

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, September 4, 2018

Regular Meeting – 4:00 p.m.

133 Mission Street, Santa Cruz

Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Mr. Mark Violante, Chairperson
- ☐ Ms. Pamela Hernandez, Vice Chairperson
- ☐ Mr. Brian Murtha, Commissioner

1.1 Pledge of Allegiance

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda-Deletions or Change of Sequence

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

	Aug	July	Total
New Hire	17	14	31
Add FTE	0	4	4
Promotion	3	5	8
Transfer	3	4	7
Layoff	1	0	1
Resign	15	4	19
Temp Hire	3	0	3
Open	24	23	
Pending	5	4	

■ **Update:**

- Welcome Breakfast and Service Awards
- Professional Development Day for 9-month employees
- Northern Cal School Personnel Commission Association Conference next month

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meeting of August 7, 2018 be approved as submitted.

Sample Motion: I move to approve the minutes for the meetings of August 7, 2018.

Discussion

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2017-18 Budget Expenditures for this Period

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Approve Salary Step for Occupational Therapists

Background: We have been recruiting for 2 Occupational Therapist positions since May. Last month, we found 2 excellent candidates with 15-20 years of experience each. While working for SCCS would mean a lower salary, they both feel like it would be a good change. They are willing to consider employment at Step 6. One started working 8/24/18. The other is still considering the offer.

The district recognizes that there is a shortage of employees throughout California and in Santa Cruz. They support starting employees at a higher step to ensure the students are served.

Recommendation: Approve hiring two Occupational Therapists at Step 6 on the Licensed Professionals salary schedule.

Sample Motion: I move to approve hiring two Occupational Therapists at Step 6 on the Licensed Professionals salary schedule.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

7.2 Commission Members' Reports or Comments

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, October 2, 2018 at 133 Mission Street.

10.0 ADJOURNMENT

Adjournment at (time) _____.

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, November 6, 2018

Regular Meeting – 4:00 p.m.

133 Mission Street, Santa Cruz

Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Mr. Mark Violante, Chairperson
- ☐ Ms. Pamela Hernandez, Vice Chairperson
- ☐ Mr. Brian Murtha, Commissioner

1.1 Pledge of Allegiance

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda-Deletions or Change of Sequence

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

	Oct	Sept	Aug	July	Total
New Hire	8	11	17	14	50
Increase FTE	0	6	2	4	12
Decrease FTE	0	2	0	0	2
Promotion	5	2	3	5	15
Reclass	0	0	0	1	1
Transfer	0	0	3	4	7
Layoff	0	3	1	0	4
Released	1	0	0	0	1
Resign	2	7	15	4	28
Temp Hire	8	5	3	0	16
Open	14	18	23	22	
Open Temp	2	2	1	1	
Pending	2	3	5	4	

- Add FTE in August: Parent/Community Support Coordinator at MHMS and Yard Duty at WL.

■ **Update:**

- **School Personnel Commissioners Association of Northern California (SPCA-NC)**
At the SPCA-NC meeting on October 9th, the Director, Keneé Houser, was elected to the Board of Directors for a 2-year term. The Association meets monthly in Hayward. The first meeting will be November 15.
- **ESCAPE Trainings**
- **Recruitment Progress**

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meeting of October 2, 2018 be approved as submitted.

Sample Motion: I move to approve the minutes for the meetings of October 2, 2018.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2018-19 Budget Expenditures for this Period

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Action: Approve Revised Job Description for Campus Safety Supervisor

Background: The experience level for the Campus Safety Supervisor was too specific and made it difficult to find qualified applicants. By changing the experience level to one year working with students, it opens the position to more applicants.

Recommendation: Approve the revised job description for Campus Safety Supervisor as submitted.

Sample Motion: I move to approve the revised job description for Campus Safety Supervisor as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

6.2 Action: Approved Revised Job Description for Executive Assistant II-Superintendent

Background: The requirements of this position originally included 5 years of office experience. This was changed to 3 years of experience to expand the eligibility of more applicants. Ability to work flexible hours, including evenings was added to the job description. This has always been a requirement of the position, but wasn't included in the job description.

Recommendation: Approve the revised job description for Executive Assistant II-Superintendent as submitted.

Sample Motion: I move to approve the revised job description for Executive Assistant II-Superintendent as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

6.3 Action: Approve for First and/or Final Reading of Changes to Merit Rule 1400.3 Regarding Promotions

Background: Per the contract, when employees work out-of-class, the rate of pay is determined by the range of the work they are doing and their **current step**. Per Merit Rule 1400.3, when employees promote, they receive **at least 5%**. This means that an employee who has been a Night Custodian for 16 years, at 22-6 (range 22, step 6) would promote to a day Custodian at 27-5 or a Head Custodian at 32-2.

With 15 years of longevity,
22-6 = \$22.03
\$22.03 + 5% = \$23.13

27-5 = \$23.72
32-2 = \$23.20

Using this recommendation, the Night Custodian would make more money promoting to a lower range. Employees are often disappointed and confused when they learn their step is going down.

Recommendation: Approve the revised Merit Rule 1400.3 as submitted.

Sample Motion: I move to approve revised Merit Rule 1400.3 as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

6.4 Information: Changes to Director's Calendar

Add as work days: 10/7, 10/22, 11/15, 11/16

Take off as non-work days: 11//1, 1/18, 3/21, 4/19

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

7.2 Commission Members' Reports or Comments

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, December 4, 2018 at 133 Mission Street.

10.0 ADJOURNMENT

Adjournment at (time) _____.

RECRUITMENT IN PROGRESS AS OF
October 29, 2018

POSITION	OPEN	CLOSE	WRITTEN	ORAL	HIRING
			on-going		TBD

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, January 8, 2019
Regular Meeting – 4:00 p.m.
133 Mission Street, Santa Cruz

Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Mr. Mark Violante, Chairperson
- ☐ Ms. Pamela Hernandez, Vice Chairperson
- ☐ Mr. Brian Murtha, Commissioner

- 1.1 Pledge of Allegiance**
- 1.2 Welcome and Explanation of Format**
- 1.3 Establishment of Quorum**
- 1.4 Agenda-Deletions or Change of Sequence**

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	5	9	8	11	17	14	64
Increase FTE	1	1		6		4	12
Decrease FTE				2			2
Promotion	1	1	5	2	3	5	17
Reclass						1	1
Transfer	1				3	4	8
Layoff				3	1		4
Released			1				1
Resign	3	4	2	7	15	4	35
Retire	3			1	1		5
Temp Hire	3	5	8	5	3	0	24
Open	13	16	8	18	23	22	
Open Temp	2	3	3	3	1	1	
Pending	1	0	2	3	5	4	

Shaded cells reflect the following:

12/4 Updated Temp openings to reflect opening for Maria Hernandez
12/13 Added resignation in November for Dessire Sedano at BV
12/17 Added 1 open-nov for Behavior Tech sped at BMS (pending Andrea Corsino)
1/3 Added a line for Retire

■ Update:

- Recruitment Status Update
- California School Personnel Commission Association Conference February 7-10
- Site visit (Bay View Elementary) with Brian Murtha was on December 10th.
- Annual Report was presented to the Board on December 12th.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meeting of December 4, 2018 be approved as submitted.

Sample Motion: I move to approve the minutes for the meetings of December 4, 2018.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2018-19 Budget Expenditures for this Period

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS: None

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

7.2 Commission Members' Reports or Comments

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, February 5, 2019 at 133 Mission Street.

10.0 ADJOURNMENT

Adjournment at (time) _____.

