



Hydesville Elementary School District

3050 Johnson Rd. • Hydesville, CA • 95547-0551

Board of Trustees Meeting Agenda

Monday, December 10th, 2022 • 5:30 PM Closed Session; 6:30 PM (Regular Session)

Hydesville Elementary Cafeteria/Gym

1.0 Call to Order

2.0 Public Comment on Closed Session Items *Members of the public may comment on non-agenda matters related to District business. No action may be taken on topics not listed on the agenda. Individual speakers shall be allowed three (3) minutes to address the Board. The Board shall limit the total time for public input on each item to twenty (20) minutes.*

3.0 Convene to Closed Session *With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54945.5.*

3.1 Personnel

3.2 Collective Bargaining/Negotiations (Gov. Code §54957)

4.0 Reconvene to Open Session

4.1 Report Action Taken During Closed Session

4.2 Flag Salute

5.0 Approval of Agenda Order *The Board of Trustees reserves the right to change the order in which agenda items are discussed and/or acted upon at this meeting. Subject to further action by the Board, this meeting will proceed as provided in this agenda. Items may be added to this agenda for discussion or action only as permitted by law.*

6.0 Public Comment *Members of the public may comment on non-agenda matters related to District business. No action may be taken on topics not listed on the agenda. Individual speakers shall be allowed three (3) minutes to address the Board. The Board shall limit the total time for public input on each item to twenty (20) minutes.*

7.0 Consent Agenda

7.1 Approval of Minutes, December 13th, 2021 Regular Board Meeting (Attachment 1)

7.2 Approval of Warrants (Attachment 1)

7.3 Approval of Williams Quarterly Report (Attachment 1)

8.0 Community Comment Related to LCAP - *Members of the community may provide input and discussion pertaining to the Local Control Accountability Plan in an effort to address State Priority 8 (increase opportunities for parents and families to be involved in school decision-making processes).*

9.0 Reports

9.1 Superintendent-Principal

9.2 Staff



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- 9.3 Hydesville Parent Group
- 9.4 Hydesville Sports Booster Club
- 9.5 Communications

10.0 Information Items

- 10.1 Attendance and Enrollment Update (Attachment 2)
- 10.2 Sunshine Proposal from HTA Regarding Collective Bargaining for 2021-2022 (attachment 3)

11.0 Discussion/Possible Action Items

- 11.1 Consider and Discuss School Approval of School Accountability Report Card (Attachment 4)
- 11.2 Consider and Discuss Possible Business Manager Job Description (Attachment 5)

12.0 Board Member Comments

13.0 Announcements

13.1 Upcoming Calendar of Events:

MLK Day - No School	January 17th
HPG Meeting	Wednesday, February 2nd

13.2 Next Board Meeting: February 14th, 2022. Begins at 5:30 PM

13.3 Recommended additions to the agenda can be submitted to the board president or Superintendent seven (7) days prior to the next regular meeting date.

14.0 Adjournment

NOTICE: Any writing, not exempt from public disclosure under the California Public Records Act, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the Hydesville Elementary School office.

NOTICE: Hydesville Elementary School adheres to the Americans with Disabilities Act. Should you require special accommodations or auxiliary aids and services in order to participate in the Board meeting, please contact the Superintendent.



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ADDRESSING THE BOARD	REGULAR SESSION
<p><i>You may speak on a matter not on the agenda at the beginning of a regular meeting during the time reserved for public comment. After being recognized by the President, you will be allowed three minutes for your presentation. The Board will take no action on the matter at this meeting. You may speak on any item on the agenda when that item is being discussed.</i></p>	<p><i>In order to address the Board, please wait for recognition by the President. Speakers are expected to be courteous and to avoid any remarks that reflect adversely on the character or motives of any person or on his or her race, religion, or political or economic views.</i></p> <p><i>The Board will hear public testimony on any given topic for a maximum of twenty (20) minutes. Each speaker will be limited to three (3) minutes. The Board may, by consensus and at its discretion, extend the time limit.</i></p>
COMPLAINTS	CLOSED SESSION
<p><i>Complaints are to be addressed by first speaking with the person directly involved. If this does not resolve the issue, the complaint should be submitted in writing to the Superintendent. The Superintendent will investigate and respond in writing. Only after exhausting these levels can a written request be submitted asking that the issue be heard by the Board.</i></p>	<p><i>While school board meetings must be open to the public, California law provides for closed sessions which are not open to the public when the Board is considering expulsions, suspensions or disciplinary actions in connection with any pupil; the appointment, employment or dismissal of a public officer or employee; or when the Board is hearing complaints or charges brought against a public officer or employee. The individual may, however, request a public hearing. In addition, the Board may hold a closed session to discuss certain aspects of negotiations with employees.</i></p>
<p><u>BOARD OF TRUSTEES</u> Dave Fisch, President Mandy Marquez, Clerk Laurie Newman, Member Mollie Holmgren, Member Clint Victorine, Member Kevin Trone, Superintendent</p>	

