Addenda to Agenda for Regular Board Meeting
Thursday, September 21, 1961, 4:00 p.m.

SANTA BARBARA SCHOOL DISTRICT

1.  Continuance of Report re. New Legislation: Since Mrs. Henderson will be unable to attend the Board meeting this afternoon, the Superintendent suggests that a report concerning new legislation be continued to the next regular Board meeting on October 5.

2.  Establishment of Position of Purchasing Agent: There have been increasing pressures on top administrators in the Division of Business Services, and these pressures are expected to accelerate rapidly. The Superintendent and members of his staff have analyzed the functions now being handled by the Business Division, and evaluated how these functions and services could be improved and strengthened without additional burdening on several of our top people.

After careful consideration, the Superintendent recommends that the Board establish a classified position of Purchasing Agent at a salary range of 27, $748 - $908. /month, effective as soon as the position can be filled.

The Superintendent also recommends that the administration be directed to advertise the position locally, both within and without the school system, and to proceed with screening and selection procedures, subject to approval by the Board.

Attached for your information is a summary of the present division of responsibilities between the positions of Assistant Superintendent of Business Services and Assistant Business Manager, and a proposed realignment of these functions based on establishment of the recommended position.

The Superintendent will present further details at the Board meeting.

4.  Rental of Classroom to Goleta Union School District: Due to very crowded conditions, the Goleta Union School District would like to arrange for rental of one of our elementary classrooms for a period of 5 - 6 weeks. Such a classroom can be made available at Adams School. The Superintendent recommends that the Business Division be authorized to enter into agreement with the Goleta Union School District for rental of a classroom at Adams School for 5 - 6 weeks beginning October 2, 1961, at a rental fee of $5.00 a week day.

7.  Membership Changes, Salary Survey Committee: Due to pressures of other commitments, the following persons have found it necessary to resign from membership on the Salary Survey Committee. The Superintendent recommends that their resignations be accepted with regret:

   David G. Milne
   Clarence A. Rogers
   Edward B. Starbuck, Jr.
SANTA BARBARA HIGH SCHOOL DISTRICT

1. 7 Continuance of Report re. New Legislation (please see Elementary Addenda)

2. 1 Additional Certificated Personnel Assignments: The Superintendent recommends approval of employment of Gary B. Hagins as teacher at a classification of II-5 P-1, salary $1458.20 total for the balance of the first semester of the 1961-1962 school year beginning September 21, 1961. Mr. Hagins is assigned to San Marcos High School.

2. a Additional Classified Personnel Recommendation: The Superintendent recommends employment of Wendy L. Manker as Teachers' Aide, 3/4 time, beginning September 25, 1961, at a salary of $270.75/month, classification 12-A.

2. b Establishment of Classified Position of Purchasing Agent (please see 2. b, Elementary District Addenda)

3. 3 Disposal of Obsolete and Unusable Textbooks: New Section 9701 of the Education Code provides for disposal of obsolete and unusable textbooks by local governing boards. In accordance with provisions of part (f) of said Section, the Superintendent recommends that the Board donate certain obsolete and unusable textbooks to the University of California as requested. The Superintendent will present further details at the Board meeting.

7. 4 Resignations from Salary Survey Committee (please see 7. 3, Elementary District Addenda)
PRESENT DIVISION OF RESPONSIBILITY - PRIMARY BUSINESS FUNCTIONS

Assistant Superintendent, Business Services
1. Financial Accounting
2. Budget Preparation
3. Budget Control
4. Attendance Accounting
5. Pupil Transportation
6. Maintenance and Operation
7. Non-school use of School Facilities
8. School Plant Planning
9. Site Acquisition
10. New Construction
11. Contracts
12. Other duties as assigned

Assistant Business Manager
1. Purchasing
2. Warehousing
3. Budget Control - as related to Maintenance and Purchasing
4. Food Service
5. Insurance
6. Enrollment Studies
7. Other duties as assigned

PROPOSED DIVISION OF RESPONSIBILITY - PRIMARY BUSINESS FUNCTIONS

Assistant Superintendent, Business Services
1. Financial Accounting
2. Attendance Accounting
4. Site Acquisition
5. New Construction
6. Contracts
7. Acting Superintendent - in absence of Superintendent
8. Community contacts
9. Other duties as assigned

Assistant Business Manager
1. Insurance
2. Enrollment Studies
3. Budget Preparation
4. Budget Control
5. Pupil Transportation
6. Maintenance and Operation
7. Non-school use of School Facilities
8. Other duties as assigned

*Purchasing Agent (new position)
1. Purchasing
2. Warehousing
3. Food Service
4. Other duties as assigned

*Salary Placement: Classified Personnel Schedule, Range 27, $748 - $908 a month

9/21/61
B/e