



## **SPECIAL MEETING OF THE GOVERNING BOARD**

Written notice is hereby given, in accordance with Education Code Section 35144 and Government Code Section 54957.6, that a special meeting of the Governing Board of the National School District will be held as follows:

Administration Center  
1500 N Avenue  
National City CA 91950

Monday, January 22, 2018

Closed Session -- 5:00 p.m.

Open Session -- 6:00 p.m.

## **AGENDA**

If you wish to speak to the Board, please fill out a ***Request to Speak*** card located on the table at the entrance to the Board Room.

**NATIONAL SCHOOL DISTRICT**

1500 'N' Avenue • National City, CA 91950 • (619) 336-7500 • Fax (619) 336-7505 • <http://nsd.us>

***Creating Successful Learners... Now***

January 22, 2018

**1. CALL TO ORDER**

**2. PUBLIC COMMUNICATIONS**

Maria Betancourt-  
Castañeda, Board  
President

Public communication provides the public with an opportunity to address the Board regarding an item on the agenda or other topic. Anyone wishing to address the Board shall submit a "Request for Oral Communications" card. Cards are available near the entrance to the Board Room and are to be submitted to the Secretary. A member of the public who wishes to address the Board on any such matter(s) is limited to three (3) minutes for one matter up to a maximum of five (5) minutes for all matters unless such time limit is waived by a majority vote of the Board. There shall be a limit of twenty (20) minutes for any matter unless such time limit is waived by a majority vote of the Board. No Board action can be taken.

**3. ADJOURN TO CLOSED SESSION**

**4. CLOSED SESSION - 5:00 P.M.**

Closed session in accordance with Government Code Section 54956.9:  
**CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Two Cases

Closed session in accordance with Government Code Section 54957.6:  
**CONFERENCE WITH LABOR NEGOTIATOR**  
Agency negotiator: Leticia Hernandez  
Employee organizations: California School Employees Association  
National City Elementary Teachers Association

**5. RETURN TO OPEN SESSION**

**6. CALL TO ORDER**

**7. PLEDGE OF ALLEGIANCE**

**8. ROLL CALL**

**9. PUBLIC COMMUNICATIONS**

Maria Betancourt-  
Castañeda, Board  
President

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**10. GENERAL FUNCTIONS**

January 22, 2018

<b>10.1.</b> Approve updated job descriptions from the 2016 classification study.	Leighangela Brady, Superintendent
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<b>10.2.</b> Adopt Resolution #17-18.14 calling for full and fair funding of California's public schools.	Leighangela Brady, Superintendent
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## **11. HUMAN RESOURCES**

<b>11.1.</b> Ratify/approve recommended actions in personnel activity list.	Leticia Hernandez, Director, Human Resources
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## **12. BUSINESS SERVICES**

<b>12.1.</b> Presentation and approval of National School District Audit Report and its findings for the 2016-2017 fiscal year.	Christopher Carson, Assistant Superintendent, Business Services
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<b>12.2.</b> Presentation and approval of Integrity Charter School Audit Report and its findings for the 2016-2017 fiscal year.	Christopher Carson, Assistant Superintendent, Business Services
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<b>12.3.</b> Accept receipt of Beacon Classical Academy National City Charter School Audit Report and its findings for the 2016-17 fiscal year.	Christopher Carson, Assistant Superintendent, Business Services
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## **13. ADJOURNMENT**

Agenda Item: **1. CALL TO ORDER**

Agenda Item: **2. PUBLIC COMMUNICATIONS**

Speaker: Maria Betancourt-Castañeda, Board President

Quick Summary / Abstract: Public communication provides the public with an opportunity to address the Board regarding an item on the agenda or other topic. Anyone wishing to address the Board shall submit a “Request for Oral Communications” card. Cards are available near the entrance to the Board Room and are to be submitted to the Secretary. A member of the public who wishes to address the Board on any such matter(s) is limited to three (3) minutes for one matter up to a maximum of five (5) minutes for all matters unless such time limit is waived by a majority vote of the Board. There shall be a limit of twenty (20) minutes for any matter unless such time limit is waived by a majority vote of the Board. No Board action can be taken.

