

Santa Cruz City Schools

PERSONNEL COMMISSION

405 Old San Jose Road, Soquel, California 95073 | (831) 429-3410 | www.sccs.santacruz.k12.ca.us

Mr. Brad Elliott
Vice-Chair

Dr. Jim Logsdon
Commissioner

Mr. Mark Violante
Chair



MEETING of the Personnel Commission

Tuesday, January 7, 2014

Regular Meeting -- 4:00 p.m.

District Office Conference Room 312– Soquel High School, 405 Old San Jose Road, Soquel, CA

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 in the Human Resources Office Room 307 located at 405 Old San Jose Road, Soquel, 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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SANTA CRUZ CITY SCHOOLS

MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, January 7, 2014

Regular Meeting - 4:00 p.m.

District Office Conference Room 31
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 Classified Personnel Director. 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. Brad Elliott, Vice-Chairperson Dr. Jim Logsdon
- 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 ANNUAL PERSONNEL COMMISSION REORGANIZATION

Merit System Rule 200.2 states in part that the Personnel Commission shall annually elect one of its members as Chairperson and another member as Vice Chairperson to serve a term of one year or until a successors are duly elected.

Recommendation: It is recommended that the Personnel Commission elect one of its members as Chairperson and one as Vice Chairperson respectively for the ensuring year.

Personnel Commissioner Elected:

2014 Chair: _____

2014 Vice Chair: _____

4.0 DIRECTOR'S REPORT

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

The major categories of responsibility of the Personnel Commission are:

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

2013-2014 year to date (December 19): 91 Completed/Filled Assignments

- 20 Open Active Recruitments
- 60 New Hires
- 5 Promotions
- 5 Transfer Requests Approved
- 3 Temporary
- 19 Reinstatements
- 7 Appointments pending (decided, awaiting paperwork or final clearance)

- **Conducted** an examination program which is fair and equitable: 7 examinations

- **Update:**

- We have made progress on our job board and have reduced hiring times on several positions.

- **Annual Report:**

- The Annual Report of the Personnel Commission is attached.

- **Professional Activities:**

- Attended ACSA Personnel Institute, December 13 and 14
- Attended Santa Cruz County Director's Meeting on December 17

SANTA CRUZ CITY SCHOOLS

Santa Cruz City Schools is comprised of an elementary and a secondary district. The district serves 7,000 students. Supporting our students are approximately 280 classified and 400 certificated employees.

COMMISSION GOALS

The primary obligation of the Personnel Commission is to the public. To implement this obligation, the Personnel Commission should do all within its power to recruit and test applicants for positions within the Santa Cruz City Schools District in such a manner as to obtain the best possible employees for the District.

The major categories of responsibility are:

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

Enhance the district Personnel Commission website as a gateway for communicating classified personnel information and employment opportunities.

2. Qualify applicants for examination.

Develop screening tools early in the selection process to identify applicants who meet the minimum proficiency levels for job-related factors.

3. Conduct an examination program which is fair and equitable.

Developing test materials to determine the Skills, Knowledge, and Abilities and competency levels of applicants required for success on the job prior to hiring them.

4. Classify all members of the classified service.

By classifying all positions in the classified service according to their respective duties and responsibilities.

5. Prescribe rules and regulations pertaining to the administration of the classified personnel merit system.

With a blind eye to any particular group, reinforcing the principle that favoritism shall not enter into any decisions made by staff or the Personnel Commission.

THE COMMISSION

The classified employees of our School District are represented by the following Commissioners:

Bradford Elliot, Vice-Chairperson

Appointment made by the Board Of Education. Mr. Elliott was appointed in October 2009. His term of office will expire on October 31, 2015.

Mark Violante, Chairperson

Appointment made by the Santa Cruz Council of Classified Employees, Local 6084. Mr. Violante was appointed on December 1, 2013. His term will expire on November 30, 2016.

Dr. Jim Logsdon, Joint Appointee

The third Commissioner is appointed by the District's appointee and the Union's appointee. Dr. Logsdon was appointed in December 2011. His term of office will expire on December 31, 2014.

