

Santa Cruz City Schools

PERSONNEL COMMISSION

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

Mr. Brad Elliott
Chair

Dr. Jim Logsdon
Commissioner

Mr. Mark Violante
Vice-Chair



MEETING of the Personnel Commission

Tuesday, March 4, 2014

Regular Meeting - 4:00 p.m.

District Office Conference 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, March 4, 2014

Regular Meeting - 4:00 p.m.

District Office Board 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. Brad Elliott, Chairperson 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.

2013-2014 year to date (February 27): Completed/Filled Assignments 120

- 4 Open Active Recruitments
- 81 New Hires
- 6 Promotions
- 7 Transfer Requests Approved
- 3 Temporary
- 22 Reinstatements
- 0 Appointments pending (decided, awaiting paperwork or final clearance)

- **Conducted** an examination program which is fair and equitable: 4 examinations

- **Update:**

- We will be convening a meeting of the reclassification committee before the next PC meeting. We need one commissioner to serve on the committee.
- We are hoping to convene a meeting of the Professional Growth/Development Committee this spring. We are having trouble recruiting members.

- **Professional Activities:**

- Attended ACSA Personnel Institute, February 7-8. Last session is March 21-22.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

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

- 1.0 Chairperson Brad Elliott called the meeting to order at 4:02 p.m. Also present: Mr. Mark Violante, Vice Chairperson and Dr. Jim Logsdon, Commissioner, Robert Chacanaca, SCCCE President, Karen Hendricks, Assistant Superintendent of Human Resources and Elizabeth Summers, Classified Personnel Director.
- 2.0 Hearings of individuals desiring to address the Commission. Ms. Hendricks reported on the activities of the District Safety Committee.
- 3.0 Director's Report: An update of Director's activities and recruitments was provided.

2013-14 year to date: January 30, 2014 112 Completed/Filled Assignments	9 Appointments pending, decided but awaiting final clearance
72 New Hires	
17 Open Active Recruitments	
6 Promotions	
7 Transfer Request Approved	
3 Temporary	
22 Reinstatements	

- 4.0 Public Business
 - 4.1 It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the minutes of January 7, 2014. Vote: 3 yes, 0 no, 0 absent.
 - 4.2 It was moved by Dr. Logsdon and seconded by Mr. Violante to approve the Consent Agenda items. Vote: 3 yes, 0 no, 0 absent.
- 5.0 New Business
 - 5.1 It was moved by Mr. Violante and seconded by Dr. Logsdon to approve the Director's calendar as amended. Vote: 3 yes, 0 no, 0 absent.
- 6.0 Old Business-None
- 7.0 Reports and Comments
 - 7.1 Mr. Elliott reported that he shared our reclassification policies with Ken Thomas, who is working on a reclassification at the COE.
 - 7.2 Commission Members Reports or Comments: Dr. Logsdon reported on the special Board session held on February 2.
- 8.0 Future Meetings: The next regular Personnel Commission meeting is March 4, 2014, in the District Office Board Room 312, Soquel High School Campus at 4:00 pm.
- 9.0 Public Communications- none.
- 10.0 Adjourn to Closed Session
 - 10.1 Review of Goals and Objectives for Director.
- 11.0 Adjournment: Meeting was adjourned at approximately 4:59 pm.

Respectfully submitted:

Elizabeth Summers, Classified Personnel Director

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

Sample Motion: I move to approve the minutes for the meeting of January 7, 2014.

Motion: _____ Second: _____ Yes: 3 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 2013-2014 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: _

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Elizabeth Summers, Director of Classified Personnel on: 2/11/14

•EMPLOYMENT ACTIONS CONCERNING REGULAR ASSIGNMENTS•

Probationary (New Hires or Temporary Employees Made Regular):

Escobosa, Rosa, Instructional Technician/ASES – BV, 3.95hrs/9mo, effective 2/4/14,
Instructional Technician – SQ, 2.5hrs/9mo, effective 2/4/14

Day Smith, Jan, School Bus Driver – TR, 6hrs/9mo, effective 1/22/14

Goldsmith, Daniel, Accompanist – SQ, 3.5hrs/9mo, effective 1/6/14

Hammack, Kim, Payroll Technician – BS, 8hrs/12mo, effective 1/27/14

Hawkins, Rebecca, Instructional Technician/ASES – BV, 3.75hrs/9mo, effective 1/6/14

