

AGENDA
Princeton Joint Unified School District
Special Board Meeting

Location: Princeton Junior Senior High School Library
Date: March 27, 2019
Time: 10:00 am

The District Board Packet is available for public viewing @ The Princeton Joint Unified School District's Administrative Building located at 473 State Street, Princeton, California on the date and at the time the agenda is posted. (SB 343 -Chapter 298/2007 effective July 1, 2009).

I. CALL TO ORDER

II. ROLL CALL

____ Lance Glassgow
____ Troy Hansen
____ Victoria Reamer
____ Debbie Wills
____ Cathy Withrow

III. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS (GC-54957.6(f))
Board to discuss employee negotiations. District Representatives - Superintendent Korey Williams, Chief of Business Official/Human Resources Director Diana Baca.

IV. ADJOURN TO OPEN SESSION

11:00AM

SPECIAL BOARD MEETING

We welcome you to this meeting. Members of the public may be heard on any business item on the Board's Agenda. A person addressing the Board will be limited to five (5) minutes unless the Chairperson of the Board grants a longer period of time. Comments by members of the public on an item that appears on the Agenda will only be allowed during consideration of the item by the Board. While not required, we would appreciate it if you would identify yourself with your name and address when addressing the Board. If visitors have a complaint about a specific employee of the District, they will be advised to fill out a complaint form in accordance with Board Policy.

V. CLOSED SESSION REPORT

VI. PLEDGE OF ALLEGIANCE

VII. PUBLIC COMMENT: An opportunity for any member of the public to address the Governing Board on any matter no on the Agenda but which is within the jurisdiction of the Board.

VIII. ACTION ITEMS

1. Approve new position for Bus Driver/Maintenance-Custodial Technician.
2. Approve new position for Dean of Students.

IX. ADJOURN TO CLOSED SESSION (Only if necessary)

X. ADJOURN TO OPEN SESSION

XI. CLOSED SESSION REPORT (Only if necessary)

XII. ADJOURNMENT:

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Princeton Joint Unified School District at 530-439-2261 and ask for Yecenia Polanco. Notification at least 48 hours prior to the meeting will enable the office to make reasonable arrangements to ensure accessibility to the Board meeting. (Government Code § 54954.2)

Posted March 25, 2019 @ 4:00 pm Posted at: Princeton High School, Princeton Elementary, Princeton Market and Princeton Post Office

**PRINCETON JOINT UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM**

DATE: March 27, 2019

CONSENT
 DISCUSSION/INFORMATION
 ACTION

TO: Board of Trustees

FROM: Korey Williams, Superintendent/Principal
Secretary to the Board

REPORT/PROPOSAL:

Approve new position for Bus Driver/Maintenance-Custodial Technician.

RATIONALE:

FINANCIAL IMPACT: None

FUNDING SOURCE: None

CONTACT PERSON: Korey Williams, Superintendent/Principal

Princeton Joint Unified School District

CLASS TITLE: Bus Driver / Maintenance-Custodial Technician

SALARY RANGE: TBD

FUNCTION:

Under the direction of the Maintenance, Operations and Transportation Director (Director), the Bus Driver / Maintenance-Custodial Technician is required to operate a school bus, and perform a variety of skilled and semi-skilled tasks in the maintenance and repair of buildings, structures, mechanical systems and equipment, maintenance and repair of district grounds, athletic fields and play areas, maintenance and repair of district vehicles, and performs routine custodial work at assigned sites or facilities.

KNOWLEDGE OF:

School bus maintenance and operation; repair and maintenance of school buildings and grounds; maintenance and preparation of athletic fields; safe and proper usage of district equipment and vehicles; usage of computers, smart phones and miscellaneous electronic equipment; safe usage of chemicals related to custodial and pest management; asbestos abatement procedures.