Attachment 1



Hydesville Elementary School District

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Board of Trustees Meeting Minutes

Monday, December 13th, 2021 • 5:30 PM Closed Session; 6:30 PM (Regular Session)

Hydesville Elementary Cafeteria/Gym

1.0 Call to Order-Dave called to order at 5:30pm

1.1 Flag Salute

2.0 Approval of Agenda Order *The Board of Trustees reserves the right to change the order in which agenda items are discussed and/or acted upon at this meeting. Subject to further action by the Board, this meeting will proceed as provided in this agenda. Items may be added to this agenda for discussion or action only as permitted by law.* - **Mollie motioned to approve the agenda order Clint seconded Passed 5/0**

3.0 Board Organization

3.1 Election of Officers-

3.1.1 BP Officer Elections (Attachment 1)-**Mollie motioned to keep all officers Laurie seconded Passed 5/0**

3.2 Roster of Public Officials (Attachment 2)-**No changes**

3.3 Establishment of Meeting Dates (Attachment 3)

3.3.1 Proposed Meeting Calendar- **Mollie motioned to approve the proposed meeting calendar with some changes Mandy seconded passed 5/0**

4.0 Public Comment on Closed Session Items *Members of the public may comment on non-agenda matters related to District business. No action may be taken on topics not listed on the agenda. Individual speakers shall be allowed three (3) minutes to address the Board. The Board shall limit the total time for public input on each item to twenty (20) minutes.* - **None**

5.0 Convene to Closed Session *With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54945.5.*

5.1 Personnel

6.0 Reconvene to Open Session- Dave called to order 6:37 pm

6.1 Report Action Taken During Closed Session-**No action**

6.0 Public Comment *Members of the public may comment on non-agenda matters related to District business. No action may be taken on topics not listed on the agenda. Individual speakers shall be allowed three (3) minutes to address the Board. The Board shall limit the total time for public input on each item to twenty (20) minutes.* - **None**

7.0 Consent Agenda

7.1 Approval of Minutes, November 8th, 2021 Regular Board Meeting (Attachment 4)

7.2 Approval of Warrants (Attachment 5)

Mandy motioned to approve the agenda order Clint seconded passed 5/0



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8.0 Community Comment Related to LCAP - Members of the community may provide input and discussion pertaining to the Local Control Accountability Plan in an effort to address State Priority 8 (increase opportunities for parents and families to be involved in school decision-making processes). No comments

9.0 Reports

- 9.1 Superintendent-Principal- **Kevin reported**
- 9.2 Staff-**Nik reported**
- 9.3 Hydesville Parent Group-**Nicole reported**
- 9.4 Hydesville Sports Booster Club- Clint reported
- 9.5 Communications-**Kevin reported**
 - 9.5.1 Letter from No. Hum Regarding Business Services (Attachment 6)

10.0 Information Items

- 10.1 Attendance and Enrollment Update (Attachment 7)**Kevin reported**
- 10.2 Review Safe Return to In Person Instruction and Continuity of Services Plan (Attachment 8)-**Kevin reported**
- 10.3 Expanded Learning Opportunities Grant and ASP (Attachment 9)-**Kevin reported**

11.0 Discussion/Possible Action Items

- 11.1 Consider and Discuss Positive Certification of 1st Interim Report (Attachment 10)-**Mollie motioned to approve the certification of 1st interim report Mandy second Passed 5/0**
- 11.2 Consider and discuss Approval of Educator Effectiveness Block Grant (Attachment 11)-**Mollie motioned to approve the educator effectiveness block grant Laurie seconded. Passed 5/0**
- 11.3 Discuss Universal TK (Attachment 12)- **Kevin reported**
- 11.4 Consider and discuss District Sub Rates (Attachment 13)- **Mandy motioned to approve the increase in sub rates. Short term subs increased to \$150 per day and long term subs increased to \$180 per day Clint seconded Passed 5/0**

12.0 Board Member Comments- No board comments

13.0 Announcements

13.1 Upcoming Calendar of Events:

Winter Break	December 20th-31st
HPG Meeting	Wednesday, January 5th



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13.2 Next Board Meeting: TBA- **January 10, 2021**

13.3 Recommended additions to the agenda can be submitted to the board president or Superintendent seven (7) days prior to the next regular meeting date.

