

MINUTES OF THE REGULAR MEETING OF THE
GOVERNING BOARD OF THE
BUENA PARK SCHOOL DISTRICT
September 8, 2014

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY
Any individual with a disability who requires reasonable accommodation to
participate in a Board meeting may request assistance by contacting the
Superintendent's Office
(714)522-8412; fax (714)521-4475

Agenda documents that have been distributed to the Governing Board less than
72 hours before the meeting are available for public inspection at
6885 Orangethorpe Avenue, Buena Park, California.

The Agenda and all corresponding exhibits are available online 72 hours before
the meeting at
www.bpsd.k12.ca.us

CALL TO ORDER

The meeting was called to order at 6:01 p.m. by the President, Ms.
Helen Lee.

FLAG SALUTE

MEMBERS PRESENT

Ms. Helen Lee; Mr. Samuel Van Hamblen; Mrs. Barbara Michel; Mrs. L.
Carole Jensen; Mr. Brian Chambers.

ADMINISTRATION

Mr. Gregory Magnuson, Superintendent; Mr. Kelvin Tsunezumi,
Assistant Superintendent, Administrative Services; Mrs. Carma
Cordray, Executive Assistant.

I. APPROVAL OF AGENDA

Mrs. Jensen made a motion, seconded by Mr. Hamblen, to move
Action Calendar Item .06 Appointment of Measure 'B' General
Obligation Bond Citizens' Oversight Committee before Item .01
Interdistrict Transfer on the Action Calendar. Mrs. Michel
made a motion, seconded by Mr. Hamblen, to move Discussion
Calendar Item .02 Health & Welfare Benefits Marketing Results
before Item .01 Board Policy 4119.22 on the Discussion
Calendar. The Agenda was approved as amended.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so
recorded in the minutes.

Minutes, September 8, 2014 (Continued)

II. APPROVAL OF MINUTES

.01 MINUTES OF THE REGULAR MEETING OF AUGUST 25, 2014

Agenda Exhibit A.

Mr. Chambers made the motion, seconded by Mrs. Michel, to approve the Minutes of the Regular Meeting of August 25, 2014.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

.02 MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 2, 2014

Agenda Exhibit A1.

Mrs. Jensen made the motion, seconded by Mr. Hamblen, to approve the Minutes of the Special Meeting of September 2, 2014.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

III. HEARING SESSION

The Governing Board heard comments from one member of the audience regarding an interdistrict transfer request and one audience member shared information regarding the Bully Awareness Resistance Education, (BARE) Inc. program.

IV. PROGRAMS AND REPORTS

.01 ARTHUR F. COREY SCHOOL REPORT

Principal Valerie Connolly, teacher Heather Guay, and school counselor Ivonne Mena shared information regarding Corey School's Positive Behavior Interventions and Support (PBIS) program and enhancements added to improve Corey S.P.I.R.I.T. Ms. Connolly started the new school year off by reading a book entitled, "Have You Filled a Bucket Today" to every classroom. Students are taught everyone has an invisible bucket and their bucket's purpose is to hold our good thoughts and feelings. Ms. Mena discussed several support strategies she uses to engage students who are struggling including, classroom presentations, lunch recess board games, referral intake, and individual counseling.

Minutes, September 8, 2014 (Continued)

IV. PROGRAMS AND REPORTS (Continued).01 ARTHUR F. COREY SCHOOL REPORT (Continued)

Ms. Guay outlined the "Talk It Out" conflict resolution/problem solving technique staff is using to help students resolve conflict both on campus and at home. Talk It Out encompasses four steps: (1) stop and cool off, (2) talk and listen, (3) think of ways to solve the problem using "I" statements, and (4) choose the idea you both like!

V. ACTION CALENDAR.06 APPOINTMENT OF MEASURE 'B' GENERAL OBLIGATION BOND CITIZENS' OVERSIGHT COMMITTEE

Agenda Exhibit C.

