



SCHOOL BOARD MEETING REPORT

Board Meeting Date: September 16th, 2026 Superintendent: Dave Valenzuela

Administrator/Staff: Casey Alderson Deputy Superintendent

Type of Item: ☐ Informational ☒ Action

Please state your proposal briefly and clearly. What do you want the board to know, discuss, or decide?

This Memorandum of Agreement restructures the Office Manager positions across the district and combines Office Manager II and III's in to a K-8 classification. With the reevaluation of enrollment and duties, this restructuring is more consistent given our enrollment data and the duties each of our Office Managers.

Provide history/background information on your proposal:

This MOA will provide more consistency in position and duties for our Office Managers given the duties required at our smallest elementaries. Duties of each of our OM III positions has changed to include many of the duties that an OM II is required to do.

List the advantages of your proposal:

This provides alignment of Job Description, expectations of duties across all K-8 OM's

List possible disadvantages of your proposal:

Financial impact of changing two Office Managers pay rates.

List possible alternatives that could also offer a solution to your proposal. Why were they not recommended?

Leave status quo and not update given the changing enrollment or change in duties or job description

Superintendent's recommendation(s):

Approve: Yes ☐ No ☐