Agenda Item: **3. ADJOURN TO CLOSED SESSION**

Agenda Item: **4. CLOSED SESSION - 5:00 P.M.**

Quick Summary / Abstract: Closed session in accordance with Government Code Section 54956.9:  
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
Two Cases

Closed session in accordance with Government Code Section 54957.6: CONFERENCE  
WITH LABOR NEGOTIATOR

Agency negotiator: Leticia Hernandez

Employee organizations: California School Employees Association

National City Elementary Teachers Association

Agenda Item: **5. RETURN TO OPEN SESSION**

Agenda Item: **6. CALL TO ORDER**

Agenda Item: **7. PLEDGE OF ALLEGIANCE**

Agenda Item: **8. ROLL CALL**

Quick Summary / Board:

Abstract: Ms. Barbara Avalos

Ms. Maria Betancourt-Castañeda

Mr. Brian Clapper

Ms. Maria Dalla

Ms. Alma Sarmiento

Staff:

Dr. Leighangela Brady, Superintendent-Administration

Mr. Chris Carson, Assistant Superintendent-Business Services

Ms. Leticia Hernandez, Director-Human Resources

Ms. Paula Jameson-Whitney, Assistant Superintendent-Educational Services

Agenda Item: **9. PUBLIC COMMUNICATIONS**

Speaker: Maria Betancourt-Castañeda, Board President

Quick Summary / Abstract: Public communication provides the public with an opportunity to address the Board regarding an item on the agenda or other topic. Anyone wishing to address the Board shall submit a “Request for Oral Communications” card. Cards are available near the entrance to the Board Room and are to be submitted to the Secretary. A member of the public who wishes to address the Board on any such matter(s) is limited to three (3) minutes for one matter up to a maximum of five (5) minutes for all matters unless such time limit is waived by a majority vote of the Board. There shall be a limit of twenty (20) minutes for any matter unless such time limit is waived by a majority vote of the Board. No Board action can be taken.

Agenda Item: **10. GENERAL FUNCTIONS**

Agenda Item: **10.1. Approve updated job descriptions from the 2016 classification study.**

Speaker: Leighangela Brady, Superintendent

Quick Summary / Abstract: Between October 2014 and March 2016, a District-wide classification study was conducted for classified employees of National School District. The intent of these studies was to ensure that job descriptions reflect current practice, and that salaries for our District remain competitive.

The attached job descriptions reflect final changes and/or clarifications resulting from the classification study as outlined below.

Comments: Recommendations resulting from this study were brought forward for Board approval over the course of several months: April 2016, June 2016, August 2016, and May 2017. Outlined below are additional clarifications that address outstanding classification study recommendations:

1. In April of 2016, the Superintendent informed the Board that the recommendation of the study was to provide a salary adjustment of 2.5% for the following positions: Administrative Assistant-Office Manager, Human Resources Specialist, Administrative Assistant Business Services, and Executive Assistant to the Superintendent. Included in the April 13, 2016 Board agenda, Item 13.A, was approval to “provide salary adjustments for the classification study being conducted for all confidential and supervisory personnel.” Recently, however, it was noted that the job descriptions for these positions were never brought forward to the Board for approval indicating adjusted salary ranges, creating some questions and confusion during the turnover of employees in these positions. As a result, job descriptions for Administrative Assistant-Office Manager, Human Resources Specialist, Administrative Assistant Business Services, and Executive Assistant to the Superintendent are attached indicating current Board approved salary ranges.
2. The salary study recommended a title change of the Executive Assistant to the Superintendent to Executive Assistant to the Superintendent and Governing Board. Currently nine out of 14 essential job functions of the Executive Assistant to the Superintendent job description address some form of Board support. According to notes from the classification study, the primary purpose of this position is to provide a variety of confidential administrative and secretarial support to the Superintendent, Executive Cabinet, and Governing Board. The current title does not accurately describe the work of this position. A more appropriate title would be Executive Assistant to the Superintendent and the Governing Board. Therefore, it is being recommended that the title of Executive Assistant to the Superintendent be changed to Executive Assistant to the Superintendent and the Governing Board.
3. According to the classification study, a title change and revised job description was also made for the Technology Services Supervisor. After further consideration and comparisons with other Districts, the District recommendation is to keep the current job title and make only minor changes to the job description to include “assisting” with

the acquisition of software solutions, and “makes recommendations regarding department budget and expenditures.” Interviewing and making hiring recommendations were removed. Direct oversight and management duties will remain under the purview of assigned Director or Assistant Superintendent.

