

Posted April 25, 2023

West Park Elementary School District

Board of Trustees
Special Meeting

Computer Center
West Park School District
2695 S. Valentine
Fresno, CA 93706

Wednesday, April 26, 2023
5:30p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the meeting room or to otherwise participate in this meeting, including auxiliary aids or services, please contact Randy Randolph at (559) 233-6501. Notification by noon on the Friday preceding the board meeting, or at least 48 hours prior to the meeting, will enable the Governing Board to make reasonable arrangements to ensure accessibility to the meeting.

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 2695 S. Valentine, Fresno, CA 93706, during normal business hours. Public writings related to regular meeting open session agenda items distributed less than 72 hours in advance of a board meeting will be made available to the public at the time the document is distributed to the majority of the board.

The District welcomes Spanish and other language speakers to Board meetings. Anyone planning to attend and needing an interpreter should call (559) 233-6501, 48 hours in advance of the meeting, so arrangements can be made for an interpreter. *El Distrito da la bienvenida a las personas de habla hispana a las juntas de la Mesa Directiva. Si planea asistir y necesita interpretación llame al (559) 233-6501, 48 horas antes de la junta, para poder hacer arreglos de interpretación.*

Community members have two opportunities to address the Board of Trustees. **While the Board's meeting will be available for the public to view live online to the full extent possible (absent technical difficulties), public comments during the Board meeting must be made in person.** If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of three (3) minutes. Time limitations are at the discretion of the President of the Board.

Individuals have an opportunity to address the Board during the Period for Public Discussion on topics within the subject matter jurisdiction of the Board **not** listed on this agenda. If you wish to speak on an item not on the agenda, please fill out a request form and turn it in to the clerk prior to the meeting. You will be called upon to make your comments under "Comments from the Public". Comments will be limited to three (3) minutes, with a total of twenty (20) minutes designated for this portion of the agenda. If you have questions on school district issues, please submit them in writing. The Board will automatically refer requests to the Superintendent.

AGENDA

I. OPENING BUSINESS

- A. Call Public Session to Order
- B. Roll Call: Fernando Alvarez ____ Aida Garcia ____ Araceli Lopez ____
Ezekiel Rodriguez ____ Mark Vivenzi ____
- C. Pledge of Allegiance
- D. Adopt Agenda

II. PUBLIC COMMENT PERIOD

Public Comment on any item of interest to the public that is within the Board's jurisdiction will be heard. The Board may limit comments to no more than three (3) minutes pursuant to Board Policy. Public comment will also be allowed on each specific agenda item prior to Board action thereon.

Norms

We will be conducting this meeting with the following norms; we will

- 1. Communicate in a positive and appropriate manner
- 2. Be respectful in word and deed
- 3. Listen to understand
- 4. Be prepared to contribute and participate positively
- 5. Be supportive.

These are norms employed by our District and will be upheld to ensure a productive meeting.

III. ACTION ITEMS

- 1. APPROVAL: Calendars for the 2023-2024 school year (Charter and Elementary school)
- 2. APPROVAL: Side letter of Agreement with WPECA (Create an Academic Leadership Team)
- 3. APPROVAL: McGraw-Hill textbooks for Electives (Charter School) for 2023-2024
- 4. APPROVAL: Job description and Salary Schedule for Senior Executive Assistant to the Superintendent
- 5. APPROVAL: Frontline Comparative Analytics subscription for the duration of 2022-2023 school year and subscription for the 2023-2024 school year.

IV. PUBLIC COMMENT PERIOD RE: CLOSED SESSION ITEMS

General public comment on any closed session item that will be heard. The Board may limit comments to no more than three (3) minutes pursuant to Board policy. Following

public comment on closed session agenda items, the Board will immediately recess into closed session.

