



# **Governing Board Agenda**

**July 11, 2018**

## **Welcome**

Welcome to the meeting of the National School District Governing Board. Your interest in our school district proceedings is appreciated.

## **Our Governance Team**

Our community elects five Board members who serve four-year terms. The Board members are responsible for the overall operation of the school district. Among its duties, the Board adopts an annual budget, approves all expenditures, establishes policies and regulations, authorizes employment of all personnel, approves curriculum and textbooks, and appoints the Superintendent. The Superintendent serves as the secretary to the Governing Board.

### **Barbara Avalos, Member**

Ms. Avalos was first elected to the Governing Board in November 2008 and her present term expires December 2020.

### **Maria Betancourt-Castañeda, President**

Ms. Betancourt-Castañeda was first elected to the Governing Board in November 2014 and her present term expires December 2018.

### **Leighangela Brady, Secretary**

Dr. Brady was first appointed as Superintendent in August 2016.

### **Brian Clapper, Member**

Mr. Clapper was first elected to the Governing Board in November 2012 and his present term expires December 2020.

### **Maria Dalla, Member**

Ms. Dalla was first elected to the Governing Board in November 2014 and her present term expires December 2018.

### **Alma Sarmiento, Clerk**

Ms. Sarmiento was first elected to the Governing Board in November 1992 and her present term expires December 2018.

## **This meeting may be recorded**

In accordance with Board Policy, audiotapes of Board meetings are available for review for 30 days following the meeting. Please contact the Superintendent's Office at 619-336-7705 if you wish to schedule an appointment to listen to the audiotape.

From time-to-time writings that are public records, which are related to open session items on an agenda for a regular meeting, may be distributed to school board members after the posting of the agenda. Whenever this occurs, such writings will be available for public inspection in the office of the Superintendent located at 1500 N Avenue, National City, California, 91950.

### Speaking to the Board

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 and give it to the Recording Secretary. Board policy and state law stipulate that no oral presentation shall include charges or complaints against any employee of the District, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference which tends to identify. California law requires that all charges or complaints against employees be addressed in Closed Session unless the employee requests a public hearing. All such charges or complaints therefore must be submitted to the Board under the provision of the District's policy. At the appropriate time, the Board President will invite speakers to approach the podium. Please use the microphone and state your name and address. This information is necessary in order to maintain accurate records of the meeting. Speakers are requested to limit their remarks to three minutes.

### Compliance with Americans With Disabilities Act

The National School District, in compliance with the Americans with Disabilities Act (ADA), requests individuals who may need special accommodation to access, attend, and/or participate in Board meetings to contact the Superintendent's Office at 619-336-7705 at least 48 hours in advance of the meeting for information on such accommodation.

### Translation Services

Members of the public who require translation services in order to participate in the meeting should contact the Superintendent's Office at 619-336-7705 at least 48 hours in advance of the meeting for information on such services.

### Equal Opportunity Employer

The National School District is committed to providing equal educational, contracting, and employment opportunity to all in strict compliance with all applicable State and Federal laws and regulations. The District official who monitors compliance is the Assistant Superintendent--Human Resources, 1500 N Avenue, National City, California, 91950, phone 619-336-7722. Individuals who believe they have been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the District's Human Resources Office.





## REGULAR MEETING OF THE GOVERNING BOARD

Administrative Center  
1500 "N" Avenue  
National City, CA 91950

Wednesday, July 11, 2018

Closed Session -- 3:30 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***

July 11, 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 - 3:30 P.M.**

Closed session in accordance with Government Code Section 54956.9:  
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
One Case

Closed session in accordance with Government Code Section 54957:  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Closed session in accordance with Government Code Section 54957:  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Superintendent

**5. RETURN TO OPEN SESSION**

**6. CALL TO ORDER**

**7. PLEDGE OF ALLEGIANCE**

**8. ROLL CALL**

**9. PRESENTATIONS**

**9.A.** Introduce and welcome the new employees.

Leticia Hernandez,  
Assistant  
Superintendent, Human  
Resources

July 11, 2018

## **10. PUBLIC COMMUNICATIONS**

Maria Betancourt-  
Castañeda, Board  
President

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## **11. AGENDA**

### **11.A. Approve agenda.**

Leighangela Brady,  
Superintendent

## **12. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS**

Maria Betancourt-  
Castañeda, Board  
President

### **12.A. Minutes**

#### **12.A.I. Approve the minutes of the Regular Board Meeting held on June 27, 2018.**

Leighangela Brady,  
Superintendent

### **12.B. Administration**

#### **12.B.I. Approve the Quarterly Report to the San Diego County Office of Education on Williams Complaints.**

Leighangela Brady,  
Superintendent

### **12.C. Human Resources**

#### **12.C.I. Ratify/approve recommended actions in personnel activity list.**

Leticia Hernandez,  
Assistant  
Superintendent, Human  
Resources

#### **12.C.II. The employee resignations/retirements on the attached list were accepted by Leticia Hernandez, Assistant Superintendent, Human Resources.**

Leticia Hernandez,  
Assistant  
Superintendent, Human  
Resources

### **12.D. Educational Services**

#### **12.D.I. Approve the Preliminary Single School Plans for Student Achievement for the 2018-2019 school year.**

Sharmila Kraft,  
Assistant  
Superintendent,  
Educational Services

July 11, 2018

**12.E. Business Services**

- |  |  |
|--|--|
| <b>12.E.I.</b> Adopt Resolution #18-19.01 authorizing contracting pursuant to bid and award documents from the Pomona Valley Purchasing Co-Op Group for the snack foods and beverages, piggyback contract (Proposal #C-189-003 Snack Food and Beverages).                          | Christopher Carson,<br>Assistant<br>Superintendent of<br>Business Services |
| <b>12.E.II.</b> Adopt Resolution #18-19.03 authorizing contracting to Request for Proposal (RFP) and award documents from the San Gabriel Valley Food Services Cooperative Purchasing Group for the purchase of frozen and refrigerated food piggyback contract (RFP #1173-15/16). | Christopher Carson,<br>Assistant<br>Superintendent of<br>Business Services |
| <b>12.E.III.</b> Adopt Resolution #18-19.04 authorizing National School District to participate in the California Multiple Awards Schedule (CMAS) program for the acquisition of materials, equipment and supplies.  | Christopher Carson,<br>Assistant<br>Superintendent,<br>Business Services   |
| <b>12.E.IV.</b> Adopt Resolution#18-19.05 authorizing National School District to participate in the CalSAVE Vendor Partnership program for the acquisition of materials, equipment, and supplies.   | Christopher Carson,<br>Assistant<br>Superintendent,<br>Business Services   |
| <b>12.E.V.</b> Adopt Resolution #18-19.06 authorizing National School District to participate in the National IPA for the acquisition of school, classroom, and office furniture.  | Christopher Carson,<br>Assistant<br>Superintendent,<br>Business Services   |
| <b>12.E.VI.</b> Adopt Resolution#18-19.07 authorizing National School District to participate in the National Joint Powers Alliance (NJPA) program Vendor for the purchase of supplies, materials and equipment.   | Christopher Carson,<br>Assistant<br>Superintendent,<br>Business Services   |
| <b>12.E.VII.</b> Adopt Resolution #18-19.08 authorizing National School District to participate in the North County Educational Purchasing Consortium (NCEPC) program for the acquisition of materials, equipment and supplies.  | Christopher Carson,<br>Assistant<br>Superintendent,<br>Business Services   |
| <b>12.E.VIII.</b> Adopt Resolution #18-19.09 authorizing National School District to participate in the PEPPM Technology Bidding and Purchasing Program for the acquisition of technology equipment, software and supplies.  | Christopher Carson,<br>Assistant<br>Superintendent,<br>Business Services   |
| <b>12.E.IX.</b> Adopt Resolution #18-19.10 authorizing National School District to participate in the WSCA-NASPO Vendor Partnership program for the acquisition of materials, equipment and supplies.  | Christopher Carson,<br>Assistant<br>Superintendent,<br>Business Services   |

July 11, 2018

<b>12.E.X.</b> Approve destruction of records that have met the minimum retention requirements or have been microfilmed/scanned in accordance with Title 5 of the California Administrative Code.	Christopher Carson, Assistant Superintendent, Business Services
<b>12.E.XI.</b> Ratify/approve purchase orders, contracts and warrants as summarized and detailed in exhibit A.	Christopher Carson, Assistant Superintendent, Business Services
<b>13. GENERAL FUNCTIONS</b> - None	Leighangela Brady, Superintendent
<b>14. EDUCATIONAL SERVICES</b> - None	Sharmila Kraft, Assistant Superintendent, Educational Services
<b>15. HUMAN RESOURCES</b>	
<b>15.A.</b> Authorize the Assistant Superintendent of Human Resources to hire temporary employees.	Leticia Hernandez, Assistant Superintendent, Human Resources
<b>15.B.</b> Approve the negotiated agreement between California School Employee Association (CSEA) and its National Chapter 206 and the Board of the National School District for the 2017-18 school year to include two percent (2%) on the salary schedule retroactive January 1, 2018 for the 2017-18 school year for all members of the California School Employees Association and its Chapter 206.	Leticia Hernandez, Assistant Superintendent, Human Resources
<b>15.C.</b> Approve job description for Administrative Assistant- Office of the Superintendent.	Leticia Hernandez, Assistant Superintendent, Human Resources
<b>16. BUSINESS SERVICES</b>	
<b>16.A.</b> Adopt Resolution #18-19.02 authorizing contracting pursuant to bid and award documents from the Chula Vista Elementary School District for the fresh fruits and vegetables, piggyback contract bid (Bid #15/16-9 Produce Products).	Christopher Carson, Assistant Superintendent of Business Services
<b>16.B.</b> Authorize the sale, disposal and/or donation of surplus property.	Christopher Carson, Assistant Superintendent, Business Services

