

SANTA CRUZ CITY SCHOOLS  
MEETING of the PERSONNEL COMMISSION

**AGENDA**

Tuesday, March 29, 2016  
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 Director of Classified Personnel. The meeting is recorded.*

**1.0 CALL TO ORDER & PLEDGE OF ALEGIANCE**

Meeting called to order at \_\_\_\_\_ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Mr. Brian Murtha
- ☐ Mr. Jim Spano
- ☐ Mr. Mark Violante, 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 Director of Classified Personnel**

**The major categories of responsibility of the Personnel Commission are:**

**Recruit** in a manner which will obtain the best possible applicants.

**2015-2016 data as of March 17, 2016:**

**Completed/Filled Assignments:**

- |    |  |
|----|--|
| 53 | New Hires  |
| 17 | Promotions   |
| 13 | Transfer Requests Approved   |
| 23 | Temporary  |
| 5  | Reinstatements   |
|    |  |
| 8  | Open Active Recruitments   |
| 3  | Appointments pending (undecided or awaiting paperwork/final clearance) |

■ **Update:**

- Carol Rhodes update
- Classified Negotiations: Change in salary schedules approved
- Professional Growth Committee
- Reclassification Committee: Meeting Wednesday, April 13
  - Walk to Read: Learning Asst v. Instructional Tech.
- Classification Study Process Update: Presentation on Friday, April 15?
- Classified Staff Reductions: Board Meeting March 23

**Knowledge:** Knowledge of child growth and development; may require knowledge of physically disabling conditions and methods of working with them; wheelchair safety, braces, orthotics; application of curriculum as it applies to individual differences in children; positive student behavior management techniques and strategies; usage of proper oral and written English, Spanish or target language; basic arithmetic concepts; basic computer and clerical skills.

**Abilities:** Ability to perform simple clerical tasks and operate standard office machines; communicate satisfactorily in both oral and written form; demonstrate an understanding, patient and receptive attitude toward children; may require the ability to work with the visually impaired; establish and maintain co-operative relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community; maintain regular attendance.

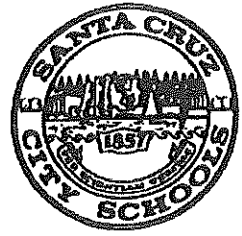
**Physical Effort/Work Environment:** Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines; ability to conduct verbal conversation, and other designated language; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; kneel or squat for extended periods of time; climb slopes, stairs, steps, ramps and ladders; lift up to 30 pounds frequently and 50 or more pounds occasionally; carry up to 30 pounds frequently and 50 or more pounds occasionally; push and/or pull objects weighing up to 50 or more pounds; sustain moderate physical effort for 8 hours; exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion; demonstrate manual dexterity necessary to operate a computer and other classroom and office equipment in a safe and effective manner; work with cleaning solutions, disinfectants and sanitizer in a safe and effective manner without allergic reaction; demonstrate manual dexterity necessary to assist student with buttoning, clothing and eating, or assist staff with toileting and diapering procedures; work in both indoor and outdoor environments.

**Licenses and Certificates:** A valid Class C California Driver's License and evidence of appropriate insurance may be required in addition to a valid First Aid and CPR Certificate.

Approved by Personnel Commission- 09/17/98

Approved by Governing Board- 08/12/98

Salary Range: 25



# JOB DESCRIPTION

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**Job Title:** Learning Assistant

**Job Summary:**

Under the direct supervision of the classroom teacher and/or school principal, within a broad framework of standard policies and procedures, assist the teacher in a variety of instructional tasks; work with individual and small groups of students; perform routine clerical and non-instructional activities.

**Examples of Duties**

Monitors small group instruction in basic academic subjects, fine arts and other subjects with guidance from classroom teacher for students who speak English, Spanish, or other target language; assists individual students and/or group of students by explaining classwork and answering questions; assists the teacher with classroom activities and in maintaining classroom discipline in a positive manner; performs a variety of routine and record keeping activities; may assist teacher by supervising students participating in activities such as field trips, recess, lunchroom; corrects daily assignments and tests; sets up and arranges supplies and equipment in the classroom for student use; prepares instructional materials, lessons, charts, bulletin boards and displays as instructed; communicates with parents as needed to answer their questions and discuss the needs of students; operates various office equipment including duplicating and audiovisual equipment; communicates with the teacher to plan classroom activities; communicates with parents as needed to answer their questions and discuss the needs of students; provides teachers and school administrators with relevant feedback and information on students' progress through observation and daily contact; escorts students outside of classroom, ensuring students' safety, social integration, or security; participates in available training in order to meet new technology standards; performs related duties as assigned.

**Employment Standards**

**Training and Experience:** Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein.

Completion of the 12th grade or equivalent; college courses in child growth and development, elementary education and/or psychology desirable; experience working with children. Bilingualism may be required.

**5.3 Discussion: Budget 2016-17**

**6.0 OLD BUSINESS:**

**6.1 Discussion: Food Service Worker and Custodian position equity**

**7.0 REPORTS AND COMMENTS**

**7.1 Chairperson's Report**

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

**7.2 Commission Members' Reports or Comments**

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

**8.0 INFORMATION AND FUTURE MEETINGS**

The next meeting will be held on Tuesday, May 3, 2016 in Room 312, Soquel High Campus at 4:00 p.m.

**9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)**

**10.0 CLOSED SESSION**

**11.0 ADJOURNMENT**

Adjournment at (time) \_\_\_\_\_.

## CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: Keneé Houser 3/3/16

### •Employment Actions Concerning Regular Assignments•

#### Probationary (New Hires or Temporary Employees Made Regular):

Fennell-Tortoledo, Alex, Custodian - HH, 8hrs/12mo, effective 2/18/16

Hendrix, Caitlin, Learning Assistant - DL, 3hrs/9mo, effective 2/16/16

Homan, Sara, Learning Assistant - SMSC, 3.7hrs/9mo, effective 2/22/16

Kryst, Carolyn, Food Service Worker - FS, 3.5hrs/9mo, effective 2/16/16

Santacruz, Analilia, Site Program Coordinator - MH, 3.6hrs/10mo, effective 2/22/16

#### Promotion:

None

#### Voluntary Demotion:

None

#### Increase/Reduction in FTE - Months/Hours of Service:

None

#### Additional FTE/Position:

Isonio, Kathleen, Yard Duty - BV, .5hrs/9mo, effective 10/12/15

#### 39-Mo Reinstatement:

None

#### 63-Mo Reinstatement:

None

#### Transfer:

None

#### Provisional Assignments (not to exceed 90 working days):

None

#### Leave of Absence:

None

#### Separation from Service:

Miller, Darlene, School Health Clerk - WL, 3hrs/9mo, resignation, effective 2/24/16

Natov, Jeanee, Instructional Tech. 4hrs/9mo and Instructional Tech. Life Lab 3.95hrs/9mo,  
effective 3/18/16

Poynter, Barbara, Senior Custodian - SMSC, not to exceed 3.5hrs, 2/13/16

Prescott, Max, Instructional Technician/ASES - BV, not to exceed 166hrs, 1/4/16 to 3/31/16

Roberson, Jennifer, Lead Account Technician - BS, not to exceed 60hrs, 2/16/16 to 2/26/16

Roberson, Jennifer, Lead Account Technician - BS, not to exceed 50hrs, 2/16/16 to 2/26/15

Robles-Colmenares, Eugenia, Translator for DAC Meetings - ES, not to exceed 12hrs, 1/25/16 to 5/31/16

Trinchero, Suzanne, Director Finance - FI, not to exceed 36hrs, 2/5/16 to 3/15/16

Ungor, John, School Bus Driver - TR, not to exceed 10.5hrs, Field Trip 1/23/16

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

None

**Out of Class:**

Trinchero, Suzanne, Interim Finance Director - BS, not to exceed 144hrs, 2/22/16 to 6/30/16

**•Employment Actions Concerning Exempt Assignments from the Classified Service•**

**Enrichment Services:**

Alberti, Margaret, Arts Academy - Piano - MH, not to exceed 20hrs, 2/17/16 to 5/4/16

Churchill, Maya, Arts Academy - Gardening - MH, not to exceed 20hrs, 2/17/16 to 5/4/16

Imbrie, Cynthia, Enrichment Program Dance - WL, not to exceed 120hrs, 2/1/16 to 5/30/16

Kennedy, Tawn, Arts Academy - Bike Club, MH, not to exceed 20hrs, 2/17/17 to 5/4/16

Laird, Michael, Arts Academy - Martial Arts - MH, not to exceed 20hrs, 2/17/16 to 5/4/16

**Professional Expert:**

Goncharoff, Mariah, HHS Choreographer Consultant - HH, not to exceed 300hrs, 12/1/15 to 2/5/16

**Playground Recess Coach, Yard Duty, Child Care:**

Gonzales, Anna, Playworks Training - GA, not to exceed 5hrs, 1/16/16

**•Eligibility Lists Established•**

None

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

**New EWA/Hourly Employees:**

Gallegos, Ernesto, (correction to 3/9/16 Entry) - Instructional Technician - HH, not to exceed 150hrs, 2/22/16 to 6/10/16

**Existing EWA/Hourly Employees:**

Calderon, Martin, HHS IT - HH, not to exceed 150hrs, 10/27/15 to 6/10/16

Campbell, Fiona, Learning Assistant - BV, not to exceed 88hrs, 3/7/16 to 6/9/16

Castaneda, Frances, School Bus Driver - TO, not to exceed 10.50hrs, 2/27/16

Clark, Hermanita, Administrative Assistant - AE, not to exceed 224hrs, 2/16/16 to 6/30/16

Lopez, Areli, Yard Supervision - DL, not to exceed 215hrs, 3/16/16 to 6/9/16

Lopez, Teodoro, Senior Custodian - BM, not to exceed 100hrs, 2/1/16 to 6/30/16

Mayo, Darrell, Substitute Custodian - MO, not to exceed .50hrs, 2/26/16

Mayo, Darrell, Substitute Custodian - MO, not to exceed 30hrs, 2/25/16 to 3/10/16

Miller, Lisa, Learning Assistant - WL, not to exceed 26.25hrs, 3/14/16 to 5/20/16

Poynter, Barbara, Senior Custodian - MO, not to exceed 25hrs, 3/14/16 to 6/30/16

Roberson, Jennifer, Program Assistant - FS, not to exceed 150hrs, 3/1/16 to 6/30/16

Saarni, Richard, School Bus Driver - TR, not to exceed 13.5hrs, 3/5/16

Sihler, Kris, School Bus Driver - TR, not to exceed 2hrs, 3/7/16

Szeremet, Julie, Lead School Bus Driver - TR, not to exceed 4hrs, 2/16/16 to 2/22/16

Szeremet, Julie, Lead School Bus Driver - TR, not to exceed 10hrs, 2/19/16 to 2/20/16

Ungor, John, School Bus Driver - TR, not to exceed 13.75hrs, 3/7/16 to 3/12/16

Vargas, Nicholas, Instructional Technician/PBS - SE, not to exceed 15hrs, 2/22/16 to 6/9/16

**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:**

None

**Professional Expert:**

None

**Playground Recess Coach, Yard Duty, Child Care:**

Carranza, Helena, Yard Supervision - DL, not to exceed 180hrs, 3/16/16 to 6/9/16



**SANTA CRUZ CITY SCHOOLS  
2015-16 PERSONNEL COMMISSION BUDGET**

ACCOUNT NUMBER	Date	ACCOUNT DESCRIPTION	Adopted	Expended	Encumbered	Balance
01-0000-0-0000-7400-4200-047-0000		Books other than Textbook	\$50.00			\$50.00
		Books other than Textbooks	\$50.00	\$0.00	\$0.00	\$50.00
01-0000-0-0000-7400-4300-047-0000		Materials & Supplies	\$1,234.00			\$1,234.00
	9/3/2015	Postage		\$3.72		\$1,230.28
	11/12/201	Palace: Office Supplies		\$72.54		\$1,157.74
	11/12/201	Palace: Office Supplies		\$4.48		\$1,153.26
	1/21/2016	Palace: Office Supplies		\$111.44		\$1,041.82
	3/3/2016	Palace: Office Supplies		\$7.17		\$1,034.65
		Open Palace P.O.			\$175.73	\$858.92
		Materials & Supplies	\$1,234.00	\$199.35	\$175.73	\$858.92
01-0000-0-0000-7400-4395-047-0000		Food for Workshops	\$275.00			\$275.00
	7/23/15	C Rhodes-Nob Hill		\$17.34		\$257.66
	9/3/15	C Rhodes-Safeway		\$23.65		\$234.01
	12/1/15	K Houser-PC Meetings		\$21.48		\$212.53
		Food for Workshops	\$275.00	\$62.47	\$0.00	\$212.53
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 & Conferen	\$1,900.00			1,900.00
	11/5/2015	EdJoin Training		\$90.00		1,810.00
	12/10/201	CSPCA Merit Academy		\$500.00		1,310.00
	1/14/2016	CSPCA Conf		\$598.00		712.00
	2/28/2016	MV CSPCA Conf. Expenses		\$276.39		435.61
	2/27/2016	KH CSPCA Conf. Expenses		\$435.61		-
		Mileage, Travel & Conferences	\$1,900.00	\$1,900.00	\$0.00	\$0.00
01-9010-0-0000-7400-5200-047-0006		Contractual Benefit	\$800.00			\$800.00
	2/27/2016	KH Mileage to SJ Airport		\$31.86		768.14
	2/27/2016	KH CSPCA Conf. Expenses		\$36.91		731.23
	2/28/2016	KH & MV CSPCA Conf. Expenses		\$421.92		309.31
	2/6/2016	Merit Academy Travel		\$117.94		191.37
		Contractual Benefit	\$800.00	\$608.63	\$0.00	\$191.37
01-0000-0-0000-7400-5300-047-0000		Dues & Membership	\$3,000.00			\$3,000.00
	8/24/15	ACSA Dues: Commission		\$150.00		\$2,850.00
	10/15/15	San Joaquin COE (EdJoin)		\$489.37		\$2,360.63
	11/5/2015	SPCA/NC Dues: Commission		\$95.00		\$2,265.63
	1/14/2016	ACSA Dues: Director		\$376.02		\$1,889.61
		Dues & Membership	\$3,000.00	\$1,110.39	\$0.00	\$1,889.61
01-0000-0-0000-7400-5600-047-0000		Rentals, Leases & Repairs	\$2,000.00			\$2,000.00
	7/23/15	US Bancorp-Lease (copier)		\$41.84		1,958.16
	8/6/15	US Bancorp-Lease (copier)		\$41.84		1,916.32



Amended

# JOB DESCRIPTION

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Job Title: Custodian

Job Summary:

Under the general direction of the **Maintenance and Operations Supervisor, Site Administrator, or Head Custodian (high schools)**, within a broad framework of standard policies and procedures, perform routine cleaning and custodial services at an assigned site; maintain the general cleanliness of the school; set up rooms for meetings and clean up afterwards; provide site security where necessary.

## Examples of Duties

Participates in the cleaning and custodial functions at the school site; ensures that all sidewalks, corridors and parking areas are swept, windows washed, floors stripped and waxed, as needed; restrooms mopped, scrubbed and disinfected daily; drinking fountains cleaned daily; pick up papers and debris; rakes and sweeps appropriate areas; washes walls, cleans chalkboards; moves and arranges furniture and equipment in classrooms, office and meeting rooms; vacuums rugs and carpets; replaces light bulbs and tubes; makes minor repairs, as needed; sets up rooms for meetings and special activities including night, educational, and civic meetings and athletic events; raises and lowers the flag; locks and unlocks doors, gates and windows; assists with summer maintenance work under the direction of the Custodial Supervisor; reports any damage to buildings and grounds to **the Head Custodian (high schools), Custodial Supervisor, or Site Administrator**; requests cleaning and custodial supplies and equipment, as needed; works with student helpers at the school site; participates in available training in order to meet new technology standards; performs other duties as required.

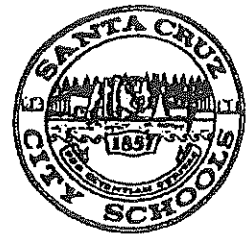
## Employment Standards

**Training and Experience:** Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. Completion of the 12th grade or equivalent; some experience with custodial work preferred. Bilingualism may be required.

**Knowledge:** Knowledge of modern cleaning methods, materials, tools and equipment; safe use and operation of equipment and chemicals used in custodial work; safe working methods and procedures; care and maintenance of custodial and building equipment and tools.

**Abilities:** Ability to understand and carry out oral and written directions; use common everyday cleaning equipment; perform manual work associated with cleaning duties; work independently; meet the physical requirements necessary to safely and effectively perform required duties; establish and maintain co-operative relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community; maintain regular attendance..

Existing



# JOB DESCRIPTION

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**Job Title:** Custodian

**Job Summary:**

Under the general direction of the site administrator, senior or head custodian, within a broad framework of standard policies and procedures, perform routine cleaning and custodial services at an assigned site; maintain the general cleanliness of the school; set up rooms for meetings and clean up afterwards; provide site security where necessary.

**Examples of Duties**

Participates in the cleaning and custodial functions at the school site; ensures that all sidewalks, corridors and parking areas are swept, windows washed, floors stripped and waxed, as needed; restrooms mopped, scrubbed and disinfected daily; drinking fountains cleaned daily; pick up papers and debris; rakes and sweeps appropriate areas; washes walls, cleans chalkboards; moves and arranges furniture and equipment in classrooms, office and meeting rooms; vacuums rugs and carpets; replaces light bulbs and tubes; makes minor repairs, as needed; sets up rooms for meetings and special activities including night, educational, and civic meetings and athletic events; raises and lowers the flag; locks and unlocks doors, gates and windows; assists with summer maintenance work under the direction of the Custodial/Transportation Supervisor; reports any damage to buildings and grounds to head/senior custodian or principal; requests cleaning and custodial supplies and equipment, as needed; works with student helpers at the school site; participates in available training in order to meet new technology standards; performs other duties as required.

**Employment Standards**

**Training and Experience:** Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein.

Completion of the 12th grade or equivalent; some experience with custodial work preferred. Bilingualism may be required.

**Knowledge:** Knowledge of modern cleaning methods, materials, tools and equipment; safe use and operation of equipment and chemicals used in custodial work; safe working methods and procedures; care and maintenance of custodial and building equipment and tools.

