



180 Days

**Dr. Ziggy Robeson
Superintendent Board Report**

March 14, 2016



Ripon Unified School District
The First 180 Days
Board Report – March 14, 2016

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Board Goals

- BG 1:** *Examine and implement organizational strategies that help set, support and address District needs and priorities.*
- BG 2:** *The Board will work with the new superintendent to develop an efficient and effective system of governance that fosters dialog and understanding of the Superintendent's responsibilities, and develops a positive relationship based upon respect for the Superintendent's expertise and professional advice on all Board business.*
- BG 3:** *Support and budget for instructional improvement to ensure the academic needs of all students are met. In keeping with our district's Vision we will work to provide a safe, positive and stimulating environment where students are our first priority.*
- BG 4:** *Develop and implement a transparent budgeting process to maximize limited District funds in order to address all facets of the District's educational program, operations, financial, and future needs.*
- BG 5:** *Collaborate with the Superintendent to identify and prioritize District facility projects, recognizing that there is a need to maintain and provide quality facilities that support the educational program and related services of our District.*
- BG 6:** *Recruit, develop and maintain an exceptional learning community of professional employees and support staff.*



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Business Services

Days 1-90

- Identified each LCAP item by account code. BG 1, 3, 4
- Analyzed and upgraded/replaced copy machines increasing productivity and cost savings. BG 1, 4
- Implemented Cal Card program proving for easier staff access to staff development and access to Dollar Store, Target, etc. which often offer supplies at a great discount. BG 4, 6
- Streamlined approval process for requisition processing providing for faster delivery to the classroom. BG 3, 4
- Established sick leave and health care guidelines for employees entitled to new allocations. BG 4, 6
- Launched regular budget discussion with sites and departments. BG 1, 4
- Identified and established documented beginning fund balances for all resources by site. BG 3,4
- Met with each site for concurrence. BG 1, 4
- Successfully negotiated resolution to employee matter. BG 4, 6
- Completed the set up for the Bugbee Trust. BG 1, 4
- Developed budget calendar BG 1, 2, 4
- Building a Business Office Team BG 1,4
- Prepared Budget Workshop Presentation BG 1, 2, 4

Days 91-180

- Provided SACS account code structure at staff in service. BG 3,4
- Instituted quick pay process for payroll. BG 4
- Implemented ACH reporting process. BG 1,3
- Implemented travel and conference data collection process to assist with State reporting. BG 1,3,4
- Business office audited and confirmed SDI participants with the State. BG 3.4
- Completed an independent audit with no findings. BG 1, 2,3,4
- Preparation of materials for negotiations. 1,3,4
- Continued one on one meetings with staff to better assist in the budget process. BG 1,3,4
- Refined forms, practices, and procedures. BG 1



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- Met with Keenan regarding workers' compensation and property liability. BG 1,2
- Streamlined mailing practices at the school sites. (scales) BG 1,3
- Regular meetings with department heads to maintain fiscal integrity. BG 1,3,4
- Comprehensive review of the Special Education budget. BG 1,3,4
- Multiple meetings with the county to improve upon our integration of business practices. BG 3,4
- Set-up leaves and health care tracking system. BG 4,6
- Attended the employee leave (new laws) workshop. BG 1,3,6



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Curriculum and Categorical

Days 1-90

- We received official notification of Ripon USD's LCAP approval and RUSD was the only district plan SJCOE initially approved, besides the ones that they wrote. BG 1, 3, 4
- LCAP surveys were completed gathering input from students, parents, staff and community members. BG 1, 3, 4
- No Child Left Behind/Program Improvement requirements have been met, including sending required parent notifications to all families, and offering choice and supplemental educational services to students from Title I sites. BG 1, 3
- The science cadre has begun to work and this group of teachers are leading science efforts at their school sites. BG 3, 6
- Math professional learning has continued to occur both in district and out. Teachers are working together and with experts as well as collaborating across grade levels. Shifts in mathematical practices have included heterogeneous grouping for grades six through eight. BG 1, 3, 6
- Adam Serpa began a district choir for the upper grades, before school, at Ripona each morning. We are growing the high school music program. BG 3
- California English Learner Development Test (CELDT) testing has occurred for all English Learners. Bilingual paraprofessionals traveled together from school to school to accomplish this task quickly and effectively at each site. BG 3
- Paty Mendoza has provided English Language Development (ELD) refresher lessons at school sites. Teachers reviewed strategies for integrated and designated ELD instruction. BG 3, 6
- Google Docs training was held for administrators, moving us a step closer to a paper free environment. (Ripona has also trained their staff.) BG 6
- CAASPP scores have been released for the 2015 test. Ripon Unified compares well across California. Parents have received their individual students' test scores. BG 3

