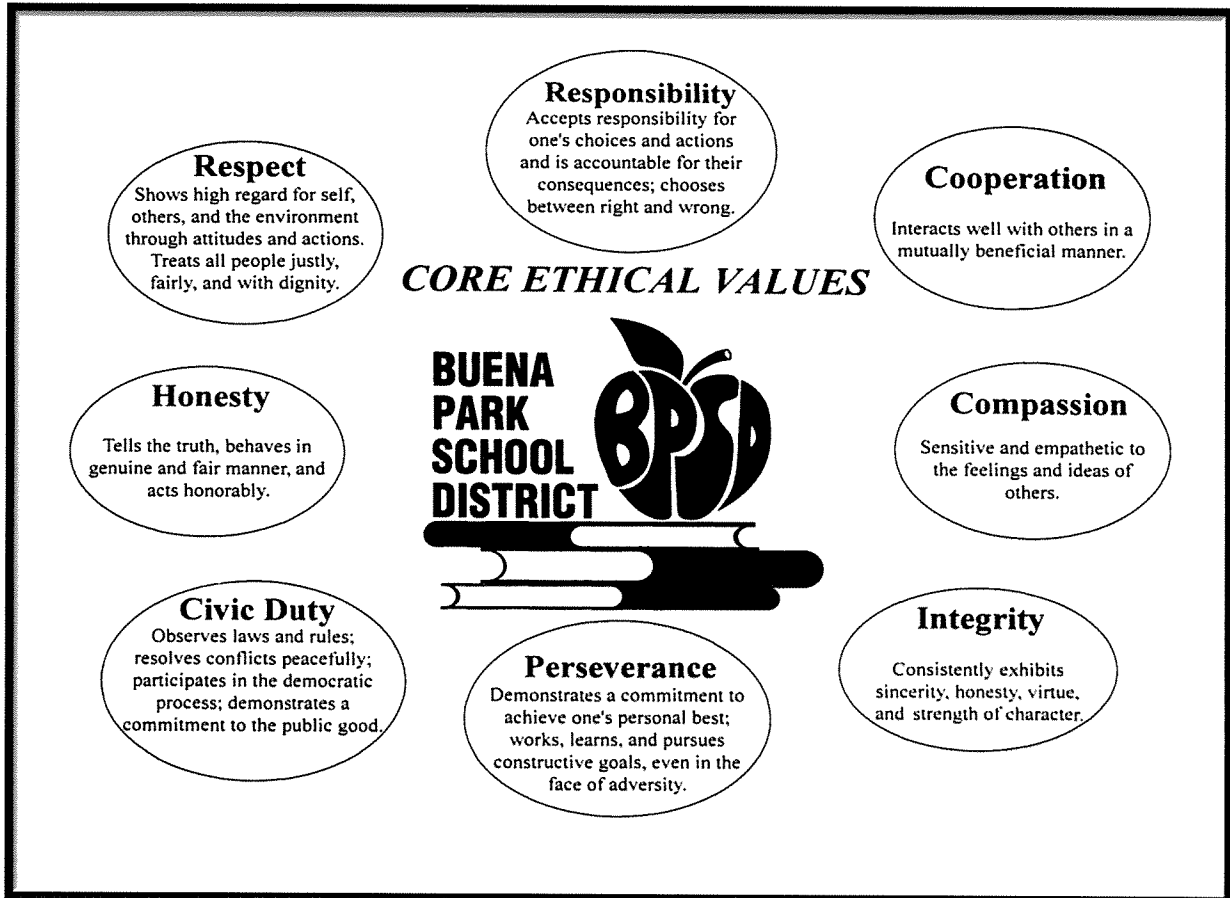


# BUENA PARK SCHOOL DISTRICT GOVERNING BOARD AGENDA

JANUARY 2, 2019



## *Mission Statement*

We, the members of the Buena Park School District community, are dedicated to providing all children with the educational, social, and technological skills needed to successfully experience and contribute to the world around them. We will engage parents and community members as full partners in helping our children develop the abilities to work with others, make responsible decisions, and continue to learn and grow throughout their lives. Building on our children's talents, our small, diverse community will celebrate each child in a safe, healthy, and information-rich environment.

