



Governing Board Agenda

May 13, 2020

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, President

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

Maria Betancourt-Castañeda, Member

Ms. Betancourt-Castañeda was first elected to the Governing Board in November 2014 and her present term expires December 2022.

Leighangela Brady, Secretary

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

Brian Clapper, Clerk

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 2022.

Alma Sarmiento, Member

Ms. Sarmiento was first elected to the Governing Board in November 1992 and her present term expires December 2022.

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 listen to the recording.

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 for Oral Communications” 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, at 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.



**NATIONAL
SCHOOL DISTRICT**

CORE VALUES



We Believe...
Children first.
Relationships matter.
Whatever it takes!

VISION

Our Promise...
Exceptionally Prepared Learners;
Innovative and Compassionate World Citizens



MISSION

Creating Successful Learners... Now.
Each student in the National School District receives an exemplary, world-class education in a safe and nurturing environment. By collaborating with educators, staff, parents and our diverse community, all students attain the skills essential to succeed and thrive in a competitive, global society.





REGULAR MEETING OF THE GOVERNING BOARD

The public may view the meeting by accessing the following link:

<https://tinyurl.com/NSDboard0513>

To listen to the meeting, please call +1 413-752-0152 PIN: 875 355 446#

National School District employees can also use the live stream link to view the meeting:

<https://tinyurl.com/NSDLive0513>

Wednesday, May 13, 2020

Open Session -- 6:00 p.m.

NOTICE

This meeting will be conducted in accordance with Governor Newsom's Executive Order 28-20 relating to the COVID-19 pandemic. Due to applicable Public Health Orders issued by the County Health Officer, the National School District will not be open to the public. Members of the public can watch the meeting via live stream.

AGENDA

If you wish to speak to the Governing Board, comments will be accepted in writing only. You may submit your comment to vcenesa@nsd.us no later than 12:00 p.m. Wednesday, May 13, 2020. All timely received comments will be read to the Governing Board by the Recording Secretary at the time the Board President calls the item. Comments are not to exceed three (3) minutes (Approx. 450 words). If you have special needs because of a disability and have difficulty submitting comments via email, please contact the Superintendent's office by noon Wednesday, May 13, 2020 at (619) 336-7701.

NATIONAL SCHOOL DISTRICT

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

Creating Successful Learners... Now

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PRESENTATIONS

4.A. Recognition of one sixth-grade student from each school as a Distinguished Scholar for the 2019-2020 school year.

Dr. Leighangela Brady, Superintendent & Governing Board

4.B. Recognize the school winner and finalists of the fourth annual sixth grade writing contest.

Dr. Leighangela Brady, Superintendent & Governing Board

5. PUBLIC COMMUNICATIONS

Barbara Avalos, Board President

Public communication provides the public with an opportunity to address the Governing Board regarding an item on the agenda or other topic. The following notice was given at posting of this agenda: "If you wish to speak to the Board, comments will be accepted in writing only. You may submit your comment at vcesena@nsd.us no later than 12:00 p.m. Wednesday, May 13, 2020. All timely received comments will be read to the Governing Board by the Recording Secretary at the time the Board President calls the item. Comments are not to exceed three (3) minutes (Approx. 450 words). If you have special needs because of a disability and have difficulty submitting comments via email, please contact the Superintendent's office by 12:00 p.m. Wednesday, May 13, 2020 at (619) 336-7701. No Board action can be taken."

6. AGENDA

6.A. Accept agenda.

Barbara Avalos, Board President

7. APPROVE CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Barbara Avalos, Board President

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.

7.A. Minutes

7.A.I. Approve the minutes of the Special Board Meeting held on April 20, 2020.

Dr. Leighangela Brady, Superintendent

7.A.II. Approve the minutes of the Regular Board Meeting held on April 22, 2020.	Dr. Leighangela Brady, Superintendent
7.A.III. Approve the minutes of the Special Board meeting held on April 23, 2020.	Dr. Leighangela Brady, Superintendent
7.A.IV. Approve the minutes of the Special Board meeting held on April 27, 2020.	Dr. Leighangela Brady, Superintendent
7.B. Administration- None	Dr. Leighangela Brady, Superintendent
7.C. Human Resources	
7.C.I. Accept the employee resignations/retirements.	Dr. Leticia Hernandez, Assistant Superintendent, Human Resources
7.C.II. Approve Declaration of Need for Fully Qualified Educators for the 2020-2021 school year.	Dr. Leticia Hernandez, Assistant Superintendent, Human Resources
7.D. Educational Services- None	Dr. Sharmila Kraft, Assistant Superintendent, Educational Services
7.E. Business Services	
7.E.I. Authorize temporary transfer of cash between funds during the 2020-2021 fiscal year.	Dr. Lis Johnson, Interim Assistant Superintendent, Business Services
7.E.II. Ratify/approve purchase orders, contracts and warrants as summarized and detailed in Exhibit A.	Dr. Lis Johnson, Interim Assistant Superintendent, Business Services
8. GENERAL FUNCTIONS	
8.A. Presentation and discussion by the student promotion task force.	Dr. Leighangela Brady, Superintendent
8.B. Discussion regarding next steps for the 2020-2021 school year school photography.	Dr. Leighangela Brady, Superintendent

8.C. Department updates on the Coronavirus (COVID-19) pandemic.

Dr. Leighangela
Brady, Superintendent

9. POLICIES, REGULATIONS, BYLAWS

9.A. Adopt Board Policies and Administrative Regulations as listed on attached Maintenance Service Checklist.

Dr. Leighangela
Brady, Superintendent

10. EDUCATIONAL SERVICES

10.A. Approve contract #CT3726 with ClassLink for a single sign-on software license.

Dr. Sharmila Kraft,
Assistant
Superintendent,
Educational Services

10.B. Ratify contract #CT3727 with Edupoint for Synergy Online Registration services.

Dr. Sharmila Kraft,
Assistant
Superintendent,
Educational Services

10.C. Approve Contract #CT3729 with Amplified IT for Securly Web Filtering License Subscription.