14.0 Adjournment- Dave adjourned at 7:40 pm

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BOARD OF TRUSTEES
Dave Fisch, President
Mandy Marquez, Clerk
Laurie Newman, Member
Mollie Holmgren, Member
Clint Victorine, Member
Kevin Trone, Superintendent



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Quarterly Report on Williams Uniform Complaints (Education Code §35186)

Quarterly Reporting Period (please check one)

- 1st Quarter 2021 January 1 through March 31, 2021
- 2nd Quarter 2021 April 1 through June 30, 2021
- 3rd Quarter 2021 July 1 through September 30, 2021
- 4th Quarter 2021 October 1 through December 31, 2021

PLEASE CHECK THE BOX THAT APPLIES:

No complaints were filed with any school in the district during the quarter indicated above.

Yes, complaints were filed with schools in the district during the quarter indicated above.
The following chart summarizes the nature and resolution of these complaints.

Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0

Kevin Trone
(Print Name of District Superintendent)

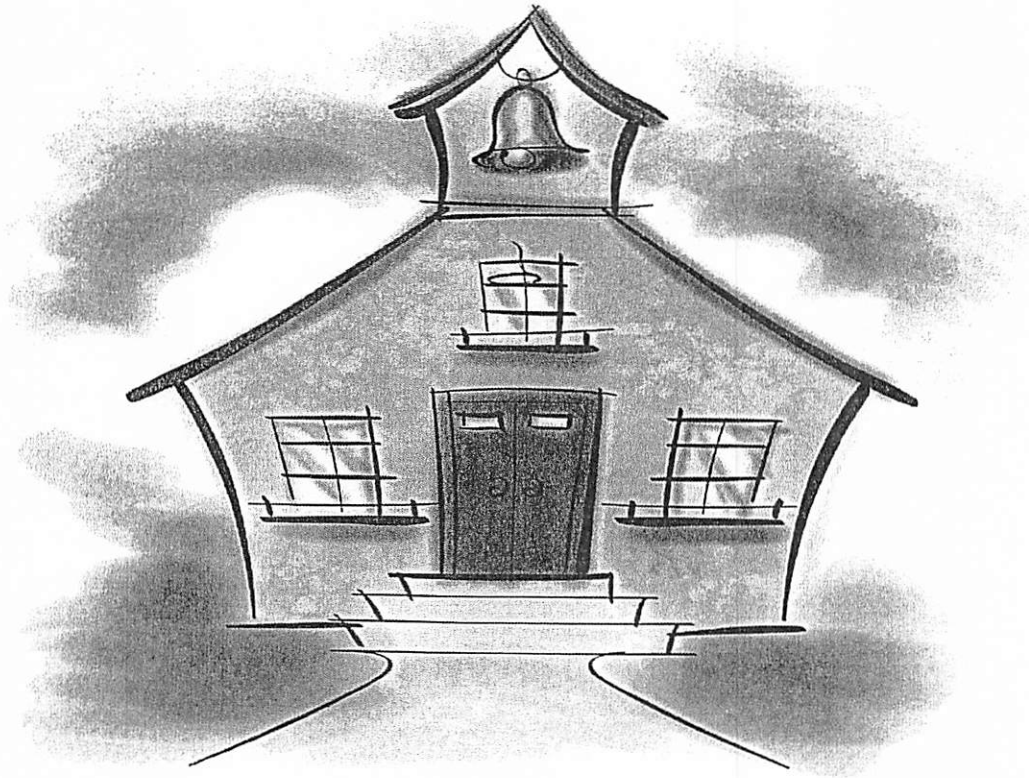

(Signature of District Superintendent)

Please return hard copy to:
Chandler Wilson, School Support
Humboldt County Office of Education
cwilson@hcoe.org

by: Quarter 1 due:	04/15/2021
Quarter 2 due:	07/15/2021
Quarter 3 due:	10/15/2021
Quarter 4 due:	01/15/2022