Pursuant to the provisions of the Strict Accountability in Local School Construction Bonds Act of 2000, the District is required to appoint a Citizens' Oversight Committee after a successful bond election. This Committee, comprised of at least seven members is charged with alerting the public to waste or improper expenditure of school construction bond money. Committee members shall be appointed for a term of two years; employees and officials of the District as well as current vendors, contractors or consultants of the District are not eligible to serve on the Committee. Mr. Tsunozumi introduced several members of the Committee who were present in the audience.

Mrs. Jensen made the motion, seconded by Mrs. Michel, that the Governing Board approve the Appointment of Measure 'B' General Obligation Bond Citizens' Oversight Committee.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

.01 INTERDISTRICT TRANSFER REQUEST: ANDREW CASTORENA

Mr. Hamblen made a motion, seconded by Mrs. Jensen, to table Interdistrict Transfer Request: Andrew Castorena after the Board received word that the family signed a declaration at Walker Junior High informing them they live with an aunt in the Anaheim Union High School District.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

V. ACTION CALENDAR (Continued).02 INTERDISTRICT TRANSFER REQUEST: TRINITY HERNANDEZ

Mr. Hamblen made the motion, seconded by Mr. Chambers, that the Governing Board deny Interdistrict Transfer Request: Trinity Hernandez.

AYES: 4; NOES: 1; ABSENT: 0.

Roll call vote: Ayes: Chambers, Hamblen, Jensen, Lee
Noes: Michel

The president declared the motion carried, and ordered it so recorded in the minutes.

.03 INTERDISTRICT TRANSFER REQUEST: ADA LOPEZ

Mr. Hamblen made the motion, seconded by Mr. Chambers, that the Governing Board deny Interdistrict Transfer Request: Ada Lopez.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

.04 INTERDISTRICT TRANSFER REQUEST: MARIAH RODRIGUEZ

Mr. Hamblen made the motion, seconded by Mr. Chambers, that the Governing Board deny Interdistrict Transfer Request: Mariah Rodriguez.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

.05 APPROVAL OF 2013-2014 UNAUDITED ACTUALS

Agenda Exhibit B.

Mr. Tsunozumi presented an overview of the information presented in the report and indicated the Unaudited Actuals represent the best presentation of its financial data and ending balance position for the year ended June 30, 2014. As part of the 2013-14 State adopted Budget, the Revenue Limit funding model was replaced with LCFF. LCFF eliminates revenue limits and funds from most State categorical programs including Economic Impact Aid (EIA), Deferred Maintenance, Class Size Reduction, Special Ed Transportation, and Home-to-School Transportation are now folded into LCFF. Inclusive of the above, LCFF revenues for 2013-14 totaled \$33,313,319.

V. ACTION CALENDAR (Continued).05 APPROVAL OF 2013-2014 UNAUDITED ACTUALS (Continued)

Salary and benefit expenditures totaled \$35,852,574 or 84.6% of General Fund expenditures compared to 85.4% in 2012-13. Non-salary expenditures totaled \$6,547,595 or 15.4% of General Fund expenditures compared to 14.6% in 2012-13. Between 2012-13 and 2013-14 non-salary expenditures increased by \$686,231 in large part due to one-time funding and expenditures related to Common Core State Standards implementation. Carryover and deferred income totals and special designations for restricted and unrestricted programs are included in the 2013-14 Unaudited Actual expenses and General Fund balance. Program carryover balances from the 2013-14 year will be reapportioned to the appropriate expenditures categories prior to the 2014-15 First Interim Report. General Fund encroachment was \$4,580,113, including the District's contributions to the Routine Restricted Maintenance Account (RRMA). The sources of repayment for the District's two long term debt accounts are from the General Fund and the Special Reserve Fund.

The District reports an overall General Fund surplus of \$184,668, however, there is still an unrestricted deficit of \$303,337. The District ended the 2013-14 fiscal year with a General Fund ending balance of \$6,498,920 comprised of a restricted ending balance in the amount of \$1,308,736 and an unrestricted balance of \$5,190,184.