Dr. Sharmila Kraft,
Assistant
Superintendent,
Educational Services

11. HUMAN RESOURCES

11.A. Approve updated job description for Assistant Superintendent of Business Services.

Dr. Leticia Hernandez,
Assistant
Superintendent,
Human Resources

12. BUSINESS SERVICES

12.A. Approve three year contract #CT3728 with Dude Solutions for SchoolDude Technology & Maintenance District Work Order System for the 2020-2021, 2021-2022, and 2022-2023 school years.

Dr. Lis Johnson,
Interim Assistant
Superintendent,
Business Services

13. BOARD WORKSHOP

14. BOARD/CABINET COMMUNICATIONS

15. ADJOURNMENT

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

Agenda Item: **2. PLEDGE OF ALLEGIANCE**

Agenda Item: **3. 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

Dr. Lis Jonson, Interim Assistant Superintendent-Business Services

Dr. Leticia Hernandez, Assistant Superintendent-Human Resources

Dr. Sharmila Kraft, Assistant Superintendent-Educational Services

Agenda Item: **4. PRESENTATIONS**

Agenda Item: **4.A. Recognition of one sixth-grade student from each school as a Distinguished Scholar for the 2019-2020 school year.**

Speaker: Dr. Leighangela Brady, Superintendent & Governing Board

Quick Summary / Abstract: Each year, the Governing Board recognizes a distinguished sixth grade scholar from each of the District's elementary schools. Each scholar is presented with a Medal of Distinction in honor of this achievement.

In partnership with the Governing Board, the Sweetwater Kiwanis Club has graciously agreed to sponsor our Distinguished Scholars Program for the 16th consecutive year, by awarding students with a \$50 gift card and certificate to promote student achievement.

The following students were selected as National School District 2020 Distinguished Scholars:

Central- Veyna Vazquez
El Toyon- Navanalyn Arevalo
Ira Harbison-Louise Entera
Kimball- Andy Bandala Carbajal
Las Palmas- Annabelle Grano
Lincoln Acres- Xyrene Tolentino
Olivewood- Cassandra Garcia
John A. Otis- Anastasiia Poliakova
Palmer Way- Allyssa McConnell
Rancho de la Nación- Adrian Torres Castro

Comments: The sixth grade scholars were selected by their teachers and principals according to one or more of the following criteria:

- Demonstrated Academic Excellence - Recipients of this award have demonstrated consistent, high standards of written work and classroom participation throughout their educational process.
- Community Service - Recipients of this award have made significant, recognized efforts to assist members of their community over time or have organized some outstanding community effort to benefit others.
- Leadership Ability - Recipients of this award have demonstrated outstanding leadership performance over time in school affairs.

Each scholar will be introduced to the Governing Board by their teacher or school principal.

Agenda Item: **4.B. Recognize the school winner and finalists of the fourth annual sixth grade writing contest.**

Speaker: Dr. Leighangela Brady, Superintendent & Governing Board

Quick Summary / Abstract: In honor of Read Across America Week, all sixth grade students in National School District were challenged to a contest to write a picture book story worthy of publication. Due to school closures, as a result of the COVID-19 pandemic, this year's contest was interrupted. Despite all obstacles, however, five Olivewood School students still submitted stories by the contest deadline.

To honor their hard work and initiative, all five students will be recognized by the Governing Board. In addition, one of the five students was selected by the Olivewood School principal as the overall school winner of the contest. During this recognition, the school winner will be presented to the Governing Board.

Comments: The 2020 Olivewood School Outstanding Authors are as follows:

1. Adamari Franco
2. Cassandra Garcia
3. Zyriah Littleton
4. Bryan Rivera
5. Emily Villaseñor

Agenda Item: **5. PUBLIC COMMUNICATIONS**

Speaker: Barbara Avalos, Board President

Quick Summary / Abstract: Public communication provides the public with an opportunity to address the Governing Board regarding an item on the agenda or other topic. The following notice was given at posting of this agenda: “If you wish to speak to the Board, comments will be accepted in writing only. You may submit your comment at vcesena@nsd.us no later than 12:00 p.m. Wednesday, May 13, 2020. All timely received comments will be read to the Governing Board by the Recording Secretary at the time the Board President calls the item. Comments are not to exceed three (3) minutes (Approx. 450 words). If you have special needs because of a disability and have difficulty submitting comments via email, please contact the Superintendent’s office by 12:00 p.m. Wednesday, May 13, 2020 at (619) 336-7701. No Board action can be taken.”

Agenda Item: **6. AGENDA**

Agenda Item: **6.A. Accept agenda.**

Speaker: Barbara Avalos, Board President

Recommended
Motion: Accept agenda

Agenda Item: **7. APPROVE CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS**

Speaker: Barbara Avalos, 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: **7.A. Minutes**

Agenda Item: **7.A.I. Approve the minutes of the Special Board Meeting held on April 20, 2020.**

Speaker: Dr. Leighangela Brady, Superintendent

Attachments:
Special Board Minutes-04/20/20

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

April 20, 2020
4:00 PM
Administrative Center
1500 "N" Avenue
National City, CA 91950

1. CALL TO ORDER

Board President, Barbara Avalos, called the meeting to order at 4:00 p.m.

2. PLEDGE OF ALLEGIANCE

Board President, Barbara Avalos, led the Pledge of Allegiance.

3. ROLL CALL

Attendance taken at 4:01 PM:

Present:

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

Board President, Barbara Avalos, took roll call.

4. PUBLIC COMMUNICATIONS

None.

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

Closed session was held from 4:00 p.m. to 4:37 p.m.

No action was taken in closed session.

6. ADJOURNMENT

Closed session was adjourned at 4:37 p.m.