Days 91-180

- LCAP activities have continued with regular meetings with the Parent Advisory Committee and the District English Learner Advisory Committee, as well as input from other stakeholder meetings. STEAM programs/teachers are the most sought after actions and services. BG 1, 3, 4



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- School Accountability Report Cards and Single Plans for Student Achievement (SPSA) have been completed and posted for all school sites. BG 3
- Supplemental Educational Services (SES) are being provided for students at Title I sites. BG 3
- Ed Services completed and filed an application for RUSD to become our own SES provider. BG 1, 3
- District Site Leadership Team meetings were held at all Title I sites to assist in writing their 2-year SPSAs. BG 3
- The math content cadre created a guide for K-8 teachers about math curriculum. The document tells teachers what to teach, skip and where to supplement in order to best cover the standards. BG 3
- County experts provided math coaching for the high school math department. BG 3, 6
- The NGSS cadre met multiple times and is creating a plan to implement NGSS standards with best practices. BG 3, 6
- The Technology Cadre created district technology standards based on the International Standards for Technology in Education (ISTE) and recommended classroom setups. Both documents have been taken to the board for approval. BG 1, 3
- An English Language Arts/English Language Development textbook pilot group has begun to analyze and use new programs K-12. We hope to make a recommendation to the board by June. BG 3
- All teachers received training in common instructional practices including depth of knowledge and close reading. BG 3, 6
- All teachers received a refresher/overview of English Learner Development strategies. BG 3, 6
- Paty Mendoza recruited 8th grade participants to work on the Seal of Biliteracy. BG 3
- California Assessment of Student Performance and Progress (CAASPP) training was provided for all administrators, which included the Digital Library, and how to use claims, targets and blueprints with their teachers. BG 3
- A district team attended the CAASPP Institute learning the latest information available. BG 3, 6
- Instructional rounds were held for a second time at Ripon High. Teachers and administrators worked together to determine the next steps for the site. BG 3, 6
- “Empowering Professional Leaders” was the theme for our conference style day of professional learning in January. Thirty-five sessions, including a keynote speaker, were made available to the entire TK-12 teaching staff. Twenty-five classified employees participated as well. BG 3, 6



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- A “Parent Institute” was held on a Saturday morning at Park View Elementary. Parents enjoyed sessions that covered a variety of topics from “Getting through the Teenage Years” to “Helping your student with Common Core Math.” Booths were set up in the multi-use room with experts to share information about Ripon High, counseling services, CAASPP practice testing, and several others. BG 6
- Enrichment programs are in full swing at all elementary sites. A board presentation was given that shared details specific to each site. BG 3
- Additions to Ripon High’s catalog and schedule this year included International Math II, International Math I Honors, International Math Support, English Intensive, Academic Literacy, Psychology and Intro to Computer Programing – C++. BG 3
- RUSD students are using California Connections seats in the following classes... Microsoft Office, Spanish I, Spanish II, Spanish III, Japanese, German, Sign Language, World History, US History, ACT Prep, Statistic, Algebra II, and Earth Science. BG 3
- Byron Yerzy has created an RUSD Jazz band by having students meet on their late start mornings once a week. BG 3
- Kathy Woodson received the San Joaquin A+ Spirit of Literacy Award for her before and after school reading program. BG 3, 6