**From:** Kenée Houser <khouser@sccs.santacruz.k12.ca.us>  
**Date:** February 29, 2016 12:03:14 PM PST  
**To:** everyone <everyone@sccs.santacruz.k12.ca.us>  
**Subject:** Change in EWA rate calculations and additional hours in current position

As some of you know, SCCS classified personnel is run through a "Merit System" which is overseen by our Personnel Commission. The contract comes first when making HR decisions regarding classified employees. After that, we refer to the Personnel Commission Rules and Regulations, last approved in 2008.

It has come to my attention that two rules may have been interpreted differently in the past. We are now going to follow these rules as they are written.

**RULE #1 explained:**

• 1600-LIMITED-TERM EMPLOYMENT

1600.3

*A. When a regular employee is given additional hours on a limited-term appointment or has accepted an assignment in lieu of his/her regular assignment, salary placement shall be as follows:*

*1. If the limited-term assignment is in a lower class than the employee's regular permanent assignment, the salary placement in the limited-term assignment shall be at the class range of the limited-term assignment. The step shall reflect full credit for years of experience in the district.*

As an example, if an Instructional Technician, works extra hours, doing work in the office as a Clerical Assistant, their pay rate for this extra work would be determined by the Range of the Clerical Assistant position and the Step of their existing position. It is important to ask for this rate of pay before you do the work so you know how much you'll be paid. It is especially important now, as it is possible that you were paid more for the same work before this rule was adhered to. This rule will be followed starting March 1, 2016.



# JOB DESCRIPTION

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**Job Title:** Food Service Worker

## **Job Summary**

Under the supervision of the cafeteria operations manager, within a broad framework of standard policies and procedures, assists in the preparation, cooking, baking, and serving of foods in the central kitchen and/or a school cafeteria.

## **Examples of Duties**

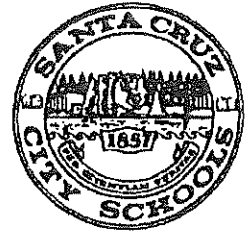
Assists with setting up the cafeteria and serving food; assists in preparing main food items: measures, chops, cuts, slices, stirs and/or blends a variety of ingredients used in food preparation activities as requested; assists with the preparation of fruits, vegetables, sandwiches, desserts, salads, meat dishes, bakery items and other foods; mops floors (small spills), wipes cafeteria tables, cleans serving counters, ovens, refrigerators and other food service equipment and machines; assists with putting away food and storing leftovers; serves as a cashier, receives money, makes change and counts money collected; assists student helpers with their duties to ensure that food is served on time and in a safe and sanitary manner; performs the work of the manager in his/her absence; promotes school lunch participation; participates in available training in order to meet new technology standards; performs other related duties as required.

## **Employment Standards**

**Training and Experience:** Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein.

Completion of the 12th grade or equivalent with experience in food preparation, kitchen maintenance, or related field. Bilingualism may be required.

**Knowledge:** Knowledge of basic kitchen and food serving utensils and equipment; basic methods of food preparation; sanitation principles applicable to food serving and kitchen maintenance.



# JOB DESCRIPTION

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**Job Title:** Custodian

**Job Summary:**

Under the general direction of the site administrator, senior or head custodian, within a broad framework of standard policies and procedures, perform routine cleaning and custodial services at an assigned site; maintain the general cleanliness of the school; set up rooms for meetings and clean up afterwards; provide site security where necessary.

**Examples of Duties**

Participates in the cleaning and custodial functions at the school site; ensures that all sidewalks, corridors and parking areas are swept, windows washed, floors stripped and waxed, as needed; restrooms mopped, scrubbed and disinfected daily; drinking fountains cleaned daily; pick up papers and debris; rakes and sweeps appropriate areas; washes walls, cleans chalkboards; moves and arranges furniture and equipment in classrooms, office and meeting rooms; vacuums rugs and carpets; replaces light bulbs and tubes; makes minor repairs, as needed; sets up rooms for meetings and special activities including night, educational, and civic meetings and athletic events; raises and lowers the flag; locks and unlocks doors, gates and windows; assists with summer maintenance work under the direction of the Custodial/Transportation Supervisor; reports any damage to buildings and grounds to head/senior custodian or principal; requests cleaning and custodial supplies and equipment, as needed; works with student helpers at the school site; participates in available training in order to meet new technology standards; performs other duties as required.

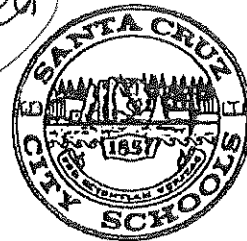
**Employment Standards**

**Training and Experience:** Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein.

Completion of the 12th grade or equivalent; some experience with custodial work preferred. Bilingualism may be required.

**Knowledge:** Knowledge of modern cleaning methods, materials, tools and equipment; safe use and operation of equipment and chemicals used in custodial work; safe working methods and procedures; care and maintenance of custodial and building equipment and tools.

Proposed



# JOB DESCRIPTION

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**Job Title:** Grounds Specialist - Irrigation

**Job Summary:**

Under the general direction of the Director of Maintenance/Operations and Transportation, within a broad framework of standard policies and procedures, perform a variety of skilled and specialized work in the installation, maintenance, planning and repair of the District grounds, equipment and related structures involving irrigation, water and distributing systems.

**Examples of Duties**

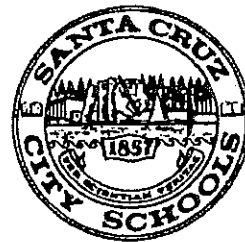
Plan, draw, install, replace and/or repair irrigation systems, water lines, irrigation injectors and pumps, backflow preventors, well, booster pumps, storage tanks, computer or mechanical irrigation controllers, electrical or hydraulic irrigation valves and/or related grounds assignments; solves electrical and hydraulic problems in irrigations systems; operates special electrical equipment in location and repairing problems in irrigation systems; operates heavy equipment in performing duties; estimates the cost, time, labor, parts, supplies and equipment needed for assigned projects; performs irrigation system water audits and reports; prepares and monitors written irrigation watering schedules; works with local water agencies on irrigation requirements and restrictions; assist maintenance/grounds on repairs of grounds, buildings, facilities and/or equipment as necessary; pours, forms and finishes concrete for grounds related projects; orders approved parts, supplies and equipment; maintains work completion logs and records; performs basic carpentry; coordinates the work flow of assigned tasks; follows all district safety procedures when operating, repairing, replacing and/or installing equipment; performs all other grounds duties as required (refer to grounds job descriptions); participates in available training in order to meet new technology standards; performs all other related duties as required.

**Employment Standards**

**Training and Experience:** Any combination of experience and training which would indicate possession of the knowledge, skill and abilities listed herein.

Completion of the 12th grade or equivalent with at least three years experience working in a grounds department performing irrigation at a journeyman level. Coursework and/or formal training is desirable. Bilingualism may be required.

old



# JOB DESCRIPTION

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**Job Title:** Grounds Specialist - Irrigation

**Job Summary:**

Under the general direction of the Director of Maintenance/Operations and Transportation, within a broad framework of standard policies and procedures, perform a variety of skilled and specialized work in the installation, maintenance, planning and repair of the District grounds, equipment and related structures involving irrigation, water and distributing systems.

**Examples of Duties**

Plan, draw, install, replace and/or repair irrigation systems, water lines, irrigation injectors and pumps, backflow preventors, well, booster pumps, storage tanks, computer or mechanical irrigation controllers, electrical or hydraulic irrigation valves and/or related grounds assignments; solves electrical and hydraulic problems in irrigations systems; operates special electrical equipment in location and repairing problems in irrigation systems; operates heavy equipment in performing duties; estimates the cost, time, labor, parts, supplies and equipment needed for assigned projects; performs irrigation system water audits and reports; prepares and monitors written irrigation watering schedules; works with local water agencies on irrigation requirements and restrictions; assist maintenance/grounds on repairs of grounds, buildings, facilities and/or equipment as necessary; pours, forms and finishes concrete for grounds related projects; orders approved parts, supplies and equipment; maintains work completion logs and records; performs basic carpentry; coordinates the work flow of assigned tasks; follows all district safety procedures when operating, repairing, replacing and/or installing equipment; performs all other grounds duties as required (refer to grounds job descriptions); participates in available training in order to meet new technology standards; performs all other related duties as required.

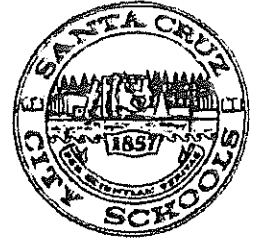
**Employment Standards**

**Training and Experience:** Any combination of experience and training which would indicate possession of the knowledge, skill and abilities listed herein.

Completion of the 12th grade or equivalent with at least three years experience working in a grounds department performing irrigation at a journeyman level. Coursework and/or formal training is desirable. Bilingualism may be required.



Proposed



# JOB DESCRIPTION

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Job Title: Custodian

Job Summary:

Under the general direction of the **Maintenance and Operations Supervisor, Site Administrator, or Head Custodian (high schools)**, within a broad framework of standard policies and procedures, perform routine cleaning and custodial services at an assigned site; maintain the general cleanliness of the school; set up rooms for meetings and clean up afterwards; provide site security where necessary.

Examples of Duties

Participates in the cleaning and custodial functions at the school site; ensures that all sidewalks, corridors and parking areas are swept, windows washed, floors stripped and waxed, as needed; restrooms mopped, scrubbed and disinfected daily; drinking fountains cleaned daily; pick up papers and debris; rakes and sweeps appropriate areas; washes walls, cleans chalkboards; moves and arranges furniture and equipment in classrooms, office and meeting rooms; vacuums rugs and carpets; replaces light bulbs and tubes; makes minor repairs, as needed; sets up rooms for meetings and special activities including night, educational, and civic meetings and athletic events; raises and lowers the flag; locks and unlocks doors, gates and windows; assists with summer maintenance work under the direction of the Custodial Supervisor; reports any damage to buildings and grounds to **the Head Custodian (high schools), Custodial Supervisor, or Site Administrator**; requests cleaning and custodial supplies and equipment, as needed; works with student helpers at the school site; participates in available training in order to meet new technology standards; performs other duties as required.

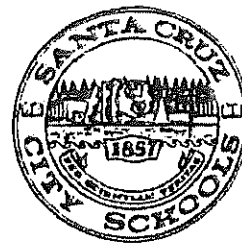
Employment Standards

**Training and Experience:** Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. Completion of the 12th grade or equivalent; some experience with custodial work preferred. Bilingualism may be required.

**Knowledge:** Knowledge of modern cleaning methods, materials, tools and equipment; safe use and operation of equipment and chemicals used in custodial work; safe working methods and procedures; care and maintenance of custodial and building equipment and tools.

**Abilities:** Ability to understand and carry out oral and written directions; use common everyday cleaning equipment; perform manual work associated with cleaning duties; work independently; meet the physical requirements necessary to safely and effectively perform required duties; establish and maintain co-operative relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community; maintain regular attendance..

Existing



# JOB DESCRIPTION

---

Job Title: Custodian

Job Summary:

Under the general direction of the Maintenance and Operations Supervisor, Site Administrator, or Head Custodian (high schools), within a broad framework of standard policies and procedures, perform routine cleaning and custodial services at an assigned site; maintain the general cleanliness of the school; set up rooms for meetings and clean up afterwards; provide site security where necessary.

Examples of Duties

Participates in the cleaning and custodial functions at the school site; ensures that all sidewalks, corridors and parking areas are swept, windows washed, floors stripped and waxed, as needed; restrooms mopped, scrubbed and disinfected daily; drinking fountains cleaned daily; pick up papers and debris; rakes and sweeps appropriate areas; washes walls, cleans chalkboards; moves and arranges furniture and equipment in classrooms, office and meeting rooms; vacuums rugs and carpets; replaces light bulbs and tubes; makes minor repairs, as needed; sets up rooms for meetings and special activities including night, educational, and civic meetings and athletic events; raises and lowers the flag; locks and unlocks doors, gates and windows; assists with summer maintenance work under the direction of the Custodial Supervisor; reports any damage to buildings and grounds to the Head Custodian (high schools), Custodial Supervisor, or Site Administrator; requests cleaning and custodial supplies and equipment, as needed; works with student helpers at the school site; participates in available training in order to meet new technology standards; performs other duties as required.

Employment Standards

**Training and Experience:** Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. Completion of the 12th grade or equivalent; some experience with custodial work preferred. Bilingualism may be required.

**Knowledge:** Knowledge of modern cleaning methods, materials, tools and equipment; safe use and operation of equipment and chemicals used in custodial work; safe working methods and procedures; care and maintenance of custodial and building equipment and tools.

**Abilities:** Ability to understand and carry out oral and written directions; use common everyday cleaning equipment; perform manual work associated with cleaning duties; work independently; meet the physical requirements necessary to safely and effectively perform required duties; establish and maintain co-operative relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community; maintain regular attendance..

## **The New Shade of Grey Created by California's Fair Pay Act**

BY ASHLEY A. HALBERDA ON MARCH 14, 2016

Retrieved from: <http://www.lawpracticetoday.org/article/the-new-shade-of-grey-created-by-californias-fair-pay-act/>

Move over 50 Shades of Grey, there's a new grey in town—the California Fair Pay Act. Just as the best-selling novel 50 Shades of Grey brought to light the controversial interplay between women and men in society, the California Legislature has revived the provocative dialogue regarding the inequities in compensation received by men and women in the workplace, and attempted to redress this disparity by imposing more stringent payment standards on employers.

At first glance, the Fair Pay Act, which California approved on October 6, 2015, conjures up the iconic images of Rosie the Riveter and equal pay activists like Lilly Ledbetter. However, its impact on employers may be less than empowering. The Fair Pay Act creates a new grey area in equal pay laws, requiring employers to take a closer look at how they compensate their female and male employees. This article will address the effect these provisions will have on employers, employees, and future legislation, and the best ways to avoid pay equity claims while the law's kinks are ironed out.

### **The Statistics**

Given the strides made in gender equality in the past decades, it is surprising that the wage gap is still an issue today. Although pay inequities between female and male workers are addressed in the federal Equal Pay Act, state anti-discrimination laws, and various other labor laws, these laws have limitations. When considering the history of equal pay legislation, the remaining wage gap makes sense. California Labor Code section 1197.5 dates to 1949 and was initially enacted to redress the segregation of women in the work force—namely their occupation of undervalued “pink collar” jobs, such as teaching, nursing, and childcare. Its federal counterpart, the Equal Pay Act, was established in 1963, primarily out of concern for the weaker bargaining position of women in the workplace and to combat antiquated wage structures. Gender equality has come a long way since the 50s and 60s, but lawmakers recognize the need for a statutory makeover.

According to the California Legislature, the disparity in wages has not been remedied by existing law. The U.S. Census Bureau's 2015 Report estimates that women in California who are working full-time earn, on average, 84 cents for every dollar that men earn, while the national average is only 79 cents to the dollar. This wage gap was even wider for women of color. The Act's proponents noted that collectively, women working full-time in California lose more than \$33 million each year due to the gender wage gap. While this average is up from previous years (61 cents for every dollar in 1960 and 70

Further, the employer must be able to establish that one or more of these approved factors is the sole reason for the wage differential. If an employer is paying a male employee more for substantially similar work being performed by his female counterpart, the employer better have a good explanation for this gap. These are all considerations that should be taken into account by employers when creating and revising their compensation procedures and practices.

The revival of the pay equity debate is not limited to California and has caught fire on the state and federal level. Connecticut recently enacted legislation to specifically address the issue of pay secrecy, by making it unlawful for employers to ban their employees from disclosing their own compensation or inquiring about a colleague's wages. Similarly, New York now allows employees to discuss their wages with one another without the threat of retaliation. The Paycheck Fairness Act is proposed federal legislation that would add to the procedural protections of the Equal Pay Act by prohibiting employers from retaliating against employees for sharing wage information and placing an affirmative obligation on employers to justify the reasons why a female employee is paid less than her male counterpart. This Act additionally would create programs to train women in ways to better negotiate their wages. Currently, this legislation is blocked by lawmakers.

Until the parameters of the Fair Pay Act and other related statutes are further defined and the impact of these laws is better understood, employers have a number of ways to avoid pay equity claims:

1. Audit job descriptions and compensation methods: The best way to ensure compliance with equal pay laws is to understand the skills and job responsibilities required for any given position within the corporate structure. If a janitor in San Diego performs the same skills and duties as a window washer in San Francisco, in the absence of one of the enumerated bona fide factors, they should be compensated the same regardless of their gender.
2. Document reasons for wage disparity: Given the affirmative duty placed on an employer to justify reasons for any disparity in pay, any reasons for a wage differential between substantially similar positions must be well-documented. Keeping thorough documentation is key.
3. Do not discourage conversation: As recent laws are targeted at eradicating pay secrecy in the workplace, employers should do nothing to discourage discussions among co-workers regarding compensation.
4. Educate management personnel: The more managers, supervisors and C-suite executives know about the recent trends in equal pay laws, the better equipped they will be to address questions, ensure compliance and insulate the employer from liability.
5. Maintain records: Under the Fair Pay Act, employers are now required to maintain records for three years, as opposed to the two-year period that was required previously. Record retention is good practice for employers regardless of the state in which they operate.

SANTA CRUZ CITY SCHOOLS  
MEETING of the PERSONNEL COMMISSION

**AGENDA**

Tuesday, May 3, 2016  
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 Director of Classified Personnel. 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. Brian Murtha
- ☐ Mr. Jim Spano
- ☐ Mr. Mark Violante, 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 Director of Classified Personnel**

**The major categories of responsibility of the Personnel Commission are:**

**Recruit in a manner which will obtain the best possible applicants.**

**2015-2016 data as of April 28, 2016:**

**Completed/Filled Assignments:**

56	New Hires
18	Promotions
13	Transfer Requests Approved
29	Temporary
5	Reinstatements
8	Open Active Recruitments
2	Appointments pending (undecided or awaiting paperwork/final clearance)

**■ Update:**

- Layoff resolution and process
- Merit Academy
- Summer school hiring
- New Computer
- Recruitment for business services

## **6.0 NEW BUSINESS:**

### **6.1 Action: Reclassification Committee Recommendations**

Recommendation: It is recommended that the recommendations from the reclassification committee are approved as submitted.