The unrestricted ending fund balance is comprised of \$55,000 in revolving cash and \$2,312,254 in unrestricted designated reserves for Kid Connection, EIA, LCFE Carryover, Program Restoration Reserves, Instructional Materials, and Other Post Employment Benefits under GASB45. The Designation for Economic Uncertainties for 2013-14 totals \$2,822,930 and at 6.7% of total operating expenditures exceeds the mandated 3% reserve requirement for economic uncertainty.

Mrs. Jensen made the motion, seconded by Mr. Hamblen, that the Governing Board approve the 2013-2014 Unaudited Actuals.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

Minutes, September 8, 2014 (Continued)

V. ACTION CALENDAR (Continued)

.07 APPROVAL TO RELEASE STUDENT DIRECTORY INFORMATION -
DECISION INSITE

Agenda Exhibit D.

The District has engaged the services of a professional demographic firm to conduct a detailed enrollment projection study as well as an in-depth study of new developments planned for the City of Buena Park. To conduct such a study, student information such as student permanent ID number, address, grade level, school code, etc., must be released to the demographic firm. The enrollment projections will be utilized for budgeting as well as for facility planning purposes. The student information will be utilized solely for the purposes of conducting a detailed enrollment projection study. Release of the requested information is consistent with Board Policy 5125.1 and Education Code 49076 guidelines.

Mr. Chambers made the motion, seconded by Mrs. Michel, that the Governing Board approve the Release of Student Directory Information - Decision Insite.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

.08 APPROVAL OF REVISED CLASSIFIED MANAGEMENT SALARY SCHEDULE

Agenda Exhibit E.

Periodically, Administration reviews and considers salary schedule classifications and alignment to ensure that the needs of the District are addressed and are consistent with market conditions for potential recruitment and hiring. Administration is recommending the establishment of an Information Systems Analyst classification to be placed on the classified management schedule. Additionally, it is recommended that the classification for Director, Human Resources be aligned with a like classification, Director of Child Nutrition Services.

Mr. Chambers made the motion, seconded by Mrs. Michel, that the Governing Board approve the Revised Classified Management Salary Schedule.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

Minutes, September 8, 2014 (Continued)

VI. DISCUSSION CALENDAR

.02 Health & Welfare Benefits Marketing Results

Agenda Exhibit G.

Mike Morales and Pat Moore, representatives from Alliant Insurance Services, Inc., presented proposals for potential health and welfare plan options to replace MEBA. Quotes were received from eight providers with SISC (Self-Insured Schools of California providing the most competitive medical quote that is approximately 3.1% under current MEBA rates, equaling a \$150k annual savings. SISC plan designs are very competitive and comparable compared to MEBA with no provider network disruption for the Anthem HMO and PPO plans. Mr. Morales specified that renewal rates for SISC are guaranteed for 9 months for Kaiser and 21 months for Anthem. Once this period is over, SISC is guaranteeing that rate increases will be at the same rate as all other SISC districts in the Orange County market. MEBA/VEBA have not provided a rate guarantee. SISC, established in 1979 as a Joint Powers Authority (JPA), serves 400+ educational agencies, covering 300,000+ members and is administered by the Kern County Superintendent of Schools Office. Program requirements include a 3-year commitment, a signed JPA agreement, 100% employee participation (no waivers), and dependent verification for all enrolled dependents.

.01 Board Policy 4119.22/4219.22/4319.22 Dress and Grooming

Agenda Exhibit F.

A brief discussion of Board Policy 4119.22/4219.22/4319.22 Dress and Grooming was held and the Board directed Administration to notify all staff that the September 22, 2014 Governing Board meeting will start at 5:00 p.m. to hear comments from staff regarding the policy.

.03 Sixth Grade Outdoor Science Camp

Agenda Exhibit H.