**BUENA PARK SCHOOL DISTRICT**  
6885 Orangethorpe Avenue  
Buena Park, California 90620-1398

**SPECIAL MEETING OF THE GOVERNING BOARD**  
January 2, 2019  
Special Meeting Session 9:00 a.m.

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**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY**

Any individual with a disability who requires reasonable accommodation to participate in a Board meeting may request assistance by contacting the Superintendent's Office (714) 522-8412; fax (714) 521-4475.

Agenda documents that have been distributed to the Governing Board less than 72 hours before the meeting are available for public inspection at 6885 Orangethorpe Avenue, Buena Park, California.

The Agenda and all corresponding exhibits are available online 72 hours before the meeting at  
[www.bpsd.k12.ca.us](http://www.bpsd.k12.ca.us)

**CALL TO ORDER**

Meeting is called to order at \_\_\_\_\_ a.m. by \_\_\_\_\_

**FLAG SALUTE**

**MEMBERS PRESENT:**

Mrs. Irene Castaneda, President \_\_\_\_\_  
Mrs. Barbara Michel, Clerk \_\_\_\_\_  
Mr. Jason Chong, Member \_\_\_\_\_  
Mr. Jerry Frutos, Member \_\_\_\_\_  
Mrs. Rhodia Shead, Member \_\_\_\_\_

**ADMINISTRATION:**

Dr. Ramon Miramontes, Superintendent \_\_\_\_\_  
Mr. Richard Holash, Assistant Superintendent  
Administrative Services \_\_\_\_\_  
Mrs. Erin McPhillips, Executive Assistant \_\_\_\_\_

**I. APPROVAL OF AGENDA**

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_ Action

**II. HEARING SESSION**

The audience members may request to address the Board on an item on or off the agenda.

**III. BOARD COMMENTS**

The audience members may request to address the Board on an item on or off the agenda.

**IV. STUDY SESSION**

- .01 Pupil Expulsion Hearings
- .02 Inter/Intra-District Transfer Process

**V. DISCUSSION**

**EXHIBIT**

- .01 Job Description: Director of Fiscal Services A

**VI. CONSENT CALENDAR**

Unless a Trustee has a question concerning a particular item and asks that it be withdrawn from the Consent Calendar, the items are approved at one time by the Governing Board.

- .01 Removal of Items from Consent Calendar
- .02 Personnel Action Report #18-19-12 B
- .03 Approval of Consent Calendar

Recommendation:

That the Governing Board approve Consent Calendar Item .02 according to the Education Code.

Motion:\_\_\_\_\_Seconded:\_\_\_\_\_Vote:\_\_\_\_\_ Action

- .04 Items Removed from Consent Calendar
- Motion:\_\_\_\_\_Seconded:\_\_\_\_\_Vote:\_\_\_\_\_ Action

**VII. ADJOURNMENT**

Motion:\_\_\_\_\_ Seconded:\_\_\_\_\_ Vote:\_\_\_\_\_ Time:\_\_\_\_\_ Action

*Translation services are available upon request. Please notify Erin McPhillips, in the Superintendent's Office (714) 736-4241, if you would like a Korean or Spanish interpreter to be available at the meeting.*

*Servicio de traducción está disponible cuando sea solicitado. Favor de notificar a Erin McPhillips en la oficina del Superintendente al siguiente número (714) 736-4241*

통역 서비스가 필요하시면 요구에 따라 제공될 수 있습니다. 한국어나 스페니시 통역사가 학교 회의에 함께 참석하여 도와주기를 원하신다면, 교육 서비스 부서의 Erin McPhillips (릴리 푸아이로아)에게 (714) 736-4241 로 전화하셔서 미리 부탁하십시오.