Sample Motion: I move to approve the reclassification requests as submitted from the reclassification committee.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Yes: \_\_\_\_\_ No: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_

### **6.2 Action: Lead Payroll Technician Job Description**

Recommendation: It is recommended that the job description for Lead Payroll Technician is abolished.

Sample Motion: I move to abolish the Lead Payroll Technician job description.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Yes: \_\_\_\_\_ No: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_

### **6.3 Action: Director's Calendar**

Recommendation: It is recommended that K. Houser's work calendar is approved as submitted.

Sample Motion: I move to approve K. Houser's work calendar as submitted.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Yes: \_\_\_\_\_ No: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_

### **6.4 Action: 2016-2017 Budget**

## **7.0 REPORTS AND COMMENTS**

### **7.1 Chairperson's Report**

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

### **7.2 Commission Members' Reports or Comments**

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

**Minutes of Tuesday, March 29, 2016 Meeting of the  
Santa Cruz City Schools Personnel Commission**

**1.0 CALL TO ORDER**

Chair Mark Violante called the meeting to order at 4:06 p.m. Also present: Kenée Houser, Kris Munro, Jim Spano, Brian Murtha, & Robert Chacanaca.

**1.4 ADDITIONS, DELETIONS, AND CORRECTIONS**

Ms. Houser made a change to new business to include amending the job description for Grounds Specialist- Irrigation as item 5.1.a.

**2.0 PUBLIC COMMUNICATIONS**

Mr. Chacanaca said the district is moving forward with layoffs of mostly three-hour employees. He advocated including the Greater Federation of Teachers in the layoff process since some positions work closely with teachers in the classroom.

**3.0 DIRECTOR'S REPORT:**

Ms. Houser gave an update on new hires and on Carol's leave. She told the commission about the updated salary schedule that was approved through negotiations. Ms. Houser also said everything is prepared for the reclassification committee meeting on April 13 and that the April 15 meeting to learn about the classification study will need to be rescheduled due to changes with Molly and Kris's schedules. Ms. Houser is in the process of Classified staff reductions and layoffs that are a result in loss of funding and a reduction in program need. The commission had a short discussion about the logistics of the reclassification process.

**4.0 PUBLIC BUSINESS**

**4.1 APPROVAL OF THE MINUTES**

Mr. Spano moved to approve the minutes of the March 1 meeting. Mr. Murtha seconded. No discussion on the item. Y- 3, N- 0, A- 0.

**4.2 CONSENT AGENDA**

Mr. Murtha moved to approve the consent agenda. Mr. Violante moved to amend the motion to exclude item 4.2.5 (budget expenditures). Mr. Spano seconded. Y- 3, N- 0, A- 0. The personnel commission discussed how to fund a computer for Ms. Houser. The deadline to open a purchase order is March 31 and the deadline to spend the balance of purchase orders is April 15. Mr. Spano moved to authorize the Personnel Commission to spend up to \$2,000 for a computer for the director to use. Mr. Murtha seconded the motion. Y- 3, N- 0, A- 0.

**5.0 OLD BUSINESS**

Food Service Worker and Custodian pay equity in regards to the California Fair Pay ACT effective 2015. Mr. Violante discussed how the law effects equal pay. The discussion started as a comparison to the duties of food service workers to the duties of custodians and then transitioned into a conversation solely on the merits of food service workers and the sentiment of feeling underpaid. Current Food Service Workers including Kim Jorgensen, Gina Navaroli, Julie Hebert, Carol Tuthill-Lewis, along with the Food Services Director Amy Hedrick-Farr, and former employees including Guadalupe, Jackie, Sandy, Pricilla, and Moreen all spoke to the issue. Jackie



The Personnel Commission Reclassification Committee meeting on April 13, 2016, 1:30 PM will be held in Room 313 of the Santa Cruz City Schools District Office, 405 Old San Jose Road, Soquel, CA.

The Personnel Commission Regular meeting on May 3, 2016, 4:00 PM will be held in Room 312 of the Santa Cruz City Schools District Office, 405 Old San Jose Road, Soquel, CA.

**9.0 PUBLIC COMMENT**

No public comment

**10.0 CLOSED SESSION**

**11.0 ADJOURNMENT**

Mr. Violante adjourned the meeting at 6:26 p.m.

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

**New EWA/Hourly Employees:**

Gallegos, Ernesto, (correction to 3/9/16 Entry) - Instructional Technician - HH, not to exceed 150hrs, 2/22/16 to 6/10/16

**Existing EWA/Hourly Employees:**

Calderon, Martin, HHS IT - HH, not to exceed 150hrs, 10/27/15 to 6/10/16  
Campbell, Fiona, Learning Assistant - BV, not to exceed 88hrs, 3/7/16 to 6/9/16  
Castaneda, Frances, School Bus Driver - TO, not to exceed 10.50hrs, 2/27/16  
Clark, Hermanita, Administrative Assistant - AE, not to exceed 224hrs, 2/16/16 to 6/30/16  
Lopez, Areli, Yard Supervision - DL, not to exceed 215hrs, 3/16/16 to 6/9/16  
Lopez, Teodoro, Senior Custodian - BM, not to exceed 100hrs, 2/1/16 to 6/30/16  
Mayo, Darrell, Substitute Custodian - MO, not to exceed .50hrs, 2/26/16  
Mayo, Darrell, Substitute Custodian - MO, not to exceed 30hrs, 2/25/16 to 3/10/16  
Miller, Lisa, Learning Assistant - WL, not to exceed 26.25hrs, 3/14/16 to 5/20/16  
Poynter, Barbara, Senior Custodian - MO, not to exceed 25hrs, 3/14/16 to 6/30/16  
Roberson, Jennifer, Program Assistant - FS, not to exceed 150hrs, 3/1/16 to 6/30/16  
Saarni, Richard, School Bus Driver - TR, not to exceed 13.5hrs, 3/5/16  
Sihler, Kris, School Bus Driver - TR, not to exceed 2hrs, 3/7/16  
Szeremet, Julie, Lead School Bus Driver - TR, not to exceed 4hrs, 2/16/16 to 2/22/16  
Szeremet, Julie, Lead School Bus Driver - TR, not to exceed 10hrs, 2/19/16 to 2/20/16  
Ungor, John, School Bus Driver - TR, not to exceed 13.75hrs, 3/7/16 to 3/12/16  
Vargas, Nicholas, Instructional Technician/PBS - SE, not to exceed 15hrs, 2/22/16 to 6/9/16

**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:**

None

**Professional Expert:**

None

**Playground Recess Coach, Yard Duty, Child Care:**

Carranza, Helena, Yard Supervision - DL, not to exceed 180hrs, 3/16/16 to 6/9/16

## CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: *Keneé Houser*

### **•Employment Actions Concerning Regular Assignments•**

#### **Probationary (New Hires or Temporary Employees Made Regular):**

Montano, Andrew, Custodian - SMSC, 3.5hrs/12mo, effective 3/29/16

Perez, Katya, Instructional Technician/ASES - MH, 2hrs/9mo, effective 4/11/16

Ponce, Vanessa, Instructional Technician/ASES - MH, 2hr/9mo, effective 4/11/16

Stubblefield, Katherine, Instructional Technician/ASES, 3.95hrs/9mo, and Instructional Technician/Life Lab, 4hrs/9mo, effective, 4/11/16

Villanueva Avalos, Ivonne, Site Program Coordinator - BMS, 3.6hrs/10mo, effective 4/12/16

#### **Promotion:**

None

#### **Voluntary Demotion:**

None

#### **Increase/Reduction in FTE - Months/Hours of Service:**

None

#### **Additional FTE/Position:**

None

#### **39-Mo Reinstatement:**

None

#### **63-Mo Reinstatement:**

None

#### **Transfer:**

None

#### **Provisional Assignments (not to exceed 90 working days):**

None

#### **Leave of Absence:**

None

Tuscano, Jose, Head Custodian - MO, not to exceed 5hrs, 3/6/16

Young Jr., Donald, Custodian - MO, not to exceed 5hrs, 3/10/15

**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:**

Culver, Joseph, Life Lab & Cooking - BM, not to exceed 26hrs, 2/17/16 to 5/25/16

Homan, Sara, Sewing & Design - BM, not to exceed 26hrs, 2/24/16 to 5/25/16

Hurley, Patrick, Minecraft - MH, not to exceed 20hrs, 2/17/16 to 5/4/16

Jarquín-Robles, Kimberly, Baile Folklorico - BM, not to exceed 19.5hrs, 2/24/16 to 5/25/16

Laskey, Michelle, Yearbook - MH, not to exceed 20hrs, 2/17/16 to 5/4/16

Schnaar, Stephen, Bike Club - BM, not to exceed 26hrs, 2/24/16 to 5/25/16

**Professional Expert:**

None

**Playground Recess Coach, Yard Duty, Child Care:**

Casillas, Margarita, Childcare - CP, not to exceed 14hrs, 10/15/15 to 6/30/16

**•Eligibility Lists Established•**

None

**SANTA CRUZ CITY SCHOOLS**  
**2015-16 PERSONNEL COMMISSION BUDGET**

ACCOUNT NUMBER	Date	ACCOUNT DESCRIPTION	Adopted	Expended	Encumbered	Balance
01-0000-0-0000-7400-4200-047-0000		Books other than Textbook	\$50.00			\$50.00
		<b>Books other than Textbooks</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50.00</b>
01-0000-0-0000-7400-4300-047-0000		<b>Materials &amp; Supplies</b>	\$1,234.00			\$1,234.00
	9/3/2015	Postage		\$3.72		\$1,230.28
	11/12/201	Palace: Office Supplies		\$72.54		\$1,157.74
	11/12/201	Palace: Office Supplies		\$4.48		\$1,153.26
	1/21/2016	Palace: Office Supplies		\$111.44		\$1,041.82
	3/3/2016	Palace: Office Supplies		\$7.17		\$1,034.65
	4/21/2016	Palace: Office Supplies		\$10.18		\$1,024.47
		Open Palace P.O.			\$175.73	\$848.74
		<b>Materials &amp; Supplies</b>	<b>\$1,234.00</b>	<b>\$209.53</b>	<b>\$175.73</b>	<b>\$848.74</b>
01-0000-0-0000-7400-4395-047-0000		<b>Food for Workshops</b>	\$275.00			\$275.00
	7/23/15	C Rhodes-Nob Hill		\$17.34		\$257.66
	9/3/15	C Rhodes-Safeway		\$23.65		\$234.01
	12/1/15	K Houser-PC Meetings		\$21.48		\$212.53
		<b>Food for Workshops</b>	<b>\$275.00</b>	<b>\$62.47</b>	<b>\$0.00</b>	<b>\$212.53</b>
01-0000-0-0000-7400-4400-047-0000		<b>Non-Capitalized Equipment</b>	\$1,519.00			\$1,519.00
		CDWG- Laptop and docking station		\$1,385.15		
		<b>Non-Capitalized Equipment</b>	<b>\$1,519.00</b>	<b>\$1,385.15</b>	<b>\$0.00</b>	<b>\$133.85</b>
01-0000-0-0000-7400-5200-047-0000		<b>Mileage, Travel &amp; Conferen</b>	\$1,900.00			1,900.00
	11/5/2015	EdJoin Training		\$90.00		1,810.00
	12/10/201	CSPCA Merit Academy		\$500.00		1,310.00
	1/14/2016	CSPCA Conf		\$598.00		712.00
	2/28/2016	MV CSPCA Conf. Expenses		\$276.39		435.61
	2/27/2016	KH CSPCA Conf. Expenses		\$489.38		(53.77)
	2/28/2016	KH & MV CSPCA Conf. Expenses		\$101.92		(155.69)
	2/6/2016	Merit Academy Travel		\$117.94		313.29
		<b>Mileage, Travel &amp; Conferences</b>	<b>\$1,900.00</b>	<b>\$2,173.63</b>	<b>\$0.00</b>	<b>\$(273.63)</b>
01-9010-0-0000-7400-5200-047-0006		<b>Contractual Benefit</b>	\$800.00			\$800.00
	2/27/2016	KH Mileage to SJ Airport		\$31.86		768.14
	2/27/2016	KH CSPCA Conf. Expenses		\$36.91		731.23
	2/28/2016	KH & MV CSPCA Conf. Expenses		\$300.00		431.23
		<b>Contractual Benefit</b>	<b>\$800.00</b>	<b>\$368.77</b>	<b>\$0.00</b>	<b>\$431.23</b>
01-0000-0-0000-7400-5300-047-0000		<b>Dues &amp; Membership</b>	\$3,000.00			\$3,000.00
	8/24/15	ACSA Dues: Commission		\$150.00		\$2,850.00
	10/15/15	San Joaquin COE (EdJoin)		\$489.37		\$2,360.63
	11/5/201	5 SPCA/NC Dues: Commission		\$95.00		\$2,265.63
	1/14/201	6 ACSA Dues: Director		\$376.02		\$1,889.61
		<b>Dues &amp; Membership</b>	<b>\$3,000.00</b>	<b>\$1,110.39</b>	<b>\$0.00</b>	<b>\$1,889.61</b>

## **Santa Cruz City Schools Personnel Commission**

AGENDA ITEM: Amend Custodian Job Description

MEETING DATE: May 3, 2016

FROM: Keneé Houser, Director of Classified Personnel

### **RECOMMENDATION:**

Amend the custodian job description as submitted.

### **BACKGROUND:**

Custodians are not currently directly supervised by head or senior custodians. Custodians work under the direction of the site principal and the maintenance/grounds/custodial supervisor.

instructions; ability to conduct verbal conversation; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; climb slopes, stairs, steps and ladders; push and/or pull a variety of tools and equipment weighing up to 50 or more pounds; lift up to 50 or more pounds frequently; carry up to 50 or more pounds frequently; may sustain heavy physical effort for 8 hours; exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion. Ability to work in a safe and effective manner in the following: at various elevated heights on ladders, scaffolding, rigging, roofs and in restricted spaces, with a variety of chemical agents without allergic reaction; demonstrate manual dexterity necessary to perform fine motor skills during custodial maintenance procedures and operate both manual and power hand tools, operate a variety of powered industrial vehicles, equipment and tools commonly associated with janitorial, custodial and minor building maintenance services; work in indoor and outdoor environments with exposure to weather extremes including, but not limited too: heat, cold, humidity and rain.

**Licenses and Certificates:** A valid Class C California Driver's License with evidence of appropriate insurance may be required in addition to a valid First Aid and CPR Certificate.

Approved by Personnel Commission- 09/17/98  
Approved by Governing Board- 08/12/98

Salary Range: 22

Revised: 10/11/83; 09/17/98

*Santa Cruz City Schools*

**TO: THE PERSONNEL COMMISSION**

**FROM: RECLASSIFICATION COMMITTEE**

**THROUGH: KENEÉ HOUSER, DIRECTOR of CLASSIFIED PERSONNEL**

**SUBJECT: RECLASSIFICATION REPORT**

It is recommended that Learning Assistants that primarily help implement walk-to-read instruction are reclassified to a new classification **Instructional Technician-Intervention**.

**FROM:** Learning Assistant  
Range 17

**TO:** Instructional Technician – Intervention  
Range 25

**Location:** Elementary Sites

**Incumbents:** Emma Attard, Efrain Espinoza-Saldana, Susan Ferreira, Caitlin Hendrix, Fabrice Hubert, Patricia Hurley, Gloriana Lawrence, Annie Manako, Annie Manako, Lidia Mansnerus, Lidia Mansnerus, Teresa McInerhey, Katrin Musch, Denise Ramirez, Paula Reidt, Martee Shannon

**Reason for reclassification:** After reviewing the materials submitted, the reclassification committee determined that the current job description no longer accurately describes the actual duties and responsibilities that the Learning Assistants are performing. It is recommended that a new job description is created that will include leading small groups of students in Walk to Read in phonics and comprehension activities without direct supervision of a certificated teacher. Positions will be assessed at the start of each year regarding how much of their time is spent working as an IT- Intervention and how much time is spent as a Learning Assistant and will be paid separately for each classification based on a set schedule.



A Comparison of Job Duties (as written in the job description)  
(Duties that are not the same are in bold and underlined)

**Learning Assistant**

1. Assists individual students and/or group of students by explaining class work and answering questions
2. **Assists the teacher with classroom activities and in maintaining classroom discipline in a positive manner**
3. **Communicates with parents as needed to answer their questions and discuss the needs of students**
4. Communicates with the teacher to plan classroom activities
5. Corrects daily assignments and tests
6. **Escorts students outside of classroom, ensuring students' safety, social integration, or security**
7. **May assist teacher by supervising students participating in activities such as field trips, recess, lunchroom**
8. Monitors small group instruction in basic academic subjects , fine arts and other subjects with guidance from classroom teacher for students who speak English, Spanish, or other target language
9. Operates various office equipment including duplicating and audiovisual equipment
10. Participates in available training in order to meet new technology standards
11. Performs a variety of routine and record keeping activities
12. Performs related duties as assigned
13. Prepares instructional materials, lessons, charts, bulletin boards and displays as instructed
14. Provides teachers and school administrators with relevant feedback and information on students' progress through observation and daily contact
15. Sets up and arranges supplies and equipment in the classroom for student use

**Instructional Technician**

1. Assists individual students and/or groups of students by explaining class work and answering questions
2. Communicates with the teacher to plan classroom activities
3. Corrects daily assignments and tests
4. **Creates and carries out learning activities**
5. Escorts students outside of classroom, ensuring students' safety, social integration, or security
6. **Initiates and implements learning situations which include individualized instruction for students who speak English, Spanish or other target language**
7. **Maintains classroom discipline in a positive manner**
8. Monitors small groups of students in basic academic subjects, fine arts and other subjects according to guidance from teachers
9. **Observes and reports each student's progress**
10. Operates various office equipment including duplicating and audiovisual equipment
11. Participates in available training in order to meet new technology standards
12. Performs a variety of routine and record keeping activities
13. Performs related duties as assigned.
14. Prepares instructional materials, lessons, charts, bulletin boards and displays as instructed
15. Provides teacher and school administrators with relevant feedback and information on students' progress through observation and daily contact
16. Sets up and arranges supplies and equipment in the classroom for student use
17. **Supervise students participating in activities such as field trips, recess**

### Payroll Technician

- Computes, prepares and maintains up-to-date payroll data on all district employees, including current salary, authorized deductions, hours worked, vacation time, sick leave, additional stipends, overtime, professional growth, longevity, shift differentials
- Prepares appropriate work sheets on all hourly paid employees at the beginning of the school year and recomputed whenever necessary
- Assists in compiling information for all employees
- Processes retirement forms for employees
- Establishes and maintains permanent payroll records for all employees
- Calculates pay adjustments for various personnel actions and makes necessary computer changes in existing payroll system
- Supplies payroll information to Worker's Compensation and other insurance carriers of the district office of education
- Audits billing for annuities and insurance
- Codes all voluntary deduction forms being sent to the County
- Posts and balances payroll demands with action forms and contracts
- Audits payroll for correct coding
- Analyzes and audits computation of hours, rates of pay, and totals time sheets
- Sorts and distributes all payroll
- Assists in compiling information for personnel reports as needed
- Keeps changes of addresses of all employees up to date with the County
- Calculates federal and state taxes, retirement, social security, etc. For employees
- Audits deductions received from Section 125
- Operates a variety of office and accounting machines including typewriter, calculator and computer peripheral equipment
- Participates in available training in order to meet new technology standards
- Performs other related duties as required.

