

Santa Cruz City Schools

PERSONNEL COMMISSION

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

Dr. Jim Logsdon
Commissioner

Mr. Mark Violante
Vice-Chair



REGULAR MEETING of the Personnel Commission

Tuesday, December 2, 2014 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, December 2, 2014

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:

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.

2014-2015 year to date (November 21): Completed/Filled Assignments: 78

- 12 Open Active Recruitments
- 41 New Hires
- 11 Promotions
- 11 Transfer Requests Approved
- 4 Temporary
- 11 Reinstatements
- 3 Appointments pending (decided, awaiting paperwork or final clearance)

- **Update:**

- Advertising for Personnel Commissioner vacancy – Board appointee
- Professional Development class well received
- 2nd professional development class scheduled for Dec 3 and Dec 10
- Working on department reorganization and some new job descriptions.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

**Minutes of Tuesday, November 4, 2014 Regular Meeting of the
SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION**

- 1.0 Vice-Chairperson Mark Violante called the meeting to order at 4:00 p.m. Also present: Dr. James Logsdon, Commissioner, Robert Chacanaca, SCCCE President, Molly Parks, Assistant Superintendent of Human Resources, and Patricia Threet, SCCS Board Member.
- 2.0 Hearings of individuals desiring to address the Commission – Mr. Chacanaca reported on the status of Classified negotiations.
- 3.0 Director's Report: An update of Director's activities and recruitments was provided.

2014-15 year to date: October 30, 2014	5 Appointments pending, decided but awaiting final clearance
70 Completed/Filled Assignments	
34 New Hires	
18 Open Active Recruitments	
10 Promotions	
11 Transfer Requests Approved	
4 Temporary	
11 Reinstatements	

- 4.0 Public Business
 - 4.1 It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the minutes of August 7, 2014. Vote: 2 yes, 0 no.
 - 4.2 It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the Consent Agenda items. Vote: 2 yes, 0 no.
- 5.0 New Business
 - 5.1 Merit System Rule Changes MSR 1900.6 A and B – Second Reading. It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the rule changes as presented. Vote: 2 yes, 0 no.
 - 5.2 Merit System Rule Change MSR 1400.2 E and G – Second Reading. It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the rule changes as presented. Vote: 2 yes, 0 no.
 - 5.3 Merit System Rule Change MSR 1300.1 – Second Reading. It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the rule changes as presented. Vote: 2 yes, 0 no.
 - 5.4 Approval of Director's Revised Calendar. It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the Director's calendar as revised. Vote: 2 yes, 0 no.
 - 5.5 Approval of New Job Description: Theater Technician. It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the job title and salary placement, pending Board approval of the job duties. Vote: 2 yes, 0 no.
- 6.0 Old Business-None
- 7.0 Reports and Comments
 - 7.1 No report from Chairperson.
 - 7.2 Commission Members Reports or Comments: Mr. Violante encouraged everyone to vote as today is election day. He also reported on ROP training which took place at Cabrillo College. Dr. Logsdon reported on meeting a former SCCS student at the medical clinic. She is a product of our schools and has become a registered nurse. Our schools are doing a good job preparing students for good careers.
- 8.0 Future Meetings: The next regular Personnel Commission meeting is December 2, 2014, in the District Office, Room 312, Soquel High School Campus at 4:00 pm.
- 9.0 Public Communications- The Director distributed copies of the reclassification newsletter to the Commissioners and other attendees. This newsletter was sent electronically to all SCCS employees.
- 10.0 Closed Session - none
- 11.0 Adjournment: Meeting was adjourned at approximately 4:45 pm.

Respectfully submitted:


Elizabeth Summers, Classified Personnel Director

Recommendation: It is recommended that the minutes for the meeting of November 4, 2014 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of November 4, 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 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 - NONE

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 6, 2014 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) _____ 5 _____

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Elizabeth Summers, Director of Classified Personnel on:

11/5/14 

APPOINTMENTS ADMINISTRATIVE:

None

•EMPLOYMENT ACTIONS CONCERNING REGULAR ASSIGNMENTS•

Probationary (New Hires or Temporary Employees Made Regular):

Albeno, Patricia, School Health Clerk - GA, 3hrs/9mo, effective 10/22/14

Albeno, Patricia, Clerical Assistant - GA, 3.5hrs/9mo, effective 10/27/14

Balkwell, Georgina, Library Media Services Assistant - HH, 3.5hrs/9mo, effective 10/20/14

Bautista, Patricia, Career Development Specialist - HH, 3.75hrs/9mo, effective 10/27/14

Gonzales, Laura, Food Service Worker - FS, 3.5hrs/9mo, effective 10/22/14

Young, Donald, Custodian, SMSC, 3.5hrs/12mo, effective 10/27/14

Promotion:

None

Reclassification Effective:

None

Re-Hire:

None

Voluntary Reduction:

None

Increase/Decrease in Months/Hours of Service:

Soto, Marialouise, Instructional Technician - BV, from 4hrs/9mo to 5.6hrs/9mo, effective 8/27/14

Stocker, Christina, Instructional Technician - BV, from 4hrs/9mo to 5.6hrs/9mo, effective 8/27/14

Switzer, Patty, School Community Coordinator - AECP, from 8hrs/11mo to 8hrs/12mo, effective 7/1/14

Additional FTE/Position:

Delgado, Sandra, Instructional Technician - ASES - BV, 3.75hrs/9mo, effective 10/14/14

39-Reinstatement:

None

63-Mo Reinstatement:

None

Other Reinstatement:

None

Transfer

Corona, Jessica, Library Media Services Assistant, transfer from HH 3.5hrs/9mo to DL 5hrs/9mo, effective 10/20/14