V. CLOSED SESSION

A. Student matters, including discipline matters and inter-district transfer requests
(20 U.S.C. Section 1232g; Government Code Section 49060 and 49078;
Education Code 35146 and 48912)

B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
(Government Code Section 54957(b))

C. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT
(Government Code Section 54957)

Title: Data Analyst

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Government Code Section 54957)

Title: Superintendent

VI. REPORT OF ACTIONS TAKEN IN CLOSED SESSION

VII. ADVANCED PLANNING

- A. Regular Board meeting: May 8, 2023
- B. Regular Board meeting: June 12, 2023
- C. Special Board meeting: June 28, 2023
 - 1. LCAP/Budget Approval

VIII. ADJOURNMENT

PUBLIC COMMENT PERIOD

ACTION ITEMS

ITEM: Calendars for the 2023-2024 school year (Charter and Elementary School)

PRESENTER: Dr. Brian Clark, Superintendent

DATE: 04/26/2023

BOARD DECISION: Request for Approval

BACKGROUND:

We are seeking approval of the 2023-2024 calendars for the elementary and charter schools. These calendars consist of important holidays and events related to the school scheduling.

West Park Charter Academy

2023-2024 School Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		




March 2024						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
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28	29	30				

May 2024						
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

	Breaks/No School
	Teacher Meeting Day

	Teacher Planning Days (no school for students)
	End of Learning Period
	Holiday/No School

 First and Last day of School

Total Number of Student Days: 180

August 1,2,3	Planning/Development Days
August 4	First Day of School for Students
Sep 4	Labor Day - Closed
Sep 22	End of Learning Period One
Oct 20	End of Learning Period Two
Nov 10	No School
Nov 17	End of Learning Period Three
Nov 20 - 24	Thanksgiving Break
Dec 15	End of Learning Period Four
Dec 18 - Jan 5	Winter Break

Jan 15	Martin Luther King Jr. Day - No School
Feb 2	End of Learning Period Five
Feb 12	President's Day - No School
Feb 19	No school
March 1	End of Learning Period Six
March 25 - April 1	Spring Break
April 5	End of Learning Period Seven
May 23	Last Day of School for Students

West Park Elementary

2023-2024 School Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

■ Breaks/No School
■ Early Release Day
■ Parent Teacher Conferences

■ Teacher Planning Days (no school for students)
■ Report Cards
■ Holiday/No School

○ First Day of School/Last Day of School
■ Teacher PD Days
 Total Student Days: 180

July 14, 17, 18 Planning/Development Days
 July 19 First Day of School for Students
 Sep 4 Labor Day - No School
 Sep 22 First Quarter Report Cards
 Sep 25 - Oct 6 Fall Break - No School
 Oct 16 - 20 Parent Conferences
 Nov 10 No School
 Nov. 20 - 24 Thanksgiving Break
 Dec 15 Second Quarter Report Cards
 Dec 18 - Jan 5 Winter Break

Jan 15 Martin Luther King Jr. Day - No School
 Jan 17 - 19 Parent Conferences
 Feb 12 President's Day - No School
 Feb 19 No School
 March 1 No School
 March 15 Third Quarter Report Cards
 March 18 No School
 March 25 - April 5 Spring Break
 May 27 Memorial Day - No School
 May 31 Fourth Quarter Report Cards
 May 31 Last Day of School for Students

ITEM: Side letter of Agreement with WPECA (Create an Academic Leadership Team)

PRESENTER: Dr. Brian Clark, Superintendent

DATE: 04/26/2023

BOARD DECISION: Request for Approval

BACKGROUND:

We are seeking approval of the side letter with WPECA to create an Academic Leadership Team consisting of grade level teacher representatives. The Academic Team will meet monthly throughout the duration of the 2022-2023 school year to provide feedback regarding instruction, school culture/climate, LCAP, and other pertinent school related issues.

SIDE-LETTER OF AGREEMENT BETWEEN WEST PARK ELEMENTARY SCHOOL
DISTRICT (DISTRICT) AND WEST PARK ELEMENTARY CERTIFICATED 2022/2023
SCHOOL YEAR ACADEMIC LEADERSHIP TEAM

The District and WPECA agree that an Academic Leadership Team composed of qualified and disciplined staff can be an effective tool in helping our school reach academic goals and priorities.

