

# Santa Cruz City Schools

## PERSONNEL COMMISSION

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

Mr. Jim Spano  
Commissioner

Mr. Mark Violante  
Chair



### REGULAR MEETING of the Personnel Commission

**Tuesday, May 5, 2015 4:00 p.m.**

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, May 5, 2015**

**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 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. Mark Violante, Chairperson

Mr. Jim Spano

**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.

**2014-2015 year to date (May 1):**      Completed/Filled Assignments: 113

- 18 Open Active Recruitments
- 63 New Hires
- 15 Promotions
- 17 Transfer Requests Approved
- 7 Temporary
- 11 Reinstatements
- 2 Appointments pending (decided, awaiting paperwork or final clearance)

- **Update:**

- Meeting with employees who are being laid off.
- Continuing to update eligibility and reemployment lists – new format
- Very active recruitments, many for next school year
- Summer School recruitments began 4/30/15, preparing for interviews and staffing meetings

## 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 27 108 Completed/Filled Assignments	2 Appointment pending, decided but awaiting final clearance
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.

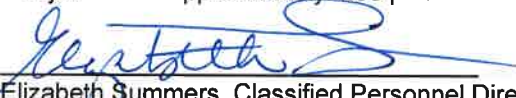
**9.0 Future Meetings:** The next regular Personnel Commission meeting is May 5, 2015, in the District Office, Room 312, Soquel High School Campus at 4:00 pm.

**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: \_\_\_\_\_ 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 2014-2015 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

### 5.1 Information Item: Personnel Commission Appointments

Education Code 45256 governs the appointment of Personnel Commissioners appointed by the Governing Board, the employee representative (union) and the joint appointee.

The Board must announce their intended appointee at a public meeting of the Governing Board. 30 to 45 days later a public hearing must be held. Following the public hearing, the Board may vote on their appointee.

The Union may submit their nominee for Commissioner to the Governing Board in a public meeting 30 days prior to the date of the vacancy and the Board will make the appointment within 30 days.

The joint appointment is agreed upon by the Board's appointee and the Union's appointee. The process is not strictly defined by Education Code and can be agreed upon by the Commissioners. If desired, the Commission may recruit candidates and conduct interviews or agree to reappoint the incumbent.

Education Code 45248 provides for the appointment of an interim Commissioner in order to ensure continuance of function of the Personnel Commission.

### 5.2 Appointment of Personnel Commissioner

A Public Hearing was held at the April 7, 2015 meeting in order to receive input from interested parties. The Personnel Commissioners may now move forward to initiate a recruitment process or vote to reappoint the incumbent, Dr. Jim Logsdon.

Recommendation: To reappoint Dr. Jim Logsdon as the Joint Appointee to the Personnel Commission for a term ending December 31, 2017.

Sample Motion: I move to appoint Dr. Jim Logsdon as Personnel Commissioner to fill

the term ending December 31, 2017.

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

**5.3 PUBLIC HEARING: Personnel Commission Budget for 2015-2016**

The Personnel Commission is required to hold a public hearing regarding their annual budget no later than May 30<sup>th</sup> or to coincide with the process of adoption of the school district budget.

Recommendation: Pursuant to Personnel Commission Rule 300.1, the Personnel Commission is making the 2015-2016 Personnel Commission Budget available to the public to publicly disclose its costs and to allow public comment prior to approval.

Public Hearing opened: \_\_\_\_\_ p.m.

Public Hearing closed: \_\_\_\_\_ p.m.

**5.4 Approve Personnel Commission Budget for 2015-2016**

Recommendation: It is recommended to approve the Personnel Commission budget for 2015-2016 for submission to the SCCOE Superintendent of Schools.

Sample Motion: I move to approve 2015-2016 Personnel Commission budget as submitted.

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

**5.5 Approve Recommendation of Reclassification Committee**

The Reclassification Committee met on April 10 and made as follows:

**Stanley Miller** – recommend reclassification from Groundskeeper II to Groundskeeper III.

**Manuel Martinez** – recommend reclassification from Delivery Driver/Utility Worker to Warehouse Person.

**Accounting Technician I** – recommend against reclassification as Accounting Technician II. Recommend review of Accounting Technician I and II job descriptions and possible development of new job description to appropriately classify high school accounting technicians.

