

**OAK PARK UNIFIED SCHOOL DISTRICT
5801 E. CONIFER STREET
OAK PARK, CALIFORNIA 91377
(818) 735-3206**

ADDENDUM ORGANIZATIONAL BOARD MEETING – AGENDA #867

DATE: Tuesday, May 21, 2013
TIME: 6:00 p.m. Open Session
PLACE: Oak Park High School
Presentation Room-G9
899 Kanan Road
Oak Park, CA 91377

VI.B. DISCUSSION

3. Progress Report on the 2013-16 OPUSD Technology Plan

ACTION

3. BUSINESS SERVICES

i. Approve Use of Measure C6 Bond Funds for Technology Equipment Purchase – Appel iPads

Board approval required for all bond purchases

4. HUMAN RESOURCES

c. Approve Establishment of New Classified Service Position – Network Administrator

Board approval required to establish new Classified position

Date: May 17, 2013

Anthony W. Knight, Ed.D.
Superintendent and Secretary to the
Board of Education

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: MAY 21, 2013
SUBJECT: C.2.i. APPROVE USE OF MEASURE C6 BOND FUNDS FOR TECHNOLOGY EQUIPMENT PURCHASE – APPLE iPADS

ACTION

ISSUE: Shall the Board approve the use of Measure C6 bond funds for the purchase of technology equipment, specifically for the procurement of Apple iPads?

BACKGROUND: At its meeting on February 19, 2013, the Board of Education approved the District’s updated five-year technology and equipment plan for the Measure C6 General Obligation bond. The approved update authorized the purchase of tablet computing devices in both 2012-13 and 2013-14. Consistent with the approved plan, the Technology Department is requesting authorization to purchase Apple iPads (16Gb) in sufficient quantity to provide each teacher and administrator and key staff with a temporary loaner iPad to use over the summer to begin learning how to use this new technology. The District currently has 110 iPads (16Gb), which are being deployed to teachers and administrators to provide an early start in learning to use the devices. The Technology Department is requesting authorization to purchase an additional 180 iPads (16Gb) to ensure that all staff that wants an iPad to use over the summer may have one. The District will also need to purchase Apple Volume Purchase Program vouchers to pay for apps to be loaded onto the iPads (such as Pages, Keynote, iPhoto, and other educational apps). High School students recommended by teachers will be utilized to assist in preparing the iPads. The cost of purchasing up to 180 iPads (\$500 each) with software vouchers (\$100) from Apple and student labor will not exceed \$125,000 and will be made utilizing the Glendale Unified School District Apple Piggy Back Bid 08/09. Additional purchases will be made to acquire computers to manage and image the iPads, protective cases, charging docs for classroom learning centers, and charge/sync mobile carts in preparation for deployment in the new school year. Those purchases may be from a variety of vendors, but will not exceed \$20,000 in total. Once the summer is over, these iPads will be repurposed as student Learning Center iPads, and higher capacity next generation iPads (32Gb) will be purchased for teaching staff once Apple releases the upgraded devices. Specific Board authorization will be obtained prior to any purchase.

RECOMMENDATION:

1. Authorize the use of Measure C6 bond funds for the purchase of up to 180 student iPads, and related apps and supporting equipment as specified above.
2. Do not authorize the recommended use of Measure C6 bond funds.

Prepared by: Enoch Kwok, Director, Educational Technology and Information Services

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|---------------|-------|-------|---------|--------|
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| von Schneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

TO: MEMBERS, BOARD OF EDUCATION

FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT

DATE: MAY 21, 2013

SUBJECT: C.4.c. APPROVE ESTABLISHMENT OF NEW CLASSIFIED SERVICE POSITION – NETWORK ADMINISTRATOR

ACTION

ISSUE: Shall the Board approve the establishment of a new classified service position, Network Administrator, and approve the associated job description?

BACKGROUND: The title and job description of Technology Assistant - Lead does not reflect the level of expertise, knowledge skill and responsibility associated with one of the currently held tech positions. Staff is recommending that the Board establish a new position to be called Network Administrator.

