

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, December 5, 2017

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:

- ☐ Ms. Pamela Hernandez
- ☐ Mr. Brian Murtha, Vice Chairperson
- ☐ 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.

2.1 Union Communication

2.2 Other Public Communication

3.0 DIRECTOR'S REPORT

November 1-30, 2017	
Open	13
Pending	3
Add FTE	0
New Hire	3
Promotion	2
Temp Hire	10
Transfer	0
Resigned	3
Retired	0

July 1, - Nov. 30, 2017	
Add FTE	10
New Hire	39
Promotion	13
Temp Hire	30
Transfer	5
Resigned	19
Retired	5

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meeting of November 7, 2017 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of November 7, 2017.

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

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

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

4.3 2017-18 Budget Expenditures for this Period

Information: There were no expenditures to report for this period

Recommendation: It is recommended that the Budget Expenditures for this period be approved as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

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

5.0 OLD BUSINESS:

5.1 Information: Classification Study Update

- Revised job descriptions and responses to employees and supervisors were received 12/4/17. We intend to do an audit before sending them out.
- Personnel Commission and Assistant Superintendent to receive job descriptions. What format would be most helpful? Binder with new and old together?
- How to address further employee concerns regarding job descriptions?

6.0 NEW BUSINESS:

6.1 Action: Approve Revised Lead School Bus Driver Job Description

Information: The current Lead School Bus Driver is retiring this month. She held a full School Bus Trainer Certificate from 2004 – 2015 and her duties were not included in the job description. The Supervisor of Transportation has made recommendations to the

consultants to update this position accordingly. In order to properly recruit for this opening, the highlighted changes need to be made. The draft job description has been posted on Edjoin, pending PC and Board approval.

Recommendation: It is recommended that the job description for Lead School Bus Driver be approved as submitted.

Sample Motion: I move to approve the job description for Lead School Bus Driver as submitted.

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

6.2 Action: Approve Revised Construction/Facility Projects Manager Job Description

Information: In March, 2003, the Director of Bonds Projects job title was changed to Construction/Facility Projects Manager. This person had also been the Director of Facility Services. The salary schedule was not changed. Now, in 2017, the district needs someone to perform the same duties. The Director of Facility Services will supervise this position. Given the current structure of the department and the people that are in place, the correct salary placement is at Management Class H. This puts the position below the supervisor and at the same level as the Supervisor, Custodial/Grounds/Maintenance.

Recommendation: It is recommended that the job description for Lead School Bus Driver be approved as submitted.

Sample Motion: I move to approve the job description for Lead School Bus Driver as submitted.

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

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 at 4:00 p.m. on Tuesday, December 4, 2017 in Room 312.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (time) _____.

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, January 9, 2018
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:

- ☐ Ms. Pamela Hernandez
- ☐ Mr. Brian Murtha, Vice Chairperson
- ☐ 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.

- 2.1 Union Communication**
- 2.2 Other Public Communication**

3.0 DIRECTOR'S REPORT

December 1-31, 2017	
Open	5
Pending	4
Add FTE	1
New Hire	4
Promotion	3
Temp Hire	4
Temp Open	1
Resigned	2
Retired	5

July 1, - Dec. 31, 2017	
Add FTE	11
New Hire	47
Promotion	22
Reinstate	4
Temp Hire	37
Transfer	5
Resigned	22
Retired	9

- Board Meeting Wednesday, January 17, 2018
- CSPCA Conference February 1 – 4, 2018

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meeting of December 5, 2017 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of December 5, 2017.

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

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

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

4.3 2017-18 Budget Expenditures for this Period

Information: The Commissioners' stipend information has been updated. While the last stipend will be paid in July (fiscal year 2018-19), the funds are taken from the 2017-18 budget.

Recommendation: It is recommended that the Budget Expenditures for this period be approved as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

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

5.0 OLD BUSINESS:

5.1 Information: Classification Study Update

- Ewing is unable to provide tracked changes to job descriptions.
- Ewing will give presentation at next Personnel Commission meeting, February 6, 2018. The Board will be welcome to attend.
- Letters were sent to 55 employees from Ewing and SCCS on December 18th regarding "final" changes to job descriptions.
 - Responses are due by January 8th.
 - We have received 3 responses so far.
- Ms. Houser and Ms. Parks have reviewed most job descriptions and will continue to do so through the month of January.

6.0 NEW BUSINESS:

6.1 Information: Changes to Director's Work Calendar

Added as Work Days:

- January 8 (day before PC meeting)
- February 3-4 (CSPCA Conference)
- April 9 (day before PC meeting)

Taken off as Non-Work Days:

- March 9 & 26
- April 16 & 23

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 at 4:00 p.m. on Tuesday, February 6, 2018 in Room 312.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (time) _____.

Santa Cruz City Schools

PERSONNEL COMMISSION

Ms. Pamela Hernandez
Commissioner

Mr. Brian Murtha
Commissioner: Vice Chair

Mr. Mark Violante
Commissioner: Chair



REGULAR MEETING of the Personnel Commission

Tuesday, February 6, 2018 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
 - 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 OLD BUSINESS:
 - 2.1 Information: Classification Study Final Report by CPS HR Consulting (formerly Ewing Consulting)
- 3.0 PUBLIC COMMUNICATIONS
 - 3.1 Union Update
 - 3.2 Other Public Communications
- 4.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
 - 5.1 Consider Approval of Minutes
 - 5.2 Consent Agenda
 - 5.2.1 Concerning Regular Assignments
 - 5.2.2 Concerning Provisional and Limited Term Assignments
 - 5.2.3 Concerning Exempt Assignments
 - 5.2.4 Eligibility Lists Established
 - 5.3 2017-18 Budget Expenditures for this Period
- 6.0 NEW BUSINESS:
 - 6.1 Action: Re-appointment of Commissioner Brian Murtha
- 7.0 REPORTS and comments
 - 7.1 Chairperson's Report
 - 7.2 Commissioners' Reports or Comments
- 8.0 INFORMATION AND FUTURE MEETINGS
- 9.0 PUBLIC COMMUNICATIONS, CONT.
- 10.0 CLOSED SESSION
- 11.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, February 6, 2018
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:

- ☐ Ms. Pamela Hernandez
- ☐ Mr. Brian Murtha, Vice Chairperson
- ☐ 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 OLD BUSINESS:

- 2.1 Information: Classification and Compensation Study Report**
 - BJ Ewing will present data and findings from the Classification and Compensation study. The study ran from January 2017 – January 2018.

3.0 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.

- 3.1 Union Communication**
- 3.2 Other Public Communication**

4.0 DIRECTOR'S REPORT

January 1-31, 2018	
Open	6
Pending	0
Add FTE	0
New Hire	0
Promotion	0
Temp Hire	1
Temp Open	0
Resigned	0
Retired	0

July 1, 2017 – January 31, 2018	
Add FTE	11
New Hire	54
Promotion	18
Reinstate	4
Temp Hire	40
Transfer	5
Resigned	21
Retired	9

- District Office moving to 133 Mission St. in summer, 2018
- Board Meeting Wednesday, January 17, 2018
- Classified Evaluations:
 - Contract reads: "Annual summative evaluations must be completed prior to June 1 of the current year."
 - In the past, evaluations were due during the month of May. This didn't allow time for follow up with employees whose work was not satisfactory. It also didn't allow time for the PC staff to process incoming evaluations. This year, supervisors are evaluating half of their staff in March and half in April.
- CSPCA Conference February 1 – 4, 2018
 - Engaging Employees
 - Employer Branding and Social Media
 - Ed Code
 - The Brown Act
- CSPCA Conference 2019
 - February 7 – 10, 2019, Anaheim

5.0 PUBLIC BUSINESS

5.1 Consider Approval of Minutes

p. 4-6

Recommendation: It is recommended that the minutes for the meeting of January 9, 2018 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of January 9, 2018.