ESSENTIAL FUNCTIONS / REPRESENTATIVE DUTIES:

- Performs general and specialized repairs and maintenance work on building structures, physical facilities and equipment, including but not limited to, plumbing, electrical, carpentry, painting, HVAC, concrete, roofing and asbestos abatement
- Schedules and coordinates with outside vendors/contractors as needed
- Assists with district safety committee and department safety meetings
- Performs preventative maintenance and repairs on district equipment and vehicles
- Drives school bus, responsible for the safe operation of a school bus while maintaining a safe environment within the bus by enforcing rules of conduct and responding to emergencies.
- Custodial duties as assigned
- Clean, strip, wax floors
- Clean carpets
- Prepping athletic fields for play
- Safe and proper operation of district equipment, including but not limited to forklift, scissor lift, commercial mower, tractor
- Proper use of cleaning chemicals and equipment
- Approved methods used in controlling pests and plant diseases
- Technical skills necessary to perform maintenance work
- Tools, materials and equipment used in maintenance and repair of buildings and physical plant and related systems
- Preventative maintenance as applied to mechanical equipment
- Preventative maintenance to facilities, equipment and district vehicles.
- Basic use of computer, smart phone and electronics equipment
- Notify Director when commonly used materials fall below adequate inventory
- Use chemicals and equipment safely

- Read, write, understand and carry out oral and written instructions
- Perform heavy manual labor
- Regularly lift 50 pounds and occasionally lift and/or move up to 75 pounds
- Safe usage of hand and power tools
- Check work order system daily and complete work orders as required by department procedures
- Qualify and obtain a California Bus Driver's certificate within 12 months from date of hire
- Drive school bus over designated routes in accordance with time schedules
- Make inspection of bus for proper maintenance and safety prior to each trip and report irregularities to the Director
- Keep buses clean, inside and out
- Maintain good order among students on bus, following District Policies regarding the disciplining of children and contact with parents and other children
- Keep accurate records of trips, mileage traveled by each student for quarterly reports and provide timely information to the Director
- Conduct semi-annual evacuation drills
- Participate in training as designated by Director
- Promote good working relationships with staff and others
- Preserve privacy of confidential matters which may occur within the scope of assigned duties
- Use applicable materials and equipment required to perform the various grounds maintenance tasks
- Demonstrate good problem solving skills
- Stand, walk, kneel, crouch or lay for extended periods
- Work without immediate supervision and in an independent or team setting
- Meet with Director routinely
- Wear respirator for extended periods of time
- Submit to pre-employment drug screening and random DOT drug screenings
- Maintain a valid California DMV Class B Commercial Driver's license with Passenger and Airbrake endorsements
- Maintain a valid California School Bus Driver's Certificate
- Performs other such duties as assigned

EDUCATION, EXPERIENCE AND CERTIFICATES:

- High School diploma or equivalent
- Possess a valid California Driver's license
- Ability to obtain a California DMV Commercial Driver's license
- Ability to obtain California School Bus Driver's certificate
- Ability to obtain Asbestos Worker certificate
- Ability to obtain Pesticide Worker/Handler certificate

FURNISHED AT DISTRICT'S EXPENSE:

- School bus driver's training and certificates
- Required and optional training
- Department uniforms

WORKING CONDITIONS:

Attire: Shoes appropriate for the position (ie, no open toe shoes). No hanging jewelry or jewelry that poses a safety hazard. Hair must be well groomed. Good personal hygiene. Professional attire. No sleeveless shirts.

Environment: Employee will frequently work with/near moving mechanical parts and is frequently exposed to airborne particles and cleaning chemicals. The employee is occasionally exposed to wet/humid conditions and extreme heat or cold. The noise level of the work environment may be loud at times.

PROFESSIONAL DEVELOPMENT:

Princeton Joint Unified School District encourages employees to grow professionally. The following stipended certifications are available:

- Asbestos Worker (mandatory) \$300 / with certificate of completion from accredited agency
- (QAC – QAL) Pesticide Qualified Applicator certificate OR license (optional) \$500 / With Valid License issued by California Dept. Pesticide
- Mechanic, general (optional) \$300 With Certificate of class completion from an accredited agency
- Mechanic, air brake (optional) \$400 / With Certificate of class completion from an accredited agency
- Mechanic, School bus inspector (optional) \$500 / With Certificate of class completion from an accredited HVAC, maintenance (optional) \$250 / With Certificate of class completion from an accredited agency
- HVAC, maintenance with EPA 608 Refrigerant Certification (optional) \$500 / With Certificate of class completion from an accredited agency
- Campus Safety (as trainings become available) \$300 / With Certificate of class completion from an accredited agency

**PRINCETON JOINT UNIFIED SCHOOL DISTRICT
BOARD AGENDA ITEM**

DATE: March 27, 2019

CONSENT
 DISCUSSION/INFORMATION
 ACTION

TO: Board of Trustees

FROM: Korey Williams, Superintendent/Principal
Secretary to the Board

REPORT/PROPOSAL:

Approve new position for Dean of Students.