Karamargin, Electra, Account Technician I – BS, 8hrs/12mo, effective 1/9/14

Larsen, Melanie, Instructional Technician/ASES – GA, 3.95hrs/9mo, effective 1/27/14

Robles Vazquez, Nereyda, Attendance Technician – MH, 4hrs/9mo, effective 1/7/14

Warner, Amasa, Instructional Technician /PBS – HH, 5hrs/9mo, effective 1/13/14

Weaver, Sara, Instructional Technician/ASES – GA, 3.9hrs/9mo, effective 1/29/14

Promotion:

None

Voluntary Demotion:

None

Increase/Decrease in Months/Hours of Service:

Mori, Rita, Instructional Technician/HBP – AECF, from 4.4hrs/9mo to 6.4hrs/9mo, effective 1/6/14

Unit Modification:

None

39-Mo Reinstatement Effective:

Gal, Kim, Grant Coordinator – BV, 4hrs/9mo, effective 1/6/14

Ochoa, Dalila, Instructional Technician – HH, 3hrs/9mo, effective 1/6/14

63-Mo Reinstatement:

None

Transfer:

Aubry, Martin, School Bus Driver – TR, transferred from 8hrs/9mo to 8hrs/10mo, effective 1/6/14

Sihler, Kris, School Bus Driver – TR, transferred from 6hrs/9mo to 8hrs/9mo, effective 1/13/14

Koeneman, Peter, Education Technology Specialist, 8hrs/9mo transferred from SQ to ITIN, effective 1/24/14

White, Christopher, Education Technology Specialist 8hrs/9mo transferred from SQ to ITIN, effective 1/24/14

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

Bertz, Lillian, Instructional Technician – WL, 3hrs/9mo, effective 1/29/14

Downey, Ethan, Instructional Technician/ASES – BV, 3.95hrs/9mo, effective 1/22/14

Escobar Aguilar, Kenia, Food Service Worker – FS, 3hrs/9mo, effective 1/6/14

Faltas, Ellen, Learning Assistant – GA, 3hrs/9mo, effective 1/9/14

Rayas, Guadalupe, Director of Information Technology – IT, 8hrs/222days, effective 2/5/14

Retirement

Cross, Patricia, Principal's Secretary – MH, 8hrs/12mo, effective 4/30/14

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

Alvarado, Melanie, School Health Clerk – MH, not to exceed 50hrs, 1/28/14 to 6/13/14

Barrientos, Victoria, School Community Coordinator – GA, not to exceed 110hrs, 1/7/14 to 5/31/14

Barrientos, Victoria, Translator – GA, not to exceed 45hrs, 9/6/13 to 6/12/14

Beatton, Sheri, Clerical Assistant – GA, not to exceed 242hrs, 1/21/14 to 6/27/14

Brockmann, Leslee, Clerical Assistant – MH, not to exceed 80hrs, 1/28/14 to 6/12/14

Cecchi, Lauriana, Instructional Technician/PBS – SE, not to exceed 5hrs, 1/27/14

Delgado, Sandra, Instructional Technician – BV, not to exceed 200hrs, 11/27/13 to 6/12/14

Downey, Ethan, Instructional Technician/ASES – BV, not to exceed 20hrs, 9/18/13 to 1/22/14

Escobar-Aguilar, Kenia, Campus Supervisor – SQ, not to exceed 40hrs, 1/8/14 to 2/7/14

Espinoza- Saldana, Efrain, Translator – GA, not to exceed 5.5hrs, 11/25/13

Faltas, Ellen, Instructional Technician/ASES – BV, not to exceed 20hrs, 1/4/14 to 6/12/14

Hernandez, Maria, Learning Assistant – GA, not to exceed 35hrs, 11/8/13 to 1/8/14

Hernandez, Maria, Translator – GA, not to exceed 10.5hrs, 11/25/13 to 11/26/13

Herzog, Melissa, Instructional Technician – SE, not to exceed 16hrs, 1/6/14 to 2/19/14

Herzog, Melissa, Instructional Technician –SE, not to exceed 9.5hrs, 11/12/13 to 12/20/13