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

5.2 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).

- 5.2.1 Concerning Regular Assignments
- 5.2.2 Concerning Provisional and Limited Term Assignments
- 5.2.3 Concerning Exempt Assignments
- 5.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

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

5.3 2017-18 Budget Expenditures for this Period

Information: There were no expenditures in January, 2018, so there is nothing to approve.

Discussion: The purchasing closing date is March 30, 2018. The Personnel Commission will discuss potential budget needs between now and June 30, 2018 (year end).

6.0 NEW BUSINESS

6.1 Action: Re-appointment of Commissioner Brian Murtha

Information: SCCS PC Rules & Regulations, 110.2 – One member of the Commission shall be appointed by the Governing Board of the District and one member nominated by the classified employees of the district. Those two members shall, in turn, appoint the third member.

Brian Murtha's next term will be from now through December 31, 2020.

Recommendation: Approve the re-appointment of Brian Murtha as Commissioner.

Sample Motion: I move to re-appoint Brian Murtha as a Commissioner for the Personnel Commission of Santa Cruz City Schools.

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

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 at 4:00 p.m. on Tuesday, March 6, 2018 in Room 312.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (time) _____.

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

MINUTES

Tuesday, January 9, 2018
 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 4:00PM by the Chairperson of the Personnel Commission.

Members Present:

- Mr. Mark Violante, Chairperson
- Mr. Brian Murtha, Vice Chairperson
- Pam Hernandez

Personnel Department:

- Ms. Kenée Houser (Director)
- Ms. Denice Grogan

Guests:

- Ms. Monika Adam,
- Mr. Robert Chacanaca
- Ms. Molly Park

- 1.1 Pledge of Allegiance
- 1.2 Welcome and Explanation of Format
- 1.3 Establishment of Quorum – Established 01/09/18
- 1.4 Agenda-Deletions or Change of Sequence – Identifying agenda items

2.0 PUBLIC COMMUNICATIONS

2.1 Union Communication

- Union Update: no changes as per Mr. Robert Chacanaca

2.2 Other Public Communication

3.0 DIRECTOR'S REPORT

December 1-31, 2017	
Open	5
Pending	4
Add FTE	1
New Hire	4
Promotion	3
Temp Hire	4
Temp Open	1
Resigned	2
Retired	5

July 1, - Dec. 31, 2017	
Add FTE	11
New Hire	47
Promotion	22
Reinstate	4
Temp Hire	37
Transfer	5
Resigned	22
Retired	9

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- Board Meeting Wednesday, January 17, 2018 – confirmed
 - Ewing will present at the next PC Meeting in February 2018 – Time of presentation to be determined
- Temporary Hires
 - Kenée to find out how other Districts handle their EWA's.
- CSPCA Conference February 1 – 4, 2018
 - Update on Kenée's trip to CSPCA Conference

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Pam moved to approve the minutes for the meeting of Dec. 7, 2017.

Motion: Pam Second: Brian Yes: All No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

- 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

Brian moved to approve Consent Agenda for the meeting of Dec. 7, 2017.

Motion: Brian Second: Pam Yes: All No: _____ Abstain: _____ Absent: _____

4.3 2017-18 Budget Expenditures for this Period

Information: The Commissioners' stipend information has been updated. While the last stipend will be paid in July (fiscal year 2018-19), the funds are taken from the 2017-18 budget.

Recommendation: It is recommended that the Budget Expenditures for this period be approved as submitted.

Pam moved to approve Budget Expenditures for the meeting of Dec. 7, 2017.

Motion: Pam Second: Brian Yes: All No: _____ Abstain: _____ Absent: _____

5.0 OLD BUSINESS:

5.1 Information: Classification Study Update

- Ewing is unable to provide tracked changes to job descriptions.
 - We are able to provide old job descriptions and new job descriptions to be able to compare. An email was sent to inform employees that the job descriptions are available online.
- Ewing will give presentation at next Personnel Commission meeting, February 6, 2018. The Board will be welcome to attend.
 - The meeting will be from 4-6pm.
 - Will have Ewing present after Directors Report and be a single sole agenda item.
 - Will limit New Business.
 - Kenée to send out email regarding Ewing's presentation at next meeting.
 - Set-up commission at the table in front of the audience.
 - Set-up an audience of chairs for the guests.
 - PC Commission would like the thermostats adjusted for the meeting.
- Letters were sent to 55 employees from Ewing and SCCS on December 18th regarding "final" changes to job descriptions.
 - Responses are due by January 8th.
 - We have received 3 responses so far.
- Ms. Houser and Ms. Parks have reviewed most job descriptions and will continue to do so through the month of January.

- Ewing will meet with the Advisory Committee to provide the final report.
- Job Descriptions will be provided to the PC Commission once finalized. TBD

6.0 NEW BUSINESS:

Need to establish New Chair and Vice Chair for the PC Commission.

- Mark Violante to serve as Chair
- Pam Hernandez to serve as Vice Chair

Brian moved to approve Consent Agenda for the meeting of Dec. 7, 2017.

Motion: Brian Second: Pam Yes: All No: Abstain: Absent:

6.1 Information: Changes to Director's Work Calendar

Added as Work Days:

- January 8 (day before PC meeting)
- February 3-4 (CSPCA Conference)
- April 9 (day before PC meeting)

Taken off as Non-Work Days:

- March 9 & 26
- April 16 & 23

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report
No reports from Chairperson

7.2 Commission Members' Reports or Comments
Pam attended the Review of the Job Descriptions with Kennee, Molly and Robert. Pam is a substitute teacher at Gault so it was good for her to see the needs of the schools.

8.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, February 6, 2018 in Room 312.
- Brian Murtha has agreed to 3 more years of service on the PC Commission.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT
Adjournment at (time) 5:00PM.