Recommended Motion: Approve updated job descriptions from the 2016 classification study.

Financial Impact: None

Attachments:

Revised Job Description - Admin. Asst. Confidential

Revised Job Description - Admin. Asst. Office Manager

Revised Job Description - Executive Assistant to the Superintendent and Governing Board

Revised Job Description - Human Resources Specialist

Revised Job Description - Technology Services Supervisor

**JOB DESCRIPTION**  
**National School District**

**ADMINISTRATIVE ASSISTANT**

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**Purpose Statement:**

The job of Administrative Assistant is done for the purpose/s of managing and providing a wide variety of complex secretarial and administrative support in the major functional area of the District under the direction of a Cabinet level administrator; organizing and coordinating office activities and communications; providing assistance and information to District staff, County and State officials, parents and vendors.

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**Essential Functions:**

- Assists in planning, organizing and developing programs for the purpose of ensuring compliance with District, state and/or federal requirements and meeting the educational objectives of the District.
- Composes documents for assigned area in accordance with established formats (e.g. letters, agenda items, minutes, Bulletins, reports, etc.) for the purpose of documenting events, providing and/or requesting information.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a variety of confidential files and records, compiling pertinent information in assigned area for the purpose of ensuring accuracy of materials and complying with all federal/state/district regulations.
- Monitors a variety of processes (e.g. budget, expenditures, program activities, etc.) for the purpose of adhering to legal and/or administrative requirements.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares various reports and related documents for the purpose of providing documentation and information to others.
- Processes documentation (e.g. mail, correspondence, work requests, information and programming needs, etc.) for the purpose of disseminating information to appropriate parties.
- Procures office supplies and materials for the purpose of ensuring adequate inventory within budgetary guidelines.
- Researches policies and procedures in assigned area for the purpose of maintaining compliance with current legal requirements.
- Responds to inquiries from visitors and answers telephones for the purpose of providing information regarding District programs, policies, procedures and regulations and/or providing direction.
- Schedules various activities (e.g. appointments, meetings, travel reservations/accommodations, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports assigned administrator for the purpose of providing assistance with their administrative functions.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.



## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping/accounting procedures: planning and managing projects; preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios: read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: specialized and extensive knowledge of the assigned area of administration: concepts of grammar and punctuation; standardized accounting/bookkeeping principles

**ABILITY** is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes: and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules: setting priorities; working as part of a team; working with constant and sustained interruptions; working with detailed information/data.

**Responsibility** Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

### **Required Testing**

Pre-Employment Drug  
Screening Pre-Employment  
Proficiency Test Pre-Placement  
Physical Exam

### **Continuing Ed./Training**

None Specified

### **Certificates & Licenses**

Typing Certificate for 65 Net Words Per Minute

### **Clearances**

Criminal Justice/Fingerprint  
Clearance Tuberculosis Clearance

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### **FLSA Status**

Non Exempt

### **Approval Date**

TBD

### **Salary Grade**

Confidential 34

## **JOB DESCRIPTION**

### **National School District**

#### **ADMINISTRATIVE ASSISTANT/OFFICE MANAGER**

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##### **Purpose Statement:**

The job of Administrative Assistant/Office Manager is done for the purpose/s of supporting a Cabinet level administrator, managing and providing a wide variety of complex secretarial and administrative support in the major functional area of the District; organizing and coordinating office activities and communications; providing assistance and information to District staff, County and State officials, parents and vendors; and supervising assigned staff.

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##### **Essential Functions**