Recommendation: It is recommended to approve the recommendations of the Reclassification Committee as submitted.

Sample Motion: I move to approve the recommendations of the Reclassification Committee as submitted.

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



**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, June 2, 2015 in Room 312, Soquel High School Campus at 4:00 pm.

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

**10.0 CLOSED SESSION**

**11.0 ADJOURNMENT**

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

## CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Elizabeth Summers, Director of Classified Personnel on:

Handwritten signature and date: 4/8/15

### •EMPLOYMENT ACTIONS CONCERNING REGULAR ASSIGNMENTS•

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

Frates III, Emil, Supervisor, Transportation - MOT, 8hrs/12mo, effective 4/6/15

#### **Promotion:**

None

#### **Re-Hire:**

None

#### **Voluntary Reduction:**

None

#### **Increase in FTE - Months/Hours of Service:**

None

#### **Additional FTE/Position:**

None

#### **39-Mo Reinstatement:**

None

#### **63-Mo Reinstatement:**

None

#### **Other Reinstatement:**

None

#### **Transfer:**

None

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

None

#### **Leave of Absence:**

None

#### **Separation from Service:**

Garcia Chombo Castro, Annabel, School Community Coordinator - DL, 6hrs/9mo, effective 6/11/15

Martha Johnson, Personnel Technician II - HR, 7.2hrs/12mo, Resignation effective 4/10/15

**Retirement:**

Bare, Joan, Instructional Technician - HH, 5hrs/9mo, effective 6/11/15

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

Barron, Jennifer, Instructional Technician/PBS - SE, not to exceed 252hrs, 2/27/15 to 6/11/15

Bernal, M Guadalupe, Food Service Worker - FS, not to exceed 2hrs, 4/1/15 to 6/30/15

Casey, Patrick, School Bus Driver - MOT, not to exceed 250hrs, 1/5/15 to 6/30/15

Castaneda, Frances, School Bus Driver - MOT, not to exceed 100hrs, 1/5/15 to 6/30/15

Clark, Hermanita, Administrative Assistant - AE, not to exceed 10hrs, effective 3/17/15 to 3/18/15

Flores, Asela, Food Service Worker - FS, not to exceed 2.5hrs, 4/1/15 to 6/30/15

Heaster, Molly, Accounts Payable/Payroll Technician - DO, not to exceed 8hrs, 3/10/15 to 6/30/15

Jorgensen, Kimberly, Food Service Worker - FS, not to exceed 6hrs, 4/1/15 to 6/30/15

Juarez, Consuelo, Career Development Specialist - TP, not to exceed 180hrs, 3/25/15 to 6/15/15

Marcotte, Damien, School Bus Driver - MOT, not to exceed 50hrs, 1/5/15 to 6/30/15

Miller, Lisa, Learning Assistant - WL, not to exceed 24hrs, 3/16/15 to 6/30/15

Musch, Katrin, Learning Assistant - WL, not to exceed 24hrs, 3/16/15 to 6/30/15

Pais, Deena, Attendance Technician - SQ, not to exceed 20hrs, 4/13/15 to 4/17/15

Partida-Cook, Junnue, District Assessment Specialist - AECF, not to exceed 20hrs, 3/2/15 to 6/30/15

Saarni, Richard, School Bus Driver - MOT, not to exceed 55.50hrs, 2/9/15 to 6/30/15

Salgado De Santos, Maria, Food Service Worker - FS, not to exceed 2hrs, 4/10/15 to 6/30/15

Schwarzenbach, Jennifer, Primary Student Intervention Asst. - SS, not to exceed 30hrs, 2/23/15 to 6/12/15

Sepulveda, Irma, School Bus Driver - MOT, not to exceed 50hrs, 1/5/15 to 6/30/15

Shannon, Martee, Instructional Technician/ASES - GA, not to exceed 95hrs, 1/12/15 to 5/29/15

Steinman, Jessalyn, Learning Assistant - SMSC, not to exceed 7hrs, 3/10/15 to 3/11/15

