

Durham Unified School District
Special Meeting of the Board of Trustees
Monday, June 13, 2011
5:30 p.m.
District Boardroom

AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ORDER OF AGENDA

D. ITEMS FROM THE PUBLIC

The law allows the public to address the governing board on any school district matter, whether or not it is on the agenda, but the law prohibits action or discussion by the Board on non-agenda items.

A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits. Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. (BB9323)

E. CONSENT AGENDA

Page#

1) Employment 2011-2012

Fall Season Coaches 2011-2012

Varsity Football Assistant Coach: Kyle Dahlgren
Varsity Football Assistant Coach: Victor Jay Apalt
Varsity Swimming Coach: LeAnn Kelso
Varsity Cross Country Coach: Jean Murphy Atkins

Winter Season Coaches 2011-2012

Varsity Girls Basketball: Tara Marchinek
Varsity Boys Basketball: Mark Pisenti
JV Boys Basketball: William Hunzeker
Varsity Wrestling: Tony Cardoza

2) Approval of Maintenance Person II position and job description

1-2

F. MOVE TO CLOSED SESSION

G. CLOSED SESSION

The Board of Trustees will meet in closed session to discuss:

- (1) To meet with the district's labor negotiator regarding administrative, certificated, classified, and classified confidential negotiations (Government Code 54957.6)
- (2) Public Employee Performance Evaluation: Superintendent (Government Code 54957)
- (3) Public Employee Discipline, Dismissal and Release (Government Code 54957)

H. RETURN TO OPEN SESSION

I. REPORT OF ACTION TAKEN IN CLOSED SESSION

J. NEXT REGULAR BOARD MEETING DATE: June 28, 2011

K. ADJOURNMENT

Notes:

**Agenda item documents are available for public inspection during regular business hours at the District Office.*

If you require special accommodations to participate in the meeting, please advise Becky Gordon, District Secretary, 48 hours in advance at 895-4675 x227.

MAINTENANCE PERSON II**DEFINITION:**

Under the supervision of the Manager of Maintenance, Operations and Transportation, directs, participates and performs skilled maintenance and construction of buildings and equipment, using one or more building trade skills.

EXAMPLES OF DUTIES:

- With the MOT Manager plans, organizes, coordinates, directs, and participates in all areas of the district Maintenance Department.
- Works cooperatively with MOT Manager and Custodian II to order and procure supplies.
- Works cooperatively with MOT Manager and Custodian II to monitor projects and work flow during summer and school vacation times.
- Works cooperatively with Mechanic/Dispatcher.
- Plans, conducts and trains maintenance and operations staff in maintenance work methods and use of equipment and safety.
- Consults with district administrators regarding maintenance and operations needs regarding on-going State, Federal and county policies and regulations.
- Assigns all key types and numbers, maintains masters of keys, makes keys per request of district administrators.
- Assists in the preparation of special projects and assignments as needed.
- Works with MOT Manager in regards to all work orders for district. Prioritizes and distributes.
- Does building and equipment maintenance work including rough and finish work.
- Working from plans, sketches, blueprints and oral instructions builds cupboards and cabinets, ramps; repairs doors, windows, heaters and air conditioners, floors and furniture, power tools and equipment.
- Performs carpentry, painting, plumbing, electrical, welding and cement work.
- Operates power equipment such as saws, welders, lathes, sanders, and forklifts.
- Performs other such duties as assigned.

Maintenance Person II cont**DESIRABLE QUALIFICATIONS:****Knowledge of:**

- Tools, materials and standard practices of the trades.
- Good work safety practices.
- Building codes and other regulations.

Ability to:

- Follow written and oral instructions while working independently.
- Acquire new skills quickly.
- Work cooperatively with others. Communicates clearly and concisely both orally and in writing.
- Diagnose mechanical malfunctions and determine and execute steps to correct the problems.
- Use a variety of power tools safely.
- Plans and organize work to meet schedules and timelines.
- Analyze situations carefully and adopt effective courses of action.

Experience:

Two years experience in a construction trade or similar position.

Education:

Equivalent to completion of the twelfth grade.
Possess a valid California driver's license.

NOTE: *Unit members hired in a full-time Grounds or Maintenance position after October 27, 1997 shall obtain a bus driver's license for the term of their employment with the District. Any custodian hired shall be encouraged, but not required, to obtain a bus driver's license.*