



MEMORANDUM

Executive Director, Operations
1936 Carlotta Dr., Concord, CA 94519

Date: August 4, 2015

To: Nellie Meyer, Superintendent
From: Jeff McDaniel, Executive Director, Operations
RE: Custodial Staff

This is a request to add five P.M. Custodian positions to the existing staffing.

These positions will be placed at the five comprehensive High Schools and will be scheduled from 11 a.m. to 7 p.m. in order to provide additional daytime support along with night cleaning.

These positions are necessary to provide services to staff, students, and public. In year 2011-12 each high school was reduced by one full time Head Custodian and one full time pm custodian, which resulted in a reduction of 16 hours of custodial services per site, per day. Since the reductions, each high school has increased square footage with the addition of science wings (approximately 4,800 sq. feet) along with an additional mini-gym at Concord High School and an aquatic complex at Northgate High School.

Currently the staffing at the High School is as follows:

- College Park HS: 1 day custodian, 1 leadworker, 3 p.m. custodians
- Concord HS: 2 day custodian, 1 leadworker, 2 p.m. custodians
- Mt. Diablo HS: 1 day custodian, 1 leadworker, 3 p.m. custodians
- Northgate HS: 1 day custodian, 1 leadworker, 3 p.m. custodians
- Ygnacio Valley HS: 1 day custodian, 1 leadworker, 3 p.m. custodians

Each of these schools is currently using a 2 day skip cleaning of the classrooms. In addition, if there are events at the school sites, the skip cleaning is extended to 3 day skip.

The expense for this enhancement would be \$287,497.00 to the District General Fund.

In order to provide upkeep and cleanliness for the High Schools, I believe this additional support is warranted.

Thank you very much for your consideration and support.