

SANTA CRUZ CITY SCHOOLS

MEETING of the PERSONNEL COMMISSION

**AGENDA**

**Tuesday, March 1, 2016**  
**Regular Meeting – 4:00 p.m.**  
Room 312  
Soquel High School  
405 Old San Jose Road  
Soquel, CA

*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 ALEGIANCE**

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

Members present:

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

- 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

**SANTA CRUZ CITY SCHOOLS  
PERSONNEL COMMISSION  
Report of the Director of Classified Personnel**

**The major categories of responsibility of the Personnel Commission are:**

**Recruit** in a manner which will obtain the best possible applicants.

**2015-2016 year to date as of February 24, 2016:**

Completed/Filled Assignments:

48	New Hires
16	Promotions
13	Transfer Requests Approved
14	Temporary
4	Reinstatements
12	Open Active Recruitments
3	Appointments pending (undecided or awaiting paperwork/final clearance)

■ **Update:**

- Reclassification Committee: Members are still being determined
- Classification Study Process Update: Presentation given at Board Meeting
- Annual Report
- CSPCA Conference

## 4.0 PUBLIC BUSINESS

### 4.1 Consider Approval of Minutes

**Minutes of Tuesday, February 2, 2016**  
SANTA CRUZ CITY SCHOOLS  
PERSONNEL COMMISSION

1.0 Call to Order: Chair Violante called the meeting to order at 4:07 p.m. Also present: Jim Spano - Commissioner, Brian Murtha - Commissioner, Kris Munro –Superintendent, Keneé Houser – Director of Classified Personnel, Robert Chacanaca –President of the Classified Bargaining Unit, Avis Durden –Food Service Worker, and Nick Morris – Assistant to the Personnel Director.

2.0 Public Communication:

- Mr. Chacanaca introduced Avis Durden. Avis is a food service worker at the Soquel High School campus.

Avis Durden spoke to the difference in pay rates on the salary schedule for food service workers and custodians. She argued the work load and responsibilities are very similar and that both positions should be on the same range on the salary schedule. Avis spoke about the physical nature of working at the central kitchen from constantly moving product in accordance to FIFO (First In First Out) practices, handling deliveries of food, milk, and condiments, and washing dishes before and after serving meals. Avis also discussed food safety and how food services workers must constantly keep the kitchen clean and disinfected before, throughout, and after serving meals. Avis also discussed how if there's a spill and a custodian can't come in a timely manner that the food service worker will have to clean it up, wash their hands again, change aprons if necessary and then continue preparing/serving food. Mr. Chacanaca explained how at the elementary level food service workers do more custodial work (cleaning up, trash, etc.) than the middle and high school food service workers because the elementary sites only have one custodian.

3.0 Director's Report:

2015 – 16 year to date:
79 Completed/Filled Assignments
41 New Hires
15 Promotions
14 Transfer Requests Approved
9 Temporary
4 Reinstatements

Current:
18 Open Active Recruitments
3 Appointments Pending

New Hires and Personnel Tracking: Continuing to log and track new hires and staff movements throughout the each on a monthly basis. These are numbers that the PC records and is part of the director's annual report. Now that these numbers are being recorded we will have a baseline to compare to.

Merit Academy: Ms. Houser attended her first session of the merit academy. She mentioned it was a little overwhelming, but learned a lot and has created a list of projects she wants to address as well as ideas that were inspired by the session. The next merit academy session is this Saturday.

Reclassification Requests: Ms. Houser reported that she has six cases (three positions) requesting reclassification. Four of the six requests were for the Learning Assistant position, which has changed significantly since the advent of the Walk to Read program in the elementary schools. Mr. Murtha explained the reclassification request will affect all the employees in the same position so six reclassification requests will have a greater impact than on just six employees.

Ms. Houser is unfamiliar with the reclassification process and studied how it has been done in the past. She passed out an outline she made that summarizes what she learned. The outline shows that the commissioner determines if s/he wants to bring any of the requests to the commission and if so the commission creates a committee that reviews the requests and brings a recommendation back to the commission. Ms. Houser and Mr. Violante agreed that the committee will be formed in according to the rules and will include 2 bargaining unit members, 2 administrators, 1 personnel commissioner (non-voting), and the Assistant Superintendent of HR (non-voting). Mr. Chacanaca explained that the bargaining unit members are usually put forward by the president of the bargaining unit at the request of the personnel director.