July 11, 2018

**17. BOARD WORKSHOP**

**17.A.** Discuss potential revisions and updates to Board policies.

Maria Betancourt-  
Castañeda, Board  
President

**18. BOARD/CABINET COMMUNICATIONS**

**19. 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 - 3:30 P.M.**

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

Closed session in accordance with Government Code Section 54957:  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Closed session in accordance with Government Code Section 54957:  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Superintendent

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 /  
Abstract:

Board:

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

Dr. Leticia Hernandez, Assistant Superintendent-Human Resources

Dr. Sharmila Kraft, Assistant Superintendent-Educational Services

Agenda Item: **9. PRESENTATIONS**

Agenda Item: **9.A. Introduce and welcome the new employees.**

Speaker: Leticia Hernandez, Assistant Superintendent, Human Resources

Quick Summary / Abstract: The employees on the attached list were approved at the June 27, 2018 Governing Board Meeting.

Comments: Leticia Hernandez, Assistant Superintendent of Human Resources will introduce and welcome the new employees.

Attachments:  
Introduce & Welcome

<b>Introduce &amp; Welcome</b> <b>7/11/18</b>		
<b>Name</b>	<b>Position</b>	<b>Location</b>
Ravyn Reid	Speech Language Pathologist	Central School
Sheree Rooke	Speech Language Pathologist	TBD

Agenda Item: **10. 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: **11. AGENDA**

Agenda Item: **11.A. Approve agenda.**

Speaker: Leighangela Brady, Superintendent

Recommended  
Motion: Approve agenda

Agenda Item: **12. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS**

Speaker: Maria Betancourt-Castañeda, Board President

Quick Summary /  
Abstract: All items listed under the Consent Calendar are considered routine and will be acted upon in one action by the Board. It is understood that the Superintendent has recommended approval for these items. There will be no discussion prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar. All items approved by the Board will be deemed as considered in full and adopted as recommended.

Recommended  
Motion: Approve Consent Calendar

Agenda Item: **12.A. Minutes**

Agenda Item: **12.A.I. Approve the minutes of the Regular Board Meeting held on June 27, 2018.**

Speaker: Leighangela Brady, Superintendent

Attachments:

Board Minutes - 06/27/2018



**NATIONAL SCHOOL DISTRICT  
Minutes of the Regular Meeting  
GOVERNING BOARD**

June 27, 2018

6:00 PM

Rancho de la Nación School  
1830 E. Division Street  
National City, CA 91950

**Attendance Taken at 6:10 PM:**

Present:

Ms. Barbara Avalos  
Ms. Maria Betancourt-Castañeda  
Mr. Brian Clapper  
Ms. Maria Dalla  
Ms. Alma Sarmiento

**1. CALL TO ORDER**

Board President, Maria Betancourt-Castañeda, called the public meeting to order at 3:06 p.m.

**2. PUBLIC COMMUNICATIONS**

None

**3. ADJOURN TO CLOSED SESSION**

**4. CLOSED SESSION - 3:00 P.M.**

Closed session was held from 3:06 p.m. to 6:07 p.m.

After roll call was taken, Board President, Maria Betancourt-Castañeda announced that in Closed Session the Governing Board voted unanimously to appoint Raymond Ruiz as Principal in the National School District.

Board President, Maria Betancourt-Castañeda announced that in Closed Session the Governing Board voted unanimously to appoint Linnette Castañeda as Principal in the National School District.

Board President, Maria Betancourt-Castañeda announced that in Closed Session the Governing Board voted unanimously to appoint Delia Arancibia as Assistant-Principal at Lincoln Acres School.

Board President, Maria Betancourt-Castañeda announced that in Closed Session the Governing Board voted unanimously to appoint Beverly Hayes as Director of Educational Services.

## **5. RETURN TO OPEN SESSION**

## **6. CALL TO ORDER**

Board President, Maria Betancourt-Castañeda, called the public meeting to order at 6:10 p.m.

## **7. PLEDGE OF ALLEGIANCE**

Board President, Maria Betancourt-Castañeda, led the Pledge of Allegiance.

## **8. ROLL CALL**

Mrs. Yvette Olea took roll call.

## **9. PRESENTATIONS**

### **9.A. Recognize Ms. Paula Jameson-Whitney for her dedication and service to the students and families of the National School District.**

Dr. Leighangela Brady and Ms. Maria Betancourt-Castañeda recognized Ms. Paula Jameson-Whitney for her dedication and service to the students and families of the National School District. On behalf of the Governing Board, Ms. Maria Betancourt-Castañeda, presented Ms. Jameson-Whitney with flowers and a District logo clock.

### **9.B. Introduce and welcome the new employees.**

Dr. Leticia Hernandez, Assistant Superintendent of Human Resources, introduced and welcomed the new employees.

Board President, Ms. Maria Betancourt-Castañeda, presented each new employee with a District pin.

## **10. PUBLIC COMMUNICATIONS**

Ms. Jannette Colada-Tacto, teacher, spoke regarding the Fourth of July Carnival fundraiser.

## **11. AGENDA**

### **11.A. Approve agenda.**

**Motion Passed:** Approve agenda Passed with a motion by Ms. Alma Sarmiento and a second by Ms. Barbara Avalos.

Yes Ms. Barbara Avalos

Yes Ms. Maria Betancourt-Castañeda

Yes Mr. Brian Clapper

Yes Ms. Maria Dalla

Yes Ms. Alma Sarmiento

## **12. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS**

**Motion Passed:** Approve Consent Calendar Passed with a motion by Ms. Maria Dalla and a second by Mr. Brian Clapper.

Yes Ms. Barbara Avalos

Yes Ms. Maria Betancourt-Castañeda

Yes Mr. Brian Clapper

Yes Ms. Maria Dalla

Yes Ms. Alma Sarmiento

### **12.A. Minutes**

**12.A.I. Approve the minutes of the Regular Board Meeting held on June 13, 2018.**

### **12.B. Administration**

### **12.C. Human Resources**

**12.C.I. Ratify/approve recommended actions in personnel activity list.**

**12.C.II. The employee resignations/retirements on the attached list were accepted by Leticia Hernandez, Assistant Superintendent, Human Resources.**

### **12.D. Educational Services**

**12.D.I. Authorize the Superintendent to submit the Consolidated Application for Funding Categorical Aid Programs 2018-2019.**

**12.D.II. Adopt Resolution #17-18.29, certifying the approval of the National School District Governing Board to enter into contract (CSPP-8460) with the California State Department of Education for the purpose of providing early childhood education programs for children three and four years of age during the fiscal year 2018-2019.**

### **12.E. Business Services**

## **13. GENERAL FUNCTIONS**

**13.A. Discuss follow-up questions regarding Contract #CT3374 with West Interactive Services Corporation, for SchoolMessenger.**

Dr. Leighangela Brady discussed follow-up questions from the Board regarding Contract #CT3374 with West Interactive Services Corporation, for SchoolMessenger.

## **14. POLICIES, REGULATIONS, BYLAWS**

### **14.A. Adopt Board Policies and Administrative Regulations as listed on attached maintenance service checklist.**

**Motion Passed:** Adopt Board Policies and Administrative Regulations as listed on attached maintenance service checklist Passed with a motion by Ms. Maria Dalla and a second by Ms. Barbara Avalos.

Yes Ms. Barbara Avalos  
Yes Ms. Maria Betancourt-Castañeda  
Yes Mr. Brian Clapper  
Yes Ms. Maria Dalla  
Yes Ms. Alma Sarmiento

## **15. EDUCATIONAL SERVICES**

### **15.A. Approve the 2018-2019 Local Control Accountability Plan.**

**Motion Passed:** Approve the 2018-2019 Local Control Accountability Plan Passed with a motion by Mr. Brian Clapper and a second by Ms. Maria Dalla.