Johnson, Lorna, Secretary II – MH, not to exceed 49hrs, 9/1/13 to 6/10/14

Johnson, Lorna, Secretary II – MH, not to exceed 24hrs, 1/20/14 to 1/30/14

Johnson, Lorna, Secretary II – MH, not to exceed 50hrs, 4/7/14 to 6/17/14

Koopmans, Jason, Instructional Technician/PBS – SE, not to exceed 5hrs, 1/27/14

AGENDA ITEM VII.1.2

Linsdale, Troy, Instructional Technician/PBS – SE, not to exceed 5hrs, 1/27/14
 Lopez, Flora, Principal’s Secretary – BV, not to exceed 30hrs, 1/16/14 to 6/12/14
 Lopez, Teodoro, Senior Custodian – BM, not to exceed 22hrs, 1/9/14 to 5/30/14
 Mancini, Tricia, Principal’s Secretary – BV, not to exceed 20hrs, 1/22/14 to 6/12/14
 Martinez, Manuel, Delivery Person/Utility Driver – FS, not to exceed 85hrs, 1/1/14 to 6/30/14
 McCombie-Murray, Paula, Instructional Technician – SE, not to exceed 2hrs, 12/11/13
 McHale, Betsy, Food Service Worker – FS, not to exceed 10hrs, 12/1/13 to 6/30/14
 O’Hanlon, Tennessee, Accompanist – BM, not to exceed 22hrs, 1/6/14 to 6/12/14
 Olivo, Mary, Instructional Technician – AECp, not to exceed 40hrs, 1/13/14 to 6/1/14
 Partida-Cook, Junnue, District Assessment Specialist – AECp, not to exceed 20hrs, 1/1/14 to 6/30/14
 Pedroza, Sandra Attendance Technician – MH, not to exceed 9/1/13 to 12/4/13
 Perez, Ricardo, Custodian – SC, not to exceed 18hrs, 12/14/13 to 12/15/13
 Reidt, Paula, Learning Assistant – GA, not to exceed 90hrs, 1/21/14 to 5/30/14
 Rios, Carmio, Instructional Technician/PBS – SE, not to exceed 5hrs, 1/27/14
 Robles, Nereida, Translator – ES, not to exceed 3hrs, 1/6/14 to 2/28/14
 Robles, Nereida, Translator – SS, not to exceed 5hrs, 12/12/13
 Robles Vasquez, Nereyda, School Community Coordinator – MH, not to exceed 16hrs, 12/4/13 to 5/1/14
 Rodriguez, Joleen, Instructional Technician/PBS – SE, not to exceed 5hrs, 1/27/14
 Ruvalcalba, Jr., Braulio, Substitute Custodian – HR, Hours and Site/Dept. will vary, effective 01/09/14
 Shannon, Martee, Instructional Technician/ASES – GA, not to exceed 202.50hrs, 11/12/13 to 2/14/14
 Silva Robles, Fe, Translator – BM, not to exceed 8.5hrs, 10/15/13 to 12/15/13
 Teachout, Jon, Instructional Technician/PBS – SE, not to exceed 5hrs, 1/27/14
 Trumbull, Jesse, Campus Supervisor – HH, not to exceed 20hrs, 9/15/13 to 6/15/14
 Walker, Michelle, Food Service Worker – FS, not to exceed 200hrs, 2/1/14 to 6/30/14
 Warner, Amasa, Instructional Technician/PBS – SE, not to exceed 5hrs, 1/27/14
Limited Term Retiree (not to exceed 960 hours per Government Code 21153):
 Hernandez, Jose, Custodian – HR, Substitute, Hours and Site/Dept. will vary, effective 01/07/14
 Routh, Patricia, Principal’s Secretary – WL, Substitute, not to exceed 176hrs, 10/6/13 to 2/5/14
 Webber, Melissa, Administrative Assistant – SS, Provisional, not to exceed 75hrs, 12/9/13 to 6/30/14
 Webber, Melissa, Principal’s Secretary – HH, Substitute, not to exceed 16hrs, 1/28/14 to 1/29/14
 Webber, Melissa, Clerical Specialist – BS, not to exceed 17.75hrs, 12/30/13 to 1/2/14

AGENDA ITEM VII.1.2

Young, Jacqueline, Food Service Worker – FS, not to exceed 400hrs, 1/1/14 to 6/30/14

Out of Class:

None

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Enrichment Services:

Alberti, Margaret, Beginning/Intermediate Piano – BM, not to exceed 19.5hrs, 2/19/14 to 5/21/14

Blackmer, Joan, Drawing Techniques – BV, not to exceed 9.5hrs, 2/19/14 to 3/26/14

Borsodi, Christopher, MESA Project – BM, not to exceed 10.5hrs, 2/19/14 to 4/10/14

Campbell, Kali, Life Lab & Cooking – BM, not to exceed 32.5hrs, 2/19/14 to 5/21/14

Cox, Christy, Skateboarding – MH, not to exceed 20hrs, 2/19/14 to 5/17/14

Cross, Jeremy, “Be in Your Own Rock Band” – BM, not to exceed 26hrs, 2/19/14 to 5/21/14

Garcia, Emma, Teen Empowerment and the Arts – MH, not to exceed 20hrs, 2/19/14 to 5/7/14

Herzog, Melissa, Fashion Design – MH, not to exceed 20hrs, 2/19/14 to 5/7/14

Hildinger, Patricia, Gardening – MH, not to exceed 20hrs, 2/19/14 to 5/7/14

Kennedy, Tawn, Bike Repair & Maintenance – MH, not to exceed 20hrs, 2/19/14 to 5/6/14

Laird, Michael, Martial Arts – MH, not to exceed 20hrs, 2/19/14 to 5/7/14

Locatelli, Amy, Painting & Drawing – MH, not to exceed 20hrs, 2/19/14 to 5/7/14

McNett, Cynthia, Acrylic Painting – BM, not to exceed 32.5hrs, 2/19/14 to 5/21/14

Meidinger, Stanley, Making & Playing Ukuleles – MH, not to exceed 20hrs, 2/19/14 to 5/7/14

Overley, Charles, Experimenting with Clay – BM, not to exceed 32.5hrs, 2/19/14 to 5/21/14

Robles, Chanel, Baile Folklorico Dance – BM, not to exceed 19.5hrs, 2/19/14 to 5/21/14

Rodney-Sharp, Dustin, Artistic Movement – BM, not to exceed 26hrs, 2/19/14 to 5/21/14

Singleterry, Mario, Working with Wood – BM, not to exceed 39hrs, 2/19/14 to 5/21/14

Williams, James, Web Design – BM, not to exceed 26hrs, 2/19/14 to 5/21/14

Williams, Zoe, Yoga – MH, not to exceed 20hrs, 2/19/14 to 5/7/14

Professional Expert:

None

Stipend:

None

Playground Recess Coach, Yard Duty, Child Care:

Ciraulo, Sharon, Yard Duty – GA, not to exceed 120hrs, 1/15/14 to 6/12/14

Cusirramos, Mirella, Yard Duty – DL, not to exceed 90hrs, 12/16/13 to 6/12/14

Gudino, Rocio, Yard Duty – DL, not to exceed 350hrs, 1/16/14 to 6/12/14

Lucero, Joanne, Yard Duty – WL, not to exceed 30hrs, 2/3/14 to 6/14/14

Mansnerus, Lidia, Yard Duty – DL, not to exceed 35hrs, 1/16/14 to 6/12/14

Milazzo, Sheri, Yard Duty – DL, not to exceed 73hrs, 12/16/13 to 6/12/14

AGENDA ITEM VII.1.2

Serna, Ilda, Yard Duty – DL, not to exceed 230hrs, 12/16/13 to 6/12/14

Tihanyi, Loren, Yard Duty – DL, not to exceed 70hrs, 1/16/14 to 6/12/14

Van Zant, Julie, Yard Duty – DL, not to exceed 310hrs, 12/16/13 to 6/12/14

•ELIGIBILITY LISTS ESTABLISHED•

Accounting Technician II

Attendance Technician

Instructional Technician

Instructional Technician/ASES

Learning Assistant

Nutrition Education Specialist

School Bus Driver

School Community Coordinator

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Elizabeth Summers, Director of Classified Personnel on:

ES 2/19/14

•EMPLOYMENT ACTIONS CONCERNING REGULAR ASSIGNMENTS•

Probationary (New Hires or Temporary Employees Made Regular):

Harrison, Kelly, Instructional Technician – WL, 3hrs/9mo, effective 2/18/14

Schwarzenbach, Jennifer, Primary Intervention Student Assistant – SS, 3hrs/9mo, effective 2/3/14