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, February 5, 2019
Regular Meeting – 4:00 p.m.
133 Mission Street, Santa Cruz

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1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

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- 1.1 Pledge of Allegiance**
- 1.2 Welcome and Explanation of Format**
- 1.3 Establishment of Quorum**
- 1.4 Agenda-Deletions or Change of Sequence**

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

	Jan	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	17	5	9	8	11	17	14	81
Increase FTE	2	1	1		6		4	14
Decrease FTE					2			2
Promotion		1	1	5	2	3	5	17
Reclass							1	1
Transfer	1	1				3	4	9
Layoff					3	1		4
Released	1			1				2
Resign	4	3	4	2	7	15	4	39
Retire	1	3			1	1		6
Temp Hire	6	3	5	8	5	3	0	30
Open	9	13	16	8	18	23	22	
Open Temp		2	3	3	3	1	1	
Pending	4	1	0	2	3	5	4	

New hires include 8 Yard Duty Monitors and 4 Playground Recess Coaches who moved into "regular" positions per AB 2160

■ **Update:**

- Recruitment Status Update
- Limited Term Employment: Reviewing section 1600 in PC Rules
- Site Budgets and Staffing for 2019-2020
- California School Personnel Commission Association Conference February 7-10

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meeting of January 8, 2019 be approved as submitted.

Sample Motion: I move to approve the minutes for the meetings of January 8, 2019.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2018-19 Budget Expenditures for this Period

Information:

- The CSPCA Conference in Anaheim is currently estimated to be \$4,000 (\$3,720 + meals and other expenses). Budget items will be moved to accommodate these expenses. We anticipate staying within the overall Personnel Commission budget.
- The expenses for the SPCA/NC Conference in Reno (registration and expenses) were moved from "Mileage, Travel, & Conferences" to "Contractual Benefit."

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 First or Final Reading: Job Description for Office Assistant-District Office

The District is creating a new position to work in the reception area of the District Office. The current Office Assistant job description relates mostly to duties at the site level. The new job description will better meet the needs of the District Office.

6.2 Discussion: Communicating Director Work Days

Background: Every May, the Director turns in a projected work calendar for the upcoming academic year. This calendar shows work days and days off. It is signed by the Personnel Commission Chairperson and shared with Human Resources. In the past, as the Director's calendar changes, those changes have been presented at Commission meetings. Other Directors (with SCCS and other districts) communicate calendar changes only with their supervisor and department/district employees. The Director is proposing to communicate dates off with supervisors (Commissioners) at the monthly meetings as needed. The dates won't necessarily be listed on the agenda details. This will be determined by consensus. No vote is necessary.

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

7.2 Commission Members' Reports or Comments

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, March 5, 2019 at 133 Mission Street.

10.0 ADJOURNMENT

Adjournment at (time) _____.

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, February 5, 2019
Regular Meeting – 4:00 p.m.
133 Mission Street, Santa Cruz

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1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

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- 1.1 Pledge of Allegiance**
- 1.2 Welcome and Explanation of Format**
- 1.3 Establishment of Quorum**
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2.0 PUBLIC COMMUNICATIONS

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3.0 DIRECTOR'S REPORT

	Jan	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	17	5	9	8	11	17	14	81
Increase FTE	2	1	1		6		4	14
Decrease FTE					2			2
Promotion		1	1	5	2	3	5	17
Reclass							1	1
Transfer	1	1				3	4	9
Layoff					3	1		4
Released	1			1				2
Resign	4	3	4	2	7	15	4	39
Retire	1	3			1	1		6
Temp Hire	6	3	5	8	5	3	0	30
Open	9	13	16	8	18	23	22	
Open Temp		2	3	3	3	1	1	
Pending	4	1	0	2	3	5	4	

New hires include 8 Yard Duty Monitors and 4 Playground Recess Coaches who moved into "regular" positions per AB 2160

■ **Update:**

- Recruitment Status Update
- Limited Term Employment: Reviewing section 1600 in PC Rules
- Site Budgets and Staffing for 2019-2020
- California School Personnel Commission Association Conference February 7-10

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meeting of January 8, 2019 be approved as submitted.

Sample Motion: I move to approve the minutes for the meetings of January 8, 2019.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
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- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2018-19 Budget Expenditures for this Period

Information:

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6.0 NEW BUSINESS:

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8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

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10.0 ADJOURNMENT

Adjournment at (time) _____.

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, March 5, 2019
Regular Meeting – 4:00 p.m.
133 Mission Street, Santa Cruz

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1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

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- ☐ Mr. Mark Violante, Chairperson
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- 1.2 Welcome and Explanation of Format**
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- 1.4 Agenda-Deletions or Change of Sequence**

2.0 PUBLIC COMMUNICATIONS

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3.0 DIRECTOR'S REPORT

	Feb	Jan	Dec	Nov	Oct	Sept	Aug	July	<i>Total</i>
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Increase FTE	1	2	1	1		6		4	14
Decrease FTE	1					2			2
Promotion	1		1	1	5	2	3	5	17
Reclass								1	1
Transfer	1	1	1				3	4	9
Layoff						3	1		4
Released		1			1				2
Resign	3	4	3	4	2	7	15	4	39
Retire		1	3			1	1		6
Temp Hire	5	6	3	5	8	5	3	0	30
Open	7	12	13	16	8	18	23	22	
Open Temp			2	3	3	3	1	1	
Pending	1	4	1	0	2	3	5	4	

Corrections: Added 3 "Open" to January totals.

- **Update:**
 - Recruitment Status Update

- California School Personnel Commission Association Conference February 7-10
 - 4 P's: Pay, Performance, Points, Policy
 - Leveraging Social Media
- Revised Work Calendar

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meeting of February 5, 2019 be approved as submitted.

Sample Motion: I move to approve the minutes for the meetings of February 5, 2019.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2018-19 Budget Expenditures for this Period

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS: None

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

7.2 Commission Members' Reports or Comments

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, April 9, 2019 at 133 Mission Street.

Note: Due to Spring Break, this meeting is on the 2nd Tuesday of the month.

10.0 ADJOURNMENT

Adjournment at (time) _____.

Santa Cruz City Schools

PERSONNEL COMMISSION

Ms. Pamela Hernandez
Commissioner Vice Chair

Mr. Brian Murtha
Commissioner

Mr. Mark Violante
Commissioner: Chair



REGULAR MEETING of the Personnel Commission

Tuesday, April 9, 2019 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA 95060

Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.

- 1.0 CALL TO ORDER
 - 1.1 Pledge of Allegiance
 - 1.2 Welcome and Explanation of Format
 - 1.3 Establishment of Quorum
 - 1.4 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
 - 4.1 Consider Approval of Minutes
 - 4.2 Consent Agenda:
 - 4.2.1 Concerning Regular Assignments
 - 4.2.2 Concerning Provisional and Limited Term Assignments
 - 4.2.3 Concerning Exempt Assignments
 - 4.2.4 Eligibility Lists Established
 - 4.3 2018-2019 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
 - 6.1 Action: Change job title of Associate Mental Health Specialist (Intern) position (first or final read)
 - 6.2 Action: Approve revised job description for Playground/Recess Coach (first or final read)
- 7.0 REPORTS and comments
 - 7.1 Chairperson's Report
 - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS
- 10.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, May 7, 2019

Regular Meeting – 4:00 p.m.

