

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Minutes of Tuesday, April 7, 2015 Regular Meeting of the SANTA CRUZ CITY SCHOOLS PERSONNEL COMMISSION

- 1.0 **Call to Order:** Vice Chair Violante called the meeting to order at 4:01 p.m. Also present: Deedee Perez Granados, School Board Member, Stacy O'Farrell, Director of Special Education, Patricia Threet, School Board Member, Robert Chacanaca representing SCCCE and Elizabeth Summers, Director, Classified Personnel.
- 2.0 **Public Comment** – Mr. Chacanaca reported that SCCCE has some concerns in the Food Service Department and is working with the Assistant Superintendent of Business on these. He also reported that he had a productive meeting with the Director of Classified Personnel, the Director of Maintenance, Operations and Transportation and the Supervisor for Custodial/Grounds/Maintenance regarding addressing the needs of the district with additional employees in that department. Mr. Chacanaca also expressed concern over the lack of progress in negotiations and the unresolved PERB complaint. Mr. Chacanaca explained for Mr. Spano, the new Commissioner, the basis of the PERB complaint.
- 3.0 **Annual Reorganization of Personnel Commission:** Mark Violante was elected Chairperson. After some discussion, Dr. James Logsdon was elected Vice-Chairperson.
- 4.0 **Director's Report:** An update of Director's activities and recruitments was provided. The Director reported that there is still recruitment going on at this time of year and that we are working on placing employees who may be displaced into positions which are being vacated by resignations and retirements for the coming school year. Director reported on status of reclassification study – finishing up the study and the committee will meet on Friday, April 10. The Commission will receive the report and the committee's recommendations on May 5. Finished updating seniority list and receiving information regarding corrections. 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: March 27	2 Appointment pending, decided but awaiting final clearance
108 Completed/Filled Assignments	
60 New Hires	
9 Open Active Recruitments	
15 Promotions	
14 Transfer Requests Approved	
8 Temporary	
11 Reinstatements	

5.0 Public Business

- 5.1 **Approval of Minutes:** It was moved by Dr. Logsdon and seconded by Mr. Spano to approve the minutes of March 3, 2015. Vote: 2 yes, 0 no, 1 abstain, 0 absent
- 5.2 **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: 3 yes, 0 no, 0 absent
The Director clarified the funding source for enrichment activities as being donations or other special site funds. Dr. Logsdon asked about Career Development Specialists and what they do. Ms. O'Farrell explain that they work with high school special education students in preparing them for life beyond school, as per the IEPs. Mr. Spano asked about the role of the COE in funding these positions. Ms. O'Farrell explained the separation between COE classes and the classes run by SCCS.

6.0 New Business

- 6.1 **New Job Description: Mental Health Specialist.** The duties for this position were approved by the Governing Board on March 25, 2015. Ms. O'Farrell provided information on the history of the

need for the position, starting with contracting with Children's Mental Health Services and later with interns from Encompass. Even though we had good, qualified interns we didn't have continuity of services as they moved on each year. It was decided that our students would be better served by consistent employees who can develop relationships with students and families. Funding for the position is provided by mental health dollars coming into the district. Mr. Violante asked about continuation of funding and Ms. O'Farrell answered that this is a required service and will need to continue whether or not they are employees or contracted employees. Mr. Spano asked where they would be housed. Ms. O'Farrell stated that one would likely be assigned at Harbor HS, near the SAIL program and the other two would likely be assigned to schools on the East and West sides of town. Ms. Threet asked about the dollars received being sufficient to cover these costs and Ms. O'Farrell explained that they were. Ms. O'Farrell clarified that these would be full-time benefited positions. The Director explained the decision making process to bring this into our classified staff. Mr. Spano asked about the contact between our current staff and the counselors and Ms. O'Farrell explained that these therapists will be able to support our staff with professional development and training as well. Mr. Chacanaca provided some history of past counselors in the certificated unit and expressed concern that these positions be brought into a bargaining unit, either certificated or classified. The Director explained that these positions are definitely classified and reiterated that the contract states that any new job classifications will be represented by the unit. Even though they will be on a separate classified salary schedule, they can still be represented. The other classification on that salary schedule is the Occupational Therapist which is not currently represented. This will be addressed as a separate issue. Mr. Violante expressed concern about the reporting language in the job description. The Director clarified that the Director to whom they would report would be dependent upon which department they work, either Special Education or Student Services. All of the current positions are for Special Education. Mr. Violante asked about the equivalency of training and experience and education and how this is determined. Ms. O'Farrell explained that the license is required and if a person had this, there would be an equivalency. The Director explained the experience required. Ms. Threet inquired as to whether non-IEP students would be served by these positions and Ms. O'Farrell said that the funding prohibits this. Ms. Perez-Granado requested clarification on the costs of these new positions and Ms. O'Farrell explained the process of funding and legal requirements to provide these services. Ms. O'Farrell also provided information to the Commissioners about Special Education enrollment in SCCS and COE classes on our sites. It was moved by Dr. Logsdon and seconded by Mr. Spano to approve the job description and salary placement as submitted, pending Board approval. Vote: 3 yes, 0 no, 0 absent.