Promotion:

None

Voluntary Demotion:

None

Increase/Decrease in Months/Hours of Service:

None

Unit Modification:

None

39-Mo Reinstatement Effective:

None

63-Mo Reinstatement:

None

Transfer:

None

Provisional Assignments (not to exceed 90 working days):

Gomez, Vince, Director, Information Technology, 8hrs/222days – effective 2/6/14

Kosta, Nathan, Lead Technology Specialist, 8hrs/11mo – effective 2/6/14

Leave of Absence:

None

Separation from Service:

None

Retirement

None

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

Brown, Norma Jean, Account Technician II – SC, not to exceed 198hrs, 2/11/14 to 6/31/14

Castaneda, Frances, School Bus Driver – TR, not to exceed 350hrs, 2/12/14 to 6/30/14

Cecchi, Lauriana, Instructional Technician/PBS – SE, not to exceed 9hrs, 2/3/14 to 2/6/14

AGENDA ITEM VII.1.2

Chombo Castro Garcia, Annabel, School Community Coordinator – DL, not to exceed 220hrs, 1/27/14 to 6/12/14

Coura, Henrique, Instructional Technician/ASES – BV, not to exceed 20hrs, 12/16/13 to 6/12/14

Dahlgren, Susan, Nutrition Education Specialist – GA, not to exceed 200hrs, 1/27/14 to 6/15/14

Fabian Valentin, Omar, Learning Assistant – HH, not to exceed 4hrs, 1/20/14

Hawkins, Matthew, Instructional Technician – BV, not to exceed 20hrs, 1/14/14 to 6/12/14

Herbst, Amy, Learning Assistant – WL, not to exceed 270hrs, 2/6/14 to 6/12/14

Leopold, David, Learning Assistant – HH, not to exceed 4hrs, 1/20/14

Mabrouk, Gail, Secretary II – BM, not to exceed 192hrs, 2/3/14 to 6/15/14

Manchester, Caitlin, Nutrition Education Specialist – BV, not to exceed 180hrs, 2/12/14 to 6/15/14

Manchester, Caitlin, Nutrition Education Specialist – GA, not to exceed 450hrs, 2/12/14 to 6/15/14

McMurtry, Claire, Career Development Specialist – SE, not to exceed 200hrs, 1/6/14 to 6/15/14

Murray, Cindy, Clerical Assistant – SC, not to exceed 166hrs, 3/18/14 to 6/12/14

Perez, Ricardo, Custodian – SC, not to exceed 8hrs, 2/8/14 to 2/9/14

Perez, Ricardo, Custodian – SC, not to exceed 5hrs, 2/2/14

Sanchez, Jennifer, Learning Assistant – HH, not to exceed 4hrs, 1/20/14

Simons, Mary, Learning Assistant – HH, not to exceed 4hrs, 1/20/14

Switzer, Patty, Translator – SU, not to exceed 40hrs, 2/1/14 to 6/30/14

Trebbien, Lori, Clerical Assistant – DL, not to exceed 220hrs, 1/27/14 to 6/12/14

Warner, Amasa, Instructional Technician/PBS – SE, not to exceed 9hrs, 2/3/14 to 2/6/14

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:

Hansen, Erik, Instruments & Music – BV, not to exceed 8hrs, 2/18/14 to 3/25/14

McGinnis, Jacinta, Polynesian Dancing – BV, not to exceed 9hrs, 2/19/14 to 3/26/14

Meidinger, Stanley, Ukulele – BV, not to exceed 9hrs, 2/18/14 to 3/25/14

Professional Expert:

Barker, Margaret, Assistive Technology Provider – SE, not to exceed 60hrs, 11/25/13 to 6/30/14

Bell, Deborah, Augmentative Alternative Communication Specialist – SE, not to exceed 12hrs, 1/16/14 to 6/12/14

McCord, M. Sharron, Augmentative Alternative Communication Specialist – SE, not to exceed 15hrs, 12/15/13 to 6/12/14

Stipend:

None

Playground Recess Coach, Yard Duty, Child Care:

Ciraulo, Sharon, Yard Duty – GA, not to exceed 120hrs, 1/15/14 to 6/12/14

Flores Vargas, Kassondra, Yard Duty – WL, not to exceed 200hrs, 2/5/14 to 6/12/14