133 Mission Street, Santa Cruz

Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Mr. Mark Violante, Chairperson
- ☐ Ms. Pamela Hernandez, Vice Chairperson
- ☐ Mr. Brian Murtha, Commissioner

1.1 Pledge of Allegiance

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda-Deletions or Change of Sequence

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

- Recruitment Status Update
- Annual evaluations: Internal deadline is 4/30. Contract deadline is 5/30. As of 5/2, 43% had been received.
- Personnel Actions:

	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	3	4	7	17	5	9	8	11	17	14	95
Increase FTE	1		1	2	1	1		6		4	16
Decrease FTE			1					2			3
Promotion			1		1	1	5	2	3	5	18
Reclass										1	1
Transfer			1	1	1				3	4	10
Layoff								3	1		4
Released	1	2		1			1				5
Resign	5	1	3	4	3	4	2	7	15	4	48
Retire				1	3			1	1		6
Temp Hire	2	1	5	6	3	5	8	5	3	0	38
Open	12	6	7	12	13	16	8	18	23	22	
Open Temp					2	3	3	3	1	1	
Pending			1	4	1	0	2	3	5	4	

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meeting of March 5, 2019 be approved as submitted.

Sample Motion: I move to approve the minutes for the meetings of March 5, 2019.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2018-19 Budget Expenditures for this Period

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Action: Approve Budget for 2019-2020

Background: Budget rationale and assumptions are included on the enclosed document.

Recommendation: Approve the 2019-2020 budget as submitted.

Sample Motion: I move to approve the 2019-2020 budget as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

6.2 Action: Approve Proposed Personnel Commission Meeting Dates for 2019-2020

No meeting in July, 2019	Tuesday, January 7, 2020
Tuesday, August 6, 2019	Tuesday, February 4, 2019
Tuesday, September 3, 2019	Tuesday, March 3, 2020
Tuesday, October 1, 2019	Tuesday, April 14, 2020
Tuesday, November 5, 2019	Tuesday, May 5, 2020
Tuesday, December 3, 2019	Tuesday, June 2, 2020

Information: There is no meeting scheduled for the month of July. The April meeting is on the 2nd Tuesday of the month due to spring break.

Recommendation: Amend as needed and approve the 2019-2020 Personnel Commission meeting dates.

Sample Motion: I move to approve the 2019-2020 Personnel Commission meeting dates as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

7.2 Commission Members' Reports or Comments

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, June 4, 2019 at 133 Mission Street.

10.0 CLOSED SESSION: DIRECTOR EVALUATION

Commissioners will meet with Director to review and discuss her annual evaluation.

10.0 ADJOURNMENT

Adjournment at (time) _____.

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, June 4, 2019
Regular Meeting – 4:00 p.m.
133 Mission Street, Santa Cruz

Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Mr. Mark Violante, Chairperson
- ☐ Ms. Pamela Hernandez, Vice Chairperson
- ☐ Mr. Brian Murtha, Commissioner

- 1.1 Pledge of Allegiance**
- 1.2 Welcome and Explanation of Format**
- 1.3 Establishment of Quorum**
- 1.4 Agenda-Deletions or Change of Sequence**

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

- Recruitment Status Update
- Annual evaluations: Internal deadline is 4/30. Contract deadline is 5/30. As of 5/31, 79% had been received.
- Special Education staffing reductions
- Work calendar for 2019-2020
- Personnel Actions: Next page

	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	1	3	4	7	17	5	9	8	11	17	14	96
Increase FTE	2	1		1	2	1	1		6		4	18
Decrease FTE				1					2			3
Promotion	1			1		1	1	5	2	3	5	19
Reclass											1	1
Transfer				1	1	1				3	4	10
Layoff	1								3	1		5
Released		1	2		1			1				5
Resign	11	5	1	3	4	3	4	2	7	15	4	59
Retire	3				1	3			1	1		9
Temp Hire	5	2	1	5	6	3	5	8	5	3	0	43
Open	21	12	6	7	12	13	16	8	18	23	22	
Open Temp						2	3	3	3	1	1	
Pending	4			1	4	1	0	2	3	5	4	

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: Approve the minutes for the meeting of May 7, 2019 as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2018-19 Budget Expenditures for this Period

Recommendation: Approve the Budget Expenditures for this period as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Action: Approve Job Description for Project Assistant

Background: This job description is being created to assist the Project Manager in the summer as the bond work is being done. It will be a limited term position for summer 2019. It is going to the Board for approval at their June 12th meeting.

Recommendation: Approve the job description for Project Assistant as submitted or amended.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

7.2 Commission Members' Reports or Comments

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, August 6, 2019 at 133 Mission Street.

10.0 CLOSED SESSION: DIRECTOR EVALUATION

Commissioners will meet with Director to review and discuss her annual evaluation.

10.0 ADJOURNMENT

Adjournment at (time) _____.

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, August 7, 2018
Regular Meeting – 4:00 p.m.
133 Mission Street, Santa Cruz

Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Mr. Mark Violante, Chairperson
- ☐ Ms. Pamela Hernandez, Vice Chairperson
- ☐ Mr. Brian Murtha, Commissioner

- 1.1 Pledge of Allegiance**
- 1.2 Welcome and Explanation of Format**
- 1.3 Establishment of Quorum**
- 1.4 Agenda-Deletions or Change of Sequence**

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

Last Month: 7/1/18 – 7/30/18	
New Hire	14
Add FTE	4
Promotion	5
Transfer	4
Resigned	4

Current Recruitments as of 8/2/18	
Open	23
Pending	4

■ **Update:**

- Office move
- Professional Development Day for 9-month employees
- Evaluations

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meetings of June 5 and June 20, 2018 be approved as submitted.

Sample Motion: I move to approve the minutes for the meetings of June 5 and June 20, 2018.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2018-2019 Budget Expenditures for this Period

Recommendation: Approve the budget expenditures for this period as submitted.

Sample Motion: I move to approve budget expenditures for this period as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS: None

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

7.2 Commission Members' Reports or Comments

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, September 4, 2018 at 133 Mission Street.

10.0 ADJOURNMENT

Adjournment at (time) _____.

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, September 4, 2018

Regular Meeting – 4:00 p.m.

133 Mission Street, Santa Cruz

Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Mr. Mark Violante, Chairperson
- ☐ Ms. Pamela Hernandez, Vice Chairperson
- ☐ Mr. Brian Murtha, Commissioner

1.1 Pledge of Allegiance

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda-Deletions or Change of Sequence

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

	Aug	July	Total
New Hire	17	14	31
Add FTE	0	4	4
Promotion	3	5	8
Transfer	3	4	7
Layoff	1	0	1
Resign	15	4	19
Temp Hire	3	0	3
Open	24	23	
Pending	5	4	

■ **Update:**

- Welcome Breakfast and Service Awards
- Professional Development Day for 9-month employees
- Northern Cal School Personnel Commission Association Conference next month

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meeting of August 7, 2018 be approved as submitted.

Sample Motion: I move to approve the minutes for the meetings of August 7, 2018.

Discussion

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2017-18 Budget Expenditures for this Period

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Approve Salary Step for Occupational Therapists

Background: We have been recruiting for 2 Occupational Therapist positions since May. Last month, we found 2 excellent candidates with 15-20 years of experience each. While working for SCCS would mean a lower salary, they both feel like it would be a good change. They are willing to consider employment at Step 6. One started working 8/24/18. The other is still considering the offer.

The district recognizes that there is a shortage of employees throughout California and in Santa Cruz. They support starting employees at a higher step to ensure the students are served.

Recommendation: Approve hiring two Occupational Therapists at Step 6 on the Licensed Professionals salary schedule.

