

Durham Unified School District
Special Meeting of the Board of Trustees
Wednesday, April 14, 2010, 5:00 p.m. (Return to Open Session at 7:00 p.m.)
District Office Board Room

AGENDA

- A. CALL TO ORDER
- B. MOVE TO CLOSED SESSION
- C. CLOSED SESSION

The Board of Trustees will go into closed session:

- a) To meet with the district's labor negotiator, Emily LaMoe, regarding administrative, certificated, classified, and classified confidential negotiations (Government Code 54957.6)
- b) Public Employee, Discipline, Dismissal and Release (Government Code 54957)
- c) Student Expulsion (Stipulated Expulsion Agreement) – Student ID #320115226 (Education Code 48917)

- D. RETURN TO OPEN SESSION
- E. PLEDGE OF ALLEGIANCE
- F. REPORT OF ACTION TAKEN IN CLOSED SESSION
- G. 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.

H. CONSENT ITEM:

- 1. Overnight Field Trip to San Francisco: Spanish IV students
- 2. Annual Environmental Science Camp Field Trip for 6th Grade Students

I. DISCUSSION/ACTION ITEM:

- 1. Assistant Principal/Manager of Maintenance, Operations, and Transportation Position Description (Discussion/Action)

J. ITEMS FROM THE BOARD

K. ADJOURNMENT

Note: If you require special accommodations to participate in the meeting, please advise the district office 48 hours in advance at 895-4675 x221.

March 21, 2010

Dear Durham Unified School Board:

I am writing to tell you about the overnight trip I would like to take to San Francisco with my Spanish IV class this spring.*This is a successful field trip that I have done three times before.

In Spanish IV, we study Diego Rivera, a famous Mexican muralist of the twentieth century. To supplement our study, we will go to San Francisco to:

- 1). take a guided tour of the murals in the Mission District,
- 2). view Diego Rivera's Pan American Unity Mural at San Francisco City College, and
- 3). visit several of the landmarks of San Francisco that are depicted in the mural.

To transport the 10 Spanish IV students, we plan to use private vans that will meet the insurance standards required by the district. For lodging, we will stay at the hostel located near Fisherman's Wharf. I will chaperone the trip with another parent. The cost of the trip will be partially covered by monies raised at a Barnes and Noble fundraiser last fall. Parents will pitch in to cover the rest of the costs.

Thank you for your time and consideration in this manner.

Sincerely,


Suzanne Contreras

ok. Keni Mat

* Wednesday, April 28th and Thursday,
April 29th.

Eileen Brennan

From: Greg Blake [gblake@durhamunified.org]

Sent: Friday, April 09, 2010 3:51 PM

To: Eileen McIntyre

Subject: shady creek

The 6th grade students will attend their annual Shady Creek Environmental Science Camp. This is a 4 night/5 day co-curricular trip. Traditionally held in the spring, the 6th grade students are transported by Durham transportation to and from the Nevada City location. This year approximately 80 students will attend the trip. High School students serve as camp counselors and the 6th grade teachers are chaperones. This year 14 DHS students and three DIS teachers will accompany our students.

Greg Blake
Principal
Durham Intermediate School
530-895-4690

DURHAM UNIFIED SCHOOL DISTRICT

SUBJECT: Assistant Principal/Manager Position Description	
PREPARER: John McIntosh	
RECOMMENDATION	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve <input type="checkbox"/> Accept <input type="checkbox"/> Discuss <input type="checkbox"/> Information Only
BACKGROUND: Based on an analysis of the projected duties and responsibilities for the combined position of Assistant Principal and Manager of Maintenance, Operations and Transportation (MOT), I have the proposed position description for the Board's consideration and approval. Also attached is the Administrative Salary Schedule which includes the Assistant Principal/Manager of MOT. My recommendation includes posting the position in house with an annual salary not to exceed \$74,100.	

**ASSISTANT PRINCIPAL/
MANAGER OF MAINTENANCE, OPERATIONS and
TRANSPORTATION**

ASSISTANT PRINCIPAL

DEFINITION

To assist in the administration of elementary, middle, and high school level facility; to plan, develop, organize, coordinate, and supervise the student attendance, behavior management, school safety, and extracurricular activity programs – including student activities and athletics; to assist in the planning, development and implementation of site, instructional, and operational goals and objectives, and in the evaluation of the effectiveness of educational programs and personnel performance; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise in educational programs, and curriculum and instruction strategies. The job requires the ability to analyze and offer alternative problem solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization, and administration of educational programs and services of the schools. The position classification has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical, and clerical employees. Frequently meets with teachers, School Psychologist, and other educational personnel to influence, motivate, and monitor the result objectives of the school operation. This is a position classification that performs light work, but does require walking and standing for extended periods.

