

SAN MARINO UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

DATE: June 9, 2020

TO: Board of Education

FROM: Dr. Jeff Wilson, Superintendent

SUBJECT: Revised Management Job Description and Title: Assistant Superintendent,
Administrative Services

PRESENTED BY: Dr. Jeff Wilson

BACKGROUND

On January 1, 2020, our current Assistant Superintendent of Human Resources was allocated the duties formerly performed by the Assistant Superintendent of Business Operations upon her retirement. Those duties have been admirably performed by Mrs. Linda de la Torre over the past 5+ months and it is time to memorialize this new position through a change in title and job description. This change has helped the district reduce administrative costs by nearly \$250,000 ongoing. The Superintendent is requesting that the Board, under various statutes [EC 45103(a), 45109, 35035(e)] take action that Mrs. de la Torre's title be changed to Assistant Superintendent, Administrative Services and that her new job description (attached) be recognized as her new duties.

RESOURCES REQUIRED

None

PREPARED BY:

Dr. Jeff Wilson