With the recent closure of OCDE Science Camp facilities, staff has identified two accredited camps to attend that are similar in price. In the past, grant funding has paid for approximately 50% of the cost with the remainder being funded through parent organizations. For 2014-15, Grant funding is no longer available and fundraising opportunities are limited.

Minutes, September 8, 2014 (Continued)

VI. DISCUSSION CALENDAR (Continued)

Discussion was held regarding the District's willingness to cover the cost of the camp not otherwise provided by parent organizations. Staff has also contacted the BPSD Education

Foundation to help fund the camp. Consensus was reached among the Board members to direct staff to proceed with securing camp reservations and bring contracts forward for the Board's consideration.

VII. CONSENT CALENDAR

.01 REMOVAL OF ITEMS FROM CONSENT CALENDAR

No items were removed from the consent calendar.

.13 APPROVAL OF CONSENT CALENDAR

Mrs. Jensen made the motion, seconded by Mr. Hamblen, that the Governing Board approve Consent Calendar Items .02 through .12, according to the Education Code.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

.02 PERSONNEL ACTION REPORT #14-15-05

Agenda Exhibit I.

CERTIFICATED PERSONNEL

I. NEW HIRES

Ashe, Kathleen - 09/03/2014 (Ratification)

Substitute Teacher

Green, Bret - 09/02/2014 (Ratification)

Substitute Teacher

Hubbard, Amanda - 09/08/2014 (Ratification)

Substitute Teacher

Kim, Paris - 09/02/2014 (Ratification)

Substitute Teacher

Marcum, Meg - 09/02/2014 (Ratification)

Substitute Teacher

McConico, Vanessa - 09/09/2014

Substitute Teacher

Romero, Monica - 09/09/2014

Substitute Teacher

II. SEPARATION

Nino, Lilybeth - 08/29/2014

Certificated Substitute

Minutes, September 8, 2014 (Continued)

VII. CONSENT CALENDAR (Continued)

.02 PERSONNEL ACTION REPORT #14-15-05 (Continued)

CLASSIFIED PERSONNEL

I. NEW HIRE

Aguilar, Jasmine - 09/09/2014
Substitute Instructional Assistant
Substitute Playground Supervisor

Kim, Steffi - 09/02/2014 (Ratification)
Substitute Instructional Assistant
Substitute Playground Supervisor

Myer, Latosha - 09/09/2014
Substitute Typist Clerk

Padilla, Norma - 09/04/2014 (Ratification)
Playground Supervisor #081137C006
Substitute Playground Supervisor

II. CHANGE OF ASSIGNMENT

Castellanos, Liana - 08/11/2014 (Ratification)
Current Assignment(s):
Preschool Instructor #081138D001 (short term)
Playground Supervisor #081137W012 (short term)
Playground Supervisor #081137W010
Delete: Playground Supervisor #081137W010

Chavez, Juan - 09/09/2014
Current Assignment:
Substitute Custodian
Add: Custodian I #081113D009

Frusteri, Angela - 08/11/2014 (Ratification)
Current Assignment(s):
Substitute Instructional Assistant
Substitute Playground Supervisor
Instructional Assistant I #081158P003
Add: Playground Supervisor #081137P006

Putt, Sheree - 09/09/2014
Current Assignment(s):
Playground Supervisor #081137J002
Substitute Playground Supervisor
Add: Playground Supervisor #081149W001

Minutes, September 8, 2014 (Continued)

VII. CONSENT CALENDAR (Continued)

.02 PERSONNEL ACTION REPORT #14-15-05 (Continued)CLASSIFIED PERSONNEL (Continued)II. CHANGE OF ASSIGNMENT (Continued)

Rios: Elisa - 08/11/2014 (Ratification)

Current Assignment(s):Instructional Assistant I (AVID/Short Term)
#081121J004

Playground Supervisor #081149W001

Delete: Playground Supervisor #081149W001

Sandoval, Alfonso - 09/09/2014

Current Assignment(s):

Playground Supervisor #081137G007

Substitute Playground Supervisor

Add: Substitute Instructional Assistant

The following employees working in the Instructional Assistant III - Special Education (Moderate/Severe) job classification increased work hours to six (6) hours per day, effective first duty day of 2014-15, August 7, 2014 (Ratification).