To that end, the District shall pay each member of the Academic Leadership Team a one-time stipend in the amount of \$500. Eligible employees are those employed by the District on the date this Side Letter Agreement is approved by the Board of Trustees of the District. Employees will be selected by Superintendent or Designee. Any teacher who is asked to join the leadership team may choose to decline the invitation. Individuals who choose to serve on this committee, agree to attend a minimum of 1 meeting per month. Leadership team members are expected to work collaboratively and productively toward addressing the needs of the students and school as a whole. The feedback from the leadership team is pertinent to creating and sustaining a positive district culture and climate.

This is a one-time, non-precedent setting agreement for the 2022/2023 school year only.

X

Board President
West Park Elementary School District

X


Robin Johnson, President
West Park Elementary Certificated Association

X


Dr. Brian Clark
Superintendent

X


Tony Silva
WPECA Lead Negotiator

ITEM: McGraw-Hill textbooks for Electives (Charter School) for 2023-2024

PRESENTER: Dr. Brian Clark, Superintendent

DATE: 04/26/2023

BOARD DECISION: Request for Approval

BACKGROUND:

We are seeking approval to purchase textbooks that are composed of elective based curriculum for the charter schools. These elective textbooks will serve to enhance our course offerings at the charter, thus enabling students to engage in more diverse educational experiences.



Because learning changes everything.

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
Focus on Personal Finance, High School Edition ©2024					
KAPOOR FOCUS PERSONAL FINANCIAL LIT HIGH SCHOOL EDITION 1E 2024 STUDENT EDITION	978-1-26-563495-7	150	\$99.96	\$0.00	\$14,994.00
KAPOOR FOCUS PERSONAL FINANCIAL LIT HIGH SCHOOL EDITION 1E 2024 STUDENT WORKBOOK	978-1-26-563356-1	150	\$27.99	\$0.00	\$4,198.50
KAPOOR FOCUS PERSONAL FINANCIAL LIT HIGH SCHOOL EDITION 1E 2024 TEACHER MANUAL	978-1-26-563743-9	1	\$44.55	\$44.55	*Free Materials
KAPOOR FOCUS PERSONAL FINANCIAL LIT HS ED 1E 2024 ONLINE TEACHER ED 6Y SUB	978-1-26-565335-4	1	\$264.18	\$264.18	*Free Materials
Focus on Personal Finance, High School Edition ©2024 Subtotal:				\$308.73	\$19,192.50
Criminal Justice ©2021					
CUS INTRODUCTION TO CRIMINAL JUSTICE STUDENT EDITION	978-1-26-465082-8	150	\$103.50	\$0.00	\$15,525.00
Criminal Justice ©2021 Subtotal:				\$0.00	\$15,525.00

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 03/03/2023
QUOTE NUMBER: JSIMP-03032023110149-001

ACCOUNT NAME: West Park Charter Academy
ACCOUNT #: 181175

EXPIRATION DATE: 04/17/2023
PAGE #: 2



Because learning changes everything.

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
Essentials of Marketing ©2021					
ESSENTIALS OF MARKETING STUDENT EDITION	978-1-26-619898-4	50	\$113.46	\$0.00	\$5,673.00
Essentials of Marketing ©2021 Subtotal:				\$0.00	\$5,673.00

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 03/03/2023
QUOTE NUMBER: JSIMP-03032023110149-001

ACCOUNT NAME: West Park Charter Academy
ACCOUNT #: 181175

EXPIRATION DATE: 04/17/2023
PAGE #: 3



Because learning changes everything.

QUOTE PREPARED FOR:

West Park Charter Academy
2695 S VALENTINE AVE
FRESNO, CA 93706-9042
ACCOUNT NUMBER: 181175

CONTACT:

Casandra Simpson
casandra_s@wpesd.org
(559) 485-0727

SUBSCRIPTION/DIGITAL CONTACT:

Casandra Simpson
casandra_s@wpesd.org
(559) 485-0727

VALUE OF ALL MATERIALS	\$40,699.23
FREE MATERIALS	(\$308.73)
PRODUCT TOTAL*	\$40,390.50
ESTIMATED SHIPPING & HANDLING**	\$3,482.97
ESTIMATED TAX**	\$3,462.35
GRAND TOTAL	\$47,335.82

