

Memo

To: Governing Board Members
From: Jeffrey Fuller
cc: File
Date: 11/3/20
Re: Psycho-educational Services

This item is for the Board to approve Dr. Eric Rask and Jessica Boucher to conduct psycho-educational services and evaluations for the 2020-21 school year. They have been providing these services for the past few years. These services are to help make determinations regarding special services that some of our students require. I recommend that the Board approve Dr. Rask and Jessica Boucher as our Psycho-educational service provider.

VESD

Memo

To: Governing Board Members
From: Jeffrey Fuller, Superintendent
cc: File
Date: 11/3/20
Re: Qualified Evaluator

This item is to approve Jeffrey Fuller as a Qualified Evaluator. In accordance with Board Policy GCO Evaluation of Professional Staff Members, the Board must designate an administrator as a qualified evaluator in order to evaluate professional staff. My recommendation is that you designate Jeffrey Fuller as a Qualified Evaluator.

Special Education Extra Duties \$1,000.00 one position

The special education teacher will perform the following duties and others on his/her own time:

Special Education Annual Report – ADE – webinar/reports in ADE Connect – (August) – ESS Annual Data Collection
Meet with Lori Messer - Early Childhood Specialist
(Ongoing)

Equip quality enhancement plan - Early childhood requirements- – (ongoing with Teaching Strategies Gold Plan)
Azella training - Counts & paperwork work in Pearson Access
(September)

ELL/AZELLA trainings – August & September & January
English Language Learner state Monitoring- November
Special Education state Monitoring – October & November
Administer AZELLA Placement–Sept. October
Administer Azella – Spring

Annual census counts - ADE - webinar/reports in ADE Connect (Oct.)

Work with surrounding High School to coordinate Census Data.

Special education IEP reports/evaluations:/ Schedule and conduct all IEP/evaluations reviews – (ongoing)

Child Study Team Coordinator – (ongoing)

Schedule and conduct evaluation eligibility meeting for SY

IEP Pro Administrator – (ongoing)

Supervise: Speech and OT therapist (paperwork required) & work with school counselor –(ongoing)

Attend County consortium meetings (April)

Supervise paraprofessional –(ongoing)

Nassa meetings & trainings - attend and participate in all ADE trainings/workshops (1st Thursday each month)

Conduct Child Find Screening every 45 days

45 day screening process & follow-up – September - ongoing

Vision & Hearing screenings – Ongoing throughout school year

Meet with ESS State Program Specialist -Go over all IEP/Evaluation paperwork & files – (Jan)

Special education self-monitoring - results driven accountability – Indicators- (Jan)

Alternative Assessment Trainings/ webinars - administer assessment (Feb)

Alternative Assessment Test Administrator –(March – April)

Post-Secondary Survey –ADE Connect – call all graduates each year to conduct the survey interview. (May)

having combination classes. The Hybrid classes have been in flux and this amount will be prorated by the days that teachers have been doing the hybrid instruction.

Volleyball (girls)
Basketball (girls)
Basketball (boys)
Softball (girls)
Cross Country (Boys)
Track and Field (Boys)

Gradebook: \$750.00 1 Position

This person's primary focus will be to assist teachers with our grade book information system. This position entails assisting teachers with the input of grades, verify grades, and input formulas into the configurations.

Enrichment Coordinator: \$750.00 1 Position

This person will work with teachers to help plan lessons that enrich student learning. This position will work with the federal programs coordinator to ensure all stipulations are being met in the area of Cycle 5 monitoring and Title IV dollars. This position will work with the principal on a regular basis to ensure fidelity to what is written in ALEAT.

Preschool Director: \$3,000.00 1 Position

This person is responsible for all responsibilities of operating a preschool. Must stay in compliance with the guidelines from the Arizona Health Department. This position requires fidelity to Teaching Strategies Gold and Creative Curriculum. This person is responsible for paperwork outside the regularly scheduled hours of their workday. This person is responsible for working with the special education director and principal in creating paraprofessional schedules. This person is responsible for ensuring time cards are correct and signed and given to payroll.

Special Education Director: \$3,000.00 1 Position

This person is responsible for ensuring teachers and staff have the necessary information to serve the needs of students with IEPs. This person is responsible for paperwork outside the regularly scheduled hours of their workday. This person is responsible for working with the preschool director and principal in creating paraprofessional schedules. This person is responsible for ensuring time cards are correct and signed and given to payroll.

Combination Class: \$3,000.00

Teachers who are assigned a combination grade level class are responsible for the additional planning, instruction, organization, etc. outside of the regularly scheduled hours of their workday.

Hybrid Instruction: \$3,000.00

Due to COVID-19 and the shutting down and reopening of school, some teachers have had to prepare lessons for on-line students as well as in class. This extra duty is similar in effort to

officers, and scheduling elections for officers in grades 5th-8th. Sponsors are responsible to help put together a yearbook. Documentation on student involvement, completion of paperwork, parental involvement, and other information pertinent to the benefit of our students will be required.

