

# 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  
Chair

Dr. Jim Logsdon  
Commissioner

Mr. Mark Violante  
Vice-Chair



### MEETING of the Personnel Commission

**Tuesday, February 4, 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, February 4, 2014**

**Regular Meeting - 4:00 p.m.**

District Office Board 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 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, Chairperson                       Dr. Jim Logsdon

Mr. Mark Violante, Vice-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 (January 30):**      Completed/Filled Assignments

- 17 Open Active Recruitments
- 72 New Hires
- 6 Promotions
- 7 Transfer Requests Approved
- 3 Temporary
- 22 Reinstatements
- 9 Appointments pending (decided, awaiting paperwork or final clearance)

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

- **Update:**

- We are making progress on our job board but are seeing more resignations.
- We are doing secondary recruitments for positions filled earlier this year.
- We are working towards 100% compliance for NCLB as part of the District's accountability plan. There are only two employees remaining who may need assistance in becoming compliant.

- **Reclassification Season:** We have received 3 requests for reclassifications, all from supervisors. The request window closed on Friday, January 31.

- **Professional Activities:**

- Attended ACSA Personnel Institute, January 10-11
- Attended WRIPAC Job Analysis Training, January 27-28

## 4.0 PUBLIC BUSINESS

### 4.1 Consider Approval of Minutes

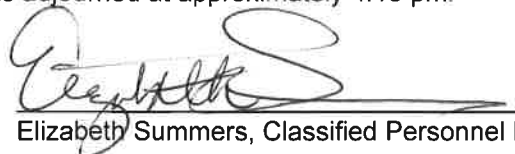
**Minutes of Tuesday, January 7, 2014 Regular Meeting of the  
SANTA CRUZ CITY SCHOOLS  
PERSONNEL COMMISSION**

- 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 and Elizabeth Summers, Classified Personnel Director.
- 2.0 Hearings of individuals desiring to address the Commission. Mr. Chacanaca expressed ongoing concern with a particular department's manager.
- 3.0 Reorganization of Personnel Commission. Brad Elliott was elected Chair and Mark Violante was elected Vice-Chair for 2014.
- 4.0 Director's Report: An update of Director's activities and recruitments was provided.

2013-14 year to date: December 19, 2013	7 Appointments pending, decided but awaiting final clearance
91 Completed/Filled Assignments	
60 New Hires	
20 Open Active Recruitments	
5 Promotions	
5 Transfer Request Approved	
3 Temporary	
19 Reinstatements	

- 5.0 Public Business
  - 5.1 It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the minutes of December 3, 2013. Vote: 3 yes, 0 no, 0 absent.
  - 5.2 It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the Consent Agenda items. Vote: 3 yes, 0 no, 0 absent.
- 6.0 New Business - None
- 7.0 Old Business-None
- 8.0 Reports and Comments
  - 8.1 Mr. Elliott reported that he was glad to be back after missing the last two meetings.
  - 8.2 Commission Members Reports or Comments: Dr. Logsdon reported that a letter he wrote to the Sentinel regarding the opening of Natural Bridges was published.
- 9.0 Future Meetings: The next regular Personnel Commission meeting is February 4, 2014, in the District Office Board Room 312, Soquel High School Campus at 4:00 pm.
- 10.0 Public Communications- none.
- 11.0 Adjourn to Closed Session – no closed session.
- 12.0 Report on Actions taken by Commission in closed session: None.
- 13.0 Adjournment: Meeting was adjourned at approximately 4:19 pm.

Respectfully submitted:

  
Elizabeth Summers, Classified Personnel Director

Recommendation: It is recommended that the minutes for the meeting of January 7, 2014 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of January 7, 2014.