STAFF

Beth Summers, Classified Personnel Director

bsummers@sccs.net

Carol Rhodes, Personnel Assistant

crhodes@sccs.net

SUPERINTENDENT OF SCHOOLS

Gary Bloom

BOARD OF TRUSTEES

Sheila Coonerty
Cynthia Hawthorne
Patricia Threet
Deborah Tracy-Proulx
Steve Trujillo
Claudia Vestal
Ken Wagman

The Merit System assures fair treatment of applicants and employees in all aspects of personnel administration, without regard to political affiliation, gender, ethnicity, or religious creed, and with proper regard for their privacy and constitutional rights as citizens.

SANTA CRUZ CITY SCHOOLS



PERSONNEL COMMISSION

2013 ANNUAL REPORT

405 Old San Jose Road
Soquel, California 95073
(831) 429-3410

THE MERIT SYSTEM

The classified employees of the Santa Cruz City Schools District operate under the Merit System. The Merit System is a system of rules and procedures similar to civil service. Its fundamental purpose is to ensure that highly qualified applicants and employees are recruited, selected, promoted and retained without favoritism and prejudice on the basis of merit and fitness.

Merit System school districts are administered by the Personnel Commission, an independent body composed of three persons appointed for three-year terms.

The Personnel Commission has the responsibility and right to establish rules and regulations that govern the District's classified employees.

The Personnel Commission generally meets once per month to consider examinations, eligibility lists, reclassifications, salary studies, rule changes, disciplinary appeals, and other areas of importance to all classified employees.

MERIT SYSTEM LAW

The Merit System at Santa Cruz City Schools District is designed to ensure a system that provides fair and equitable personnel practices based upon the Personnel Commission Rules and Regulations. Per California Education Code Sections 45240-45320, Merit System Law requires Personnel Commissions do the following:

- Ensure employees are hired in accordance with Commission Rules and Merit System Law on merit and fitness, without favoritism, interference, or influence.
- Protect applicants and employees from discriminatory treatment.
- Determine job related educational and work experience requirements.

- Ensure objective, job related tests and provide for establishment of eligibility rules.
- Provide for announcement of job vacancies to employees and the public.
- Classify or reclassify positions.
- Recommend salary schedules consistent with the principle of like pay for like service.
- Establish reasonable causes for demotion, suspension, and dismissal.
- Investigate and hear appeals of permanent employees who have been suspended, demoted or dismissed.

COMMISSION ACTIVITIES

The following is a recap of the Classified Personnel Actions for calendar year 2013 and a comparison to previous years:

	2009	2010	2011	2012	2013
Promotions	2	6	7	3	6
Leaves of Absence	37	31	25	10	44
Separations	25	29	38	29	59
Reclassification	0	0	0	0	1
Recruitments	20	24	49	94	119
Appointments	30	29	66	51	101
Exempt	54	80	122	103	119

**Exempt figures include Enrichment, Professional Experts, Playground Coaches, Child Care, and Yard Duty.*

WITH SINCERE THANKS

As we look forward to the rest of the school year, we wish to thank all those who provide their unwavering support ensuring that the Commissioners and staff are

well-prepared to accomplish the Commission's activities throughout the year. We are proud of our staff members who ensure a quality education for the young people of our District.

WELCOME

The Personnel Commission would like to take this opportunity to welcome the following new classified employees for

Melanie Alvarado	David Leopold
Sandra Alvarez	Troy Linsdale
Sunshine Alvarez	Mark Martinez
Emma Attard	Charles McFadden
Sheri Beatton	David Mena
Lillian Bertz	Lisa Miller
Maya Campbell-Unsoeld	Vivian Montes
Lauriana Cecchi	Rita Mori
Jessica Corona	Theresa Novak
Monica DeLeon	Chris Packer
Beatriz Diaz	Donna Patters
Italia Diaz Uribe	Barbara Poynter
Ethan Downey	Adriana Ponce
Avis Durden	Theron Rackley
Kenia Escobar-Aguilar	Vanessa Raynal
Omar Fabian	Carmia Rios
Leslie Fette	Mayra Sanjuan
Ellery-George Flores	Jennifer Sanchez
Darin Fox	Geri Simmons
Erin Funkhouser	Mary Simons
Raissa Gale	Larry Steele
Simon Ghorbani	Diane Sugimoto
Elisa Gonzales	Elizabeth Summers
Leonardo Gonzales-Acevedo	Shirley Talagtag
Adam Gottlieb	Jon Teachout
LeAnn Hager-Nast	Stephanie Torres
Rebecca Hawkins	Lori Vienna
Amy Hedrick-Farr	Kaitlin Waller
Melissa Jenkins	Dawn Wetzel
Mimi Kruse	Desiree Winkler

2013.

