

# Galt Joint Union Elementary School District Board of Education

*“Building a Bright Future for All Learners”*

## Special Board Meeting

September 13, 2021

5:45 p.m.

## Location

Galt Joint Union Elementary School District

1018 C Street, Suite 201, Galt, CA 95632

# AGENDA

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Anyone interested in providing public comment to the Galt Joint Union Elementary School District Board of Education on any item described in this agenda should complete a public comment form.

- Please complete a public comment form indicating the item you wish to address and give it to the board meeting assistant for in-person public comment.
- Public comments emailed to [superintendent@galt.k12.ca.us](mailto:superintendent@galt.k12.ca.us) 24 hours before the board meeting will be read aloud by a meeting facilitator.
- Email public comment is limited to 450 words.

Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.

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## A. 5:45 p.m. Call Meeting to Order, Flag Salute

## B. Public Comments

*Public Comment for items described in this agenda. Public Comment is limited to three minutes or less pending Board President approval.*

## C. New Business

**212.223** Board Consideration of Approval of GJUESD Job Description for Chief Business Officer

**212.224** Board Consideration of Approval of GJUESD Classified Management Salary Schedule for Chief Business Officer

## D. Study Session, Call Meeting to Order, Flag Salute

[More informal meetings are most often used as an opportunity for the Board to receive in-depth information from the staff about a particular issue.  
~ California School Boards Association]

1. The Brown Act
2. Assembly Bill 992: Amendment to Brown Act to Address Social Media Use

## E. Pending Agenda Items

1. School District Properties
2. Low Performing Block Grant: Mathematics

## F. Adjournment

The next regular meeting of the GJUESD Board of Education: September 22, 2021

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Board agenda materials are available for review at the address below. Individuals who require disability-related accommodations or modifications, including auxiliary aids and services, to participate in the Board meeting should contact the Superintendent or designee in writing:

Lois Yount, District Superintendent  
Galt Joint Union Elementary School District  
1018 C Street, Suite 210, Galt, CA 95632  
209-744-4545

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## Board Meeting Agenda Item Information

<b>Meeting Date:</b> September 13, 2021	<b>Agenda Item: 212.223</b> Board consideration of Approval of GJUESD Job Description for Chief Business Officer
<b>Presenter:</b> Lois Yount	<b>Action Item:</b> XX <b>Information Item:</b>

The Director of Business Services/Chief Business Officer (CBO) position has been vacant since July 1, 2021. The District has consulted with School Services of California (SSC) to review the position title. The informal review from SSC identified the job title as a potential barrier to attract qualified candidates for this key position. In a review of the duties and responsibilities, it was determined that the Director/CBO functions as a Chief Business Officer. Based on the scope of work assigned to the position, candidates would be required to have experience as a CBO or have other similar experiences demonstrating they are prepared for a promotional opportunity.

Attached is the revised job description for a Chief Business Officer.

Board approval is recommended.

# GALT JOINT UNION SCHOOL DISTRICT

## ~~DIRECTOR OF BUSINESS SERVICES/~~ CHIEF BUSINESS OFFICIAL OFFICER

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

Under the direction of the Superintendent, the CBO leads, plans, organizes, directs, controls and coordinates all business, **fiscal**, and operational activities of the district including budget, general accounting, payroll, accounts payable, attendance accounting, warehousing, risk management, purchasing, transportation, maintenance, facilities, **technology** and food services in accordance with state law, Board policies and administrative regulations.

**SUPERVISOR:** Superintendent

### **TYPICAL DUTIES and/or RESPONSIBILITIES**

Serves as a member of the Superintendent's Cabinet; provides advice and counsel to the Superintendent, Board, and others on all matters relating to the functions of business, **fiscal** and operational services of the District.

Monitors and reviews existing and proposed laws and legislation related to school finance, facilities and other business functions; is responsible for the preparation and administration of all District funds, budgets, and ancillary State and Federal financial reports.

Assists in the assessment of staffing needs on a district wide basis.

Plans, organizes and supervises the establishment, installation and operation of an internal audit program including consultation and review of procedures with administrators

Identifies all revenue sources (Federal, State, County, and local) to ensure the District will receive all available revenues.

**Develops goals and objectives for the Business Department for the purpose of providing clear direction for employees and programs.**

**Identifies new and innovative business practices for the purpose of providing effective and efficient fiscal services.**

**Provides direction for all business programs and departments (e.g. Maintenance and Facilities, Food Services, Purchasing, Fiscal Services, Transportation, Technology, etc.) for the purpose of complying with Board policies and State and Federal statutes and regulations.**

Recommends and implements Board Policies related to all District Business Service functions.

Represents District in vendor contractual negotiations and commitments.

Procures all Insurance and Risk Management services.

Prepares financial and related information for the District negotiation teams.

Attends Board meetings and advises as to requirements, responsibilities, and fiscal condition of District.