This new position will report to the Director of Educational Technology and Information Services. It will be placed on a newly created Range 26 of the classified salary schedule. It is expected that this new position will be filled within the ranks of existing employees. A copy of the proposed job description and salary schedule placement is attached for the Board's review and approval.

ALTERNATIVES:

1. Approve the establishment of a new classified service position, Network Administrator, and the associated job description and salary placement.
2. Do not approve the establishment of the new classified service position.

RECOMMENDATION: Alternative No. 1

Prepared by: Leslie Heilbron, Ed.D., Assistant Superintendent, Human Resources

Respectfully submitted,

 Anthony W. Knight, Ed.D.
 Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

| VOTE: | AYES | NOES | ABSTAIN | ABSENT |
|---------------|-------|-------|---------|--------|
| Laifman | _____ | _____ | _____ | _____ |
| Pallant | _____ | _____ | _____ | _____ |
| Rosen | _____ | _____ | _____ | _____ |
| von Schneidau | _____ | _____ | _____ | _____ |
| Yeoh | _____ | _____ | _____ | _____ |
| Student Rep | _____ | _____ | _____ | _____ |

**OAK PARK UNIFIED SCHOOL DISTRICT
CLASS TITLE: NETWORK ADMINISTRATOR**

DEFINITION:

*This is a full time position, 40 hours/week, 12 months)
Salary: Range 26 on the Classified Salary Schedule (CC & CH)*

Under direction of the Director of Educational Technology and Informations Services, manage the installation, configuration, operation and maintenance of district network infrastructure and network resources while providing technical Help Desk and on-site support to district users for both hardware and software applications.

EXAMPLES OF DUTIES

The description of duties is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Assist in the specification of district servers, network equipment, and design of the district's network topology
- Install, configure, monitor, update, and maintain district servers and networking systems and resources
- Manage the district's wireless network controllers and access points
- Maintain the security of the district's network against intrusion and malware (including the district firewall)
- Monitor and maintain the district's internet content filter
- Monitor and maintain the district's data backup systems, including off site data replication and synchronization
- Manage the maintenance and operation of district telephony systems and equipment that relies on access to the district network (such as any VOIP based telephony system, if applicable)
- Provide technical support to users and maintenance to various systems, hardware and software applications
- Install and maintain computer equipment throughout the district.
- Diagnose and solve user computer hardware and software issues including client computers, peripherals, printers, etc.
- Travel to various sites to provide tech support
- Maintain records, update inventory and service database.
- Interface with vendor tech support when necessary
- Attend training as directed by supervisor.
- Manage Help Desk including responding to job tickets and dispatching of staff
- Be available for after-hours on-call emergencies.
- Perform related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Core networking technologies : TCP/IP, DHCP, DNS, VPN management
- Network hardware programming and configuration including switches, routers, firewalls (Cisco iOS)
- Windows server configuration and management
- Windows Active Directory management (including Group Policies)

JOB DESCRIPTION

CLASS TITLE: NETWORK ADMINISTRATOR

(Continued)

- Macintosh server management and integration with Active Directory
- Wireless network administration
- Virtual Server management (including VMware ESX, vSphere, vMotion, Microsoft Hyper-V)
- Enterprise storage management and operations (SANs, NAS, Enterprise data backup systems and strategies)
- Remote Desktop administration (including Apple Remote Desktop, Windows Remote Desktop, JAMF, etc.)
- Client device operating systems: Mac OSX, Windows XP/7, iOS
- Microsoft Office Suite and Exchange Email systems
- Mobile Device Management solutions and strategies
- Anti-Virus solutions and malware protection strategies

Ability to:

- Communicate clearly and professionally
- Troubleshoot hardware and software issues
- Schedule and coordinate workload
- Work without direct supervision
- Utilize flexible working hours (to minimize network downtime during normal business hours)
- Document work processes thoroughly
- Meet commitments and due dates
- Work well under pressure
- Be punctual.
- Participate actively on project teams

Education and Experience: Graduation from high school and experience supporting both Mac and Windows OS computers. At least 2 years experience managing a Windows and/or Mac network as the primary network administrator. (Microsoft Certified Solutions Expert preferred)

Licenses and other Requirements: Valid California Driver's License must have personal vehicle to travel between school sites.