CONGRATULATIONS

The Personnel Commission extends our congratulations to the following employees who were promoted in 2013:

Patricia Souvey	Moises Mena Flores
Jon Wells	Vince Gomez
David Mena	Mayra Sanjuan

5.0 PUBLIC BUSINESS

5.1 Consider Approval of Minutes

**Minutes of Tuesday, December 3, 2013 Regular Meeting of the
SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION**

- 1.0 Chairperson Mark Violante called the meeting to order at 4:00 p.m. Also present: Dr. Jim Logsdon, Commissioner, Robert Chacanaca, SCCCE President, Sharon Peregrin, Administrative Secretary Facilities Services, Donna Smith, Administrative Secretary Academic Equity, Bill Phillips, Custodian at Bay View Elementary School and Elizabeth Summers, Classified Personnel Director. Absent: Mr. Brad Elliott, Vice-Chair Personnel Commission.
- 2.0 Hearings of individuals desiring to address the Commission. Ms. Peregrin expressed concern over the hiring process which was conducted for the Groundskeeper III position. She asked that the Commission reopen the recruitment. The Commission's recruitment process was clarified. Ms. Peregrin and Mr. Chacanaca also expressed ongoing concern with SCCS hiring practices.
- 3.0 Director's Report: An update of Director's activities and recruitments was provided.

2013-14 year to date: November 26, 2013	9 Appointments pending, decided but awaiting final clearance
81 Completed/Filled Assignments	
51 New Hires	
21 Open Active Recruitments	
5 Promotions	
5 Transfer Request Approved	
3 Temporary	
17 Reinstatements	

- 4.0 Public Business
 - 4.1 It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the minutes of November 5, 2013. Vote: 2 yes, 0 no, 1 absent.
 - 4.2 It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the Consent Agenda items. Vote: 2 yes, 0 no, 1 absent.
- 5.0 New Business
 - 5.1 It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the classified bargaining unit modification. Vote: 2 yes, 0 no, 1 absent.
- 6.0 Old Business-None
- 7.0 Reports and Comments
 - 7.1 Mr. Violante had no report.
 - 7.2 Commission Members Reports or Comments: Dr. Logsdon commented on how he was concerned by the article regarding SCCS library books being 20 years old. He has made some contributions towards some books at some of our schools and hopes that our libraries will be able to make progress in updating selections.
- 8.0 Future Meetings: The next regular Personnel Commission meeting is January 7, 2014, in the District Office Board Room 312, Soquel High School Campus at 4:00 pm.
- 9.0 Public Communications- none.
- 10.0 Adjourn to Closed Session – no closed session.
- 11.0 Report on Actions taken by Commission in closed session: None.
- 12.0 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 December 3, 2013 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of December 3, 2013.

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

5.2 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.)

5.2.1 Concerning Regular Assignments

5.2.2 Concerning Provisional and Limited Term Assignments

5.2.3 Concerning Exempt Assignments

5.2.4 Eligibility Lists Established

5.2.5 2013-2014 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: _____

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Elizabeth Summers, Director of Classified Personnel on:

12/4/13 

•EMPLOYMENT ACTIONS CONCERNING REGULAR ASSIGNMENTS•

Probationary (New Hires or Temporary Employees Made Regular):

DeLeon, Monica, Clerical Specialist – HR, 8hrs/12mo, effective 12/02/13

Fabian, Omar, Learning Assistant – HH, 1.6hrs/9mo, effective 12/05/13

Fette, Leslie, Instructional Technician – SQ, 5hrs/9mo, effective 11/22/13

Flores, Ellery-George, Senior Custodian – AE, 4.8hrs/12mo and Senior Custodian – ITIN, 3.2hrs/12mo, effective 11/20/13

Leopold, David, Learning Assistant – HH, 1.6hrs/9mo, effective 11/20/13

Sanchez, Jennifer, Learning Assistant – HH, 1.6hrs/9mo, effective 11/21/13

Simons, Mary Lynn, Learning Assistant – HH, 1.6hrs/9mo, effective 11/20/13

Promotion:

None

Voluntary Demotion:

Novak, Theresa, from Instructional Technician/PBS – 5hrs/9mo – HH to Instructional Technician 5hrs/9mo - MH, effective 12/3/13

Increase/Decrease in Months/Hours of Service:

Ashton, Gerri, Instructional Technician – SQ, from 5hrs/9mo to 5.5hrs/9mo, effective 8/28/13

Campbell, Fiona, Learning Assistant – BV, from 3.75hrs/9mo to 3.95hrs/9mo, effective 9/1/13

Downey, Ethan, Instructional Technician/ASES – BV, from 3.75hrs/9mo to 3.95hrs/9mo, effective 9/12/13

Ghorbani-Kazaz, Simon, Instructional Technician/ASES – BV, from 3.75hrs/9mo to 3.95hrs/9mo, effective 9/1/13

Hubert, Fabrice, Learning Assistant – BV, from 3.75hrs/9mo to 3.95hrs/9mo, effective 9/1/13

Kosta, Nathan, Education Technology Specialist – IT, from 6hrs/9mo to 8hrs/9mo, effective 11/1/13

39-Mo Reinstatement Effective

None

63-Mo Reinstatement:

Koeneman, Peter, Education Technology Specialist – IT, from 4hrs/10mo to 8hrs/9mo, effective 11/1/13.

Transfer:

Gal, Kim, Instructional Technician – Life Lab – 4hrs/9mo, transfer from DL to BV, effective 12/16/13

AGENDA ITEM VIII.1.2

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

Beatton, Sheri, School Health Clerk – 3hrs/9mo and Clerical Assistant – 3.5hrs/9mo – GA, resignation, effective 11/29/13

Bongiovanni, Sheila, Food Service Worker – FS, 3.5hrs/9mo, resignation, effective 11/26/13

Cruz, Cynthia, Payroll Technician – BS, 8hrs/12mo, resignation, effective 12/20/13

Gregoire, Paula, Instructional Technician/ASES – GA, resignation, effective, 11/13/13

Law, Jaimee, Learning Assistant – GA, 3hrs/9mo, resignation, effective 11/7/13

Medina, Angela, Library Media Services Assistant – SQ, resignation, effective 11/12/13

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

Arnold, Jr., Stephen, Campus Security – SU, not to exceed 25hrs, 10/1/13 to 8/31/14

Bocchetti, Rossell, Translator/Interpreter – HH, not to exceed 17hrs, 9/16/13 to 9/28/13

Campbell, Fiona, Learning Assistant – BV, not to exceed 80hrs, 9/23/13 to 6/17/14

Davis, Steve, Maintenance Person – MO, not to exceed 50hrs, 11/1/13 to 6/30/14

Flores, Miguel, Custodian – HH, not to exceed 8hrs, 10/1/13 to 10/15/13

Ghorbani-Kazaz, Simon, Instructional Technician – BV, not to exceed 143hrs, 10/7/13 to 6/11/14

Mena Flores, Moises, Senior Custodian – SC, not to exceed 4hrs, 10/19/13

O’Hanlon, Tennessee, Accompanist – MH, not to exceed 35hrs, 12/6/13 to 6/1/14

Pacheco, Irene, Principal’s Secretary – SMSC, not to exceed 27hrs, 10/24/13 to 10/31/13

Perez, Ricardo, Custodian – SC, not to exceed 8hrs, 10/19/13

Perez, Ricardo, Custodian – SC, not to exceed 6hrs, 11/9/13

Perez, Ricardo, Custodian – SC, not to exceed 9hrs, 11/16/13

Phillips, Randy, Maintenance Specialist – MO, not to exceed 50hrs, 7/1/13 to 6/30/14

Raynal, Vanessa, Food Service Worker – FS, (Substitute), not to exceed 100hrs, 10/25/13 to 6/30/14

Shannon, Martee, Instructional Technician/ASES – GA, not to exceed 39hrs, 10/25/13 to 11/08/13

Tuscano, Jose, Head Custodian – SQ, not to exceed 36hrs, 7/20/13 to 9/15/13

Vu, Le, Library Media Services Asst. – WL, not to exceed 3hrs, 10/28/13

Walker, Michelle, Food Service Worker – HH, not to exceed 90hrs, 7/11/13 to 8/22/13

