

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, December 3, 2013

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, December 3, 2013

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 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 (November 26): 81 Completed/Filled Assignments

- 21 Open Active Recruitments
- 51 New Hires
- 5 Promotions
- 5 Transfer Requests Approved
- 3 Temporary
- 17 Reinstatements
- 9 Appointments pending (decided, awaiting final clearance)

■ **Update:**

- Our office has been very busy with recruiting efforts for both new and replacement positions.
- Director completed review of Confidential positions (see New Business 5.1).

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

**Minutes of Tuesday, November 5, 2013 Regular Meeting of the
SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION**

- 1.0 Chairperson Mark Violante called the meeting to order at 4:03 p.m. Also present: Dr. Jim Logsdon, Commissioner, Karen Hendricks, Assistant Superintendent-Human Resources, Robert Chacanaca, SCCCE President and Elizabeth Summers, Classified Personnel Director. Absent: Mr. Brad Elliott, Vice-Chair Personnel Commission.
- 2.0 Hearings of individuals desiring to address the Commission. Robert Chacanaca reported that he is working on some employee issues with Human Resources and hopes to reach resolution soon.
- 3.0 Director's Report: An update of Director's activities and recruitments was provided.

2013-14 year to date: October 31, 2013	
70 Completed/Filled Assignments	
45 New Hires	
19 Open Active Recruitments	
5 Promotions	
3 Transfer Request Approved	
1 Temporary	
16 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

An emergency item was added to review Ed-Join subscription which was an unexpected expense of \$400. It was moved by Dr. Logsdon and seconded by Mr. Violante to approve an expenditure of no more than \$400 for Ed-Join subscription. Vote: 2 yes, 0 no, 1 absent.

 - 5.1 It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the new job classifications of Instructional Specialist – Band and Accompanist. Vote: 2 yes, 0 no, 1 absent.
- 6.0 Old Business-None
- 7.0 Reports and Comments
 - 7.1 Mr. Violante reported that he has been busy teaching his ROP classes. He attended the College and Career Night at Cabrillo College and wishes SCCS students and parents had a higher level of participation.
 - 7.2 Commission Members Reports or Comments: Dr. Logsdon reported that the meeting to discuss security at SCHS went very well. There was a great discussion on how to make SCHS safer. Dr. Logsdon was very complimentary of the staff conducting the meeting.
- 8.0 Future Meetings: The next regular Personnel Commission meeting is December 3, 2013, 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 4:54 pm.

Respectfully submitted:

Elizabeth Summers, Classified Personnel Director

Recommendation: It is recommended that the minutes for the meeting of November 5, 2013 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of November 5, 2013.

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 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: 11/6/13

•EMPLOYMENT ACTIONS CONCERNING REGULAR ASSIGNMENTS•

Probationary (New Hires or Temporary Employees Made Regular):

Campbell-Unsoeld, Maya, Instructional Technician – GA, 3.5hrs/9mo, effective 10/28/13

Jenkins, Melissa, School Health Clerk – DL, 3hrs/9mo, effective 10/28/13

Law, Jaimee, Learning Assistant – GA, 3hrs/9mo, effective 11/4/13

Miller, Lisa, Learning Assistant 3hrs/9mo and Yard Duty .60hrs/9mo – WL, effective 11/1/13

Wetzel, Dawn, Instructional Technician – WL, 4hrs/9mo, effective 11/6/13

Promotion:

None

Increase/Decrease in Months/Hours of Service:

Patters, Donna, Career Development Specialist – TPHH, from 2.4hrs/9mo to 3.8hrs/9mo, effective 10/28/13

39-Mo Reinstatement Effective

Urioste, Melissa, Instructional Technician – DL, 5hrs/9mo, effective 11/4/13

63-Mo Reinstatement:

Pacheco, Irene, Clerical Assistant – AE, 3.6hrs/12mo, effective 11/4/13

Transfer:

Adam, Monika, Instructional Technician – 5hrs/9mo transfer from DL to WL, effective 10/23/13

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

Jacobs, Tjoni, Campus Supervisor – SQ, 8hrs/9mo, resignation, effective, 11/1/13

Talbot, Scott, Instructional Technician/Life Lab – BV, 4hrs/9mo, resignation, effective 11/1/13

Trebbien, Lori, School Health Clerk – DL, 3hrs/9mo, resignation, effective 10/25/13

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

Adam, Monika, Instructional Technician – CU, not to exceed 1hr, 9/20/13

Alley, Mary, Sr. Food Service Worker – FS, not to exceed 30hrs, 8/5/13 to 6/30/14

Alley, Mary, Sr. Food Service Worker – FS, not to exceed 30hrs, 9/1/13 to 6/30/14

Casey, Patrick, School Bus Driver – TR, not to exceed 350hrs, 9/10/13 to 10/20/13

Donor, Silveria, Lead Food Service Worker – FS, not to exceed 15hrs, 8/5/13 to 8/30/13