Tolentino, Angelica, School Community Coordinator - SC, not to exceed 168hrs, 2/11/15 to 6/11/15

Voenell, Brian, Instructional Technician - Hours and Site/Dept. will vary, effective 3/23/15

Zamora, Beatris, Site Program Coordinator - AECF, not to exceed 10hrs, 3/20/15 to 3/31/15

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

Routh, Patricia, Attendance Technician - SQ, (substitute) not to exceed 20hrs, 4/13/15 to 4/17/15

**Out of Class:**

None

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

**Enrichment Services:**

Owen, Cassandra, Theater Production - BM, not to exceed 26hrs, 3/11/15 to 5/5/15

Zell, Sarah, Run for Fun - WL, not to exceed 17hrs, 4/9/15 to 5/28/15

**Professional Expert:**

Barker, Margaret, Two Assessments of Assistive Technology Need for Two Elementary Students - SE, not to exceed 20hrs, 2/5/15 to 6/30/15

Bell, Deborah, IEP Mandated Assessment of Preschool Aged Student, Support IEP Team - SE, not to exceed 10hrs, 2/5/15 to 6/30/15

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

Gudino, Rocio, Yard Duty Supervisor - DL, not to exceed 233hrs, 3/16/15 to 6/11/15

Lopez, Areli, Yard Duty Supervisor - DL, not to exceed 264hrs, 3/16/15 to 6/11/15

Nakamura, Mercedes, Playground Recess Coach - WL, not to exceed 143hrs, 3/9/15 to 6/11/15

