



Sequoia Union Board of Trustees Special Board Meeting July 6, 2023 at 6:00 p.m.

A regular meeting of the Board of the Sequoia Union Elementary School will be held at 23958 Avenue 324, Lemon Cove, CA.

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the school office at (559) 564-2106 for assistance. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District office located at 23958 Ave. 324, Lemon Cove, California during normal business hours and on the website at <https://www.sequoiaunion.org/>

1. **CALL TO ORDER at 6:00 pm**
2. **FLAG SALUTE**
3. **APPROVAL OF AGENDA**
4. **COMMENTS FROM THE PUBLIC**

Board Policy #9323 allows each individual speaker three minutes for public comment. The public may choose to address the board on any non agenda item at this time, or on an agendized item at this time or at the time of the items discussion. Before making a comment, please gain recognition from the Chair and direct your comments through the Chair. If you wish to submit a comment virtually you may do so online at <https://bit.ly/SUpubliccomment>. Comments must be submitted one hour prior to the scheduled meeting opening to ensure they will be read. The same requirements relating to the three minute limit apply to written comments also. Comments submitted after the opening of the meeting, but before adjournment will be recorded in the minutes.

5. **Action Items**

[5.1 Approve the Kaweah Maintenance Estimate to Deep Clean the Kitchen, the Memorial Building, and 12 bathrooms](#)

[5.2 Approve the Lazcano Property Maintenance Estimate for monthly Grounds Maintenance for the 2023-24 School Year](#)



[5.3 Approve the Palafox Construction Estimate for electrical services work the Modular Classroom](#)

[5.4 Approve the Palafox Construction Estimate for cement services work for the Modular Classroom](#)

[5.5 Approve the Consolidated Testing Inc. Invoice 38437 for soil sampling and testing for the TK/K Building](#)

[5.6 Approve the Updated Job Description for the Lead After School Director Position](#)

6. ORGANIZATIONAL BUSINESS

6.1 Consideration of Agenda Items the Board Wishes to Discuss in Future Meetings

7. CLOSED SESSION

7.1 GOVERNMENT CODE SECTION 54956.9 (d)(1) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION CASE # VCU292564; Claimant: Gloria Elizabeth Rossi; Parties: Ken Horn; Sequoia Union Elementary School; Sequoia Union Elementary School District

8. ADJOURNMENT



SEQUOIA UNION | ELEMENTARY SCHOOL

Mr. Ken Horn
Superintendent/Principal

5. ACTION ITEMS: 5.1: Approve the Kaweah Maintenance Estimate to Deep Clean the Kitchen, the Memorial Building, and 12 bathrooms

This will be paid for out of the Operations line item from the Budget and split 89% from the Charter Budget and 11% from the District Budget.

Small School, Big Heart

23958 AVE 324/P.O. Box 44260
LEMON COVE, CA 93244-4260

PHONE: 559-564-2106



KAWEAH MAINTENANCE, INC.
 PO Box 44293 Lemon Cove, CA 93244
 kaweahmaintenance@gmail.com
 (559)452-9324

Invoice

Invoice No: 1
 Date: 07/03/2023
 Terms: NET 30
 Due Date: 08/02/2023

Bill To: Sequoia Union Elementary School
 jline@sequoiaunion.org
 PO Box 44260
 Lemon Cove, CA 93244
 (559) 779-8312