Comments:

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Terms of Service:

By placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. Subject to Subscriber's payment of the fees set out above, McGraw Hill LLC hereby grants to Subscriber a non-exclusive, non-transferable license to allow only the number of Authorized Users that corresponds to the quantity of Subscribed Materials set forth above to access and use the Subscribed Materials under the terms described in the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. The subscription term for the Subscribed Materials shall be as set forth in the Product Description above. If no subscription term is specified, the initial term shall be one (1) year from the date of this price quote (the 'Initial Subscription Term'), and thereafter the Subscriber shall renew for additional one (1) year terms (each a 'Subscription Renewal Term'), provided MHE has chosen to renew the subscription and has sent an invoice for such Subscription Renewal Term to Subscriber.

Terms Of Service

Provisions required by Subscriber State law

ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting www.mheducation.com (or www.mhcoast2coast.com).

School Purchase Order Number: _____

Name of School Official (Please Print)

Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 03/03/2023
QUOTE NUMBER: JSIMP-03032023110149-001

ACCOUNT NAME: West Park Charter Academy
ACCOUNT #: 181175

EXPIRATION DATE: 04/17/2023
PAGE #: 4

ITEM: Job description and Salary Schedule for Senior Executive Assistant to the
Superintendent

PRESENTER: Dr. Brian Clark, Superintendent

DATE: 04/26/2023

BOARD DECISION: Request for Approval

BACKGROUND:

We are seeking approval of a job title, job description, and salary schedule for Senior Executive Assistant to the Superintendent.

WEST PARK ELEMENTARY SCHOOL DISTRICT
2022-2023 DAILY CLASSIFIED MANAGEMENT/ CONFIDENTIAL SALARY SCHEDULE

Effective July 1, 2022 to June 30, 2023

Position Title	Duty Days	Work Year	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Director of Business Services	231.5	261	\$302.88	\$322.88	\$342.88	\$362.88	\$382.88	\$402.88
			\$6,587.64	\$7,022.64	\$7,457.64	\$7,892.64	\$8,327.64	\$8,762.64
Director of Human Resources	231.5	261	\$302.88	\$322.88	\$342.88	\$362.88	\$382.88	\$402.88
			\$6,587.64	\$7,022.64	\$7,457.64	\$7,892.64	\$8,327.64	\$8,762.64
Senior Executive Assistant to the Superintendent	231.5	261	\$259.70	\$279.70	\$299.70	\$319.70	\$339.70	\$359.70
			\$5,648.48	\$6,083.48	\$6,518.48	\$6,953.48	\$7,388.48	\$7,823.48
Executive Assistant to the Superintendent	231.5	261	\$255.10	\$275.10	\$295.10	\$315.10	\$335.10	\$355.10
			\$5,548.43	\$5,983.43	\$6,418.43	\$6,853.43	\$7,288.43	\$7,723.43
Pupil Services Specialist	231.5	261	\$235.63	\$255.60	\$275.60	\$295.60	\$315.60	\$335.60
			\$5,124.95	\$5,559.30	\$5,994.30	\$6,429.30	\$6,862.13	\$7,299.30
Director of MOT	231.5	261	\$279.69	\$299.69	\$319.69	\$339.69	\$359.69	\$379.69
			\$6,083.26	\$6,518.26	\$6,953.26	\$7,388.26	\$7,823.26	\$8,258.26
Director of Food Services	231.5	261	\$249.61	\$269.61	\$289.61	\$309.61	\$329.61	\$349.61
			\$5,429.02	\$5,864.02	\$6,299.02	\$6,734.02	\$7,169.02	\$7,604.02
Data Analyst	231.5	261	\$263.89	\$271.89	\$279.89	\$287.89	\$295.89	\$303.89
			\$5,739.61	\$5,913.61	\$6,087.61	\$6,261.61	\$6,435.61	\$6,609.61
Kitchen Manager	197	210	\$263.89	\$271.89	\$279.89	\$287.89	\$295.89	\$303.89
			\$4,618.08	\$4,758.08	\$4,898.08	\$5,038.08	\$5,178.08	\$5,318.08
*** Positions are exempt; annual compensation, which includes compensation for duty days indicated and applicable vacation and holidays, paid on monthly basis.								
Approved: <u>11-14-2022</u>								