**•Eligibility Lists Established•**

Senior Custodian

**SANTA CRUZ CITY SCHOOLS  
2014-15 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
	<b>Books other than Textbooks</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50.00</b>
01-0000-0-0000-7400-4300-047-0000	<b>Materials &amp; Supplies</b>	\$1,234.00			\$ 1,234.00
8/4/2014	Palace purchase order			\$500.00	\$ 734.00
10/28/2014	warehouse (envelopes)		37.72		\$ 696.28
4/16/2015	Palace order		204.65	\$(204.65)	\$ 696.28
4/16/2015	Palace credit		(\$26.78)	\$26.78	\$ 696.28
4/27/2015	budget transfer	(\$60.00)			
	<b>Materials &amp; Supplies</b>	<b>\$1,174.00</b>	<b>\$37.72</b>	<b>\$500.00</b>	<b>\$636.28</b>
01-9010-0-1110-1000-047-0050	<b>Materials &amp; Supplies</b>	\$0.00			\$0.00
	carryover	\$1,593.00			
	<b>Materials &amp; Supplies</b>	<b>\$1,593.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,593.00</b>
01-0000-0-0000-7400-4395-047-0000	<b>Food for Workshops</b>	\$175.00			\$175.00
8/14/2014	<b>Carol Rhodes</b>		\$58.91		\$116.09
9/18/2014	<b>Beth Summers</b>		\$29.75		\$86.34
3/5/2015	<b>Carol Rhodes</b>		\$30.07		\$56.27
2/26/2015	<b>Beth Summers</b>		\$56.45		-\$0.18
2/5/2015	<b>Beth Summers</b>		\$26.39		-\$26.57
4/23/2015	<b>Beth Summers</b>		\$47.75		-\$74.32
4/12/2015	<b>Beth Summers</b>		\$34.97		-\$109.29
4/6/2015	budget transfer	\$100.00			-\$9.29
4/27/2015	budget transfer	\$30.00			\$20.71
	<b>Food for Workshops</b>	<b>\$305.00</b>	<b>\$284.29</b>	<b>\$0.00</b>	<b>\$20.71</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; Conference</b>	\$1,900.00			\$1,900.00
10/27/14	CalPERS workshop			\$75.00	\$1,825.00
12/8/14	Public Records Webinar			\$25.00	\$1,800.00
11/3/14	Travel/ACSA Pers Institute			\$181.17	\$1,618.83
2/25/15	Beth Summers ACSA Conf			\$418.70	\$1,200.13
2/25/15	ACSA Conf Reg			\$240.00	\$960.13
	budget transfer	(\$173.00)			\$787.13
4/2/15	Beth Summers mileage			\$10.69	\$776.44
	<b>Mileage, Travel &amp; Conferences</b>	<b>\$1,727.00</b>	<b>\$0.00</b>	<b>\$950.56</b>	<b>\$776.44</b>
01-9010-0-0000-7400-047-0050	<b>Mileage, Travel &amp; Conference</b>	\$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
9/22/2014	Personnel Institute (ACSA)			\$395.00	\$405.00
	Expenses Personnel Inst			\$405.00	\$0.00
	<b>Contractual Benefit</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$800.00</b>	<b>\$0.00</b>
01-0000-0-0000-7400-5300-047-0000	<b>Dues &amp; Membership</b>	\$3,000.00			\$3,000.00
8/4/14	ACSA		\$697.38		
8/4/14	CSPCA		\$434.00		
4/23/15	CODESP		\$1,850.00		
4/6/15	Budget transfers	\$511.00			
4/20/15	ACSA		\$434.00		
3/31/15	SPCA		\$95.00		
	<b>Dues &amp; Membership</b>	<b>\$3,511.00</b>	<b>\$3,510.38</b>	<b>\$0.00</b>	<b>\$0.62</b>
01-0000-0-0000-7400-5600-047-0000	<b>Rentals, Leases &amp; Repairs</b>	\$2,000.00			\$2,000.00
7/23/14	US Bancorp		\$83.69	\$(83.69)	\$2,000.00
8/4/14	KBA Docusys purchase ord			\$550.00	\$1,450.00
8/4/14	US Bancorp purchase order			\$836.90	\$613.10
8/23/14	US Bancorp		\$83.69	\$(83.69)	\$613.10
8/12/14	US Bancorp			\$167.38	\$445.72
9/22/14	US Bancorp		\$83.69	\$(83.69)	\$445.72
10/1/14	KBA Docusys		\$328.80	\$(328.80)	\$445.72
10/23/14	US Bancorp		\$83.69	\$(83.69)	\$445.72
11/22/14	US Bancorp		\$83.69	\$(83.69)	\$445.72
12/23/14	US Bancorp		\$83.69	\$(83.69)	\$445.72
1/23/15	US Bancorp		\$83.69	\$(83.69)	\$445.72
2/20/15	US Bancorp		\$83.69	\$(83.69)	\$445.72
3/23/15	US Bancorp		\$83.69	\$(83.69)	\$445.72
4/22/15	US Bancorp		\$83.69	\$(83.69)	\$445.72
5/7/15	KBA Docusys		\$212.21	\$(212.21)	\$445.72
	<b>Rentals, Leases &amp; Repairs</b>	<b>\$2,000.00</b>	<b>\$1,377.91</b>	<b>\$176.37</b>	<b>\$445.72</b>
01-0000-0-0000-7400-5800-047-0000	<b>Other Services/Operating Expens</b>	\$1,600.00			\$1,600.00
8/4/14	San Joaquin COE		\$411.25		\$1,188.75
8/4/14	SC Sentinel		\$262.92		\$925.83
9/18/14	postage (Beth Summers)		\$3.64		\$922.19
9/24/14	budget transfer	(\$49.00)			\$873.19
10/3/14	SC Sentinel		\$84.56		\$788.63
4/6/15	budget transfer	(\$177.00)			\$611.63
4/23/15	postage (Beth Summers)		\$5.46		\$606.17
	budget transfer	(\$261.00)			\$345.17
	budget transfer	\$30.00			\$375.17
5/7/15	SC Sentinel		\$350.26		\$24.91
	<b>Other Services</b>	<b>\$1,143.00</b>	<b>\$1,118.09</b>	<b>\$0.00</b>	<b>\$24.91</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>\$12,303.00</b>	<b>\$6,328.39</b>	<b>\$2,426.93</b>	<b>\$3,547.68</b>