Attachment 2

Hydesville Elementary School Class Counts 2021-2022



Ms. Rosser	TK	2
Ms. Rosser	K	24
Ms. Bartlett	1	21
Mrs. Pinkerton	2	22
Mrs. Riggs	3	21
Mrs. Sturdevant	4	24
Ms. Perez	5	19
Ms. MacMillan	6	21
Mr. Williams	7	14
Mrs. Carter	8	17
Total		185

Hydesville Elementary Monthly Attendance Report

Beginning: 12/13/2021 - Ending: 01/07/2022

Current School

Days Taught: 10

Section Id	Teacher	Enrolled Last Day Prev Mon	Last Day Drops	First Day Adds	Begin Count	Add		Last Day Count	Max. Enroll.	Days Not Enroll	Days of Absence	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attend	Total For School	ADA	% of actual Attend	1st Day Next Month
							Drop												
Grade0K-A - Rosser		24	0	0	24	0	0	24	24	0	7	0	0	5	228	228	22.800	95.00	24
Grade 00K		24	0	0	24	0	0	24	24	0	7	0	0	5	228	228	22.800	95.00	24
Grade0TK-A - Rosser		2	0	0	2	0	0	2	2	0	1	0	0	0	19	19	1.900	95.00	2
Grade 00TK		2	0	0	2	0	0	2	2	0	1	0	0	0	19	19	1.900	95.00	2
Grade1-A - Bartlett		21	0	0	21	0	0	21	21	0	10	0	0	22	178	178	17.800	84.76	21
Grade 01		21	0	0	21	0	0	21	21	0	10	0	0	22	178	178	17.800	84.76	21
Grade2-A - Patmore		22	0	0	22	0	0	22	22	0	10	5	0	0	205	210	21.000	93.18	22
Grade 02		22	0	0	22	0	0	22	22	0	10	5	0	0	205	210	21.000	93.18	22
Grade3-A - Riggs		21	0	0	21	1	1	21	22	10	13	3	0	17	177	180	18.000	84.28	21
Grade 03		21	0	0	21	1	1	21	22	10	13	3	0	17	177	180	18.000	84.28	21
Sub Total GRADES 0K-3		90	0	0	90	1	1	90	91	10	41	8	0	44	807	815	81.500	89.66	90
Grade4-A - Sturdevant		24	0	0	24	0	0	24	24	0	5	5	0	7	223	228	22.800	92.91	24
Grade 04		24	0	0	24	0	0	24	24	0	5	5	0	7	223	228	22.800	92.91	24
Grade5-A - Perez-Granados		19	0	0	19	0	0	19	19	0	4	0	0	9	177	177	17.700	93.15	19
Grade 05		19	0	0	19	0	0	19	19	0	4	0	0	9	177	177	17.700	93.15	19
Grade6-A - MacMillan		21	0	0	21	0	0	21	21	0	15	5	0	1	189	194	19.400	90.00	21
Grade 06		21	0	0	21	0	0	21	21	0	15	5	0	1	189	194	19.400	90.00	21
Sub Total GRADES 4-6		64	0	0	64	0	0	64	64	0	24	10	0	17	589	599	59.900	92.03	64
Grade 7 - Williams		14	0	0	14	0	0	14	14	0	20	0	0	0	120	120	12.000	85.71	14
Grade 07		14	0	0	14	0	0	14	14	0	20	0	0	0	120	120	12.000	85.71	14
Grade8-A - Carter		17	0	0	17	0	0	17	17	0	14	0	0	10	146	146	14.600	85.88	17
Grade 08		17	0	0	17	0	0	17	17	0	14	0	0	10	146	146	14.600	85.88	17

Hydesville Elementary Monthly Attendance Report

Beginning: 12/13/2021 - Ending: 01/07/2022

Current School

Days Taught: 10

Section Id	Teacher	Enrolled Last Day Prev Mon	Last Day Drops	First Day Adds	Begin Count			Last Day Count	Max. Enroll.	Days Not Enroll	Days of Absence	I. S. Credit	I. S. No Credit	I.S. Pend	Actual Attend	Total For School	ADA	% of actual Attend	1st Day Next Month
						Add	Drop												
Sub Total	GRADES 7-8	31	0	0	31	0	0	31	31	0	34	0	0	10	266	266	26.600	85.80	31

School Totals:	185	0	0	185	1	1	185	186	10	99	18	0	71	1,662	1,680	168.000	89.83	185
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Signature _____ Date _____

To the best of my knowledge and belief this State School Register report has been kept as required by law and in accordance with the instruction of the Superintendent of Public Instruction.

