



FONTANA UNIFIED SCHOOL DISTRICT
9680 Citrus Avenue
Fontana, California
Web Site Address: www.fusd.net

BOARD OF EDUCATION SPECIAL MEETING

AGENDA

DATE: June 28, 2004
TIME: 5:30 P.M. - Closed Session
PLACE: John D. Piazza Education Center
9680 Citrus Avenue, Fontana, California

I CALL TO ORDER

II PUBLIC COMMENTS – SUGGESTIONS AND COMMENTS FROM VISITORS

NOTICE TO THE PUBLIC: Persons wishing to speak to the Board of Education regarding any item are requested to fill out the WHITE cards available on the tables in the Foyer and give them to the Clerk of the Board.

At this time the President will review the agenda items and ask for comments from visitors. Comments on items other than those on the agenda are also welcomed. This is a time for the Board of Education to hear comments from the public. They are restricted from responding directly to the comments, but speakers are assured that their comments are very important and will be addressed in a different forum. This is not meant to be a debating period. Complaints and problems relating to policy matters will be referred to the Superintendent. Further comments may be recognized by the Chairman during the meeting.

Persons who have complaints against board members or staff are encouraged to seek resolution of those complaints by utilization of the Fontana Unified School District Written complaint procedure rather than orally addressing them at a meeting. Speakers are cautioned that under California law no person is immune from liability for making intentionally false or defamatory comments regarding any person simply because those comments are made at a public meeting.

The Board of Education receives its agenda and other pertinent information on the Thursday prior to the meeting. The Board, therefore, has had an opportunity to review all this material over the weekend prior to taking action.

It would be helpful if the speaker would provide their name, city of residence and whether or not they have any children in the Fontana Unified School District.

III SCHOOL BOARD MEETING PROCEDURES

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that Board members or their staff may briefly respond to statements made or questions posed by persons exercising their testimony rights under Government Code §54954.3. In addition, on their own initiative, or in response to questions from the public, a member of the Board or its staff may ask a question for clarification, make a brief announcement or make a brief report. Furthermore, a member of a Board, or the body itself, subject to rules or procedures of the Board, may provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

IV ADJOURN TO CLOSED SESSION

A. LITIGATION

1. Anticipated Litigation – Bradley tort claim pursuant to Government Code §54956.9

B. PERSONNEL

2. Public Employee Discipline/Dismissal/Release pursuant to Government Code 54957

V RECONVENE TO OPEN SESSION

3. Action:

Public Report of any action taken in Closed Session

DATE: June 28, 2004
TIME: 6:30 P.M. – Special Meeting

VI CALL TO ORDER

PLEDGE OF ALLEGIANCE

VII PUBLIC COMMENTS – SUGGESTIONS AND COMMENTS FROM VISITORS

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IX DISCUSSION/ACTION SESSION

A. BUSINESS

- | | | |
|----|--|--------------------------------|
| 4. | Adoption of Budget (Ref. A)
Motion: On motion made by _____, seconded by _____,
and carried, the Board adopted the 2004/2005 Final Budget
as submitted under separate cover.
Motion passed _____ Ayes _____ Nays _____ | DISCUSSION
and/or
ACTION |
| 5. | Approval of Revised Plan (Ref. B)
Motion: On motion made by _____, seconded by _____,
and carried, the Board approved submission of the revised
Five-Year Deferred Maintenance Plan to the State as
submitted in Reference B of the agenda.
Motion passed _____ Ayes _____ Nays _____ | DISCUSSION
and/or
ACTION |

B. PERSONNEL

- | | | |
|----|---|--------------------------------|
| 6. | Approval of Job Descriptions (Ref. C)
Motion: On motion made by _____, seconded by _____,
and carried, the Board approved the proposed job
descriptions for the positions of Associate Superintendent,
Administrative Services, and Coordinator, Public
Information and Partnerships, as submitted in Reference C
of the agenda.
Motion passed _____ Ayes _____ Nays _____ | DISCUSSION
and/or
ACTION |
|----|---|--------------------------------|

X ADJOURNMENT

FONTANA UNIFIED SCHOOL DISTRICT
Fiscal Services Division

Item Title: Adoption of 2004/2005

BOARD OF EDUCATION MEETING: 6/28/04

Final Budget Reports

Action/Consent
 Action
 Information
 Discussion

BACKGROUND:

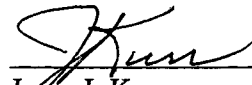
Education Code 42103 requires that school districts hold a public hearing on the proposed budget on or before July 1st each fiscal year, and adopt the final budget reports after the public hearing has been held.