**SANTA CRUZ CITY SCHOOLS  
PERSONNEL COMMISSION  
2015-16 BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FTE	Allocation
01-0000-0-0000-7400-2300-047-0000	Classified Administration	0.86	\$107,436.00
01-0000-0-0000-7400-2400-047-0000	Clerical/Technical Wages	1.00	\$93,040.00
01-0000-0-0000-7400-xxxx-047-0000	Clerical hourly		\$364.00
	<b>Total Salary &amp; Health and Welfare Cost</b>		<b>\$200,840.00</b>
<hr/>			
01-0000-0-0000-7400-4200-047-0000	Books other than Textbooks		\$50.00
01-0000-0-0000-7400-4300-047-0000	Materials & Supplies		\$1,234.00
01-0000-0-0000-7400-4395-047-0000	Food for Workshops		\$275.00
01-0000-0-0000-7400-5200-047-0000	Mileage, Travel & Conferences		\$1,900.00
01-0000-0-0000-7400-5200-047-0006	Contractual Benefit		\$800.00
01-0000-0-0000-7400-5300-047-0000	Dues & Membership		\$3,000.00
	CODESP		
	CSPCA		
	NCSPCA		
	Ed-Join		
	ACSA		
01-0000-0-0000-7400-5600-047-0000	Rentals, Leases & Repairs		\$2,000.00
01-0000-0-0000-7400-5800-047-0000	Other Services/Operating Expenditures		\$1,500.00
	<i>Advertising, printing</i>		
01-0000-0-0000-7400-5913-047-0000	Telephone		\$0.00
01-0000-0-0000-7400-6400-047-0000	Equipment, New		\$0.00
01-0000-0-0000-7400-6500-047-0000	Equipment, Replacement		\$0.00
	<b>Total Other Budget Categories</b>		<b>\$10,759.00</b>
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<b>TOTAL BUDGET</b>			<b>\$211,599.00</b>

# Santa Cruz City Schools

## PERSONNEL COMMISSION

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

Mr. Jim Spano  
Interim Commissioner

Mr. Mark Violante  
Chair



### Reclassification Study Requests

- 1. Stanley Miller, Groundskeeper II, Maintenance, Operations and Transportation:** Mr. Miller asserts that the job classification does not accurately describe his position and that his duties are the same as employees working in the Groundskeeper III position. He believes that his duties have evolved over the years and that he is performing tasks listed in the Groundskeeper III description. Trevor Miller, the Director of MOT, supports this application and believes that all Groundskeepers are performing the same tasks. **Based on the study of this position, the Director recommended reclassification of Mr. Miller as a Groundskeeper III. Reclassification committee vote: 4 Yes, 0 No, 0 abstain.**
- 2. Manuel Martinez, Delivery Person/Utility Worker, Food Services:** Amy Hedrick-Farr, the Director of Food and Nutrition Services, requested an evaluation of Mr. Martinez's position as she feels that the duties have increased over time as the role of this position has expanded with an increase of food services out of the Central Kitchen. Ms. Hedrick-Farr believes that Mr. Martinez's responsibilities extend beyond the current job description and supports a reclassification. **Based on the study of this position, the Director recommended reclassification of Mr. Martinez as a Warehouse Person. Reclassification committee vote: 4 Yes, 0 No, 0 abstain.**
- 3. Accounting Technician I:** On behalf of SCCCE, Jeanie Brown has requested an evaluation of the Account Technician I positions within the district. SCCCE asserts that Accounting Technician II's and Accounting Technician I's are performing the same duties within the same scope, using essentially the same job skill set. The request has been made to reclassify the Accounting Technician I's at the high schools to Accounting Technician II. **Based on the study of this position, the Director recommended that Accounting Technicians I not be reclassified as Accounting Technicians II but that a new classification be developed which accurate represents the scope and duties assigned to these positions. Reclassification committee vote: 4 Yes, 0 No, 0 abstain.**

Reclassification Committee Members:

Beth Summers, Director of Classified Personnel\*  
Molly Parks, Assistant Superintendent, Human Resources\*  
Desiree Dominguez, Human Resources Manager  
Tracey Runeare, Assistant Principal, Harbor High School  
Chris Baldwin, Maintenance Specialist  
Barbara Poynter, Senior Custodian  
Mark Violante, Personnel Commissioner\*

\*Non-voting members