

Kemmerer, Jacob	Var Asst Boys Track Coach	3	3	2,329.69
Azeltine, Jay	Boys Track Coach	-	-	Volunteer
Monahan, Ian	Boys Track Coach	-	-	Volunteer
Smith, Tim	Boys Track Coach	-	-	Volunteer
Smolewski, Jeff	Boys Track Coach	-	-	Volunteer
Mangette, Renee	Head Var Girls Track Coach	2	4	3,274.16
Miller, Ashleigh	Var Asst Track Coach	3	5	2,770.44
Williamson, Seth	JrHi Boys Track Coach	4	0	1,259.29
Steffen, Susan	JrHi Girls Track Coach	4	9	2,487.10

All positions are contingent upon enough students to form a team.

All coaches / positions are pending obtaining all necessary paper-work & certifications.

Motion by _____, seconded by, _____ to approve the New Business Personal item(s) listed above. Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____.

5. NEW BUSINESS - OTHER:

CUSTODIAN JOB DESCRIPTION: The Custodian job description has been reviewed and updated; the Superintendent and OAPSE President recommend approval.

LIBERTY UNION-THURSTON LOCAL SCHOOL

**CUSTODIAN
JOB DESCRIPTION**

- QUALIFICATIONS:
1. Hold a high school diploma or equivalency
 2. Ability to follow written and oral procedures
 3. **Appearance must be neat and clean**
 4. Ability to communicate orally and in writing
 5. Submit a satisfactory background check as requested
 6. **Must have basic computer literacy skills: navigate Internet, email, and Microsoft software programs**
 7. **Passion to work with children and provide a clean and safe learning environment**
 8. **Ability to manage timelines and meet deadlines**
 9. **Ability to effectively multi-task**

REPORTS TO: Custodial Supervisor.

GOAL: To maintain fully-functional, as well as neat and clean school facilities

RESPONSIBILITIES: This job description is a guide. Its intent is not to limit the good judgment or ambition of the person in this position.

1. Mop corridors near the entrances as soon as students are in their classrooms.
2. Empty wastebaskets.
3. Clean and disinfect sinks, toilets, toilet seats, urinals, drinking fountains and metal fittings, mirrors, chrome fixtures, and writing from walls, stalls, floors, etc.
Empty sanitary napkins from receptacles in girls' and women's restrooms.
4. Sweep the cafeteria floors and arrange the seating after the lunch period. The floor should be mopped and washed as needed.
5. Sweep all classrooms and office rooms.
6. Sweep (dry mop) all corridors after pupils are in their classrooms in the morning and at the close of the school day. Clean stairways.
7. Clean classroom sinks.
8. Sweep outside walks to the entrances of the building.
9. Sweep the gymnasium.
10. Remove marks on walls and furniture as soon as detected.

11. Clean soiled areas in case of illness of pupils or other occupants of the building.
12. Clean auditorium.
13. Clean both sides of building entrance glass or windows.
14. See that all doors and windows are securely locked before leaving the building.
15. Pick up debris from the grounds, trim shrubbery, and remove lawn clippings from the grounds.
16. Mop, wax, and buff corridors.
17. Dust school and office rooms. This includes shelves, classroom furniture, cases, map racks, window sills, etc. It should be done more often if needed.
18. Wash cafeteria walls near garbage pails.
19. Clean all chalkboards, chalk trays and erasers.
20. Mop and disinfect shower room.
21. Replenish supplies of toilet tissue, paper towels, and liquid soap in all dispensers.
22. Remove and clean all light fixtures.
23. Clean windows on inside. The outside of windows should be cleaned once yearly during the summer, or as needed.
24. Repair any equipment, furniture, or structure i.e. screws into furniture, replace feet to chairs, etc.
25. Painting during summer months as directed by the building-services supervisor.
26. Check the thermostats, fans, etc.
27. Check in freight.
28. Remove broken or cracked glass.
29. Make minor plumbing, electrical, and hardware repairs.
30. Keep supply rooms and custodian's rooms neat and clean.
31. Replace light bulbs as required.
32. Strip, wax and buff classroom floors as needed.
33. Remove snow and ice from all entrances and exits. Free operation of doors should be insured.
34. Maintain an appropriate rapport with co-workers.
35. Communicate effectively with the supervisor.
36. Comply with all Board of Education policies.
37. Complete all other building service-related duties assigned by the building services supervisor, principal or superintendent.
38. Maintain a friendly and helpful attitude with students, staff and the general public.
- 39. Communicate directly with Building Principal and Supervisor in regards to all areas that may be a safety concern.**

[Approved: January 10, 2000]
 [Revised: March 13, 2006]
 [Revised: **January 17, 2015**]

Motion by _____, seconded by _____, to approved the revised Custodian Job Description as printed above. Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____; Caito, _____.

6. EXECUTIVE SESSION

An Executive Session is requested to discuss legal matters.

A. GO INTO EXECUTIVE SESSION: Motion by _____, seconded by _____, to go into Executive Session at _____ a.m. Hutton, _____; Shook, _____; Walter, _____; Caito, _____; Hochradel, _____.

B. RETURN FROM EXECUTIVE SESSION: Motion by _____, seconded by _____, to return from Executive Session at _____ a.m. Shook, _____; Walter, _____; Caito, _____; Hochradel, _____; Hutton, _____.

7. NEXT REGULAR MEETING

The next regular meeting of the Board of Education will be held on **Monday, February 9, 2015**, at **7:00 p.m.** at the Liberty Union-Thurston District Office.

8. ADJOURN: Motion by _____, seconded by _____, to adjourn at _____ a.m. Walter, _____; Hochradel, _____; Hutton, _____; Caito, _____; Shook, _____.

Saturday, January 17, 2015 Schedule

- 8:00 Food Service Supervisor, **Jan Friedrich**
- 8:20 Curriculum Coordinator, **Jennifer Blackstone**
- 8:40 High School Principal & Ass't Principal, **Ed Miller & Ken Dille**
- 9:00 Middle School Principal & Ass't Principal, **Tim Turner & Ken Dille**
- 9:20 Elementary School Principal, **Linda Raney**
- 9:40 Special Education Supervisor, **Jan Clayton**
- 10:00 Maintenance Supervisor, **Joe Peardon**
- 10:20 Building Services Supervisor, **Rick Delynko**
- 10:40 High School Athletic Director, **Adam Brately**
- 11:00 Technology Coordinator, **John LaBelle**
- 11:20 Transportation Supervisor, **Kevin Mapes**
- 11:40 Superintendent, **Todd Osborn**