Description	Quantity	Rate	Amount
Deep Clean Kitchen: This deep cleaning will include HEPA vacuuming, scrubbing the tile floor, extracting the dirty slurry with a wet vac, and applying a hospital grade disinfectant and floor finish. Deep cleaning will be performed on food prep surfaces, counters, sinks, ovens, stove, etc. Cleaning tasks will include dusting, wiping down hard surfaces, removing trash, detailed cleaning, sanitizing all high touch points with an EPA list-N approved disinfectant, removing cobwebs, cleaning ceiling vents and floor drains	1	\$1,880.00	\$1,880.00
Deep Clean Restrooms: All student restrooms, staff restrooms, kitchen restrooms and Memorial Building restrooms will be deep cleaned. Deep cleaning will include HEPA vacuuming, scrubbing the tile floor, extracting the dirty slurry with a wet vac, and applying a hospital grade disinfectant. Deep cleaning will be performed on sinks, toilets, urinals, walls, partitions and doors. Interior and exterior cobwebs will be removed. All windows and mirrors will be cleaned. Wax will be applied to any floors requested by Jerry Line.	12	\$260.00	\$3,120.00
Courtesy Service Memorial building: soft was exterior, pressure wash sidewalks, remove cobwebs, pick up litter, wash interior & exterior windows, scrub concrete floor in entry area with low speed buffer and brush, apply floor finish	1	\$0.00	\$0.00
Courtesy Service Deep clean staff lunch room	1	\$0.00	\$0.00
Courtesy Service Scrub and re wax VCT floor inbetween the two staff restrooms adjacent to kitchen	1	\$0.00	\$0.00

- Invoice 1 - 07/03/2023

Subtotal	\$5,000.00
TAX 0%	\$0.00
Total	\$5,000.00
PAID	\$0.00

Balance Due	\$5,000.00
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SEQUOIA UNION | ELEMENTARY SCHOOL

Mr. Ken Horn
Superintendent/Principal

5. ACTION ITEMS: 5.2: Approve the Lazcano Property Maintenance Estimate for monthly Grounds Maintenance for the 2023-24 School Year.

This will be paid for out of the Operations line item from the Budget and split 89% from the Charter Budget and 11% from the District Budget.

Small School, Big Heart

23958 AVE 324/P.O. Box 44260
LEMON COVE, CA 93244-4260

PHONE: 559-564-2106

ESTIMATE

Steven Lazcano - Lazcano Property Maintenance



824 Music Ave.
Clovis, Ca 93612
Phone: (559) 994-7548
Email: lazcano3021@gmail.com

Prepared For

Sequoia Union School - Jerry Line
23958 Avenue 324 LemonCove Ca 93244
(559) 779-8312

Estimate #	365
Date	06/27/2023
Business / Tax #	448176

Description	Total
Grounds maintenance	\$2,125.00
\$2,125 per month.	

The scope of work is as follows:

Services will be provided on a weekly basis for 51 weeks per year.

Weekly service includes the following.

All turf areas will be mowed and edged weekly.

- Bushes trimmed to maintain desired shape and keep clear of walkways and structures.**
- Trim trees 10 feet and under to maintain shape and appearance.**
- Walkways and parking lots will be blown off, debris collected and hauled away.**
- Weed control in landscape beds, sidewalks, and parking lots.**
- Irrigation checks**

***Fertilizer, *Rye grass seed, and *Seasonal Color are optional services.**

Subtotal	\$2,125.00
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Total	\$2,125.00

By signing this document, the customer agrees to the services and conditions outlined in this document.

Sequoia Union School - Jerry Line



SEQUOIA UNION | ELEMENTARY SCHOOL

Mr. Ken Horn
Superintendent/Principal

5. ACTION ITEMS: 5.3: Approve the Palofox Construction Estimate for electrical services work for the Modular Classroom

This will be paid for out of the Developer Fees line item from the Budget and split 89% from the Charter Budget and 11% from the District Budget.