Yes Ms. Barbara Avalos  
Yes Ms. Maria Betancourt-Castañeda  
Yes Mr. Brian Clapper  
Yes Ms. Maria Dalla  
Yes Ms. Alma Sarmiento

## **16. HUMAN RESOURCES**

### **16.A. Approve On-Loan Agreement #CT3503 between the University of California at San Diego (UCSD) and National School District (NSD) for Sarah Peterson to serve as 100% Director of the California Reading & Literature Project, Regional Office, from July 1, 2018 through June 30, 2019.**

**Motion Passed:** Approve On-Loan Agreement #CT3503 between the University of California at San Diego (UCSD) and National School District (NSD) for Sarah Peterson to serve as 100% Director of the California Reading & Literature Project, Regional Office, from July 1, 2018 through June 30, 2019 Passed with a motion by Mr. Brian Clapper and a second by Ms. Barbara Avalos.

Yes Ms. Barbara Avalos  
Yes Ms. Maria Betancourt-Castañeda  
Yes Mr. Brian Clapper  
Yes Ms. Maria Dalla  
Yes Ms. Alma Sarmiento

**16.B. Approve the negotiated agreement for the 2017-2018 school year between the National City Elementary Teachers Association and the Governing Board of National School District.**

**Motion Passed:** Approve the negotiated agreement for the 2017-2018 school year between the National City Elementary Teachers Association and the Governing Board of National School District Passed with a motion by Ms. Alma Sarmiento and a second by Ms. Barbara Avalos.

Yes Ms. Barbara Avalos

Yes Ms. Maria Betancourt-Castañeda

Yes Mr. Brian Clapper

Yes Ms. Maria Dalla

Yes Ms. Alma Sarmiento

**16.C. Approve a two percent (2%) increase on the current salary schedule for confidential, management and supervisory personnel effective January 1, 2018.**

**Motion Passed:** Approve a two percent (2%) increase on the current salary schedule for confidential, management and supervisory personnel effective January 1, 2018 Passed with a motion by Ms. Barbara Avalos and a second by Mr. Brian Clapper.

Yes Ms. Barbara Avalos

Yes Ms. Maria Betancourt-Castañeda

Yes Mr. Brian Clapper

Yes Ms. Maria Dalla

Yes Ms. Alma Sarmiento

**16.D. Approve job description for Information Compliance Specialist-Business Services.**

**Motion Passed:** Approve job description for Information Compliance Specialist-Business Services Passed with a motion by Ms. Alma Sarmiento and a second by Ms. Barbara Avalos.

Yes Ms. Barbara Avalos

Yes Ms. Maria Betancourt-Castañeda

Yes Mr. Brian Clapper

Yes Ms. Maria Dalla

Yes Ms. Alma Sarmiento

**17. BUSINESS SERVICES**

**17.A. Approve the Estimated Actual Budget for 2017-18, and Adopt the 2018-19 Proposed Budget for all funds.**

**Motion Passed:** Approve the Estimated Actual Budget for 2017-18, and Adopt the 2018-19 Proposed Budget for all funds Passed with a motion by Ms. Barbara Avalos and a second by Mr. Brian Clapper.

Yes Ms. Barbara Avalos

Yes Ms. Maria Betancourt-Castañeda

Yes Mr. Brian Clapper

Yes Ms. Maria Dalla

Yes Ms. Alma Sarmiento

**17.B. Adopt Resolution #17-18.30 for the use of Education Protection Account (EPA) funds for the 2018-19 school year.**

**Motion Passed:** Adopt Resolution #17-18.30 for the use of Education Protection Account (EPA) funds for the 2018-19 school year Passed with a motion by Ms. Maria Dalla and a second by Ms. Barbara Avalos.

Yes Ms. Barbara Avalos  
Yes Ms. Maria Betancourt-Castañeda  
Yes Mr. Brian Clapper  
Yes Ms. Maria Dalla  
Yes Ms. Alma Sarmiento

**17.C. Approve renewal of annual maintenance agreement and service contracts for 2018-2019.**

**Motion Passed:** Approve renewal of annual maintenance agreement and service contracts for 2018-2019 Passed with a motion by Mr. Brian Clapper and a second by Ms. Barbara Avalos.

Yes Ms. Barbara Avalos  
Yes Ms. Maria Betancourt-Castañeda  
Yes Mr. Brian Clapper  
Yes Ms. Maria Dalla  
Yes Ms. Alma Sarmiento

**17.D. Discuss and authorize the Assistant Superintendent of Business Services to advertise for Bid #18-19-181 for Tree Trimming and Removal.**

**Motion Passed:** Following discussion, Authorize the Assistant Superintendent of Business Services to advertise for Bid #18-19-181 for Tree Trimming and Removal Passed with a motion by Ms. Alma Sarmiento and a second by Ms. Barbara Avalos.

Yes Ms. Barbara Avalos  
Yes Ms. Maria Betancourt-Castañeda  
Yes Mr. Brian Clapper  
Yes Ms. Maria Dalla  
Yes Ms. Alma Sarmiento

**17.E. Accept gifts.**

**Motion Passed:** Accept gifts Passed with a motion by Ms. Alma Sarmiento and a second by Mr. Brian Clapper.

Yes Ms. Barbara Avalos  
Yes Ms. Maria Betancourt-Castañeda  
Yes Mr. Brian Clapper  
Yes Ms. Maria Dalla  
Yes Ms. Alma Sarmiento

**18. BOARD WORKSHOP**

## **19. BOARD/CABINET COMMUNICATIONS**

Ms. Maria Dalla congratulated Ms. Jameson-Whitney. She congratulated the new employees.

Mr. Brian Clapper congratulated Ms. Jameson-Whitney. He congratulated the new employees.

Ms. Barbara Avalos congratulated Ms. Jameson-Whitney.

Ms. Alma Sarmiento congratulated Ms. Jameson-Whitney. She congratulated the new employees.

Dr. Leticia Hernandez welcomed the new employees. She congratulated Ms. Jameson-Whitney. She thanked Mona Ribada for the wonderful luncheon she provided for the maintenance staff.

Mr. Chris Carson congratulated Ms. Jameson-Whitney. He shared information regarding the summer work in the maintenance and business office.

Dr. Sharmila Kraft congratulated the new employees. She congratulated Ms. Jameson-Whitney.

Dr. Leighangela Brady shared that the District submitted three Golden Bell applications this week. She wished Ms. Dalla a Happy Birthday. She congratulated the new employees. She congratulated Dr. Sharmila Kraft on her first board meeting. She also congratulated Ms. Jameson-Whitney.

Ms. Maria Betancourt-Castañeda wished Ms. Dalla a Happy Birthday. She congratulated Ms. Jameson-Whitney. She congratulated the new employees. She welcomed Dr. Sharmila Kraft.

## **20. ADJOURNMENT**

The meeting was adjourned to Closed Session at 6:55 p.m.

The meeting was adjourned at 8:55 p.m.

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Clerk of the Governing Board

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Secretary to the Governing Board

Agenda Item: **12.B. Administration**

Agenda Item: **12.B.I. Approve the Quarterly Report to the San Diego County Office of Education on Williams Complaints.**

Speaker: Leighangela Brady, Superintendent

Quick Summary / Abstract: In May 2000, a lawsuit was filed against the State of California complaining that low-performing schools across the State were housed in facilities that were dirty, unsafe and inadequate with further allegations that these schools were additionally burdened with unqualified teachers and insufficient instructional materials. A settlement in Williams vs. California was agreed to in August 2004 and subsequently enacted into law through SB 6, SB 550, AB 1550, AB 2727 and AB 3001 (chaptered September 29, 2004).

The intent of the Williams settlement is to ensure that all students have equal access to:

- Instructional materials
- Qualified teachers
- Safe, clean and adequate facilities

Comments: A stipulation of the settlement is that all school districts must update Uniform Complaint Procedures to include:

- Instructional materials
- Teacher vacancies and misassignments
- Emergency or urgent facilities issues

The Governing Board of National School District enacted changes to the Uniform Complaint Procedures on December 8, 2004.

Notices have been posted in each classroom in every school informing parents/guardians that all classes in all California public schools must have sufficient instructional materials and that the facilities must be clean, safe and in “good repair.” The notices also provide information on how and where to file a complaint.

The District is obligated to present a quarterly summary report of complaints to the Governing Board and to the San Diego County Office of Education. For the period of April through June 2018, no Williams Complaints were filed in the District.

See attached quarterly uniform complaint report summary.

Attachments:  
Williams Quarterly Report



**National School District**  
**Quarterly Uniform Complaint Report Summary**  
**For submission to National School District Governing Board**  
**and**  
**San Diego County Office of Education**

District Name: National School District

Quarter covered by this report: April – June 2018

Please fill in the following table. Enter 0 in any cell that does not apply.

	<b>Number of complaints received in quarter</b>	<b>Number of complaints resolved</b>	<b>Number of complaints unresolved</b>
<b>Instructional Materials</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Facilities</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Teacher Vacancy and Misassignment</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>

Submitted by: Yvette Olea

Title: Executive Assistant to the Superintendent and Governing Board

Agenda Item:           **12.C. Human Resources**

Agenda Item:           **12.C.I. Ratify/approve recommended actions in personnel activity list.**

Speaker:               Leticia Hernandez, Assistant Superintendent, Human Resources

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

Financial Impact:     See staff recommendations table.