- Assists department heads and clerical staff for the purpose of providing direction in decision-making relating to the general operation of the department, and specific clerical needs required to accomplish tasks.
- Assists in planning, organizing and developing programs for the purpose of ensuring compliance with District, state and/or federal requirements and meeting the educational objectives of the District.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Composes documents for assigned area in accordance with established formats (e.g. monthly district newsletter, surveys, letters, Board agenda items, minutes, bulletins, reports, etc.) for the purpose of documenting events, providing and/or requesting information.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a variety of confidential files and records, compiling pertinent information in assigned area (e.g. notes from confidential meetings, personnel files, applicant tests, etc.) for the purpose of ensuring accuracy of materials and complying with all federal/state/district regulations.
- Monitors a variety of processes (e.g. budget, expenditures, program activities, etc.) for the purpose of adhering to legal and/or administrative requirements.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares various reports and related documents (e.g. School Accountability Report Cards, presentations, interview packets, memos, letters, etc.) for the purpose of providing documentation and information to others.
- Processes documentation (e.g. work requests, information and programming needs, enrollment, etc.) for the purpose of disseminating information to appropriate parties.
- Procures office supplies and materials for the purpose of ensuring adequate inventory within budgetary guidelines.
- Researches policies and procedures in assigned area for the purpose of implementing procedures to maintain compliance with current legal requirements.
- Responds to inquiries from visitors and answers telephones for the purpose of providing information regarding District programs, policies, procedures and regulations and/or providing direction.
- Schedules various activities (e.g. appointments, meetings, travel reservations/accommodations, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supervises assigned personnel (e.g. schedules, evaluates, trains, recommends new hires, recruiting, screening, etc.) for the purpose of ensuring department functions are performed efficiently and in conformance with required regulatory standards.

- Supports assigned administrator for the purpose of providing assistance with their administrative functions.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping/accounting procedures; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: specialized and extensive knowledge of the assigned area of administration; concepts of grammar and punctuation; standardized accounting/bookkeeping principles

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions; working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

### **Required Testing**

Pre-Employment Drug Screening  
Pre-Employment Proficiency Test  
Pre-Placement Physical Exam

### **Certificates & Licenses**

Typing Certificate

### **Continuing Ed./Training**

None Specified

### **Clearances**

Tuberculosis Clearance  
Criminal Justice/Fingerprint Clearance

### **FLSA Status**

Exempt

### **Approval Date**

TBD

### **Salary Grade**

Supervisory 36

**NATIONAL SCHOOL DISTRICT  
JOB DESCRIPTION**

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**JOB TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT *AND GOVERNING BOARD***

**Job Purpose Statement/s:** *Under the direction of the Superintendent* the job of Executive Assistant to the Superintendent is performed for the purpose of providing a wide variety of complex and confidential administrative and secretarial support to the Superintendent and Governing Board; communicating information on behalf of the Superintendent to school and district staff, other districts, public agencies, etc., and acting as liaison between the Superintendent, Governing Board and staff and the public to provide information.

**Essential Job Functions:**

- Attends Board meetings and performs various secretarial and administrative assistant duties for the Board (e.g., coordination/preparation of agenda, etc.) for the purpose of recording the minutes in accordance with district policy and maintaining a variety of records related to Board activities.
- Chairs monthly administrative assistants meetings for the purpose of providing leadership and staff development, and serving as a resource for information.
- Compiles data from a variety of sources (e.g., Board agenda for meetings, various reports for district committees, budget, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Composes correspondence independently on a variety of matters (e.g., letters, reports, statistical data, memos, bulletins, e-mails, lists, etc.) for the purpose of communicating information to school and district personnel, the community, state/local officials, etc.
- Coordinates a variety of activities for the Superintendent and/or Board (e.g., procedures, meetings, workshops, travel and accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Maintains documents, files and records (e.g., Board *Policies Book*, budget reports, etc.) for the purpose of providing up-to-date references and audit trails for compliance.
- Monitors assigned district activities and/or program components (e.g., Board/Superintendent budgets, expenses, appointments, etc) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Prepares special projects and various forms/reports on behalf of the Governing Board and the Superintendent for the purpose of ensuring the accuracy and completeness of materials and providing administrative support.
- Researches a variety of written information (e.g., current practices, policies, education codes, etc.) for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements.
- Responds to inquiries (e.g., telephone calls, visitors, requests, concerns, questions) for the purpose of resolving problems from parents and community members, providing information and/or referring to appropriate personnel.
- Schedules a variety of activities (e.g., appointments, meetings, travel arrangements, etc.) for the purpose of coordinating the Superintendent's calendar and making necessary arrangements for Board members.
- Serves as a liaison to parents, students, committees and/or organizations on behalf of the Superintendent and/or Board for the purpose of conveying and/or gathering information required for district operations.