Serves on a variety of District related boards and committees, as necessary.

Directs and evaluates departmental supervisory staff.

**Serves on management negotiating teams.**

## **New Facilities**

- Administers the facility development programs including quantifying financial need, determining and developing demographic data, and supervising work of architects and other consultants.
- Prepares or directs the preparation of specifications, bids, and quotations. Prepares and coordinates public project bidding. Analyzes bids or quotes and recommends awarding of various contracts.
- **Manage Bond Programs and Developer Fees.**

## **Fiscal Services**

- Advises the Superintendent on all fiscal matters.
- **In collaboration with the Fiscal Services Supervisor,** prepares and monitors the annual budget.
- Responsible for the overall operations and efficiency of the Fiscal Services Department including the accounting system, general ledger management, accounts payable and receivable, data processing report generation and distribution, District purchasing, payroll preparation and distribution, payroll, food service accounting system, Associated Student Body, internal controls, and District inventory.
- Prepares various financial reports for the County, State, and Federal government.
- Prepares budgetary and financial reports for State and Federal categorical programs.

## **Maintenance and Operations**

- Administers the building and grounds maintenance programs, providing technical assistance and coordinating major purchases as necessary.
- Establishes and/or maintains procedures and direct activities necessary to ensure District compliance with all hazardous materials management programs such as asbestos, fuel tanks, etc.

## **Student Transportation**

- Administers the student transportation program including fiscal matters and agreements with various agencies.

## **Food Services**

- Administers the food services program ensuring compliance with all state and federal nutrition programs.

Performs other duties similar to the above in scope and function as required.

Performs other duties as assigned by the Superintendent.

### **Employment Standards:**

Knowledge of:

- The theory, principles, and practices of accounting and their application to government accounting.
- Laws and regulations governing the financial operations of school districts and administration of state and federally funded educational projects.
- Governmental budgeting principles and procedures.
  - Auditing principles and guidelines.
  - Facilities planning, funding options, and laws and regulations.

### **Personal Skills and Qualities:**

- High Standards of ethics, integrity and personal conduct.
- Reputation for warmth, open-mindedness, capacity to listen, respect for human dignity, genuine interest in people.
- High level skills in verbal and written communication, problem solving, conflict resolution and interpersonal relations.

### **Qualifications:**

- Three to five (3-5) years of responsible management/supervisory experience in a position such as business manager, controller, or accounting supervisor;
- At least two (2) of those years in business functions related to education is desirable;
- Bachelor's Degree in Business Administration with a major in accounting, or a finance or general business degree with a minor in accounting.
- A Master's degree in education, public administration, or business administration is desirable;
- School business related certifications and/or training preferred.
- California Driver's License and evidence of insurability;
- TB test clearance;
- Criminal Justice fingerprint clearance



## Board Meeting Agenda Item Information

<b>Meeting Date:</b> September 13, 2021	<b>Agenda Item: 212.224</b> Board consideration of Approval of GJUESD Classified Management Salary Schedule for Chief Business Officer
<b>Presenter:</b> Lois Yount	<b>Action Item:</b> XX <b>Information Item:</b>

The Director of Business Services/Chief Business Officer (CBO) position has been vacant since July 1, 2021. This is a difficult position to fill and there are many vacant positions across the State. The District has consulted with School Services of California (SSC), which performs searches and provides suggestions to Districts trying to recruit a CBO. SSC recommends an increase in salary for the CBO position. They provided the District with a parity study and the District also created a parity study using six comparable districts.

Based on the parity study, Board approval is recommended for the CBO position.

- Increase of 15 service days
- One-time hiring bonus of \$5,000
- Attached increase in the salary schedule

Fiscal impact: General Fund & Developer Fees

- One-time funds of \$5,000
- Annual increase \$15,000-\$19,251

**GALT JOINT UNION SCHOOL DISTRICT**  
**\*\*PROPOSED\*\***  
**Classified Management**  
**2021-2022**

Class/Step	Service Days	1	2	3	4	5	6	7	8	9	10
C Tech Coordinator	242	95,563	100,341	105,358	110,626	116,157	121,930	121,930	121,930	121,930	124,979
D Chief Business Officer	235	118,638	122,197	125,862	129,637	133,526	137,531	141,656	145,905	150,282	154,790

Longevity:

2.5% at 5 years; 3% at 10 years; 3.5% at 15 years; 4% at 20 years and 4.5% at 25 years

Masters \$1,000

EDD \$1,200

Board Approved TBD



## Board Meeting Agenda Item Information

<b>Meeting Date:</b> September 13, 2021	<b>Agenda Item:</b> Study Session
<b>Presenter:</b> Lois Yount	<b>Action Item:</b> <b>Information Item:</b> XX
<ol style="list-style-type: none"><li>1. The Brown Act</li><li>2. Assembly bill 992: Amendment to Brown Act to Address social Media Use</li></ol>	