**Training and Experience:** Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. Completion of the 12th grade or equivalent and a minimum of two years of general payroll/accounting experience, including work with bookkeeping, financial, statistical, payroll and retirement systems or similar duties regarding regular use of mathematics and accurate record keeping. Bilingualism may be required.

# Santa Cruz City Schools 2016-17 Management Work Calendar

Name:	Kenee Houser	Supervisor:	Personnel Commission
Position:	Classified Director	Contract Days:	191 Days

[illegible]

Week Days	Saturdays	Sundays	Supervisor	Date
Local Holiday	Legal Holiday	1	Work Day	X Non-Work Day
Employee	Date			

**SANTA CRUZ CITY SCHOOLS**  
**2016-17 PROPOSED PERSONNEL COMMISSION BUDGET**

ACCOUNT NUMBER	Date	ACCOUNT DESCRIPTION	Adopted	Expended	Encumbered	Balance
01-0000-0-0000-7400-4200-047-0000		Books other than Textbook	\$50.00			\$50.00
		Books other than Textbooks	\$50.00	\$0.00	\$0.00	\$50.00
01-0000-0-0000-7400-4300-047-0000		Materials & Supplies	\$1,234.00			\$1,234.00
		Materials & Supplies	\$1,234.00	\$0.00	\$0.00	
01-0000-0-0000-7400-4395-047-0000		Food for Workshops	\$275.00			\$275.00
		Food for Workshops	\$275.00	\$0.00	\$0.00	
01-0000-0-0000-7400-4400-047-0000		Non-Capitalized Equipment				\$0.00
		Non-Capitalized Equipment	\$0.00	\$0.00	\$0.00	\$0.00
01-0000-0-0000-7400-5200-047-0000		Mileage, Travel & Conferen	\$1,900.00			1,900.00
		Mileage, Travel & Conferences	\$1,900.00	\$0.00	\$0.00	\$1,900.00
01-9010-0-0000-7400-5200-047-0006		Contractual Benefit	\$800.00			\$800.00
		Contractual Benefit	\$800.00	\$0.00	\$0.00	\$800.00
01-0000-0-0000-7400-5300-047-0000		Dues & Membership	\$3,000.00			\$3,000.00
		Dues & Membership	\$3,000.00	\$0.00	\$0.00	\$ 3,000.00
01-0000-0-0000-7400-5600-047-0000		Rentals, Leases & Repairs	\$2,000.00			\$2,000.00
		Rentals, Leases & Repairs	\$2,000.00	\$0.00	\$0.00	\$2,000.00
01-0000-0-0000-7400-5800-047-0000		Other Services/Operating Expe	\$1,500.00			1,500.00

SANTA CRUZ CITY SCHOOLS

MEETING of the PERSONNEL COMMISSION

**AGENDA**

**Tuesday, July 14, 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 Discussion /Appointment of Personnel Commissioner (Joint)**

Dr. James Logsdon and Mr. Brian Murtha were interviewed for the vacant position for Jointly Appointed Commissioner at the June 2, 2015. The Commissioners will discuss the candidates. If a consensus is reached, the appointment can be made through a motion. If no consensus is reached, the position remains vacant until such time as consensus is reached.

The Director may request that the Board make an emergency appointment until such time as the Commissioners are able to make a joint appointment.

Recommendation: To appoint \_\_\_\_\_ as the Joint Appointee to the Personnel Commission for a term ending December 31, 2017.

Sample Motion: I move to appoint \_\_\_\_\_ as Personnel Commissioner to fill the term ending December 31, 2017.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Yes: \_\_\_\_\_ No: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_

#### **4.0 INFORMATION AND FUTURE MEETINGS**

The next meeting will be held on Tuesday, August 4, 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) \_\_\_\_\_

MEETING of the PERSONNEL COMMISSION

**AGENDA**

**Tuesday, August 4, 2015**  
**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:

- ☐ 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 INSTALLATION OF NEW PERSONNEL COMMISSIONER**

Brian Murtha, the new jointly appointed commissioner will be sworn in.

### **4.0 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.

**2015-2016 year to date (July 30 ):      Completed/Filled Assignments:**

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

- **Update:**  
**DIRECTOR RECRUITMENT**

**APPOINTMENT OF BOARD APPOINTEE SCHEDULED FOR AUGUST 12, 2015 FOR  
PUBLIC HEARING AND VOTE FOR APPROVAL ON SEPTEMBER 16.**





# *Santa Cruz City Schools*

## PERSONNEL COMMISSION

405 Old San Jose Road, Soquel Ca. 95073 (831) 429-3410 Fax (831) 429-3433 [www.sccs.santacruz.k12.ca.us](http://www.sccs.santacruz.k12.ca.us)

### OATH OF OFFICE Member, Personnel Commission

"I, Brian T. Murtha, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

Brian T. Murtha  
Signature

111 Anderson St.  
Address

Santa Cruz, CA 95060

Subscribed and sworn to before me this 4 day of AUGUST 2015

Mark Violante  
Signature of Person Administering Oath

Personnel Commissioner Chair  
Title

Classified Personnel Director:  
Vacant

Personnel Assistant:  
Carol Rhodes  
[crhodes@sccs.net](mailto:crhodes@sccs.net)

Personnel Commission:  
Mr. Mark L. Violante, Chair  
Mr. James Spano, Commissioner

Board of Trustees:  
Ms. Sheila Coonerty  
Ms. Deedee Perez-Granados  
Mr. Jeremy Shonick  
Ms. Alisun Thompson  
Ms. Patty Threet  
Ms. Deb Tracy Proulx  
Ms. Claudia Vestal

## 5.0 PUBLIC BUSINESS

### 5.1 Consider Approval of Minutes

#### Minutes of Tuesday, June 2, 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: Mr. Jim Spano, Commissioner, Dr. Jim Logsdon, Mr. Brian Murtha, Ms. Kris Munro, Superintendent SCCS, Ms. Deedee Perez-Granados, School Board member, Mr. Bill Philipps and Ms. Sharon Peregrin representing SCCCE, Ms. Jeanie Brown, Ms. Carol Rhodes and Elizabeth Summers, Director, Classified Personnel.
- 2.0 Public Comment** – none
- 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 and that some of the openings for the fall have already been filled. The Director also reported that several layoffs have already been avoided due to late receipt of donation funding. She gave an update on summer school staffing as well.

2014-15 year to date: May 28	4 Appointments pending, decided but awaiting final clearance
126 Completed/Filled Assignments	
24 New Hires	
69 Open Active Recruitments	
17 Promotions	
19 Transfer Requests Approved	
10 Temporary	
11 Reinstatements	

#### 4.0 Public Business

- 4.1 Approval of Minutes – May 5, 2015:** It was moved by Mr. Spano and seconded by Mr. Violante to approve the minutes of May 5, 2015. Vote: 2 yes, 0 no, 0 abstain, 0 absent.
- 4.2 Approval of Minutes – May 21, 2015:** Mr. Spano asked for clarification of the technical panel date. It was moved by Mr. Spano and seconded by Mr. Violante to approve the minutes of May 21, 2015. Vote: 2 yes, 0 no, 0 abstain, 0 absent.
- 4.3 Approval of Consent Agenda:** The Director clarified that recent advertising expenditures are not included on this report. Mr. Violante asked about the layoff positions listed on the classified action report. The Director clarified that some were donation positions and some have been eliminated permanently to be replaced by a position in a higher classification. She also reported that some layoffs have already been rescinded. 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 Interviews for Jointly Appointed Commissioner:** The Director explained the role of the Personnel Commission and the interview process. Dr. James Logsdon and Mr. Brian Murtha were interviewed for the vacant position for Jointly Appointed Commissioner.

**5.2 Discussion/Appointment of Personnel Commissioner:** The candidates were brought back in for the discussion of the appointment. Both Commissioners complimented the candidates on their interviews and expressed appreciation of their willingness to serve in this capacity. They expressed that the decision would be very difficult as both candidates had impressive experience and qualifications and that either candidate would be an asset to the Commission. The Director clarified the process that would be followed if there was no consensus between the two sitting Commissioners. The first step could be the Director could request that the Board appoint a temporary Commissioner to ensure the ongoing operation of the Personnel Commission. If the Commissioners are unable to come to consensus, ultimately the decision will be sent to the State Superintendent of Public Instruction. The SSPI's office will require evidence of a robust recruitment as well as documentation of the reasons for lack of consensus. Ms. Peregrin expressed appreciation for Dr. Logsdon's service and stated that SCCCE would like to express support for Mr. Murtha's appointment as "fresh eyes" looking at our processes here in the District. Ms. Perez-Granados expressed appreciation to Dr. Logsdon for his commitment and involvement in the District over several years. She also complimented Mr. Murtha on his willingness to listen and approach this position in a receptive manner. Following the discussion it was moved by Mr. Violante that the decision be postponed until a Special Meeting in July, after July 9, in order to give the

Commissioners time to consider their decision. Mr. Spano seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent.

**5.3 Reading and Approval of Updated Accounting Technician Job Descriptions.** The Director presented three job descriptions in the Accounting family for review and approval. These job descriptions were written in response to recommendations from the Reclassification Committee. The Director explained that the study of the two accounting positions which was conducted as part of the reclassification request revealed that there were actually three very different positions being performed by incumbents in the Accounting Technician I and Accounting Technician II positions. The Reclassification Committee's recommendation was to update the Accounting Technician I and II job descriptions and develop an additional job description to encompass the work of the high school based Accounting Technicians.

- **Accounting Technician I** – job title changed to **Accounting Technician**, no change in salary placement (28), job duties pending approval by School Board. Two incumbents in District Office working under higher level accounting staff.
- **Site Accounts Specialist** – new classification, salary placement at Range 31, job duties pending approval by School Board. Two incumbents who are working at high schools managing all funds allocated or received at those sites.
- **Accounting Technician II** – job title changed to **Program Accounts Specialist**, no change in salary placement (33), job duties pending approval by School Board. Two incumbents working in District-wide departments and one working at a high school (grandfathered at this classification).

Mr. Spano asked several questions about student contact, cash handling, budget oversight and bonding. Ms. Brown expressed her views that the Site Accounts Specialist should be placed at Range 32 or 33 based on the scope, knowledge and responsibilities of the position. Mr. Violante agreed with the Director's placement based on creating a career ladder and avoiding salary compaction. Those employees are going to get a raise as a result of this reclassification. He also said that a comprehensive classification study may eventually result in further adjustments. It is a goal of the Commission to get a classification and salary study done before too long. The Director did express that the Site and Program positions do differ in scope and that it is appropriate to have the differentiation. Mr. Violante asked about the difference in the job descriptions as one does not include the license statement. He asked that all of them have the same license statement for consistency. Mr. Spano asked about the supervisory structure for the positions. The Accounting Technicians report to the Director of Finance; the Site Accounts Specialist report to the Principal and the Program Accounts Specialist reports to a Director in a department. Mr. Spano also asked about scholarship accounts. Ms. Brown stated that one-time local scholarships are handled by the Site Accounts Specialists but that ongoing scholarships are handled by the Business Office. Mr. Violante moved that the Accounting Technician I description be approved as updated and renamed Accounting Technician with no change to salary placement, pending Board approval and that the Accounting Technician II description be approved as updated and amended and renamed Program Accounts Specialist and that the new description of Site Accounts Specialist be approved at Range 31, pending Board approval. Mr. Spano seconded. Vote: 2 Yes, 0 no, 0 abstain, 0 absent. Following the vote, Ms. Brown asked when this would be effective. The Director explained that the date would be July 1 but that it might have to be retroactive as the approval process might take a little time. There was also some discussion about how to get all of our job descriptions updated through a classification study and ongoing review process, in addition to looking at what positions are needed throughout our district.

**5.4 Discussion and Possible Approval of Personnel Commissioner Stipends:** After last month's discussion on Personnel Commissioner stipends, Mr. Spano indicated that he thought that SCCS should follow along with other Commissions in this county and establish stipends for these volunteer positions as a token of appreciation for service. The Director reported that some funds were available in the supplies account which could be used to fund one year of stipends and that in following years the Commission would need to ask the District to increase the Personnel Commission budget to cover this expense. If money is moved out of the Commission's operating budget, there may be a need to ask for some additional money for training of new Director and Commissioners from the Board. Mr. Spano moved to designate \$1155 from the adopted budget for the purpose of stipends at the rate of \$35 per meeting with the funds being moved from the materials and supplies allocation (mandated costs) for the 2015-16 school year. Mr. Violante seconded. Mr. Violante called for any public input. There was none. Vote: 2 yes, 0 no, 0 abstain, 0 absent.

**5.5 Approve Personnel Commission meeting dates for 2015-16.** The meeting dates for the 2015-16 school year were proposed as follows:

July – no meeting	August 4, 2015	September 1, 2015
October 6, 2015	November 1, 2015	December 1, 2015
January 5, 2016	February 2, 2016	March 1, 2016
April 5, 2016	May 3, 2016	June 7, 2016

Mr. Spano moved to approve these dates for the 2015-16 year. Mr. Violante seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent.

## **6.0 Old Business – NONE**

## **7.0 Reports and Comments**

**8.1 Chairperson's Report.** Mr. Violante had no report.

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

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

**9.0 Public Communications** – none.

**10.0 Closed Session** - none

**11.0 Adjournment:** Meeting was adjourned at approximately 5:35 pm.

Respectfully submitted:

\_\_\_\_\_  
Elizabeth Summers, Classified Personnel Director

Recommendation: It is recommended that the minutes for the meeting of June 2, 2015 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of June 2, 2015.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Yes: \_\_\_\_ No: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_

## **5.2 Consider Approval of Minutes**

### **Minutes of July 14, 2015 Special Meeting of the SANTA CRUZ CITY SCHOOLS PERSONNEL COMMISSION**

**1.0 Call to Order:** Chair Violante called the meeting to order at 4:49 p.m. Also present: Mr. Jim Spano, Commissioner, Ms. Carol Rhodes, Personnel Assistant to the Personnel Commission.

**2.0 Public Comment:** none

**3.0 New Business:**

**3.1 Appointment of Personnel Commissioner (Joint):** After a lengthy discussion, Mr. Violante and Mr. Spano agreed on the appointment of Brian Murtha to the vacant commissioner position, term expiring 12/31/17. Commissioner Spano wanted to state for the record that he supports Dr. Jim Logsdon and the work he has done for the Commission and the community.

**4.0 Future Meetings:** The next regular Personnel Commission meeting is August 4, 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 5:03 pm.

Respectfully submitted:

\_\_\_\_\_  
Carol Rhodes, Interim Classified Personnel Director

Recommendation: It is recommended that the minutes for the Special Meeting of July 14, 2015 be approved as submitted.

Sample Motion: I move to approve the minutes for the Special Meeting of July 14, 2015.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Yes: \_\_\_\_ No: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_

### **5.3 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.)

5.3.1 Concerning Regular Assignments

5.3.2 Concerning Provisional and Limited Term Assignments

5.3.3 Concerning Exempt Assignments

5.3.4 Eligibility Lists Established

5.3.5 2015-2016 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: \_\_\_\_\_

### **6.0 NEW BUSINESS**

#### **6.1 Discussion/Athletic Directors Positions/Possible action of Personnel Commission**

The Commissioners will discuss the establishment of the new Athletic Director positions as Classified positions and determine whether further action on the part of the PC is necessary.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Yes: \_\_\_\_ No: \_\_\_\_ Abstain: \_\_\_\_ Absent: \_\_\_\_\_

### **7.0 OLD BUSINESS - NONE**

### **8.0 REPORTS AND COMMENTS**

#### **8.1 Chairperson's Report**

Report on school visits, conferences or meetings attended scheduled meetings, and public communications.

#### **8.2 Commission Members' Reports or Comments**

Report on school visits, conferences or meetings attended scheduled meetings, and public communications.

### **9.0 INFORMATION AND FUTURE MEETINGS**

The next meeting will be held on Tuesday, Sept 1, 2015 in Room 312, Soquel High School Campus at 4:00 pm.

**10.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)**

**11.0 CLOSED SESSION**

**12.0 ADJOURNMENT**

Adjournment at (Time) \_\_\_\_\_

## **SANTA CRUZ CITY SCHOOLS DISTRICT**

**AGENDA ITEM:** Classified Personnel Actions

**MEETING DATE:** June 17, 2015

**FROM:**

 Molly Parks, Asst. Superintendent, Human Resources

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

To approve the classified personnel actions as submitted.

**BACKGROUND:**

The attached lists of classified personnel actions are submitted in accordance with the District, SCCCE Agreement and the Merit Rules.

## CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Personnel Commission on: *CRhodes 6/10/15*

### •EMPLOYMENT ACTIONS CONCERNING REGULAR ASSIGNMENTS•

#### **Probationary (New Hires or Temporary Employees Made Regular):**

Castaneda, Frances, School Bus Driver - TR, 6hrs/9mo, effective 5/20/15

Heaster, Molly, Accounts Payable Technician - 3.2hrs/12mo and Payroll Technician 4.8hrs/12mo - BS, effective 5/28/15

#### **Classified Substitutes Hired:**

None

#### **Promotion:**

Miller, Lisa, Instructional Technician/PBS - SE, 3hrs/9mo, effective 7/1/15

#### **Re-Hire:**

None

#### **Voluntary Reduction:**

Ruiz, Alejandra, from Attendance Technician, 6hrs/9mo and School Health Clerk, 2hrs/9mo - SMSC to Instructional Technician/Home Based Preschool 4hrs/9mo- AECP, effective 7/1/15

#### **Increase in FTE - Months/Hours of Service:**

Partida, Junnue, District Assessment Specialist - CU, increased from 4hrs/12mo to 8hrs/12mo, effective, 6/1/15

#### **Additional FTE/Position:**

None

#### **Layoff Effective 6/30/15:**

Bermudez-Eredia, Clarisa, Learning Assistant - SE, 3hrs/9mo

McFadden, Charles, Learning Assistant - SE, 3hrs/9mo

Milazzo, Sheri, Learning Assistant - DL, 3hrs/9mo

Miller, Lisa, Learning Assistant - SE, 3hrs/9mo,

#### **Reduction Effective 7/1/15:**

None

#### **39-Mo Reinstatement:**

None



**63-Mo Reinstatement:**

None

**Other Reinstatement:**

None

**Transfer:**

None

**Provisional Assignments (not to exceed 90 working days):**

None

**Leave of Absence:**

None

**Separation from Service:**

Clancey Denike, Kay, Instructional Technician - HH, 3hrs/9mo, Resignation, effective 6/11/15  
Geffken, Donna, School Health Clerk - BV, 3hrs/9mo, Resignation, effective 6/11/15  
Hale, Tiana, Instructional Technician - GA, 3.9hrs/9mo, Resignation, effective 6/11/15  
Herbst, Amy, Yard Duty - WL, .60hrs/9mo, Resignation, effective 6/11/15  
Naranjo, Velia, Instructional Technician/ASES - BV, 3.95hrs/9mo, effective 6/11/15  
Partida, Junnue, Lead System Support Specialist - IT, 4hrs/12mo, effective 5/31/15  
Sanjuan, Mayra, Site Program Coordinator - GA, 5hrs/9mo, effective 6/11/15  
Summers, Elizabeth, Classified Personnel Director - PC, .86hrs/222days, effective 6/5/15

**Retirement:**

None

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

Balkwell, Georgina, Library Media Services Asst. HH, not to exceed 25hrs, 5/15/15 to 6/30/15  
Beatton, Sheri, Clerical Assistant- GA, not to exceed 60hrs, 4/15/15 to 6/12/2015  
Castaneda, Frances, Bus Driver - TR, not to exceed 10hrs, 3/1/15 to 5/20/15  
Conrado, Katherine A, Career Development Specialist - HH, not to exceed 70hrs, 6/12/15 to 6/30/15  
Corona, Jessica, Library/Media Service Asst. - HH, not to exceed 22.50hrs, 6/15/15 to 6/30/15  
Day-Smith, Jan, School Bus Driver - TR, not to exceed 10hrs, 5/1/15 to 6/30/15  
Diaz, Pedro, Custodian - BM, not to exceed 1.5hrs, 5/17/15  
Diaz, Pedro, Custodian - BM, not to exceed 4hrs, 5/17/15  
Fenwick, Kevin, Custodian - DL, not to exceed 6hrs, 5/29/15 - *temp*  
Franks, Dorothy, Clerical Assistant - WL, not to exceed 4.5hrs, 6/2/15

Franks, Dorothy, Clerical Assistant - WL, not to exceed 7hrs, 4/17/15 to 4/27/15  
Huerta, Steve, Senior Custodian - DL, not to exceed 3hrs, 5/14/15  
Juarez, Consuelo, Career Development Specialist - HH, not to exceed 100hrs, 6/1/15 to 6/30/15  
Lopez, Teodoro, Senior Custodian - BM, not to exceed 30hrs, 4/25/15 to 6/15/15  
Mayo, Darrell, Substitute Custodian - House and Site/Dept. will vary, effective 5/29/15 - *temp*  
Obrien, Hollis, Campus Supervisor - HH, not to exceed 5hrs, 6/17/15 and 6/24/15  
Ortiz-Flores, Miguel, Custodian - DL, not to exceed 6hrs, 5/29/15 to 5/29/15  
Ortiz-Flores, Miguez, Custodian - BM, not to exceed 24hrs, 5/6/15 to 5/15/15  
Perez, Ricardo, Custodian - SC, not to exceed 10hrs, 5/2/15 to 5/9/15  
Rodriguez, Michael - Delivery Person Utility Worker - FS, not to exceed 15hrs, 4/1/15 to 6/30/15  
Sanjuan, Mayra, Site Program Coordinator - GA, not to exceed 24hrs, 5/1/15 to 5/15/15  
Switzer, Patty, School Community Coordinator - AECF, not to exceed 9hrs, 4/23/15 to 6/30/15  
Szeremet, Julie, Lead School Bus Driver - TR, not to exceed 10hrs, 5/1/15 to 6/30/15

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

Kaulukukui, Deborah - HR, not to exceed 54hrs, 5/16/15 - 5/15/15  
Kaulukukui, Deborah - HR, not to exceed 1hr, 4/16/15 to 5/15/15  
Philipps, William, Senior Custodian - BM, not to exceed 48hrs, 5/5/15 to 5/13/15  
Routh, Patricia, Campus Security - SQ, not to exceed 48hrs, 4/16/15 to 4/24/15  
Routh, Patricia, Clerical Assistant - WL, not to exceed 3.5hrs, 5/22/15 to 5/22/15

**Summer School:**

None

**Out of Class:**

None

• **Employment Actions Concerning Exempt Assignments from the Classified Service** •

**Enrichment Services:**

None

**Professional Expert:**

None

**Playground Recess Coach, Yard Duty, Child Care:**

Castillo, Joseph, Core Yard Duty, WL, not to exceed 25hrs, 4/28/15 to 6/11/15  
Cejas, Juan, Playground Recess Coach, BV, not to exceed 100.00hrs, 4/16/15 to 6/8/15  
Toledo Sanchez, Natasha, Yard Duty - WL, not to exceed 21hrs, 5/21/15 to 6/11/15

•**Eligibility Lists Established**•

Instructional Technician/PBS

Library Media Services Assistant


Mental Health Specialist

Secretary II

## SANTA CRUZ CITY SCHOOLS DISTRICT

**AGENDA ITEM:** Classified Personnel Actions

**MEETING DATE:** June 24, 2015

**FROM:**  Molly Parks, Asst. Superintendent, Human Resources

**THROUGH:** Kris Munro, Superintendent

**RECOMMENDATION:**

To approve the classified personnel actions as submitted.

**BACKGROUND:**

The attached lists of classified personnel actions are submitted in accordance with the District, SCCCE Agreement and the Merit Rules.

## CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Personnel Commission on: 6/17/15 CR

### •Employment Actions Concerning Regular Assignments•

#### Probationary (New Hires or Temporary Employees Made Regular):

None

#### Classified Substitutes Hired:

None

#### Promotion:

None

#### Re-Hire:

None

#### Voluntary Reduction:

None

#### Increase in FTE - Months/Hours of Service:

None

#### Additional FTE/Position:

None

#### 39-Mo Reinstatement:

None

#### 63-Mo Reinstatement:

None

#### Other Reinstatement:

None

#### Transfer:

None

#### Provisional Assignments (not to exceed 90 working days):

None

#### Leave of Absence:

None

#### Separation from Service:

Gervasi Rodriguez, Julia, Learning Assistant - SMSC, 3.5hrs/9mo, effective 6/11/15

**Retirement:**

None

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

Elrod, Edward, Senior Custodian - SC, not to exceed 3hrs, 5/31/15

Elrod, Edward, Senior Custodian - SC, not to exceed 5hrs, 5/31/15

Martinez, Ana, Secretary III - SQ, not to exceed 40hrs, 7/27/15 - 7/31/15

Medlen, Kristi, Instructional Technician - BM, not to exceed 20hr, 5/15/15 to 6/11/15

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

Cocilova, Helen A , Clerical Assistant - WL, not to exceed 3.5hrs, 5/22/15

Routh, Patricia, Campus Supervisor (Substitute) - SQ, not to exceed 72hrs, 6/1/15 to 6/11/15

**Summer School:**

Barrientos, Luz, Learning Assistant - BM, not to exceed 63hrs, 6/17/15 to 7/15/15

Barrientos, Victoria, Learning Assistant - BV, not to exceed 73.5hrs, 6/17/15 to 7/15/15

Bjornlie, Dena, Learning Assistant - HH, not to exceed 115.5hrs, 6/17/15 to 7/15/15

Campbell-Unsoeld, Maya, Program Assistant - BM, not to exceed 44hrs, 6/17/15 to 7/15/15

Cusirramos, Mirella, Learning Assistant - BV, not to exceed 78hrs, 6/17/15 to 7/15/15

Forbes, Leticia, Learning Assistant - BM, not to exceed 63hrs, 6/17/15 to 7/15/15

Hubbard, Katherine, Learning Assistant - BV, not to exceed 73.5hrs, 6/17/15 to 7/15/15

Kurkjian, Matthew, TC - Instructional Technician - SE, not to exceed 94.5hrs, 6/17/15 to 7/15/15

Linsdale, Troy, TC - Instructional Technician - SE, not to exceed 94.5hrs, 6/17/15 to 7/15/15

Lucero, Laura, Instructional Technician - SE, not to exceed 94.5hrs, 6/17/15 to 7/15/15

Medlen, Instructional Technician - SE, not to exceed 94.5hrs, 6/17/15 to 7/15/15

Mitchell, Marjorie, Instructional Technician - SE, not to exceed 94.hrs, 6/17/15 to 7/15/15

Novak, Theresa, Learning Assistant - HH, not to exceed 115.5hrs, 6/17/15 to 7/15/15

Ortiz, Miguel, Sub-Custodian - ITIN, not to exceed 80hrs, 6/17/15 to 7/15/15

Robles, Chanel, Learning Assistant - HH, not to exceed 55hrs, 6/17/15 to 7/15/15

Robles Vazquez, Nereyda, Program Assistant - HH, not to exceed 145hrs, 6/17/15 to 7/15/15

Shannon, Martee, Learning Assistant - BV, not to exceed 73.5hrs, 6/17/15 to 7/15/15

Stocker, Christina, Instructional Technician - SE, not to exceed 94.5hrs, 6/17/15 to 7/15/15

Tolentino, Angelica, Instructional Technician - SE, not to exceed 94.5hrs, 6/17/15 to 7/15/15

Tweddle, Barbara, Instructional Technician - SE, not to exceed 94.5hrs, 6/17/15 to 7/15/15

**SANTA CRUZ CITY SCHOOLS  
2015-16 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
	Books other than Textbooks	\$50.00	\$0.00	\$0.00	\$50.00
01-0000-0-0000-7400-4300-047-0000	Materials & Supplies	\$1,234.00			\$1,234
	Materials & Supplies	\$1,234.00	\$0.00	\$0.00	\$1,234.00
01-0000-0-0000-7400-4395-047-0000	Food for Workshops	\$275.00			\$275.00
8/1/13	C Rhodes-director interviews		\$17.34		\$257.66
	Food for Workshops	\$275.00	\$17.34	\$0.00	\$257.66
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
	Mileage, Travel & Conferences	\$1,900.00	\$0.00	\$0.00	\$1,900.00
01-9010-0-0000-7400-5200-047-0006	Contractual Benefit	\$800.00			\$800.00
	Contractual Benefit	\$800.00	\$0.00	\$0.00	\$800.00
01-0000-0-0000-7400-5300-047-0000	Dues & Membership	\$3,000.00			\$3,000.00
	Dues & Membership	\$3,000.00	\$0.00	\$0.00	\$ 3,000.00
01-0000-0-0000-7400-5600-047-0000	Rentals, Leases & Repairs	\$2,000.00			\$2,000.00
7/1/13	US Bancorp-Lease			\$502.14	1,497.86
8/1/13	US Bancorp-Lease		\$41.84	\$225.00	1,231.02
	Rentals, Leases & Repairs	\$2,000.00	\$41.84	\$727.14	\$1,231.02
01-0000-0-0000-7400-5800-047-0000	Other Services/Operating Expen	\$1,500.00			1,500.00
	Other Services/Operating Expenditures	\$1,500.00	\$0.00	\$0.00	\$1,500.00
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
	<b>TOTAL</b>	<b>\$10,759.00</b>	<b>\$59.18</b>	<b>\$727.14</b>	<b>\$9,972.68</b>

# SANTA CRUZ CITY SCHOOLS PERSONNEL COMMISSION 2015-16 BUDGET

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FTE	Allocation
01-0000-0-0000-7400-2300-047-0000	Classified Administration	0.86	\$71,414.00
01-0000-0-0000-7400-2400-047-0000	Clerical/Technical Wages	1.00	\$59,573.00
01-0000-0-0000-7400-3402-847-0000	Health and Welfare Benefits		\$41,309.00
01-0000-0-0000-7400-xxxx-047-0000	Statutory Benefits		\$28,178.00
	<b>Total Salary &amp; Health and Welfare Cost</b>		<b>\$200,474.00</b>
01-0000-0-0000-7400-4200-047-0000	Books other than Textbooks		\$50.00
01-0000-0-0000-7400-4300-047-0000	Materials & Supplies		\$1,234.00
01-0000-0-0000-7400-4395-047-0000	Food for Workshops		\$275.00
01-0000-0-0000-7400-5200-047-0000	Mileage, Travel & Conferences		\$1,900.00
01-0000-0-0000-7400-5200-047-0006	Contractual Benefit		\$800.00
01-0000-0-0000-7400-5300-047-0000	Dues & Membership		\$3,000.00
	CODESP		
	CSPCA		
	NCSPCA		
	Ed-Join		
	ACSA		
01-0000-0-0000-7400-5600-047-0000	Rentals, Leases & Repairs		\$2,000.00
01-0000-0-0000-7400-5800-047-0000	Other Services/Operating Expenditures		\$1,500.00
	Advertising, printing		
01-0000-0-0000-7400-5913-047-0000	Telephone		\$0.00
01-0000-0-0000-7400-6400-047-0000	Equipment, New		\$0.00
01-0000-0-0000-7400-6500-047-0000	Equipment, Replacement		\$0.00
	<b>Total Other Budget Categories</b>		<b>\$10,759.00</b>



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**TOTAL BUDGET**

**\$211,233.00**

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SANTA CRUZ CITY SCHOOLS

MEETING of the PERSONNEL COMMISSION

**AGENDA**

**Tuesday, Sept 1, 2015**

**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:

- ☐ Mr. Mark Violante, Chairperson
- ☐ Mr. Jim Spano
- ☐ Mr. Brian Murtha

**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**

#### **UPDATE on Classified Personnel Director Recruitment**

As directed at the August meeting the Interim Director reissued the recruitment flyer for the Classified Personnel Director with the Board approved salary increase effective July 1, 2015. Two applicants who had withdrawn had now expressed an interest in interviewing. One addition applicant was also screened in.

The Technical Panel for the Classified Personnel Director took place Friday, August 28th. Panel members consisted of Commissioner Jim Spano, Desiree Dominguez, Human Resources Manager, Pam Shanks, Classified Personnel Director for Pajaro Valley USD, and Barbara Poynter, SCCCE Representative.

Final interviews for the recruitment will take place Friday, Sept 4th. The panel will consist of Carol Rhodes, Interim Classified Personnel Director, PC Commission Chair Mark Violante, Molly Parks, Asst. Superintendent of Human Resources for Santa Cruz City School, Robert Chacanaca SCCCE President, and Troy Cope, Director of Human Resources of Santa Cruz County Office of Education.

### **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.

#### **2015-2016 year to date (July-August 27 ):**

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

## 4.0 PUBLIC BUSINESS

### 4.1 Consider Approval of Minutes

#### Minutes of Tuesday, August 4, 2015 Regular Meeting of the SANTA CRUZ CITY SCHOOLS PERSONNEL COMMISSION

- 1.0 Call to Order:** Chair Violante called the meeting to order at 4:00 p.m. Also present: Mr. Jim Spano, Mr. Brian Murtha, Ms. Kris Munro, Superintendent SCCS, Molly Parks, Asst. Superintendent of Human Resources, Patricia Threet School Board member, Mr. Bill Philipps and Ms. Karan Twohey-Villante representing SCCCE and Ms. Carol Rhodes, Interim Director, Classified Personnel.
- 2.0 Installation of New Commissioner:** Mr. Brian Murtha was sworn in as the jointly appointed Commissioner.
- 3.0 Public Comment-**Superintendent Kris Munro made a point of order and inquired whether under the Brown Act the Personnel Commission addressed public comment. Commissioner Violante and Commissioner Murtha confirmed that this was not the case, and that they thank participants for their comments but do not respond.
- 4.0 Director's Report-**The Interim Director welcomed Mr. Brian Murtha to the Commission. Mr Murtha is a Santa Cruz resident and a local practicing attorney. She announced that Commissioner Spano has been an interim Commissioner since Feb, 2015 and that on Sept. 16 the Board will vote for approval of his appointment. They will announce their intent to appoint the Board Appointee at the August 12 meeting. The appointment will be for Nov. 2015-Oct.2018.

The Interim Director announced that at this point in time there is only one candidate who has been screened in to move forward to the final interviews for the Classified Personnel Director recruitment. Two others who were deemed qualified withdrew their applications citing the reason was because the position was not full time and it would be a cut in pay for them. Mr. Violante stated that one candidate is not a process, and that the position needed to be increased to full time in order to attract more applicants. Mr. Spano stated he was on the Technical panel and that it was a good group. He was very impressed with the direction of Pam Shanks, the Classified Personnel Director of Pajaro Valley USD.

There was informal discussion among the Commissioners, the Superintendent, Kris Munro and the Asst. Superintendent of Human Resources, Molly Parks, regarding the possibility of the Classified Personnel Director position being increased to 1.0 FTE in order to attract more candidates. Mr. Spano stated that former Director Beth Summers made that recommendation to the Commission and he agrees. He stated that perhaps in the future the assistant position could be reduced in order to fund the Director at full time. Mr. Violante asked if the district would have the funds to finance the remaining 14% of the position. Ms. Munro said it was not feasible for 2015-16 as it was not built into the budget which has already been approved by the County Office of Education. Ms. Parks stated she had done some research of other Merit districts and there were many configurations as to staff size and funding sources, and that she would share that information with the Commissioners.