Budget book and State budget forms under separate cover.

RECOMMENDATION:

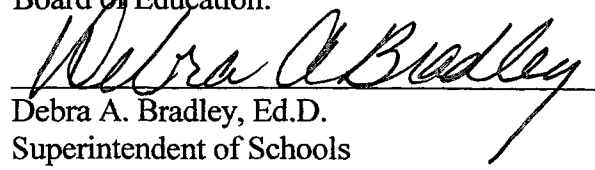
Approval of the 2004/2005 Final Budget.

Submitted by:



Jerry J. Kurr
Interim Associate Superintendent
Business Services

Approved for submission to
Board of Education:



Debra A. Bradley, Ed.D.
Superintendent of Schools

FONTANA UNIFIED SCHOOL DISTRICT
Business Services

Item Title: Approval of Revision to the BOARD OF EDUCATION MEETING 6/28/04

Current Year's Five-Year Deferred

Action/Consent

Action

Maintenance Plan

Information

Discussion

BACKGROUND:

The District is revising the current year of the Five-Year Deferred Maintenance Plan. The deadline for submitting this revised plan to the State is June 30th. District staff from Maintenance and Operations have worked in updating our current year's plan and revising our future year's plan to meet our District's Deferred Maintenance objectives.

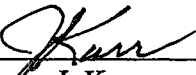
FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

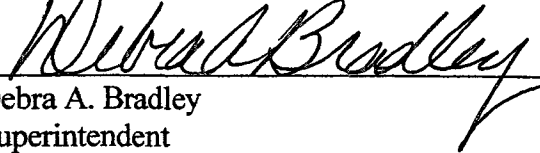
It is recommended that the Board of Education approve submittal of this revised plan.

Submitted by:



Jerry J. Kurr
Interim Associate Superintendent
Business Services

Approved for submission to
Board of Education:



Debra A. Bradley
Superintendent

FONTANA UNIFIED SCHOOL DISTRICT
Business Services Division
Maintenance-Operations-Construction

Deferred Maintenance Plan

2003-2004

Air Conditioning	Wall Systems	Roofing	Floor Covering	Other
A.B. Miller High School – EMS South Tamarind Elementary School Jurupa Hills Middle School Oleander Elementary School Southridge Middle School Sequoia Middle School Alder Middle School North Tamarind Elementary School Poplar Elementary School Redwood Elementary School Date Elementary School Fontana High School Chaparral Elementary School Almeria Middle School Shadow Hills Elementary School	Fontana High School Fontana Middle School West Randall Elementary School Various Sites	North Tamarind Elementary School Fontana High School Alder Middle School	Various Sites	Various Sites
Total: \$243,329.00	Total: \$16,370.00	Total: \$566,121.00	Total: \$426,593.00	Total: \$276,756.00

Painting	Asbestos Abatement	Comm/Fire/Alarm	Electrical
A.B. Miller High School Southridge Middle School Birch High School Citrus Elementary School Sequoia Middle School Kaiser High School South Tamarind Elementary School 7 Various Sites	Various Sites	Almeria Middle School Sequoia Middle School Alder Middle School Kaiser High School 26 Various Elementary Sites	Alder Middle School Fontana High School North Tamarind Elementary School South Tamarind Elementary School Juniper Elementary School Redwood Elementary School Poplar Elementary School
Total: \$80,120.00	Total: \$150,222.00	Total: \$133,958.00	Total: \$39,416.00

Grand Total: \$1,932,885.00

FONTANA UNIFIED SCHOOL DISTRICT
Human Resources

ITEM TITLE: Job Descriptions for the
Positions of Associate Superintendent,
Administrative Services and Coordinator,
Public Information and Partnerships

BOARD OF EDUCATION MEETING: 06/28/04
 X Discussion/Action Session
 Consent Calendar Session
 Information/Discussion Session

BACKGROUND:

At the regular meeting of May 5, 2004, the Board of Education received a report from Ken Hall of School Services on the results of the Management Study that his firm conducted. The presentation recommended a redistribution of responsibilities.

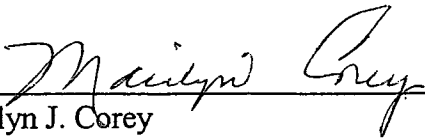
At the meeting of May 19, 2004, the Board of Education approved the recommended job descriptions for the positions of Associate Superintendent, Business Services; the Associate Superintendent, Educational Services; and the Associate Superintendent, Human Resources.