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:

1/30/14 

•EMPLOYMENT ACTIONS CONCERNING REGULAR ASSIGNMENTS•

**Probationary (New Hires or Temporary Employees Made Regular):**

Campbell-Unsoeld, Maya, Instructional Technician – Life Lab – DL, 4hrs/9mo and Instructional Technician/ASES 3.5hrs/9mo – GA, effective 12/16/13

Cecchi, Lauriana, Instructional Technician/PBS – HH, 5hrs/9mo, effective 12/9/13

Fox, Darin, Campus Supervisor – SQ, 8hrs/9mo, effective 12/9/13

Gunalp, Cemile, Learning Assistant – GA, 3hrs/9mo, effective 1/6/14

Ponce, Adriana, Administrative Secretary – SS, 8hrs/11mo, effective 12/16/13

Rackley, Theron, Groundskeeper III, MO, 8hrs/12mo, effective 12/5/13

Raynal, Vanessa, Food Service Worker – FS, 3.5hrs/9mo, effective 12/4/13

Torres, Stephanie, Library Media Services Assistant – SQ, 3.5hrs/9mo, effective 12/10/13

**Promotion:**

None

**Voluntary Demotion:**

Ghorbani-Kazaz, Simon – BV, from Instructional Technician/ASES – 3.95hrs/9mo to Learning Assistant 3hrs/9mo, effective 12/16/13

Miller, Lisa, Yard Duty – WL, from .60hrs/90mo to .332hrs/9mo, effective 11/1/13

**Increase/Decrease in Months/Hours of Service:**

None

**Unit Modification:**

Gilmore, Kristi, from Benefits Coordinator – BS, 8hrs/12mo Classified Unit to Benefits Coordinator – BS, 8hrs/12mo Confidential.

**39-Mo Reinstatement Effective:**

None

**63-Mo Reinstatement:**

None

**Transfer:**

None

**Provisional Assignments (not to exceed 90 working days):**

None

**Leave of Absence:**

None

**Separation from Service:**

Campbell-Unsoeld, Maya, Instructional Technician/ASES 3.5hrs/9mo – GA, effective 01/10/14  
Coura, Henrique, Instructional Technician/ASES – BV, effective 12/19/13  
Cruz, Cynthia, Payroll Technician – BS, 8hrs/12mo, effective 12/18/13  
Haas, Stephanie, Playworks Recess Coach – DL, Exempt hourly position, effective 12/13/13  
Haje, Jamilah, Playworks Recess Coach – GA, Exempt hourly position, effective, 12/19/13  
Pedroza, Sandra, Attendance Technician – MH, 4hrs/9mo, effective 12/19/13

**Retirement**

Christensen, Marta, School Bus Driver – TR, 8hrs/10mo, effective 12/27/13

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

Alvarez, Sandra, Food Service Worker – FS, not to exceed 50hrs, 9/1/13 to 6/30/14  
Ashton, Gerri, Instructional Technician/PBS – SQ, not to exceed 72hrs, 11/1/13 to 6/12/14  
Campbell-Unsoeld, Maya, Instructional Technician – Life Lab – DL, not to exceed 6hrs, 12/4/13 to 12/13/13  
Cusirramos, Mirella, Learning Assistant – DL, not to exceed 8hrs, 11/22/13 to 11/23/13  
Dalbesio, Allyson, Lead Food Service Worker – FS, not to exceed 10hrs, 8/5/13 to 8/30/13  
Delgado, Sandra, Instructional Technician – BV, not to exceed 88hrs, 9/16/13 to 6/12/14  
Donor, Silveria, Lead Food Service Worker – FS, not to exceed 10hrs, 8/5/13 to 8/30/13  
Ericksen, Cynthia, Lead Food Service Worker – FS, not to exceed 10hrs, 8/5/13 to 8/30/13  
Escobar Aguilar, Kenia, Campus Supervisor – SQ, not to exceed 8hrs, 12/6/13  
Farr, Jr., Roger, Food Service Worker – FS, not to exceed 30hrs, 9/1/13 to 6/30/14  
Fennell, Debbie, Clerical Specialist – AE, not to exceed 42hrs, 12/10/13 to 1/31/14  
Forbes, Leticia, Media Textbook Clerk – SC, not to exceed 137hrs, 10/16/13 to 2/15/14  
Fox, Darin, Campus Security – DO, not to exceed 25hrs, 1/1/14 to 8/31/14  
Garcia Chombo Castro, Annabel, School Community Coordinator – DL, not to exceed 30hrs, 11/14/13 to 6/12/14  
Greenwood, Michelle, Personnel Technician II – HR, not to exceed 21.25hrs, 8/23/13 to 12/31/13  
Jones, Jr., Jack, Custodian – BM, not to exceed 2hrs, 12/7/13  
Kauss, Kimberly, Food Service Worker – FS, not to exceed 10hrs, 8/5/13 to 8/30/13  
Marquez, Belinda, Instructional Technician – BV, not to exceed 100hrs, 9/3/13 to 6/12/14  
McCombie-Murray, Paula, Learning Assistant – WL, not to exceed 30hrs, 12/5/13 to 2/25/14  
Miller, Lisa, Learning Assistant – WL, not to exceed 30hrs, 12/5/13 to 2/25/14  
Musch, Katrin, Learning Assistant – WL, not to exceed 48hrs, 12/5/13 to 2/25/14  
Taylor, Morena, Lead Food Service Worker – FS, not to exceed 10hrs, 8/5/13 to 8/30/13  
Tolamatl, Hector, Substitute Custodian – HR, Hours and Dept. Vary, 11/14/13  
Wetzel, Dawn, Learning Assistant – WL, not to exceed 30hrs, 12/5/13 to 2/25/13

