



MEETING OF: June 12, 2018

TITLE: Transfer of Listed Board Office Tasks - Requested by Board President Mark Stegeman

ITEM #: 14

Information:

Study:

Action: X

PURPOSE:

Based on discussions with the Superintendent and General Counsel, to transfer certain board office task to their responsibility:

To the Superintendent's office:

- * all processing of payroll, benefits, and leaves for board office employees (as for the employees in the superintendent's office);
- * administration and preparation of materials for grade appeal and retention hearings;
- * communication of the results of board actions and associated documents to affected parties, both internal (district staff) and external

To the General Counsel's office:

- * management of the policy revision process outlined in policy BG, including posting to the web;
- * administration and preparation of materials for student (suspension and expulsion) and staff disciplinary hearings.

The transition would begin immediately.

DESCRIPTION AND JUSTIFICATION:

In the short run, this will relieve the work load of the board office, which will lose the Director of Staff Services to retirement on July 1. In the long run, the new assignments complement the current tasks performed within the offices of the Superintendent and General Counsel and may be more efficient than their current assignment to the board office.

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 _____
<u>Budget Cost</u>	<u>Budget Code</u>

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		6-6-18
Name	Title	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

<u>ATTACHMENTS:</u>
Click to download
No Attachments Available