

Board Information Memo

SUBJECT: Temporary Stipend for Assistant Director of Student Services – Expanded Duties

Category (Contract Approval, Policy, Personnel, General Approval. etc.): Personnel**Date: April 14, 2026****Reason for Board Consideration (Fiscal Policy, State Requirement, etc.): Fiscal****Decision Type (Action Item, Information Only, etc.): Consent**

Background (Brief Summary of Background Information):

Due to the resignation of an Assistant Director of Student Services, the District experienced a reduction in leadership capacity within the department. To maintain continuity of services and ensure compliance with student support programs, the remaining Assistant Director of Student Services assumed additional responsibilities previously managed by the vacant position.

Rationale (Why is this important and why is this coming to the Board):

The additional duties represent a significant increase in workload and responsibility, including expanded oversight of student services programs, compliance requirements, and operational coordination. These responsibilities extend beyond the scope of the Assistant Director's regular assignment.

Providing a temporary stipend ensures equitable compensation for the increased workload and supports continuity of critical student services during this transitional period.

Evidence of Due Diligence:

The stipend is based on established District practices for temporary reassignment of duties and expanded workload. Consideration was given to the scope of additional responsibilities, duration of coverage, and internal equity.

Fiscal Impact:

A flat monthly stipend has been established to compensate for the temporary increase in workload within the same classification.

- \$500 per month × 3 months (April–June) = **\$1,500**

This amount is aligned with District stipend practices and is intentionally set below the established rate for higher-level assignments to ensure consistency and internal equity.

Total Fiscal Impact: \$1,500



California Online
Public Schools

Potential Conflicts of Interest: N/A

Recommendation/Board Action (if applicable):

Approval

Prepared/Recommended/Approved By:

Zana Kidd, Director of Human Resources