Clerk of the Governing Board

Secretary to the Governing Board

Agenda Item: **7.A.II. Approve the minutes of the Regular Board Meeting held on April 22, 2020.**

Speaker: Dr. Leighangela Brady, Superintendent

Attachments:
Regular Board Minutes-04/22/20

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

April 22, 2020
6:00 PM
Virtual Meeting

<https://drive.google.com/drive/folders/1nhGtfndWIG1lqcY43173xQbSUtxm5iNC?usp=sharing>

1. CALL TO ORDER

Board President, Barbara Avalos, called the meeting to order at 6:03 p.m.

2. PLEDGE OF ALLEGIANCE

Board President, Barbara Avalos, led the Pledge of Allegiance.

3. ROLL CALL

Attendance Taken at 6:03 PM:

Present:

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

Absent:

Ms. Alma Sarmiento

Updated Attendance:

Ms. Alma Sarmiento was updated to present at: 6:06 PM

Mrs. Jocelyn Gomez took roll call.

4. PUBLIC COMMUNICATIONS

None.

5. AGENDA

5.A. Accept agenda.

Motion Passed: Acceptance of agenda passed with a motion by Mr. Brian Clapper and a second by Ms. Maria Betancourt-Castañeda.

Yes Ms. Barbara Avalos

Yes Ms. Maria Betancourt-Castañeda

Yes Mr. Brian Clapper

Yes Ms. Maria Dalla

Absent Ms. Alma Sarmiento

6. APPROVE CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Motion Passed: Approval of Consent Calendar passed with a motion by Ms. Maria Dalla and a second by Ms. Maria Betancourt-Castañeda.

Yes Ms. Barbara Avalos

Yes Ms. Maria Betancourt-Castañeda

Yes Mr. Brian Clapper

Yes Ms. Maria Dalla

Yes Ms. Alma Sarmiento

6.A. Minutes

6.A.I. Approve the minutes of the Regular Board Meeting held on April 8, 2020.

6.A.II. Approve the minutes of the Special Board Meeting held on April 14, 2020.

6.B. Administration

6.C. Human Resources

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

6.C.II. Accept the employee resignations/retirements.

6.D. Educational Services

6.D.I. Ratify amendment of Memorandum of Understanding #CT3312 for Stein Education Centers to reflect a change to include a distant learning plan during the COVID-19 school closure.

6.D.II. Ratify amendment of Memorandum of Understanding #CT3636 with Aseltine School to reflect a change to include a distant learning plan during the COVID-19 school closure.

6.D.III. Ratify amendment of Memorandum of Understanding #CT3637 with the San Diego Center for Children Academy to reflect a change to include a distant learning plan during the COVID-19 school closure.

6.D.IV. Ratify amendment of Memorandum of Understanding #CT3675 with Banyan Tree Learning Center to reflect a change to include a distant learning plan during the COVID-19 school closure.

6.E. Business Services

7. GENERAL FUNCTIONS

7.A. Approve the minutes of the Special Emergency Meeting held on March 13, 2020.

Motion Passed: Approval of minutes passed with a motion by Ms. Maria Betancourt-Castañeda and a second by Ms. Maria Dalla.

Abstain Ms. Barbara Avalos

Yes Ms. Maria Betancourt-Castañeda

Yes Mr. Brian Clapper

Yes Ms. Maria Dalla

Yes Ms. Alma Sarmiento

7.B. Discussion regarding school photography for the 2020-2021 school year.

The Board had a discussion regarding next steps for school photography for the 2020-2021 school year.

7.C. Discussion of year-end recognitions.

The Board had a discussion regarding year-end recognitions.

7.D. Department updates on the Coronavirus (COVID-19) pandemic.

Dr. Brady, along with Executive Cabinet, updated the Governing Board on districtwide collaboration during the COVID-19 pandemic. Individually, each department shared actions taken and ongoing plans to continue supporting students, parents, and staff.

8. POLICIES, REGULATIONS, BYLAWS

8.A. First reading of Board Policies and Administrative Regulations from California School Boards Association updates.

First reading of Board Policies and Administrative Regulations from California School Boards Association updates.

9. EDUCATIONAL SERVICES

9.A. Ratify contract #CT3724 with T-Mobile for hotspot devices for distance learning.

Motion Passed: Following discussion ratification of contract #CT3724 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

9.B. Ratify contract #CT3725 between National School District a California public school district and Addiction Treatment Technologies, LLC DBA Care Solace, a Delaware limited liability company.

Motion Passed: Following discussion ratification of contract #CT3725 passed with a motion by Ms. Maria Betancourt-Castañeda 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

10. HUMAN RESOURCES

10.A. Approve Memorandum of Understanding with the National City Elementary Teachers Association (NCETA) and National School District (NSD) for negotiable impacts and effects of the working environment during the distance learning COVID-19 pandemic.

Motion Passed: Approval of Memorandum of Understanding 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

10.B. Approve Memorandum of Understanding with the California School Employees Association (CSEA) and its National Chapter 206 and the National School District (NSD) and its negotiable impacts and effects of the working environment during the COVID-19 pandemic.

Motion Passed: Approval of Memorandum of Understanding passed with a motion by Ms. Maria Betancourt-Castañeda 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

10.C. Adopt Resolution #19-20.27 in recognition of Certificated School Employee Week, May 4-8, 2020.

Motion Passed: Adoption of Resolution #19-20.27 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

10.D. Adopt Resolution #19-20.28 in recognition of Classified School Employee Week, May 18-22, 2020.

Motion Passed: Adoption of Resolution #19-20.28 passed with a motion by Ms. Maria Betancourt-Castañeda 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

10.E. Adopt Resolution #19-20.29 in recognition of the Week of the School Administrator, May 25 29, 2020.

Motion Passed: Adoption of Resolution #19-20.29 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

11. BUSINESS SERVICES

11.A. Ratify contract #CT3408 with MCF Consulting, Inc for Medi-Cal Administrative Activities (MAA) Program for the 2018-2019 and 2019-2020 billing cycles.

Motion Passed: Following discussion, ratification of contract #CT3408 passed with a motion by Ms. Maria Betancourt-Castañeda 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

11.B. Approve Designation of Applicant's Agent Resolution for Non-State Agencies.