Gudino, Rocio, Child Care – DL, not to exceed 36hrs, 12/16/13 to 6/12/14

Hawkins, Matthew, Playground Recess Coach – DL, not to exceed 320hrs, 1/13/14 to 6/12/14

McCormick, Ashoka, Playground Recess Coach – GA, not to exceed 409hrs, 1/13/14 to 6/12/14

Paz, Denise, Yard Duty – GA, not to exceed 53hrs, 1/15/14 to 6/12/14

•ELIGIBILITY LISTS ESTABLISHED•

Food Service Worker

Instructional Technician

Learning Assistant

**SANTA CRUZ CITY SCHOOLS
2013-14 PERSONNEL COMMISSION BUDGET**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Adopted	Expended	Encumbered	Balance	
01-0000-0-0000-7400-4200-047-0000	Books other than Textbooks	\$50.00			\$50.00	
	Elizabeth Summers (EdCode)		\$43.99		\$43.99	
	Books other than Textbooks	\$50.00	\$43.99	\$0.00	\$6.01	
01-0000-0-0000-7400-4300-047-0000	Materials & Supplies	\$1,234.00			\$1,234	
	7/1/13 Palace Art & Office OPEN PO			\$500.00	\$734.00	
	8/27/13 Palace Art & Office		\$137.06	-\$137.06	\$734.00	
	9/19/13 Palace Art & Office		\$73.19	-\$73.19	\$734.00	
	11/19/13 Elizabeth Summers (reimb)		\$21.75			
	1/30/14 Elizabeth Summers (reimb)		\$13.02			
	Materials & Supplies	\$1,234.00	\$245.02	\$289.75	\$699.23	
01-9010-0-1110-1000-047-0050	Materials & Supplies	\$0.00			\$0.00	
	7/1/13 Carry Over	\$1,662.00			\$1,662.00	
	Materials & Supplies	\$1,662.00	\$0.00	\$0.00	\$1,662.00	
01-0000-0-0000-7400-4395-047-0000	Food for Workshops	\$150.00			\$150.00	
	8/1/13 C Rhodes-director interviews		\$101.93		\$48.07	
	9/17/13 B Summers - water		\$28.57		\$101.93	
	Food for Workshops	\$150.00	\$130.50	\$0.00	\$19.50	
01-0000-0-0000-7400-4400-047-0000	Non-Capitalized Equipment	\$0.00			\$0.00	
	Non-Capitalized Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
01-0000-0-0000-7400-5200-047-0000	Mileage, Travel & Conferences	\$1,900.00			\$1,900.00	
	9/9/13 ACSA Personnel Institute			\$1,390.00	\$510.00	
	9/17/13 ACSA Personnel Institute		\$1,390.00	\$(1,390.00)	\$510.00	
	10/29/13 Elizabeth Summers (mileage)		\$473.81		\$36.19	
	10/29/13 Elizabeth Summers (meals)		\$20.00		\$16.19	
	Mileage, Travel & Conferences	\$1,900.00	\$1,883.81	\$0.00	\$16.19	
01-9010-0-0000-7400-047-0050	Mileage, Travel & Conferences	\$0.00			\$0.00	
	7/1/13 carryover	\$0.00			\$0.00	
	Mileage, Travel & Conferences	\$0.00	\$0.00	\$0.00	\$0.00	
01-9010-0-0000-7400-047-0006	Contractual Benefit	\$800.00			\$800.00	
	1/30/2014 Mileage for Personnel Institute		\$197.12		\$602.88	
	1/30/2014 Expenses		\$591.09			
	Contractual Benefit	\$800.00	\$788.21	\$0.00	\$11.79	
01-0000-0-0000-7400-5300-047-0000	Dues & Membership	\$3,150.00			\$3,150.00	
	9/12/13 CSPCA			\$434.00	\$2,716.00	
	9/17/13 CSPCA		\$434.00	\$(434.00)	\$2,716.00	
	9/13/13 ACSA			\$585.00	\$2,131.00	
	10/22/13 ACSA		\$487.50	\$(585.00)	\$2,228.50	
	Dues & Membership	\$3,150.00	\$921.50	\$0.00	\$2,228.50	
01-0000-0-0000-7400-5600-047-0000	Rentals, Leases & Repairs	\$2,000.00			\$2,000.00	
	7/1/13 US Bancorp-Lease			\$836.90	\$1,163.10	
	8/1/13 US Bancorp-Lease		\$83.69	\$(83.69)	\$1,163.10	
	9/5/13 US Bancorp-Lease		\$83.69	\$(83.69)	\$1,163.10	
	10/3/13 US Bancorp-Lease		\$83.69	\$(83.69)	\$1,163.10	
	10/15/13 KBA Docusys Inc			\$850.00	\$313.10	
	10/31/13 US Bancorp-Lease		\$83.69	\$(83.69)	\$313.10	
	10/31/13 KBA Docusys Inc		\$212.93	\$(212.93)	\$313.10	
	12/10/2013 US Bancorp-Lease		\$83.69	-\$83.69	\$313.10	
	1/9/2014 US Bancorp-Lease		\$83.69	-\$83.69	\$313.10	
	1/14/2014 KBA Docusys Inc		\$147.68	-\$147.68	\$313.10	
	1/30/2014 US Bancorp-Lease		\$83.69	-\$83.69	\$313.10	
	Rentals, Leases & Repairs	\$2,000.00	\$946.44	\$740.46	\$313.10	
	01-0000-0-0000-7400-5800-047-0000	Other Services/Operating Expenc	\$1,600.00			\$1,600.00
7/1/13 Mont Bay JOBS (PO)				\$315.00	\$1,285.00	
8/27/13 Mont Bay JOBS			\$315.00	\$(315.00)	\$1,285.00	
9/9/13 ACSA (Director posting)				\$90.00	\$1,195.00	
9/17/13 ACSA (Director posting)			\$90.00	\$(90.00)	\$1,195.00	
9/13/13 Alphagraphics (bus. Cards)				\$26.77	\$1,168.23	
10/14/13 Alphagraphics (bus. Cards)				\$18.64	\$1,149.59	
10/17/13 Alphagraphics (bus. Cards)			\$45.41	\$(45.41)	\$1,149.59	
10/17/13 Santa Cruz Sentinel (ad)				\$103.74	\$1,045.85	
11/14/13 San Joaquin COE (EdJoin)				\$400.00	\$645.85	
11/19/13 Santa Cruz Sentinel (ad)			\$100.86	\$(100.86)	\$645.85	
11/21/13 San Joaquin COE (EdJoin)			\$400.00	\$(400.00)	\$645.85	
1/29/14 ACSA - (Ed-Cal for IT Director)				\$195.00	\$450.85	
Other Services/Operating Expenditures		\$1,600.00	\$951.27	\$197.88	\$450.85	
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
	TOTAL	\$12,546.00	\$5,910.74	\$1,228.09	\$5,407.17	