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel: Denice Grogan 01/10/2018

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

Blum, Kelly, Instructional Technician/PBS - BV, 26hrs/9mos, effective 1/8/18
Hilton, Evander, Instructional Technician/ASES - MHMS, 10hrs/9mos, effective 1/8/18
Martinez, Michele, Administrative Assistant - Confidential - ES, 40hrs/12mos, effective 12/11/17
McClelland, Gabriella, Campus Supervisor - HH, 15.5hrs/9mos, effective 12/15/17
Robinson, Ashley, Primary Intervention Student Assistant - BV, 15hrs/9mos, effective 1/8/18
Romo, Lisette, Food Service Worker - SQ, 17.5hrs/9mos, effective 1/8/18
Sanguinetti, Fiona, Library Media Services Assistant - SMSC, 17.5hrs/mos, effective 1/8/18
Sierra, Pedro, Learning Assistant - SMSC, 18.5hrs/9mos, effective 1/8/18
Sliney, Lisa, School Health Clerk - SS, 32.5hrs/9mos, effective 12/18/17
Tyre, Tina, Instructional Technician/PBS - BM, 15hrs/9mos, effective 1/9/18
Vahradian, Dylan, Primary Intervention Student Assistant - GA, 15hrs/9mos, effective 12/11/17
Wilson, Aaliyah, Learning Assistant - SMSC, 18.5hrs/9mos, effective 12/11/17

Promotion:

Manriquez, Angela, from Learning Assistant - 15hrs/9mos, to Instructional Technician/Elem. 7.5hrs/9mos and Learning Asst. 15hrs/9mo - GA, effective 12/21/17
Mojica Garcia, Cesar, from Custodian 40hrs/12mo to Head Custodian 40hrs/12mo - HH, effective 12/15/17

Demotion:

None

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

Salinas, Ron, Instructional Specialist Band - SC, from 7.5hrs/9mo to 17hrs/9mo, effective 8/22/17

Additional FTE/Position:

None

39-Mo Reinstatement:

None

39-Mo Reinstatement w/Increase in FTE:

None

63-Mo Reinstatement:

None

Transfer:

Ortiz Flores, Jose Luis, Custodian 40hrs/12 mos, from SQ to HH, effective 11/22/17

Transfer W/Increase FTE:

None

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

McInerney, Teresa, Instructional Technician/PBS - BV, from 26 to 15hrs/9mos, (partial) resignation, effective 1/8/18

Karamargin, Electra - IT, System Support Specialist - 40hrs/12mos, termination effective 11/30/17

Redding, Erik, Campus Supervisor - SC, 40hrs/9mos, resignation, effective 7/1/17

Retirement:

Flores, Miguel, Custodian - BM, 40hrs/12mos, effective 12/30/17

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

New EWA/Hourly Employees:

Buckley, Trevor, Mental Health Specialist - SC, not to exceed 195hrs, 11/14/17 - 6/7/18

Rivas, Emmanuel, Substitute Custodian - MO, Site, Dept/hours to vary, effective 12/7/17

Existing EWA/Hourly Employees:

Bjornlie Dena, Instructional Technician-Training/Meeting - BM, not to exceed 3hrs, 8/21/17

Bjornlie Dena, Instructional Technician-Support for Math Classroom - BM, not to exceed 52hrs, 11/1/17 to 6/7/18

Campos Solorio, Miriam, Bilingual Learning Ass't- Costanoa - BS, not to exceed 336hrs, 10/30/17 to 5/25/18

Catanach Jr., John, System Support Specialist - IT, not to exceed 500hrs, 11/1/17 to 4/30/18

Chavez, Audrey, Instructional Technician-Elementary Intervention - WL, not to exceed 25hrs 11/27/17 to 2/23/18

Gomez II, Vince C, Computer Operator/Data Review - IT, not to exceed 148hrs 11/1/17 to 12/31/17

Gonzales, Elisa, Translation - BV, not to exceed 15hrs, 11/20/17 to 6/8/18

Hubert, Fabrice, Translation - BV, not to exceed 15hrs, 11/20/17 to 6/8/18

Iniguez, Enrique, Custodian - MO, not to exceed 12hrs, 10/14/17 to 6/8/18

Iniguez, Enrique, Custodian - BV, not to exceed 904hrs, 9/27/17 to 2/28/18

Jaramillo Moreno, Antonio, Custodian - MO, not to exceed 20hrs, 11/20/17 to 6/30/18

Ledbetter, Dorothee, NGSS Leadership - CU, not to exceed 15hrs, 11/16/17 to 5/5/18

Marquez, Belinda, Translation - BV, not to exceed 15hrs, 11/20/17 to 6/8/18
Martinez Garzia, Perla, Translator - GA, not to exceed 1.5hrs, 11/20/17
Medlen, Kristi, Instructional Technician - BM, not to exceed 5hrs, 8/21/17
Mooney, Valerie, Instructional Technician/PBS - SE, not to exceed 8hrs, 12/18/17 to 12/21/17
Moore, Kozmik, Learning Assistant - HH, not to exceed 487hrs, 1/9/18 - 6/8/18
Netto, John, Driver Utility Support - FS, not to exceed 10hrs, 11/7/17 to 1/31/18
Nijor, Amrik, Attendance Technician - MH, not to exceed 176hrs, 12/11/17 to 6/30/18
Perez, Katya, Clerical Assistant - MH, not to exceed 25hrs, 10/02/17 to 5/1/18
Rix, Matthew, Custodian - MO, not to exceed 100hrs, 12/7/17 to 6/30/18
Tolamatl, Hector, Custodian - BM, not to exceed 20hrs, 10/20/17 to 6/30/18
Weckler, Rosario, School Community Coordinator - SU, not to exceed 15hrs, 11/27/17 to 6/30/18
Weckler, Rosario, School Community Coordinator - SU, not to exceed 20hrs, 11/27/17 to 6/30/18

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

None

Out of Class:

Manriquez, Angela, Instructional Technician/EI - GA, not to exceed 37.5hrs, 11/27/17 to 12/29/17

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Stipend:

None

Playground Recess Coach, Yard Duty, Child Care:

Carmichael, Catherine, Child Care - WL, not to exceed 14hrs, 1/8/18 to 3/30/18
Nordquist, Christine, Yard Duty - DL, not to exceed 100hrs, 12/1/17 to 6/7/18

•Eligibility Lists Established•

Construction Facilities Project Manager
Food Service Worker
Lead School Bus Driver
Payroll Technician
Project Coordinator

**SANTA CRUZ CITY SCHOOLS
2017-18 PERSONNEL COMMISSION BUDGET**

Date	Accounts and Details	Working Budget	Expended	Balance
	01-0000-0-0000-7400-2360-047-0000			
	Commissioner Stipends			
7/1/2017	Budgeted	\$1,260.00		\$1,260.00
11/9/2017	July - Sept: Mark Violante	\$105.00	\$35.00	\$1,225.00
11/9/2017	July - Sept: Brian Murtha	\$105.00	\$35.00	\$1,190.00
1/10/2018	Oct - Dec: Mark Violante	\$105.00	\$70.00	\$1,120.00
1/10/2018	Oct - Dec: Brian Murtha	\$105.00	\$105.00	\$1,015.00
1/10/2018	Oct - Dec: Pamela Hernandez	\$105.00	\$70.00	\$945.00
4/10/2018	Jan - Mar: Mark Violante	\$105.00		
4/10/2018	Jan - Mar: Brian Murtha	\$105.00		
4/10/2018	Jan - Mar: Pamela Hernandez	\$105.00		
7/10/2018	Apr - Jun: Mark Violante	\$105.00		
7/10/2018	Apr - Jun: Brian Murtha	\$105.00		
7/10/2018	Apr - Jun: Pamela Hernandez	\$105.00		
Commissioner Stipends		\$1,260.00	\$315.00	\$945.00
	01-0000-0-0000-7400-4200-047-0000			
	Books other than Textbooks			
7/1/2017	Budgeted	\$50.00		\$50.00
Books other than Textbooks		\$50.00	\$0.00	\$50.00
	01-0000-0-0000-7400-4300-047-0000			
	Materials & Supplies			
7/1/2017	Budgeted	\$1,234.00		\$1,234.00
11/3/2017	Varidesk		\$564.20	\$669.80
11/16/2017	KH: Brinks Name plate for DG		\$27.25	\$642.55
12/18/2017	KH: Grocery Outlet Office Supplies		\$19.60	\$622.95
Materials & Supplies		\$1,234.00	\$611.05	\$622.95
	01-0000-0-0000-7400-4395-047-0000			
	Food for Workshops			
7/1/2017	Budgeted	\$275.00		\$275.00
10/1/2017	KH: Safeway - Food for meetings with		\$24.59	\$250.41
11/14/2017	KH: Togos - Food for Advisory Team Meeting		\$41.24	\$209.17
12/18/2017	KH: Grocery Outlet-Water		\$16.76	\$192.41
Food for Workshops		\$275.00	\$82.59	\$192.41
	01-0000-0-0000-7400-5200-047-0000			
	Mileage, Travel & Conferences			
7/1/2017	Budgeted	\$3,000.00		\$3,000.00
11/8/2017	Kenée Houser: SPCA-NC		\$94.24	\$2,905.76
Mileage, Travel & Conferences		\$3,000.00	\$94.24	\$2,905.76