Sample Motion: I move to approve hiring two Occupational Therapists at Step 6 on the Licensed Professionals salary schedule.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

7.2 Commission Members' Reports or Comments

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, October 2, 2018 at 133 Mission Street.

10.0 ADJOURNMENT

Adjournment at (time) _____.

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, October 2, 2018
Regular Meeting – 4:00 p.m.
133 Mission Street, Santa Cruz

Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Mr. Mark Violante, Chairperson
- ☐ Ms. Pamela Hernandez, Vice Chairperson
- ☐ Mr. Brian Murtha, Commissioner

- 1.1 Pledge of Allegiance**
- 1.2 Welcome and Explanation of Format**
- 1.3 Establishment of Quorum**
- 1.4 Agenda-Deletions or Change of Sequence**

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

	Sept	Aug	July	Total
New Hire	11	17	14	42
Increase FTE	6	0	4	10
Decrease FTE	2	0	0	2
Promotion	2	3	5	10
Reclass	0	0	1	1
Transfer	0	3	4	7
Layoff	3	1	0	4
Resign	7	15	4	26
Temp Hire	5	3	0	8
Open	18	23	22	
Open Temp	2	1	1	
Pending	3	5	4	

■ **Update:**

- Instagram and Twitter (sccs.personnel.commission)
- Website updates are done weekly
- Testing is now scheduled daily
- Escape: Financial-HR-Position Control program to replace Digital Schools July 1, 2019

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meeting of September 4, 2018 be approved as submitted.

Sample Motion: I move to approve the minutes for the meetings of September 4, 2018.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2017-18 Budget Expenditures for this Period

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Action: Approve Revised Job Description for Campus Safety Supervisor

Background: This job description was revised to include essential duties and responsibilities as Campus Safety Supervisor that were inadvertently omitted from the approved job description in April, 2018. The revised description includes duties that were in original job description and support the sites' needs. It was approved by the Board at its last meeting on September 26, 2018.

Recommendation: Approve the revised job description for Campus Safety Supervisor as submitted.

Sample Motion: I move to approve the revised job description for Campus Safety Supervisor as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

6.2 Information: AB2160 Yard Duty and Playground Recess Not Exempt in 2019

This bill is anticipated to become law this week and will go into effect January 1, 2019. It states that Playground and Yard Duty positions are no longer exempt and will be regular positions. Current employees become permanent on January 1st. We are working with the sites to determine the hours of each position. In the future, applicants will need to test and interview for these positions. They will step annually and receive sick, vacation, and holiday pay.

6.3 Information: Changes to Director's Calendar

Add as work days: 9/21, 10/23, 10/24

Take off as non-work days: 10/12, 10/15, 10/16

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

7.2 Commission Members' Reports or Comments

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, November 6, 2018 at 133 Mission Street.

10.0 ADJOURNMENT

Adjournment at (time) _____.

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, November 6, 2018

Regular Meeting – 4:00 p.m.

133 Mission Street, Santa Cruz

Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Mr. Mark Violante, Chairperson
- ☐ Ms. Pamela Hernandez, Vice Chairperson
- ☐ Mr. Brian Murtha, Commissioner

1.1 Pledge of Allegiance

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda-Deletions or Change of Sequence

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

	Oct	Sept	Aug	July	Total
New Hire	8	11	17	14	50
Increase FTE	0	6	2	4	12
Decrease FTE	0	2	0	0	2
Promotion	5	2	3	5	15
Reclass	0	0	0	1	1
Transfer	0	0	3	4	7
Layoff	0	3	1	0	4
Released	1	0	0	0	1
Resign	2	7	15	4	28
Temp Hire	8	5	3	0	16
Open	14	18	23	22	
Open Temp	2	2	1	1	
Pending	2	3	5	4	

- Add FTE in August: Parent/Community Support Coordinator at MHMS and Yard Duty at WL.

■ **Update:**

- **School Personnel Commissioners Association of Northern California (SPCA-NC)**
At the SPCA-NC meeting on October 9th, the Director, Keneé Houser, was elected to the Board of Directors for a 2-year term. The Association meets monthly in Hayward. The first meeting will be November 15.
- **ESCAPE Trainings**
- **Recruitment Progress**

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meeting of October 2, 2018 be approved as submitted.

Sample Motion: I move to approve the minutes for the meetings of October 2, 2018.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2018-19 Budget Expenditures for this Period

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Action: Approve Revised Job Description for Campus Safety Supervisor

Background: The experience level for the Campus Safety Supervisor was too specific and made it difficult to find qualified applicants. By changing the experience level to one year working with students, it opens the position to more applicants.

Recommendation: Approve the revised job description for Campus Safety Supervisor as submitted.

Sample Motion: I move to approve the revised job description for Campus Safety Supervisor as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

6.2 Action: Approved Revised Job Description for Executive Assistant II-Superintendent

Background: The requirements of this position originally included 5 years of office experience. This was changed to 3 years of experience to expand the eligibility of more applicants. Ability to work flexible hours, including evenings was added to the job description. This has always been a requirement of the position, but wasn't included in the job description.

Recommendation: Approve the revised job description for Executive Assistant II-Superintendent as submitted.

Sample Motion: I move to approve the revised job description for Executive Assistant II-Superintendent as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

6.3 Action: Approve for First and/or Final Reading of Changes to Merit Rule 1400.3 Regarding Promotions

Background: Per the contract, when employees work out-of-class, the rate of pay is determined by the range of the work they are doing and their **current step**. Per Merit Rule 1400.3, when employees promote, they receive **at least 5%**. This means that an employee who has been a Night Custodian for 16 years, at 22-6 (range 22, step 6) would promote to a day Custodian at 27-5 or a Head Custodian at 32-2.

With 15 years of longevity,
22-6 = \$22.03
\$22.03 + 5% = \$23.13

27-5 = \$23.72
32-2 = \$23.20

Using this recommendation, the Night Custodian would make more money promoting to a lower range. Employees are often disappointed and confused when they learn their step is going down.

Recommendation: Approve the revised Merit Rule 1400.3 as submitted.

Sample Motion: I move to approve revised Merit Rule 1400.3 as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

6.4 Information: Changes to Director's Calendar

Add as work days: 10/7, 10/22, 11/15, 11/16

Take off as non-work days: 11//1, 1/18, 3/21, 4/19

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

7.2 Commission Members' Reports or Comments

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, December 4, 2018 at 133 Mission Street.

10.0 ADJOURNMENT

Adjournment at (time) _____.

RECRUITMENT IN PROGRESS AS OF
October 29, 2018

POSITION	OPEN	CLOSE	WRITTEN	ORAL	HIRING
			on-going		TBD

Santa Cruz City Schools

PERSONNEL COMMISSION

Ms. Pamela Hernandez
Commissioner

Mr. Brian Murtha
Commissioner: Vice Chair

Mr. Mark Violante
Commissioner: Chair



REGULAR MEETING of the Personnel Commission

Tuesday, December 4, 2018 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA 95060

Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.

