and illegal entry.
2. Patrols grounds to detect unauthorized persons or vehicles.
3. Supervises students before, during and after school to assure good order, discipline and adherence to school rules.
4. Makes necessary referrals to appropriate administrators for students exhibiting inappropriate behavior.
5. Oversees regulations concerned with the driving and parking of vehicles on campus and liaison with agencies (if any) responsible for writing parking citations.
6. Supervise bus loading area.
7. Liaison with law enforcement agencies as needed.
8. Escorts students to various locations on campus as requested by administration.
9. Assist with communication to school neighbors, private and commercial, to ensure a free-flow of information.
10. Assist in Nurse’s Office as necessary
11. Identification of currently used drugs, and paraphernalia for referral to administration and law enforcement as needed.
12. Defuse volatile situations and refer to administration and/or law enforcement as directed.
13. Prevents the presence of unauthorized persons on the campus and prevents the unauthorized leaving of the campus by students.
14. Ensures students receive first aid and prepares accident reports when students are injured.
15. Assists administration with general student supervision as required.
16. Assigned security of extra curricular activities as deemed necessary.
17. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
18. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
High school diploma or equivalent. Previous experience in the security industry preferred.
CERTIFICATES AND LICENSES:
Must possess a valid First Aid card and CPR certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance. Must complete a course satisfying the requirements of SB 1526 [completion of a training course developed by BSIS in consultation with the Commission on Peace Officers Standards and Training (POST)].

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:
Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:
Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Ability to handle stressful and potentially volatile situations. Ability to identify currently used drugs and drug paraphernalia. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answers questions correctly. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work.

PHYSICAL DEMANDS:
The physical demands 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.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee is required to stand, walk, stoop, kneel, or crouch.

The employee will occasionally lift and/or push up to 50 lbs. The employee must be able to push items of 75 pounds such as moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.
EXHIBIT 8
Position Title: DELIVERY PERSON
Contract Term: 12 months
Salary Range: 14

GENERAL DEFINITION:
Delivers mail and other items throughout the district.

UNDER SUPERVISION OF:
Director of Facilities/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Deliver mail and other items (food services items, county library books, etc.) between District schools and District Office and other local places as directed.
2. Sorts mail at District Office and delivers to appropriate individuals.
3. Responsible for delivery and retrieval of records to and from district storage.
4. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
5. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
High school diploma or equivalent. Previous school experience desirable.

CERTIFICATES AND LICENSES:
Must possess a valid First Aid card and CPR certificate. Valid California drivers’ license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:
Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.
OTHER SKILLS AND ABILITIES:
Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work.

PHYSICAL DEMANDS:
The physical demands 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.

While performing the duties of this job, the employee is regularly required to walk and talk or hear and drive a vehicle. The employee is occasionally required to stand, walk, stoop, kneel, or crouch.

The employee must frequently lift and/or move up to 50 pounds, such as cases of books. The employee will occasionally lift and/or move up to 75 pounds such as furniture or equipment. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the employee frequently drives an automobile. The employee often works in outside weather conditions and is occasionally exposed to adverse/wet conditions, fumes, or airborne particles. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.
EXHIBIT 9
Position Title:  SECRETARY TO THE PRINCIPAL – ALTERNATIVE HIGH SCHOOL
Contract Term:  12 months per year
Salary Range:  27

GENERAL DEFINITION:
Performs a variety of complex and responsible secretarial support functions. Employees in this classification receive limited supervision within a broad framework of policies and procedures. This job class requires in-depth knowledge of school site operations and administrative procedures as well as a high level of secretarial and organizational skills, and functions in a highly visible and independent manner.