Employee ID#	Position #	Hours/Day	School Site
0800000605	081160E001	Six (6)	Emery School
0800001854	081160B001	Six (6)	Beatty School
0800000072	081160E004	Six (6)	Emery School
0800000515	081160E002	Six (6)	Emery School
0800000428	081160E003	Six (6)	Emery School
0800000690	081160E005	Six (6)	Emery School
Currently Vacant	081160B002	Six (6)	Beatty School
Currently Vacant	081160B003	Six (6)	Beatty School
Currently Vacant	081160G001	Six (6)	Gilbert School
Currently Vacant	081160G002	Six (6)	Gilbert School

Minutes, September 8, 2014 (Continued)

VII. CONSENT CALENDAR (Continued)

.02 PERSONNEL ACTION REPORT #14-15-05 (Continued)CLASSIFIED PERSONNEL (Continued)III. EMPLOYMENT OF SHORT-TERM CLASSIFIED EMPLOYEES:

Cannon, Lori

Playground Supervisor #081137C001

1.0 hour per day

Funding Source: Corey SLIP

Location: Corey School

Anticipated Dates: August 11, 2014 - May 27, 2015

(Ratification)

Rate of Pay: \$11.22 per hour (includes benefits)

of Days (not to exceed): 180

Total Cost (not to exceed): \$2,020

Cornejo, Delores

Playground Supervisor #081137C011

1.0 hour per day

Funding Source: Corey SLIP

Location: Corey School

Anticipated Dates: August 11, 2014 - May 27, 2015

(Ratification)

Rate of Pay: \$11.22 per hour (includes benefits)

of Days (not to exceed): 180

Total Cost (not to exceed): \$2,020

Putt, Sheree

Playground Supervisor #081149W003

0.5 hour per day

Funding Source: Whitaker SLIP

Location: Whitaker School

Anticipated Dates: September 9, 2014 - May 27, 2015

Rate of Pay: \$11.22 per hour (includes benefits)

of Days (not to exceed): 160

Total Cost (not to exceed): \$898

Salango, Elaine

Playground Supervisor #081137W019

1.0 hour per day

Funding Source: Whitaker SLIP

Location: Whitaker School

Anticipated Dates: September 9, 2014 - May 27, 2015

Rate of Pay: \$11.22 per hour (includes benefits)

of Days (not to exceed): 180

Total Cost (not to exceed): \$1,796

VII. CONSENT CALENDAR (Continued).02 PERSONNEL ACTION REPORT #14-15-05 (Continued)CLASSIFIED PERSONNEL (Continued)III. EMPLOYMENT OF SHORT-TERM CLASSIFIED EMPLOYEES:

(Continued)

Sandoval, Carmen

Playground Supervisor #081137C005

0.5 hour per day

Funding Source: Corey SLIP

Location: Corey School

Anticipated Dates: August 11, 2014 - May 27, 2015

(Ratification)

Rate of Pay: \$11.22 per hour (includes benefits)

of Days (not to exceed): 180

Total Cost (not to exceed): \$1,010

IV. REQUEST FOR LEAVE OF ABSENCE

#0800001581 - 09/06/2014 - 11/07/2014

Cafeteria Worker I #081108P005

Requesting an unpaid leave of absence.

V. CURRICULUM WORKPreschool Instructors and Instructional Assistants

The preschool instructors and instructional assistants have responsibilities outside of their classroom to help implement the Early Learning Grant. Some of these activities include conducting parent workshops, recruitment of students, and attending trainings and meetings outside of their work day. Preschool instructors and instructional assistants will be paid the contractual rate of \$19.17 and \$18.44 respectively, per hour, including benefits, for work outside of their work day during the 2014-15 school year. Total expenditures are not to exceed \$4,000, payable from School Readiness Grant funds.