Attached are copies of the current and proposed job descriptions for the position of Associate Superintendent, Administrative Services, and the proposed job description for the position of Coordinator, Public Information and Partnerships. The additions are shown underlined; the deletions with ~~strikethroughs~~.

RECOMMENDATION:

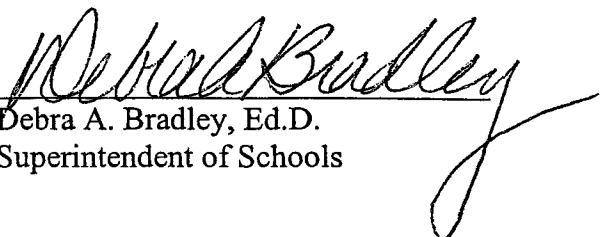
It is recommended that the Board of Education approve the proposed job descriptions for the positions of Associate Superintendent, Administrative Services and Coordinator, Public Information and Partnerships.

Submitted by:



Marilyn J. Corey
Interim Associate Superintendent
Human Resources

Approved for submission to
the Board of Education:



Debra A. Bradley, Ed.D.
Superintendent of Schools

When necessary, additional background material may follow this.

DAB:cs

FONTANA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Associate Superintendent, Administrative Services
CATEGORY: Management
REPORTS TO: Superintendent
SALARY RANGE: Contract
REGULAR WORK YEAR: 220 Days

DESCRIPTION:

The Associate Superintendent, Administrative Services is responsible to the Superintendent for implementing policies and procedures pertaining to legislative and educational issues impacting education. This position will be responsible for updating and revising policies, procedures and plans pertaining to the District and its operations.

PERFORMANCE RESPONSIBILITIES:

- Responsible for updating and maintenance of the District Master Plan for facilities and land acquisitions.
- Coordinate and maintain the District's crisis response efforts.
- Responsible for the development and maintenance of District policies, rules regulations and procedures.
- Assist others in identifying grants and other funding opportunities and following through with their application process.
- Manage and direct governmental lobbying efforts for the District.
- Advise the Superintendent and the Board regarding legislative, political and educational issues.
- Communicate the District's position on educational legislation to lobbyists and members of the legislature.
- Assist elected officials and their staffs in understanding educational matters pertaining to the District and its operations.
- Develop systems to monitor the District's progress and sustainability for curriculum audit recommendations throughout all divisions.
- Other duties as assigned by the Superintendent.

Current

QUALIFICATIONS:

Credentials and Experience:

- Must possess valid California Administrative Services Credential
- Master's Degree in Educational Administration or equivalent degree
- Five year's previous administrative experience

Knowledge of:

- California Education Code
- Implementation of Model Board Policies
- Safety and crisis management
- Laws and regulations pertaining to education
- Proposed legislation that could significantly impact school operations
- Grant and funding opportunities at the local, state and federal level

Ability to:

- Plan and manage multiple activities.
- Work effectively with other employees.
- Organize groups, develop plans and monitor their progress.
- Provide support to Superintendent and the Board.
- To work effectively with County and State lobbyists regarding proposed legislation
- Provide support to Administrators as it pertains to curriculum-based budgeting

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table, or in meetings of various configurations.
- Ability to circulate for extended periods of time.
- Ability to see for purposes of reading laws and codes , rules and policies, and other printed matter and observing students.
- Ability to understand speech at normal levels.
- Ability to communicate so others will be able to clearly understand normal conversation.

FONTANA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Associate Superintendent, Administrative Services
CATEGORY: Management
REPORTS TO: Superintendent
SALARY: Contract
WORKYEAR: 220 Days

DESCRIPTION:

The Associate Superintendent, Administrative Services provides district-wide leadership in matters related to facilities, maintenance and construction by planning, directing, and coordinating the District's facilities, maintenance and construction programs.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Responsible for updating and maintenance of the District Master Plan for facilities and land acquisitions.
- Coordinates and maintains the District's crisis response efforts.
- Responsible for the development and maintenance of District policies, rules, regulations, and procedures.
- Plans, directs, and coordinates the District's facilities program and acts as an advisor to the Superintendent on such matters.
- Serves as a member of the Superintendent's Cabinet; attends Board of Education meetings as a resource to the Board.
- Develops and recommends facilities, maintenance and operations policies, regulations and administrative procedures for the Superintendent's review and administers same upon adoption by the Board of Education.
- Plans, develops, implements, and evaluates operational procedures and guidelines to ensure an effective and efficient business service support in the areas of facilities, maintenance and operations.
- Interprets the facilities program, philosophy, and policies of the District to students, staff, and the community.
- Serves, upon assignment by the Superintendent, as a resource person to all divisions, departments and schools in the District.
- Maintains current knowledge of all local, State, and Federal legislation related to facilities, construction and maintenance.
- Evaluates annually the performance of subordinate employees and counsels with them on their individual development.

proposed

Job Description

Page 2

Associate Superintendent, Administrative Services

- Reviews, observes, and monitors the performance of personnel within the Facilities Division, Maintenance, and Operations and Construction Programs.
- Coordinates use of facilities for community usage.
- Performs such tasks and assumes such responsibilities as may be assigned by the Superintendent.