**AGENDA ITEM VII.1.2**

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

Cocilova, Helen, Principal's Secretary – DL, Substitute, not to exceed 40hrs, 11/22/13 to 6/12/14

Lawson, Sandra, Food Service Worker – FS, Substitute, not to exceed 200hrs, 8/5/13 to 6/30/14

Molina, Rosemarie, Clerical Specialist – AE, not to exceed 72hrs, 12/10/13 to 6/13/14

Routh, Patricia, Attendance Technician – BM, Substitute, not to exceed 8hrs, 10/21/13 to 10/22/13

Routh, Patricia, Campus Supervisor – MH, Substitute, not to exceed 8hrs, 11/19/13

Routh, Patricia, Campus Supervisor – SQ, Substitute, not to exceed 16hrs, 12/9/13 to 12/10/13

Routh, Patricia, Clerical Assistant – WL, Substitute, not to exceed 7hrs, 12/3/13

Starn, Joy, Food Service Worker – FS, Substitute, not to exceed 100hrs, 10/1/13 to 6/30/14

Webber, Melissa, Principal's Secretary – HH, Substitute, not to exceed 40hrs, 12/02/13 to 12/06/13

**Out of Class:**

None

**•Employment Actions Concerning Exempt Assignments from the Classified Service•**

**Enrichment Services:**

Feinstein, Gjon, Chess – WL, not to exceed 33hrs, 11/15/13 to 6/6/13

**Professional Expert:**

Fleming, John, Academic Consultation Services – SE, not to exceed 40hrs, 7/29/13 to 6/30/14