.03 CONFERENCE/TRAVEL ACTION REPORT

Agenda Exhibit J.

September 20, 2014 - "School Bus Safety Workshop" - K. Zelaya, E. Aviles

September 23, 2014 - "OCSAPN: Showcase of Community Resources" - J. Reddingius

Minutes, September 8, 2014 (Continued)

VII. CONSENT CALENDAR (Continued)

.04 INTER-DISTRICT TRANSFERS, 2014-2015

Agenda Exhibit K.

Permits granted to date: In: 123
Out: 148

.05 BUSINESS SERVICES REPORT

Agenda Exhibit L.

a. Purchase Orders dated 08/26/14-09/08/14 were approved in the total amount of \$572,832.55.

.06 CONTRACT/SERVICE AGREEMENT(S) NO. 192

Agenda Exhibit M.

Contract #: 14-04
Contractor: Danny Letner Inc.
dba Letner Roofing Company
Site Dept. Manager: K. Tsunozumi
New Contract/Amendment: Addendum

Description of Services: Change order to increase Roofing Bid #14-04 to replace rotted plywood decking at Whitaker School.

Contract Period: Completed on July 25, 2014
Funding Source: Deferred Maintenance Fund
Total Expenditure: Increase Not to Exceed \$3,800

Contract #: 15-66
Contractor: Decision Insite, LLC
Site Dept. Manager: K. Tsunozumi
New Contract/Amendment: New

Description of Services: Provide school district demographics and enrollment projection and residential development research.

Contract Period: September 8, 2014 - January 8, 2015
Funding Source: General Fund
Total Expenditure: Not to Exceed \$9,900

Minutes, September 8, 2014 (Continued)

VII. CONSENT CALENDAR (Continued)

.07 RESOLUTION #14-04: ADOPTING THE GANN LIMIT

Agenda Exhibit N.

In November 1979, the California electorate did adopt Proposition 4, commonly known as the Gann Amendment, which added Article XIII-B to the California Constitution.

The provisions of the Article establish maximum appropriations limits, commonly called "Gann Limits," for public agencies including school districts.

The District must establish a revised Gann Limit for the 2013-14 fiscal year and a projected Gann Limit for the 2014-15 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law.

This Board does provide public notice that the attached calculations and documentation for the Gann Limits for 2013/14 and 2014/15 fiscal years are made in accord with applicable constitutional and statutory law.

The Board does hereby declare that the appropriations in the Budget for the 2013/14 and 2014/15 fiscal years do not exceed the limitations imposed by Proposition 4.

The Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

.08 NOTICE OF COMPLETION: SOUTH COAST PAINTING, BID #14-03

Agenda Exhibit O.

<u>NOTICE OF COMPLETION</u>	
September 8, 2014	
PAINTING BID #14-03 PER PLANS AND SPECIFICATIONS	
CONTRACTOR:	SOUTH COAST PAINTING 2255 Palos Verdes Drive North Rolling Hills Estate, CA 90274
AMOUNT OF CONTRACT:	\$25,900.00
CHANGE ORDER:	\$0.00
TOTAL CONTRACT:	\$25,900.00

Minutes, September 8, 2014 (Continued)

VII. CONSENT CALENDAR (Continued)

.09 NOTICE OF COMPLETION: M.P. SOUTH INC, BID #14-02

Agenda Exhibit P.

<u>NOTICE OF COMPLETION</u> September 8, 2014	
CONCRETE BID #14-02 PER PLANS AND SPECIFICATIONS	
CONTRACTOR:	M.P. SOUTH INC. 4720 Bryson Street Anaheim, CA 92807
AMOUNT OF CONTRACT:	\$43,728.00
CHANGE ORDER:	\$0.00
TOTAL CONTRACT:	\$43,728.00

.10 APPROVAL OF JOB DESCRIPTION: INFORMATION SYSTEMS ANALYST

Agenda Exhibit Q.