Attachment 3

Negotiations 2021-2022

To: Hydesville School District Board of Trustees
Hydesville Elementary School
Mr. Kevin Trone, Superintendent/Principal

From: Hydesville School District Certificated Staff (H.T.A.)
Contact Persons: Melissa Bartlett, Nikolos Croinex

Agreement:

The Certificated Staff of Hydesville School District (H.T.A.) proposes the following changes to its 2021-2022 Collective Bargaining Agreement. The terms of these changes will be active July 1, 2021 and extend through June 30, 2022.

I. Salary Schedule/Health and Welfare Benefits

- A. In order to retain and attract highly qualified educators for the benefit of student education, HTA proposes that the District provide unit members with a 10% increase to the salary schedule of all HTA unit members. Hydesville Elementary School District has been incredibly kind to unit members during the current pandemic but the unit finds their roles ever increasing as new stipulations are placed upon them regarding student educational needs.
 - a. With the hard work the unit members have already put in through the pandemic and into the current state of affairs, as increased spontaneous independent study requests come in weekly from students, the changes to rules and regulations regarding student management, decreased prep times, the unit feels that our hard work and dedication to the students of Hydesville Elementary should be rewarded with a hefty increase in the salary schedule as a sign of commitment to the staff that has provided amazing effort to our students.
 - b. The HTA members opted for a one time stipend through last year's negotiations, understanding the potential strain the district may have been in through unprecedented times. Acknowledging the district has a better idea of where they stand financially and the abilities to incorporate monies given through Pandemic Relief we believe it is only right to ask for a more permanent salary increase.
 - c. At entry level, the district salary and healthcare contribution rank 14th, in the top third of local school employers. However, at BA+45, Step 6, the district ranks 27th, at the bottom of the top half of local school employers, a dramatic drop. At BA+60, Step 10, the district ranks 24th, near the bottom of the top half of local school employers, a slight increase from BA+45, Step 6. At the highest obtainable salary, the district also ranks 24th. With reserves of more than four times the mandatory requirement, the district should aim to be in the top third of districts, ranking 15 or better.
 - d. HTA members feel as though our actions have shown the dedication and appreciation of the students at our school. We have worked outside of contractual

hours to serve students in and outside of the school. We work hard to give them a place in the morning, giving up our prep time. We rush through lunch to manage playground situations. We offer after school help for struggling academic students. With students at the center of our workday, we hope that the district is able to recognize the care and thought we put into it each moment of each day and compensate us appropriately.

II. Contract Articles

Article 9: Work Day/Work Year/Calendar

a. (9.3) In order for full participation and commitment from all participating members, and to encourage students outside of the classroom, HTA proposes all scheduled events outside of school working hours be scheduled at the time of calendar adoption. Those events are listed but not limited to Back-to-School night, the Winter Program, and Open House.

b. The HTA also insists, if one extra curricular event is required to be attended by unit members, then the fee to participate in the event be waived.

1. HTA members want to show our support for students and families in their extra curricular activities and interests. We feel as though if we have prior notice of events, participation and commitment can be guaranteed amongst staff. Seeing teachers outside of the school setting allows students to see their teachers through a non academic lens, thus giving the students a feeling of support by unit members.

Article 17: Class Size

- a. (17.1) HTA would like to propose that combination classes have a set number at twenty-two (22) students, in the event that any combination class enrollment exceeds twenty 22 students the administration will meet with staff to discuss methods of mitigation mentioned in the contract including but not limited to the classroom teacher will receive a stipend of \$150 per student (beginning with the 23rd student) per month.
- b. Combination classes have unique needs and require extra time to prepare for these needs. When class size exceeds a certain number and it is a combination class, it requires more time to meet the needs of students.

Attachment 4



Hydesville Elementary School District

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SARC will be added when completed. State Level Web-App issues have delayed the process of updating for the new year.

Attachment 5

Hydesville Elementary School District
Business Manager
(Confidential Management)

Salary

Placement on the classified management salary schedule. Starting salary between \$ [REDACTED] to \$ [REDACTED] per hour depending on experience. This is an hourly position and the employee is eligible for overtime. Health and welfare benefits are provided through North Coast Schools Medical Insurance Group on the [REDACTED].

Hours

8:00-4:00 Monday-Friday

1.0 FTE

General Job Description

Under the direct supervision of the Superintendent/Principal, the Business Manager provides leadership and assumes overall administrative responsibilities for all business services and operations of the district including, planning, fiscal management, human resources, safety, nutrition services, warrants and payroll, after care, and risk management. Will work in collaboration with the Superintendent to oversee facilities, maintenance and operations, purchasing, insurance, and accounting.