- Supervises assigned personnel (e.g., schedules, evaluates, trains, recommends new hires, recruiting, screening, etc.) for the purpose of ensuring department functions are performed efficiently and in conformance with required regulatory standards.
- Supports Superintendent and Governing Board members for the purpose of providing assistance with their administrative functions and maintaining confidentiality of issues related to negotiations, personnel and students.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Serves as a Notary Public for the district for the purpose of providing notary services in compliance with state/federal regulations

**Job Requirements: Minimum Qualifications****Skills, Knowledge and Abilities**

*Skills* are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping/accounting procedures; planning and managing projects; preparing and maintaining accurate records.

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include: strong knowledge of grammar, punctuation and spelling; standardized accounting/bookkeeping principles.

*Ability* is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined, but different processes; and operate equipment using standardized methods. Ability is also required to work with diverse individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality, meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions; working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within specialized field with increasing levels of responsibility is required.

**Education:** Targeted job related education that meets organization’s prerequisite requirements.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Employment Proficiency Test  
Pre-Placement Physical Exam

**Certificates & Licenses**

Notary Public License  
Typing Certificate

**Continuing Education/Training**

None Specified

**Clearances**

Criminal Justice Fingerprint Clearance  
Tuberculosis Clearance

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**Approval Date**

**Salary Grade**  
**Supervisory 41**

## **HUMAN RESOURCES SPECIALIST**

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### **Purpose Statement:**

The job of Human Resources Specialist is done for the purpose/s of under the direction of the Assistant Superintendent of Human Resources, performing a variety of specialized and confidential duties related to the employment and credentialing of the Districts certificated and classified personnel; assuring compliance with applicable laws, codes, rules and regulations.

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### **Essential Functions**

- Analyzes college transcripts and assist certificated staff in determining coursework requirements (e.g. receiving/evaluating applicant's letters of recommendation, expedite letters/requests for employee transcripts information, contact outside organizations to obtain credential information/renewals, etc.) for the purpose of ensuring compliance with current legal requirements.
- Communicates with other employees, departments, administrators and the public for the purpose of providing information and assistance concerning District employment and credentialing policies, procedures and related legal requirements.
- Coordinates new employee and substitute orientation sessions for the purpose of providing pertinent information regarding employment with the District.
- Maintains a variety of employment files and records, compiling pertinent applicant/employee information for the purpose of ensuring accuracy of applicant/employee's compensation, maintaining eligibility for position and complying with all federal/state/district regulations.
- Performs a variety of specialized and confidential duties related to the employment and credentialing of the Districts certificated and classified personnel for the purpose of assuring compliance with applicable laws, codes, rules and regulations and maintaining confidentiality of privileged and sensitive information.
- Prepares a variety of reports and related documents (e.g. annual state and federal reports regarding classified and/or certificated personnel; recruitment packages, etc.) for the purpose of providing documentation and information to others.
- Processes employee information into the County computerized system for the purpose of assuring monthly pay warrants, compute, monitor and assure proper position control, salary and step placement into the system.
- Processes new and renewal credential applications in accordance with the Commission on Teacher Credentialing (CTC) for the purpose of assuring credentials are valid and current and advising staff of needed documentation and distributing application forms, manuals and fee information.
- Receives applicant fingerprinting, drug testing, TB and physical clearances for the purpose of ensuring pre-employment requirements are met.

Responds to written and verbal inquiries from district employees and applicants (e.g. answering procedural/policy questions, screen and evaluate applications, responding to surveys, etc.) for the purpose of solving problems, providing information, facilitating communication among parties and/or providing direction.

- Serves as a resource to District staff for the purpose of providing assistance with the computerized substitute system, training for users, inputting requests for substitutes into system, generating related payroll reports and verifying accuracy of data.

### **Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: personnel practices applied within a school district environment; interpreting contract language; and codes, regulations & laws related to the job functions accounting/bookkeeping principles

ABILITY is required to schedule activities; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining; effective working relationships; providing direction and leadership; working with detailed information; adapting to changing priorities; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardize routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

### **Experience**

Job related experience with increasing levels of responsibility is required.

### **Education**

Targeted job related education that meets organization's prerequisite requirements.