Walker, Michelle, Food Service Worker – HH, not to exceed 6.5hrs, 10/10/13

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

Gray, Barbara, Instructional Technician – SE, not to exceed 66.25hrs, 10/24/13 to 10/31/13

Routh, Patricia, Principal's Secretary – WL, Substitute, not to exceed 2.5hrs, 10/22/13

Out of Class:

None

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Enrichment Services:

Blackmer, Joan, Drawing – BV, not to exceed 9.5hrs, 10/9/13 to 11/3/13

Fowler, Elizabeth, Sports Program – BV, not to exceed 17hrs, 10/23/13 to 12/05/13

Gal, Kim, Life Lab – BV, not to exceed 22hrs, 10/17/13 to 11/14/13

Godhino, Alexandre, Capoeira – BV, not to exceed 10.5hrs, 10/14/13 to 11/13/13

Raine, Freesia, Music – BV, not to exceed 168.75hrs, 9/24/13 to 6/12/14

Wiley, Melissa, Hip Hop Dance – WL, not to exceed 96hrs, 10/1/13 to 5/31/14

Winwood, Joya, Music – BV, not to exceed 93.75hrs, 9/24/13 to 6/12/14

Professional Expert:

Berglund, Erick, School Psychologist – SE, not to exceed 40hrs, 11/26/13 to 1/31/14

Stipend:

None

Playworks Recess Coach, Yard Duty, Child Care:

Garcia De Escobar, Ana, Childcare – MH, not to exceed 15hrs, 10/10/13 to 6/1/14

Gonzales, Elisa, Yard Duty – DL, not to exceed 70hrs, 11/1/13 to 6/11/14

Gudino, Rocio, Childcare – SS, not to exceed 8hrs, 11/07/13 to 11/21/13

Lawrence, Gloriana, Yard Duty – DL, not to exceed 10hrs, 11/1/13 to 6/6/14

Rascon, Katherine, Playworks Recess Coach – BV, not to exceed 474hrs, 11/8/13 to 6/13/14