10

	01-9010-0-0000-7400-5200-047-0006			
	Contractual Benefit			
7/1/2017	Budgeted	\$800.00		\$800.00
6/30/2017	Carry Over	\$1,235.00		\$2,035.00
Contractual Benefit		\$2,035.00	\$0.00	\$2,035.00

	01-0000-0-0000-7400-5300-047-0000			
	Dues & Membership			
7/1/2017	Budgeted	\$3,000.00		\$3,000.00
8/10/2017	CSPCA 2016-2017 (Invoice 74-2016-		\$700.00	\$2,300.00
9/21/2017	CODESP		\$2,050.00	\$250.00
Dues & Membership		\$3,000.00	\$2,750.00	\$250.00

	01-0000-0-0000-7400-5800-047-0000			
	Other Services/Operating Expenditures			
7/1/2017	Budgeted	\$1,700.00		\$1,700.00
7/27/2017	EDJOIN \$963.30 50/50 with SCCS		\$481.75	\$2,518.25
Other Services/Operating Expenditures		\$1,700.00	\$481.75	\$1,218.25

	01-0000-0-0000-7400-4300-047-0050			
	"Mandated Costs"			
7/1/2017	Carryover (corrected 9/10/17)	\$76.00		\$76.00
Mandated Costs		\$76.00	\$0.00	\$76.00

TOTAL	\$12,630.00	\$4,334.63	\$8,295.37
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SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, March 6, 2018

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:

- ☐ Ms. Pamela Hernandez
- ☐ Mr. Brian Murtha, Vice Chairperson
- ☐ 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.

2.1 Union Communication

2.2 Other Public Communication

3.0 DIRECTOR'S REPORT

February 1 - 28, 2018	
Open	4
Pending	3
Add FTE	
New Hire	5
Promotion	
Temp Hire	3
Transfer	
Resigned	
Retired	

July 1, - Feb. 28, 2018	
Add FTE	11
New Hire	55
Promotion	18
Temp Hire	43
Transfer	6
Resigned	20
Retired	9

- Using Craig's List for recent recruitments including: School Bus Driver, Maintenance Specialist-Plumber, Substitute Custodian, and Education Technology Specialist
- Recruitment Fair @ Harbor High on Saturday, March 17th.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: Approve the minutes for the meeting of February 6, 2018 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of February 6, 2018.

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

4.2 Consent Agenda

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

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

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

4.3 2017-18 Budget Expenditures for this Period

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

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

5.0 OLD BUSINESS:

5.1 Information: Update on Job Description Review

After Ewing revised all job descriptions, Keneé and Molly have been reviewing all job descriptions with the help of supervisors, union rep, and commissioner. To date, 45 have been reviewed, 9 await feedback from supervisors, and 20 remain to be done.

6.0 NEW BUSINESS:

6.1 Action: Determine Salary Schedule for Licensed Professionals

Background:

Personnel Commission Rule 300.3 *The Commission shall recommend to the Governing Board salary schedules for the classified service. The Governing Board may approve, amend, or reject these recommendations...*

The salary survey determined that we are under the median in pay for Occupational Therapists. There wasn't enough data to measure how we compare in salaries for Mental Health Professionals. However, they are on the same salary schedule as Occupational Therapists and will be affected by any change to this salary schedule. At the October PC meeting, employees shared the following information:

- SLV Unified offers a 1.222% Masters/Doctorate stipend for Occupational Therapists (\$921 for highest step).
- PV Unified offers an annual Masters stipend of \$2,683.

The Commission may request that the Director provide more information at the next meeting or the Commission may recommend a new salary schedule.

6.2 Action: Determine Range for Central Kitchen Coordinator

Background:

Personnel Commission Rule 300.3 - *The Commission shall recommend to the Governing Board salary schedules for the classified service. The Governing Board may approve, amend, or reject these recommendations...*

The salary survey determined that we are under the median in pay for Central Kitchen Coordinator. The Commission may request that the Director provide more information at the next meeting or the Commission may recommend a new range for this position.

6.3 Action: Determine Salary Schedule for Delivery Driver

Background:

Personnel Commission Rule 300.3 - *The Commission shall recommend to the Governing Board salary schedules for the classified service. The Governing Board may approve, amend, or reject these recommendations...*

The salary survey determined that we are under the median in pay for Delivery Driver. The Commission may request that the Director provide more information at the next meeting or the Commission may recommend a new range for this position.

6.4 Action: Determine Salary Schedule for Instructional Technician: Positive Behavior Support

Personnel Commission Rule 300.3 - *The Commission shall recommend to the Governing Board salary schedules for the classified service. The Governing Board may approve, amend, or reject these recommendations...*

The proposed title for this classification is "Behavior Intervention Facilitator." The salary survey determined that we are under the median in pay for this position. The Commission may request that the Director provide more information at the next meeting or the Commission may recommend a new range for this position.

6.5 Information: Changes to Director's Calendar

Added as Work Days:

- February 7, 8, 9
- March 1, 2

Taken off as Non-Work Days:

- February 12
- March 8, 9

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 at 4:00 p.m. on Tuesday, April 10, 2018 in Room 312. Note, this meeting is not on the first Tuesday of the month due to SCCS Spring Break.

The May meeting is cancelled due to lack of a quorum.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (time) _____.

Santa Cruz City Schools

PERSONNEL COMMISSION

Ms. Pamela Hernandez
Commissioner

Mr. Brian Murtha
Commissioner: Vice Chair

Mr. Mark Violante
Commissioner: Chair



REGULAR MEETING of the Personnel Commission (p. 1)

Tuesday, April 10, 2018 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
 - 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
 - 2.1 Union Update
 - 2.2 Other Public Communications
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
 - 4.1 Consider Approval of Minutes
 - 4.2 Consent Agenda
 - 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
 - 4.3 2017-18 Budget Expenditures for this Period
- 5.0 OLD BUSINESS:
 - 5.1 Information: Update on Job Description Review
- 6.0 NEW BUSINESS:
 - 6.1 Action: Approve job descriptions
 1. Accounting Technician
 2. Attendance Technician
 3. Campus Security Monitor
 4. Career Development Specialist
 5. Central Kitchen Coordinator
 6. Day Custodian
 7. Delivery Driver-Food & Nutrition Services
 8. Director-Food & Nutrition Services
 9. Director - Finance
 10. Director - Information Technology
 11. Director - Director - Maintenance, Operations & Transportation
 12. Educational Technology Specialist
 13. Executive Assistant II-Superintendent
 14. Grant Coordinator

REGULAR MEETING of the Personnel Commission (p.2)

Tuesday, April 10, 2018 4:00 p.m.