## **BUENA PARK SCHOOL DISTRICT**

### **DIRECTOR OF FISCAL SERVICES**

#### **DEFINITION**

Under administrative direction of the Assistant Superintendent, Administrative Services and Human Resources, plans, organizes, directs and participates in the District accounting of income and expenditures in accordance with public school accounting procedures; assists with budget preparation; develops financial reports to the Board, County, State and Federal government. Directs and oversees payroll, purchasing operations and assures adequate property control. ~~develops and directs the Fiscal Services program of the District, including responsibilities in the area of planning, organizing, administering, and directing District accounting functions.~~

#### **EXAMPLES OF DUTIES**

Establishes and maintains the accounting procedures for the collection, disbursement and accounting for all District funds; supervises, directs and performs accounting functions, including the recording of all encumbrances and expenditures to provide a current record of unencumbered balances of appropriations; prepares financial statements and reports; directs monthly reconciliations between District accounts and balances shown by the County Superintendent of Schools records; determines the availability of funds for all requisitions; directs the preparation of warrant registers; directs payroll accounting, including earnings and payroll deductions for certificated and classified employees and state and federal payroll reports; reviews, analyzes, devises and installs accounting systems; directs inventory control operations and the maintenance of fixed asset records; directs the record retention program and acts as custodian of inactive records; prepares all District reports for transportation, claims for reimbursement for funded programs, tuition charges for special education and interdistrict attendance. Monitors and evaluates the performance of personnel in the District office business office. ~~Directs the District data processing system, acting as system manager.~~ Directs purchasing activities and other related expenditures. ~~Assists in the preparation~~ Prepares of the annual budget, interim reports, multi-year projections and cash flow analysis; and does related work as required.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Budgeting, accounting, and fiscal procedures and methods.
- Computer business systems.
- Financial analysis and research requirements involved in the accounting of school funds.
- Purchasing principles and practices.
- Sources of supplies.
- Principles of negotiating with vendors.
- Principles and practices of supervision.
- Principles of employee supervision and training.

Buena Park School District

Director of Fiscal Services

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Knowledge of:

- Principles of payroll and reporting
- Principles of bond accounting and reporting

Ability to:

- Prepare clear and concise financial reports.
- Perform complex business computer systems.
- Direct the accounting program of a school district.
- Administer specific school district budget accounting and fiscal procedures.
- Instruct, train, and effectively supervise subordinate clerical, professional, and supervisory personnel in financial system operations.

● Communicate effectively with district and site administrators

- ~~Establish, build and maintain effective harmonious and professional working relationships with school officials, other employees, and the public.~~ **Establish, build and maintain effective harmonious and professional working relationships with all stakeholders.**
- Comprehend technical specifications and requirements.
- Interpret applicable sections of the State Education Code, laws, rules and regulations.
- Evaluate the work of others.

#### EXPERIENCE

Equivalent to a minimum of five (5) years progressively responsible professional accounting and financial management experience, including at least two (2) years supervisory responsibility for administering a fiscal program including accounting, payroll, budget preparation and control. ~~Six years of responsible school and financial record management and reporting experience.~~

#### EDUCATION

Any combination equivalent to: graduation from high school including coursework in office practices and procedures and five (5) years of broad, varied and increasingly responsible experience in accounting work and experience in California public education. Highly desirable: Bachelor's of Arts in Business Administration, Accounting, Financial Management, Public Administration or related field supplemented by graduate courses in related financial areas.

~~Equivalent to the completion of an Associate of Arts Degree, including or supplemented by course work or training in accounting, business management, or closely related fields.~~

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Director of Fiscal Services

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**PHYSICAL DEMANDS AND WORKING CONDITIONS**

**This position classification performs light work that involves some lifting and sitting a major portion of the time, with some walking and standing periods of time. This position requires accurate perceiving of sounds; near and far vision; depth perception; mobility to reach and bend; dexterity in working with business machines, materials and objects; and the providing of oral information and direction.**

**Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.**

**The noise level in the work environment is usually quiet. The position demands meeting deadlines with strict time constraints.**

**PERSONNEL ACTION REPORT**

**January 2, 2019**

**#18-19-12**

**CERTIFICATED PERSONNEL**

**I. SEPARATION**

#0800002424      Coordinator, Pupil Personnel Services #080227D001      01/06/2019

**CLASSIFIED PERSONNEL**

**I. SEPARATION**

#0800002301      Director, Fiscal Services #081203D001      02/01/2019