

**SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

TO: Governing Board

BOARD MEETING DATE: June 7, 2018

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Educational Services
Manuela Colom, Executive Director

INITIAL: _____

Informational

Action

AGENDA ITEM: PUBLIC HEARING FOR PROPOSED LOCAL CONTROL
ACCOUNTABILITY PLAN (LCAP)

BACKGROUND INFORMATION:

On June 2013, the Legislature adopted a new funding system for schools in California known as the Local Control Funding Formula (LCFF). The purpose of the new funding formula was to give districts more local control over how funds are spent. As part of LCFF, the Legislature included an accountability component known as the Local Control Accountability Plan (LCAP).

In developing the LCAP, districts must solicit public input and consult with stakeholders. As part of the process, each district is required to hold a public hearing per Education Code Section 52062 to review the LCAP and solicit the recommendations and comments of the members of the public regarding the goals, the specific actions and services, and the proposed expenditures.

RECOMMENDATION:

Open/Close Public Hearing regarding the Proposed Local Control Accountability Plan (LCAP) for the 2018-2019 fiscal year.

LCAP GOAL AND ACTION/SERVICE:

Goal 1: Student Achievement, Goal 2: Safety, Climate and Student Engagement, Goal 3: Parent Engagement.

Renewal New Amendment Ratify Other

Business Services Reviewed: _____

Financial Implications?

Are funds for this item available in the 2018-2019 Budget?

Requisition #

Yes No

Yes No

(Amount)

(Name of funding source and/or location)

(Funding account number)

Recommended for: Approval Denial Certification Requested Yes No

Superintendent's Office Certification:



Gina A. Potter, Ed.D.
Superintendent



GOVERNING BOARD

Rosaleah Pallasigue, President
Irene Lopez, Vice-President

Marcos A. Diaz, Clerk
Rodolfo Linares, Member
Antonio Martinez, Member

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PLEASE POST

May 16, 2018

NOTICE OF PUBLIC HEARING

2018-2019 Proposed Local Control Accountability Plan (LCAP)

NOTICE IS HEREBY GIVEN that the GOVERNING BOARD of the SAN YSIDRO SCHOOL DISTRICT, at a special meeting to be held on June 7, 2018, will conduct a public hearing regarding the 2018-19 Proposed Local Control Accountability Plan (LCAP).

Each year the District is required to approve an LCAP for the next fiscal year. The LCAP must be reviewed during a public hearing and board must consider any written comments received prior to the public hearing. The Proposed LCAP for fiscal year 2018-19 is presented to the Governing Board for consideration and approval. The LCAP includes the goals of the district, the actions and services to attain those goals, and budget and funding assumptions over a three-year period.

All individuals wishing to submit written comments to the District regarding the 2018-19 Proposed LCAP may do so on or before June 7, 2018. All written comments or questions should be addressed to the attention of Ms. Manuela Colom, Executive Director of Educational Services, San Ysidro School District, 4350 Otay Mesa Road, San Ysidro CA 92173 or call (619)428-4476. All individuals wishing to participate in the public hearing are invited to attend the meeting of the Governing Board at the following time and location:

DATE: June 7, 2018

TIME: 6:00 p.m.

LOCATION: Education Center
Board Room
4350 Otay Mesa Road
San Ysidro, CA 92173



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FAVOR DE PUBLICAR

16 de mayo, 2018

AVISO DE AUDIENCIA PÚBLICA

Plan Local de Rendición de Cuentas (LCAP) Propuesto para el 2018-2019

SE DA AVISO de que la MESA DIRECTIVA DEL DISTRITO ESCOLAR DE SAN YSIDRO, en una junta especialmente agendada para el 7 de junio del 2018, llevará a cabo una audiencia pública sobre el Plan Local de Rendición de Cuentas (LCAP) propuesto para el 2018-19.

Cada año, el distrito esta requerido para aprobar un LCAP para el próximo año fiscal. El LCAP debe revisarse durante una audiencia pública y la Mesa Directiva debe considerar todos los comentarios escritos recibidos antes de la audiencia pública. El LCAP propuesto para el año fiscal 2018-19 se presenta a la mesa directiva para su revisión y aprobación. El LCAP incluye las metas del distrito, las acciones y los servicios para alcanzar esas metas y el presupuesto y financiamiento esperado durante un período de tres años.

Todas las personas que deseen presentar observaciones por escrito al distrito en relación con el LCAP propuesto para el año escolar 2018-19 pueden hacerlo el o antes del 7 de junio del 2018. Todos los comentarios escritos o preguntas deben ser dirigidos a la atención de la Sra. Manuela Colom, Directora Ejecutiva, Distrito Escolar de San Ysidro, 4350 Otay Mesa Road, San Ysidro, CA 92173 o llame al (619) 428-4476. Las personas que deseen participar en la audiencia pública están invitadas a asistir a la junta de la Mesa Directiva en la siguiente hora y ubicación:

FECHA: 7 de junio del 2018

HORA: 6:00 p.m.