ESSENTIAL DUTIES

- Performs need assessments, feasibility planning, and a variety of other research and development functions and activities as assigned.
- Advises, counsels, and assists instructional, support, and ancillary personnel in problem solving activities pertaining to student behavior management, shaping, and control problems, school safety, and in the determination of alternative problem solutions.
- Reviews, inspects, audits, and evaluates student attendance processes and procedures, and as necessary recommends revisions to the process to ensure an effective and efficient operational mode.

- Assists in the planning, organization, and development of a master program schedule and calendar.
- Plans, organizes, and coordinates the school safety, campus supervision, activity, and control programs.
- Assists in the planning, organization and coordination of an instructional support program, including pupil services, instructional materials development, storage and retrieval systems, and a variety of other related activities.
- Plans, organizes, and conducts a comprehensive student body activity program, including co-curricular activities, budget planning and expenditure control, and student government functions and activities including athletics.
- Serves as a liaison to safety and youth service agencies in resolving student management and control problems, and student attendance and welfare problems.
- Assists in the site budget planning and expenditure control process.
- Reviews, audits, and evaluates instructional and non-instructional personnel performance and provides technical staff performance evaluation input.
- Assists in development and implementation of staff motivational strategies.
- Other duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles, methods, strategies, goals and objectives of public education;
- Philosophical, educational, fiscal, and legal aspects of public education;
- Procedures, methods, techniques, and strategies pertaining to the administration of an elementary, intermediate, and high school level operation.
- Curriculum, instruction, and pupil service trends, strategies, and techniques;
- Student activity, behavior management, school safety, and campus supervision and control methods, procedures, and techniques;
- Program and activity audit and evaluation strategies and procedures;

- Methods, procedures, and strategies of the supervision of instructional and a variety of student body related activities and programs.

Ability to:

- Effectively plan, organize, and coordinate the management functions and activities of a junior/senior high school operation;
- Demonstrate a positive instructional leadership model;
- Effectively analyze problems, issues, and concerns, and formulate appropriate alternative solutions;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational, public, and community relationships.
- Serves as the high school student activities director ensuring a first rate program and maximize student involvement.
- Serves as the athletic director ensuring student eligibility, coaching assignments, and CIF matters.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of successful elementary, middle, or high school teaching experience, including the completion of an administrative internship program.

Certification Requirement

Possession of a valid California credential authorizing service as an assistant principal.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License

Condition of Employment:

Insurability by the District's liability insurance carrier.

MANAGER – MAINTENANCE, OPERATIONS AND TRANSPORTATION

DEFINITION

Under the direction of the Superintendent, the Manager of Maintenance, Operations and Transportation manages personnel and programs of the Durham Unified School District, including maintenance, operations, custodial, grounds keeping, transportation, and hazardous materials control, and compliance with AHERA (Asbestos) regulations. The manager supervises all personnel assigned to these programs including providing coordination in contracting for services. The Manager ensures the proper applicable state and local building, safety and health codes and regulations as applied to building trades, grounds, custodial and transportation operations.

EXAMPLE OF DUTIES (May include, but is not limited to the following)

1. Develop and implement a building preventative maintenance program and develop an effective deferred maintenance program; conduct periodic building and safety inspections; prepare cost analyses and control as required.
2. Process and monitor routine and emergency work requests.
3. Coordinate and work with property/liability JPA Risk Coordinator and county fire and safety officials relating to health, safety, and disaster control.
4. Review, monitor and implement energy saving programs for the district.
5. Develop and implement short and long range plans and programs related to emergency preparedness and hazardous waste disposal.
6. Develop and administer work schedules, coordinate programs with site administrators and develop priorities and schedules, keep adequate records and submit reports as required, facilitate training, safety, and in-service programs for maintenance, operations and transportation personnel.
7. Ensure that equipment is properly maintained, safety inspected and repaired.
8. Evaluate all maintenance, operations and transportation personnel.
9. Other duties as assigned

QUALIFICATIONS

Knowledge of:

1. Tools, materials, methods and terminology used in building trades.
2. Cleaning methods, materials, and equipment.
3. Landscaping/grounds keeping practices, procedures and equipment.
4. Budgetary and financial planning and control.

Ability to:

1. Schedule and effectively supervise work of others
2. Estimate time, materials, and cost of projects.
3. Keep records and make a variety of reports.
4. Write and speak effectively and understand and carry out oral and written directions.
5. Maintain a cooperative relationship with staff, administration, and the general public.
6. Develop and implement departmental policies and procedures regarding maintenance, grounds, custodial operations, transportation; evaluate and modify policies/procedures to increase effectiveness.