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Facilities

Days 1-90

- Summer deep cleaning plan and teams were reconfigured to better meet the needs of the schools. BG 5
- Toro Lawn Mower Repaired BG 5
- Minor Roof Leak Work Patched BG 5
- Bark Ordered, Delivered and placed at Weston Play Structures BG 5
- Area at Weston beautified with landscaping BG 1, 4, 5
- Custodial Staff Interviews and Hiring Process for Regular and Substitute Positions BG 6
- Repaired large broken irrigation line on the RHS Varsity baseball field and replaced two malfunctioning sprinkler valves at the site. BG 5
- Large water leak repaired in the front of the lawn area of the H Buildings at RHS BG 5
- A multitude of delivery of classroom supplies, packages, materials and replacement furniture were delivered to sites in preparation for school starting-up. BG 3, 5
- A facility help ticket system has been implemented and over 40+ tickets have been cleared to date. BG 1, 5
- Two meetings have been held with M and J consulting regarding the M & O audit. BG 5
- The Operations Department completed measuring in and lining the ball fields for soccer, and football. BG 3, 5
- All district vehicles have been to the Ripon Auto Center for safety inspections, smog checks and oil changes. The Operations Department processed over 40 Use of facility forms, received a high volume of equipment deliveries for various sites. BG 1, 5
- Facilities personnel met with contractors to obtain proposals for restroom partitions replacement for the Ripon Elementary upper and lower grade restroom's and for the restroom tile restoration at Ripon Elem and Ripona.
- Participated in discussions regarding the Joint City and District Aquatic Committee. BG 1, 4, 5
- Water conservation measures in place and signs posted at all facilities throughout the district. BG 1, 5
- Portables from the Weston Deployment Removed and Areas cleaned. BG 3, 5
- Insurance Inspection regarding possible safety concerns have been remedied. BG 5



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Days 91-180

- Installed light on flag at Harvest High. BG 1,5
- Corrected alarm issues with Tyco. BG 1,5
- Repaired large pipe break at football entrance. BG 5
- Completed fencing at Kindergarten area at Weston. BG 1, 4, 5
- Filled multiple staff vacancies in custodial department. BG 6
- New bark at Ripon Elementary from PFC. BG 5
- Replaced grounds position. BG 6
- Replaced flooring in kitchen at Ripon Elementary. BG 5
- Remodeled Ripon Elementary Office area. BG 5
- In Service Training for Custodians. BG 6
- Moved RCAF shed to Tennis. BG 5
- Roof Inspections at Ripon High, Ripon Elementary and Ripona. BG 5
- Removed trees around pool at RHS. BG 5
- Removed stumps at Ripona and Ripon High School. BG 5
- Refurbished corner bench and awning on Acacia and Main. BG 5
- Striped and re-waxed floors over break. BG 5
- Repaired small leaks in roofs. BG 5
- Scoreboard Installations at RHS. BG 5
- Installed light by turn around at Weston. BG 5
- Repaired electrical issues for cameras at Weston. BG 5
- Replaced HVAC unit in server room in Ripon High Library. BG 5
- Re-configured piping on cogeneration unit at Ripon High School. BG 5
- Added water line in pool pump room at RHS. BG 5
- Repaired drainage in front of RHS MUB. BG 5
- Removed trees over grown with mistletoe at Ripona. BG 5
- Carpet cleaning at various schools. BG 5
- Tree trimming and brush removal district wide. BG 5
- Cleaned & organized Shop and Warehouse. BG 5
- Organized janitor closets at several schools. BG 5



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Human Resources

Days 1-90

- 30+ new employees hired BG 6
- Organized and Facilitated the New Teacher Orientation BG 6
- Met with 18 New Substitute Teachers at the August Substitute Orientation BG 6
- SISC Health Fair BG 4, 6
- CVT Health Fair BG 4, 6
- Facilitated setting up district emails for all employees BG 1
- Set-up online training and tracking for *Mandated Reporting for Child Abuse & Neglect* with all Ripon employees BG 1, 6
- Distributed the Employee salary information, credential and TB expiration notifications BG 1, 4, 6
- Resolved/handled several personnel matters (employee dismissals, w/c, insurance questions, leaves) BG 4, 6
- Worked with Payroll to submit August and September payrolls (all of the new salary placements and insurance changes) BG 4, 6
- Prepared/gathered information for negotiations BG 1, 4

Days 91-180 follow.....