Site Council Member: \$500 each -3 positions

Members fulfilling this role are responsible for coordinating activities to encourage parent and community involvement. Site Council members will work in conjunction with Vernon Park Committee members to reach parents and community members. Members are required to attend both monthly meetings. Documentation on student involvement, completion of paperwork, parental involvement, and other information pertinent to the benefit of our students will be required.

Teacher Tutoring Extended Day Remedial Reading and Math Program:

\$25 per hour. 4 Positions

The program will focus on those students who need additional interventions and are categorized in the areas of Tier II and Tier III reading and math. This person is responsible for extended day tutoring in reading and math by referral. Tutoring will be offered from October through February. Not to exceed 80 days. Documentation on student involvement, completion of paperwork, parental involvement, attendance, and other information pertinent to the benefit of our students will be required.

Educational Technology: \$1,200 1 Position

This person's primary focus will be to assist classroom teachers to successfully integrate the use technology in order to differentiate and enhance student learning. Advanced technology skills are needed to fulfill this position (program assistance, username/passwords, uploads/downloads, basic connections, etc.). Documentation of the requests filled will be required.

Coaching: \$750 each 6 Positions

There will be 5 coaching positions this year. All coaches need to coach the team and run practices. They will have scheduled games with the other teams from neighboring schools throughout the season. If there are away games, the coach is responsible for scheduling transportation. It is the responsibility of the coach to ensure referees, umpire, game officials, etc. are available and present for the sporting event. All coaches need to keep a record of attendance, ensure grade checks are done each week, parental involvement documentation, sports schedules are communicated to the principal/superintendent and all other staff members.

2020-21 Available Addenda positions open to certified personnel only:

To apply for an addendum, submit a letter of interest or email a letter of interest to me stating in which addenda you are interested and why you would be a good candidate for the position(s). If there is more than the allotted number for a position, interviews will take place and a decision will be made by the principal/superintendent. Payments will take place at the end of each semester. IF THE REQUIREMENTS OF THE POSITION ARE NOT FILLED, MEMBERS WILL NOT RECEIVE ADDENDA PAY. (Due to COVID-19 and the turnover of the administration, some have already taken on some of these responsibilities and will continue to do so and get compensated.)

Extended Day STEAM Enrichment Sponsor: \$500.00 each 2 Positions

This program will have a heavy emphasis on reading and math integration of project-based learning that will provide opportunities for those students who need that extra challenge academically. Sponsors are responsible for working with students who need academic enrichment. STEAM sponsors work to ensure the academic success of our students through project-based learning and application. Sponsors are also responsible for outside activities that students may be asked to participate in. Documentation on activities, attendance, parental involvement, and other information pertinent to the benefit of our students will be required.

Student Intervention Team Member: \$500 2 Positions

Members are responsible for working with the Special Education Director scheduling meetings, maintaining paperwork, and coordinating with teachers. Documentation on personnel involvement, completion of paperwork, parental involvement, and other information pertinent to the benefit of our students will be required.

Data/Assessment/Title I Team Member: \$500.00 each 2 Positions

This team will assist the principal/superintendent in planning/implementing professional development, RTI, curriculum, data analysis, assessment, SIG compliance, etc. This team will analyze data and help others to create individual student action plans according to VESD's RTI. This team will also help mentor teachers and provide support with data driven decisions. Team members will also assist with documentation of VESD's Schoolwide plan. Documentation on personnel involvement, completion of paperwork, parental involvement, and other information pertinent to the benefit of our students will be required.

Title I Coordinator: \$1,500.00 1 Position

The Title I Coordinator will assist the principal/superintendent with teacher development and parent involvement and ensure that procedures to monitor student progress are followed correctly. Other responsibilities include completing or coordinating the completion of forms, reports and other documentation, including Title I School Wide Plans. The Title I coordinator will also assist the principal/superintendent in maintaining files and ensuring records are secure and available when needed.

Student Council Sponsor: \$750.00 1 Position

Sponsors are responsible for hosting, planning and coordinating finances for all student council activities. Sponsors are responsible for scheduling student council meetings with the elected

Memo

To: Governing Board Members
From: Jeffrey Fuller, Superintendent
cc: File
Date: 11/3/20
Re: Addenda for 2020-21

This item is for you to approve the addenda positions and amount of compensation for each addenda positions for the 2020-21 school year. The changes or additions from last year have been highlighted. Mary Adams and I have gone over the position and amounts and we have the funds for this. Due to COVID and other factors, some people have already been working some of these addenda. The board needs to approve these positions so they can be officially assigned and paid for the extra duties. My recommendation is that the Board approve these addenda positions as presented.

IX.

New Business