LUGAR: Centro Educativo
Sala de Juntas
4350 Otay Mesa Road
San Ysidro, CA 92173

SAN YSIDRO SCHOOL DISTRICT GOVERNING BOARD AGENDA

TO: Governing Board

BOARD MEETING DATE: June 7, 2018

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Business Services
Peter Wong, Interim Chief Business Official

INITIAL: _____
 Informational
 Action

AGENDA ITEM: PUBLIC HEARING FOR PROPOSED BUDGET 2018-19

BACKGROUND INFORMATION:

In accordance with the provisions of the Education Code Section 42103, each year the District is required to adopt a budget for the next fiscal year. The budget must be reviewed during a public hearing and the Board must consider any written comments received prior to the public hearing. The budget includes the budget assumptions, identifies the anticipated general fund revenues and expenditures, the fund balances of other District funds and multi-year projections.

A Notice of Public Hearing was published on the San Diego Union Tribune on May 8, 2018 and the proposed budget was made available for public inspection on June 4, 2018. The District is requesting that a public hearing be conducted for any interested parties to comment on the 2018-19 Proposed Budget which will be presented for approval/adoption at its next regular Board meeting to be held on June 14, 2018.

RECOMMENDATION:

Open/Close the Public Hearing for the District's Proposed Budget for fiscal year 2018-19.

LCAP GOAL AND ACTION/SERVICE (please indicate):

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment <input type="checkbox"/> Ratify <input type="checkbox"/> Other Financial Implications? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Are funds for this item available in the 2018-2019 Budget? <input type="checkbox"/> Yes <input type="checkbox"/> No | Business Services Reviewed: _____ Requisition # <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| <div style="border: 1px solid black; padding: 5px; width: 100%;">N/A</div> (Amount) | <div style="border: 1px solid black; padding: 5px; width: 100%;">N/A</div> (Name of funding source and/or location) | <div style="border: 1px solid black; padding: 5px; width: 100%;"></div> (Funding account number) |

Recommended for: Approval Denial Certification Requested Yes No

Superintendent's Office Certification:



 Gina A. Potter, Ed.D.
 Superintendent

**SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

TO: Governing Board

BOARD MEETING DATE: June 14, 2018

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM: Preschool & Child Development Programs
Lorena Varela-Reed, Director

INITIAL: _____

Informational
 Action

AGENDA ITEM: CALIFORNIA STATE PRESCHOOL PROGRAM (CSPP) RESOLUTION

BACKGROUND INFORMATION:

Adopting a resolution to authorize designated personnel to sign contract documents for Fiscal Year 2017-18 is required to certify the approval of the San Ysidro Elementary School District Governing Board to enter into contract (CSPP-7468) with the California Department of Education for the purpose of providing Preschool & Child Development programs for children three and four years of age.

RECOMMENDATION:

Approve the adoption of the California State Preschool Program designating authorized representatives to sign documents for the Preschool & Child Development Programs for fiscal year 2017-2018.

LCAP GOAL AND ACTION/SERVICE (please indicate):

Renewal New Amendment Ratify Other

Business Services Reviewed: 

Financial Implications?

Are funds for this item available in the 2017-2018 Budget?

Requisition #

Yes No

Yes No

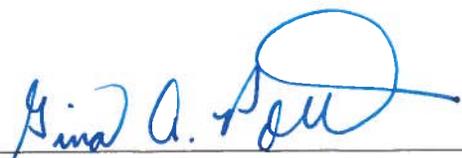
(Amount)

(Name of funding source and/or location)

(Funding account number)

Recommended for: Approval Denial Certification Requested Yes No

Superintendent's Office Certification:



Gina A. Potter, Ed.D.
Superintendent

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2017-18.

RESOLUTION

BE IT RESOLVED that the Governing Board of San Ysidro Elementary School District

authorizes entering into local agreement number/s CSPP-7468 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

| <u>NAME</u> | <u>TITLE</u> | <u>SIGNATURE</u> |
|-----------------------|----------------------------------------------|------------------|
| Gina A. Potter, Ed.D. | Superintendent | |
| Manuela Colom-Ramirez | Executive Director of Curriculum Instruction | |
| Daniel Zummo | Executive Director of Human Resources | |

PASSED AND ADOPTED THIS 7th day of June 2018, by the

Governing Board of San Ysidro Elementary School District

of San Diego County, California.

I, Rosaleah Pallasique, President of the Governing Board of the San Ysidro Elementary School District, of San Diego, County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a Governing Board meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(President's signature)

June 7, 2018
(Date)

**SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

TO: Governing Board

BOARD MEETING DATE: June 7, 2018

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM:
Human Resources
Daniel Zummo, Executive Director

INITIAL: _____
 Informational
 Action

AGENDA ITEM: REVISED JOB DESCRIPTION FOR ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES

BACKGROUND INFORMATION:

Administration recommends approval of the attached revised job description for Assistant Superintendent of Business.

RECOMMENDATION:

Approve the revised job description for Assistant Superintendent of Business.

LCAP GOAL AND ACTION/SERVICE (please indicate):

Goal #1: Student Achievement

Renewal New Amendment Ratify Other

Business Services Reviewed: _____

Financial Implications?