6.2 PUBLIC HEARING: Appointment of Personnel Commissioner The Director stated that Dr. Logsdon's appointment has expired and the commissioners' need to consider appointment of the jointly appointed commissioner per Education Code 45246. He has been serving in an emergency capacity for the past three months. The Director clarified the appointment process for the three different commissioners and stated that Dr. Logsdon is interested in being reappointed for another three year term. Mr. Chacanaca expressed that the union does not support the reappointment of Dr. Logsdon. The purpose of the public hearing is to hear comments from the community but the decision is made by the Board appointee and the Union appointee. Mr. Violante expressed that he wanted to support Dr. Logsdon's reappointment in order to keep the Commission "whole" and keep operating. We had difficulty doing the business of the Commission while the Board appointment was vacant and no one came forward at the time this appointment was posted. Mr. Chacanaca requested that the Commission table this until next month. Ms. Threet asked if the previous recruitment was specific to a Board appointee or if it was a general recruitment for any appointment. The Director stated that the recruitment was general but additional materials regarding the Board appointment were provided to interested parties. Mr. Spano felt that he didn't have enough information to make a decision at this time. **Open Hearing: 4:35 p.m. Close Hearing: 4:44 p.m.**

6.3 Appointment of Personnel Commissioner. Mr. Violante proposed to table this discussion until the May meeting. The Director is requested to bring forth additional information at the May meeting regarding the process for appointments. Vote: 2 yes, 0 no

6.4 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: 3 yes, 0 no, 0 absent.

6.5 Designate Personnel Commission Representative on Reclassification Committee. Mr. Violante expressed interest in serving on this committee on April 10. Mr. Spano moved to nominate

Mark Violante to represent the Personnel Commission on the 2015 Reclassification Committee. Mr. Violante seconded. Vote: 3 yes, 0 no, 0 absent.

7.0 Old Business – NONE

8.0 Reports and Comments

8.1 Chairperson's Report. No chairperson's report.

8.2 Commission Members Reports or Comments: Dr. Logsdon reported on some of our excellent programs to support our Hispanic students. Mr. Spano had no report.

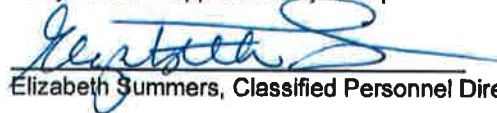
9.0 Future Meetings: The next regular Personnel Commission meeting is May 5, 2015, in the District Office, Room 312, Soquel High School Campus at 4:00 pm.

10.0 Public Communications - none

11.0 Closed Session - none

12.0 Adjournment: Meeting was adjourned at approximately 4:53 pm.

Respectfully submitted:


Elizabeth Summers, Classified Personnel Director

Recommendation: It is recommended that the minutes for the meeting of April 7, 2015 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of April 7, 2015.

Motion: JS Second: MV Yes: 2 No: 0 Abstain: 0 Absent: 0