

**SOUTH KERN CEMETERY DISTRICT/ARVIN
SPECIAL MEETING OF THE BOARD OF TRUSTEES
TUESDAY, AUGUST 27, 2013, 5:30 PM AT THE ARVIN PUBLIC LIBRARY
201 CAMPUS DRIVE, ARVIN, CA 93203
AGENDA**

1) CALL TO ORDER & PLEDGE OF ALLEGIANCE

2) AUDIENCE COMMENTS – This portion of the meeting is reserved for persons to address the Board on any matter not on this agenda but under the jurisdiction of the Board. Board members may respond briefly to statements made or questions posed. They may ask a question for clarification, make a referral to staff for factual information or request staff to report back to the Board at a later meeting. Also, the Board may take action to direct the staff to place a matter of business on a future agenda. **SPEAKERS ARE LIMITED TO TWO MINUTES. PLEASE STATE AND SPELL YOUR NAME BEFORE MAKING YOUR PRESENTATION. THANK YOU!**

3) TRUSTEE COMMENTS - On their own initiative, Board members may make an announcement or a report on their own activities. They may ask a question for clarification, make a referral to staff, or take action to have staff place a matter of business on a future agenda (Gov. Code Sec. 54954.2[a])

4) NEW BUSINESS

- Hearing For 2013 – 2014 Budget
- District Manager & Administrative Assistant Job Description Review
- Job Postings: 1) District Manager, 2) Administrative Assistant/Office Assistant
- Consideration For Bonus For Administrative Assistant

5) AUDIENCE COMMENTS – 2 MINUTES EACH

6) BOARD COMMENTS OR FUTURE AGENDA ITEMS

7) NEXT REGULAR MEETING: TUESDAY SEPTEMBER 17, 2013 @ 5:30 PM

8) ADJOURN

The Boardroom of the South Kern Cemetery District is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the Board of Directors may request assistance by contacting the district office at 15543 S. Vineland Rd., or by calling (661)845-2540. Every effort will be made to reasonably accommodate individuals with disabilities by making material available in alternative formats. Requests for assistance should be made (5) working days in advance of a meeting whenever possible.

POSTED BY: _____ DATE _____