Attachments:  
Staff Recommendations

**CERTIFICATED STAFF RECOMMENDATIONS**  
**July 11, 2018**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Placement</u>	<u>Funding Source</u>
<b>Employment</b>				
1. Ofelia Carrillo	Preschool Teacher 6 hours per day 181 days per year TBD	July 18, 2018	Class 1, Step 1	General Fund
2. Elizabeth Lopez	Preschool Teacher 6 hours per day 181 days per year TBD	July 18, 2018	Class 1, Step 1	General Fund
3. Norma Luna	Preschool Teacher 6 hours per day 181 days per year TBD	July 18, 2018	Class 1, Step 1	General Fund
4. Hada Morales-Lopez	Preschool Teacher 6 hours per day 181 days per year TBD	July 18, 2018	Class 1, Step 1	General Fund
5. Liliana Nansen	Preschool Teacher 6 hours per day 181 days per year TBD	July 18, 2018	Class 1, Step 1	General Fund
6. Heather Potter	Teacher of Special Day Class Moderate/Severe 6.58 hours per day 185 days per year TBD	July 18, 2018	Class I, Step 1	General Fund
7. Lirio Vanessa Ruffo	Preschool Teacher 6 hours per day 181 days per year TBD	July 18, 2018	Class 1, Step 1	General Fund
8. Lori Tan	Teacher of Special Day Class Mild/Moderate 6.58 hours per day 185 days per year Las Palmas School	July 18, 2018	Class I, Step 1	General Fund
9. Angelina Woods	Preschool Teacher 6 hours per day 181 days per year TBD	July 18, 2018	Class 1, Step 1	General Fund
10. Lisa Yegin	Teacher of Special Day Class Mild/Moderate 6.58 hours per day 185 days per year Central School	July 18, 2018	Class I, Step 1	General Fund

**Temporary Employment**

None				
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**Additional Duties**

None				
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**Contract Extension/Change**

None				
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**Unpaid Leave of Absence**

None				
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**CLASSIFIED STAFF RECOMMENDATIONS**  
**July 11, 2018**

<u><b>Name</b></u>	<u><b>Position</b></u>	<u><b>Effective Date</b></u>	<u><b>Placement</b></u>	<u><b>Funding Source</b></u>
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**Employment**

None				
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**Contract Extension/Change**

11. Joel Mendoza	From Child Nutrition Services Delivery Driver to Buyer/Storekeeper Child Nutrition Services Department	July 12, 2018	Range 27, Step 1	General Fund
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**Unpaid Leave of Absence**

None				
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**Temporary Employment**

None				
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Agenda Item: **12.C.II. The employee resignations/retirements on the attached list were accepted by Leticia Hernandez, Assistant Superintendent, Human Resources.**

Speaker: Leticia Hernandez, Assistant Superintendent, Human Resources

Attachments:  
Resignations/Retirements

<b>Resignations 7/11/18</b>			
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
Callie Coffin	Teacher	Central School	June 6, 2018
Melissa Hendrick	Special Day Class Teacher – Moderate/Severe	Central School	June 6, 2018
Renee Moson	Teacher	Ira Harbison School	June 6, 2018
Sarah Taormina	Enrichment Teacher	Las Palmas/Olivewood Schools	June 6, 2018
Ashley Workizer	Teacher	Ira Harbison School	June 6, 2018
Jasmin Zures	Teacher	Ira Harbison School	June 6, 2018

<b>Retirements 7/11/18</b>			
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
Ernest Palma	Custodian-Day	Lincoln Acres School	June 20, 2018

Agenda Item: **12.D. Educational Services**

Agenda Item: **12.D.I. Approve the Preliminary Single School Plans for Student Achievement for the 2018-2019 school year.**

Speaker: Sharmila Kraft, Assistant Superintendent, Educational Services

Quick Summary / Abstract: As part of the Elementary and Secondary Education Act (ESEA), each school that receives Title I funds must develop a comprehensive Single School Plan for Student Achievement that ensures the monies are spent according to Title I regulations. Each plan has been reviewed and evaluated by Dr. Sharmila Kraft to ensure it articulates the goals of the Local Control Accountability Plan, as well as all State and Federal requirements.

Each Single School Plan for Student Achievement must be approved by each School Site Council and the district's Board of Trustees for approval twice a year due to 1) State and Federal general budget timelines 2) State student achievement accountability reporting timelines from the California Assessment of Student Progress and Performance (CASPP).

Comments: A preliminary Single School Plan for Student Achievement is presented for approval to the School Site Council in April/May and to the National School District's Board of Trustees in June/July using the preliminary budget projections and California Assessment of Student Progress and Performance (CASPP) reports.

The finalized Single School Plan for Student Achievement is presented to School Site Council in September/October and to the National School District's Board of Trustees in December/July using the finalized budget projections and the official reports from California Assessment of Student Progress and Performance (CASPP).

The content of each school plan is aligned with school goals for improving student achievement. School goals are based upon an analysis of verifiable State data and local measures of pupil achievement. The School Site Council from each school analyzes available data on the academic performance of all students, including English learners, educationally disadvantaged students, gifted and talented students and students with exceptional needs. The councils also obtain and consider the input of the school community. Based upon this input, they establish performance improvement goals, actions and expenditures.

Copies of the school plans are available in the office of the Assistant Superintendent, Educational Services.



Agenda Item: **12.E. Business Services**

Agenda Item: **12.E.I. Adopt Resolution #18-19.01 authorizing contracting pursuant to bid and award documents from the Pomona Valley Purchasing Co-Op Group for the snack foods and beverages, piggyback contract (Proposal #C-189-003 Snack Food and Beverages).**

Speaker: Christopher Carson, Assistant Superintendent of Business Services

Quick Summary / Abstract: Piggyback is a form of intergovernmental cooperative purchasing in which an entity will be extended the same pricing and terms of a contract entered into by another entity. This allows for smaller entities to take advantage of favorable pricing and contract conditions extended to larger entities, thereby saving costs on purchased items they might not otherwise achieve through their own bid process.

Comments: The Ontario-Montclair School District, on behalf of the Pomona Valley Purchasing Co-Op Group, conducted a Request for Proposals process for Snack Foods and Beverages. The contract was awarded to Gold Star Foods with an effective date of July 1, 2018 through June 30, 2019, renewable for two years. The award allows public agencies an opportunity to purchase snack foods and beverages from the successful proposer.

Attachments:  
Resolution #18-19.01

# National School District Resolution

#18-19.01

## **AUTHORIZING ITS PARTICIPATION IN THE PURCHASE OF SNACK FOODS AND BEVERAGES THROUGH THE POMONA VALLEY PURCHASING CO-OP GROUP REQUEST FOR PROPOSALS (RFP) C-189-003 SNACK FOOD AND BEVERAGES**

On motion of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, California Department of General Services (“Department”) is authorized pursuant to Public Contract Code Section 12100 to purchase goods and services on behalf of local agencies, such as National School District (“District”);

**WHEREAS**, the Department allows local governments to use its Pomona Valley Purchasing Co-Op Group C-198-003 Snack Foods and Beverages to purchase products and services;

**WHEREAS**, such purchases must be made by the Department upon the same terms, conditions and specifications and at a price lower than the District can obtain through its normal acquisition procedures;

**BE IT RESOLVED** by the Governing Board of National School District as follows:

1. The District requests participation in the purchase of materials, equipment, and supplies through the Pomona Valley Purchasing Co-Op Group C-198-003 Snack Foods and Beverages.
2. The District will make all purchases in its own name for public use only.
3. The District will be responsible for payment directly to the vendor and for any tax liability, and will hold the State of California harmless therefrom.
4. Such purchases can be made by the Department upon the same terms, conditions, and specifications and at a price lower than the District can obtain through its normal acquisition procedures since the contracted price is lower than the District estimate, etc.
5. The District’s participation in the Pomona Valley Purchasing Co-Op Group C-198-003 Snack Foods and Beverages is in the best interests of the District due to time schedule, quality, cost of developing specifications, price, etc.

Resolution #18-19.01  
July 11, 2018  
Page 2

**PASSED AND ADOPTED** by the Governing Board of National School District of San Diego County, California, this 11th day of July 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 regular 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: **12.E.II. Adopt Resolution #18-19.03 authorizing contracting to Request for Proposal (RFP) and award documents from the San Gabriel Valley Food Services Cooperative Purchasing Group for the purchase of frozen and refrigerated food piggyback contract (RFP #1173-15/16).**

Speaker: Christopher Carson, Assistant Superintendent of Business Services

Quick Summary / Abstract: Piggyback is a form of intergovernmental cooperative purchasing in which an entity will be extended the same pricing and terms of a contract entered into by another entity. This allows for smaller entities to take advantage of favorable pricing and contract conditions extended to larger entities, thereby saving costs on purchased items they might not otherwise achieve through their own bid process.