- Participated in the Teacher Recruitment Fair at San Joaquin County Office of Education BG 6
- Set-up FRISK training for administrators and ordered new books BG 1,6
- Hired 4 full-time custodians BG 6
- Hired several substitute custodians/bus drivers/nutritional services workers/instructional assistants BG 6
- Delivered the certificated Offer of Employment Letters for 2016-17 BG 1,4,6
- Delivered the classified Reasonable Assurance Letters for 2016-17 BG 1,4,6
- Continued Partnership with Keenan and Associates concerning employee leaves BG 4,6
- Attended the Secretary's meeting to collaborate and talk about new system implementations BG 4,6
- Worked with the Stipend Committee to update the stipend schedule BG 1,4
- Attended meetings at the county for information on new regulations and laws for credentialing and other human resource items BG 4,6



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- Assisted payroll with employee resignations and changes for end of the month and supplemental payrolls BG 4,6
- Researched the new AB 375 law regarding CFRA leaves BG 4,6
- Set-up and conducted teacher interviews for 2016-17 positions BG 1,6
- Sent in-house notifications for open positions per union contracts BG 1,4,6
- Posted open positions and substitute eligibility pool needs on Edjoin BG 1,6
- Continued to meet and work on negotiations with union teams BG 1,4
- Participated in a successful Teacher Recruitment Fair at Stanislaus State BG 6
- Hired 25 substitute teachers BG 6
- Set-up Administrators for mandatory Sexual Harassment Training BG 1,6
- Assisted PARS through the process for certificated staff Early Retirement Incentive Plan BG 1,4,6
- Concluded an unresolved EDD hearing with positive results BG 4,6
- Worked with the Army and San Diego County Office of Education to process required paperwork for our new JROTC instructor, Col Schmith BG 6
- Conducted investigations in personnel issues with final decisions implemented BG 4,6
- Completed the Bureau of Labor Statistics National Compensation Survey BG 1



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Nutritional Services

Days 1-180

- **Completed California Department of Education Audit. BG 1,2**
- **Identified program changes leading toward a balanced budget. BG 1,4**
- **Hired Nutritional Services Driver/ Custodian. BG 1,2**



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Special Education & Student Services

Days 1-90

- This year RTI model has been expanded to include tier 1 Horizons for Kindergarten and tier 2.
- Think Through Math and tier 3. BG 3, 4
- Math 180 follow for grades 3rd-12th. BG 3
- A tier 2 Academic Literacy course and additional sections of tier 3 Read 180 follow were rolled out at the High School as well, making RTI fully operational district-wide. BG 3
- The DO has overseen the first round of Benchmark testing during the second week of school and ensured that all staff were trained on all the new math assessments that were deployed for TK-2. DO supported staff with data analysis and identifying which students needed support services. BG 3, 6
- A new nurse along with 6 new special education teachers and 5 Instructional aides were added to the RUSD team. All were trained in our intervention programs and assessments. BG 6
- Developed the new Expulsion process which now includes an Administrative Panel that will hear the cases of students who are put up for expulsion. BG 1, 2, 3,
- The SARB contract was also revised and approved by the SARB organizational team. This new contract includes many more intervention strategies designed to help our struggling students understand the importance of attending school and motivate them to get to school daily. BG 1, 2, 3
- The team has been heavily involved with all the new students that came into the district on IEPs. Much assistance has been provided to site teams in ensuring that all the new students' needs were met and that they had smooth transitions. BG 1, 3, 6

Days 91-180 follow.....

- Completed the administration of the California Healthy Kids Survey. BG 3
- Held completed Student Data Review Teams for TK-4th and 9-12th grades. BG 3
- Both October and February Benchmarks were administered. BG 3
- Read 180 follow and Math 180 follow-up training and coaching occurred. BG 3



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- A county Autism class was approved and will be opening in Ripon for the 2016-17 school year. BG 4
- Safety Plans were completed and approved. BG 3, 5
- Parent Institute was held and Parent Resource Guide was made available. BG 3
- Professional Development day was held with Keynote Speaker Marc Johnson. BG 3
- Positive Behavior Intervention Supports training occurred and school sites are already implementing key components of the model. BG 3
- Conducted SARB hearings utilizing the new pro-active contract. BG 3
- Through the RHS SDRT process, we filled Harvest High School. The new students are making good progress. BG 3
- The school nurse also conducted all mandatory vision screenings and became certified to screen hearing. BG 3
- Immunizations exemptions were monitored closely and parent informational letters were sent out. BG 3
- Psychologists were trained in IEP Facilitation. BG 1
- Independent Student Form was revised. BG 1
- Psychological Services team supports sites with 3 parent deaths. BG 3
- Supported sites with consistent implementation of the visitor's policy. BG 3
- In conjunction with Social Services, our Mental Health Clinician facilitated getting two Ripon students placed in foster care with Officer Sanchez so that these students could continue to have educational consistency. BG 3
- Completed 6 Psychological Evaluations for Preschool Students (this number is equal to the number we completed during the entire 2014-15 school year). BG 3.
- The school nurse developed a community partnership in order to supple our schools with required Epi-pens. BG 3



