

Agenda of Special Meeting

The Board of Trustees Canutillo ISD

A Special meeting of the Board of Trustees of Canutillo ISD will be held December 11, 2006, 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: Margarito (Mago) Arellano, Chairperson - Shonda Jordan and Armando Rodriguez
 2. Instruction and Student Affairs
 - A. NONE
 3. Personnel
 - A. Creation of Position: District Lead Custodian 2
 - B. 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 – December 11, 2006

3. A Creation of Position

**Facilities and Transportation Division:
District Lead Custodian**

Support Services

Background Information and Rationale for Reclassification, 3.A:

Facilities and Transportation Division: • A District Lead Custodian is necessary to work with the District's custodial consultant to understand and implement their recommendations, organize training, order equipment.

The District Lead Custodian will coordinate with the Maintenance Department to define the specific preventive maintenance activities for which the custodians will be responsible. The Maintenance Department will be responsible for all other preventive activities. For the summer, this person will also coordinate preventive maintenance activities that would best be done by teams of district employees, such as refinishing wood gym floors.

Finally, the person in this position will also serve as a substitute custodian for short term absences. Serving as a short-term substitute will allow the District Lead Custodian to become familiar with every facility and every cleaning task in the district.

This position will report to the Facilities and Transportation Executive Director and is a Manual Trades, Pay Grade 6 (\$13.19 to \$16.49 at midpoint). This position will be paid out of local funds. Job description is attached.

SUPERINTENDENT RECOMMENDATION

Approve recommended item to the Board of Trustees.

PERSONNEL COMMITTEE ACTION REQUESTED

Move to recommend approval of agenda item to the Board of Trustees.

Canutillo Independent School District Personnel Requisition Form

REQUIREMENTS

Campus/Division/Dept.: Facilities and Transportation Division Date: December 1, 2006

New Board Approved Position(s): yes no No. of Position(s): 1

Position Title: District Lead Custodian Full-time Part-time
Exempt Non-exempt

Pay Grade: Manual Trades, Pay Grade 6 Salary Range: \$13.19 to \$16.49

Funding: Local 199.51.6129.00.915.7.99

Work Calendar: 260 Reports to: Facilities and Transportation Executive Director

REMARKS/COMMENTS

Justification:

The District Lead Custodian will serve as the main contact between the District and the Custodial Services vendor who will be contracted to provide essential custodial training, supplies, and equipment. This position is charged with overseeing that all facilities are maintained and cleaned according to industry standards and expectations.

POSITION PROFILE (May include a job description)

Education/Credentials/License Requirements (Major/Minor, if applicable)

Knowledge/Skill/Abilities (Job-related)

Working Conditions/Restrictions:

Job description is attached with all pertinent information pertaining to the above.

CONCURRENCES

Signed P. Padilla 12-4-06
Superintendent Date

Signed _____
Associate Superintendent Date

Signed Lenie O'Brien 12-4-06
Human Resources Executive Director Date

Signed [Signature] 12/4/06
Comptroller Date

Signed P. Padilla 12-4-06
Originator Date