### **Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam  
Pre-Employment Proficiency Test

### **Certificates & Licenses**

None Specified

### **Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

### **Continuing Ed./Training**

None Specified

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### **FLSA Status**

Non Exempt

### **Approval Date**

TBD

### **Salary Grade**

Confidential 34



## **TECHNOLOGY SERVICES SUPERVISOR**

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### **Purpose Statement:**

The job of Technology Services Supervisor is done for the purpose/s of under the direction of **an assigned Director or Assistant Superintendent**, organizes and directs the activities and operations of the network and data communications system of the District; implements and maintains current and evolving data communications, network systems and new software; provides technical expertise and **assistance** in the acquisition and implementation of software solutions; supervises assigned personnel.

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### **Essential Functions**

- Assesses malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and network operations.
- Communicates with administrators, personnel and outside organizations for the purpose of coordinating activities and resolving issues and conflicts and exchanging information.
- Coordinates a variety of projects and/or activities for the purpose of ensuring compliance with established guidelines.
- Maintains LAN/WAN functionality (e.g. data circuits, Internet connectivity to schools, software/hardware, etc.) for the purpose of advising administrators, staff and others in matters of financial and technical issues.
- Monitors District network, data and voice communication functions for the purpose of ensuring continuity of service.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Participates in the development and implementation of department policies and procedures for the purpose of meeting the District's technology goals and objectives.
- Provides technical expertise in the acquisition and implementation of hardware **and/or** software solutions for the purpose of meeting the organizational goals and objectives.
- Researches software applications and hardware requirements for the purpose of previewing products to provide recommendations regarding applications and purchases.
- Supervises assigned personnel (evaluating, training, monitoring workflow, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- **Makes recommendations regarding department budget and expenditures.**

### **Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: network operating systems; workstation operating systems; WAN/LAN configurations procedures and protocols; computer and network hardware.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

**Experience** Job related experience within specialized field with increasing levels of responsibility is required.

**Education** Bachelor's degree in job related area.

### **Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam

### **Certificates & Licenses**

None Specified

### **Continuing Ed./Training**

None Specified

### **Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

### **FLSA Status**

Exempt

### **Approval Date**

TBD

### **Salary Grade**

Supervisory 44

Agenda Item: **10.2. Adopt Resolution #17-18.14 calling for full and fair funding of California's public schools.**

Speaker: Leighangela Brady, Superintendent

Quick Summary / Abstract: California has the sixth largest economy in the world, and the largest Gross Domestic Product (GDP) of any state in the nation. Despite California's leadership in the global economy, the state falls in the nation's bottom quintile on nearly every measure of public K-12 school funding and school staffing.

Comments: The Governing Board of the National School District urges the State Legislature to fund California public schools at the national average or higher by the year 2020, and at a level that is equal to or above the average of the top ten states nationally by 2025 and to maintain, at a minimum, this level of funding until otherwise decreed.

Recommended Motion: Adopt Resolution #17-18.14 calling for full and fair funding of California's public schools.

Attachments:  
Resolution #17-18.14

# National School District Resolution

#17-18.14

## Resolution Calling for Full and Fair Funding of California's Public Schools

**WHEREAS**, California has the sixth largest economy in the world, and the largest Gross Domestic Product (GDP) of any state in the nation; and

**WHEREAS**, despite California's leadership in the global economy, the state falls in the nation's bottom quintile on nearly every measure of public K-12 school funding and school staffing; and

**WHEREAS**, California ranks 45<sup>th</sup> nationally in the percentage of taxable income spent on education, 41<sup>st</sup> in per-pupil funding, 45<sup>th</sup> in pupil-teacher ratios and 48<sup>th</sup> in pupil-staff ratios; and

**WHEREAS**, K-12 school funding has not substantially increased, on an inflation-adjusted basis, for more than a decade; and

**WHEREAS**, under the Local Control Funding Formula (LCFF), state funding for K-12 schools has only this year recently returned to levels predating the Great Recession of 2007; and

**WHEREAS**, the modest revenue increases since the implementation of LCFF have been eroded by rapidly increasing costs for health care, pensions, transportation and utilities; and

**WHEREAS**, 58 percent of California's public school students are eligible for free and reduced-price lunch — 13 percent above the national average — and 23 percent of California students are English learners, more than twice the national average; and

**WHEREAS**, California's investment in public schools is out of alignment with its wealth, its ambitions, its demographics and the demands of a 21<sup>st</sup>-century education; and