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Superintendent

Days 1-90

- Opening School Year Kick Off Breakfast BG 1
- Held Summer Registrations at the District Office for the first time. Before offices opened, we received 92 elementary and 3 high school registrations and placed 147 new elementary students prior to the start of the school year
BG 1
- Hired new CBO, and Facilities, Transportation and Maintenance Director BG 6
- Implemented Monday Bulletin to increase communication and articulation BG 2
- Weston Ribbon Cutting BG 2
- Reviewed, Refined and requested board approval on seven board policies BG 2
- In conjunction with Rotary and Ripon High started the Ripon Interact Club BG 3
- Working to spread out 130 California Connections Licenses across the district (Spanish) BG 3
- Have handled numerous difficult personnel matters BG 1, 6
- Implemented new Expulsion Practices BG 1, 2, 3
- Implemented short term Independent Study Process BG 1, 2
- Improved protocols and processes for addressing issues and concerns from the public BG 1, 2
- Implemented Budget Calendar and Board Planning Calendar BG 1, 2, 4
- Superintendent Classified and Certificated Representative Council BG 1, 2
- Superintendent's Student Cabinet BG 1, 2
- Selection of the Colony Oak Architect Firm BG 1, 5
- Roll out of Voip Phone System BG 1, 3
- Developed computer student loaner program at Ripona and Weston BG 1,3
- Carried out grant for new rubberized bark at Weston BG 3, 4
- Implemented Smart Goals with cabinet and department heads BG 1
- Roll out of district wide Professional Development Cadres to promote high-quality teaching and learning, with the focus on CCSS implementation and student engagement BG 1,3,6
- Implemented Management Calendars for Administrators BG 1,6
- Updated six job descriptions BG 6
- Currently working on CTE and STEM Grants BG 1,3,4
- 2 Schools are submitting their intent to apply for Golden Ribbon Schools Award BG 3
- Established regular two by two meetings with Trustees to deepen relationships and broaden perspectives BG 2



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- Conducted school visits and attended various community functions with Trustees BG 2
- Attend meetings with the San Joaquin County Superintendent of Schools to r understand San Joaquin County Districts and processes BG 1
- Engage with parents through PALS and Joint PFA, PFC, Booster meetings BG 1
- District wide focus on Professional Development in Technology, NGSS (Next Generation Science Standards and Math BG 3, 6
- Conducting regular meetings with management staff BG 1
- Approved or in-process – 10 board policies BG 2
- Implementing complete revision of all RUSD Board Policies and Administrative Regulations BG 2

Days 91-180

- Continued work on Board Policy and Administrative Regulations updates/development (30+) BG 1,2
- Attended Superintendent Symposium BG 2,3
- CTE Grant Approved for the Ag Department BG 2
- 2 Schools Submitted Golden Ribbon Applications to CDE- Park View and Ripona BG 3,4
- Established the community newsletter BG 1,6
- Created new Website BG 1,6
- Developed new Ripon Unified Logo BG 1,6
- Held regular individual meetings with Board members to provide opportunity to share information and ask questions regarding board agenda items BG 2,5,6
- Participated in the Leading the Leaders Program BG 2,3
- Attended the regular SIMMS Grant meetings at SJCOE BG 1,3
- Worked with the Board of Trustees to establish a facilities priority list BG 5
- Held Brown Bag Lunches –Staff conversations throughout the district BG 6
- Hired a new JROTC Instructor and attended the JROTC Military Ball BG 3,6
- Participated in Colony Oak Design Committee Meetings BG 3,5
- Successful CDE Nutritional Services Audit BG 1, 2
- Created Marketing Banners for recruitment BG 6
- Hosted the County Superintendent for our District Visit in November BG 2
- Attended a multitude of weekly sports and school activities BG 2
- Established a three step Interdistrict Agreement Process BG 1
- Hosted multiple meetings of the Ad Hoc Marketing Materials BG 1,2,3