Koopmans, Holly, Library Media Services Assistant, transfer from DL 5hr/9mo to MH - 7hrs/9mo, effective 10/9/14

Soto, Marialouise, Instructional Technician - SE, from 5.6hrs/9mo - BV to 5.0hrs/9mo - MH, effective 10/6/14

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

Williams, Priscilla, Learning Assistant - BV, 3hrs/9mo, Resignation, effective 10/21/14

Retirement

Braun, Catherine, Project Coordinator - PU, 8hrs/12mo, effective 12/29/14

Downey, Vicki, Career Development Specialist - SE, 7hrs/10mo, effective 12/30/14

Evenden, Robin, School Community Coordinator - SE, 8hrs/10mo, effective 12/30/14

Peregrin, Sharon, Administrative Secretary - MS, 8hrs/12mo, effective 12/30/14

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

Alley, Mary, Senior Food Service Worker - FS, not to exceed 5hrs, 9/1/14 to 6/30/15

Alvarez, Sandra, Food Service Worker - FS, not to exceed 40hrs, 9/25/14 to 6/30/15

Balkwell, Georgina, Library Media Services Assistant - HH, not to exceed 22hrs, 10/7/14 to 10/15/14

Barbour, Sharon, Substitute Instructional Technician - SE, not to exceed 36.50hrs., effective 9/3/14 to 9/15/14

Barrientos, Vickie, School Community Coordinator - GA, not to exceed 50hrs, 9/11/14 to 6/11/15

Franks, Dorothy, Clerical Assistant - WL, not to exceed 3.50hrs, 10/6/14 to 10/6/14

Hernandez, Jose, Substitute Custodian - GA, not to exceed 24hrs, 9/29/14 to 10/10/14
Kramer, Todd, Education Technician Specialist - IT, not to exceed 42hrs, 8/17/14 to 8/26/14
Lopez, Areli, Learning Assistant - DL, not to exceed 100hrs, 09/22/14 to 2/27/15
Lopez, Flora, Principal's Secretary - BV, not to exceed 10hrs, 9/28/14 to 1/11/15
Lopez, Teodoro, Senior Custodian - BM. not to exceed 8hrs, 9/26/14 to 9/26/14
Mancini, Tricia, Principal's Secretary - BV, not to exceed 28hrs, 10/10/14 to 6/11/15
Perez, Ricardo, Custodian - SC, not to exceed 35hrs, 10/11/14 to 6/6/15
Phillips, Randy, Maintenance Specialist - MS, not to exceed 50hrs, 7/1/14 to 6/30/15
Reinero, Eden, Campus Supervisor - SMSC, not to exceed 8hrs, 8/21/14
Rodriguez Santos, Aurea, Payroll Technician - BS, not to exceed 35.75hrs, 9/21/14 to 10/04/14
Sepulveda, Irma, School Bus Driver - TR, not to exceed 50hrs, 8/25/14 to 12/31/14
Sossoyan-Rix, Michele, Payroll Technician - BS, not to exceed 17.75hrs, 9/23/14 to 10/04/14
Speckman, Brad, Custodian - BV, not to exceed 8hrs, 10/10/14 to 10/10/14
Speckman, Brad, Substitute Custodian - SQ, not to exceed 32hrs, 9/25/14 to 9/30/14
Svoboda, Edward, School Bus Driver - TR, not to exceed 50hrs, 8/25/14 to 12/31/14
Whitmore, Alan, Substitute Custodian - SQ, not to exceed 24hrs, 10/8/14 to 10/15/14

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

None

Out of Class:

None

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Enrichment Services:

Mabrouk, Gail, Ukulele - BM, not to exceed 6hrs, 10/15/14 to 10/29/14
Nortey, Shorme, Artistic Movement - BM, not to exceed 24hrs, 9/24/14 to 12/17/14

Professional Expert:

McCord, M. Shannon, Augmentative/Alternative Communication Specialist - SE, not to exceed 20hrs, 7/1/14 to 6/30/15

Stipend:

None

Playground Recess Coach, Yard Duty, Child Care:

Casillas, Macaila, Child Care - AECF, not to exceed 8hrs, 10/1/14 to 6/1/15
Casillas, Margarita, Child Care - AECF, not to exceed 8hrs, 10/1/14 to 6/1/15
Gudino, Rocio, Child Care - AECF, not to exceed 14hrs, 10/1/14 to 6/1/15

Lara Martinez, Joel, Child Care - AECF, not to exceed 6hrs, 10/1/14 to 6/1/15

Lara Martinez, Luis, Child Care - AECF, not to exceed 6hrs, 10/1/14 to 6/1/15

Martinez-Garzia, Perla, Child Care - SS, not to exceed 15hrs, 10/15/14 to 1/30/15

Perkins, Alexandra, Playground Recess Coach - DL, not to exceed 430hrs, 11/3/14 to 6/11/15

Robles, Chanel, Child Care - MH, not to exceed 15hrs, 10/09/14 to 6/15/15

Serna, Ilda, Child Care - AECF, not to exceed 28hrs, 10/1/14 to 6/1/15

•Eligibility Lists Established•

Clerical Assistant

Instructional Technician

Instructional Technician/ASES

Learning Assistant

4.0 PUBLIC BUSINESS

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- 9.0 Public Communications- The Director distributed copies of the reclassification newsletter to the Commissioners and other attendees. This newsletter was sent electronically to all SCCS employees.
- 10.0 Closed Session - none
- 11.0 Adjournment: Meeting was adjourned at approximately 4:45 pm.

Respectfully submitted:


Elizabeth Summers, Classified Personnel Director