



MEETING OF: May 1, 2018

TITLE: Job Description for New Hire Position in the Governing Board Office - Requested by Board President Mark Stegeman

ITEM #: 8

Information:

Study: X

Action: X

PURPOSE:

To approve a job description for a new position in the board office, to replace the position freed by the impending retirement of the Director of Staff Services. The new job description, at a lower salary than the former Director position, assumes the transfer of some board office responsibilities to the offices of the Superintendent and Legal Counsel and greater emphasis on customer services (potentially including ombudsman-like services), ongoing website improvements, public relations, and incidental research support.

DESCRIPTION AND JUSTIFICATION:

BOARD POLICY CONSIDERATIONS:

LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

☐ District Budget
☐ State/Federal Funds
☐ Other
Budget Cost Budget Code

Budget Certification (for use by Office of Financial Services only):

Date _____
 I certify that funds for this expenditure in the amount of \$ are available and may be:
☐ Authorized from current year budget
☐ Authorized with School Board approval
 Code: Fund:

INITIATOR(S):

Mark Stegeman, Governing Board President		4-19-18
Name	Title	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:
Click to download
No Attachments Available