Comments: The San Gabriel Valley Food Services Cooperative Purchasing Group conducted a Request for Proposals process for Frozen & Refrigerated Food Distribution. The contract was awarded to Gold Star Foods with an effective date of the bid of August 1, 2016 through July 31, 2017, renewable for two years. The contract has subsequently been renewed for August 1, 2018 through July 31, 2019. The award allows incorporated participating public agencies an opportunity to purchase refrigerated and frozen goods from the successful bidder via a piggyback clause.

Attachments:  
Resolution #18-19.03

# National School District Resolution

**#18-19.03**

## **AUTHORIZING ITS PARTICIPATION IN THE PURCHASE OF FROZEN AND REFRIGERATED FOODS THROUGH THE SAN GABRIEL FOOD SERVICES COOPERATIVE PURCHASING GROUP**

On motion of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, California Department of General Services (“Department”) is authorized pursuant to Public Contract Code Section 12100 to purchase goods and services on behalf of local agencies, such as National School District (“District”);

**WHEREAS**, the Department allows local governments to use its San Gabriel Food Service Cooperative Purchasing Group program to purchase products and services;

**WHEREAS**, such purchases must be made by the Department upon the same terms, conditions and specifications and at a price lower than the District can obtain through its normal acquisition procedures;

**BE IT RESOLVED** by the Governing Board of National School District as follows:

1. The District requests participation in the purchase of materials, equipment, and supplies through the San Gabriel Food Service Cooperative Purchasing Group.
2. The District will make all purchases in its own name for public use only.
3. The District will be responsible for payment directly to the vendor and for any tax liability, and will hold the State of California harmless therefrom.
4. Such purchases can be made by the Department upon the same terms, conditions, and specifications and at a price lower than the District can obtain through its normal acquisition procedures since the contracted price is lower than the District estimate, etc.
5. The District’s participation in the San Gabriel Food Service Cooperative Purchasing Group is in the best interests of the District due to time schedule, quality, cost of developing specifications, price, etc.

Resolution #18-19.03  
July 11, 2018  
Page 2

**PASSED AND ADOPTED** by the Governing Board of National School District of San Diego County, California, this 11th day of July 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 regular 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.

---

Secretary to the Governing Board

Agenda Item: **12.E.III. Adopt Resolution #18-19.04 authorizing National School District to participate in the California Multiple Awards Schedule (CMAS) program for the acquisition of materials, equipment and supplies.**

Speaker: Christopher Carson, Assistant Superintendent, Business Services

Quick Summary / Abstract: The Public Contract code contains certain exceptions to the cooperative bidding requirements that provide an alternative way in which to make purchases without utilizing the competitive bidding prices. One alternative is the California Multiple Awards Schedules (CMAS) program. In addition, Education Code Section 17595 authorizes districts to purchase materials, equipment, or supplies through the Department of General Services. The CMAS program is designed, as in any public purchasing cooperative, to achieve cost-effective and efficient acquisition of quality products and services. CMAS leverages the buying power for participating school districts.

The District will continue to comply with the California Public Contract Code, which requires solicitation of public bids for the installation of equipment pursuant to Public Contract Code 20110.

The Governing Board is being asked to approve CMAS resolution, which will give the National School District the opportunity to access these competitive prices when appropriate.

Attachments:  
Resolution #18-19.04

# National School District

## Resolution

#18-19.04

### **AUTHORIZING ITS PARTICIPATION IN THE PURCHASE OF MATERIAL, EQUIPMENT AND SUPPLIES THROUGH THE CALIFORNIA MULTIPLE AWARDS SCHEDULE (CMAS) PROGRAM**

On motion of \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, California Department of General Services (“Department”) is authorized pursuant to Public Contract Code Section 12100 to purchase foods and services on behalf of local agencies, such as National School District (“District”)

**WHEREAS**, the Department allows local governments to use its California Multiple Award Schedule (“CMAS”) program to purchase products and services;

**WHEREAS**, such purchases must be made by the Department upon the same terms, conditions and specifications and at a price lower than the District can obtain through its normal acquisition procedures;

**BE IT RESOLVED** by the Governing Board of National School District as follows:

1. The District requests participation in the purchase of materials, equipment, and supplies through the California Multiple Award Schedule program.
2. The District will make all purchases in its own name for public use only.
3. The District will be responsible for payment directly to the Vendor and for any tax liability and will hold the State of California harmless therefrom.
4. Such purchases can be made by the Department upon the same terms, conditions and specifications and at a price lower than the District can obtain through its normal acquisition procedures since the contracted price is lower than the District estimate, etc.
5. The Districts participation in the CMAS contracts is in the best interest of the District due to time schedule, quality, cost of developing specifications, price, etc.



Resolution #18-19.04  
July 11, 2018  
Page 2

**PASSED AND ADOPTED** by the Governing Board of National School District of San Diego County, California, this 11th day of July 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 regular 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.

---

Secretary to the Governing Board

Agenda Item: **12.E.IV. Adopt Resolution#18-19.05 authorizing National School District to participate in the CalSAVE Vendor Partnership program for the acquisition of materials, equipment, and supplies.**

Speaker: Christopher Carson, Assistant Superintendent, Business Services

Quick Summary / Abstract: The Public Contract code contains certain exceptions to the cooperative bidding requirements that provide an alternative way in which to make purchases without utilizing the competitive bidding process.

One alternative is CalSAVE. The CalSAVE program is sponsored by Epylon on behalf of the California County Superintendents Educational Services Association. The District will continue to comply with the California Public Contract Code, which requires solicitation of public bids for the installation of equipment pursuant to Public Contract Code 20110.

By giving the Business Services Department the authorization to purchase from the CalSAVE program, the district will save the time and expense of having to go out for formal bid. Together with the competitive pricing available thru CalSAVE, the Business Services Department feels it is in the district's best interest to take advantage of this program. The Governing Board is being asked to approve CalSAVE resolution, which will give the National School District the opportunity to access these competitive prices when appropriate.

Administrators will continue to follow District policy, which requires Board approval for purchases of equipment, which exceeds \$10,000.

Comments: CalSAVE helps California's schools and public agencies buy the latest technology, instructional resources and other products for less money and with more efficiency. CalSAVE leverages the statewide buying power of California's school and public agencies to secure the lowest possible price.

Attachments:  
Resolution #18-19.05

# National School District

## Resolution

#18-19.05

### AUTHORIZING CONTRACTING PURSUANT TO VENDOR PARTNERSHIP WITH CALSAVE

On motion of \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, The CalSAVE program is sponsored by Epylon on behalf of the California County Superintendents Educational Services Association, and

**WHEREAS**, The CalSAVE program, will give the District the opportunity to access these competitive processes when appropriate. This will save the District the time and money to go out for a formal bid when the purchase does not exceed \$10,000, and

**WHEREAS**, this Board has determined it to be in the best interests of the District to purchase from CalSAVE, and

**BE IT RESOLVED** by the Governing Board of National School District as follows:

1. The District requests participation in the purchase of materials, equipment, and supplies through the CalSAVE program.
2. The District will make all purchases in its own name for public use only.
3. The District will be responsible for payment directly to the Vendor and for any tax liability and will hold the State of California harmless therefrom.
4. Such purchases can be made by the Department upon the same terms, conditions and specifications and at a price lower than the District can obtain through its normal acquisition procedures since the contracted price is lower than the District estimate, etc.
5. The District's participation in the CalSAVE contracts is in the best interest of the District to leverage the statewide buying power of California's school and public agencies to secure the lowest price.

Resolution #18-19.05  
July 11, 2018  
Page 2

**PASSED AND ADOPTED** by the Governing Board of National School District of San Diego County, California, this 11th day of July 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 regular 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: **12.E.V. Adopt Resolution #18-19.06 authorizing National School District to participate in the National IPA for the acquisition of school, classroom, and office furniture.**

Speaker: Christopher Carson, Assistant Superintendent, Business Services

Quick Summary /  
Abstract: The Public Contract code contains certain exceptions to the cooperative bidding requirements that provide an alternative way in which to make purchases without utilizing the competitive bidding prices. One alternative is the National IPA specializing in public procurement, contract development, and cooperative purchasing for educational agencies.

By giving the Business Services Department the authorization to purchase from the National IPA, the District will save the time and expense of having to go out for formal bid. Together with the competitive pricing available through National IPA the Business Services Department feels it is very much in the District's best interest to take advantage of this program.

The District will continue to comply with the California Public Contract Code, which requires solicitation of public bids for the installation of equipment pursuant to Public Contract Code 20110.

The Governing Board is being asked to approve National IPA resolution, which will give the National School District the opportunity to access these competitive prices when appropriate.