Are funds for this item available in the 2018-2019 Budget?

Requisition #

Yes No

Yes No

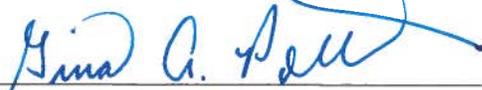
(Amount)

(Name of funding source and/or location)

(Funding account number)

Recommended for: Approval Denial Certification Requested Yes No

Superintendent's Office Certification:



Gina A. Potter, Ed.D.
Superintendent

SAN YSIDRO SCHOOL DISTRICT

TITLE: Assistant Superintendent of Business Services

REPORTS TO: Superintendent

DEPARTMENT: Business Services

FLSA: Exempt

Revised: May 2018

CLASSIFICATION: Management (260 Days)

SALARY: Senior Management Salary Schedule

Board Approved:

BASIC FUNCTION: Under the direction of the Superintendent, provides leadership in the District's business services division, encompassing fiscal services, facilities, grounds, purchasing, warehousing, food service, risk management, construction/renovation, and other related functions

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Lead the operations, activities and services of: The Business Division including:
 - Fiscal Services, including but not limited to, budget, payroll, accounting (receivables and payables) oversight;
 - Facilities management;
 - Maintenance, Operations, Transportation;
 - Food Services/Child Nutrition Services;
 - Bond – General Obligations Bonds;
 - Risk Management;
 - Technology Department.
- Directs the operation and administration of all business functions of the District and acts as advisor to the Superintendent on such matters.
- Interprets the financial conditions and concerns of the District to the Board and community.
- Directs budget development and long-range financial planning, and administers budgetary control for the District.
- Plans, organizes, coordinates, directs, and manages the functions and activities of the fiscal services unit, including budget preparation and control, payroll preparation, fiscal record management, risk management, systems and processes related to the disbursement of funds, and internal account auditing.
- Plans, organizes, coordinates, directs, and manages the operational functions and activities of the purchase and warehouse departments, maintenance and operations unit, and the food services department including the evaluation of department programs and services.
- Monitors, reviews and recommends the District budget.
- Serves as the District lead for pupil transportation services.
- Provides leadership and expertise related to business services matters.
- Serves as a District liaison and works with vendors, architects, and contractors.
- Ensures legal compliance in the administration of the District's business services operations.
- Oversees the organization and preparation of basic budget materials used in the preparation of the annual budget and working directly with the Superintendent and others in the preparation of the district budget.
- Maintains sound fiscal control.
- Oversees the development, implementation, operation, and fiscal management of the school lunch program.

- Prepares all federal, state, county, and district reports relating to student enrollment, ADA, growth, decline, transportation, and special classes.
- Oversees the collection, recordkeeping, safekeeping and distribution of all funds.
- Manages the District's real estate and insurance programs and administers the legal claims and records for such programs, including employee and student accident claims and employee claims for reimbursement.
- Oversees the building construction programs and provides for appropriate maintenance, repair, or replacement of buildings, equipment and sites.
- Serves on the Superintendent's Cabinet, attends Administrative Council meetings and board meetings as a resource to the Board of Education and the Superintendent.
- Selects, trains, and evaluates staff as appropriate.
- Facilitates the bond oversight committee meetings and ensures District compliance in legalities pertaining to bonds and business contracts.
- Oversees Go Bond accounting and manages developer fees.
- Manages construction projects and accounting.
- Administratively oversees fiscal accounting, transportation, maintenance operations, Child Nutrition Services, and publications.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- Master's Degree in educational administration, public administration, business administration or related field
OR
- Bachelor's Degree in educational administration, public administration, business administration or related field plus a Certified Public Accountant license
OR
- Bachelor's Degree in educational administration, public administration, business administration or related field plus five or more years of increasing responsibility in the Business Department of a school district
- Three years of successful fiscal and operational management experience, including financial analysis, budget planning and preparation, and the management of fiscal records and business service operational units
- Valid California Driver's License with the ability to maintain insurability under the District's insurance policy
- Experience as an administrator in an elementary, unified or high school district is desirable.
- Participation in a Certificate Program in School Business is desirable (i.e. CASBO/FCMAT/ACSA/University)
- California Administrative Credential is desirable

Knowledge of:

- Current business management principles; accounting and auditing practices; data processing operations and environments; financial control and governmental practices pertaining to budgeting and fund accounting;
- Fiscal management, personnel management, and educational administrative policies
- Federal, state, and local laws, rules and regulations pertaining to public education
- PeopleSoft Program including Finance, HCM and Hyperion preferred

Ability to:

- Analyze district financial needs; analyze and verify financial documents and reports; prepare comprehensive reports and multiyear income projections, expenditures, and fund balance projections

- Establish, foster and maintain effective and collaborative working relationships with others
- Communicate effectively both orally and in writing
- Plan, organize, manage, and coordinate the District's business operations utilizing excellent management and organizational skills

DESIREABLE QUALIFICATIONS:

- Doctorate Degree in an appropriate field

WORKING CONDITIONS

Indoor and outdoor school setting which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.