5.0 NEW BUSINESS

5.1 Director's Calendar Amendment

Director is requesting to change one non-duty day on March 17 to March 24. There is no change in the total number of work days for March.

Recommendation: It is recommended that the amendment to the Director's calendar be approved as submitted.

Sample Motion: I move to approve the Director's calendar as amended.

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

5.2 Appoint Personnel Commissioner to Reclassification Committee

According to MSR 600.6 the Personnel Commission shall nominate one Personnel Commissioner to serve on the Reclassification Committee each year.

Recommendation: It is recommended that a Personnel Commissioner be nominated for the Reclassification Committee for 2014.

Sample Motion: I nominate _____ to serve as the Personnel Commission's representative on the Reclassification Committee for 2014.

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

5.3 Approve transfer of funds from Materials and Supplies to Non-Capitalized Equipment

Sufficient funds exist to purchase a desk and shelving unit for Director's office but money needs to be transferred if safety funds are not available for this purpose. The total cost will be less than \$600.

Recommendation: It is recommended that no more than \$600 be approved to purchase a desk and shelving unit for the Director's office with available funds if safety funds are not approved for this purpose.

Sample Motion: I move that an amount not to exceed \$600 be approved to purchase a desk and shelving unit for the Director's office if safety funds are not available.

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, April 8, 2014 in the District Office Room 312, Soquel High School Campus at 4:00 pm.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

10.1 Director – Mid-Probationary Evaluation

11.0 ADJOURNMENT

Adjournment at (Time) _____