QUALIFICATION:**Credentials and Experience:**

- Appropriate Administrative Credential
- Master's Degree
- Prior Administrative Experience
- Demonstrated leadership skills
- Ability to write quickly, succinctly, and accurately

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table or in meetings of various configurations
- Ability to circulate for extended periods of time
- Ability to see for purposes of reading laws and codes, rules and policies, and other printed matter, and observing students
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will be able to clearly understand normal conversation

Bd App:

FONTANA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Coordinator, Public Information and Partnerships

CATEGORY: Administration

REPORTS TO: Superintendent

SALARY RANGE: Management Range 14

DESCRIPTION:

Coordinates education-business partnerships, to enhance the education of FUSD students, and acts as liaison for district/city/community events, including volunteers and fundraising. Gathers, prepares, and disseminates information to various networks of communication, including the news media, parents, employees, and the business community.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Represents the District as an information source for the news media, parents, school district employees, business and industry, and residents of the community.
- Coordinates preparation of ~~Prepares and edits~~ written material, including internal and external newsletters, brochures and other publications, that provides information to enhance the understanding, awareness, and support of the District's operation and programs.
- Establishes collaborative partnerships between District/schools and representatives of business, industry and labor in geographic area to generate support of District programs.
- Liaison between Superintendent/District co-sponsored events with outside agencies ~~such as Red Ribbon Week, Youth Career Fair events, etc.~~
- Coordinates the District's education-business partnerships and serves as the liaison to local Chambers of Commerce relating to partnerships and other activities affiliated with the business community.
- Attends regular and special meetings of the Board of Education and disseminates the actions of the Board to the news media, District employees and the community, as needed.
- Advises and assists the District administration in matters involving communications, community events, and public relations, as needed.
- ~~Coordinates~~ Provides photographic services, as needed, for District events and activities.

- Works with legislative and professional organizations and agencies, public and private and participates on advisory committees as needed.
- Prepares and monitors budgets as needed.
- Performs related work as required.

QUALIFICATIONS:

License Required:

- Possession of a valid and appropriate California Driver's Licenses. Insurability by District Liability Insurance Carrier may be required. May be required to provide own transportation to sites during workday.

Knowledge of:

- Public relations, marketing principles and practices.
- Public information channels and news media.
- School support programs such as volunteers and fundraising.
- ~~Photographic methods, techniques, and equipment.~~
- Appropriate English word usage, spelling, grammar, and punctuation.

Ability to:

- Write and speak effectively.
- Relate effectively to a diverse population in meeting the needs of those segments of the community served by the District.
- Flex work hours, as needed.

Desirable Qualifications:

- Experience in such fields as school communications and public relations; ~~plus news reporting, and writing for publications.~~
- Graduation from an accredited college or university ~~with courses in journalism and other specialized communications subjects.~~
- ~~Experience in photography and use of a computer in writing, design and layout of publications and other written and visual materials.~~
- Familiarity of District/schools, business, industry and community events in geographical area.
- Experience in organizational fundraising and marketing.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

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- Ability to understand speech at normal levels
- Ability to communicate so others will be able to clearly understand normal conversation.

REGULAR WORK YEAR: 220 days



FONTANA UNIFIED SCHOOL DISTRICT

9680 Citrus Avenue
Fontana, CA 92335

June 25, 2004

MEMORANDUM TO: Board of Education Members
FROM: Debra A. Bradley, Ed.D., Superintendent of Schools
SUBJECT: *Addition to Agenda for Board of Education Meeting
June 28, 2004*

It is recommend that the following addition be made to the agenda for the Board of Education Meeting of June 28, 2004:

Addition to Agenda

Motion: On motion made by _____, seconded by _____, and carried, the Board approved the addition of the following recommendation to the agenda.

Motion passed _____ Ayes _____ Nays _____

DISCUSSION
and/or
ACTION

VI(a) PUBLIC HEARING

Proposed 2004/2005 Budget

DAB:cs