Ms. Munro pointed out that effective July 1 the position salary would increase by 3%, and effective Oct 1 by an additional 14% as there was a restructuring of compensation. Employees will now pay ½ of the benefit costs and the rest will be added to the salary schedule.

Commissioners requested that the Interim Director repost the Classified Personnel Director job flyer with the new higher salary in order to attract new applicants.

2014-15 year to date: June 30	4 Appointments pending, decided but awaiting final clearance
126 Completed/Filled Assignments	
24 New Hires	
69 Open Active Recruitments	
17 Promotions	
19 Transfer Requests Approved	
10 Temporary	
11 Reinstatements	

## **5.0 Public Business**

**5.1 Approval of Minutes – June 2, 2015:** It was moved by Mr. Spano and seconded by Mr. Violante to approve the minutes of June 2, 2015. Vote: 2 yes, 0 no, 1 abstain, 0 absent. Mr. Murtha abstained as he did not attend the meeting.

**5.2 Approval of Special meeting Minutes – July 14, 2015:** Mr. Spano asked for clarification of the technical panel date. It was moved by Mr. Spano and seconded by Mr. Violante to approve the minutes of May 21, 2015. Vote: 2 yes, 0 no, 1 abstain, 0 absent. Mr. Murtha abstained as he did not attend the meeting.

**5.3 Approval of Consent Agenda:** Mr. Violante asked about some of the details regarding positions listed on the classified action report. The Director clarified that some were reinstated layoffs, or layoff and promotion for the same employee or movement between departments where employees resigned partial positions and when back to prior appointments. She also reported that some layoffs have already been rescinded. It was moved by Mr. Violante and seconded by Mr. Spano to approve the Consent Agenda items. Vote: 3 yes, 0 no, 0 abstain, 0 absent.

## **6.0 New Business**

### **6.1 Discussion/Athletic Directors Positions/Possible action of Personnel Commission:**

Mr. Violante stated that he understood a Classified employee has applied for a leave of absence in order to accept one of three full-time Athletic Director positions the Board has approved. He stated that the Personnel Commission has not reviewed the job specifications to classify the position. He inquired as to whether the union had approved the position, as he has had no discussion with Robert Chacanaca, SCCCE President on the matter. Asst. Superintendent Parks stated that she has had several conversations with Mr. Chacanaca and that he did not express having a problem with it. Ms. Parks stated that she is preparing a job description for Athletic Director and will bring it to the Commission at the Sept. meeting. She stated the intent was to bring it to the Commission but an administrator moved ahead before it was official and the process got messy.

Mr. Violante clarified that the employee was "going back" to his Campus Supervisor position, and Ms. Parks confirmed that he was.

Mr. Spano asked for clarification as to whether these were already certificated positions, Ms. Parks stated that they were not. In the past they were paid as stipends or as a teacher on special assignment, but the recognized it was important to have these positions be full-time. He inquired as to the duties regarding locker room, supervising coaches, and said this seems like it could be a liability to the district. He stated it has to be an administrator or a certificated staff member to assume the responsibility.

Mr. Violante stated that the position can't be both classified and certificated as it has to be equal in employment, pay, access, and testing, and under Ed Code 45256 and the Merit system if the position does not require a certificate it is classified. There is currently no Athletic Director job description, and that if there were it would have to go out to all employees. Mr. Murtha expressed concern over what happens to competition for the position. Ms. Munro and Ms. Parks stated that this particular employee has been doing the job for years and there would be a public outcry if he were not appointed. Ms. Munro felt it would be "dishonoring" one of the long time classified staff.

It was agreed to take no action at this time, pending the review of the Athletic Director job description presented by Molly Parks, Asst Superintendent of Human Resources at the Sept. 1, 2015 regular Personnel Commission meeting.

### **6.2 ACTION ITEM: ATHLETIC DIRECTOR /POSSIBLE ACTION BY THE PERSONNEL**

No action was taken pending a job description being brought to the Commission at the Sept. 1 regular meeting.

## **7.0 Old Business – NONE**

## **8.0 Reports and Comments**

**8.1 Chairperson's Report.** Mr. Violante had no report.

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

- 9.0 Future Meetings:** The next regular Personnel Commission meeting is Sept 1, 2015, in the District Office, Room 312, Soquel High School Campus at 4:00 pm.
- 10.0 Public Communications** – Board member Patricia Threet wished to welcome Mr. Brian Murtha and to say she was pleased to see a full Commission in place. She also thanked Carol Rhodes for her work. Ms. Munro and Ms. Parks also expressed appreciation for Ms. Rhodes work.
- 11.0 Closed Session** - none
- 12.0 Adjournment:** Meeting was adjourned at approximately 5:35 pm.

Respectfully submitted:

\_\_\_\_\_  
Carol Rhodes, Interim Classified Personnel Director

Recommendation: It is recommended that the minutes for the meeting of August 4, 2015 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of August 4, 2015.

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 2015-2016 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**

##### **6.1 Review/Possible Action: Athletic Director Job Description**

At the previous meeting, the Directors asked Ms. Parks to bring forward a job description for the new Athletic Director classification for review and discussion regarding assigning this classification to the certificated or classified unit.

Recommendation: Based on the duties proposed by the Governing Board and draft job description for the Athletic Director, I move that the new Athletic Director classification be assigned to the **certificated/classified** unit.

Motion: \_\_\_\_ Second: \_\_\_\_ Yes: \_\_\_\_ No: \_\_\_\_ Abstain: \_\_\_\_ Absent: \_\_\_\_

## **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, October 6, 2015 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) \_\_\_\_\_

## CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Personnel Commission on: *CRhodes 8/4/15*

### •Employment Actions Concerning Regular Assignments•

#### Probationary (New Hires or Temporary Employees Made Regular):

Blount, Shannon, Secretary II - BM, 5hrs/9mo, effective 8/26/15  
Brambila Montero, Jessica, Food Service Worker - FS, 3hrs/9mo, effective 8/26/15  
Gibson, Laurie, Occupational Therapist - SE, 8hrs/211.5days, effective 8/24/15  
Guzman, Georgiana, Food Service Worker - FS, 3hrs/9mo, effective 7/1/15  
Juarez, Consuelo, Career Development Specialist - SE, 8hrs/9mo, effective 8/26/15  
Ledbetter, Dorothee, Library Media Services Asst. - SMSC/AFE, 4hrs/9mo, effective 8/26/15  
Nisewaner, Amanda, Mental Health Specialist - SE, 8hrs/211.5days, effective 8/24/15  
Shuts, Victoria, Mental Health Specialist - SE, 8hrs/211.5days, effective 8/24/15  
Voennell, Brian, Instructional Technician - MH, 5hrs/9mo, effective 8/26/15  
Weckler, Rosario, School Community Coordinator - DL, 6hrs/9Mo, effective 8/26/15

#### Promotion:

Hebert, Juliette, Lead Food Service Worker - FS, 5.5hrs/9mo, effective 7/1/15  
Miller, Lisa, Instructional Technician/PBS - SE, 3hrs/9mo, effective 7/1/15  
Orozco, Elizabeth, Principal's Secretary - BM, 8hrs/12mo, effective 7/1/15

#### Voluntary Demotion:

Russell, Jackie, from Senior Food Service Worker - FS, 7.5hrs/9mo to Food Service Worker - FS, 7.5hrs/9mo, effective 7/1/15

#### Increase in FTE - Months/Hours of Service, Effective:

Alvarez, Angel, School Community Coordinator - HH, 3.5hrs/9mo to 8hrs/9mo, effective 7/1/15  
Alvarez, Sandra, Food Service Worker - FS, 3hrs/9mo to 3.5hrs/9mo, effective 7/1/15  
Brito, Anna, Program Accounts Specialist - SE, 8hrs/11mo to 8hrs/12mo, effective 7/1/15  
Durdan, Avis, Food Service Worker - FS, 3hrs/9mo to 3.5hrs/9mo, effective 7/1/15  
Keck, Patricia, Program Assistant - SE, from 6hrs/10mo to 8hrs/12 mo, effective 7/1/15



**Increase in FTE - Months/Hours of Service, Effective (continued):**

Kosta, Nathan, Lead District Technology Specialist - IT, from 8hrs/11mo to 8hrs/12mo, effective 7/1/15

Kramer, Todd, Education Technology Specialist - IT, from 8hrs/9mo to 8hrs/11mo, effective 7/13/15

Wells, Jon, Education Technology Specialist - IT, from 8hrs/9mo to 8hrs/11mo, effective 7/13/15

White, Christopher, Education Technology Specialist - IT, from 8hrs/9mo to 8hrs/11mo, effective 7/13/15

**39-Mo Reinstatement:**

Milazzo, Sheri, Learning Assistant - DL, 3hrs/9mos, effective 7/1/15

**63-Mo Reinstatement:**

Campbell-Unsoeld, Maya, Instructional Technician Life Lab - DL, 5hrs/9mo, effective 7/1/15

Corona, Jessica, Library Media Services Asst. - DL, 6hrs/9mo, effective 7/1/15

**Transfer:**

Deleon, Elizabeth, Instructional Technician - 5hrs/9mo from MH to DL, effective 7/1/15

Fette, Leslie, Instructional Technician - 5hrs/9mo transfer from SQ to WL, effective 7/1/15

Geffken, Donna, transfer from Site Program Coordinator - BV, 5hrs/9mo, to Program Coordinator/ASES - BV, 5hrs/9mo, 7/1/15

Mabrouk, Gail, Secretary II - transfer to SMSC, 8hrs/11mo effective 8/3/15

**Separation from Service:**

Conrado, Katherine, Career Development Specialist - TPHH, Resignation, effective 6/12/15

Creatura, Leah, Instructional Technician/Life Lab - BV, Resignation, effective 6/30/15

Herbst, Amy, Learning Assistant - WL, Resignation, effective 6/30/15

Whitmore, Alan, Custodian 8hrs/12mo, Prob Release, effective 6/17/15

**Retirement:**

Ritter Kordik, Donna, Attendance Technician - SQ, 8hrs/10mo, effective 9/28/15

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

Alley, Mary, Senior Food Service Worker - Food Services, not to exceed .75hrs, 5/15/15 to 6/30/15

Ashton, Gerri, Instructional Technician - SQ, not to exceed 13.65hrs, 10/6/14 to 6/11/15

Baldwin, Christian, Maintenance Specialist, not to exceed 50hrs, 7/1/15 to 6/30/16

Bettar, Brian, Maintenance Specialist, not to exceed 50hrs, 7/1/15 to 6/30/16

Bispo, Lorraine, Account Tech - BMS, not to exceed 70hrs, 6/15/15 to 6/30/16 -temp

Bjornlie, Dena, Instructional Technician - BMS, not to exceed 3.5hrs, 5/15/15 to 6/15/15

Clark, Hermanita, Administrative Assistant - AE, not to exceed 24.5hrs, 6/16/15 to 6/30/15

Conrado, Katherine, Career Development Specialist, not to exceed 190hrs, 7/1/15 to 8/25/15

Cook, Nancie, Systems Support Specialist - DO, not to exceed 7hrs, 6/6/15 to 6/7/15

Cook, Nancie, Systems Support Specialist - DO, not to exceed 5hrs, 6/6/15

Cordero, Lisa, Clerical Assistant - WL, not to exceed 28hrs, 5/15/15 to 6/12/15

Cusirramos, Mirella, Learning Assistant, not to exceed 44hrs, 7/12/15 to 7/15/15

Cusirramos, Mirella, Learning Assistant, not to exceed 34hrs, 6/17/15 to 6/30/15

Davis, Steve, Warehouse Person - Maintenance/Ops, not to exceed 50hrs, 7/1/15 to 6/30/16

Durden, Avis, Food Service - Support - FS, not to exceed 38.5hrs, 6/16/15 to 6/30/15

Fox, Darin, Campus Supervisor - SQHS, not to exceed 50hrs, 7/1/15 to 6/30/16

Fox, Darin, Campus Supervisor - SQHS, not to exceed 2.5hrs, 8/12/15

Diaz, Beatriz, Translation - Business Svcs, not to exceed 5.50hrs, 6/25/15 to 6/30/15

Diaz, Beatriz, Translator- SU, not to exceed 5hrs, 6/1/15

Fenwick, Kevin, Sub Custodian - Bus Svcs, not to exceed 8hrs, 5/18/15 -temp (already counted him)

Fox, Darin, Campus Supervisor - SQHS, not to exceed 2.5hrs, 6/24/15

Isonio, Kathleen, Library/Media Svc Assistant - BVEL, not to exceed 68hrs, June 2014 & 15-16 school year

Jones Jr., Jack, Senior Custodian - HH, not to exceed 10hrs, 6/22/15 to 6/26/15

Jones Jr., Jack, Senior Custodian - B40, not to exceed 2hrs, 5/17/15

Juarez, Consuelo, Career Development Specialist - HHS, no to exceed 282hrs, 7/1/15 to 8/25/15

Lopez, Flora, Principal's Secretary - BVEL, not to exceed 6hrs, 2015-16 school year

Lopez, Teodoro, Senior Custodian - BMS, not to exceed 100hrs, 7/1/15 to 6/30/16

Marquez, Belinda, Instructional Technician/ASES -BV, not to exceed 7hrs, 5/13/15 to 6/11/15

Martinez, Melvin, Head Custodian - SC, not to exceed 17hrs, 6/27/15 to 6/28/15

Medlen, Kristi, Instructional Technician - BM, not to exceed 90hrs, 8/26/15 to 6/30/16

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

Mena-Flores, Moises, Senior Custodian - BM, not to exceed 12hrs, 7/4/15 to 7/5/15  
Mori, Rita, Instructional Technician - AECP, not to exceed 4hrs, 6/11/15 to 6/11/15  
Nisewaner, Amanda, Mental Health Specialist - SPED, not to exceed 62hrs, 7/6/15 to 8/25/15  
Obrien, Hollis, Campus Supervisor - HHS, not to exceed 2.5hrs, 6/17/15  
Pais, Deena, Library Media Services Assistant - SQ, not to exceed 9.85hrs, 10/6/14 to 6/11/15  
Phillips, William, Warehouse Person - Substitute HR, not to exceed 56hrs, 6/22/15 to 7/1/15  
Perez, Ricardo, Custodian - SC, not to exceed 8hrs, 6/26/15 to 6/27/15  
Perez, Ricardo, Custodian - SC, not to exceed 2hrs, 6/28/15 to 6/28/15  
Perez, Ricardo, Custodian - SC, not to exceed 6hrs, 5/9/15  
Phillips, Randy, Maintenance Specialist - not to exceed 50hrs, 7/1/15 to 6/30/16  
Roberson, Jennifer, Accounting Technician Sub BS, not to exceed 50.5hrs, 7/1/15 to 7/15/15  
Roberson, Jennifer, Accounting Technician, BS, not to exceed 51.5hrs, 6/16/15 to 6/30/15  
Robles-Ruiz, Rodrigo, Custodian - HH, not to exceed 10hrs, 6/15/15 to 6/30/15  
Rodriguez, Christian, Substitute Custodian - Hours and Site/Department to Vary, effective 6/12/15  
Rodriguez, Michael, Delivery Person - Food Service, not to exceed 37hrs, 7/1/15 to 7/15/15  
Rodriguez, Michael, Delivery Person - Food Service, not to exceed 12.5hrs, 6/16/15 to 6/30/15  
Ruiz, Alejandra, Instructional Technician - AECP, not to exceed 150hrs, 7/6/15 to 8/14/15  
Segura-Munoz, Andrew, Senior Custodian - MH, not to exceed 8hrs, 5/9/15 to 5/10/15  
Segura-Munoz, Andrew, Senior Custodian - MH, not to exceed 4hrs, 6/26/15  
Segura-Munoz, Andrew, Senior Custodian -MH, not to exceed 12hrs, 6/27/15, 6/28/15 and 7/11/15  
Segura-Munoz, Andrew, Senior Custodian - BVEL, not to exceed 30hrs, 2015-16 school year  
Segura-Munoz, Andrew, Senior Custodian - BVEL, not to exceed 4hrs, 5/28/15  
Sepulveda, Irma, School Bus Driver - TRANS, not to exceed 11.5hrs, 6/16/15 to 7/15/15  
Stocker, Christina, Instructional Technician - SPED, not to exceed 45hrs, 6/17/15 to 6/30/15  
Stocker, Christina, Instructional Technician - SPED, not to exceed 49.5hrs, 7/1/15 to 7/15/15  
Spilman, Laura, Administrative Secretary - MO, not to exceed 24hrs, 6/23/15 to 6/30/15  
Svoboda III, Edward, School Bus Driver - AECP, not to exceed 3.5hrs, 5/14/15 to 5/14/15  
Tanner, Brenda, Lead Accountant Technician - BS, not to exceed 30hrs, 6/24/15 to 9/30/15

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

Twohey-Violante, Karan, Primary Intervention Student Asst. - Std. Svcs., (add'l hours negotiations) not to exceed 3hrs, 5/29/15

Valtierra, Antonio, Head Custodian - HH, not to exceed 5hrs, 6/15/15 to 6/30/15

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

Maynard, Glenn, Substitute Custodian - Hours and Site/Dept. will vary, effective 7/15/15

**Summer School:**

Alley, Mary, Senior Food Service Worker - Food Services, not to exceed 64hrs, 6/16/15 to 7/15/15

Alvarez, Sandra, Food Service Worker - Food Services, not to exceed 33hrs, 7/1/15 to 7/15/15

Alvarez, Sandra, Food Service Worker - Food Services, not to exceed 33hrs, 6/16/15 to 6/30/15

Barrientos, Luz, Learning Assistant, not to exceed 63hrs, 6/17/15 to 7/15/15

Barrientos, Luz, Program Assistant, not to exceed 16hrs, 6/17/15 to 7/15/15

Barrientos, Vickie, Learning Assistant - GAEL, not to exceed 72hrs, 6/17/15 to 7/1/15

Barrientos, Vickie, Program Assistant - GAEL, not to exceed 28hrs, 6/17/15 to 7/15/15

