

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

SPECIAL MEETING of the Personnel Commission

Thursday, May 21, 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

Thursday, May 21, 2015
Special 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 NEW BUSINESS

3.1 Approval of Director's Final Calendar 2014-15

The Director's calendar for the 2014-15 school year has been finalized and accounts for an end date of June 5, 2015.

Recommendation: The recommendation is that the Director's calendar should be approved.

Sample Motion: I move that the Director's amended calendar for 2014-15 be approved.

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

3.2 Discussion and Approval of Recruitment and Transition Plan for Director position

With the resignation of the Director effective June 5, 2015, decisions will need to be made regarding the recruitment of a replacement and a transition plan to continue Personnel Commission work throughout the recruitment process.

A draft recruitment and transition plan has been submitted by the Director.

Recommendation: The recommendation is that the recruitment and transition plan be approved.

Sample Motion: I move that the Recruitment and Transition Plan be approved as presented (or amended).

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

4.0 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.

5.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

6.0 ADJOURNMENT

Adjournment at (Time) _____

Santa Cruz City Schools 2014-15 Management Work Calendar

Name: Beth Summers
 Position: Director, Classified Personnel

Supervisor: Personnel Commission
 Contract Days: 191

	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	x	x	x	H			1.0	1.0	1.0	1.0	1.0		1.0	1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0				x	1.0	1.0	1.0	18.0	
August	1.0			1	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	x			20.0	
September	H	x	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0		1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0	1.0			1.0	1.0		20.0	
October	1.0	1.0	x				1.0	1.0	1.0	1.0			1.0	1.0	1.0	x				x	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0		19.0	
November			1.0	1.0	1.0	1.0	x			x	H	x	1.0	1.0		1.0	1.0	1.0	1.0	1.0	1.0		x		x							11.0	
December	x	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0		1.0	1.0	1.0	1.0	1.0							H							13.0	
January	H							1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0			H	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	x		18.0	
February		1.0	1.0	1.0	1.0	1.0				H	1	1.0	1.0	1.0	1.0	1.0					x		x	x			1.0	1.0				12.0	
March		1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0		1.0	1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0					20.0	
April								1.0	1.0	1.0	1.0	1.0	1.0	1.0	x	1.0	1.0			1.0	1.0	1.0	1.0	1.0			1.0	1.0	x	1.0		17.0	
May	1.0			x	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0			1.0	1.0	1.0	1.0	x			H	1.0	1.0	1.0	1.0			18.0	
June	1.0	1.0	1.0	1.0	1.0			x		x	x	x		x	x	x	x	x											x	x			5.0
Work Days																															191.0		

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

Employee: *Beth Summers* Date: 5/15/15

Supervisor: _____ Date: _____

Recruitment Plan for Director, Classified Personnel

DATES	ACTIVITY	WHO
May 21-June 18	Recruitment	EdJoin,Edcal (if \$ available), other sources
Between June 24-July 1	Technical Panel Interview	MS District staff from COE and Pajaro, 1st rep from SCCS, 1 st rep from SCCCE, J. Spano
Between July 8-14	Hiring Interview	PC Chair, New Commissioner, Carol Rhodes, 2 nd rep from SCCS, 2 nd rep from SCCCE
August 1	Start date	

Transition Plan for Personnel Commission Office

The recommendation is that Carol Rhodes be placed in an Out of Class Assignment until such time as a Director can be hired. She has served in this capacity in the past during similar transitions and is qualified to assume these responsibilities.

If additional support is needed, the Personnel Commission could initiate Extra Work Agreements as necessary.