

**WILLITS UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
Special Meeting
Law Offices of Christopher J. Neary
110 S Main St # C, Willits, CA
Thursday, October 10, 2013
10:30 a.m. Open Session
10:45 a.m. Closed Session**

MINUTES

1. Call Meeting to Order

Board Clerk Rodriguez called the meeting to order at 10:35 a.m.

2. Flag Salute

The flag salute was led by Saprina Rodriguez.

3. Notice of Special Meeting

Board Clerk Rodriguez read the Notice of Special Meeting:
Pursuant to the Ralph M. Brown Act (California Government Code Section 54956.5), no business may be considered at a Special Meeting other than what is specified on the written agenda.

4. Agenda Approval

MSP (Bowlds/Harper) to approve the agenda.

Ayes: Harper, Neary, Bowlds, Rodriguez
Noes: None
Absent: Carni
Abstain: None

5. Action/Discussion

A. Approval of Resolution Number 2013/14-7: Resolution of the Board of Education of the Willits Unified School District Authorizing the Redemption of Its Direct Pay Qualified School Construction General Obligation Bond Anticipation Notes and Directing Actions in Connection Therewith

MSP (Harper) to approve the resolution as presented.
Motion died for lack of second.

MSP (Bowlds/Harper) to move this item to follow Item 8.

Ayes: Harper, Neary, Bowlds, Rodriguez
Noes: None
Absent: Carni
Abstain: None

B. Approval of New Classified Job Description: Food Services Assistant

MSP (Harper/Bowlds) to approve the job description as presented. SEE ATTACHMENT A.

Ayes: Harper, Neary, Bowlds, Rodriguez
Noes: None
Absent: Carni
Abstain: None

6. Public Comments on the Closed Session Items

No comments were received.

7. Recess to Closed Session

Board Clerk Rodriguez recessed to closed session at 10:45 a.m.

A. Existing Litigation, CFW v WUSD, Napa County Superior Court Case Number 26-59822
(G.C. 54956.9)

8. Reconvene to Open Session

Board Clerk reconvened to open session at 12:59 p.m.

Approval of Resolution Number 2013/14-7: Resolution of the Board of Education of the Willits Unified School District Authorizing the Redemption of Its Direct Pay Qualified School Construction General Obligation Bond Anticipation Notes and Directing Actions in Connection Therewith

MSP (Harper/Bowlds) to approve the resolution as presented.

Ayes: Harper, Bowlds, Rodriguez

Noes: None

Absent: Carni, Neary

Abstain: None

9. Report Out of Closed Session

Board Clerk Rodriguez reported that the no action was taken during closed session.

10. Adjourn

MSP (Bowlds/Harper) to adjourn at 1:10 p.m.

Ayes: Harper, Bowlds, Rodriguez

Noes: None

Absent: Carni, Neary

Abstain: None


Patricia Johnson, Superintendent

Saprina Rodriguez, Board Clerk

DISTRICT FOOD SERVICE ASSISTANT

Definition:

Under the supervision of the Director of Food Services and subject to the day-to-day direction of the cafeteria managers, the FOOD SERVICE ASSISTANT assists the cafeteria managers, and manages the lunch accounts for all students and staff. Also, assists with the cleaning of food preparation and serving areas, and delivery of food to school sites.

Example of Duties: (Note: These examples are intended only as illustrations of the various lines of work performed in this position. The examples of work performed are neither limited to nor all encompassing of the duties to be performed under this job title.)

- Assist with preparing and serving meals. **E**
- Assist with set up and clean up of the kitchen and serving areas. **E**
- Assist with ordering, inventorying, and organizing kitchen supplies. **E**
- Assist with the supervision of students in the cafeteria. **E**
- Collect money for meals from students and adults **E**
- Collect free and reduced lunch applications. **E**
- Responsible for computer data entry and maintenance of all meal accounts **E**
- Deliver bank deposits to district office on a daily basis. **E**
- Contact parents by phone regarding delinquent accounts. **E**
- Daily cleaning and maintenance of dishwasher, refrigerator, and other related kitchen appliances as well as surrounding work areas. **E**
- Mopping, dusting and sweeping of floors and mats. **E**
- Delivers food/meals to sites. (District vehicle provided) **E**
- Perform all related duties as required.

Minimum Qualifications:

- Education equivalent to graduation from high school.
- Knowledge of how to use commercial kitchen equipment, e.g. garbage disposal, dishwasher, mixer, slicer, an oven, stove, etc. **E**
- Basic computer knowledge.
- Experience in accurately maintaining monetary accounts.
- SafeServe Certification **E**
- Valid California Driver's License. **E**
- Ability to follow verbal directions. **E**

Desirable Qualifications:

- Experience working in food services and with people of varying ages.
- Good people skills.
- Ability to work with all age groups.
- Good organizational skills.

Physical Abilities Required:

- Ability to stand continuously for extended periods of time.
- Ability to lift up to 40 pounds of weight from ground level to waist height and to carry that weight at least 50 feet.
- Ability to work overhead with arms fully extended.
- Ability to work in bent, kneeling, stooped or confined positions.
- Sufficient mobility to access upper and lower storage areas.
- Ability to sit for extended periods of time.
- Ability to work in a noisy environment.

Environmental Conditions:

- Occasional exposure to toxic chemicals (cleaning agents, solvents, etc.)
- Regular exposure to loud voices and noises.

DRAFT 10-10-2013

E = Essential Functions: The reason the position exists is to perform these function. The basic job duties that an employee must be able to perform, with or without reasonable accommodations.

ATTACHMENT A