- 1.0 CALL TO ORDER
 - 1.1 Pledge of Allegiance
 - 1.2 Welcome and Explanation of Format
 - 1.3 Establishment of Quorum
 - 1.4 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
 - 4.1 Consider Approval of Minutes
 - 4.2 Consent Agenda: None
 - 4.3 2018-2019 Budget Expenditures for this Period
- 5.0 OLD BUSINESS:
 - 5.1 Action: Approve Changes to Merit Rule 1400.3 Regarding Promotions
- 6.0 NEW BUSINESS:
 - 6.1 Information: Renewed appointment of Commissioner Pamela Hernandez
 - 6.2 Action: Select Chairperson and Vice Chairperson for 2019
 - 6.3 Discussion: 2017-2018 Personnel Commission Annual Report
- 7.0 REPORTS and comments
 - 7.1 Chairperson's Report
 - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS
- 10.0 ADJOURNMENT

Santa Cruz City Schools

PERSONNEL COMMISSION

Ms. Pamela Hernandez
Commissioner Vice Chair

Mr. Brian Murtha
Commissioner

Mr. Mark Violante
Commissioner: Chair



REGULAR MEETING of the Personnel Commission

Tuesday, March 5, 2019 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA 95060

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 - 4.1 Consider Approval of Minutes
 - 4.2 Consent Agenda:
 - 4.2.1 Concerning Regular Assignments
 - 4.2.2 Concerning Provisional and Limited Term Assignments
 - 4.2.3 Concerning Exempt Assignments
 - 4.2.4 Eligibility Lists Established
 - 4.3 2018-2019 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS: None
- 7.0 REPORTS and comments
 - 7.1 Chairperson's Report
 - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS
- 10.0 ADJOURNMENT

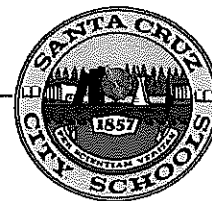
Santa Cruz City Schools

PERSONNEL COMMISSION

Ms. Pamela Hernandez
Commissioner Vice Chair

Mr. Brian Murtha
Commissioner

Mr. Mark Violante
Commissioner: Chair



REGULAR MEETING of the Personnel Commission

Tuesday, April 9, 2019 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA 95060

Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.

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 - 4.2.3 Concerning Exempt Assignments
 - 4.2.4 Eligibility Lists Established
 - 4.3 2018-2019 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
 - 6.1 Action: Change job title of Associate Mental Health Specialist (Intern) position (first or final read)
 - 6.2 Action: Approve revised job description for Playground/Recess Coach (first or final read)
- 7.0 REPORTS and comments
 - 7.1 Chairperson's Report
 - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS
- 10.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, April 9, 2019
Regular Meeting – 4:00 p.m.
133 Mission Street, Santa Cruz

Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Mr. Mark Violante, Chairperson
- ☐ Ms. Pamela Hernandez, Vice Chairperson
- ☐ Mr. Brian Murtha, Commissioner

- 1.1 Pledge of Allegiance**
- 1.2 Welcome and Explanation of Format**
- 1.3 Establishment of Quorum**
- 1.4 Agenda-Deletions or Change of Sequence**

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

	Mar	Feb	Jan	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	4	7	17	5	9	8	11	17	14	92
Increase FTE		1	2	1	1		6		4	15
Decrease FTE		1					2			3
Promotion		1		1	1	5	2	3	5	18
Reclass									1	1
Transfer		1	1	1				3	4	10
Layoff							3	1		4
Released	2		1			1				4
Resign	1	3	4	3	4	2	7	15	4	43
Retire			1	3			1	1		6
Temp Hire	1	5	6	3	5	8	5	3	0	36
Open	6	7	12	13	16	8	18	23	22	
Open Temp				2	3	3	3	1	1	
Pending		1	4	1	0	2	3	5	4	

■ **Update:**

- Recruitment Status Update
- Posting Limited Term employment opportunities internally
- SCCS Recruitment Fair: Sat, 3/16 at Harbor High

- o Leaves and Interactive Process workshop at Monterey COE
- o Web site updates
- o Revised Work Calendar

p. 5

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

p. 9-10

Recommendation: It is recommended that the minutes for the meeting of March 5, 2019 be approved as submitted.

Sample Motion: I move to approve the minutes for the meetings of March 5, 2019.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

p. 11-12

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2018-19 Budget Expenditures for this Period

p. 13-14

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Action: Approve Job Title Change-Associate Mental Health Specialist (first or final read)

p. 15-16

Background: When this position was created in June, 2018, "Intern" was included in the title for clarification purposes. It turns out that this is not needed and, in fact, causes confusion to potential applicants. An Associate position is understood to be for those who have finished a master's program and need hours to complete a certificate. An intern is someone working on a master's degree.

Recommendation: Approve the job title change as submitted.

Sample Motion: I move to approve change the title of this job from Associate Mental Health Specialist-Intern to Associate Mental Health Intern.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

p. 17-19

6.2 Action: Approve Revised Job Description for Playground Recess Coach (first or final read)

Background: This job description was not part of the classification study last year. This was likely due to the fact that all incumbents were exempt employees. It has been updated with minor changes.

Recommendation: Approve the revised job description as submitted.

Sample Motion: I move to approve the revised job description for Playground/Recess Coach.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

7.2 Commission Members' Reports or Comments

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, May 7, 2019 at 133 Mission Street.

10.0 ADJOURNMENT

Adjournment at (time) _____.

RECRUITMENT STATUS UPDATE

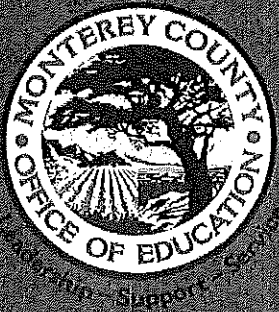
SITE	POSITION	HOURS	POSTED	AS OF WED 2/27/2019
BV	Behavior Technician-PBIS	15 hrs/9 mos	1/8/2019	Open until filled. No new applicants.
BV	Paraeducator-SPED 2 positions	15 hrs/9 mos	8/16/2018	2 new applicants, already tested, need to schedule interviews with site
DO (Business)	Benefits Specialist	40 hrs/12 mos	2/5/2019	Ashira Garcia: Started Wed, 3/27
DO	Office Assistant-District Office	40 hrs/12 mos	2/5/2019	Amy Walker: Started Thurs, 3/21
MHMS	Attendance Technician	20 hrs/9 mos	2/25/2019	Kiauna Day-Smith: Started Mon, 4/8
MHMS	Health Office Assistant (2019-2020)	15 hrs/9 mos	3/28/2019	Open until filled. First review on Thurs, 4/11
MHMS	Paraeducator-After School (2019-2020)	10 hrs/9 mos	3/19/2019	Open until filled. First review on Thurs, 4/11
MOT	Maintenance Specialist-HVAC	40 hrs/12 mos	3/25/2019	Open until filled. First review on Mon, 4/8
SPED/BV	Behavior Technician-SPED	15 hrs/9 mos	5/29/2018	Trevor Johnson: Started Mon, 4/8

BACK BY POPULAR DEMAND!

LEAVES & THE INTERACTIVE PROCESS WITH RACHEL SHAW

Registration Details:

Click here for registration link!



March 26, 2019

MCOE Rooms A & B

8:30 AM to 4:30 PM

AM Session - \$75 (Breakfast/Lunch Included)

PM Session - \$75 (Lunch Included)

All Day Session - \$150 (Breakfast/Lunch Included)

Schedule as follows:

8:30 - 9:30 AM - New to HR Leaves Review

9:30 - 12:30 PM - Beginner/Intermediate Interactive Process

12:30 - 1:30 PM - Lunch

1:30 - 4:30 PM - Advanced Interactive Process Mock Session

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Santa Cruz City Schools / Departments / Human Resources / Employment Opportunities

Employment Opportunities

Attention!!

If you would like more information regarding a position NOT listed on this page, please click on link below and enter in your contact information:
[Job Interest Form](#)

HIRING!



Job Interest Form

* Required

Email address *

Your email

Name *

Your answer

Job you are interested in:

Your answer

SUBMIT

Never submit passwords through Google Forms.