Small School, Big Heart

23958 AVE 324/P.O. Box 44260
LEMON COVE, CA 93244-4260

PHONE: 559-564-2106

Palafox Electric Inc
 380 S Magnolia St
 Woodlake, CA 93286

Estimate

Date	Estimate #
6/30/2023	116

Name / Address
Sequoia Union Elementary

Project

Description	Qty	Rate	Total
Excavation Excavate 350-375 feet from 400 amp switch gear to new classrooms for power dig by hand where needed, install 2" PVC schedule 40 from main switch gear to a concrete cristy box and splice to each classroom with 1 1/2" schedule 40, run subfeed wire from main switch gear to cristy box and splice to each classroom, remove 20 amp 3 pole breaker and replace with a 100 amp 3 pole breaker to accomdate classroom 1, use existing 100 amp spare breaker to accommodate classroom 2.		18,100.00	18,100.00
excavator trencher Jack hammer		1,800.00	1,800.00
Materials 100 amp 3 pole Square D breaker 2' schedule 40 PVC 1 1/2" schedule PVC 2" couplings 2" MA connectors 1 1/2" couplings 1 1/2" MA connectors 2" LB's 1 1/2" LB's subfeed wire Cristy concrete box w/lid		6,800.00	6,800.00T
EXCLUDED FROM THIS ESTIMATE: BUILDING/ELECTRICAL PERMITS			
if accept please sign and return		Total	

Phone #
3235941956

E-mail
palafoxelectricinc@yahoo.com

Palafox Electric Inc
 380 S Magnolia St
 Woodlake, CA 93286

Estimate

Date	Estimate #
6/30/2023	116

Name / Address
Sequoia Union Elementary

Project

Description	Qty	Rate	Total
		7.75%	527.00
if accept please sign and return		Total	\$27,227.00

Phone #
3235941956

E-mail
palafoxelectricinc@yahoo.com



SEQUOIA UNION | ELEMENTARY SCHOOL

Mr. Ken Horn
Superintendent/Principal

5. ACTION ITEMS: 5.4 Approve the Palafox Construction Estimate for cement services work for the Modular Classroom

This will be paid for out of the Developer Fees line item from the Budget and split 89% from the Charter Budget and 11% from the District Budget.

Small School, Big Heart

23958 AVE 324/P.O. Box 44260
LEMON COVE, CA 93244-4260

PHONE: 559-564-2106

Palafox Prestige Construction, Inc.

Woodlake, CA 93286 US
palafoxprestigeconstruction@gmail.com



Estimate

ADDRESS
Sequoia Union Elementary
23958 Ave. 324
Lemon Cove., CA 93244

SHIP TO
Sequoia Union Elementary
23958 Ave. 324
Lemon Cove., CA 93244

ESTIMATE 1044
DATE 07/02/2023
EXPIRATION 07/24/2023
DATE

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Concrete	Concrete: -Forming ramp from old classroom to new buildings with ADA requirements.	1	8,200.00	8,200.00
	Materials	Materials: -Installing decomposed granite	1	1,800.00	1,800.00
	Hauling	Hauling: -Hauling material to job site	1	1,700.00	1,700.00
	Grading	Grading: -Grading ramp -Compact decomposed granite	1	1,800.00	1,800.00
	Demo	Demo Concrete: -Saw cut about 15ft. back from existing concrete -Haul debris away.	1	950.00	950.00

Concrete sidewalk for new classroom buildings

SUBTOTAL 14,450.00

TAX 0.00

TOTAL **\$14,450.00**

Accepted By

Accepted Date



SEQUOIA UNION | ELEMENTARY SCHOOL

Mr. Ken Horn
Superintendent/Principal

5. ACTION ITEMS: 5.5 Approve the Consolidated Testing Inc. Invoice 38437 for soil sampling and testing for the TK-K Building

This will be paid for out of the TK-K Building Grant.

Small School, Big Heart

23958 AVE 324/P.O. Box 44260
LEMON COVE, CA 93244-4260

PHONE: 559-564-2106

Consolidated Testing, Inc.
 710 S. Kaweah Avenue
 Exeter, CA 93221-1833

 **E-MAILED**
6/20/23 **Invoice**

Date	Invoice #
6/20/2023	38437

Bill To
Sequoia Union Elementary School P.O. Box 44260 Lemon Cove, CA 93244

P.O. No.	Terms	Project
	Net 30	E3036-23 ...