Motion Passed: Following discussion, approval of Resolution #19-20.30 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. BOARD WORKSHOP

13. BOARD/CABINET COMMUNICATIONS

Ms. Sarmiento had no comments.

Ms. Betancourt-Castañeda wished staff a happy Administrative Professionals Day. She thanked staff for their support during these times. She thanked certificated employees and all those involved in the roll out of distance learning. She also thanked parents and students for their hard work during the impact of this situation.

Ms. Dalla wished staff a happy Administrative Professionals Day. She thanked all those who are collaborating in the implementation of distance learning.

Mr. Clapper wished staff a happy Administrative Professionals Day and gave a shoutout to Vanessa Cesena and Jocelyn Gomez for the wonderful job they're doing. He commended the work that Jon Hansen and the Child Nutrition Services (CNS) department are doing with the daily meal distribution. He expressed how proud he is to be part of this National School District family.

Dr. Johnson thanked the Governing Board for their support. She thanked Evelyn Sanchez, Administrative Assistant-Department/Program, for her help and support.

Dr. Hernandez wished staff a happy Administrative Professionals Day. She thanked certificated and classified staff for their work in ensuring our students receive the best education possible.

Dr. Kraft echoed all of Dr. Hernandez previous sentiments. She wished staff a happy Administrative Professionals Day. She wished everyone a happy Earth Day.

Dr. Brady wished everyone a happy Earth Day and staff a happy Administrative Professionals Day, especially Vanessa Cesena and Jocelyn Gomez. She thanked the Governing Board for their leadership. She wished Justin Finch, Ricardo Gil, and Kathy Melanese each a happy birthday.

Ms. Avalos thanked the Board members on practicing for the virtual Board meetings. She thanked everyone who works on sending out communication to parents. She thanked all those working on the daily meal distributions. She thanked all those who joined the virtual Board meeting.

14. ADJOURNMENT

Board President, Barbara Avalos, adjourned the meeting at 8:29 p.m.

Clerk of the Governing Board

Secretary to the Governing Board

Agenda Item: **7.A.III. Approve the minutes of the Special Board meeting held on April 23, 2020.**

Speaker: Dr. Leighangela Brady, Superintendent

Attachments:
Special Board Minutes-04/23/20

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

April 23, 2020
3:30 PM
Administrative Center
1500 "N" Avenue
National City, CA 91950

1. CALL TO ORDER

Board President, Barbara Avalos called the meeting to order at 3:30 p.m.

2. PLEDGE OF ALLEGIANCE

Board President, Barbara Avalos, led the Pledge of Allegiance.

3. ROLL CALL

Attendance Taken at 3:30 PM:

Present:

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

Board President, Barbara Avalos, took roll call.

4. PUBLIC COMMUNICATIONS

None.

5. CLOSED SESSION - 3:30 P.M.

Closed session was held from 3:30 p.m. to 4:18 p.m.

No action was taken in closed session.

6. ADJOURNMENT

Closed session was adjourned at 4:18 p.m.

No action was taken in closed session.

Clerk of the Governing Board

Secretary to the Governing Board

DRAFT

Agenda Item: **7.A.IV. Approve the minutes of the Special Board meeting held on April 27, 2020.**

Speaker: Dr. Leighangela Brady, Superintendent

Attachments:
Special Board Minutes-04/27/20

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

April 27, 2020

4:00 PM

Virtual Meeting

<https://drive.google.com/drive/folders/1wdV8pskp8zZ5FnWu1wfvSghKz-ZmczC-?usp=sharing>

1. CALL TO ORDER

Board President, Barbara Avalos, called the meeting to order at 4:02 p.m.

2. PLEDGE OF ALLEGIANCE

Board President, Barbara Avalos, led the Pledge of Allegiance.

3. ROLL CALL

Attendance Taken at 4:02 PM:

Present:

Ms. Barbara Avalos

Ms. Maria Betancourt-Castañeda

Mr. Brian Clapper

Ms. Maria Dalla

Ms. Alma Sarmiento

Mrs. Jocelyn Gomez took roll call.

4. PUBLIC COMMUNICATIONS

None.

5. POLICIES, REGULATIONS, BYLAWS

5.1. First reading and discussion of Board Policy 4113.5, 4213.5, 4313.5 and Board Policy 6157.

First reading and discussion of Board Policies 4113.5, 4213.5, 4313.5 and 6157.

6. BOARD WORKSHOP

6.1. Review and discuss suggested revisions and updates to Board Bylaws, Board Policies and Administrative Regulations (see Exhibit A).

Due to the high quantity of policies to review, Board members conducted a workshop to discuss suggestions in more detail. Policy updates discussed in this workshop will be brought forward at a subsequent Board meeting as consideration for adoption.

7. ADJOURNMENT

The meeting was adjourned at 5:20 p.m.

Clerk of the Governing Board

Secretary to the Governing Board

Agenda Item: **7.B. Administration**

Speaker: Dr. Leighangela Brady, Superintendent

Quick Summary /
Abstract: None

Agenda Item: **7.C. Human Resources**

Agenda Item: **7.C.I. Accept the employee resignations/retirements.**

Speaker: Dr. Leticia Hernandez, Assistant Superintendent, Human Resources

Quick Summary / Abstract: The employee resignations/retirements on the attached list were accepted by Dr. Leticia Hernandez, Assistant Superintendent, Human Resources.

Attachments:
Resignations/Retirements

Resignations 5/13/20			
Name	Position	Location	Effective Date
Christian De Vera	Impact Teacher	Palmer Way School	April 20, 2020
Victoria Hummel	Teacher	Las Palmas School	June 3, 2020

Retirements 5/13/20			
Name	Position	Location	Effective Date
None			

Agenda Item: **7.C.II. Approve Declaration of Need for Fully Qualified Educators for the 2020-2021 school year.**

Speaker: Dr. Leticia Hernandez, Assistant Superintendent, Human Resources

Quick Summary / Abstract: The Declaration of Need is an annual form submitted to the California Commission on Teacher Credentialing by public school districts. This form contains the number of estimated University Internship Credentials, Limited Assignment Permits and Emergency English Language Authorizations that may be requested during the school year. The Governing Board must approve this form each year before being submitted to the Commission.

