

June 25, 2014

To: Harriet Tubman Village Charter Governing Board
Interim Principal, Rachel McCoy

From: Troy Murphree, Community Representative HTVCS Governing Board

Re: Request for Establishment of a Facilities Manager Position

As the community representative to the Board, I request that the Board and Interim Principal establish a Facilities Manager position to assume overall responsibility for maintenance of all school facilities and grounds as well as management of staff and subcontractors performing related duties. Because the community members have been performing much of the work that a school gardener should be doing, a staff gardener position may also be warranted.

Background

During the last HTVCS administration, the staff member who had been performing or overseeing gardening, grounds maintenance, janitorial work, ordering of supplies, etc. was laid off. According to the Administrative Assistant, Ana Mota, he was employed by San Diego Unified School District (SDUSD) and was therefore laid off when the school became a 501(c)(3). Subsequently, all maintenance has piecemealed with oversight by the principal. Related changes included a new janitorial service; the principal bringing a gardener to HTVCS couple of days a week; hiring of a custodian (Richard Russ), and reliance on the community for maintenance of the perimeter landscaping and the donated fruit orchard; installation and repair of portions of the irrigation system; and occasional irrigation and maintenance of the front lawn and trees during extended school breaks when the gardener did not come to the campus. According to Ms. Mota, the gardener is no longer working regularly and must be called. She also indicated that a number of other staff members are working part time as custodians.

Recommendation to the Board

1. Direct the Hiring Committee to develop a full time Facilities Manager position and recommend candidate to be hired no later than the beginning of the 2014-2015 school year. The Facilities Manager will report to the HTVCS Governing Board until installation of permanent principal. In order to hire the most suitable candidate the Board shall do the following:

- a. Direct office staff to provide the Staff Development Committee a copy the job description for the previous facilities manager and/or collect representative job descriptions and salaries from other charter schools.
- b. Direct Hiring Committee to recommend the top two to three Facilities Manager candidates to the Board and interim principal for consideration.

2. Reevaluate and recommend services or staff that will be managed by the new Facilities Manager for renewal simultaneous with filling the Facilities Manager position.

- a. Direct staff to provide the Hiring Committee with a list of all facilities management-related services and staff positions with copies of any documentation related to the following services including contracts, agreements, job descriptions, salaries, payment information, and related information for the following:
 - i. Fruit Orchard education and maintenance
 - ii. Gardener
 - iii. Full and part time staff custodians
 - iv. Waste Management Service
 - v. Arborists for the last five years
 - vi. Alarm System
 - vii. Other goods and service suppliers