REVISED: 04/25/2023

Board approved: _____

WEST PARK ELEMENTARY SCHOOL DISTRICT

POSITION: SENIOR EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

RESPONSIBLE: SUPERINTENDENT

SALARY: CLASSIFIED CONFIDENTIAL

CLASSIFICATION: CLASSIFIED CONFIDENTIAL

BASIC FUNCTION:

Under the direction of the Superintendent, perform highly responsible and confidential administrative and executive assistant duties to relieve the Superintendent of a variety of administrative details; plan, coordinate and organize office activities and coordinate communications, correspondence, calendars, schedules, meetings, public relations and information for the Board and Superintendent.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform highly responsible and confidential secretarial and executive assistant duties to relieve the Superintendent of a variety of administrative details; plan, coordinate and organize office activities and flow of communications for the Superintendent; assure smooth and efficient office operations, and proper and timely completion of projects and activities.

Coordinate communications, public relations and information for the Board and Superintendent; interpret and provide detailed and technical information to officials, administrators, staff, parents, outside organizations and others concerning office functions and District operations, activities, schedules, meetings, events, students and related laws, codes, regulations, policies and procedures.

Receive, screen and route telephone calls; greet and assist visitors; take, retrieve and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Superintendent by phone and written communication; resolve issues for the Superintendent; refer major issues and conflicts to the Superintendent.

Prepare correspondence independently on a variety of matters including those of a confidential nature; compose and type various letters, agenda items, forms, reports, memoranda, bulletins, lists, presentations, notices, newsletters and other materials; format, edit, proofread and revise written materials; develop, maintain and update website content as directed.

Attend Board, Ad Council and various other meetings; compile, prepare, revise and edit related notices, agenda items and documentation; prepare memos and update records and related documents in response to Board resolutions concerning administrative policies, procedures and guidelines; take, record and transcribe minutes; distribute agenda items, minutes, policies and other documents.

Perform a variety of specialized duties in the research, organization, composition and design of press releases, newsletters and informational materials for dissemination in the community; establish and maintain contact with members of the media and other organizations.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.

Compile information and prepare and maintain a variety of detailed and complex lists, records and reports related to meetings, students, budgets, financial activity, attendance, evaluations and assigned duties; establish and maintain filing systems.

Input and update a variety of data in an assigned computer system; establish and maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized lists and reports; assure accuracy of input and output data.

Research, compile and verify a variety of data and information; compute statistical information for various reports; process and evaluate a variety of forms, applications and paperwork; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Assist in the development, monitoring and maintenance of the budget for the Superintendent and Board; monitor expenditures and assure spending does not exceed established limitations; control and authorize expenditures as directed.

Develop growth and training opportunities for site secretaries to enhance staff knowledge and effectiveness related to District procedures.

Perform research and prepare information for special projects on behalf of the Superintendent and Board; attend to administrative details on special matters as assigned.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Communicate with administrators, staff and a variety of outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Develop and implement office procedures to enhance efficiency of office operations; create office forms which facilitate work flow.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of an administrative office.
District organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Applicable laws, codes, regulations, policies and procedures.
Modern office practices, procedures and equipment.
Record-keeping and filing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Terminology, practices and procedures of assigned office.
Methods, procedures and terminology used in clerical accounting work.
Telephone techniques and etiquette.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.
Methods of collecting and organizing data and information.
Business letter and report writing, editing and proofreading.
Operation of a computer and assigned software.
Public relations techniques.