Bjornlie, Dena, Instructional Technician - BMS, not to exceed 115.5hrs, 6/17/15 to 7/15/15

Casey, Patrick, Bus Driver - TR, not to exceed 6hrs, 6/16/15 to 7/15/15

Campbell-Unsoeld, Maya, DLEL, not to exceed 117.5hrs, 6/17/15 to 7/15/15

Casteneda, Frances, School Bus Driver - TR, not to exceed 25hrs

Casteneda, Frances, Bus Driver - TR, not to exceed 100hrs, 6/16/15 to 7/15/15

Cusirramos, Mirella, Learning Assistant - DLEL, not to exceed 34hrs 6/17/15 to 6/30/15

Cusirramos, Mirella, Learning Assistant - DLEL, not to exceed 44hrs, 7/1/15 to 7/15/15

Day-Smith, Jan, Bus Driver - TR, not to exceed 5hrs, 6/16/15 to 7/16/16

Day-Smith, Jan, Bus Driver - TR, not to exceed 95hrs, 6/16/15 to 7/15/15

Durden, Avis, SFSW - TR, not to exceed 77hrs, 6/16/15 to 7/15/15

Ericksen, Cynthia, Lead Food Service Worker - Food Svc, not to exceed 100hrs, 6/16/15 to 7/15/15

Fennell-Tortoledo, Alex, Custodian - Maintenance/Ops, not to exceed 144hrs, Summer 2015

Forbes, Leticia, Learning Assistant, SCHS, not to exceed 63hrs, 6/17/15 to 7/15/15

Gefken, Donna, Program Assistant - CP, not to exceed 106.5hrs, 6/17/15 to 7/15/15

**Summer School (continued):**

Gibson, Laurie, Occupational Therapist - SE, not to exceed 74hrs, 6/17/15 to 7/15/15  
Guzman, Georgiana, Food Service Worker - FS, not to exceed 72.6hrs, 6/16/15 to 7/15/15  
Hubbard, Katherine, Learning Assistant - BVEL, not to exceed 73.5hrs, 6/17/15 to 7/15/15  
Jackson, Dwayne, Bus Driver - TR, not to exceed 64hrs, 6/16/15 to 7/15/15  
Jorgensen, Kimberly, Food Service Worker - Food Services, not to exceed 119hrs, 6/16/15 to 7/15/15  
Kurkjian, Matthew, Instructional Technician-, SPED, not to exceed 94.5hrs, 6/17/15 to 7/15/15  
Linsdale, Troy, Instructional Technician- SPED, not to exceed 45hrs, 6/16/15 to 6/30/15  
Linsdale, Troy, Instructional Technician- SPED, not to exceed 49.5hrs, 7/1/15 to 7/15/15  
Lucero, Laura, Instructional Technician - SPED, not to exceed 45hrs, 6/17/15 to 6/30/15  
Lucero, Laura, Instructional Technician - BVEL, not to exceed 49.5hrs, 7/1/15 to 7/15/15  
Marcotte, Damien, Bus Driver - TR, not to exceed 8hrs, 6/16/15 to 6/30/15  
Mayo, Darrell, Custodian - Maintenance/Ops, not to exceed 144hrs, Summer 2015  
Medlen, Kristi, Instructional Technician - SPED, not to exceed 94.5hrs, 6/17/15 to 7/15/15  
Mitchell, Marjorie, Instructional Technician - SPED, not to exceed 94.5hrs, 6/17/15 to 7/15/15  
Ortiz-Flores, Miguel, Custodian - AECP, not to exceed 50hrs, 6/17/15 to 7/15/15  
Ortiz-Flores, Miguel, Custodian - not to exceed 60hrs, 6/17/15 to 7/15/15  
Robles, Chanel, Learning Assistant- HHS, not to exceed 110hrs, 6/17/15 to 7/15/15  
Robles-Vazquez, Nereyda, Program Assistant - MHMS, not to exceed 145hrs, 6/17/15 to 7/15/15  
Russell, Jackie, Lead Food Service Worker - FS, not to exceed 115hrs, 6/15/15 - 7/15/15  
Robles-Vazquez, Nereyda, Program Assistant - AECP, not to exceed 8hrs, 5/8/15 to 5/30/15  
Saarni, Richard, School Bus Driver - TRANS, not to exceed 8hrs, 6/16/15 to 7/15/15  
Shannon, Martee, Learning Assistant - AECP, not to exceed 73.5hrs, 6/17/15 to 7/15/15  
Sihler, Kris, School Bus Driver - TRANS, not to exceed 92.5hrs, 6/16/15 to 7/15/15  
Sihler, Kris, School Bus Driver - TRANS, not to exceed 1hr, 6/16/15 to 7/15/15  
Szeremet, Julie, Lead School Bus Driver - TRANS, not to exceed 4hrs, 6/16/15 to 7/15/15  
Tolentino, Angelica, Instructional Technician - SPED, not to exceed 94.5hrs, 6/17/15 to 7/15/15  
Trebien, Lori, Clerical Assistant, not to exceed 2hrs, 6/5/15 to 6/12/15  
Tweddle, Barbara, Instructional Technician - SPED, not to exceed 94.5hrs, 6/17/15 to 7/15/15

**Out of Class:**

Rhodes, Carol, Interim Classified Personnel Director - PC, not to exceed 136hrs, 6/8/15 to 6/30/15

Rhodes, Carol, Interim Classified Personnel Director - PC, not to exceed 352hrs

Trinchero, Suzanne, Interim Finance Director - BS, not to exceed 44.25hrs, 5/7/15 to 6/15/15

Trinchero, Suzanne, Interim Finance Director - FS, not to exceed 176hrs, 6/1/15 to 6/30/15

Trinchero, Suzanne, Interim Finance Director - BS, not to exceed 352hrs

Trinchero, Suzanne Interim Finance Director - BS, not to exceed 100hrs, 6/16/15 to 9/15/15

Ungor, John, School Bus Driver - TRANS - not to exceed 8hrs, 6/16/15 to 7/15/15

Vu, Le, Learning Assistant - WLEL, not to exceed 63hrs, 6/17/15 to 7/15/15

**•Employment Actions Concerning Exempt Assignments from the Classified Service•**

**Professional Expert:**

Nisewaner, Amanda, MFT/ASW Intern for IEP Services - SE, not to exceed 7.5hrs, 5/15/15 to 6/30/15

**Playground Recess Coach, Yard Duty, Child Care:**

Castillo, Joseph, Yard Duty - WL, not to exceed 10hrs, 5/28/15

Stanford, Keyana, Playground Recess Coach - WL, not to exceed .50hrs, 6/11/15

**•Eligibility Lists Established•**

Attendance Technician

Career Development Specialist

School Health Clerk

**SANTA CRUZ CITY SCHOOLS  
2015-16 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
	Books other than Textbooks	\$50.00	\$0.00	\$0.00	\$50.00
01-0000-0-0000-7400-4300-047-0000	Materials & Supplies	\$1,234.00			\$1,234
	Materials & Supplies	\$1,234.00	\$0.00	\$0.00	\$1,234.00
01-0000-0-0000-7400-4395-047-0000	Food for Workshops	\$275.00			\$275.00
	8/1/13 C Rhodes-director interviews		\$17.34		\$257.66
	Food for Workshops	\$275.00	\$17.34	\$0.00	\$257.66
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
	Mileage, Travel & Conferences	\$1,900.00	\$0.00	\$0.00	\$1,900.00
01-9010-0-0000-7400-5200-047-0000	Contractual Benefit	\$800.00			\$800.00
	Contractual Benefit	\$800.00	\$0.00	\$0.00	\$800.00
01-0000-0-0000-7400-5300-047-0000	Dues & Membership	\$3,000.00			\$3,000.00
	Dues & Membership	\$3,000.00	\$0.00	\$0.00	\$ 3,000.00
01-0000-0-0000-7400-5600-047-0000	Rentals, Leases & Repairs	\$2,000.00			\$2,000.00
	7/1/13 US Bancorp-Lease			\$502.14	1,497.86
	8/1/13 US Bancorp-Lease		\$41.84	\$225.00	1,231.02
	Rentals, Leases & Repairs	\$2,000.00	\$41.84	\$727.14	\$1,231.02
01-0000-0-0000-7400-5800-047-0000	Other Services/Operating Expense	\$1,500.00			1,500.00
	Other Services/Operating Expenditures	\$1,500.00	\$0.00	\$0.00	\$1,500.00
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
<b>TOTAL</b>		<b>\$10,759.00</b>	<b>\$59.18</b>	<b>\$727.14</b>	<b>\$9,972.68</b>

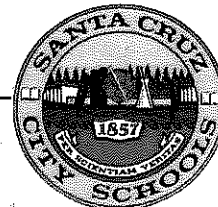
# Santa Cruz City Schools

## PERSONNEL COMMISSION

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

Mr. Jim Spano  
Commissioner

Mr. Mark Violante  
Chair



### REGULAR MEETING of the Personnel Commission

**Tuesday, October 6, 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.*

1.0	CALL TO ORDER & PLEDGE OF ALLEGIANCE.....	ERROR! BOOKMARK NOT DEFINED.
1.1	Pledge of Allegiance.....	Error! Bookmark not defined.
1.2	Welcome and Explanation of Format.....	Error! Bookmark not defined.
1.3	Establishment of Quorum.....	Error! Bookmark not defined.
1.4	Agenda-Deletions or Change of Sequence.....	Error! Bookmark not defined.
2.0	PUBLIC COMMUNICATIONS.....	ERROR! BOOKMARK NOT DEFINED.
3.0	DIRECTOR'S REPORT .....	2
4.0	PUBLIC BUSINESS .....	3
4.1	Consider Approval of Minutes for Regular Meeting 9/1/15 .....	3-4
4.2	Consent Agenda.....	4
4.2.1	Concerning Regular Assignments.....	4
4.2.2	Concerning Provisional and Limited Term Assignments .....	4
4.2.3	Concerning Exempt Assignments .....	4
4.2.4	Eligibility Lists Established .....	4
4.2.5	2015-2016 Budget expenditures for this period .....	4
5.0	NEW BUSINESS.....	5
5.1	Approve Director's Work Calendar.....	5
6.0	OLD BUSINESS None .....	4
7.0	REPORTS and comments.....	5
7.1	Chairperson's Report .....	5
7.2	Commission Members' Reports or Comments .....	5
8.0	INFORMATION AND FUTURE MEETINGS.....	5
9.0	PUBLIC COMMUNICATIONS (Cont'd if necessary).....	5
10.0	CLOSED SESSION .....	5
11.0	ADJOURNMENT.....	5



### 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.

**2015-2016 year to date (August 31):** Completed/Filled Assignments:

- 14 Open Active Recruitments
- 24 New Hires
- 8 Promotions
- 0 Transfer Requests Approved
- 0 Temporary
- 0 Reinstatements
- 2 Appointments pending (decided, awaiting paperwork or final clearance)

- **Update:**

- Orienting / Training new Director of Classified Personnel
- Continue to be busy with hiring
- Appointment of board appointee scheduled for vote of approval on September 16, 2015

- 7.2 **Commission Members Reports or Comments:** Jim Spano stated that he would be out of town and would not be able to attend the next Personnel Committee meeting. Mr. Violante asked if there were changes in the budget, but Ms. Rhodes stated that there was not.
- 8.0 **Information and Future Meetings:** The next regular Personnel Commission meeting is Tuesday, October 3, 2015, in the District Office Board Room 312, Soquel High School Campus at 4:00 pm.
- 9.0 **Public Communications-** none
- 10.0 **Closed Session** – no closed session.
- 11.0 **Adjournment:** Meeting was adjourned at approximately 4:55 pm.

Respectfully submitted:

\_\_\_\_\_  
Keneé Houser, Classified Personnel Director

Recommendation: It is recommended that the minutes for the meeting of September 1, 2015 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of September 1, 2015.

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 Concerning Director of Classified Personnel
- 4.2.5 Eligibility Lists Established
- 4.2.6 2015-2016 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 Classified Personnel Director: Kenée Houser 9/23/15

### •Employment Actions Concerning Regular Assignments•

#### Probationary (New Hires or Temporary Employees Made Regular):

Phillips, Stephen, Instructional Technician/ASES - GA, 3.9hrs/9mo, effective 8/26/15

Weinstock, Jesse, Instructional Technician/ASES - BV, 3.95hrs/9mo, effective 8/31/15

#### Promotion:

Houser, Kenée, Classified Personnel Director, 6.88hrs/222days, effective 9/11/15

#### Voluntary Demotion:

None

#### Increase in FTE - Months/Hours of Service:

None

#### Additional FTE/Position:

None

#### 39-Mo Reinstatement:

None

#### 63-Mo Reinstatement:

None

#### Transfer:

None

#### Leave of Absence:

None

#### Separation from Service:

Gonzales, Anna, Food Service Worker -FS, 1hrs/9mo, Resignation, effective 8/10/15; Yard Duty position then becomes exempt and worked hourly/EWA.

#### Retirement:

None

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

Balkwell, Georgina, Library Media Assistant - HH, not to exceed 100hrs, 9/1/15 to 6/30/16 -temp

Campbell-Unsoeld, IT-Life Lab - DL, not to exceed 50hrs, 9/15/15 to 6/11/16

Campos, Carlos, Instructional Technician - SE, not to exceed 47hrs, 8/19/15 to 6/10/16

Kianpour, Jacqueline, Personnel Technician II - HR, not to exceed 67hrs, 8/16/15 to 8/31/15 - temp

Kianpour, Jacqueline, Personnel Technician II - HR, not to exceed 160hrs, 9/1/15 to 9/30/15 (counted her)

Morris, Donald, Personnel Technician II - HR, not to exceed 400hrs, 8/25/15 to 10/31/15 - temp

O'Brien, Hollis, Campus Supervisor - HH, not to exceed 75hrs, 9/1/15 to 6/15/16

Page II, James, Instructional Technician/PBS - SE, not to exceed 47hrs, 8/19/15 to 6/10/16

Rodriguez, Christian, Custodian - MO, not to exceed 14hrs, 8/20/15 to 8/24/15

Rodriguez, Christian, Custodian - MO, not to exceed 8hrs, 8/25/15 to 8/25/15

Rodriguez, Christian, Custodian - MO, not to exceed 10hrs, 8/20/15 to 8/21/15

Schultz, Gretchen, School Health Clerk - SS, not to exceed 10hrs, 8/3/15 to 8/31/15

Silva-Robles, Fe, Translator/Interpreter - SU, not to exceed 4hrs, 9/1/15 to 9/8/15

Slakey, Peggy, School Health Clerk - SS, not to exceed 10hrs, 8/3/15 to 8/31/15

Stiefelmaier, Elizabeth, School Health Clerk - SS, not to exceed 10hrs, 8/3/15 to 8/31/15

Stroud, Susan, School Health Clerk - SS, not to exceed 10hrs, 8/3/15 to 8/31/15

Tuson, Kim, Occupational Therapist - AECP, not to exceed 7hrs, 8/18/15

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

Philipps, William, Senior Custodian - MO/BV, not to exceed 8hrs, 8/17/15

**Out of Class:**

None

**•Employment Actions Concerning Exempt Assignments from the Classified Service•**

**Enrichment Services:**

Oliveira Ferreira, Guilherme, Capoeira and Brazilian Culture - SMSC, not to exceed 24hrs, 9/23/15 to 11/18/15

**Professional Expert:**

None

**Playground Recess Coach, Yard Duty, Child Care:**

Garcia De Escobar, Child Care - MH, not to exceed 20hrs, 2015-16

Gudino, Rocio, Child Care - DL, not to exceed 35hrs, 8/26/15 to 6/9/16

Lopez, Areli, Child Care - DL, not to exceed 20hrs, 8/26/15 to 6/9/16

**•Eligibility Lists Established•**

Campus Supervisor

Clerical Assistant

Primary Intervention Student Assistant

# Santa Cruz City Schools 2015-16 Management Work Calendar

[illegible]

SANTA CRUZ CITY SCHOOLS  
MEETING of the PERSONNEL COMMISSION

**AGENDA**

**Tuesday, November 3, 2015**  
**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 Director of Classified Personnel. The meeting is recorded.*

**1.0 CALL TO ORDER & PLEDGE OF ALEGIANCE**

Meeting called to order at \_\_\_\_\_ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Mr. Brian Murtha
- ☐ Mr. Jim Spano
- ☐ Mr. Mark Violante, 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 Director of Classified Personnel

The major categories of responsibility of the Personnel Commission are:

**Recruit** in a manner which will obtain the best possible applicants.

■ **2015-2016 year to date:** Completed/Filled Assignments:

- 18 Open Active Recruitments
- 30 New Hires
- 9 Promotions
- 11 Transfer Requests Approved
- 0 Temporary
- 1 Reinstatements
- 3 Appointments pending (undecided or awaiting paperwork/final clearance)

■ **Update:**

- Documenting Procedures and Processes
- Attending monthly County-wide HR Meetings
- This month: Digital Schools (DS) training in Monterey
- Reclassification season begins:
  - Reclass applications accepted .....11/1 – 1/1
  - Initial Review..... 2/1
  - Reclass Committee Study Completed ..... 4/1
  - Employee Clarification..... within 5 days
  - Recommendations to Director and Sup ..... within 10 days
  - Employee appears at PC Meeting..... no later than 4/30
  - If Reclass Committee not established by..... 5/15
    - *supervisor and employee go to June PC meeting.*
  - Effective date if approved ..... 7/1

## 4.0 PUBLIC BUSINESS

### 4.1 Consider Approval of Minutes

#### Minutes of Tuesday, October 6, 2015 SANTA CRUZ CITY SCHOOLS PERSONNEL COMMISSION

- 1.0 Call to Order: Chair Violante called the meeting to order at 4:05 p.m. Also present: Jim Spano - Commissioner, Kris Munro – Superintendent, Chris Baldwin – SCCCE Union Rep., Jim Monreal – Asst. Superintendent of Business Services, Carol Rhodes – Personnel Assistant, and Kenée Houser – Director of Classified Personnel.
- 2.0 Public Communication: Kris thanked Carol for work during the absence of Personnel Director. Welcome Kenée.
- 3.0 Director's Report: New to job, so lots of learning. Still hiring. Jim Spano asked if there have been drops in applications. Carol responded that this year was a difficult start of school year. Certificated Manager, Desiree would agree. Several people, perhaps more than half a dozen, accepted positions and then declined them prior to the job starting. This happened several times with one particular job. Other times, prints have taken long to clear, so subs are in place when school starts. Nothing significant regarding applicants. She doesn't ask why people don't accept the job. Mark Violante said that later, we might want to do research to see why people don't accept the job. Discussion was had regarding how employees are placed at a "step" when offered a position. New commissioners were updated of this policy. New Hires are only placed at Step 1, 2, or 3. To start on a step higher than 3 requires Commission approval.