AGENDA ITEM VII.1.2

Downey, Ethan, Instructional Technician – BV, not to exceed 55hrs, 9/18/13 to 6/11/14
 Durden, Avis, Food Service Worker – FS, not to exceed 30hrs, 9/1/13 to 6/30/14
 Ericksen, Cynthia, Lead Food Service Worker – FS, not to exceed 15hrs, 8/5/13 to 8/30/13
 Escobar-Agullar, Kenia, Food Service Worker – FS, not to exceed 30hrs, 9/1/13 to 6/30/14
 Fennell, Debbie, Clerical Specialist – AE, not to exceed 53hrs, 10/1/13 to 10/31/13
 Geffken, Donna, Learning Assistant – BV, not to exceed 70hrs, 9/16/13 to 11/1/13
 Hawkins, Rebecca, Instructional Technician – BV, not to exceed 253hrs, 9/17/13 to 12/19/13
 Hubert, Fabrice, Learning Assistant – BV, not to exceed 80hrs, 9/23/13 to 6/17/14
 Jensen, Andria, Library Media Service Asst. – HH, not to exceed 10hrs, 09/30/13 to 10/31/13
 Kristal-Sinai, Nancy, Primary Intervention Student Assistant – SS, not to exceed 435hrs, 10/2/13 to 6/15/2014
 Lopez, Areli, Learning Assistant – DL, not to exceed 18hrs, 9/16/13 to 9/30/13
 Lopez, Flora, Principal’s Secretary – BV, not to exceed 10hrs, 10/1/13 to 6/16/14
 Lopez, Teodoro, Senior Custodian – BM, not to exceed 32hrs, 8/26/13 to 1/1/14
 Marquez, Belinda, Instructional Technician – BV, not to exceed 100hrs, 8/30/103 to 11/22/13
 Martinez, Manuel, Delivery Person/Utility Worker – FS, not to exceed 30hrs, 8/1/13 to 6/30/14
 Martinez, Manuel, Delivery Person/Utility Worker – FS, not to exceed 40hrs, 8/5/13 to 6/30/14
 Newtree, Solomon, Delivery Person/Utility Worker – FS, Substitute, not to exceed 180hrs, 10/8/13 to 12/1/13
 Null, Janice, Principal’s Secretary – BM, not to exceed 69hrs, 8/19/13 to 6/15/14
 Nyland, Barbara, Food Service Worker – FS, not to exceed 40hrs, 8/5/13 to 6/30/14
 Nyland, Barbara, Food Service Worker – FS, not to exceed 30hrs, 9/1/13 to 6/30/14
 Packer, Chris, Custodian – BV, not to exceed 50hrs, 8/20/13 to 6/16/14
 Pedroza, Sandra, Program Assistant – MH, not to exceed 272hrs, 9/16/13 to 6/1/14
 Perez, Ricardo, Custodian – SC, not to exceed 35hrs, 10/5/13 to 6/7/14
 Phillips, Randy, Maintenance Specialist – MO, not to exceed 50hrs, 7/1/13 to 6/30/14
 Russell, Jackie, Sr. Food Service Worker – FS, not to exceed 15hrs, 8/5/13 to 6/30/14
 Russell, Jackie, Sr. Food Service Worker – FS, not to exceed 30hrs, 9/1/13 to 6/30/14
 Sabella, Alexandra, Instructional Technician – BV, not to exceed 163hrs, 8/28/13 to 6/14/13
 Sabella, Alexandra, Learning Assistant – BV, not to exceed 18hrs, 8/28/13 to 9/16/13
 Sihler, Kris, Account Technician I – BV, not to exceed 10hrs, 9/1/13 to 9/30/13
 Silva, Panuncio, Instructional Technician – HH, not to exceed 50hrs, 9/30/13 to 12/15/13
 Silva-Robles, Fe, School Community Coordinator - BM, not to exceed 86hrs, 8/16/13 to 9/15/13
 Torralba, Michael, Food Service Worker – FS, not to exceed 30hrs, 9/1/13 to 6/30/14
 Walker, Michelle, Food Service Worker – FS, not to exceed 50hrs, 9/1/13 to 6/30/14
 Walker, Michelle, Food Service Worker – FS, not to exceed 100hrs, 9/1/13 to 6/30/14

AGENDA ITEM VII.1.2

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

Bispo, Lorraine, Account Tech I – BM, not to exceed 50hrs, 7/1/13 to 12/31/13

Lawson, Sandra, Food Service Worker – FS, Substitute, not to exceed 50hrs, 8/5/13 to 6/30/14

Routh, Patricia, Clerical Assistant – BM, Substitute, not to exceed 8hrs, 9/26/13 to 9/27/13

Out of Class:

None

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Enrichment Services:

Blackmer, Joan, Art/Drawing Techniques – BV, not to exceed 10.50hrs, 10/16/13 to 11/13/13

Fowler, Elizabeth, Afterschool Sports – BV, not to exceed 16hrs, 10/23/13 to 11/14/13