Room 312 Soquel High School, 405 Old San Jose Road, Soquel, CA

- 6.1 Action: Approve job descriptions (continued)
 - 15. Grounds/Irrigation Specialist
 - 16. Head Custodian
 - 17. Health Office Assistant
 - 18. Human Resources Specialist-Personnel Commission
 - 19. Human Resources Technician
 - 20. Instructional Specialist – Band
 - 21. Instructional Specialist – Life Lab
 - 22. Lead Technology Specialist
 - 23. Library/Media Assistant
 - 24. Maintenance Specialist
 - 25. Manager-Human Resources
 - 26. Night Custodian
 - 27. Occupational Therapist
 - 28. Office Assistant
 - 29. Paraeducator
 - 30. Paraeducator-Academic Intervention
 - 31. Paraeducator-After School Programs
 - 32. Paraeducator-Home Based Preschool
 - 33. Paraeducator-Special Education
 - 34. Parent/Community Support Coordinator
 - 35. Primary Intervention Student Assistant
 - 36. Program Account Technician-Food & Nutrition Services
 - 37. Program Coordinator-After School Programs
 - 38. Program Support Assistant
 - 39. Registrar

6.2 Action: Determine May Meeting Date

6.3 Information: Updated Director's Calendar

- 7.0 REPORTS and comments
 - 7.1 Chairperson's Report
 - 7.2 Commissioners' Reports or Comments
- 8.0 INFORMATION AND FUTURE MEETINGS
- 9.0 PUBLIC COMMUNICATIONS, CONT.
- 10.0 CLOSED SESSION
- 11.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, April 10, 2018

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:

- ☐ Ms. Pamela Hernandez
- ☐ Mr. Brian Murtha, Vice Chairperson
- ☐ 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.

2.1 Union Communication

2.2 Other Public Communication

3.0 DIRECTOR'S REPORT

March 1 - 31, 2018	
Open (3/29)	3
Pending (3/29)	1
Add FTE	
New Hire	4
Promotion	
Temp Hire	1
Transfer	
Resigned	
Retired	1

July 1, - March 31, 2018	
Add FTE	11
New Hire	57
Promotion	18
Temp Hire	43
Transfer	6
Resigned	26
Retired	10

- Layoffs may go to the Board on April 18th. Decrease in Medi-Cal funding led to discontinuing PIP program (Primary Intervention Program) and Speech Pathologist position.
- Process for taking action on Classification and Compensation Study

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: Approve the minutes for the meeting of March 6, 2018 as submitted.

Sample Motion: I move to approve the minutes for the meeting of March 6, 2018.

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

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

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

4.3 2017-18 Budget Expenditures for this Period

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

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

5.0 OLD BUSINESS:

5.1 Information: Update on Personnel Commission Recommendations

6.0 NEW BUSINESS:

6.1 Approve Job Descriptions for Positions including:

1. Accounting Technician
2. Attendance Technician
3. Campus Security Monitor
4. Career Development Specialist
5. Central Kitchen Coordinator
6. Day Custodian
7. Delivery Driver-Food & Nutrition Services
8. Director-Food & Nutrition Services
9. Director-Finance
10. Director-Information Technology
11. Director-Maintenance, Operations, & Transportation
12. Educational Technology Specialist
13. Executive Assistant II-Superintendent
14. Grant Coordinator
15. Grounds/Irrigation Specialist

16. Head Custodian
17. Health Office Assistant
18. Human Resources Specialist-Personnel Commission
19. Human Resources Technician
20. Instructional Specialist-Band
21. Instructional Specialist-Life Lab
22. Lead Technology Specialist
23. Library/Media Assistant
24. Maintenance Specialist
25. Manager-Human Resources
26. Night Custodian
27. Occupational Therapist
28. Office Assistant
29. Paraeducator
30. Paraeducator-Academic Intervention
31. Paraeducator-After School Programs
32. Paraeducator-Home Based Preschool
33. Paraeducator-Special Education
34. Parent/Community Support Coordinator
35. Primary Intervention Student Assistant
36. Program Account Technician-Food & Nutrition Services
37. Program Coordinator-After School Programs
38. Program Support Assistant
39. Registrar

Background: Ewing consultants recently completed a Classification and Compensation Study that included rewriting SCCS job descriptions. Throughout that process, employees were given the opportunity to provide input. After Ewing finalized job descriptions, the Personnel Commission and Human Resources continued to accept feedback from employees and make appropriate revisions. The Commissioners have had time to look them over. After they're approved, they will go to the Board for approval on April 18th or 25th.

Recommendation: Approve all job descriptions as submitted.

Sample Motion: I move to approve all job descriptions as submitted.

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

6.2 Action: Determine May Meeting Date

Background: The May meeting was originally scheduled for May 1st. The Commission can't meet on that date due to lack of a quorum. If the meeting is moved to May 8th, it will need to take place at a different location as Room 312 will be in use by auditors. Room 312 is available on May 15th. It is not recommended that the meeting be cancelled because the budget for 2018-2019 needs to be approved.

Sample Motions:

- (a) I move to change the May meeting date to May 8th and have the Director find a new location.
- (b) I move to change the May meeting date to May 15th.

3

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

6.3 Information: Changes to Director's Calendar: Removed from agenda

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 _____.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (time) _____.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: Approve the minutes for the meeting of March 6, 2018 as submitted.

Sample Motion: I move to approve the minutes for the meeting of March 6, 2018.

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

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

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

4.3 2017-18 Budget Expenditures for this Period

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

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

5.0 OLD BUSINESS:

5.1 Information: Update on Personnel Commission Recommendations

6.0 NEW BUSINESS:

6.1 Approve Job Descriptions for Positions including:

1. Accounting Technician
2. Attendance Technician
3. Campus Security Monitor
4. Career Development Specialist
5. Central Kitchen Coordinator
6. Day Custodian
7. Delivery Driver-Food & Nutrition Services
8. Director-Food & Nutrition Services
9. Director-Finance
10. Director-Information Technology
11. Director-Maintenance, Operations, & Transportation
12. Educational Technology Specialist
13. Executive Assistant II-Superintendent
14. Grant Coordinator
15. Grounds/Irrigation Specialist

16. Head Custodian
17. Health Office Assistant
18. Human Resources Specialist-Personnel Commission
19. Human Resources Technician
20. Instructional Specialist-Band
21. Instructional Specialist-Life Lab
22. Lead Technology Specialist
23. Library/Media Assistant
24. Maintenance Specialist
25. Manager-Human Resources
26. Night Custodian
27. Occupational Therapist
28. Office Assistant
29. Paraeducator
30. Paraeducator-Academic Intervention
31. Paraeducator-After School Programs
32. Paraeducator-Home Based Preschool
33. Paraeducator-Special Education
34. Parent/Community Support Coordinator
35. Primary Intervention Student Assistant
36. Program Account Technician-Food & Nutrition Services
37. Program Coordinator-After School Programs
38. Program Support Assistant
39. Registrar

Background: Ewing consultants recently completed a Classification and Compensation Study that included rewriting SCCS job descriptions. Throughout that process, employees were given the opportunity to provide input. After Ewing finalized job descriptions, the Personnel Commission and Human Resources continued to accept feedback from employees and make appropriate revisions. The Commissioners have had time to look them over. Revised job descriptions have also been posted on the Personnel Commission's web site. After the Personnel Commission approves job descriptions, they will go to the Board for approval on April 18th or 25th.