RATIONALE:

FINANCIAL IMPACT: None

FUNDING SOURCE: None

CONTACT PERSON: Korey Williams, Superintendent/Principal

Princeton Joint Unified School District

CLASS TITLE: Dean of Students

SALARY RANGE: Negotiable, 190 days

FUNCTION:

Under the direction of the Superintendent, organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction (PreK-12); assist the Superintendent with administrative duties involving student conduct, curriculum and development. In the absence of the Superintendent, assume a variety of administrative duties to maintain daily school operations.

KNOWLEDGE OF:

Organization, activities, goals and objectives of elementary and Jr/Sr high school. Instructional standards and faculty requirements. Board and District policies, procedures and regulations. Principles and practices of administration, supervision and training. Interpersonal skills using tact, patience and courtesy. Oral and written communication skills. Basic computer operation. Career pathways; college & university entrance requirements/processes; financial aid types and methods of acquisition; and District/State requirements for graduation.

ESSENTIAL FUNCTIONS / REPRESENTATIVE DUTIES:

- Plan, organize, coordinate and participate in programs and activities related to the operation of a school site, including instruction, student discipline and other programs; enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs.
- Develop and administer disciplinary procedures in accordance with District policies and State laws; receive referrals and confer with students, parents, teachers and community agencies; respond to and resolve parent, student and staff complaints; serve on discipline or expulsion panels as assigned.
- Assure the health, safety and welfare of students.
- Assist with recruiting, interviewing and selecting new faculty and staff.
- Participate in community and parent group meetings; attend and conduct a variety of meetings and events; develop correspondence to promote school activities and achievements. Including but not limited to Site Council and LCAP meetings.
- Assist in the preparation and maintenance of a variety of District, County, State and federally-mandated records and reports regarding student attendance, discipline, cumulative records and academic achievement.
- Plan, schedule and facilitate Student Study Team Meetings, conferences and coordinate individual and/or group counseling as needed.
- Provide students with information regarding career/college options and admission requirements, assist students with enrollment in community colleges.
- Arrange for military/college recruitment presentations on campus and coordinate college visitation opportunities for students.
- Assist students with the college application and financial aid process including scholarship opportunities coordinate/facilitate school, military and college testing requirements.

- Input and retrieve information on student information system.
- Organize, coordinate and administer assigned programs and activities related to career planning, academic scheduling, student discipline, attendance and instruction.
- Evaluate transcripts and facilitate the placement of new students, develop class schedules and four-year plans.
- Monitor and organize attendance functions; prepare letters and call parents as needed regarding absent or tardy students.
- Oversee activities regarding personnel, the physical plant, student services and activities, curriculum and instruction.
- Establish, coordinate and maintain communication with community and parent groups. Assist with the implementation, evaluation and modification of instructional and categorical programs in accordance with applicable laws.
- Analyze situations accurately and adopt an effective course of action.
- Complete work with many interruptions.
- Communicate effectively.
- Maintain consistent, punctual and regular attendance.
- Supervise students on campus before and after school; monitor students during lunch, recess and other activities; discipline students according to established guidelines.
- Assess a variety of written material to interpret, apply and explain rules, regulations, policies and procedures.
- Operate a computer and other office equipment as assigned.
- Remain in a standing or stationary position for extended periods of time.
- Maintain a Class C California Driver's license.
- Transport students as needed.

EDUCATION, EXPERIENCE LICENSES AND OTHER REQUIREMENTS:

Three years of classroom experience.

California Teaching or other relevant Credential.

Valid California Class C driver's license.

WORKING ENVIRONMENT:

Campus office, classrooms, shops, barn, grounds, and facilities (indoor and outdoor)

Constant interruptions.

Driving a vehicle to conduct work.

Board Approved: 3-27-19