DEFINITION

Under the direction of the Director of Technology, performs a variety of complex technical tasks primarily related to the administration of the district's network and information system(s), including design, installation, configuration, troubleshooting, end-user training/support, database maintenance, overseeing technology purchasing, and acting as a liaison between Network Administration Clients.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

Minutes, September 8, 2014 (Continued)

VII. CONSENT CALENDAR (Continued)

.10 APPROVAL OF JOB DESCRIPTION: INFORMATION SYSTEMS ANALYST
(Continued)

EXAMPLES OF IMPORTANT ESSENTIAL DUTIES

- ✓ Assures the implementation, networking, maintenance, testing, operation, and integrity of the district's database systems; reviews and analyzes new and existing student application programs and revises systems to accommodate district needs; develops and maintains security for the district's confidential database systems.
- ✓ Travels to various locations in the region and investigates system/user problems and tests possible solutions; develops detailed specifications for applications and any corresponding changes in user workflow processes and procedures.
- ✓ Assists in the design of district local and wide area network systems; installs and administers enterprise servers; troubleshoots and resolves problems with the network and database services.
- ✓ Confers with district administration and personnel to determine data management requirements; utilizes or modifies existing software; defines information and key fields, codes files, and formats reports. Analyzes administrative activities and determines operational and information management needs; designs and implements computer-based systems for the collection, analysis and presentation of financial and statistical information. Plans and conducts in-services and workshops to train district and school personnel who work with the district integrated student database systems; develops training materials and user manuals; explains system requirements and procedures.
- ✓ Acts as liaison with vendors, manufacturers, district administrators, and personnel concerning system needs, applications, and troubleshooting problems; attends meetings, workshops, and seminars (including out-of-state training classes) to maintain current knowledge of technological advancements in the field.
- ✓ Performs related duties and responsibilities as assigned.

Minutes, September 8, 2014 (Continued)

VII. CONSENT CALENDAR (Continued)

.10 APPROVAL OF JOB DESCRIPTION: INFORMATION SYSTEMS ANALYST
(Continued)

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- ✓ Principles and practices used in the design, configuration, installation, and maintenance of computer systems and networking equipment, including servers, routers, switches, cabling, thin client systems, etc.;
- ✓ Principles and practices used in the set up and administration of multi-user database systems;
- ✓ Principles and practices used in the set up and administration of Web Practices.

Skill in:

- ✓ Problem analysis and resolution;
- ✓ Interpersonal relationships and district-wide communication;
- ✓ Planning, organizing, and managing multiple projects;
- ✓ Software coding and development.

Skill to:

- ✓ Operate modern office equipment;
- ✓ Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- ✓ Install and troubleshoot computer software, hardware, and network infrastructure;
- ✓ Evaluate new products and recommend usage;
- ✓ Develop and maintain effective working relationships with governmental and commercial constituencies (managers and staff) and respond to requests and inquiries from the general public;
- ✓ Communicate clearly and concisely, both orally and in writing; possess and use excellent verbal, written, and presentation skills;
- ✓ Multi-task in a changing environment;
- ✓ Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions;
- ✓ Estimate time, materials, and equipment required for assigned projects.

Minutes, September 8, 2014 (Continued)

VII. CONSENT CALENDAR (Continued)

.10 APPROVAL OF JOB DESCRIPTION: INFORMATION SYSTEMS ANALYST
(Continued)

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- ✓ Five (5) years of progressively responsible experience in student information systems and/or database management, including technical knowledge of design, installation, troubleshooting, and maintenance of information technology networks/systems.
- ✓ School district experience using Microsoft SQL or other student database system currently in use by the district is highly desirable.