Recommendation: Approve all job descriptions as submitted.

Sample Motion: I move to approve all job descriptions as submitted.

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

6.2 Action: Determine May Meeting Date

Background: The May meeting was originally scheduled for May 1st. The Commission can't meet on that date due to lack of a quorum. If the meeting is moved to May 8th, it will need to take place at a different location as Room 312 will be in use by auditors. Room 312 is available on May 15th. It is not recommended that the meeting be cancelled because the budget for 2018-2019 needs to be approved.

Sample Motions:

- (a) I move to change the May meeting date to May 8th and have the Director find a new location.

6

SANTA CRUZ CITY SCHOOLS
MEETING of the Personnel Commission

Minutes

Tuesday, March 6, 2018

Regular Meeting - 4:00 p.m.

Room 312, Soquel High School

405 Old San Jose Road, Soquel, CA

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at 4:04PM by the Chairperson of the Personnel Commission.

Members Present:

- Ms. Pamela Hernandez
- Mr. Brian Murtha, Vice Chairperson
- Mr. Mark Violante, Chairperson

Personnel Department Present:

- Ms. Keneé Houser (Director)
- Ms. Denice Grogan (Assistant)

Guests:

- Ms. Monika Adam
- Mr. Robert Chacanaca (Union Representative)
- Mr. Patrick Gaffney (Finance)
- Ms. Lori Gibson (Occupational Therapist)
- Mr. John Netto (Delivery Driver)

2.0 PUBLIC COMMUNICATIONS

2.1 Union Update:

- No updates, will discuss other issues further into the meeting.

2.2 Other Communication

- No updates.

3.0 DIRECTOR'S REPORT

February 1 - 28, 2018	
Open	4
Pending	3
Add FTE	
New Hire	5
Promotion	
Temp Hire	3
Transfer	
Resigned	
Retired	

July 1, - Feb. 28, 2018	
Add FTE	11
New Hire	55
Promotion	18
Temp Hire	43
Transfer	6
Resigned	20
Retired	9

- Using Craig's List for recent recruitments including: School Bus Driver, Maintenance Specialist-Plumber, Substitute Custodian, and Education Technology Specialist
- Recruitment Fair @ Harbor High on Saturday, March 17th.
- Brian asked how we are planning to reach other candidates. Keneé explains that we are looking at Craigslist, Facebook, Twitter, and LinkedIn as other options.

4.0 PUBLIC BUSINESS

7

4.1 Consider Approval of Minutes

Recommendation: Approve the minutes for the meeting of February 6, 2018 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of February 6, 2018.

Motion: Pam Second: Brian Yes: 3

4.2 Consent Agenda

- 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

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

Motion: Brian Second: Pam Yes: 3

4.3 2017-18 Budget Expenditures for this Period

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

Motion: Pam Second: Brian Yes: 3

- Food budget discussed
- Advertising budget discussed
- Discussed NeoGov.org

5.0 OLD BUSINESS:

5.1 Information: Update on Job Description Review

After Ewing revised all job descriptions, Keneé and Molly have been reviewing all job descriptions with the help of supervisors, union rep, and commissioner. To date, 45 have been reviewed, 9 await feedback from supervisors, and 20 remain to be done.

- Molly and Keneé to schedule more time to finish the review for the job descriptions.
- Personnel Commission will receive 45 job descriptions at a time to review.
 - Pam would like USB Key.
 - Mark would like a hard copy.
 - Brian would like USB Key.
- Keneé to find out if a special closed session is needed for the discussion of the job descriptions (the Brown Act).
- Keneé states that it is very important for the Personnel Commission to be able to call Keneé with any questions.

6.0 NEW BUSINESS:

6.1 Action: Recommend Salary Schedule for Licensed Professionals

Information: Personnel Commission Rule 300.3. *The Commission shall recommend to the Governing Board salary schedules for the classified service. The Governing Board may approve, amend, or reject these recommendations...*

- Salary survey determined that we are under the median in pay for Occupational Therapists. There wasn't enough data to measure how we compare in salaries for Mental Health Professionals. However, they are on the same salary schedule as Occupational Therapists and will be affected by any change to this salary schedule.
- Lori Gibson states that the Occupational Therapist (OT) that are working and graduating now are required to have a Master's Degree which was not the case approximately 8 years ago. She states that not only do OT's in Santa Cruz are paid under the Median but they also do not receive a Master's stipend.
- Pat to confirm the Master's stipend for Teachers.
- Ms. ? states that the only stipend that she was aware of was for the assistant superintendent for Human resources. Keneé states that they are not part of the bargaining unit.
- Keneé states information regarding the Bilingual stipend.

Brian moves to adopt the pay scale from Parajo Valley Unified School District. Pam seconds the Motion. Brian amends previous motion to add \$1.56 for the Master's stipend to the \$56.74 per hour for the Occupational Therapists and the Mental Health Specialist. Pam seconds the Motion.

Motion: Mark moves to vote on establishing the Pajaro Valley Unified School District's salary schedule for the Occupational Therapist and Mental Health Specialist to include the Master's Stipend.

Motion: Brian Second: Pam Abstain: Mark Yes: 2

- Personnel Commission would like to know if the Board of Directors approves the increase in pay for the Occupational Therapist and Mental Health Specialist, when would the increase in pay occur.

6.2 **Action: Recommend Range for Central Kitchen Coordinator**

Background:

Personnel Commission Rule 300.3 - *The Commission shall recommend to the Governing Board salary schedules for the classified service. The Governing Board may approve, amend, or reject these recommendations...*

The salary survey determined that we are under the median in pay for Central Kitchen Coordinator. The Commission may request that the Director provide more information at the next meeting or the Commission may recommend a new range for this position.

- Classification study recommends the Range 29. Keneé clarifies the change in Range from 27 to 29 and what Ewing recommends does not put this position at the Median.
- Ms.? wants to know how these change of Ranges is going to impact the other positions during next years' negotiations between the union and the board.
- Keneé states that we cannot base these discussions on another district's negotiation for pay.

Motion: Pam moves to change the range of the Central Kitchen Coordinator position from Range 27, Step 6 - \$22.35 to Range 30, Step 6 - \$24.07.

Motion: Pam Second: Brian Yes: 3

6.3 **Action: Recommend Salary Schedule for Delivery Driver**

Background:

Personnel Commission Rule 300.3 - *The Commission shall recommend to the Governing Board salary schedules for the classified service. The Governing Board may approve, amend, or reject these recommendations...*

The salary survey determined that we are under the median in pay for Delivery Driver. The Commission may request that the Director provide more information at the next meeting or the Commission may recommend a new range for this position.

