

4.2 Consider Approval of Minutes

Minutes of Thursday, May 21, 2015 Special Meeting of the SANTA CRUZ CITY SCHOOLS PERSONNEL COMMISSION

1.0 Call to Order: Chair Violante called the meeting to order at 4:14 p.m. Also present: Mr. Jim Spano, Commissioner, Ms. Molly Parks, Assistant Superintendent of Human Resources, Ms. Patricia Threet, School Board Member, Mr. Robert Chacanaca, President SCCCE, Mr. Bill Philipps, SCCCE, retired, Carol Rhodes, Personnel Assistant to the Personnel Commission.

2.0 Public Comment: none

3.0 New Business:

3.1 Approval of Director's Final Calendar 2014-15. Mr. Spano moved to approve the Director's calendar as amended to reflect the last working day of June 5, 2015. Mr. Violante seconded. Vote: 2 yes, 0 no, 0 absent, 0 abstain.

3.2 Discussion and Approval of Recruitment and Transition Plan for Director position. The Director presented the DRAFT recruitment plan and outlined the timeline and process that is recommended. Recruitment will be conducted from May 21 through June 18 and will utilize EdCal, EdJoin and other advertising resources as funds allow. In addition, a notice will be sent through CSPCA and other local public agencies. Applications will be screened and technical panel interviews will be scheduled between June 24 and July 1. Mr. Spano will serve on this technical panel along with a representative from SCCS, SCCCE and HR staff from other local Merit System districts. Ms. Parks requested that the hiring interviews be scheduled for July 9th in the morning as this is the only day that she and Mr. Violante are both available in July. Ms. Parks and Mr. Violante will serve on the hiring interview panel along with a representative from SCCCE, and the third Personnel Commissioner. Ms. Rhodes will also serve and an outside district representative may be invited to serve as well. Individuals may not serve on both interview panels. Our target start date would be August 1. There was some discussion about the FTE for the position. The Director clarified that the position has been .86 FTE for many years and is sufficient for the basic running of the office. More time would be needed to keep up with the job classifications and other Commission work. The Director provided information on staffing ratios for other Merit System Districts of comparable size. There was discussion of the work needing to be done and the difficulty of recruitment for a part-time position. Mr. Violante moved to approve the Recruitment Plan as discussed with the hiring interviews to be scheduled for July 9 (a.m.) and the FTE remaining at .86. Mr. Spano seconded. Vote: 2 yes, 0 no, 0 absent, 0 abstain.

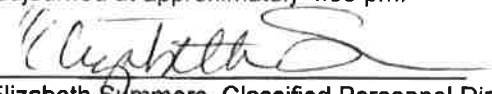
The transition plan was discussed as well. The Director explained the importance of the Commission office continuing to function through the summer and recommended that Carol Rhodes be placed in an Out of Class Assignment to function as the Director until a new Director is hired. In addition, if she needs additional support or to authorize overtime, an Extra Work Agreement could be generated for that purpose. The funds not being paid to the Director in July could be used for this purpose. Ms. Rhodes could consult with Ms. Parks to see if support from within the Human Resources Department was available. Mr. Violante made the motion to approve the transition plan with Ms. Rhodes serving as the Director in an out of class assignment, utilizing Extra Work Agreements as necessary. Mr. Spano seconded. Vote: 2 Yes, 0 no, 0 absent, 0 abstain.

4.0 Future Meetings: The next regular Personnel Commission meeting is June 2, 2015, in the District Office, Room 312, Soquel High School Campus at 4:00 pm.

5.0 Public Communications: none

6.0 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 Special Meeting of May 21, 2015 be approved as submitted.

Sample Motion: I move to approve the minutes for the Special Meeting of May 21, 2015.

Motion: JS Second: MV Yes: 2 No: 0 Abstain: 0 Absent: 0