Training/Education:

- ✓ Minimum of five (5) years of on job information systems experience with database administration or related field.
- ✓ Technical certification highly desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

- ✓ Valid California driver's license;
- ✓ Proof of automobile insurance;
- ✓ Willingness to respond to emergency calls at night or on weekends;
- ✓ Occasional or frequent standing, walking, sitting, and reaching for extended periods of time;
- ✓ Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time;
- ✓ Ability to see and read, with or without vision aids, a computer screen and printed matter and to distinguish colors;
- ✓ Sufficient hearing to understand speech at normal room levels and to hear and understand speech on the telephone;
- ✓ Manual dexterity to operate a telephone and enter data into a computer using both hands;
- ✓ Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation on the telephone, and addressing groups;
- ✓ Persons performing service in this position classification will exert 25 pounds of force frequently (up to 50 pounds infrequently) to lift, carry, push, pull, or otherwise move objects.

Minutes, September 8, 2014 (Continued)

VII. CONSENT CALENDAR (Continued)

.11 GIFT ACCEPTANCE: KAREN MUSURLIAN (COMPUTER TOWER)

Agenda Exhibit R.

Ms. Karen Musurlian, 106 Corina Avenue, Long Beach, California, 90803, donated one Computer Tower, to be used in room #10 at Buena Park Junior High School.

.12 INTERDISTRICT TRANSFER REQUEST: KRISHA ASHWIN BASRUR

VIII. BOARD COMMENTS

All Board members attended one or more Back to School Night activities held during the past two weeks, complimenting staff and parents for very successful evenings.

Mr. Chambers was invited to participate in the "ALS Ice Bucket Challenge" held at Emery School on Friday, September 5, 2014.

IX. INFORMATION/CORRESPONDENCE

.01 Correspondence

.02 Major Topics for Governing Board

Agenda Exhibit S.

The Governing Board requested the start time for the September 22, 2014 Board meeting be changed to 5:00 p.m. to allow staff ample time to address the Board regarding potential changes to Board Policy 4119.22/4219.22/4319.22 Dress and Grooming.

X. CLOSED SESSION

At 7:30 p.m., Mr. Hamblen made the motion, seconded by Mr. Chambers, that the Governing Board go into closed session.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

XI. RECONVENE

At 8:30 p.m., Mr. Chambers made the motion, seconded by Mrs. Jensen, that the Governing Board reconvene.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so

recorded in the minutes.

Minutes, September 8, 2014 (Continued)

XII. REPORTING OUT OF CLOSED SESSION

.01 LABOR RELATIONS: CONFERENCE WITH GREG MAGNUSON, NEGOTIATOR WITH THE BUENA PARK TEACHERS ASSOCIATION (GOVERNMENT CODE #54957.6)

Discussion was held regarding Labor Relations: Conference with Greg Magnuson, Negotiator with the Buena Park Teachers Association (Government Code #54957.6).

.02 LABOR RELATIONS: CONFERENCE WITH GREG MAGNUSON, NEGOTIATOR WITH THE NON-REPRESENTED EMPLOYEES

Discussion was held regarding Labor Relations: Conference with Greg Magnuson, Negotiator with the Non-represented Employees.

.03 LABOR RELATIONS: CONFERENCE WITH GREG MAGNUSON, NEGOTIATOR WITH THE CONTRACT EMPLOYEES

Discussion was held regarding Labor Relations: Conference with Greg Magnuson, Negotiator with the Contract Employees.

.04 PUBLIC EMPLOYEE PERFORMANCE 2014-2015 EVALUATION - SUPERINTENDENT

Discussion was held regarding Public Employee Performance 2014-2015 Evaluation-Superintendent.

XIII. ADJOURNMENT

At 8:31 p.m., Mrs. Jensen made the motion, seconded by Mr. Chambers, that the Governing Board adjourn the meeting.

AYES: 5; NOES: 0; ABSENT: 0.

The president declared the motion carried, and ordered it so recorded in the minutes.

_____ President

_____ Clerk

_____ Member

_____ Member

_____ Member