Comments: The Declaration of Need form will be valid from July 1, 2020 through June 30, 2021.

Although it's the District's intention to continue to hire only fully credentialed teachers, finding qualified and suitable special education teachers is sometimes difficult. Through our participation in Commission-approved university internship programs, we have been fortunate to find exceptional teachers who are highly qualified and are in the process of completing a special education teacher preparation program.

Recommended Motion: Approve Declaration of Need for Fully Qualified Educators for the 2020-2021 school year.

Attachments:
Declaration of Need

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

<i>Name</i>	<i>Signature</i>	<i>Title</i>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<i>Mailing Address</i>		
<i>E-Mail Address</i>		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.

Agenda Item: **7.D. Educational Services**

Speaker: Dr. Sharmila Kraft, Assistant Superintendent, Educational Services

Quick Summary / Abstract: None

Agenda Item: **7.E. Business Services**

Agenda Item: **7.E.I. Authorize temporary transfer of cash between funds during the 2020-2021 fiscal year.**

Speaker: Dr. Lis Johnson, Interim Assistant Superintendent, Business Services

Quick Summary / Abstract: Occasionally, apportionment payments from federal, state, and local agencies do not arrive on a timely basis. When this occurs, employee payroll and vendor payment obligations cannot be met, and it becomes necessary to temporarily transfer cash from another fund. Authorization from the Governing Board is needed to process the temporary loan.

Comments: Transfer of funds would be processed only when necessary and repaid each time the apportionment arrives.

Agenda Item: **7.E.II. Ratify/approve purchase orders, contracts and warrants as summarized and detailed in Exhibit A.**

Speaker: Dr. Lis Johnson, Interim Assistant Superintendent, Business Services

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

Attachments:
Exhibit A

Agenda Item: **8. GENERAL FUNCTIONS**

Agenda Item: **8.A. Presentation and discussion by the student promotion task force.**

Speaker: Dr. Leighangela Brady, Superintendent

Quick Summary / Abstract: Due to the COVID-19 pandemic, the California Governor has issued a stay at home order. To comply with this order, schools have closed since March 13, 2020.

Typically, promotions ceremonies are held for preschool, kindergarten, and sixth grade students on or around the last day of school. This year, our last day of school is June 3, 2020. It is likely that even with loosened restrictions, crowd gatherings will still be prohibited at this time.

Four principals Alfonso Denegri (Palmer Way), Sonia Ruan (Las Palmas), Kathy Melenese (Rancho de la Nación), and Bryan Vine (El Toyon) volunteered to lead a taskforce to look into alternative options to celebrate these milestones. With input from parents and teachers, the taskforce will present ideas and recommendation to the Governing Board for consideration.

Agenda Item: **8.B. Discussion regarding next steps for the 2020-2021 school year school photography.**

Speaker: Dr. Leighangela Brady, Superintendent

Quick Summary / Abstract: School portraits provide lasting memories for families. In light of the current District closure, staff seeks Board input regarding school photography considerations for the 2020-2021 school year.

The Governing Board engaged in a discussion regarding school photography for the 2020-2021 school year at the April 22, 2020 Board meeting. Based on input from the Board, staff would like to present follow-up information and seek guidance for next steps.

Agenda Item: **8.C. Department updates on the Coronavirus (COVID-19) pandemic.**

Speaker: Dr. Leighangela Brady, Superintendent

Quick Summary / Abstract: Each department will provide the Board with an update on actions being taken during the Coronavirus (COVID-19) pandemic. Board members will have an opportunity to ask questions and engage in deeper discussion around National School District's current and next steps in navigating this world-wide crisis.

Agenda Item: **9. POLICIES, REGULATIONS, BYLAWS**

Agenda Item: **9.A. Adopt Board Policies and Administrative Regulations as listed on attached Maintenance Service Checklist.**

Speaker: Dr. Leighangela Brady, Superintendent

Quick Summary / Abstract: On May 11, 1994, the Governing Board approved an agreement with California School Boards Association for the development of a local policy manual. The updates have been reviewed by staff, were submitted to the Governing Board for a first reading and are now ready for adoption by the Governing Board.

Comments: These Board Policies and Administrative Regulations were submitted for a first reading at the April 22, 2020 Board meeting and discussed at a Board Workshop on April 27, 2020.

Recommended Motion: Adopt Board Policies and Administrative Regulations as listed on attached maintenance service checklist.

Attachments:
Maintenance Service Checklist

NATIONAL SCHOOL DISTRICT
Board Policies and Administrative Regulations
Maintenance Service Checklist – May 2020

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BP 4113.5 4213.5 4313.5	Working Remotely	NEW POLICY	05/13/2020
BP 5116.1	Intradistrict Open Enrollment	Fill in the Blanks February through June	05/13/2020
AR 5116.1	Intradistrict Open Enrollment		05/13/2020
BP 5117	Interdistrict Attendance	OPTION 1: <input checked="" type="checkbox"/> OPTION 2: <input type="checkbox"/>	05/13/2020
AR 5117	Interdistrict Attendance	OPTION 1: <input checked="" type="checkbox"/> OPTION 2: <input type="checkbox"/>	05/13/2020
BP 5118	Open Enrollment Act Transfers	Delete BP <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	05/13/2020
AR 5118	Open Enrollment Act Transfers	Delete AR <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	05/13/2020
E 5118	Open Enrollment Act Transfers	Delete E <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	05/13/2020
AR 5125	Student Records		05/13/2020
BP 5131	Conduct		05/13/2020
BP 5131.2	Bullying		05/13/2020
AR 5131.2	Bullying		05/13/2020
BP 5131.8	Mobile Communication Devices	NEW POLICY	05/13/2020
BP 5132	Dress and Grooming		05/13/2020
BP 5141.21	Administering Medication and Monitoring Health Conditions	OPTION 1: <input type="checkbox"/> OPTION 2: <input checked="" type="checkbox"/>	05/13/2020
AR 5141.21	Administering Medication and Monitoring Health Conditions		05/13/2020
AR 5141.26	Tuberculosis Testing		05/13/2020
BP 5142	Safety		05/13/2020
AR 5142	Safety		05/13/2020

