

**Resolution No. 2021-02**

**BEFORE THE BOARD OF EDUCATION  
of the  
LODI UNIFIED SCHOOL DISTRICT**

**Concerning the Hiring of Short-term Classified Employees**

---

---

**WHEREAS**, pursuant to Education Code section 45103 the District may employ classified persons to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. These individuals are known as “short-term employees”;

**WHEREAS**, pursuant to Education Code section 45103, before employing a short-term employee, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the short-term employees and certify the ending date of the short-term employees’ service;

**WHEREAS**, pursuant to Education Code section 45103, the short-term employees’ employment ending date may be shortened or extended by the governing board, but shall not extend beyond seventy-five percent (75%) of a school year (195 days);

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of the Lodi Unified School District that the District shall hire short-term employee(s) pursuant to the terms certified in Exhibit A, which is incorporated herein by reference.

**THE FOREGOING RESOLUTION** was duly passed and adopted by the Board of Education of the Lodi Unified School District at a regular meeting held on the 19<sup>th</sup> day of January 2021, by the following call vote:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage.

\_\_\_\_\_  
President of the Board of Trustees

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Trustees

**LODI UNIFIED SCHOOL DISTRICT**  
**Resolution Concerning the Hiring of Short-term Classified Employees**

EXHIBIT A

1. The service required to be performed by the employee(s) will be:
  - a. Limited Technology Assistance  
Assist the Information Technology Department with various tasks such as cleaning device carts; clean and test tablets; perform minor repairs; replace keys; scan tablets to carts; affix new asset labels and other related activities.
  - b. Instructional Media Assistance  
Assist the Instructional Materials Center and Instructional Media Services department with various tasks such as: building school-size orders of textbooks; workbooks, and other print/library materials; accurately filling orders of instructional materials based on requests submitted by school staff and the IMS department; filing and tracking paperwork associated with the orders of instructional materials.
  - c. Limited Cleaning Assistance  
Perform cleaning activities at LUSD facilities which may include: cleaning, mopping, stripping, and waxing floors; shampooing carpets; cleaning walls, desks, equipment, and furniture; moving furniture and equipment; cleaning restrooms, cafeterias, classrooms, hallways, auditoriums, libraries, and offices; emptying trash containers, picking up trash and debris; performing minor grounds-keeping tasks; washing windows and removing graffiti.
  - d. Limited Grounds Keeping Assistance  
Perform general grounds keeping activities at LUSD facilities which may include: routine grounds maintenance duties; fertilize and plant trees; grass and shrubs; water lawns, trees and shrubs; haul hoses and sprinkler heads to proper areas; repair and replace sprinkler heads; prune, plant, trim and remove trees and shrubs; operate assigned mowers and other motorized equipment; operate and maintain tools and equipment; load, unload and transport materials and equipment; rake leaves and lawns; hoe weeds; sweep sidewalks, pick up rubbish and paper; remove weeds from sidewalks, parking lots and roads.
  - e. HVAC Energy Management Assistance  
Assist the Maintenance and operations department with various tasks involving the HVAC energy management system which may include: scheduling of HVAC Energy Management System for Extended School Year and Summer School programs; identifying underperforming equipment; assisting HVAC Technicians with troubleshooting; expediting HVAC work order requests to dispatch; procuring HVAC parts from vendors; delivering HVAC parts to the HVAC Technicians in the field; and other HVAC related activities.
  - f. Limited Warehouse & Delivery Assistance  
Receive warehouse stock orders, inspect quantity and condition of materials received; assemble items requiring assembly; assist in loading and unloading delivery vehicles; pull, wrap and prepare materials and equipment for delivery; update warehouse records on a computer terminal; store materials in a neat, orderly and efficient manner; participate in inventory counts; fill orders for custodial supplies, food supplies, school supplies, textbooks, computers, audio-visual equipment, mail, and other materials, equipment and supplies; utilize various types of equipment, such as a pallet jack and forklift, to assist with moving stock in a warehouse environment; check delivery vehicle to ensure proper working condition; check oil and fluid levels, lights and tires; fuel vehicles; deliver equipment, and supplies to sites throughout the district's service area according to established procedures.
  
2. The pay for these employee(s) shall be:

a. <u>Limited Technology Assistance</u>	\$14.00 per hour.
b. <u>Instructional Media Assistance</u>	\$14.00 per hour
c. <u>Limited Cleaning Assistance</u>	\$16.00 per hour
d. <u>Limited Grounds Keeping Assistance</u>	\$17.00 per hour
e. <u>HVAC Energy Management Assistance</u>	\$28.00 per hour
f. <u>Limited Warehouse &amp; Delivery Assistance</u>	\$16.00 per hour.
  
3. The term of this employment shall be no more than 70 days beginning June 1, 2021 and ending September 15, 2021.