

Resolution No. 2022-02

**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 18th day of January 2022, 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
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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. Limited 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>	\$15.00 per hour.
b. <u>Limited Instructional Media Assistance</u>	\$15.00 per hour
c. <u>Limited Cleaning Assistance</u>	\$17.00 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 & Delivery Assistance</u>	\$18.00 per hour
3. The term of this employment shall be no more than 70 days beginning June 1, 2022 and ending September 15, 2022.