NATIONAL SCHOOL DISTRICT
Board Policies and Administrative Regulations
Maintenance Service Checklist – May 2020

BP 6143	Course of Study		05/13/2020
AR 6143	Course of Study		05/13/2020
BP 6154	Homework/Makeup Work		05/13/2020
BP 6157	Distance Learning	NEW POLICY	05/13/2020
AR 6174	Education for English Learners		05/13/2020
AR 6175	Migrant Education Program		05/13/2020

Agenda Item: **10. EDUCATIONAL SERVICES**

Agenda Item: **10.A. Approve contract #CT3726 with ClassLink for a single sign-on software license.**

Speaker: Dr. Sharmila Kraft, Assistant Superintendent, Educational Services

Quick Summary / Abstract: Approval of this item will allow National School District to renew license for ClassLink which allows students and teachers access to approved resources with a one password system.

This contract provides ClassLink renewal license from July 1, 2020 to June 30, 2021 and ClassLink rosters hosting renewal license from July 1, 2020 to June 30, 2021.

Recommended Motion: Approve contract #CT3726 with ClassLink for single sign-on software licenses.

Financial Impact: Contract cost: \$17,264 for the 2020-2021 school year
Additional staffing costs: \$0
Other costs: \$0
Annual cost
General Fund

Attachments:
CT3726

Invoice #e-105707

From

ClassLink
 45 East Madison Avenue
 Suite 7
 Clifton, NJ 07011

Bill To

National SD (CA, 91950)
 1500 N Avenue
 National City, CA 91950

Invoice Summary

Invoice Number	e-105707
Date	07/01/2020
Terms	Net 30
Due Date	07/31/2020
Amount Due (USD)	\$ 17,264.00

Item / Description

	Quantity	Rate	Amount
ClassLink Renewal License ClassLink Renewal License from 07/01/2020 to 06/30/2021	6096	2.75	16,764.00
ClassLink Rosters Hosting Renewal License ClassLink Rosters Hosting Renewal License from 07/01/2020 to 06/30/2021	1	500.00	500.00
		Amount Due (USD)	\$ 17,264.00

Agenda Item: **10.B. Ratify contract #CT3727 with Edupoint for Synergy Online Registration services.**

Speaker: Dr. Sharmila Kraft, Assistant Superintendent, Educational Services

Quick Summary / Abstract: Resolution #19-20.22 was approved by the Governing Board at the March 18, 2020 Special Board meeting delegating authority to the District Superintendent or designee to address the Coronavirus (COVID-19) pandemic.

#CT3727 with Edupoint was executed under Resolution #19-20.22 for online student registration services for 2020-2021 school year.

This contract provides online registration service from May 11, 2020 to June 30, 2021 with the option to extend at the discounted rate at the discretion of the District.

Comments: Synergy Online Registration will assist National School District with school registration and re-enrollment during the 2020-2021 school year. This will minimize parent-staff contact during the Coronavirus (COVID-19) pandemic.

Recommended Motion: Ratify contract #CT3727 with Edupoint for online student registration services.

Financial Impact: Contract cost: \$10,354 (for online registration services)
Additional staffing costs: \$0
Other costs: \$6,000 (Four days of professional services)
Annual cost
General Fund

Attachments:
CT3727

Amendment 5
To
EDUPOINT SOFTWARE LICENSE AGREEMENT

SUBSCRIPTION
Version 17.0

1. Exhibit A is amended to include a one year license to Online Registration as follows:

EXHIBIT A - Software Subscription License Agreement
National School District: Synergy Online Registration
Total Cost by Product and Service

V20C25

The following Edupoint Products and associated documentation are licensed to Licensee pursuant to this Agreement:	416 days	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Synergy® Student Information System							
PK - 12 Student Information (Not in Bid)							
State Reporting for (Not in Bid)							
ParentVUE, StudentVUE, & Streams (Not in Bid)							
Online Student Registration (Included)	\$10,354						
Master Schedule Builder (Not in Bid)							
Synergy® Learning Management System (LMS)							
TeacherVUE with Gradebook (Not in Bid)							
LessonVUE (Not in Bid)							
Assessment (Not in Bid)							
MTSS / RTI (Not in Bid)							
One Roster Integration (Not in Bid)							
Synergy® Analytics							
Analytics (Not in Bid)							
Synergy® Special Education							
PK - 12 Student Special Ed (Not in Bid)							
Synergy® Technology & Appl Source Code							
ST Tool Set (Object) & Appl Src Code (Not in Bid)							
Synergy® Distance Learning							
Distance Learning (Not in Bid)							
Sub-Total Subscription Software License	\$10,354						
3rd Party Subscription Software							
	Year 1	Year 2	Year 3	Year 4	Year 5	Total	
--Test Item Bank (Not in Bid)							
- GradeCam (Not in Bid)							
Sub-Total 3rd Party Subscription License	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services by Staff							
	Days	Unit Cost	List Cost	Discount %	Total		
- Product Specialists	3	\$1,500	\$4,500		\$4,500		
- Trainers	1	\$1,500	\$1,500		\$1,500		
Total Professional Services by Staff			\$6,000		\$6,000		
Total One Year Cost (excluding estimated expense):							\$16,354

EXHIBIT A - Continued
Payment Schedule by Product and Service

Payment for Edupoint Subscription License	Amount	Payable On	
1st Year Edupoint Subscription License (Prorated 416 Days)	\$10,354	Due upon Contract Signing	
Payment Schedule for Professional Services	Percent	Amount	
Professional Services Cost		\$6,000	
		Due upon Contract Signing	
Total One Year Cost (excluding estimated expense):			\$16,354

**EXHIBIT A - Continued
Payment Schedule by Year**

Detailed Payment Schedule	Amount	Total
Due Upon Contract Signing		
1st Year Edupoint Subscription License (Prorated 416 Days)	\$10,354	
1st Year Professional Services	\$6,000	
Payment Due		\$16,354

Total One Year Cost (excluding estimated expense): \$16,354

2. License begins May 11, 2020 and runs through June 30, 2021.

All other terms, conditions and provisions to the Software License Agreement remain in force and unchanged.