WORKING CONDITIONS

Environment:

School computer lab/classroom/office environment.

Physical Abilities:

Dexterity of hands and fingers to operate computer keyboards and manipulate cabling and tools; sight to view monitors and read manuals; hearing and speaking to exchange information; lifting objects up to 60lbs; sitting, climbing, standing, bending, stooping, squatting and crawling.

**OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE (CC & CH)
FISCAL YEAR 2012-13**

Board Approved:

Effective: July 1, 2012

| JOB CLASSIFICATION | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | WORK YEAR |
|--|-------|---------|---------|---------|---------|---------|------------|
| CLERICAL SUPPORT | | | | | | | |
| Health Services Technician | 10 | 13.73 | 14.55 | 15.46 | 16.40 | 17.40 | 10 Month |
| Student Services Assistant I | 10 | 2379.65 | 2522.70 | 2679.51 | 2841.84 | 3015.14 | 10 Month |
| Guest Teacher/Interdistrict Permit Coordinator | 12 | 14.55 | 15.46 | 16.40 | 17.40 | 18.43 | 11 Month |
| Student Services Assistant II | 12 | 2522.70 | 2679.51 | 2841.84 | 3015.14 | 3193.79 | 10 Month |
| ASB Bookkeeper/Athletics Secretary | 14 | 15.46 | 16.40 | 17.40 | 18.43 | 19.54 | 10.5 Month |
| Student Services Assistant III | 14 | 2679.51 | 2841.84 | 3015.14 | 3193.79 | 3386.54 | 11.5 Month |
| Student Services Bookkeeper | 14 | | | | | | 10.5 Month |
| Department Secretary | 16 | 16.94 | 17.92 | 18.94 | 20.05 | 21.19 | 11 Month |
| School Office Manager I | 16 | 2936.47 | 3106.43 | 3283.44 | 3474.63 | 3672.91 | 10.5 Month |
| Accounting Assistant II | 16.5 | 17.59 | 18.60 | 19.67 | 20.79 | 22.00 | 12 Month |
| | | 3049.03 | 3223.71 | 3410.19 | 3603.73 | 3813.82 | |
| School Office Manager II | 17.5 | 17.74 | 18.80 | 19.93 | 21.11 | 22.37 | 11 Month |
| | | 3074.07 | 3258.97 | 3454.15 | 3659.59 | 3877.89 | |
| School Office Manager III | 18.5 | 18.16 | 19.26 | 20.42 | 21.65 | 22.95 | 11.5 Month |
| | | 3148.56 | 3338.56 | 3538.89 | 3752.05 | 3978.06 | |
| Business Department Assistant | 20 | 19.01 | 20.15 | 21.36 | 22.64 | 24.00 | 12 Month |
| | | 3295.22 | 3492.93 | 3702.49 | 3924.66 | 4160.14 | |
| Senior Accountant | 28 | 26.50 | 28.11 | 29.81 | 31.61 | 33.52 | 12 Month |
| | | 4611.67 | 4890.67 | 5186.58 | 5500.42 | 5833.33 | |
| CUSTODIAL/MAINTENANCE/GROUNDS | | | | | | | |
| Custodian | 14 | 15.46 | 16.40 | 17.40 | 18.43 | 19.54 | 12 Month |
| | | 2679.51 | 2841.84 | 3015.14 | 3193.79 | 3386.54 | |
| Grounds Maintenance Worker | 15 | 15.90 | 16.89 | 17.90 | 19.01 | 20.16 | 12 Month |
| | | 2756.55 | 2927.12 | 3103.18 | 3295.73 | 3493.83 | |
| Head Custodian I | 15.5 | 16.40 | 17.40 | 18.43 | 19.54 | 20.71 | 12 Month |
| | | 2841.84 | 3015.14 | 3193.79 | 3386.54 | 3589.72 | |
| Head Custodian II | 17 | 17.57 | 18.62 | 19.74 | 20.92 | 22.18 | 12 Month |
| | | 3045.81 | 3228.14 | 3420.74 | 3626.22 | 3844.50 | |
| Maintenance Engineer | 20 | 19.01 | 20.15 | 21.36 | 22.64 | 24.00 | 12 Month |
| | | 3295.22 | 3492.93 | 3702.49 | 3924.66 | 4160.14 | |
| CHILD NUTRITION SERVICES | | | | | | | |
| Child Nutrition Services Assistant I | 5 | 11.90 | 12.59 | 13.35 | 14.17 | 15.02 | 180 Days |
| Child Nutrition Services Assistant II | 7 | 12.59 | 13.35 | 14.17 | 15.02 | 15.92 | 180 Days |
| Child Nutrition Services Manager | 10 | 13.73 | 14.55 | 15.46 | 16.40 | 17.40 | 10 Month |
| | | 2379.65 | 2522.70 | 2679.51 | 2841.84 | 3015.14 | |
| Warehouseman/Delivery Driver | 12 | 14.55 | 15.46 | 16.40 | 17.40 | 18.43 | 180 Day |
| | | 2522.70 | 2679.51 | 2841.84 | 3015.14 | 3193.79 | |

**OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE (CC & CH)
FISCAL YEAR 2012-13**

Board Approved:

Effective: July 1, 2012

| JOB CLASSIFICATION | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | WORK YEAR |
|--|-------|------------------|------------------|------------------|------------------|------------------|------------|
| <u>OTHER CLASSIFIED SUPPORT</u> | | | | | | | |
| Instructional Assistant I | 7.5 | 12.69 2198.93 | 13.45 2331.37 | 14.27 2472.75 | 15.12 2621.29 | 16.02 2776.99 | 180 Days |
| Instructional Assistant II | 10 | 13.73 2379.65 | 14.55 2522.70 | 15.46 2679.51 | 16.40 2841.84 | 17.40 3015.14 | 180 Days |
| Library/Media Technician | 13 | 15.13 2623.18 | 16.04 2780.56 | 17.02 2950.52 | 18.04 3127.55 | 19.15 3318.76 | 10 Month |
| College/Career Center Technician | 13.5 | 15.23 2640.51 | 16.14 2797.89 | 17.12 2967.85 | 18.14 3144.87 | 19.25 3336.09 | 10.5 Month |
| Instructional Assistant III | 14 | 15.46 2679.51 | 16.40 2841.84 | 17.40 3015.14 | 18.43 3193.79 | 19.54 3386.54 | 180 Days |
| Computer Technician | 18 | 17.84 3092.03 | 18.91 3276.94 | 20.03 3472.13 | 21.23 3680.15 | 22.51 3901.00 | 12 Month |
| Certified Sign Language Interpreter | 20 | 19.01 | 20.15 | 21.36 | 22.64 | 24.00 | 180 Days |
| Technology Department Assistant | 20 | 3295.22 | 3492.93 | 3702.49 | 3924.66 | 4160.14 | 12 Month |
| Technology Assistant Lead | 23 | 22.01 | 23.33 | 24.73 | 26.21 | 27.78 | 12 Month |
| Certified Repair Technician | 23 | 3814.57 | 4043.45 | 4286.06 | 4543.23 | 4815.82 | 12 Month |
| Network Administrator | 26 | 24.71 4283.30 | 26.20 4542.21 | 27.78 4816.77 | 29.46 5107.92 | 31.25 5416.67 | 12 Month |
| Occupational Therapist | 30 | 29.67 5142.69 | 31.45 5451.25 | 33.34 5778.30 | 35.34 6125.01 | 37.46 6492.50 | 11 Month |

This schedule is a combination of Schedules CC (full-time, 40 hours per week) and CH (part-time, more than 20 hours per week). Employees who work a minimum of 20 hours, but less than 40 hours per week should refer to the hourly rates on the schedule above. Full-time employees may refer to either the hourly or the monthly rates. The hourly rate is determined by dividing the monthly gross by the average full-time hours per month (173.333).