ABILITY TO:

Perform highly responsible and confidential secretarial and executive assistant duties to relieve the Superintendent of a variety of administrative details.
Plan, coordinate and organize office activities and coordinate communications, correspondence, calendars, schedules, meetings, public relations and information for the Board and Superintendent.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Organize complex material and summarize discussions and actions taken in report form.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Maintain a variety of complex and confidential files and records.
Perform a variety of clerical accounting duties in support of District operations.
Understand and resolve complex issues, complaints or problems.
Type or input data at 65 words per minute from clear copy.
Speed-write or note-take at 100 words per minute.
Operate a variety of office equipment including a computer and assigned software.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and time lines.
Prioritize and schedule work.
Work independently with little direction.
Add, subtract, multiply and divide with speed and accuracy.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Use assigned software at a proficient level.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with course work in secretarial science, business or related field and six years of increasingly responsible secretarial or administrative assistant experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

ITEM: Frontline Comparative Analytics subscription for the duration of 2022-2023 school year and subscription for the 2023-2024 school year.

PRESENTER: Dr. Brian Clark, Superintendent

DATE: 04/26/2023

BOARD DECISION: Request for Approval

BACKGROUND:

We are seeking approval to upgrade our Frontline subscription to encompass Comparative Analytics. This will enable us to utilize various data sets in the areas of student performance, enrollment, finance, staffing, salaries, etc.. The information garnered through Comparative Analytics will assist the district in informing our community and educational partners in matters related to student achievement, negotiations, budgetary matters and other important district related functions.



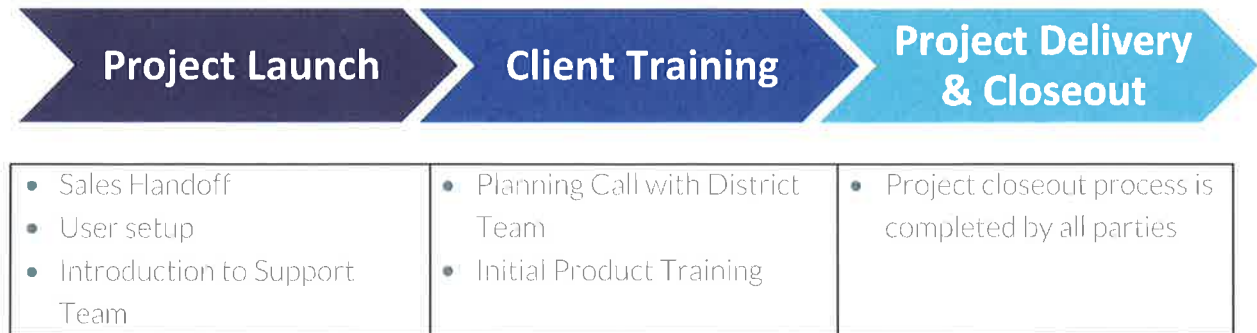
Comparative Analytics

Standard Implementation Services

Statement of Work: Comparative Analytics

Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation. Below represents a typical implementation process.



The Comparative Analytics project implementation time is dependent on the amount, type, and format of the data being included in the project as well as when Frontline acquires the data needed from the client. The project's estimated timeline will be determined during the planning call based on these and other assumptions, but it is assumed that implementation will be completed within 30 days after signing.

Systems Integration

No system integrations are currently required to implement Comparative Analytics.

Client Project Team: Roles & Responsibilities

Executive Sponsor

- A district office leader (e.g., Superintendent, Assistant Superintendent, CFO, CIO, COO, etc.)
- The "lead" contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district users and responsibilities are established. Executive Sponsor involvement decreases once responsibilities have been delegated.
- Assists in organizing training opportunities.



Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education reserves the right to issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- Implementation will expire 365 days from contract signing if Services haven't been initiated and completed.



INVESTMENT SUMMARY

(Proposal pricing expires on 05/25/2023)

End User	Description	Start Date	End Date	Amount
West Park School District	Comparative Analytics Subscription - powered by Forecast5, usage for up to 5 employees	5/26/2023	6/30/2023	\$650.96
INITIAL TERM TOTAL				\$650.96

End User	Description	Start Date	End Date	Amount
West Park School District	Comparative Analytics Subscription - powered by Forecast5, usage for up to 5 employees	7/01/2023	6/30/2024	\$6,600.00
RECURRING TOTAL				\$6,600.00