**WHEREAS**, in 2007, a bipartisan group of California leaders commissioned a report titled *Getting Down to Facts*, which stated it would take an additional \$17 billion annually to meet the State Board of Education achievement targets for K-12 schools; and

**WHEREAS**, in 2016, a California School Boards Association (CSBA) report, *California's Challenge: Adequately Funding Education in the 21<sup>st</sup> Century*, updated the *Getting Down to Facts* data and determined that, adjusting for inflation, an additional \$22 billion to \$40 billion annually would be required to provide all public school students with access to a high-quality education; and

**WHEREAS**, California funds schools at roughly \$1,961 per student less than the national average, which translates to approximately \$3,462 per student when adjusted for California being a high-cost state; and

**WHEREAS**, California trails the average of the top 10 states by almost \$7,000 in per-pupil funding; and

**WHEREAS**, in *Robles-Wong v. State of California*, a group of plaintiffs led by CSBA argued that California's school funding system violated Article IX of the State Constitution by denying all students access to an education that prepares them for economic security and full participation in our democratic institutions; and

**WHEREAS**, the California Supreme Court declined to hear the case by a 4-3 margin, prompting Justice Goodwin H. Liu to write: "It is regrettable that this court, having recognized education as a fundamental right in a landmark decision 45 years ago [*Serrano v. Priest* (1971) 5 Cal.3d 584], should now decline to address the substantive meaning of that right."; and

**WHEREAS**, in order to prepare our students for participation in a democratic society and an increasingly competitive, technology-driven global economy, California must fund schools at a level sufficient to support student success; and

**WHEREAS**, despite its vast wealth, California has consistently underfunded public education while widening its scope, adding new requirements and raising standards without providing appropriate resources to prepare all students for college, career and civic life; and

**WHEREAS**, if California is to close opportunity and achievement gaps and create a public school system that offers consistently high levels of education, the State must provide schools with the resources to meet the needs of their specific populations;

Resolution #17-18.14  
January 22, 2018  
Page 3

**NOW, THEREFORE BE IT RESOLVED**, that the governing board of the National School District urges the State Legislature to fund California public schools at the national average or higher by the year 2020, and at a level that is equal to or above the average of the top 10 states nationally by 2025 and to maintain, at a minimum, this level of funding until otherwise decreed.

**PASSED AND ADOPTED** by the Governing Board of the National School District of San Diego County, California, this 22nd day of January 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

STATE OF CALIFORNIA    )  
  )ss  
COUNTY OF SAN DIEGO   )

I, Leighangela Brady, Ed.D., Secretary to the Governing Board of National School District of San Diego County, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly adopted by said Board at a special meeting thereof on the date and by the vote above stated, which resolution is on file and of record in the office of said Board.

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Secretary to the Governing Board

Agenda Item: **11. HUMAN RESOURCES**

Agenda Item: **11.1. Ratify/approve recommended actions in personnel activity list.**

Speaker: Leticia Hernandez, Director, Human Resources

Quick Summary / Abstract: Background information on individuals submitted under separate cover to Board Members.

Financial Impact: See staff recommendations table.

Attachments:  
Staff Recommendations

**CERTIFICATED STAFF RECOMMENDATIONS**  
January 22, 2018

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Placement</u>	<u>Funding Source</u>
<b>Employment</b>				
None				
<b>Temporary Employment</b>				
None				
<b>Additional Duties</b>				
None				
<b>Contract Extension/Change</b>				
None				
<b>Unpaid Leave of Absence</b>				
None				

**CLASSIFIED STAFF RECOMMENDATIONS**  
January 22, 2018

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Placement</u>	<u>Funding Source</u>
<b>Employment</b>				
1. Araceli Welch	Administrative Assistant-School 8 hours per day 223 days per year John Otis School	January 23, 2018	Range 25, Step 1	General Fund
<b>Contract Extension/Change</b>				
None				
<b>Temporary Employment</b>				
None				
<b>Unpaid Leave of Absence</b>				
None				