6

Employment Opportunities

WE ARE HIRING!

CERTIFICATED POSITIONS AVAILABLE:

.40 Resource Specialist - Mission Hill Middle School
Special Day Class Teacher - Branciforte Middle School

CLASSIFIED POSITIONS AVAILABLE:

Behavior Technician - PBIS - 15 hrs. - Bay View Elementary
Health Office Assistant - 15 hrs. - Mission Hill Middle School - 2019 / 2020 school year
Maintenance Specialist - HVAC - 40 hrs. - Various Sites
Paraeducator - After school - 10 hrs. - Mission Hill Middle School - 2019 / 2020 school year
Paraeducator - Special Education - Special Day Class - Bay View - 15 hrs.

Email us at: sccs.personnel.commission@gmail.com

Find us and like us on Facebook, Twitter and Instagram:



Santa Cruz City Schools Facebook Page



Tweets by Santa Cruz City Schools



Santa Cruz City Schools Instagram

HEALTH AND WELFARE BENEFITS:

Administrative Benefits

Certificated Benefits

Classified Benefits

RELATED INFORMATION:

Santa Cruz City Schools advertises all Administrative, Certificated and Classified openings on Edjoin.org, an online service posting jobs in education. For Certificated and Classified positions you may apply online through Edjoin.org.

All offers of employment are made by the Human Resources Department and are contingent upon fingerprint clearance from the Department of Justice. A prospective employee may not begin work until the fingerprint clearance has been obtained and new hire paperwork is completed.

Upon offer of employment, a prospective employee will need to provide proof of a negative Tuberculosis test taken within the last four years, proof of eligibility for employment including a current photo identification card, a signed Social Security Card and college transcripts if applicable.

MORE INFORMATION:

Edjoin.org

[Santa Cruz Sentinel Newspaper](#)

[Santa Cruz City Website](#)

[Santa Cruz County Website](#)

[Santa Cruz Chamber of Commerce](#)

[Google Map of Santa Cruz](#)

[University of California, Santa Cruz - UCSC](#)

[Cabrillo College Job Board](#)

Link to: [Edjoin.org Job Seeker Online User Manual](#)

For more information about Santa Cruz City Schools and our students, please visit the [Santa Cruz Education Foundation](#) website.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, March 5, 2019

Time: 4:00PM

Conference Room 2, SCCS District Office

133 Mission Street, Santa Cruz, CA 95060

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

1.1 Pledge of Allegiance

Meeting called to order at 4:03PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser (Director)
- Ms. Denice Grogan (Human Resource Specialist)

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established

1.4 Agenda Deletions or Changes of Sequence

- None

2.0 PUBLIC COMMUNICATIONS

- Jeanie Brown meeting with Keneé Houser on Friday, March 8, 2019.

3.0 DIRECTORS REPORT

	Feb	Jan	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	7	17	5	9	8	11	17	14	88
Increase FTE	1	2	1	1		6		4	15
Decrease FTE	1					2			3
Promotion	1		1	1	5	2	3	5	16
Reclass								1	1
Transfer	1	1	1				3	4	10
Layoff						3	1		4
Released		1			1				2
Resign	3	4	3	4	2	7	15	4	42
Retire		1	3			1	1		6
Temp Hire	5	6	3	5	8	5	3	0	35
Open	7	12	13	16	8	18	23	22	
Open Temp			2	3	3	3	1	1	
Pending	1	4	1	0	2	3	5	4	

9

- **Update:**
 - Recruitment Status Update
 - California School Personnel Commission Association Conference February 7-10
 - 4 P's: Pay, Performance, Points, Policy
 - Leveraging Social Media

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of January 8, 2019 as submitted.

Motion: Brian Second: Mark Absent: 1 Yes: 2

4.2 Consent Agenda

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda items as submitted.

Motion: Brian Second: Mark Absent: 1 Yes: 2

4.3 2017-18 Budget Expenditures for this Period

Motion: Approve the Budget Expenditures for this period as submitted.

Motion: Brian Second: Mark Absent: 1 Yes: 2

5.0 OLD BUSINESS

None

6.0 NEW BUSINESS

None

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- Mark Violante to visit Mission Hill Middle School with Keneé on Friday, March 8, 2019.

7.2 Commission Members' Reports or Comments

- Brian Murtha to Attend Katie Orlando's class to help out as an Attorney Advisor.

8.0 PUBLIC COMMUNICATIONS

- Molly Parks spoke regarding working conditions survey and how well that is going.
- Molly Parks spoke regarding monies received from the State for Professional Development for Classified Employees.

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, April 9, 2019 at 133 Mission Street.

Note: Due to Spring Break, this meeting is on the 2nd Tuesday of the month.

11.0 CLOSED SESSION

None

12.0 ADJOURNMENT

Adjournment at 4:45PM

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: Keneé Houser 3/11/2019

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

Torres, Anthony, Education Technology Specialist - IT, 40hrs/12mos, effective 3/4/19

Re-Hired:

None

Promotion:

Nijor, Amrik, Attendance Technician - MH, promotion to School Administrative Ass't IV - MHMS, 40hrs/12mos, effective 3/4/19

Reclassification:

None

Demotion:

None

Increase/Reduction in FTE - Months/Hours of Service:

None

Additional FTE/Position:

None

39-Mo Reinstatement:

None

39-Mo Reinstatement w/Increase in FTE:

None

63-Mo Reinstatement:

None

Transfer:

Merkel, Andrea, from Paraeducator/SPED - SQ, 25hrs/9mos to Paraeducator/SPED - SC, 25hrs/9mos, effective 2/21/19

Transfer W/Increase FTE:

None

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

None

Retirement:

None

•Limited Term Project (not to exceed 126 days)/Substitutes: •

New Temporary Employees/EWA:

Serna, Ilda, Childcare - Various Sites, Effective 2/25/19 (re-hire)

Existing Temporary Employees/EWA:

Hubert, Fabrice, Spring ELPAC Testing - CP, not to exceed 50hrs, 2/1/19 to 6/9/19

Manzo, Dorothy, Paraeducator - HH, not to exceed 300hrs, 2/21/19 to 6/30/19

Mendez Chavez, Omar, Paraeducator - HH, not to exceed 200hrs, 2/21/19 to 6/30/19

Perez, Ricardo, Head Custodian - MO, not to exceed 120hrs, 2/9/19 to 6/30/19

Taylor, Kiefer, Accompanist - BM, not to exceed 30hrs, 12/1/18 to 6/30/19

Taylor, Kiefer, Accompanist - SC, not to exceed 8hrs, 12/12/18 to 5/31/19

Taylor, Kiefer, Accompanist - SQ, not to exceed 30hrs, 12/1/18 to 6/30/19

Woods, Dexter, Substitute Custodian - MO - Various Sites, not to exceed 240hrs, 2/13/19 to 2/20/19

Existing Regular Employees/EWA:

Jackson, Dwayne, School Bus Driver - TR, not to exceed 10hrs, 2/18/19

Kimpton, Reyena, Paraeducator, Academic Intervention - BS, not to exceed 42hrs, 3/1/19 to 6/6/19

Marquez, Belinda, Paraeducator - After School Program - BV, not to exceed 63hrs, 1/28/19 to 6/30/19

North, Kristine, Paraeducator - SPED - SE, not to exceed 77hrs, 2/20/19 to 06/30/19