Attachments:  
Resolution #18-19.06

# National School District

## Resolution

#18-19.06

### AUTHORIZING CONTRACTING PURSUANT TO THE NATIONAL IPA

On motion of \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, The Public Contract code contains certain exceptions to the cooperative bidding requirements that provide an alternative way in which to make purchases without utilizing the competitive bidding process, and

**WHEREAS**, One alternative is the National IPA Cooperative Purchasing Organization. This will save the District the time and expense of having to go out for a formal bid, and

**WHEREAS**, Education Code Section 17595 authorizes districts to purchase materials, equipment through the Department of General Services, and

**BE IT RESOLVED** by the Governing Board of National School District as follows:

1. The District requests participation in the purchase of school, classroom and office furniture through the National IPA program.
2. The District will make all purchases in its own name for public use only.
3. The District will be responsible for payment directly to the Vendor and for any tax liability and will hold the State of California harmless therefrom.
4. Such purchases can be made by the Department upon the same terms, conditions and specifications and at a price lower than the District can obtain through its normal acquisition procedures since the contracted price is lower than the District estimate, etc.
5. The Districts participation in the National IPA contracts is in the best interest of the District to leverage the statewide buying power of California's school and public agencies to secure the lowest price.

Resolution #18-19.06  
July 11, 2018  
Page 2

**PASSED AND ADOPTED** by the Governing Board of National School District of San Diego County, California, this 11th day of July 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 regular 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: **12.E.VI. Adopt Resolution#18-19.07 authorizing National School District to participate in the National Joint Powers Alliance (NJPA) program Vendor for the purchase of supplies, materials and equipment.**

Speaker: Christopher Carson, Assistant Superintendent, Business Services

Quick Summary / Abstract: The Public Contract code contains certain exceptions to the cooperative bidding requirements that provide an alternative way in which to make purchases without utilizing the competitive bidding process.

One alternative is through accessing the National Joint Powers Alliance (NJPA) issued a cooperative bid that they are making available to the National School District. The District will continue to comply with the California Public Contract Code, which requires solicitation of public bids for the installation of equipment pursuant to Public Contract Code 20110.

The NJPA program is designed, as is any public purchasing cooperative, to achieve cost-effective and efficient acquisition of quality products. NJPA has negotiated prices for various materials, equipment and supplies with several companies. The JNPA is making these competitive prices available to all public agencies.

The Governing Board is being asked to approve NJPA resolution, which will give the National School District the opportunity to access these competitive prices when appropriate.

Attachments:  
Resolution #18-19.07



# National School District

## Resolution

#18-19.07

### AUTHORIZING CONTRACTING PURSUANT TO COOPERATIVE BID AND AWARD DOCUMENTS FROM THE NATIONAL JOINT POWERS ALLIANCE (NJPA)

On motion of \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, The Public Contract code contains certain exceptions to the cooperative bidding requirements that provide an alternative way in which to make purchases without utilizing the competitive bidding process, and

**WHEREAS**, One alternative is the National Joint Powers Alliance (NJPA) program. This will save the District the time and expense of having to go out for a formal bid, and

**WHEREAS**, Education Code Section 17595 authorizes districts to purchase materials, equipment through the Department of General Services, and

**BE IT RESOLVED** by the Governing Board of National School District as follows:

1. The District requests participation in the purchase of materials, equipment, and supplies through the National Joint Powers Alliance (NJPA) program.
2. The District will make all purchases in its own name for public use only.
3. The District will be responsible for payment directly to the Vendor and for any tax liability and will hold the State of California harmless therefrom.
4. Such purchases can be made by the Department upon the same terms, conditions and specifications and at a price lower than the District can obtain through its normal acquisition procedures since the contracted price is lower than the District estimate, etc.
5. The Districts participation in the NJPA contracts is in the best interest of the District due to time schedule, quality, cost of developing specifications, price, etc.

Resolution #18-19.07  
July 11, 2018  
Page 2

**PASSED AND ADOPTED** by the Governing Board of National School District of San Diego County, California, this 11th day of July 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 regular 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.

---

Secretary to the Governing Board

Agenda Item: **12.E.VII. Adopt Resolution #18-19.08 authorizing National School District to participate in the North County Educational Purchasing Consortium (NCEPC) program for the acquisition of materials, equipment and supplies.**

Speaker: Christopher Carson, Assistant Superintendent, Business Services

Quick Summary / Abstract: The NCEPC program is designed, as in any public purchasing cooperative, to achieve cost-effective and efficient acquisition of quality products and services. NCEPC leverages the buying power for participating school districts.

The Public Contract code contains certain exceptions to the cooperative bidding requirements that provide an alternative way in which to make purchases without utilizing the competitive bidding prices. One alternative is the NCEPC program.

The District will continue to comply with the California Public Contract Code, which requires solicitation of public bids for the installation of equipment pursuant to Public Contract Code 20110.

The Governing Board is being asked to approve NCEPC resolution, which will give the National School District the opportunity to access these competitive prices when appropriate.

Attachments:  
Resolution #18-19.08

# National School District

## Resolution

#18-19.08

### AUTHORIZING CONTRACTING PURSUANT TO NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM (NCEPC)

On motion of \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, The Public Contract code contains certain exceptions to the cooperative bidding requirements that provide an alternative way in which to make purchases without utilizing the competitive bidding process, and

**WHEREAS**, One alternative is the North County Educational Purchasing Consortium (NCEPC) program. This will save the District the time and expense of having to go out for a formal bid, and

**WHEREAS**, Education Code Section 17595 authorizes districts to purchase materials, equipment through the Department of General Services, and

**BE IT RESOLVED** by the Governing Board of National School District as follows:

1. The District requests participation in the purchase of materials, equipment, and supplies through the North County Educational Purchasing Consortium (NCEPC) program.
2. The District will make all purchases in its own name for public use only.
3. The District will be responsible for payment directly to the Vendor and for any tax liability and will hold the State of California harmless therefrom.
4. Such purchases can be made by the Department upon the same terms, conditions and specifications and at a price lower than the District can obtain through its normal acquisition procedures since the contracted price is lower than the District estimate, etc.
5. The Districts participation in the NCEPC contracts is in the best interest of the District due to time schedule, quality, cost of developing specifications, price, etc.

Resolution #18-19.08  
July 11, 2018  
Page 2

**PASSED AND ADOPTED** by the Governing Board of National School District of San Diego County, California, this 11th day of July 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 regular 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: **12.E.VIII. Adopt Resolution #18-19.09 authorizing National School District to participate in the PEPPM Technology Bidding and Purchasing Program for the acquisition of technology equipment, software and supplies.**

Speaker: Christopher Carson, Assistant Superintendent, Business Services

Quick Summary / Abstract: The Public Contract code contains certain exceptions to the cooperative bidding requirements that provide an alternative way in which to make purchases without utilizing the competitive bidding prices. One alternative is the PEPPM program. PEPPM has collaborated with Epylon Corporation to provide increased value to buyers and vendor partners in the PEPPM Program. Epylon Corporation is a California company specializing in strategic sourcing, contract development, co-op management and eCommerce for educational agencies.

By giving the Business Services Department the authorization to purchase from the PEPPM program, the District will save the time and expense of having to go out for formal bid. Together with the competitive pricing available through PEPPM the Business Services Department feels it is very much in the District's best interest to take advantage of this program.

The District will continue to comply with the California Public Contract Code, which requires solicitation of public bids for the installation of equipment pursuant to Public Contract Code 20110.

The Governing Board is being asked to approve PEPPM resolution, which will give the National School District the opportunity to access these competitive prices when appropriate.

Attachments:  
Resolution #18-19.09

# National School District

## Resolution

#18-19.09

### AUTHORIZING CONTRACTING PURSUANT TO PEPPM TECHNOLOGY BIDDING AND PURCHASING PROGRAM

On motion of \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, The Public Contract code contains certain exceptions to the cooperative bidding requirements that provide an alternative way in which to make purchases without utilizing the competitive bidding process, and

**WHEREAS**, One alternative is the PEPPM Technology Bidding and Purchasing Program, sponsored by Epylon. This will save the District the time and expense of having to go out for a formal bid, and

**WHEREAS**, Education Code Section 17595 authorizes districts to purchase materials, equipment through the Department of General Services, and

**BE IT RESOLVED** by the Governing Board of National School District as follows:

1. The District requests participation in the purchase of technology equipment, software and supplies through the PEPPM Technology Bidding and Purchasing Program.
2. The District will make all purchases in its own name for public use only.
3. The District will be responsible for payment directly to the Vendor and for any tax liability and will hold the State of California harmless therefrom.
4. Such purchases can be made by the Department upon the same terms, conditions and specifications and at a price lower than the District can obtain through its normal acquisition procedures since the contracted price is lower than the District estimate, etc.
5. The Districts participation in the PEPPM contracts is in the best interest of the District to leverage the statewide buying power of California's school and public agencies to secure the lowest price.