•ELIGIBILITY LISTS ESTABLISHED•

Administrative Secretary

Campus Supervisor

Clerical Specialist

Instructional Technician

Instructional Technician – ASES

Instructional Technician – Life Lab

Instructional Technician – Positive Behavior Support

Learning Assistant

**SANTA CRUZ CITY SCHOOLS
2013-14 PERSONNEL COMMISSION BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Adopted	Expended	Encumbered	Balance
01-0000-0-0000-7400-4200-047-0000	Books other than Textbooks	\$50.00			\$50.00
	Elizabeth Summers (EdCode)		\$43.99		\$43.99
	Books other than Textbooks	\$50.00	\$43.99	\$0.00	\$6.01
01-0000-0-0000-7400-4300-047-0000	Materials & Supplies	\$1,234.00			\$1,234
	7/1/13 Palace Art & Office OPEN PO			\$500.00	\$734.00
	8/27/13 Palace Art & Office		\$137.06	-\$137.06	\$734.00
	9/19/13 Palace Art & Office		\$73.19	-\$73.19	\$734.00
	11/19/13 Elizabeth Summers (reimb)		\$21.75		
Materials & Supplies	\$1,234.00	\$232.00	\$289.75	\$712.25	
01-9010-0-1110-1000-047-0050	Materials & Supplies	\$0.00			\$0.00
	7/1/13 Carry Over	\$1,662.00			\$1,662.00
	Materials & Supplies	\$1,662.00	\$0.00	\$0.00	\$1,662.00
01-0000-0-0000-7400-4395-047-0000	Food for Workshops	\$150.00			\$150.00
	8/1/13 C Rhodes-director interviews		\$101.93		\$48.07
	9/17/13 B Summers - water		\$28.57		\$101.93
	Food for Workshops	\$150.00	\$130.50	\$0.00	\$19.50
01-0000-0-0000-7400-4400-047-0000	Non-Capitalized Equipment	\$0.00			\$0.00
	Non-Capitalized Equipment	\$0.00	\$0.00	\$0.00	\$0.00
01-0000-0-0000-7400-5200-047-0000	Mileage, Travel & Conference	\$1,900.00			\$1,900.00
	9/9/13 ACSA Personnel Institute			\$1,390.00	\$510.00
	9/17/13 ACSA Personnel Institute		\$1,390.00	\$(1,390.00)	\$510.00
	10/29/13 Elizabeth Summers (mileage)		\$473.81		\$36.19
	10/29/13 Elizabeth Summers (meals)		\$20.00		\$16.19
Mileage, Travel & Conferences	\$1,900.00	\$1,883.81	\$0.00	\$16.19	
01-9010-0-0000-7400-047-0050	Mileage, Travel & Conference	\$0.00			\$0.00
	7/1/13 carryover	\$0.00			\$0.00
	Mileage, Travel & Conferences	\$0.00	\$0.00	\$0.00	\$0.00
01-9010-0-0000-7400-047-0006	Contractual Benefit	\$800.00			\$800.00
	Contractual Benefit	\$800.00	\$0.00	\$0.00	\$800.00
01-0000-0-0000-7400-5300-047-0000	Dues & Membership	\$3,150.00			\$3,150.00
	9/12/13 CSPCA			\$434.00	\$2,716.00
	9/17/13 CSPCA		\$434.00	\$(434.00)	\$2,716.00
	9/13/13 ACSA			\$585.00	\$2,131.00
	10/22/13 ACSA		\$487.50	\$(585.00)	\$2,228.50
Dues & Membership	\$3,150.00	\$921.50	\$0.00	\$2,228.50	
01-0000-0-0000-7400-5600-047-0000	Rentals, Leases & Repairs	\$2,000.00			\$2,000.00
	7/1/13 US Bancorp-Lease			\$836.90	\$1,163.10
	8/1/13 US Bancorp-Lease		\$83.69	\$(83.69)	\$1,163.10
	9/5/13 US Bancorp-Lease		\$83.69	\$(83.69)	\$1,163.10
	10/3/13 US Bancorp-Lease		\$83.69	\$(83.69)	\$1,163.10
	10/15/13 KBA Docusys Inc			\$850.00	\$313.10
	10/31/13 US Bancorp-Lease		\$83.69	\$(83.69)	\$313.10
	10/31/13 KBA Docusys Inc		\$212.93	\$(212.93)	\$313.10
	12/10/2013 US Bancorp-Lease		\$83.69	-\$83.69	\$313.10
	Rentals, Leases & Repairs	\$2,000.00	\$631.38	\$1,055.52	\$313.10
	01-0000-0-0000-7400-5800-047-0000	Other Services/Operating Expenditures	\$1,600.00		
7/1/13 Mont Bay JOBS (PO)				\$315.00	\$1,285.00
8/27/13 Mont Bay JOBS			\$315.00	\$(315.00)	\$1,285.00
9/9/13 ACSA (Director posting)				\$90.00	\$1,195.00
9/17/13 ACSA (Director posting)			\$90.00	\$(90.00)	\$1,195.00
9/13/13 Alphagraphics (bus. Cards)				\$26.77	\$1,168.23
10/14/13 Alphagraphics (bus. Cards)				\$18.64	\$1,149.59
10/17/13 Alphagraphics (bus. Cards)			\$45.41	\$(45.41)	\$1,149.59
10/17/13 Santa Cruz Sentinel (ad)				\$103.74	\$1,045.85
11/14/13 San Joaquin COE (EdJoin)				\$400.00	\$645.85
11/19/13 Santa Cruz Sentinel (ad)			\$100.86	\$(100.86)	\$645.85
11/21/13 San Joaquin COE (EdJoin)			\$400.00	\$(400.00)	\$645.85
Other Services/Operating Expenditures		\$1,600.00	\$951.27	\$2.88	\$645.85
01-0000-0-0000-7400-5913-047-0000		Telephone	\$0.00		
01-0000-0-0000-7400-6400-047-0000	Equipment, New	\$0.00			\$0.00
01-0000-0-0000-7400-6500-047-0000	Equipment, Replacement	\$0.00			\$0.00
	TOTAL	\$12,546.00	\$4,794.45	\$1,348.15	\$6,403.40

6.0 NEW BUSINESS - NONE

7.0 OLD BUSINESS - NONE

8.0 REPORTS AND COMMENTS

8.1 Chairperson's Report

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

8.2 Commission Members' Reports or Comments

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

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held on Tuesday, February 5, 2014 in the District Office Room 312, Soquel High School Campus at 4:00 pm.

10.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

11.0 CLOSED SESSION (if necessary)

12.0 ADJOURNMENT

Adjournment at (Time) _____