Rodriguez, Leslie, Textbook/Media Assistant - SC, not to exceed 7hrs, 1/17/19

Saarni, Richard, School Bus Driver - TR, not to exceed 20hrs, 2/18/19 to 6/30/19

Sihler, Kris, Trainer/Lead Driver - TR, not to exceed 30hrs, 2/15/19 to 6/30/19

Ungor, John, School Bus Driver - TR, not to exceed 20hrs, 2/18/19 to 6/30/19

Vargas, Alexis, Paraeducator - GA, not to exceed 56hrs, 2/7/19 to 5/31/19

Limited Term Retiree (not to exceed 960 hours per Government Code 21153):

None

Out of Class:

None

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Stipend:

None

•Eligibility Lists Established•

School Administrative Assistant IV

Office Assistant - District Office

**SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION
2018-2019 BUDGET & EXPENSES**

<u>Date</u>	<u>Description</u>	<u>Budgeted</u>	<u>Expended</u>	<u>Balance</u>
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COMMISSIONER STIPENDS

01-0000-0-0000-7400-2360-047-0000

7/1/2018	Budgeted	\$1,150.00		\$1,150.00
11/9/2018	July-Sept		\$210.00	\$940.00
2/8/2019	Oct-Dec		\$315.00	\$625.00

BOOKS

01-0000-0-0000-7400-4200-047-0000

7/1/2018	Budgeted	\$50.00		\$50.00
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MATERIALS & SUPPLIES

01-0000-0-0000-7400-4300-047-0000

7/1/2018	Budgeted	\$1,234.00		\$1,234.00
7/19/2018	DG: Office Depot		\$143.61	\$1,090.39
10/18/2018	Warehouse-Stores (Office Supplies)		\$5.80	\$1,084.59
11/13/2018	Palace: Office Supplies		\$51.87	\$1,032.72
1/29/2019	KH: Staples		\$16.28	\$1,016.44
2/5/2019	Palace: Office Supplies		\$31.44	\$985.00
2/5/2019	Palace: Office Supplies Returned		(\$13.10)	\$998.10
2/13/2019	Palace: Office Supplies		\$6.83	\$991.27
2/13/2019	Transfer funds to 5200	(\$610.00)		\$381.27
→ 3/5/2019	Palace: Office Supplies		\$13.46	\$367.81
→ 3/12/2019	KH: Amazon (charger for laptop)		\$24.98	\$342.83
→ 3/12/2019	DG: Amazon (fan, cables, décor)		\$69.05	\$273.78
→ 4/2/2019	Palace: Office Supplies		\$19.68	\$254.10

MANDATED COSTS

01-0000-0-0000-7400-4300-047-0050

9/8/2018	Carryover	\$76.00		\$76.00
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FOOD FOR MEETINGS

01-0000-0-0000-7400-4395-047-0000

7/1/2018	Budgeted	\$275.00		\$275.00
→ 3/12/2019	DG: Food for interviews and PC meetings		\$48.01	\$226.99
→ 3/12/2019	KH: Food for PC meetings		\$15.05	\$211.94
→ 3/12/2019	KH: Food for PC meetings		\$13.98	\$197.96
→ 4/2/2019	DG: Food for PC meetings		\$16.02	\$181.94

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MILEAGE, TRAVEL, & CONFERENCES

01-0000-0-0000-7400-5200-047-0000

7/1/2018	Budgeted	\$3,000.00		\$3,000.00
1/31/2019	CSPCA Conference: 3 attendees		\$1,245.00	\$1,755.00
2/11/2019	KH: CSPCA for 3		\$911.48	\$843.52
2/13/2019	Transfer funds from 4300	\$610.00		\$1,453.52
2/14/2019	Transfer funds from 5300	\$1,217.00		\$2,670.52
2/19/2019	Keneé Houser Reimbursement CSPCA		\$537.59	\$2,132.93
2/26/2019	Denice Grogan Reimbursement CSPCA		\$1,085.62	\$1,047.31
2/26/2019	Pam Hernandez Reimbursement CSPCA		\$131.12	\$916.19
→ 3/12/2019	DG: Mileage		\$4.69	\$911.50
→ 3/19/2019	MCOE Leaves & the Interactive Process		\$150.00	\$761.50

CONTRACTUAL BENEFIT

01-9010-0-0000-7400-5200-047-0006

7/1/2018	Budgeted	\$800.00		\$800.00
9/8/2018	Carryover	\$2,035.00		\$2,835.00
9/13/2018	SPCA/NC Conference Registration		\$299.00	\$2,536.00
11/13/2018	SPCA/NC Conference in Reno		\$612.48	\$1,923.52
1/29/2019	SPCA Mtgs Nov Dec		\$83.46	\$1,840.06
1/29/2019	SPCA Mtg Jan		\$55.53	\$1,784.53
2/19/2019	Keneé Houser Reimbursement CSPCA		\$ 279.28	\$1,505.25
→ 3/21/2019	SPCA Mtg Mar		\$22.00	\$1,483.25

DUES & MEMBERSHIP

01-0000-0-0000-7400-5300-047-0000

7/1/2018	Budgeted	\$3,000.00		\$3,000.00
2/14/2019	Transfer to 5200	(\$1,217.00)		\$1,783.00

OTHER SERVICES/OPERATING EXPENSES

01-0000-0-0000-7400-5800-047-0000

7/1/2018	Budgeted	\$1,700.00		\$1,700.00
8/2/2018	Craigs List: OT		\$75.00	\$1,625.00
9/20/2018	Craigs List: Food Service Worker I		\$75.00	\$1,550.00
10/11/2018	Craigs List: Sub Custodian		\$75.00	\$1,475.00
12/18/2018	Craigs List: Paraeducators		\$75.00	\$1,400.00
1/22/2019	Craigs List: Maint. Specialist (& Food Service)		\$75.00	\$1,325.00
→ 3/5/2019	San Joaquin COE: Edjoin		\$481.65	\$843.35
→ 3/7/2019	DG: SC Jobs & Craigs List: Benefits Spec		\$374.00	\$469.35

TOTALS	\$13,320.00	\$7,635.86	\$5,684.14
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SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

ASSOCIATE MENTAL HEALTH SPECIALIST (~~INTERN~~)

DEFINITION:

Under the direction of the site principal and supervision of a licensed Professional Clinical Counselor or appropriately licensed psychotherapist, provide services to students with social/emotional and/or behavioral needs. Includes providing individual and group counseling for students; parent counseling and training; creating measurable/observable treatment goals; conducting classroom observations and interventions; collaborating/consulting with school staff; attending school meetings and completing appropriate documentation of services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide intensive, educationally related mental health services to students and their parents/guardians (as appropriate) including crisis intervention, threat assessment, and treatment interventions.
- Meet with families to explain services and obtain consent.
- Provide one on one and small group counseling.
- Consult with teachers, school psychologists, administrator and other school staff regarding students' social-emotional needs.
- Provide trainings on mental health issues for staff, students and families.
- Provide trainings, consultation and support to teachers and staff regarding classroom environment and school climate to support needs of students.
- Work as part of a team in school meetings and related to discussion and planning for improvement of individual student needs.
- Provide referrals to appropriate in-district and community resources.
- Completed written reports and maintain records of service as appropriate.
- Maintain confidentiality with complete security, with the exception of mandated child abuse report requirements.
- Meet regularly with supervisor and maintain requirements of AMFT or APCC or MSWI.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Master's Degree from an accredited college or university in the field of marriage and family counseling and/or all academic preparation as defined by state licensing requirements for Associate MFTs or Associate PCCs.
- Must be currently working towards the fulfillment of hours under the supervision of appropriately Licensed Professional Clinical Counselor or psychotherapist licensed per the State of California's requirements for supervision of Associate MFTs, Associate PCCs and MSW Intern.