Resolution #18-19.09  
July 11, 2018  
Page 2

**PASSED AND ADOPTED** by the Governing Board of National School District of San Diego County, California, this 11th day of July 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 regular 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: **12.E.IX. Adopt Resolution #18-19.10 authorizing National School District to participate in the WSCA-NASPO Vendor Partnership program for the acquisition of materials, equipment and supplies.**

Speaker: Christopher Carson, Assistant Superintendent, Business Services

Quick Summary / Abstract: The Public Contract code contains certain exceptions to the cooperative bidding requirements that provide an alternative way in which to make purchases without utilizing the competitive bidding prices. One alternative is the WSCA-NASPO program. In addition, Education Code Section 17595 authorizes districts to purchase materials, equipment, or supplies through the Department of General Services.

By giving the Business Services Department the authorization to purchase from the WSCA-NASPO program, the District will save the time and expense of having to go out for formal bid. Together with the competitive pricing available through WSCA-NASPO the Business Services Department feels it is very much in the District's best interest to take advantage of this program.

The District will continue to comply with the California Public Contract Code, which requires solicitation of public bids for the installation of equipment pursuant to Public Contract Code 20110.

The Governing Board is being asked to approve WSCA-NASPO resolution, which will give the National School District the opportunity to access these competitive prices when appropriate.

Attachments:  
Resolution #18-19.10

# National School District

## Resolution

#18-19.10

### AUTHORIZING CONTRACTING PURSUANT TO THE WESTERN STATES CONTRACTING ALLIANCE (WSCA-NASPO) Cooperative Purchasing Organization

On motion of \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, The Public Contract code contains certain exceptions to the cooperative bidding requirements that provide an alternative way in which to make purchases without utilizing the competitive bidding process, and

**WHEREAS**, One alternative is the Western States Contracting Alliance-National Association of State Procurement Officials (WSCA-NASPO) Cooperative Purchasing Organization. This will save the District the time and expense of having to go out for a formal bid, and

**WHEREAS**, Education Code Section 17595 authorizes districts to purchase materials, equipment through the Department of General Services, and

**BE IT RESOLVED** by the Governing Board of National School District as follows:

1. The District requests participation in the purchase of materials, equipment, and supplies through the Western States Contracting Alliance-National Association of State procurement Officials (WSCA-NASPO) program.
2. The District will make all purchases in its own name for public use only.
3. The District will be responsible for payment directly to the Vendor and for any tax liability and will hold the State of California harmless therefrom.
4. Such purchases can be made by the Department upon the same terms, conditions and specifications and at a price lower than the District can obtain through its normal acquisition procedures since the contracted price is lower than the District estimate, etc.
5. The Districts participation in the WSCA-NASPO contracts is in the best interest of the District to leverage the statewide buying power of California's school and public agencies to secure the lowest price.

Resolution #18-19.10  
July 11, 2018  
Page 2

**PASSED AND ADOPTED** by the Governing Board of National School District of San Diego County, California, this 11th day of July 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 regular 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: **12.E.X. Approve destruction of records that have met the minimum retention requirements or have been microfilmed/scanned in accordance with Title 5 of the California Administrative Code.**

Speaker: Christopher Carson, Assistant Superintendent, Business Services

Quick Summary / Abstract: Title 5, Chapter 2, of the California Administrative Code provides guidelines for the classification and destruction of school district records.

Classification of Records:

Class 1 – Permanent Records (as listed in California Administrative Code – Title 5, Section 16023) – The original, or one exact copy, unless microfilmed, shall be retained indefinitely.

Class 2 – Optional Records – Not required by law to be retained permanently but deemed worthy of further preservation as specified in California Administrative Code – Title 5, Section 16024.

Class 3 – Disposable Records – required retention periods and procedures for destruction or transfer of records as specified in California Administrative Code – Title 5, Section 16025.

In accordance with this code, records that have been microfilmed or have met or exceeded their retention requirements may be destroyed.

Comments: The District's record storage area is near capacity. In order to provide the space needed for current storage, the District is requesting authorization to destroy records that have met their legal retention period. Records that are classified as permanent have been or will be microfilmed and the hard copy destroyed; e.g. purchase orders, invoices, journal vouchers, budget vouchers and payroll registers.

Records to be destroyed include:

Administration

Student records over 3 years old

Business Services

2013-14 Paid Invoices

2013-14 Bank Reconciliation and Canceled Checks

2013-14 Outgoing Invoices

2013-14 CBEDS Forms/Reports

2013-14 Insurance Policies and Endorsements (Closed or Terminated)

2013-14 Accident or Injury Reports (No Claim Filed)

2013-14 Financial Records/Reports

2013-14 Attendance Records/Reports

2013-14 Attendance Manuals/School Register

Preschool Center

All preschool and CDC boxes with dates to be destroyed in 2018

Child Nutrition Services Department

2013-14 Invoices

2013-14 Cash Receipts/Disbursements

2013-14 Check Register

2013-14 Checks/Bank Statements

2013-14 Journal Vouchers

2013-14 Profit/Loss Statements and Balance Sheets

2013-14 Financial Record Back-ups

2013-14 Meal Reimbursement Claims/Back-ups

2013-14 Nutritional/Menu Production Records

2013-14 Miscellaneous CNS Records (Correspondences, Bids, Price Quotations, etc.)

Human Resources

All Human Resources boxes with dates to be destroyed in 2018

Purchasing Department

Non-successful bids dated 2016-17 and prior to 2016-17

Purchase Orders dated 2016-17 and prior to 2016-17

Agenda Item: **12.E.XI. Ratify/approve purchase orders, contracts and warrants as summarized and detailed in exhibit A.**

Speaker: Christopher Carson, Assistant Superintendent, Business Services

Financial Impact: See exhibit for summary of expenditures  
All funds are included in the totals

Attachments:  
Exhibit A

Agenda Item:	<b>13. GENERAL FUNCTIONS</b>
Speaker:	Leighangela Brady, Superintendent
Quick Summary / Abstract:	None

Agenda Item: **14. EDUCATIONAL SERVICES**

Speaker: Sharmila Kraft, Assistant Superintendent, Educational Services

Quick Summary /  
Abstract: None




Agenda Item:	<b>15. HUMAN RESOURCES</b>
Agenda Item:	<b>15.A. Authorize the Assistant Superintendent of Human Resources to hire temporary employees.</b>
Speaker:	Leticia Hernandez, Assistant Superintendent, Human Resources
Quick Summary / Abstract:	<p>Pursuant to Education Code, temporary teachers must be approved by the Governing Board prior to beginning an assignment. Due to the urgency of hiring teachers to cover classrooms, the Assistant Superintendent needs to have authorization to hire these teachers before they are placed in a classroom.</p> <p>The preauthorization includes 8 Temporary Classroom Teachers, 17 Temporary Overflow Teachers, 25 Temporary Impact Teachers, and 10 Temporary Teachers for ELPAC testing for the 2018-19 school year.</p>
Comments:	This preauthorization to hire temporary teachers is valid through September 14, 2018.
Recommended Motion:	Authorize the Assistant Superintendent of Human Resources to hire temporary employees.

Agenda Item:	<b>15.B. Approve the negotiated agreement between California School Employee Association (CSEA) and its National Chapter 206 and the Board of the National School District for the 2017-18 school year to include two percent (2%) on the salary schedule retroactive January 1, 2018 for the 2017-18 school year for all members of the California School Employees Association and its Chapter 206.</b>
Speaker:	Leticia Hernandez, Assistant Superintendent, Human Resources
Quick Summary / Abstract:	The District and CSEA, National Chapter 206, reached an agreement for the 2017-2018 school year in November of 2017. As a result of the agreement the District provided a two percent (2%) one time, off schedule salary payment based on the 2016-17 salary schedules of the Agreement to all unit members. CSEA and National School District acknowledge the "Me Too" clause in the Agreement. Since the National City Elementary Teachers Association will receive two percent (2%) on salary schedule, CSEA is asking that we provide the same language for CSEA unit members.
Comments:	The CSEA unit members have received an off salary schedule payment. The change would only include the increase of 2% to the 2016-17 salary schedule. There would not be a retroactive payment.
Recommended Motion:	Approve the negotiated agreement between California School Employee Association (CSEA) and its National Chapter 206 and the Board of the National School District for the 2017-18 school year to include two percent (2%) on the salary schedule retroactive January 1, 2018 for the 2017-18 school year for all members of the California School Employees Association and its Chapter 206.
Financial Impact:	Agreement costs: \$142,172 Additional staffing costs: \$0 Other costs: \$0 Annual Cost General Fund
Attachments:	CSEA Agreement


Tentative Agreement  
By and Between  
The National School District ("District")  
And  
The California School Employees Association  
And its National Chapter 206 ("CSEA")  
June 20, 2018

The District and NCETA recently agreed to a salary increase of 2% on-schedule effective January 1, 2018. These increases were agreed to as part of the parties' 2017-18 reopener negotiations. On November 13, 2017, the District and CSEA agreed to a 2% off-schedule increase. Because the District was still engaged in salary negotiations with NCETA at the time, the District and CSEA also agreed to a 'me-too' clause that provided, 'If any other bargaining unit or employee group within the District receives a higher increase in compensation salary, the equivalent percent shall be applied to the classified bargaining unit.' The District is therefore providing CSEA with a 2% increase to the Classified Salary Schedule, retroactive to January 1, 2018, which in addition to the 2% off-schedule salary increase already agreed-upon, provides classified unit members with the equivalent percentage received by certificated unit members."