Classification Study: Ms. Houser met with Ms. Munro and Dr. Parks. Ms. Houser also talked with Glenn Siegel, Project Director for Northern California at Ewing Consulting. Ms. Houser also attended Pajaro Valley Unified School District's (PVUSD) Personnel Commission meeting. PVUSD is currently in the middle of a classification study that has been going on for eight years. Ms. Houser mentioned how personal the process is and how attached employees are to their titles and positions. The commission discussed the difference of doing only a classification study versus a classification and compensation study. Ms. Houser passed out a comparison chart of local hourly wages for similar positions at other local school districts. Ms. Munro mentioned that it is important to consider benefits, especially since Santa Cruz City Schools contributes significantly to classified benefit packages. Total compensation is far more important to look at than just hourly wage. Mr. Spano asked if you can do a classification study only without changing the salary schedule. Ms. Munro mentioned that the district's job descriptions are really outdated and haven't been reviewed in twenty years. Ms. Munro admitted there will be a significant cost to doing a study, but said it is necessary. Ms. Munro also said that it will be important to set guidelines in the rules so the district won't be in this situation again. Mr. Violante said both classification and compensation studies should be done. Ms. Munro agreed that both studies need to be done, but stressed the need to be cautious and explained that the studies should be done in stages. A classification study should be first because the results from it may help inform the compensation study. Ms. Munro also explained how the district will receive \$900 thousand dollars in new funding, but has commitments to pay \$1.4 million dollars in salary increases and STRS/PERS contributions. Mr. Violante expressed the need to use caution when communicating with the public. Ms. Houser also mentioned how a compensation study can either upgrade or downgrade positions and pay rates. Mr. Chacanaca talked about his experience doing a classification study before and said the salary increases were y-rated to be effective at the date the study began and employees in positions that were downgraded in pay were grandfathered in so they didn't realize a pay decrease. Ms. Munro said pay changes from the study will have to be negotiated and then approved by the board before the salary schedule is adjusted.

4.0 Public Business:

- Approval of Minutes: On page three of the minutes "Mr. Jim Spano" should be replaced with "Mr. Jim Monreal". Mr. Murtha moved to approve the minutes from January 5, 2016. Mr. Spano seconds. Vote: 3 yes, 0 no, 0 absent
- Approval of Consent Agenda: Mr. Violante recused himself from the consent agenda because his wife is listed in one of the positions being voted on. Mr. Spano moved to approve the consent agenda. Mr. Murtha seconded. Yes- 2, No- 0, Abstentions- 1

5.0 New Business:

- Reclassification Committee: The commission decided to appoint Mr. Murtha to the reclassification committee. The committee usually meets twice for several hours during the work week to discuss and make recommendations on the positions requesting reclassification.

6.0 Old Business: none

7.0 Reports

- Chairperson's Report: No report in the interest of time.

- Commission Members Reports: Mr. Spano thanked Mr. Chacanaca for providing the articles about pay inequity and for bringing the issue to the meeting. Mr. Murtha asked if materials can be sent to the members prior to the meeting via email in a timely manner.

8.0 Information and Future Meetings: Next meeting: Tuesday, March 1<sup>st</sup> at 4:00 p.m. in Room 312 on the Soquel High campus.

9.0 Public Communications: None

10.0 Closed Session: None

11.0 Adjournment: Meeting was adjourned at 5:17 p.m.

Respectfully submitted: \_\_\_\_\_  
Keneé Houser, Director of Classified Personnel

Recommendation: It is recommended that the minutes for the meeting of February 2, 2016 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of February 2, 2016.

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

4.2.5 2015-16 Budget Expenditures for this Period

Recommendation: It is recommended that the Consent Agenda items be approved as submitted.

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Yes: \_\_\_\_\_ No: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_

## 5.0 NEW BUSINESS: none

**6.0 OLD BUSINESS:**

**6.1 Discussion: Food Service Worker v. Custodian Compensation**

**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 INFORMATION AND FUTURE MEETINGS**

The next meeting will be held on Tuesday, April 5, 2016 in Room 312, Soquel High Campus at 4:00 p.m.

**9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)**

**10.0 CLOSED SESSION**

**11.0 ADJOURNMENT**

Adjournment at (time) \_\_\_\_\_.