

Agenda of Special Meeting

The Board of Trustees Canutillo ISD

A Special meeting of the Board of Trustees of Canutillo ISD will be held March 17, 2005, beginning at 6:00 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

1. General Functions
 - A. Call to Order
 - B. Roll Call
 1. Special Board Personnel Committee Members: Carl Fietze, Chairperson - Rafael Reyes and Yvonne Sanchez
 2. Instruction and Student Affairs
 - A. NONE
 3. Personnel
 - A. Reclassification of Facilities Supervisor (Administrative/Professional, Pay Grade 2) to Facilities and Maintenance Coordinator (Manual Trades, Pay Grade 2) 2
 - B. Increase Work Calendar of Newly Created Campus Technology Specialist from 202 to 226
 - C. Creation of Position - General Maintenance Worker - Food Service
 - D. Comments/Input from Community Members on items discussed by Personnel Committee
 4. Business and Finance
 - A. NONE
 5. Administration
 - A. NONE
 6. Adjournment
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If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

Personnel Committee – March 17, 2005

Reclassification of Facilities Supervisor (Administrative/Professional, Pay Grade 2) to Facilities and Maintenance Coordinator (Manual Trades, Pay Grade 7)

Increase Work Calendar of Newly Created Campus Technology Specialist from 202 to 226

Creation of Position

General Maintenance Worker

Food Service

Background Information and Rationale for Items:

Maintenance, Facilities, and Construction Department: •Administration would like to reclassify the Facilities Supervisor position, now vacant, to Facilities and Maintenance Coordinator. The Supervisor position was in the Administrative/Professional job family, pay grade 2 (\$187.70 to \$234.62 daily). The Facilities and Maintenance Coordinator would be in the Manual Trades family, pay grade 7 (\$114.40 to \$142.96 daily). This position would be an exempt position working a 260 day calendar. The position is being reclassified as a result of the reorganization of the Maintenance Department to the Maintenance, Facilities, and Construction Department. The Supervisor position will be reclassified to a Coordinator position. This change would be effective immediately.

Technology Information Department: •In January, the Board of Trustees approved moving the Campus Technology Assistant position, Pay Grade 4, to Campus Technology Specialist, Pay Grade 7. This reclassification was due to the fact that recommended candidates were refusing job offers because of the hourly pay. Moving this position to pay grade 7 helped get the salary level we were seeking; however, we have not been able to hire these positions because the work calendar is 202. We are recommending that the work calendar be increased to 226. Funds would be paid from Title I.

Food Service Department: •Food Service is requesting a general maintenance position to work in the Central Office facility to take care of the cleaning and maintenance needs of the dining room and warehouse and assist in maintenance repairs at school kitchens as needed effective 05-06 school year. This position is Manual Trades, pay grade 3, and will be paid out of Food Service funds (\$8.18 to \$10.22 hourly on a 226-day calendar).

SUPERINTENDENT RECOMMENDATION

It is recommended that the Personnel Committee approve recommendation to the Board of Trustees for creation of above-referenced position.

PERSONNEL COMMITTEE ACTION REQUESTED

Move to approve the above-mentioned proposal as recommended by the Superintendent to the Board of Trustees for approval.