

## 4.0 PUBLIC BUSINESS

### 4.1 Consider Approval of Minutes

#### Minutes of Tuesday, May 5, 2015 Regular Meeting of the SANTA CRUZ CITY SCHOOLS PERSONNEL COMMISSION

- 1.0 **Call to Order:** Chair Violante called the meeting to order at 4:02 p.m. Also present: Dr. Jim Logsdon, Stanley Miller (Groundskeeper II), Amy Hedrick-Farr (Director, Food Services and Nutrition), Patricia Threet (School Board Member), Robert Chacanaca representing SCCCE and Elizabeth Summers, Director, Classified Personnel. Mr. Jim Monreal joined the meeting later.
- 2.0 **Public Comment** – Mr. Chacanaca reported that SCCCE has some concerns that the Benefits Coordinator for the District has been moved out of a private office and into a more public space. He proposed that a portable be placed so that more space could be provided to accommodate the crowding of staff at the District Office.
- 3.0 **Director's Report:** An update of Director's activities and recruitments was provided. The Director reported that there are a large number of recruitments at this time of year due to summer school and numerous retirements. The Director also reporting on meeting with staff whose positions were eliminated or reduced for the coming school year.

2014-15 year to date: May 1	2 Appointments pending, decided but awaiting final clearance
113 Completed/Filled Assignments	
63 New Hires	
18 Open Active Recruitments	
15 Promotions	
17 Transfer Requests Approved	
7 Temporary	
11 Reinstatements	

### 4.0 Public Business

- 5.1 **Approval of Minutes:** It was moved by Mr. Spano and seconded by Mr. Violante to approve the minutes of April 7, 2015. Vote: 2 yes, 0 no, 0 abstain, 0 absent
- 5.2 **Approval of Consent Agenda:** Mr. Violante asked about limited term School Bus Driver assignments as it seemed like a lot of hours. One assignment was to cover a vacant position and other supplemental hours are for substitute coverage for staff illness/vacation or field trips. It was moved by Mr. Spano and seconded by Mr. Violante to approve the Consent Agenda items. Vote: 2 yes, 0 no, 0 abstain, 0 absent

### 5.0 New Business

**5.1 Information Item: Personnel Commission Appointments.** The Director provided additional information on the process for appointing Personnel Commissioners. For the Jointly Appointed Commissioner, there are numerous options for conducting an appointment. A handbook with guidelines was provided to the Commissioners. Ms. Threet expressed an interest in providing this information to School Board members. The Director agreed to provide this and also to post the information on the Personnel Commission website. Mr. Spano asked about the ability of the commissioners to discuss this outside of meetings. The Director explained that all of these conversations must be held within the context of public meetings.

**5.2 Appointment of Personnel Commissioner.** Mr. Violante felt that his constituents would like to open a recruitment for a short period of time to allow interested parties to express an interest. Mr. Spano asked how these candidates would be found. There was discussion about how to bring candidates forward and how long the search should be open.

**MOTION:** Mr. Spano moved that the recruitment process for the jointly appointed Personnel Commissioner be opened immediately in order to schedule interviews for the June 2 meeting. Each Personnel Commissioner may bring no more than two candidates for interview. Mr. Spano clarified that Dr. Logsdon is eligible to be nominated again and the Director confirmed his eligibility. Names will be submitted to the Director by May 26, 2015. Mr. Violante seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent

**5.3 PUBLIC HEARING: Personnel Commission Budget for 2015-2016.** The Director presented a proposed budget for the Personnel Commission for the coming school year. It represents no

change to line items other than salaries and benefits which increase according to agreements with management and bargaining units.

**Public Hearing Opened:** 4:28

Mr. Chacanaca recommended that the Commission take \$700 from the Mileage and Conference Budget and designate this as stipend money for the Personnel Commissioners. There was discussion about the use of Mileage and Conference monies for training for the Director, staff and Commissioners. Mr. Violante expressed that he didn't feel the need for a stipend. Mr. Spano asked if this was consistent with District policy and if other organizations provided stipends for their Commissioners. Mr. Logsdon shared some history about stipends for School Board members. Mr. Violante appreciated Mr. Chacanaca's suggestion but declined. Mr. Spano asked that we get more information about the practice in this county and asked the Director to determine what other local Merit System Districts do. He views this stipend as a minimal appreciation for service. The Commissioners asked about approving the budget prior to the decision being made about stipends. The Director stated that the current proposed budget could be approved and money designated for this purpose at a later date.

**Public Hearing Closed:** 4:38 p.m.

**5.4 Approve Personnel Commission Budget.** Mr. Spano moved to approve the budget as submitted. Mr. Violante seconded: Vote: 2 yes, 0 no, 0 abstain, 0 absent.

**5.5 Approve Recommendation of Reclassification Committee.** The Commission's representative to the Reclassification Committee, Mr. Violante, reported on the meeting of the Reclassification Committee and the recommendations made by the Committee. He thanked the Director and the employees for their efforts in completing the study. Mr. Violante moved to accepted the recommendation of the 2015 Reclassification Committee as submitted. Mr. Spano seconded. Mr. Miller and Ms. Hedrick-Farr thanked the Committee and the Director for their efforts in completing this process. Mr. Violante thanked Mr. Miller and Ms. Hedrick-Farr for taking the time to come to the Commission and asked them to encourage others to bring their interests to the Commission. Vote: 2 yes, 0 no, 0 abstain, 0 absent.

**6.0 Old Business – NONE**

**7.0 Reports and Comments**

**8.1 Chairperson's Report.** No chairperson's report.

**8.2 Commission Members Reports or Comments:** Mr. Spano had no report.

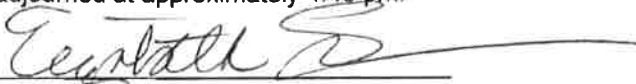
**8.0 Future Meetings:** The next regular Personnel Commission meeting is June 2, 2015, in the District Office, Room 312, Soquel High School Campus at 4:00 pm.

**9.0 Public Communications –** Mr. Jim Monreal, Assistant Superintendent of Business, who joined the meeting after the first public communications agenda item, was introduced to the Commissioners.

**10.0 Closed Session - none**

**11.0 Adjournment:** Meeting was adjourned at approximately 4:46 pm.

Respectfully submitted:

  
Elizabeth Summers, Classified Personnel Director

Recommendation: It is recommended that the minutes for the meeting of May 5, 2015 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of May 5, 2015.

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