2015 – 16 year to date: October 1 54 Completed/Filled Assignments
18 New Hires
30 Open Active Recruitments
9 Promotions
11 Transfer Requests Approved
0 Temporary
1 Reinstatements
3 Appointments Pending

#### 4.0 Public Business:

- 4.1 Approval of Minutes: Jim Spano moved to approve the minutes. Mark Violante seconds. Correction of October 6 date on the 2<sup>nd</sup> page. Vote: 2 yes, 0 no, 1 absent
- 4.2 Approval of Consent Agenda: Mark moves to approve the Consent Agenda. Jim Spano seconds. Discussion: Mark asked about p.1 increase of FTE from 3.5 9 mos. To 8 hrs. 9 mos. That employee is now full time and will get benefits. Jim Spano asked about Classified Director promotion and work calendar of 222 days. Contract days are 191. Carol explained that the position is 6.88 hrs. at 222 days or 8 hrs at 191 days. Kenée elected to work 8 hr days, so has 191 work days in her contract. That's what the past 2 Directors have done. Mr. Violante asked about food service worker Anna Gonzalez separation from service. Carol



explained that Yard Duty is exempt and has no benefits. However, when a person has a regular job in addition to yard duty, then yard duty becomes a regular position. This means it can move steps. Yard Duty is only at elementary schools. Only about 1.5 hours/day. Once Anna Gonzalez resigned her regular job, her Yard Duty position went back to being exempt. The district typically keeps these employees under 4 hours so they don't cross the threshold into benefits. Vote: 2 yes, 0 no, 1 absent.

5.0 New Business

- 5.1 Approval of Director's Work Calendar: If calendar needs to be amended, bring it to a meeting. Calendar is based on 191 days. Kenée working 184 days because hired on 9/11. Calendar was signed by Kenée Houser and Mark Violante. Jim Spano moves to approve the calendar as submitted. Jim Spano seconds. Vote: 2 yes, 0 no, 1 absent

6.0 Old Business: None

7.0 Reports

- 7.1 Chairperson's Report: None. Mark Violante welcomed Kenée. He thanked Carol for the work she did in the absence of a Director. He thanked Kris and Jim for coming to the meeting.

- 7.2 Commission Members Reports: None

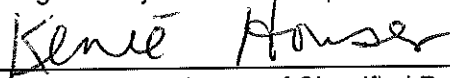
8.0 Information and Future Meetings: Next meeting: Tuesday, November 3<sup>rd</sup> at 4:00 p.m. in the same room.

9.0 Public Communications: None

10.0 Closed Session: None

11.0 Adjournment: Meeting was adjourned at 4:30 p.m.

Respectfully submitted:

  
Kenée Houser, Director of Classified Personnel

## 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 2015-16 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

### 5.1 Merit Academy

The Merit Academy is a series of 5 all-day training sessions in Fremont from January – May, 2015. Cost is \$500 + travel. Topics covered include:

- History of The Merit System
- Personnel Commission versus Board – Roles and Responsibilities
- Decoding the Education Code
- Classification & Compensation
- Recruitment & Selection
- The Brown Act
- Collective Bargaining
- Parliamentary Procedure / Robert's Rules of Order
- Hearings and Appeals
- Using Technology
- Website Design & Branding
- Best Practices

Recommendation: It is recommended that the Director of Classified Personnel attend the Merit Academy

Sample Motion: I move to approve the Director's attendance at the Merit Academy.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Yes: \_\_\_\_\_ No: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_

## 5.2 CSPCA Annual Conference

California School Personnel Commissioners Association Annual Conference will take place in Anaheim February 25 – 28, 2016. Cost is \$299 if registering prior to 12/31/15 and \$349 if registering after. Room rates are \$165. Plane fares are currently approximately \$150. Airport shuttles are approximately \$100. Total cost is approximately \$550 + dinner costs. There is currently \$800 in Contractual Benefit to cover the cost for Keneé Houser to attend the conference

Recommendation: It is recommended that Keneé Houser attend the CSPCA Annual Conference in Anaheim.

Sample Motion: I move to approve the Director's attendance at the CSPCA Annual Conference in Anaheim.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Yes: \_\_\_\_\_ No: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_

## 5.3 Action Item: Research first steps for a district-wide classification study

What is a classification study?

Berkeley Public Schools (<http://www.berkeleyschools.net/departments/human-resources/classification-study-2013/>): "... The goal is to align job descriptions with the current roles and responsibilities of classified employees and conduct a market analysis of compensation in similar or like jobs in other districts."

The last classification study at SCCS was done in 1995.

According to George Cole, of the CSPCA, studies are written into the Rules & Regulations to be done every "x" years. His district did them every 3 – 5 years. He said that the study needs to be done. Implementation is a separate issue. Studies are often implemented in steps – perhaps by job family. There are people who could come speak to the Commission about how to do a study. One suggestion was Glenn Siegel of Fremont who is the Director at the San Mateo County Office of Ed.

According to Troy Cope, SCCOE Director of HR, it is written into their Rules & Regulations that a classification study is done every 6-7 years.

Recommendation: It is recommended that the Personnel Commission explore a classification study of all employees.

Sample Motion: I move to approve that the Personnel Commission start researching a classification study of all employees by \_\_\_\_\_.

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, public communications, scheduled meetings, and conferences or meetings attended.

**7.2 Commission Members' Reports or Comments**

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

**8.0 INFORMATION AND FUTURE MEETINGS**

The next meeting will be held on Tuesday, December 1, 2015 in Room 312, Soquel High Campus at 4:00 p.m.

**9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)**

**10.0 CLOSED SESSION**

**11.0 ADJOURNMENT**

Adjournment at (time) \_\_\_\_\_.

## CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director:

Kenée Houser 10/7/15

### •Employment Actions Concerning Regular Assignments•

#### Probationary (New Hires or Temporary Employees Made Regular):

Bermudez-Eredia, Clarisa, Clerical Assistant - BV, 3.5hrs/9mo, effective 10/5/15

DeMarco, Roxana, Learning Assistant - WL, 3hrs/9mo, effective 9/24/15

Hernandez-Luna, Maribel, School Health Clerk - 2hrs/9mo and Attendance Technician - 6hrs/9mo - SMSC, effective 9/29/15

White O'Hagan, Meghan, Primary Intervention Student Assistant - ITIN/SS, 3hrs/9mo, 10/5/15

#### Promotion:

Rodriguez, Michael, Campus Supervisor - MH, 8hrs/9mo, effective 10/14/15

#### Voluntary Demotion:

None

#### Increase in FTE - Months/Hours of Service:

Aceves-Gagne, Marina, Instructional Technician - BM, from 3hrs/9mo to 3.9hrs/9mo, effective 9/21/15

Medlen, Kristi, Instructional Technician - BM, from 5hrs/9mo to 6hrs/9mo, effective 9/21/15

#### Additional FTE/Position:

None

#### 39-Mo Reinstatement:

None

#### 63-Mo Reinstatement:

None

#### Transfer:

None

#### Leave of Absence:

None

#### Separation from Service:

None

**Retirement:**

None

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

Brambila Montero, Jessica, Food Service Worker - FS, not to exceed 15hrs, 8/1/15 to 6/15/16

Casey, Patrick, Sub-School Bus Driver - TR, not to exceed 48.5hrs, 8/24/15 to 9/15/15 *temp ✓*

Castaneda, Francis, School Bus Driver - TR, not to exceed 18.5hrs, 8/26/15 to 9/15/15

Day-Smith, Jan, School Bus Driver - TR, not to exceed 18.98hrs, 8/24/15

Fox, Darin, Campus Supervisor - SQ, not to exceed 50hrs, 2015-16

Guzman, Georgiana, Food Services Worker - FS, not to exceed 30hrs, 8/1/15 to 6/15/16

Jackson, Dwayne, School Bus Driver - TR, not to exceed 21.54hrs, 8/24/15

Martinez, Manuel, Warehouse Person - FS, not to exceed 50hrs, 8/1/15 to 6/15/16

O'Brien, Hollis, Campus Supervisor - HH, not to exceed 45hrs, 9/1/15 to 6/15/16

Russell, Jackie, Food Service Worker - FS, not to exceed 20hrs, 8/1/15 to 6/15/16

Saarni, Richard, School Bus Driver - TR, not to exceed 4hrs, 8/24/15

Saarni, Richard, School Bus Driver - TR, not to exceed 9hrs, 9/5/15

Sihler, Kris, School Bus Driver - TR, not to exceed 2.75hrs, 8/28/15 to 9/15/15

Sihler, Kris, School Bus Driver - TR, not to exceed 11.5hrs, 8/14/15 to 8/24/15

Sepulveda, Irma, School Bus Driver - TR, not to exceed 2.5hrs, 8/24/15

Trinchero, Suzanne, Director - BS, not to exceed 98.5hrs, 8/15/15 to 10/30/15

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

None

**Out of Class:**

Rhodes, Carol, Interim Classified Personnel Director - PC, not to exceed 72hrs, 9/2/15 to 9/15/15

Trinchero, Suzanne, Interim Finance Director - BS, not to exceed 336hrs, 9/2/15 to 10/30/15

**•Employment Actions Concerning Exempt Assignments from the Classified Service•**

**Enrichment Services:**

Feinstein, Gjon, Chess Enrichment Provider - WL, not to exceed 45hrs, 10/6/15 to 6/7/16

**Professional Expert:**

Leslie, Mary Beth, Under the supervision of the Special Ed. Director, the Professional Expert -- a retired Pupil Data Specialist -- will continue to update the student data system, SEIS, while the current Program Assistant is on leave. The Professional Expert will maintain student records for

AGENDA ITEM 8.1.2

*10/14/15 p.2*

SE staff District-wide and be on hand to assist with the 2015-16 Dec. Student Count -- a state mandated SE Dept. report. Not to exceed 70hrs, 9/14/15 to 12/4/15

**Playground Recess Coach, Yard Duty, Child Care:**

DeMarco, Roxana, Yard Duty - WL, not to exceed 299hrs, 2015-16

Gonzales, Anna, Yard Duty - GA, not to exceed 360hrs, 8/26/15 to 6/9/16

**•Eligibility Lists Established•**

School Community Coordinator

Secretary II

## CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: Kenée Houser 10/21/15

### •Employment Actions Concerning Regular Assignments•

#### Probationary (New Hires or Temporary Employees Made Regular):

Cigarrero-Coto, Claudia, School Community Coordinator - SMSC, 3.7hrs/9mo, effective 9/22/15

Linneman, Devon, Career Development Specialist - 7hrs/9mo, effective 10/19/15

Ruiz, Reyna, School Community Coordinator - SMSC, 8hrs/9mo, effective 10/20/15

#### Promotion:

None

#### Voluntary Demotion:

None

#### Increase in FTE - Months/Hours of Service:

None

#### Additional FTE/Position:

None

#### 39-Mo Reinstatement:

Elliott Perkins, Pamela, Secretary II - BM, 5hrs/9mo, effective 10/21/15

Goldsmith, Daniel, Accompanist - SQ, 2.6hrs/9mo, effective 10/1/15

#### 63-Mo Reinstatement:

None

#### Transfer:

None

#### Leave of Absence:

None

#### Separation from Service:

Montes, Vivian, Secretary III - HH, 8hrs/11mo, Resignation, effective, 10/29/15

Russell, Jackie, Food Service Worker - FS, 7.5hrs/9mo, Resignation, effective 10/12/15

#### Retirement:

None



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

Brown, Norman Jean, Program Accounts Specialist - SC, not to exceed 186hrs, 9/16/15 to 6/15/16

Cejas, Juan, Instructional Technician/ASES -BV, not to exceed 10hrs, 8/26/15 to 6/9/16

DeMarco, Roxana, Learning Assistant - WL, not to exceed 23hrs, 9/24/15 to 11/16/15

Ericksen, Cynthia, Lead Food Service Worker - FS, not to exceed 50hrs, 10/1/15 to 6/30/16

Fennell-Tortoledo, Alex, Custodian - MO, not to exceed 231hrs, 9/16/15 to 12/15/15 - temp

Fenwick, Kevin, Custodial Help - DL, not to exceed 4hrs, 9/17/15

Kramer, Todd - Education Technology Specialist - IT, not to exceed 8hrs, 9/19/15

Marquez, Belinda, Instructional Technician/ASES - BV, not to exceed 250hrs, 8/26/15 to 6/9/16

Martinez, Melvin, Head Custodian - SC, not to exceed 8hrs, 9/27/15 to 9/29/15

Miller, Darlene, School Health Clerk - WL, not to exceed 2.5hrs, 9/30/15

Murray, Cindy, Instructional Technician - SC, not to exceed 12.5hrs, 8/24/15 to 8/25/15

Nyland, Barbara, Food Service Worker - FS, not to exceed 25hrs, 9/15/15 to 6/30/16

O'Brien, Hollis, Campus Supervisor - HH, not to exceed 45hrs, 9/1/15 to 6/15/16

Perez, Ricardo, Custodian - SC, not to exceed 2hrs, 10/10/15

Perez, Ricardo, Custodian - SC, not to exceed 5hrs, 10/10/15

Poynter, Barbara, Senior Custodian - SMSC, not to exceed 2hrs, 9/28/15

Randazzo, Timothy, Substitute Delivery Driver/Utility Worker - FS, not to exceed 24hrs, 10/1/15 - temp to 11/30/15

Robles, Nereida, Translator/Interpreter - SU, not to exceed 9hrs, 9/2/15 to 9/11/15

Robles-Ruiz, Rodrigo, Custodian - HH, not to exceed 16hrs, 10/17/15 to 10/30/15

Rodriguez, Michael, Delivery Person/Utility Worker - FS, not to exceed 20hrs, 9/25/15 to 6/30/16

Shannon, Martee, Learning Assistant - GA, not to exceed 70hrs, 2015-16

Simons, Mary, Instructional Technician - HH, not to exceed 75hrs, 9/16/15 to 6/15/16

Wells, Jon, Education Technology Specialist - IT, not to exceed 8hrs, 9/19/15

White, Christopher, Education Technology Specialist - IT, not to exceed 8hrs, 9/19/15

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

Routh, Patricia, Campus Security - SQ, not to exceed 18hrs, 10/15/15 to 10/16/15

**Out of Class:**

None

**•Employment Actions Concerning Exempt Assignments from the Classified Service•**

**Enrichment Services:**

Atkinson, Mary, Art - MH, not to exceed 20hrs, 10/07/15 to 1/13/16

Laird, Michael, Martial Arts - MH, not to exceed 20hrs, 10/7/15 to 1/13/16

Raine, Freesia - Music - BV, not to exceed 300hrs, 9/21/15 to 6/9/16

**Professional Expert:**

McCord, Shannon - the Professional Expert will provide 20 hours of direct / consult assistive technology services to a Sec. Special Education student and 10 hours of device training for a 12+ post Sec. student during the 2015-16 school year. The AAC Specialist will maintain records and complete time sheets for the above work duties and services. Not to exceed 30 hrs, 8/26/15 to 6/30/16

**Stipend:**

Paulsen, Technology Coach - CU, \$1,200.00 Stipend - paid 50% 12/15, 50% 6/16

**Playground Recess Coach, Yard Duty, Child Care:**

Casillas, Margarita, Child Care - AECP, not to exceed 32hrs, 10/16/15 to 5/30/16

Ringquist, Shauna, Yard Duty - DL, not to exceed 300hrs, 10/01/15 to 6/9/16

**•Eligibility Lists Established•**

Instructional Technician

**SANTA CRUZ CITY SCHOOLS  
2015-16 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
	Books other than Textbooks	\$50.00	\$0.00	\$0.00	\$50.00
01-0000-0-0000-7400-4300-047-0000	Materials & Supplies	\$1,234.00			\$1,234
	Materials & Supplies	\$1,234.00	\$0.00	\$0.00	\$1,234.00
01-0000-0-0000-7400-4395-047-0000	Food for Workshops	\$275.00			\$275.00
8/1/13	C Rhodes-director interviews		\$17.34		\$257.66
	Food for Workshops	\$275.00	\$17.34	\$0.00	\$257.66
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
	Mileage, Travel & Conferences	\$1,900.00	\$0.00	\$0.00	\$1,900.00
01-9010-0-0000-7400-5200-047-0000	Contractual Benefit	\$800.00			\$800.00
	Contractual Benefit	\$800.00	\$0.00	\$0.00	\$800.00
01-0000-0-0000-7400-5300-047-0000	Dues & Membership	\$3,000.00			\$3,000.00
7/10/15	SPCA/NC dues		\$95.00	\$95.00	
7/1/15	ACSA Institution Services		\$150.00	\$150.00	
	Dues & Membership	\$3,000.00	\$245.00	\$245.00	\$ 2,755.00
01-0000-0-0000-7400-5600-047-0000	Rentals, Leases & Repairs	\$2,000.00			\$2,000.00
7/1/13	US Bancorp-Lease			\$502.14	1,497.86
8/1/13	US Bancorp-Lease		\$41.84	\$225.00	1,231.02
	Rentals, Leases & Repairs	\$2,000.00	\$41.84	\$727.14	\$1,231.02
01-0000-0-0000-7400-5800-047-0000	Other Services/ Operating Expenditures	\$1,500.00			1,500.00
7/27/15	ACSA EdCal Advertising		\$383.00	\$383.00	1,117.00
7/1/15	SCJobs.com		\$358.00	\$358.00	759.00
	Other Services/Operating Expenditures	\$1,500.00	\$741.00	\$741.00	\$ 759.00
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, Replacem	\$0.00			\$0.00
	<b>TOTAL</b>	<b>\$10,759.00</b>	<b>\$1,045.18</b>	<b>\$1,713.14</b>	<b>\$8,986.68</b>