**Stipend:**

None

**Playworks Recess Coach, Yard Duty, Child Care:**

Barrientos, Vickie, Yard Duty – GA, not to exceed 96hrs, 10/14/13 to 6/12/14

Gonzales, Elisa, Child Care – SS, not to exceed 8hrs, 11/07/13 to 11/21/13

Gudino, Rocio, Child Care – DL, not to exceed 10hrs, 11/20/13 to 6/12/14

Hendrix, Caitlin, Yard Duty – DL, not to exceed 230hrs, 1/6/14 to 6/12/14

**•ELIGIBILITY LISTS ESTABLISHED•**

Accounting Technician I

Instructional Technician

Learning Assistant

Payroll Technician

Primary Intervention Student 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	<b>Books other than Textbooks</b>	\$50.00			\$50.00	
	Elizabeth Summers (EdCode)		\$43.99		\$43.99	
	<b>Books other than Textbooks</b>	<b>\$50.00</b>	<b>\$43.99</b>	<b>\$0.00</b>	<b>\$6.01</b>	
01-0000-0-0000-7400-4300-047-0000	<b>Materials &amp; Supplies</b>	\$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			
	1/30/14 Elizabeth Summers (reimb)		\$13.02			
	<b>Materials &amp; Supplies</b>	<b>\$1,234.00</b>	<b>\$245.02</b>	<b>\$289.75</b>	<b>\$699.23</b>	
01-9010-0-1110-1000-047-0050	<b>Materials &amp; Supplies</b>	\$0.00			\$0.00	
	7/1/13 Carry Over	\$1,662.00			\$1,662.00	
	<b>Materials &amp; Supplies</b>	<b>\$1,662.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,662.00</b>	
01-0000-0-0000-7400-4395-047-0000	<b>Food for Workshops</b>	\$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	
	<b>Food for Workshops</b>	<b>\$150.00</b>	<b>\$130.50</b>	<b>\$0.00</b>	<b>\$19.50</b>	
01-0000-0-0000-7400-4400-047-0000	<b>Non-Capitalized Equipment</b>	\$0.00			\$0.00	
	<b>Non-Capitalized Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
01-0000-0-0000-7400-5200-047-0000	<b>Mileage, Travel &amp; Conferences</b>	\$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	
	<b>Mileage, Travel &amp; Conferences</b>	<b>\$1,900.00</b>	<b>\$1,883.81</b>	<b>\$0.00</b>	<b>\$16.19</b>	
01-9010-0-0000-7400-047-0050	<b>Mileage, Travel &amp; Conferences</b>	\$0.00			\$0.00	
	7/1/13 carryover	\$0.00			\$0.00	
	<b>Mileage, Travel &amp; Conferences</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
01-9010-0-0000-7400-047-0006	<b>Contractual Benefit</b>	\$800.00			\$800.00	
	1/30/2014 Mileage for Personnel Institute		\$197.12		\$602.88	
	1/30/2014 Expenses		\$591.09			
	<b>Contractual Benefit</b>	<b>\$800.00</b>	<b>\$788.21</b>	<b>\$0.00</b>	<b>\$11.79</b>	
01-0000-0-0000-7400-5300-047-0000	<b>Dues &amp; Membership</b>	\$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	
	<b>Dues &amp; Membership</b>	<b>\$3,150.00</b>	<b>\$921.50</b>	<b>\$0.00</b>	<b>\$2,228.50</b>	
01-0000-0-0000-7400-5600-047-0000	<b>Rentals, Leases &amp; Repairs</b>	\$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	
	1/9/2014 US Bancorp-Lease		\$83.69	-\$83.69	\$313.10	
	1/14/2014 KBA Docusys Inc		\$147.68	-\$147.68	\$313.10	
	1/30/2014 US Bancorp-Lease		\$83.69	-\$83.69	\$313.10	
		<b>Rentals, Leases &amp; Repairs</b>	<b>\$2,000.00</b>	<b>\$946.44</b>	<b>\$740.46</b>	<b>\$313.10</b>
	01-0000-0-0000-7400-5800-047-0000	<b>Other Services/Operating Expenc</b>	\$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 (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	
1/29/14 ACSA - (Ed-Cal for IT Director)				\$195.00	\$450.85	
<b>Other Services/Operating Expenditures</b>		<b>\$1,600.00</b>	<b>\$951.27</b>	<b>\$197.88</b>	<b>\$450.85</b>	
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
		<b>TOTAL</b>	<b>\$12,546.00</b>	<b>\$5,910.74</b>	<b>\$1,228.09</b>	<b>\$5,407.17</b>

## 5.0 NEW BUSINESS

### 5.1 Director's Calendar Amendment

Recommendation: It is recommended that the Director's Calendar be approved as amended.

Sample Motion: I move to approve the Director's Calendar as amended.

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

# Santa Cruz City Schools 2013-14 Management Work Calendar

Name: **Elizabeth Summers**      Supervisor: **Personnel Commissioners**  
 Position: **Director, Classified Personnel**      Contract Days: **191 (8 hr days)**

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Work Days
July				H																												0.0
August																																5.0
September																																20.0
October																																22.0
November																																16.0
December																																14.0
January																																18.0
February																																17.0
March																																20.0
April																																20.0
May																																16.0
June																																17.0
																																185.0

Week Days       Saturdays       Sundays  
 Local Holiday       Legal Holiday       Work Day       Non-Work Day

Employee: *Elizabeth Summers*      Date: 8/17/13      Supervisor: \_\_\_\_\_      Date: \_\_\_\_\_

## **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, March 4, 2014 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**

### **10.1 Director – Review of Goals and Objectives**

## **11.0 ADJOURNMENT**

Adjournment at (Time) \_\_\_\_\_