- As per the Classification Study, the Median is \$20.02
- The current Range is 20 at Step 6 - \$18.82
- To bring position to Median, needs to move to Range 23, Step 6 - \$20.24

Motion: Brian moves to change the range of the Delivery Driver to 23. Step 6 - \$20.24

Motion: Brian Second: Pam Yes: 3

6.4 **Action: Recommend Salary Schedule for Instructional Technician: Positive Behavior Support**

Personnel Commission Rule 300.3 - *The Commission shall recommend to the Governing Board salary schedules for the classified service. The Governing Board may approve, amend, or reject these recommendations...*

9

The proposed title for this classification is "Behavior Intervention Facilitator." The salary survey determined that we are under the median in pay for this position. The Commission may request that the Director provide more information at the next meeting or the Commission may recommend a new range for this position.

- As per the Classification Study, the Median is \$22.81
- The current Range is 26 at Step 6 - \$21.81
- To bring position to Median, needs to move to Range 28, Step 6 - \$22.90

Motion: Pam moves to change the range of the IT-PBS position from 26 to Range 28, Step 6 - \$22.90. .

Motion: Pam

Second: Brian

Yes: 3

6.5 Information: Changes to Director's Calendar

Added as Work Days:

- February 7, 8, 9
- March 1, 2

Taken off as Non-Work Days:

- February 12
- March 8, 9

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

No report

7.2 Commission Members' Reports or Comments

No report

8.0 INFORMATION AND FUTURE MEETINGS

May 2018 Personnel Commission meeting may be moved to May 15 – will be an action item on the next PC Meeting Agenda.

The next meeting will be held at 4:00 p.m. on Tuesday, April 10, 2018 in Room 312. Note, this meeting is not on the first Tuesday of the month due to SCCS Spring Break.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at 5:45PM.

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: Keneé Houser 3/21/2018

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

Bocaletti, Andres, Learning Assistant - 15hrs/9mos and Yard Duty - 5.66hrs/9mos - GA, effective 3/1/18

Scott, Matthew, School Bus Driver - TR, 40hrs/9mos, effective 3/12/18

Serna Castaneda, Jessica, School Community Coordinator - DL, 30hrs/9mos, effective 3/16/18

Promotion:

None

Demotion:

None

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

None

Additional FTE/Position:

None

39-Mo Reinstatement:

None

39-Mo Reinstatement w/Increase in FTE:

None

63-Mo Reinstatement:

None

Transfer:

None

Transfer W/Increase FTE:

None

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

None

Retirement:

None

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

New EWA/Hourly Employees:

None

Existing EWA/Hourly Employees:

Chen, Christine, School Health Clerk Training - HR, not to exceed 2hrs, 4/11/17

Guerrero, Zenaida, Instructional Technician PBS - GA, not to exceed 150hrs, 2/26/18 to 4/13/18

Hernandez, Maria, Learning Assistant - GA, not to exceed 17hrs, 2/21/18 - 6/7/18

Jimenez-Gonzalez, Fatima, Clerical Assistant - DL, not to exceed 65hrs, 6/11/18 to 6/30/18

Kimpton, Reyena, School Community Coordinator - BS, not to exceed 20hrs, 2/8/18 to 3/30/18

Lawrence, Gloriana, Instructional Tech - Math Elem. Intervention - DL, not to exceed 42hrs, 1/29/18 to 5/31/18

Ledesma, Shane, Clerical Assistant/Scanning - HR, not to exceed 150hrs, 2/16/18 to 6/8/18

Morris, Donald, Systems Support Specialist -ES, not to exceed 100hrs, 2/1/18 to 6/30/18

Perez, Ricardo, Custodian, SC, not to exceed 10hrs, 2/24/18 to 3/3/18

Randazzo, Timothy, Substitute Custodian - Site/Dept. to vary, not to exceed 20hrs, 2/22/18 - 6/30/18

Rucker, Kyle, Director of Finance - BS, not to exceed 65hrs, 2/1/18 - 6/30/18

Ruiz, Reyna, School Community Coordinator - SMSC, not to exceed 10hrs, 6/11/18 to 6/15/18

Sierra, Pedro, Instructional Technician/PBS - SMSC, not to exceed 48hrs, 3/5/18 to 6/1/18

Silva -Robles, Fe, School Community Coordinator - BM, not to exceed 30hrs, 8/1/17 to 6/15/18

Taylor, Kiefer, Accompanist - SC, not to exceed 35hrs, 8/23/17 to 6/7/18

Tyre, Tina, Instructional Technician - SE, not to exceed 165hrs 2/20/18 to 6/7/18

Vargas, Alexis, Instructional Technician/EI - GA, not to exceed 52hrs, 3/5/18 to 6/1/18

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•

Stipend:

None

Playground Recess Coach, Yard Duty, Child Care:

None

•Eligibility Lists Established•

Learning Assistant

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SANTA CRUZ CITY SCHOOLS

2017-18 PERSONNEL COMMISSION BUDGET

Date	Accounts and Details	Working Budget	Expended	Balance
	01-0000-0-0000-7400-2360-047-0000			
	Commissioner Stipends			
7/1/2017	Budgeted	\$1,260.00		\$1,260.00
11/9/2017	July - Sept: Mark Violante	\$105.00	\$35.00	\$1,225.00
11/9/2017	July - Sept: Brian Murtha	\$105.00	\$35.00	\$1,190.00
1/10/2018	Oct - Dec: Mark Violante	\$105.00	\$70.00	\$1,120.00
1/10/2018	Oct - Dec: Brian Murtha	\$105.00	\$105.00	\$1,015.00
1/10/2018	Oct - Dec: Pamela Hernandez	\$105.00	\$70.00	\$945.00
4/10/2018	Jan - Mar: Mark Violante	\$105.00		
4/10/2018	Jan - Mar: Brian Murtha	\$105.00		
4/10/2018	Jan - Mar: Pamela Hernandez	\$105.00		
7/10/2018	Apr - Jun: Mark Violante	\$105.00		
7/10/2018	Apr - Jun: Brian Murtha	\$105.00		
7/10/2018	Apr - Jun: Pamela Hernandez	\$105.00		
	Commissioner Stipends	\$1,260.00	\$315.00	\$945.00
	01-0000-0-0000-7400-4200-047-0000			
	Books other than Textbooks			
7/1/2017	Budgeted	\$50.00		\$50.00
2/22/2018	Book		\$18.31	\$31.69
	Books other than Textbooks	\$50.00	\$18.31	\$31.69
	01-0000-0-0000-7400-4300-047-0000			
	Materials & Supplies			
7/1/2017	Budgeted	\$1,234.00		\$1,234.00
11/3/2017	Varidesk		\$564.20	\$669.80
11/16/2017	KH: Brinks Name plate for DG		\$27.25	\$642.55
12/18/2017	KH: Grocery Outlet Office Supplies		\$19.60	\$622.95
2/22/2018	DG: Staples-Classification Study Final Reports		\$101.24	\$521.71
3/22/2018	KH: Staples Office Supplies 8/11/17		\$22.34	\$499.37
	Materials & Supplies	\$1,234.00	\$734.63	\$499.37
	01-0000-0-0000-7400-4395-047-0000			
	Food for Workshops			
7/1/2017	Budgeted	\$275.00		\$275.00
10/1/2017	KH: Safeway - Food for meetings with Principals and Directors		\$24.59	\$250.41
11/14/2017	KH: Togos - Food for Advisory Team Meeting		\$41.24	\$209.17
12/18/2017	KH: Grocery Outlet-Water		\$16.76	\$192.41
2/22/2018	KH: Food for PC Meetings (GSA)		\$20.00	\$172.41
3/22/2018	KH: Safeway - Food and water for meetings		\$11.17	\$161.24
3/22/2018	DG: Costco - Food and water for meetings		\$74.03	\$87.21
	Food for Workshops	\$275.00	\$187.79	\$87.21