Quantity	Description	Rate	Amount
	Soils investigation for new TK classroom wing at Sequoia Union Elementary School; 23958 Ave 324, Lemon Cove, CA		
9	B-80 Mobile Drill Rig with two-man crew using 3.25" I.D. H.S Augers	345.00	3,105.00
9	Project Manager - logging & sampling test hole borings	125.00	1,125.00
3	Project Manager - mark holes & call USA	140.00	420.00
3	Sieve Analysis	110.00	330.00
6	Tube Density (lab)	20.00	120.00
2	Direct Shear (lab)	210.00	420.00
1	Atterberg Limits (lab)	210.00	210.00
2	Consolidation (lab)	210.00	420.00
2	Expansion Index (lab)	225.00	450.00
1	Geotechnical Report	2,400.00	2,400.00
1	Office Admin & report copies	400.00	400.00

Credit Card payments over \$300.00 will be charged an additional 3% processing fee.
 Any outstanding balance over 30 days is subject to Finance Charge of 1.5% per mo. until paid in full.

Total	\$9,400.00
Balance Due	\$9,400.00

Office 559-592-3555
 Fax 559-592-3553
 Accounting@ctlinc.us



SEQUOIA UNION | ELEMENTARY SCHOOL

Mr. Ken Horn
Superintendent/Principal

5. ACTION ITEMS: 5.6 Approve the Updated Job Description for the Lead After School Director Position

Small School, Big Heart

23958 AVE 324/P.O. Box 44260
LEMON COVE, CA 93244-4260

PHONE: 559-564-2106



Ken Horn, Superintendent/Principal

Afterschool Program Director Lead

Confidential Salary Schedule: 12 month/ 260 days annually

The Sequoia Union Elementary School District is committed to the development of students with high moral integrity, academic excellence, and self-worth in a safe and supportive environment. The goal of Sequoia Union School District, made up of educators, parents, and the local community, is to give our students the skills to become independent, lifelong learners who will make a positive contribution to society.

About the District:

Sequoia Union Elementary School District is a public school serving 335 students in grades K-8 and is seeking a dynamic, collaborative, and student centered individual to join our amazing school community. We are looking for an exceptional person with a deep appreciation for students and the ability to support the needs of all learners. The new member of our staff must be able to work collaboratively with other professionals in a team environment.

About the Position:

The After School Program Director (ASPD) will help maintain a nurturing learning environment with a diverse population of students, in keeping with the STREAM mission and vision. S/he provides guidance to the students as a resource of the school and is also responsible for collaborating with classroom teachers to monitor student achievement of academic goals.

Under general direction from the Superintendent or designee, the role of the ASPD is to Plan, Research, and Implement all aspects of The Expanded Learning Opportunities Program, which includes being actively involved in both teaching and directing students and staff in all aspects of the program. the ASPD coordinates and performs complex secretarial and administrative support duties, including but not limited to transcription of documents in established formats, administrative support to projects and programs, maintenance of student document filing and retrieval systems, private student records, and basic record keeping. Provides administrative support to District Superintendent/Principal, Business Manager.

After School Program Duties and Responsibilities:

- Research, Evaluate and Prepare lesson plans based on the curriculum for expanded learning.
- Manage Supplies and oversee the budget for Expanded Learning (After School) and Summer Program.
- Oversee tutoring component Program
- Manage attendance, record keeping and reporting required by District and design the after school program schedule.
- Manage Staff: Including but not limited to (hire, interview, evaluate, recruit, progressive discipline, positive recognition, scheduling, training and provided professional development opportunities).