Gal, Kim, Life Lab Garden – BV, not to exceed 18hrs, 10/14/13 to 11/14/13

Godinho, Alexandre, Capoeira – BV, not to exceed 9hrs, 10/16/13 to 11/13/13

Godinho, Alexandre, Capoeira – WL, not to exceed 48hrs, 10/30/13 to 5/31/2014

Ngom, Ibrahima, African Drumming – SMSC, not to exceed 28hrs, 10/16/13 to 12/11/13

Nortey, Shorme, Artistic Movement – BM, not to exceed 22hrs, 10/14/13 to 12/18/13

Professional Expert:

Bell, Deborah, Augmentative/Alternative Communication – SE, not to exceed 3.75hrs, 8/28/13 to 10/10/13

Bell, Deborah, Augmentative/Alternative Communication – SE, not to exceed 12hrs, 10/11/13 to 1/31/14

Stipend:

None

Playworks Recess Coach, Yard Duty, Child Care:

Forbes, Jane, Childcare – SS, not to exceed 30hrs, 10/10/13 to 6/13/14

Haas, Stephanie, Playground Recess Coach – DL, not to exceed 540hrs, 10/14/13 to 6/11/14

Haje, Jamilah, Playground Recess Coach – GA, not to exceed 540hrs, 10/7/13 to 6/12/14

Lopez, Areli, Childcare – SS, not to exceed 8hrs, 10/10/13 to 10/24/13

Marizette, Gail, Yard Duty – BV, not to exceed 80hrs, 9/3/13 to 12/19/13

Paz, Denise, Yard Duty – GA, not to exceed 143hrs, 10/28/13 to 6/12/14

•ELIGIBILITY LISTS ESTABLISHED•

Groundsperson III

Instructional Technician

Learning Assistant

Senior Custodian

AGENDA ITEM VII.1.2

**SANTA CRUZ CITY SCHOOLS
2013-14 PERSONNEL COMMISSION BUDGET as of 11/25/13**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Adopted	Expended	Encumbered	Balance
01-0000-0-0000-7400-4200-047-0000	Books other than Textbooks	\$50.00			\$50.00
	10/3/13 Beth Summers (Amazon)		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 Beth Summers (name plates)		\$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
	7/24/13 C Rhodes-director interviews		\$101.93		\$48.07
	9/17/13 B Summers - water		28.57		\$19.50
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 SummersACSA/CSPCA Mileage		\$473.81		\$36.19
	10/29/13 B Summers ACSA meals		\$20.00		\$16.19
Mileage, Travel & Conferences	\$1,900.00	\$1,390.00	\$0.00	\$16.19	
01-9010-0-0000-7400-047-0050	Mileage, Travel & Conference	\$0			\$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	\$434.00	\$585.00	\$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
	10/15/13 KBA Docusys Inc			\$850.00	313.10
	10/3/13 US Bancorp-Lease		\$83.69	\$(83.69)	313.10
Rentals, Leases & Repairs	\$2,000.00	\$251.07	\$1,435.83	\$313.10	
01-0000-0-0000-7400-5800-047-0000	Other Services/Operating Expen	\$1,600.00			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			\$103.74	1,045.85
	11/14/13 San Joaquin COE (Edjoin)			\$400.00	645.85
	11/19/13 Santa Cruz Sentinel		\$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	\$315.00	\$2.88	\$645.85
01-0000-0-0000-7400-5913-047-0000	Telephone	\$0.00			\$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	\$8,387.08	\$2,313.46	\$6,403.40

5.0 NEW BUSINESS

5.1 Unit Modification

The Director has completed a review of the Confidential positions and the Cabinet concurs that the Benefit Specialist position should be removed from the Classified bargaining unit. In addition, the Administrative Assistant, Office of Instruction position will be returned to the bargaining unit at such time as it becomes vacant. SCCCE Executive Board has agreed to this unit modification.

Recommendation: Approve the Unit Modification as proposed in the attached Side Letter.

Sample Motion: I move to approve the Unit Modification as proposed in the attached Side Letter.

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

Side Letter

Between

Santa Cruz City Schools

And Santa Cruz Council of Classified Employees

2013-2014

November 22, 2013

The Santa Cruz City Schools District ("District") and the Santa Cruz Council of Classified Employees ("SCCCE") collectively referred to as "the parties", have considered their mutual interests and recognize the value and benefit of a constructive working relationship. Accordingly the parties agree to the following unit modification, effective December 1, 2013:

The position of Benefits Coordinator will be removed from the list of employees represented by SCCCE in order to be placed in the unit of Confidential employees.

At such time as the position of Administrative Assistant, Office of Instruction becomes vacant, the position will revert back to the bargaining unit (SCCCE) as an Administrative Assistant, placed at Grade 39 of the Classified Salary Schedule.

Dated: November 22, 2013

For the District:



Gary Bloom, Superintendent

For the SCCCE:

Robert Chacanaca, President

6.0 OLD BUSINESS - NONE

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

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

7.2 Commission Members' Reports or Comments

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

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held on Tuesday, January 7 in the District Office Room 312, Soquel High School Campus at 4:00 pm.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION (if necessary)

11.0 ADJOURNMENT

Adjournment at (Time) _____