UNDER SUPERVISION OF:
Principal/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Acts as secretary to the High School principal performing a wide variety of complex and responsible clerical and secretarial support duties as well as relieving the school principal of routine administrative functions not requiring his/her immediate attention. Performs a wide variety of clerical duties, including but not limited to, typing and preparing letters, memoranda, reports, bulletins, handbooks, questionnaires, purchase orders, and other materials.
2. Composes routine correspondence independently.
3. Processes documents such as purchase orders, appropriation and expenditure transfers.
4. Assists in school site budget development and monitoring. Maintains general fund financial records.
5. Performs all duties associated with student attendance accounting.
6. Performs all duties associated with student enrollment and records.
7. Communicates with parents, students, staff, etc. in person, by telephone, e-mail or letter for the purpose of resolving attendance related problems, coordinating activities and processes, and providing information on a variety of issues and meeting district and state absence notification requirements.
8. Maintains and safeguards permanent student records including a variety of truancy, attendance records and files (e.g. contact and telephone logs, student attendance) for the purpose of documenting and/or providing reliable information. Performs all SAM/SARB duties.
9. Processes documents and materials (e.g. student enrollment activities, test scores, student cum files, schedule changes, student placement, progress reports, program credits) for the purpose of documenting, recording and disseminating information to appropriate parties, facilitating communication among parties and/or providing direction.
10. Assists with the scheduling of students as directed. May assist in establishing and maintaining the master schedule and all related phases.
11. Responsible for student grade maintenance in system, reporting and necessary changes.
12. Responsible for assembling information for SST and 504 meetings.
13. Maintains and safeguards a variety of permanent records (e.g. enrollment, transcripts, cum folders) for the purpose of documenting and/or providing reliable information.
14. May act as site testing coordinator for mandated testing programs, such as CAHSEE, SBAC, etc. Works with District Testing Coordinator.
15. Provides support for online learning registration, gathering pertinent information, maintaining necessary records and performing necessary reporting.
16. Acts as the site substitute caller.
17. May process identification cards for the site. May be responsible for the school daily bulletin.
18. Issues bus passes.
19. Collects money for general fund accounts.
20. Takes notes and/or transcribes dictation of letters, memoranda, and other documents.
22. Maintains routine and confidential files and appointment schedule for principal, setting up and arranging meetings and conferences.
23. Acts as a resource person to teachers, students, parents, and the general public regarding general and specific information on the policies, procedures, and activities of assigned school site.
24. Prepares, processes, reviews, and verifies various forms, reports, records, and other material for accuracy, completeness, and conformity with established standards.
25. Oversees student assistants for the purpose of ensuring appropriate procedures are followed and/or meeting work demands.
26. Distributes materials and information to teachers, students, and other staff members and ensures timely responses.
27. Ensures supplies are ordered, stocked, and distributed to staff.
28. May perform basic first aid/CPR and assists with student health monitoring. (The District will not hold employee liable as referenced in Govt. Code 820.2 & 825)
29. Acts as primary contact for work permits, field trips, tracking of teacher supervision hours, and facility scheduling
30. Parent communication (newsletters, graduation program, flyers, website information, etc.).
31. Primary point of contact for emergency response system.
32. Diffuses potentially hazardous situations within the school site for the purpose of taking action and/or directing to appropriate personnel for resolution.
33. Routinely meets and interacts with the public, staff, and students in situations which require tact, discretion and courtesy.
34. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
High school diploma or equivalent and two years of relevant secretarial experience, preferably in a school environment.

CERTIFICATES AND LICENSES:
Must possess a valid First Aid Card and CPR Certificate. Valid California drivers’ license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.
REASONING ABILITY:
Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:
Knowledge of public school clerical operations and functions. Knowledge of proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing. Knowledge of correct English usage, spelling, grammar, and punctuation. Knowledge of financial record keeping methods and practices. Ability to understand and apply successfully a variety of complex directions to specific situations. Ability to perform minor first aid in strict compliance with established district policy. Ability to proofread work accurately. Ability to take notes and dictation and transcribe them accurately. Ability to communicate effectively and tactfully in both oral and written formats. Ability to establish and maintain a variety of record keeping, reference, and data collection systems. Ability to analyze situations and take appropriate action in a variety of procedural matters without immediate supervision. Ability to prioritize and coordinate workflow and timelines for self and others. Ability to establish and maintain effective work relationships when contacted in the performance of required duties. Ability to operate a variety of office equipment. Ability to use computer equipment and related software. Proficient in the use of word processing, spreadsheets and database management programs.

PHYSICAL DEMANDS:
The physical demands 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. While performing the duties of this job, the employee is almost continuously required to sit, talk, or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times, as in typing. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.
NEVADA JOINT UNION HIGH SCHOOL DISTRICT

RESOLUTION #33-14/15

TO AMEND THE ADOPTED BUDGET IN ACCORDANCE WITH THE THIRD INTERIM FINANCIAL STATEMENT FOR THE 2014-2015 FISCAL YEAR

BE IT RESOLVED that the Governing Board of the Nevada Joint Union High School District authorizes the Nevada Joint Union High School District to amend the Adopted Budget in accordance with the Third Interim Financial Statement for the 2014-2015 Fiscal Year.

Secretary, Board of Trustees

President, Board of Trustees

The foregoing Resolution was passed and adopted at a special meeting of the Board of Trustees of the Nevada Joint Union High School District on the 24th day of June 2015 by the following vote:

AYES:

NOES:

ABSENT:

Clerk, Board of Trustees