

## 4.0 PUBLIC BUSINESS

### 4.1 Consider Approval of Minutes

#### Minutes of Tuesday, March 3, 2015 Regular Meeting of the SANTA CRUZ CITY SCHOOLS PERSONNEL COMMISSION

- 1.0 Call to Order:** Commissioner Logsdon called the meeting to order at 4:05 p.m. Also present: James Spano, Commissioner, Robert Chacanaca representing SCCCE and Elizabeth Summers, Director, Classified Personnel. Absent: Mark Violante, Vice-Chair.
- 2.0 Public Comment** – Mr. Chacanaca reported that SCCCE has filed a PERB complaint against the district and that resolution is still pending. Mr. James Spano, newly appointed Personnel Commissioner (Board appointee) was introduced and welcomed.
- 3.0 Director's Report:** An update of Director's activities and recruitments was provided. The Director welcomed Mr. Spano and expressed appreciation that the Commission now has three members after a long time with only two. Director reported on status of reclassification study – 3 requests submitted and summary sheet of requests distributed to Commissioners. The Commission will receive a further update following the meeting of the Reclassification Committee. PC office has been very busy with continuous recruitments. We are now receiving retirements, many for the end of the school year. Director has been meeting with principals and department administrators to determine classified staffing needs and possible reductions for the 15-16 school year. We are trying to avoid layoffs by confirming "soft" funding (donations, etc.) prior to the deadline for performing layoffs and reductions. There will be some layoffs but we are hoping to be able to avoid some. Director attended the ACSA Classified Leaders Summit in Emeryville this past month. The Director has been working with HR staff to determine staffing and implementation requirements of Affordable Care Act.

2014-15 year to date: February 13 97 Completed/Filled Assignments	1 Appointment pending, decided but awaiting final clearance
56 New Hires	
8 Open Active Recruitments	
14 Promotions	
11 Transfer Requests Approved	
5 Temporary	
11 Reinstatements	

### 4.0 Public Business

- 4.1 Approval of Minutes:** It was moved by Dr. Logsdon and seconded by Mr. Spano to approve the minutes of January 6, 2015. Vote: 2 yes, 0 no, 1 absent
- 4.2 Approval of Consent Agenda:** After some explanation for our new Commissioner on the items on the Consent Agenda, it was moved by Dr. Logsdon and seconded by Mr. Spano to approve the Consent Agenda items. Vote: 2 yes, 0 no, 1 absent  
Dr. Logsdon requested additional information on the funding for Enrichment positions and asked the Director to bring this information to the April meeting.

### 5.0 New Business

**5.1 Revised Job Description: District Buyer.** The Director explained that although the Commission approved this job description in January, the Board made a request for two changes at its last meeting. The supervision statement was changed from the Director of Finance to the Assistant Superintendent of Business or designee and one of the duty statements was expanded. The duty statement said that the Buyer will comply with established policies and procedures of the district and the Board wanted green and fair trade practices specifically included. The changes were made to the description and now the Commission is asked to give final approval. There is no change to salary placement or job title.

It was moved by Mr. Spano and seconded by Dr. Logsdon to approve the job description and salary placement as submitted, pending Board approval. Vote: 2 yes, 0 no, 1 absent.

**5.2 Report on Need for Classification Study for Classified Job Descriptions and Salary Schedule.** The Director presented information on the need for a classification study since our current classifications have not been reviewed in 20 years and we do not have a cyclical review process in place. Since the District's finances are strained at this point we cannot request a study

this year but are beginning the discussion so that the District is aware of the need going forward. There was a lengthy discussion about the cost, who would perform this study and how it would be conducted. At this time, no action is requested but the Director brought this forward as an information item.

**5.3 Approve Director's Annual Report.** The Director presented the annual report on the activities of the Personnel Commission for calendar year 2014. As requested by the Commissioners, regular appointments were broken out into full-time and part-time statistics. The Director also separated retirements from other separations. The report is normally presented in February but there was no meeting in February. The report will now be presented to the Board and once accepted will be distributed publicly. It was moved by Dr. Logsdon and seconded by Mr. Spano to accept the Director's Annual Report for 2014 and present it to the Board. Vote: 2 yes, 0 no, 1 absent.

**5.4 Approve Director's Revised Calendar for 2014-15.** The Director's work calendar has been revised since initial approval last summer and as is normal practice in this District, the revised calendar is submitted for approval. The Director's total number of work days has not changed, only the dates for her non-work days. Dr. Logsdon moved and Mr. Spano seconded the motion to approve the revised calendar for the Director. Vote: 2 yes, 0 no, 1 absent.

**6.0 Old Business**

**6.1 Approve Revised Job Description: Supervisor, Custodial/Grounds/Maintenance.** At the request of the Commissioners at the January meeting, the minimum requirements statement for the position was revised to align with the Supervisor, Transportation position. Dr. Logsdon moved and Mr. Spano seconded the motion to approve the job description as amended with no change to the previous salary placement or title. Vote: 2 yes, 0 no, 1 absent.

**7.0 Reports and Comments**

**7.1 Chairperson's Report.** No chairperson's report.

**7.2 Commission Members Reports or Comments:** Dr. Logsdon reported on the recent Parcel Tax Oversight Committee meeting. It's a large group and there are always a lot of questions for the staff on the Parcel Tax expenditures which include library staff and counselors. Mr. Spano had no report.


**8.0 Future Meetings:** The next regular Personnel Commission meeting is April 7, 2015, in the District Office, Room 312, Soquel High School Campus at 4:00 pm.

**9.0 Public Communications - none**

**10.0 Closed Session - none**

**11.0 Adjournment:** Meeting was adjourned at approximately 4:43 pm.

Respectfully submitted:

  
Elizabeth Summers, Classified Personnel Director

**Recommendation:** It is recommended that the minutes for the meeting of March 3, 2015 be approved as submitted.

**Sample Motion:** I move to approve the minutes for the meeting of March 3, 2015.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Yes: 2 No: 0 Abstain: 1 Absent: 0  
Dr. Logsdon J. Spano