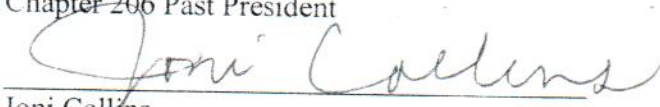
Dated: 6-25-18

  
Justin Finch  
Chapter 206 President

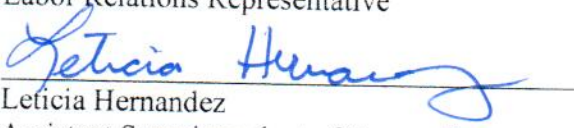
Dated 6-25-18

  
Mona Ribada  
Chapter 206 Past President

Dated 6-21-18

  
Joni Collins  
Labor Relations Representative

Dated 6-25-18

  
Leticia Hernandez  
Assistant Superintendent of Human Resources

Agenda Item: **15.C. Approve job description for Administrative Assistant- Office of the Superintendent.**

Speaker: Leticia Hernandez, Assistant Superintendent, Human Resources

Quick Summary / Abstract: The proposed job description is in response to an anticipated reorganization of existing Administration Department positions. There would be no fiscal impact as a result of this restructuring, other than a slight cost savings.

Comments: Currently, there are two positions in the Administration Department. One Executive Assistant to the Superintendent and Governing Board, and one Administrative Secretary-Confidential; the former supervising the latter. The proposed restructure would involve a more equitable distribution of duties between the two existing positions.

This job description encompasses duties from both positions, however does not include any supervisory duties or chairing of meetings.

Recommended Motion: Approve job description for Administrative Assistant-Office of the Superintendent

Attachments:  
Job Description - Administrative Assistant-Office of the Superintendent

## ADMINISTRATIVE ASSISTANT- OFFICE OF THE SUPERINTENDENT

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### **Purpose Statement:**

The job of the Administrative Assistant/Office of the Superintendent is done for the purpose/s of managing and providing a wide variety of sensitive/confidential complex secretarial and administrative support for the Superintendent and Governing Board. Under the direction of the Superintendent, this position is responsible for organizing and coordinating office activities and communications; assisting management in its employee-employer relations with classified and/or certificated employee unions; and providing assistance and information to District staff; County and State Officials, parents, and vendors.

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### **Essential Functions**

- Attends various meetings, including Board meetings, and performs various secretarial and administrative assistant duties for the Superintendent and Governing 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.
- Compiles and processes 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.
- Coordinates a variety of activities for the Superintendent and Governing 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, budget reports, etc.) for the purpose of ensuring confidentiality, providing up-to-date references and audit trails for compliance.
- Monitors assigned district activities and/or program components (e.g., Board budgets, expenses, appointments, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Responds to inquiries (e.g., telephone calls, visitors, requests, concerns, questions), and composes correspondence independently on a variety of matters, for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Serves as a liaison to parents, students, committees and/or organizations on behalf of the Superintendent and Governing Board for the purpose of conveying and/or gathering information required for district operations, resolving problems, 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 and Governing Board calendars.
- Supports the 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.
- Processes student records (e.g. to or from outside districts, enter student information, mail student records, search microfilm/microfiche records for former students, etc.) for the purpose of disseminating information to appropriate parties and in accordance with established procedures.

### • **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 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 80% sitting, 10% walking, and 10% 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

**Continuing Education/Training**

None Specified

**Certificates & Licenses**

Typing Certificate for 65 Net WPM  
Notary Public License Preferred

**Clearances**

Criminal Justice Fingerprint  
Clearance Tuberculosis Clearance

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**FLSA Status**  
Non Exempt

**Approval Date**

**Salary Grade**  
Confidential 34

Agenda Item: **16. BUSINESS SERVICES**

Agenda Item: **16.A. Adopt Resolution #18-19.02 authorizing contracting pursuant to bid and award documents from the Chula Vista Elementary School District for the fresh fruits and vegetables, piggyback contract bid (Bid #15/16-9 Produce Products).**

Speaker: Christopher Carson, Assistant Superintendent of Business Services

Quick Summary / Abstract: Piggyback is a form of intergovernmental cooperative purchasing in which an entity will be extended the same pricing and terms of a contract entered into by another entity. This allows for smaller entities to take advantage of favorable pricing and contract conditions extended to larger entities, thereby saving costs on purchased items they might not otherwise achieve through their own bid process.

Comments: The Chula Vista Elementary School District conducted a Request for Bids process for Produce Products. The contract was awarded to Diamond Jack Enterprises with an effective date of the bid of July 14, 2016 through June 30, 2017, renewable for two years. The contract has subsequently been renewed for July 1, 2018 through June 30, 2019. The award allows public agencies an opportunity to purchase fresh fruits and vegetables from the successful bidder.

Recommended Motion: Adopt Resolution #18-19.02 authorizing contracting pursuant to bid and award documents from the Chula Vista Elementary School District for the fresh fruits and vegetables, piggyback contract bid (Bid #15/16-9 Produce Products).

Attachments:  
Resolution #18-19.02

# **National School District Resolution**

**#18-19.02**

## **AUTHORIZING ITS PARTICIPATION IN THE PURCHASE OF FRESH FRUITS AND VEGETABLES THROUGH THE CHULA VISTA ELEMENTARY SCHOOL DISTRICT BID 16/17-9 PRODUCE PRODUCTS**

On motion of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is adopted:

WHEREAS, California Department of General Services (“Department”) is authorized pursuant to Public Contract Code Section 12100 to purchase goods and services on behalf of local agencies, such as National School District (“District”);

WHEREAS, the Department allows local governments to use its Chula Vista Elementary School District Bid 16/17-9 Produce Products to purchase products and services;

WHEREAS, such purchases must be made by the Department upon the same terms, conditions and specifications and at a price lower than the District can obtain through its normal acquisition procedures;

BE IT RESOLVED by the Governing Board of National School District as follows:

1. The District requests participation in the purchase of materials, equipment, and supplies through the Chula Vista Elementary School District Bid 16/17-9 Produce Products.
2. The District will make all purchases in its own name for public use only.
3. The District will be responsible for payment directly to the vendor and for any tax liability, and will hold the State of California harmless therefrom.
4. Such purchases can be made by the Department upon the same terms, conditions, and specifications and at a price lower than the District can obtain through its normal acquisition procedures since the contracted price is lower than the District estimate, etc.
5. The District’s participation in the Chula Vista Elementary School District Bid 16/17-9 Produce Products is in the best interests of the District due to time schedule, quality, cost of developing specifications, price, etc.



Resolution #18-19.02  
July 11, 2018  
Page 2

PASSED AND ADOPTED by the Governing Board of National School District of San Diego County, California, this 11th day of July 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 regular 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:	<b>16.B. Authorize the sale, disposal and/or donation of surplus property.</b>
Speaker:	Christopher Carson, Assistant Superintendent, Business Services
Quick Summary / Abstract:	Education Code Sections 17545 and 17546 outline procedures for disposing and/or donation of property no longer needed or that is unsuitable for school use. The items may be sold at public sale through sealed bid, online through public auctions or donated to any charitable organization for their own use.  If found to be of no value, items may be hauled to the city dump.
Comments:	Surplus property sold through Public Surplus auction will be subject to a 10% fee on the proceeds for the auctioneer's commission and other administrative cost.
Recommended Motion:	Authorize the sale, disposal and/or donation of surplus property

Agenda Item: **17. BOARD WORKSHOP**

Agenda Item: **17.A. Discuss potential revisions and updates to Board policies.**

Speaker: Maria Betancourt-Castañeda, Board President

Quick Summary / Abstract: Following discussion at the May 9, 2018 Board meeting, Governing Board members requested that the following Board policies/topics be brought forward for discussion:

- BB 9250– Remuneration, Reimbursement and Other Benefits
- BB 9324– Minutes and Recordings
- Wellness/Festivals (Possibly coinciding with BP 5030)
- School Talent Shows (Possibly coinciding with BP 5131 or 5137)
- School Promotion Ceremonies

As a result of this discussion, the Governing Board will direct staff in outlining potential revisions and updates to Board policies to be presented for first reading at a future meeting.

Comments: A critical role for Governing Boards is to regularly, set, review and update District policies. The National School District has just completed a comprehensive review of all of its policies.

Specifically, the Board would like to discuss member attendance at special board meetings, audio posting requirements in relation to new ADA laws, wellness policy alignment to district events and festivals, and establishment of guidelines for school talent shows.

Agenda Item: **18. BOARD/CABINET COMMUNICATIONS**

Agenda Item:       **19. ADJOURNMENT**