

Resolution No. 2024-72

**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 16th day of July 2024, 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. High School Athletic Department Assistance
Assist the high school athletics departments with various tasks such as selling and taking tickets at the gates and working the concessions for home athletic events.
 - b. Limited Clerical Assistance
Perform limited clerical activities at LUSD facilities which may include: physically and electronically duplicating, scanning, filing, indexing, and organizing documents and files.
 - 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 Bridge Program Assistance
Provide homework tutoring; read with students; play academic games & activities with students. Lead students in academic enrichment areas, (art, science, traditional sports, nontraditional sports, drama, & dance). Provide support during snack & attendance time. Supervise, observe & control behavior of students according to Bridge Program Rules of Conduct. Assure the health and safety of students by following health & safety rules; assist students regarding the building of self-esteem & development of a value system; provide proper examples, emotional support, friendly attitude & general guidance. Help maintain a clean, orderly work area.
 - e. 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.
 - f. AVID Tutor
Serve as tutor in AVID classroom(s) to groups of middle or high school students, facilitate learning, and implement AVID methodologies by performing collaborative inquiry processes, assist students in any phase of the writing process, such as brainstorming, composing and editing, assist students in any subject area by being familiar with textbooks, materials and AVID classroom resources, assist in teaching study skills and other aspects of college preparation, monitor student progress during tutorials, providing feedback to students and teachers, assist students in maintaining an AVID binder with calendar, assignment sheets, tutorial worksheets, and daily notes in all academic classes, when possible, participate in AVID field trips, motivational activities and site team meetings, and other related duties.

2. The pay for these employee(s) shall be:

a. <u>High School Athletic Department Assistance</u>	\$16.00 per hour
b. <u>Limited Clerical Assistance</u>	\$17.50 per hour
c. <u>Limited Cleaning Assistance</u>	\$20.25 per hour
d. <u>Limited Bridge Program Assistance</u>	\$17.75 per hour
e. <u>Limited Warehouse & Delivery Assistance</u>	\$21.75 per hour
f. <u>AVID Tutor</u>	\$21.00 per hour

3. The term of this employment shall be no more than 170 days beginning July 1, 2024, and ending June 30, 2025.