Knowledge of:

- Professional and ethical standards and practices.
- Psychological assessments and counseling skills.
- Methods and techniques of interviewing and crisis intervention.

- Appropriate therapeutic approaches for identified student groups, including students with disabilities.
- Agencies and resources available to assist students and families.
- Federal and State laws concerning family rights and behavioral health services.

Ability to:

- Maintain flexibility to meet scheduling needs of students/families.
- Work effectively with children, adolescents and adults.
- Work independently and make decisions within the framework of established guidelines.
- Work confidentially with discretion.
- Consistently utilize clinical skills that are outcome and goal focused.
- Organize and manage tasks, time and responsibilities.
- Work in stressful, emotional and confrontational situations requiring instructional, consultative and counseling skills.
- Articulate ideas and information to others both orally and in writing.
- Maintain accurate records.
- Establish and meet deadlines.

WORKING CONDITIONS:

Work Environment:

- Indoor office, classroom and family home.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Visual ability to read handwritten or typed documents and display screens.
- Hear normal range conversation (approximately 60 decibels).
- Sit for sustained periods of time, stand, stoop, kneel, bend and walk up and down slopes, stairs, steps, and ramps.
- Sustain moderate physical effort for 8 hours.
- Lift, push and/or pull objects weighing up to 50 or more pounds occasionally.
- Demonstrate manual dexterity to operate a computer keyboard

Hazards:

- None

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Approved by Personnel Commission: ~~6/20/2018~~

Approved by Governing Board:

Salary Range: 42

OLD

JOB DESCRIPTION

PLAYGROUND RECESS COACH

Job Title: Playground Recess Coach

Job Summary:

Under the ~~limited supervision~~ ^{direction} of a school principal, within a framework of standard operating policies and procedures, the recess coach manages a safe and inclusive recess where children are inspired to ~~get off the sidelines and into the game. They employ play and physical activity as tools for generating more~~ ^{participate in games and physical activities.} community and family involvement through teaching and implementing conflict resolution strategies. ~~for the safe~~...

Examples of Duties

Assist in creating a safe and inclusive playground yard and be a significant presence on the yard by organizing and playing games with 20+ students. Responsible for coordinating the game of the week with classroom lessons; coordinate parent volunteers and student leaders to run games. Encourage safe, healthy play and positive conflict resolution through role modeling and active participation. Must love to play games and lead activities with kids and have the ability to model positive behavior. Actively engage a diverse range of students in respectful and inclusive healthy play. Demonstrate ability to build rapport, trust and respect with students. Create a focus on sportsmanship, leadership, conflict resolution and teamwork within the recess framework. Maintain positive and appropriately professional relationships with the children and school staff. Participates in available training ~~in order to meet new technology standards~~ ^{assigned}; performs related duties as required.

Employment Standards

^{Education} ~~Training and Experience:~~ Any combination of experience and training that indicates possession of the knowledge, skills, and abilities listed herein. Bilingualism may be required.

~~Knowledge:~~ Usage of proper oral and written English, Spanish or target language; cross cultural awareness and sensitivity; ~~basic computer skills~~; school rules and procedures. ~~Must have a high school diploma and the equivalent of 1 year experience working with youth in a professional setting, some college courses preferred. Experience in coaching sports is a plus. Individuals must have demonstrated leadership skills, independence and a passion for working with children along with an interest in sports and fitness. Demonstrated experience leading groups of children with the ability to engage and inspire youth. Motivated self-starter with clear and open communication skills. Humorous and playful with ability to set clear goals and follow through with flexible and creative problem solving tools. CPR/First Aid will be required.~~

~~Abilities:~~ ^{to:} ~~Ability to:~~ maintain a firm but courteous attitude toward ^{stfs} ~~pupils~~; learn district and school policies related to the conduct, safety, and welfare of pupils in assigned areas; communicate effectively with children; establish and maintain co-operative relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community; maintain regular attendance.

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^{Demands} ~~Physical Effort/Work Environment:~~ Visual ability to read handwritten or typed documents; ability to conduct verbal conversation in English, and other designated language; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; kneel or squat for extended periods of time; climb slopes, stairs, steps, ramps and ladders; lift up to 30 pounds frequently and 50 pounds occasionally; carry up to 30 pounds frequently and 50 pounds occasionally; push and/or pull objects weighing up to 50 pounds; sustain moderate physical effort for 8 hours; exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder flexion and extension, back lateral flexion, hip flexion and extension and knee flexion; work in both indoor and outdoor environments involving a variety of walking surfaces and weather conditions. Ability to operate classroom equipment, computer, copy machine and sports equipment with dexterity.

~~Licenses and Certificates:~~ A valid Class C California Driver's License with evidence of appropriate insurance may be required in addition to a valid First Aid and CPR Certificate.

~~Assignment Status:~~ Exempt. Employees designated in this status do not earn sick leave, vacation pay or seniority.

Approved by Governing Board-

Approved by Personnel Commission – August 7, 2012

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

Playground Recess Coach

NEW

DEFINITION:

Under the direction of the Principal, within a framework of standard operating policies and procedures, the Playground Recess Coach manages a safe and inclusive recess where children are inspired to participate in games and physical activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in creating a safe and inclusive playground yard and be a significant presence on the yard by organizing and playing games with 20+ students.
- Responsible for coordinating the game of the week with classroom lessons; coordinate parent volunteers and student leaders to run games.
- Encourage safe, healthy play and positive conflict resolution through role modeling and active participation.
- Must love to play games and lead activities with kids and have the ability to model positive behavior.
- Actively engage a diverse range of students in respectful and inclusive healthy play.
- Demonstrate ability to build rapport, trust and respect with students.
- Create a focus on sportsmanship, leadership, conflict resolution and teamwork within the recess framework.
- Maintain positive and appropriately professional relationships with children and school staff.
- Participate in available training.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: High School Diploma.
- Must have the equivalent of 1-year experience working with youth in a professional setting.
- CPR/First Aid will be required (training available).

Knowledge of:

- Usage of proper oral and written English, Spanish or target language; cross cultural awareness and sensitivity; school rules and procedures.
- Individuals must have demonstrated leadership skills, independence, a passion for working with children, and an interest in sports and fitness.
- Demonstrated experience leading groups of children with the ability to engage and inspire youth.
- Motivated self-starter with clear and open communication skills.
- Humorous and playful with ability to set clear goals and follow through with flexible and creative problem-solving techniques.

Ability to:

- Maintain a firm but courteous attitude toward students.
- Learn district and school policies related to the conduct, safety and welfare of pupils in assigned areas.

- Communicate effectively with children.
- Establish and maintain co-operative relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community.
- Maintain regular attendance.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment. Work in both indoor and outdoor environments involving a variety of walking surfaces and weather conditions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Visual ability to read handwritten or typed documents.
- Ability to conduct verbal conversation in English, and other designated language.
- Hear normal range verbal conversation (approximately 60 decibels).
- Sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; kneel or squat for extended periods of time; climb slopes, stairs, steps, ramps and ladders.
- Lift up to 30 pounds frequently and 50 pounds occasionally; carry up to 30 pounds frequently and 50 pounds occasionally.
- Push and/or pull objects weighing up to 50 pounds; sustain moderate physical effort for 8 hours.
- Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder flexion and extension, back lateral flexion, hip flexion and extension and knee flexion.
- Ability to operate classroom equipment, computer, copy-machine and sports equipment with dexterity.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Approved by Personnel Commission:

Approved by Governing Board:

Salary Range: 25