Agenda Item:	<b>12. BUSINESS SERVICES</b>
Agenda Item:	<b>12.1. Presentation and approval of National School District Audit Report and its findings for the 2016-2017 fiscal year.</b>
Speaker:	Christopher Carson, Assistant Superintendent, Business Services
Quick Summary / Abstract:	<p>It is the intent of the Legislature to encourage sound fiscal management practices among school districts for the most efficient and effective use of public funds for the education of the children in California by strengthening fiscal accountability at the district, county and state level.</p> <p>National School District had two audit findings as follows:</p> <p><b>Finding #1</b>  In review of the current expense formula for minimum classroom compensation, National School District is required to meet a minimum classroom compensation percentage of 60% percent for Cost of Education Expended for Classroom Compensation as an elementary school district. Based on the formula calculations, the District incurred no audit adjustments and the current expense of education for the fiscal year audited was \$57,012,036 which was deficient by \$131,128. The percentage spent by the District was 59.77%, 0.23% below the minimum required percentage of 60%.</p> <p><b>Finding #2</b>  In our review of attendance at Lincoln Acres Elementary, we noted that teacher verification of attendance is not being completed within one week of the attendance being taken and teachers were backdating signatures on attendance verification reports.</p>
Comments:	<p>Education Code 41020 requires the Governing Board to provide an audit of the books and accounts of the District, including an audit of school district income and expenditures by source of funds. The audit for the preceding fiscal year shall be conducted no later than December 15 and reported to the Board on or before January 31 and filed with the County Superintendent of Schools, the State Department of Education and the State Controller.</p> <p>The annual audit of all funds of National School District for the 2016-2017 fiscal year was conducted by Wilkinson &amp; Hadley &amp; Co., LLP, CPA's (Bob Wilkinson, Partner). A copy of the Audit Report is available for review at the National School District Business Office.</p>
Recommended Motion:	Approve National School District Audit Report and its findings for the 2016-2017 fiscal year.

Agenda Item:	<b>12.2. Presentation and approval of Integrity Charter School Audit Report and its findings for the 2016-2017 fiscal year.</b>
Speaker:	Christopher Carson, Assistant Superintendent, Business Services
Quick Summary / Abstract:	<p>It is the intent of the Legislature to encourage sound fiscal management practices among school districts for the most efficient and effective use of public funds for the education of the children in California by strengthening fiscal accountability at the district, county and state level.</p> <p>Integrity Charter School had no findings.</p>
Comments:	<p>Education Code 41020 requires the Governing Board to provide an audit of the books and accounts of the District, including an audit of school district income and expenditures by source of funds. The audit for the preceding fiscal year shall be conducted no later than December 15 and reported to the Board on or before January 31 and filed with the County Superintendent of Schools, the State Department of Education and the State Controller.</p> <p>The annual audit of all funds of Integrity Charter School for the 2016-2017 fiscal year was conducted by Wilkinson &amp; Hadley &amp; Co., LLP, CPA's (Bob Wilkinson, Partner). A copy of the Integrity Charter School Audit Report is available for review at the National School District Business Office and the Integrity Charter School Office.</p>
Recommended Motion:	Approve Integrity Charter School Audit Report and its findings for the 2016-2017 fiscal year.

Agenda Item:	<b>12.3. Accept receipt of Beacon Classical Academy National City Charter School Audit Report and its findings for the 2016-17 fiscal year.</b>
Speaker:	Christopher Carson, Assistant Superintendent, Business Services
Quick Summary / Abstract:	<p>It is the intent of the Legislature to encourage sound fiscal management practices among school districts for the most efficient and effective use of public funds for the education of the children in California by strengthening fiscal accountability at the district, county and state level.</p> <p>Beacon Classical Academy Charter School had no findings.</p>
Comments:	<p>Education Code 41020 requires the Governing Board to provide an audit of the books and accounts of the District, including an audit of school district income and expenditures by source of funds. The audit for the preceding fiscal year shall be conducted no later than December 15 and reported to the Board on or before January 31 and filed with the County Superintendent of Schools, the State Department of Education and the State Controller.</p> <p>The annual audit of all funds of Beacon Classical Academy National City Charter School for the 2016-17 fiscal year was conducted by Christy White Associates, CPA's. A copy of the Beacon Classical Academy National City Audit Report is available for review at the National School District Business Office and the Beacon Classical Academy National City Charter School Office.</p>
Recommended Motion:	Accept receipt of Beacon Classical Academy National City Charter School Audit Report and its findings for the 2016-17 fiscal year.

Agenda Item:       **13. ADJOURNMENT**