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- Communication with staff, students and parents to promote and ensure positive culture focused on student success.
- Assist in supervision and discipline of students: including but not limited to on campus, on field trips, in classrooms, on the playground, in the multi-purpose room, and other student focused facilities.
- Promote team building and a positive work environment.
- Be flexible, exhibit integrity and exercise sound judgement.
- Respect appropriate confidentiality limits and use discretion.
- Engage in a Continuous Cycle of Improvement to ensure we are meeting the needs of our students and families.
- Maintain professional conduct including appropriate attire for position, punctuality and responsibility. Coordinate the ASP and develop programs to support student achievement and safety;
- Monitor student achievement and safety and keep the ASPD environment neat and orderly.
- Provide student checkout and communicate with parents of ASPD students as needed;
- Coach and support staff in planning and implementation of engaging and developmentally appropriate academic, enrichment, and recreational activities
- Responsible for maintaining student and staff safety
- Maintains and orders site supplies and equipment
- Maintains and updates records including student attendance, snack sheets, and staff timesheets
- Monitor and collect late fees for daytime and after school late pick-ups
- Coordinate after school classroom use for enrichment, and other after school activities
- Maintain organization and cleanliness of spaces used after school
- Responsible for closing and securing the school site at the end of the day
- Performs other duties as assigned

Leadership Responsibilities

- Play a leadership role in the school, in school-wide planning and management;
- Collaborate with teaching staff on identifying and addressing student learning needs.

Community Responsibilities

- Engage in community outreach, school events, and academic exhibitions;
- Work with staff to develop community-based service learning projects.

Essential Duties and Responsibilities:

- Plans, schedules, and performs a variety of secretarial and clerical duties in support of the District or school that integrates academic, student activity, or other assigned cluster/work teams.
- Receives walk-in guests and telephone inquiries from a variety of individuals including students, parents, and administrators. Initiates and receives telephone calls, provides information and resolves matters as appropriate, or routes calls as necessary.
- Process data, prepares and retrieves reports, maintains accurate record of attendance reports and produces reports in the Districts Student Information System.
- Establishes and maintains filing systems on a variety of subject matters. Compiles information from various sources to produce or assist with internal and external reports.
- Accesses and enters information to student and administrative databases.



- Prepares, assembles, maintains and updates calendars, schedules, lists, manuals, directories, and handbooks for distribution and use by others. Prepares informational packets for others to use in presentations and meetings.
- Prepares and types letters, memoranda, forms, reports, bulletins, handbooks, questionnaires, and documents with minimum direction.
- Responds to requests for information of a specialized or confidential nature requiring the use of discretion and judgment in explaining regulations and procedures.
- Performs other duties as assigned that support the overall objective of the position.

Education and Experience

- *Bachelor's Degree (pref.) and CPR and First Aid certification*

Knowledge of:

- *basic mathematical and English skills;*
- *the developmental, academic, and social-emotional needs of children;*
- *program development and an inquiry-based approach to learning.*

Ability to:

- *differentiate learning for students with diverse abilities, preferences, and experiences;*
- *communicate effectively and collaborate with students, staff, parents, and community.*

Hours: \$22.00 per hour. All school/plan days (190 days). Mon. – Friday, hours TBD

Open until filled.

Qualifications:

- **Knowledge and Skills:**

The position requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing sufficient to train other staff members. Must be skilled in using and troubleshooting various standard office machines. Requires well-developed skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare professional, esthetic correspondence. Requires sufficient human relations skills to present a positive image of the School, convey technical information to others, and use patience in dealing with a diverse population.

- **Abilities:**

Requires the ability to perform all of the duties of the position efficiently and in an open environment with interruptions and distractions. Must be able to perform clerical and secretarial work with speed and accuracy. Requires the ability to work cooperatively with staff, current and prospective students, external organizations, and the public using patience and courtesy. Requires the ability to maintain confidentiality of private and sensitive information.

- **Physical Abilities:**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to use microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed

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materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, requiring repetitive motions. Reasonable accommodations may be made to enable a person with a disability to perform the essential function of the position.

- **Working Conditions:**

Work is performed indoors where minimal safety considerations exist.

- **Education and Experience:**

High school diploma or equivalent, and college-level coursework in a general business discipline; supplemented by four (4) years progressively responsible experience providing administrative support in a school setting. Additional higher education may substitute for some experience.

- **Licenses and Certificates:**

May require a valid driver's license.