Edupoint Educational Systems
 1955 S. Val Vista Drive, Suite 200
 Mesa, AZ 85204
 (480) 633-7500, (800) EDUPOINT
 Fax (480) 633-7501

National School District
 1500 N. Avenue
 National City, CA 91950-4825
 (619) 336-7500

Rob Wilson President

 Printed Name Title

 Printed name Title

 Signature Date Signed

 Signature Date Signed

Agenda Item: **10.C. Approve Contract #CT3729 with Amplified IT for Securly Web Filtering License Subscription.**

Speaker: Dr. Sharmila Kraft, Assistant Superintendent, Educational Services

Quick Summary / Abstract: Currently, National School District receives cloud-based, web filtering services through Amplified IT.

The previously approved contract #CT3375 with Amplified IT was on the annual contract list for a cost of not to exceed for \$21,000.00. The annual renewal cost for July 1, 2020 to June 30, 2021 school year is increased to \$28,714.50.

Approval of this item will allow National School District to continue partnering with Amplified IT under the new annual rate.

Comments: Securly is a cloud-based, web content filter that will provide safe, secure internet browsing for our students and staff. Securly can provide internet content filtering protection even if district computers are used off campus. This solution provides filtering without the need for any on premise hardware, eliminating the need for hardware upgrades, warranty renewals, etc. Securly also provides greater flexibility in approving/denying specific website access to staff vs. students. Using NSD's Google domain structure, Securly provides alternate filtering levels to staff, students and guests.

Recommended Motion: Approve Contract #CT3729 with Amplified IT for Securly Web Filtering License Subscription.

Financial Impact: Contract cost: Not to exceed \$28,714.50
Additional staffing costs: \$0
Other costs: \$0
Annual cost
General Fund

Attachments:
CT3729

Amplified IT
 812 Granby Street

 Norfolk VA 23510



National School District
 Justin Finch
 1500 N Avenue
 National City 91950

Quote # 00117562
 Quote Date April 29, 2020
Quote Total (USD) \$28,714.50

Item	Description	Unit Cost	Quantity	Line Total
SECURLY ANYWHERE FILTER 1YR	5000-9999: Securly Anywhere Web Filtering 1 year license	4.13	7000	28,910.00
COLLAB-NORTH AMERICAN	M- 5,000-20,000 students: North American GFE Technical Collaborative Yearly Membership	1,250.00	1	1,250.00
DISCOUNT	GFE Collab:	-1,445.50	1	-1,445.50
Onboarding - 3rd Party	First Line Support & Escalation	500.00	1	500.00
Discount	First Line Support & Escalation	-500.00	1	-500.00
Quote Total (USD)				\$28,714.50

Terms

This quote is valid for 28 days from issue.

Please send purchase orders to info@amplifiedit.com or fax to 757-585-3550.

Full payment is required within 30 days of Invoice.

Notes

Subscription dates: 2020-07-01 - 2021-06-30

To view your estimate online Go to <https://amplifiedit.freshbooks.com/view/3sjdKiwwU5zaHwgF>

Agenda Item: **11. HUMAN RESOURCES**

Agenda Item: **11.A. Approve updated job description for Assistant Superintendent of Business Services.**

Speaker: Dr. Leticia Hernandez, Assistant Superintendent, Human Resources

Quick Summary / Abstract: As positions evolve, it is important to look at each job description to ensure that the duties match essential functions required of the position. The attached job description has been updated for the position of Assistant Superintendent of Business Services and is being presented to the Governing Board for approval.

Attachments:
Job Description

NATIONAL SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: Assistant Superintendent of Business Services

Purpose Statement:

Under the direction of the Superintendent, the role of the Assistant Superintendent of Business Services is to plan, organize and administer the successful implementation of the business operations of the District, assure the District is financially stable, and contribute to the strategic direction of the District in carrying out its shared vision, values, goals and objectives. The Assistant Superintendent supervises and monitors the fiscal department, ensures effective transportation services, fosters healthy Child Nutrition practices, establishes priorities to maintain, enhance, and improve facilities and educational learning environments through oversight of Maintenance and Operations, in accordance with approved District policies, procedures and practices.

Essential Job Duties:

Supervisory Qualities

- Oversees fiscal controls and procedures, on an on-going basis including monitoring purchasing protocols, accounting/finance, payroll, funding and fiscal compliance with the direct support of the Director of Finance.
- Coordinates and manages all matters related to external auditing of the fiscal aspects of programs, departments and functions in the District; directs the District's internal audit activities; and coordinates and administers community use of school facilities.
- Secures and accesses legal interpretations on district business issues.
- Evaluates all contracts, and agreements in order to support optimum district operations.
- Manages, facilities, maintenance and operations and plans for remodeling of aging facilities.
- Supervises the Child Nutrition Services Director with the goal of providing on-going healthy meals for children in conjunction with the Director of Maintenance and Operations.
- Oversees the purchase, storage, distribution and inventory of all supplies and equipment in consultation with the Business services director.

Technical Qualities

- Prepares and monitors the annual budget, including estimated revenues and expenditures along with multi-year projections and provides financial information to the Superintendent and the Board.
- Responsible for certifying and processing transactions (fund control, disbursements, receivables, loans, and receipts), establishing financial management systems, preparing financial statements, and ensuring compliance with financial management laws and regulations.