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- **Completing close out of Weston Modernization Project BG 4,5**
- **Attended several City Council and City Planning Commission Meetings BG 1,2,4**
- **Held several meetings with City Manager and City Senior Engineer BG 1,4**
- **Met with property owner behind Colony Oak School, proceeded with surveying of the land, and purchase BG 1,4**
- **Reached out to SSJID regarding water retention basins at Colony Oak BG 1,4**
- **Responded to over 30 Media Requests BG 1**
- **High School Open House/ Shadowing Day Experience BG 1,2,3**
- **Meeting with LAFCO, Engineers and Architects regarding water and septic system BG 1,4**
- **Implemented a Retirement Incentive Program BG 1,6**
- **Continue with Measure G Bond Oversight Meetings (replacement of one member) BG 1,5**
- **Maintaining a focus on recognition BG 1, 6**
- **Participated in negotiations with Classified, Certificated, and Unrepresented groups BG 1, 6**
- **Emphasize enrichment programs throughout the K-8 schools BG 2, 3**



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Technology

Days 1-90

- Technical support for Kick –Off Breakfast BG 1
- VoIP Roll out BG 1, 3
- Copiers BG 1, 4
- Facilities on Ticket System BG 1, 5
- New Staff Laptop Set-up BG 1, 3
- iPad Donations Parkview BG 3
- Westside Wireless Set-up BG 1, 3
- 1,000 Tech Tickets BG 1, 3
- Add Additional 3 Mobile Carts BG 1, 3
- Updated Technology Inventory BG 1, 3
- Google Docs Training Admin Staff BG 6
- Visual Basic in Sean Derrick at C++ Programing Class BG 3, 6
- Chrome Base Labs Deployed and Ripona and Park View BG 3
- Computer Loaner Programs at Weston and Ripona BG 1, 3
- New Mac Lab at Weston BG 3
- Hardwiring bases for Veritime at 8 Facility/Sites BG 4, 6
- Switched from Live stream to You tube at the RHS BG 1, 3
- Microsoft Education Technology K-12 Voucher BG 1, 4
(Found forms, collect invoices to collect reimbursement)
- Emergency Cell Phone Deployment BG 1, 3

Days 91-180 follow.....

- Tickets completed as of February 26, 2016- 724 BG 1,3
- AP Pilot Program at Ripon Elementary BG 1,3
- Board Report at November Meeting BG 2
- Submitted the RFP to vendors to start the e-rate process for upgrading Wi-Fi at all sites excluding Colony and Weston BG 1,3,4
- Upgraded Colony Oak's Wi-Fi network to Ruckus APs. BG 1,3
- Setup 3 new Chromebook Carts at Colony and Ripona BG 3
- Redesigned and migrated data over for Ripon High and Harvest High websites. BG 1
- Implemented the scheduling system and presented at the Empowering Professional Leaders Day. BG 6



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- Replaced air conditioner in the Library at the Ripon High School Server room with the help of Maintenance/Ops. BG 5
- Gathered quotes for RHS Library to upgrade the computer lab and develop student collaboration centers with big screen TVs and Chromebits. BG 1,3
- Configured RHS Student Store Cameras system so Mr. Derrick and Mr. Dias can monitor the store and keep an eye on merchandise. BG 5
- Setup and populated student store electronic POS system for inventory of items and to begin the phasing out of the older cash registers. BG 1, 5
- Setup mobile hotspot loaner for when staff goes off on conference or is off site. Also to be used in emergency situations where internet is needed on site. BG 6
- Purchased and setup new streaming equipment for the High School and Elementary school sites. BG 1
- Put together a presenter's travel pack for Professional Development usage at sites that may not have all the needed equipment to do a presentation. BG 6
- Ordered, configured, and deployed the Ag Departments mobile PC cart for use in the Ag Dept. BG 1,3



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Transportation

Days 1-180

- 3 buses to Salinas. BG 5
- Transportation in Service Training for Staff. BG 6
- Moved bus pick up at high school to front of Abeyta-Hortin Gym. BG 5
- Bus driver training for 5 new employees. BG 6
- Annual District Bus Evacuation Drills. BG 5
- Hired new staff. BG6
- Several bus repairs. BG 5
- Attended DTAC Meeting. BG 6
- 24,845 miles driven by buses. BG 5
- 30,000 Student passengers for time period. BG 6