It is expected that the Business Manager shall keep the Superintendent fully aware of the activities and developments that impact the district, its employees, and students. The successful Business Manager is expected to be supportive and work cooperatively with his/her administrative colleagues and the Superintendent.

Duties Related to the Budget and Accounting

- The Official provides for the development of an annual district budget that incorporates all components of the District's operations to include the instructional program, student services, charter oversight, LCAP, maintenance and operations, food services, and personnel.
- Assists with the establishment of internal policies and procedures for the maintenance of proper fiscal control and management of the adopted budget.
- Supervises the overall operation of the district's business services to include food services, purchasing, inventory, annual audit and maintenance and operations.
- Supervises the preparation and administration of contracts and agreements with vendors and services providers.
- Effectively manages and budgets the proceeds from local bonds, parcel taxes, and developer fees.
- Procures and manages the insurance programs for the district including property, liability, workers compensation and health and welfare benefits for district employees.
- Prepares a variety of reports and correspondence relating to financial transactions of the District and provides financial information for the Board.

- Supports the District in applying for additional funding and grant opportunities for the district.

Duties Related to Staff

- The Official develops and maintains a sound working relationship with school staff so that staff feels that they are included in processes for the development of budget and spending decisions.
- Works with staff in the implementation of district wide policies relative to District expenditures, accounting, and reporting.
- Plays a principal role in developing salary, wage, fringe benefits and payroll programs.
- Maintains employee personnel/payroll files and other employee records, including attendance, vacation leave, sick leave, professional growth, tax sheltered annuities, TB and fingerprint verification, credentials, seniority lists and industrial accidents;
- Provides assistance to the Superintendent in the analysis and negotiation of employee contracts; serves as a member of the District Negotiating team.
- Serves as a liaison between the district, board of education, and school staff, particularly as related to budget, fiscal practices, employee salary and benefits, and negotiations.

Related Responsibilities

- Help to provide for a safe and well maintained school facility and grounds.
- Supervises the district's internal fiscal operations.
- Attends Board meetings and prepares reports that are deemed necessary for the information of the Superintendent and/or the Board.
- Takes on other activities and responsibilities related to this position upon the request of the Superintendent and/or the Board.
- Maintains and updates an on-going knowledge of methods required and utilized in performing the day-to-day operation of business services, facilities, maintenance and operations, after care, and food services.
- Participates in available training to remain current and aware of new policies, practices, regulations, etc.

Personal Characteristics

- Should possess personal characteristics generally recognized as essential for good public employees including integrity, honesty, initiative, courtesy, and the ability to direct and work cooperatively with others.

Supervision

The Business Manager is directly responsible to the district superintendent.

Qualifications

- A minimum of two years of effective experience in school business administration, comparable government, private sector experience, or school related activities
- A person of integrity who sets a high standard for staff to follow
- A knowledge of planning, organization, collective bargaining, and direction of the business and finance division of a school district
- An understanding of business management principles and processes, including budget preparation and control
- Excellent communication skills and a demonstrated ability to write and verbally present clear and concise financial and related reports
- Ability and record of interacting in a positive manner with students, families, staff and the public
- Ability to lead, plan, direct, and evaluate the work of others
- Knowledge of applicable laws, code regulations, procedures and understanding of the California Education Code sections related to budgeting, accounting, and auditing theory
- Demonstrated ability to assign responsibility, delegate authority when appropriate, and insists upon personal and staff accountability
- Well-developed technical skills as it relates to the use of school-based financial software, MS Office, and Google Docs
- Experience that demonstrates an ability to anticipate courses of action and to make clear recommendations to the Board based on sound educational and fiscal considerations.
- Keeps informed of current laws, regulations, and procedures related to assigned duties

Desired

- A bachelor's degree, CBO certification, or equivalent training in business, public administration, accounting or economics
- Accessible and approachable, with the ability to listen and be open to new ideas and divergent opinions
- A resilient person capable of sustaining focus and direction through periods of declining enrollment, funding challenges, and the political shifts of California funding and educational changes

Physical Demands

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in the position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- This work also requires hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- The job is performed under minimal temperature variations, and is generally a hazard free environment in

a clean atmosphere.

Certificates and Licenses

- Valid CA Driver's License

Clearances

- Criminal Justice/Fingerprint Clearance, TB Clearance