- Responsible for reviewing the process of salary payments for all school employees and performing other duties related to payroll including tax deposits, external reporting, and third-party payments.
- Assists the coordination and implementation of the various employee benefits programs offered by the schools such as retirement and health benefit administration.
- Organizes, administrates, and supervises support services (payroll, purchasing, etc.)
- Attends Governing Board meetings and presents information on business related items.
- Administers the risk management program of the district and serves as the district's safety coordinator.

Personal Qualities

- Promotes consultation, advice, training and leadership to school principals and other administrators on business activities and functions.
- Provides leadership, direction, training and supervision to all employees in the department.
- Works collaboratively with the various departments on position control, negotiations, and student enrollment.
- Communicates effectively with the District community of stakeholders.
- Works collaboratively with county liaisons.
- Identifies resources that support the District in relation to Bonds, and bids.
- Promotes collaborative relationships and productive communication with Cabinet members, school staff, department personnel and all District stakeholders
- Demonstrates strong positive networking skills with community members for the benefit of the District.
- Effectively communicates with individuals of varied backgrounds, both in oral and written form.

Skills, Knowledge, and/or Abilities Required:

Manages department personnel and programs, communicates effectively, and is a problem solver.

Demonstrates sufficient knowledge of schools including curriculum, education code, and Board policies relating to schools.

Can make independent judgments.

Keeps and maintains accurate records, and meets deadlines.

Significant physical abilities include reaching/handling/fingering, talking/hearing/ conversations, near visual acuity/visual accommodation.

Qualifications and Experience:

Graduation from a recognized college or university with major coursework in business, public or school administration. Master's degree required. Prior job related experience with increasing levels of responsibilities in a school setting.

Licenses and other Requirements:

Licenses, Certification, Bonding, and/or Testing Required: Valid California Class C driver's license and current auto insurance, Criminal Justice Fingerprint Clearance.

Agenda Item: **12. BUSINESS SERVICES**

Agenda Item: **12.A. Approve three year contract #CT3728 with Dude Solutions for SchoolDude Technology & Maintenance District Work Order System for the 2020-2021, 2021-2022, and 2022-2023 school years.**

Speaker: Dr. Lis Johnson, Interim Assistant Superintendent, Business Services

Quick Summary / Abstract: School Dude is a cloud based facilities management solution that simplifies the work order and preventative maintenance process. It enables staff to submit work order requests, and sends automatic status updates, to both Maintenance and Operations and Technology Departments which helps these departments to monitor the work order progress in real time.

Comments: A main goal of the work order system has been to increase efficiency and accuracy, as well as improve accountability in effective work order tracking. School Dude has been used by National School District for approximately three years. Its use by staff has helped to save time and increase productivity.

Recommended Motion: Approve three year contract #CT3728 with Dude Solutions for SchoolDude Technology & Maintenance District Work Order System for the 2020-2021, 2021-2022, and 2022-2023 school years.

Financial Impact: Contract cost:
FY 20-21 \$4,625.60
FY 21-22 \$4,856.88
FY 22-23 \$5,148.29
Additional staffing costs: \$0
Other costs: \$0
Annual cost
General Fund

Attachments:
CT3728



May 05, 2020
National School District

Thank you for your continued support of our market leading solutions for improving educational operations. We at Dude Solutions are excited about providing you with online tools that will help you save money, increase efficiency and improve services. Dude Solutions is dedicated to providing best in class solutions that are built exclusively for the unique needs of educational institutions, including the following for National School District:

Item	Investment
TechnologyEssentials Help Desk	\$4,625.60
Annual Renewal:	\$4,625.60 USD

Service dates: 07/01/2020- 06/30/2021

Item	Investment
TechnologyEssentials Help Desk	\$4,856.88
Annual Renewal:	\$4,856.88 USD

Service dates: 07/01/2021- 06/30/2022

Item	Investment
TechnologyEssentials Help Desk	\$5,148.29
Annual Renewal:	\$5,148.29 USD

Service dates: 07/01/2022- 06/30/2023





Proposal terms

- Proposal has been prepared for National School District ("Subscriber")
- Proposal expires in sixty (60) days
- Term: 12 months

Order Form terms

- This Order Form and its Services are governed by the terms of the Dude Solutions, Inc. Subscription Agreement found at <https://www.dudesolutions.com/terms> (<https://www.dudesolutions.com/terms>) ("Terms"), unless Subscriber has a separate written agreement executed by Dude Solutions, Inc. ("DSI") for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.
- Acceptance of this Order Form on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the Terms set forth herein, you must not accept this Order Form and may not use the Service.
- The Effective Date of the Agreement between Subscriber and DSI is the date Subscriber accepts this Order Form.

Professional Services terms

- Professional Services are scheduled Monday – Friday; each day may not exceed eight (8) hours in length.
- If a Professional Service(s) is(are) rescheduled or cancelled by Subscriber less than two (2) weeks prior to the scheduled delivery date, Subscriber is responsible for any actual fees incurred.
- Professional Services will be scheduled upon written acceptance of this Order Form.
- DSI requires six (6) weeks advance notice from the acceptance of this Order Form to schedule Professional Services delivery dates for travel and living purposes.
- Onsite Professional Services dates shall be delivered consecutively unless this Order Form includes the additional travel and living fees to cover expenses related to multiple onsite visits. If the Order Form includes multiple onsite visits, Professional Services will be invoiced upon the completion of each onsite visit.
- Unused Professional Services expire twelve (12) months from the date of purchase.

Additional information

- DSI fees do not include any taxes, levies, duties, or similar government assessments for which Subscriber may be responsible. Tax exemption certifications can be sent to accountsreceivable@dudesolutions.com (<mailto:accountsreceivable@dudesolutions.com>).
- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-179930 on any applicable purchase order; address purchase order to: Dude Solutions, 11000 Regency Parkway, Suite 110, Cary, NC 27518
- Dude Solutions, Inc. maintains the necessary liability coverage for its products and professional services. Proof of insurance can be provided upon request.



Agenda Item:

13. BOARD WORKSHOP

Agenda Item:

14. BOARD/CABINET COMMUNICATIONS

Agenda Item: **15. ADJOURNMENT**