	01-0000-0-0000-7400-5200-047-0000			
	Mileage, Travel & Conferences			
7/1/2017	Budgeted	\$3,000.00		\$3,000.00
11/8/2017	Kenée Houser: SPCA-NC		\$94.24	\$2,905.76
2/22/2018	KH: CSPCA in San Diego		\$1,061.30	\$1,844.46
2/22/2018	DG: Mileage to sites		\$35.53	\$1,808.93
Mileage, Travel & Conferences		\$3,000.00	\$1,191.07	\$1,808.93
	01-9010-0-0000-7400-5200-047-0006			
	Contractual Benefit			
7/1/2017	Budgeted	\$800.00		\$800.00
6/30/2017	Carry Over	\$1,235.00		\$2,035.00
Contractual Benefit		\$2,035.00	\$0.00	\$2,035.00
	01-0000-0-0000-7400-5300-047-0000			
	Dues & Membership			
7/1/2017	Budgeted	\$3,000.00		\$3,000.00
8/10/2017	CSPCA 2016-2017 (Invoice 74-2016-		\$700.00	\$2,300.00
9/21/2017	CODESP		\$2,050.00	\$250.00
Dues & Membership		\$3,000.00	\$2,750.00	\$250.00
	01-0000-0-0000-7400-5800-047-0000			
	Other Services/Operating Expenditures			
7/1/2017	Budgeted	\$1,700.00		\$1,700.00
7/27/2017	EDJOIN \$963.30 50/50 with SCCS		\$481.75	\$1,218.25
2/13/2018	KH: Craigslist - Plumber		\$75.00	\$1,143.25
2/8/2018	KH: Craigslist - Sub Custodian		\$75.00	\$1,068.25
2/26/2018	KH: Craigslist - Ed Tech Specialist		\$75.00	\$993.25
2/6/2018	Craigslist - School Bus Driver		\$75.00	\$918.25
3/12/2018	DG: Craigslist - School Bus Driver		\$90.00	\$828.25
Other Services/Operating Expenditures		\$1,700.00	\$871.75	\$828.25
	01-0000-0-0000-7400-4300-047-0050			
	"Mandated Costs"			
7/1/2017	Carryover (corrected 9/10/17)	\$76.00		\$76.00
Mandated Costs		\$76.00	\$0.00	\$76.00
	TOTAL	\$12,630.00	\$4,334.63	\$8,295.37

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SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, May 15, 2018

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:

- ☐ Ms. Pamela Hernandez
- ☐ Mr. Brian Murtha, Vice Chairperson
- ☐ 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.

2.1 Union Communication

2.2 Other Public Communication

3.0 DIRECTOR'S REPORT

April 1 - 30, 2018	
Open (5/15)	12
Pending (5/15)	4
Add FTE	
New Hire	2
Promotion	
Temp Hire	
Transfer	
Resigned	
Retired	

July 1, - April 30, 2018	
Add FTE	10
New Hire	71
Promotion	18
Temp Hire	44
Transfer	7
Resigned	27
Retired	10

- Salary recommendations presented to the Board during open comments on April 18th.
- Receiving and processing classified employee evaluations.
- Preparing for move to Mission Street. Movers are scheduled to move our office June 21-22.
- Retirement party for retiring classified and certificated employees tomorrow, May 16th at the Food Lounge.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: Approve the minutes for the meeting of April 10, 2018 as submitted.

Sample Motion: I move to approve the minutes for the meeting of April 10, 2018.

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

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

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

4.3 2017-18 Budget Expenditures for this Period

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

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

5.0 OLD BUSINESS:

5.1 Information: Update Job Descriptions

- Board approved all 39 job descriptions after current salary range was added to the bottom. (See example)
- There are an additional 34 job descriptions ready for Commissioners to review. These will be approved at the June Personnel Commission meeting and then will go to the Board for approval.

6.0 NEW BUSINESS:

6.1 Action: Approve 2018-2019 Budget

Background: Aside from salaries, the budget for 2018-2019 is the same as the 2017-2018 budget. This includes travel and conference expenses for one Commissioner, the Director, and the Personnel Assistant.

Sample Motion:

I move to approve the Personnel Commission Budget for 2018-2019

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

6.2 Information: Changes to Director's Calendar

Added as Work Days:

- April 20
- May 4

Taken off as Non-Work Days:

- April 19
- May 11

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 at 4:00 p.m. on Tuesday, April 10, 2018 in Room 312. Note, this meeting is not on the first Tuesday of the month due to SCCS Spring Break.

The May meeting is cancelled due to lack of a quorum.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (time) _____.

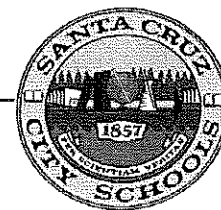
Santa Cruz City Schools

PERSONNEL COMMISSION

Ms. Pamela Hernandez
Commissioner

Mr. Brian Murtha
Commissioner: Vice Chair

Mr. Mark Violante
Commissioner: Chair



REGULAR MEETING of the Personnel Commission

Tuesday, May 15, 2018 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
 - 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
 - 2.1 Union Update
 - 2.2 Other Public Communications
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
 - 4.1 Consider Approval of Minutes
 - 4.2 Consent Agenda
 - 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
 - 4.3 2017-18 Budget Expenditures for this Period
- 5.0 OLD BUSINESS:
 - 5.1 Information: Update on Job Description Review
- 6.0 NEW BUSINESS:
 - 6.1 Action: Approve 2018-2019 Budget
 - 6.5 Information: Updated Director's Calendar
- 7.0 REPORTS and comments
 - 7.1 Chairperson's Report
 - 7.2 Commissioners' Reports or Comments
- 8.0 INFORMATION AND FUTURE MEETINGS
- 9.0 PUBLIC COMMUNICATIONS, CONT.
- 10.0 CLOSED SESSION
- 11.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, May 15, 2018

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:

- ☐ Ms. Pamela Hernandez
- ☐ Mr. Brian Murtha, Vice Chairperson
- ☐ 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.

- 2.1 Union Communication**
- 2.2 Other Public Communication**

3.0 DIRECTOR'S REPORT

April 1 - 30, 2018	
Open (5/15)	12
Pending (5/15)	4
Add FTE	
New Hire	2
Promotion	
Temp Hire	
Transfer	
Resigned	
Retired	

July 1, - April 30, 2018	
Add FTE	10
New Hire	71
Promotion	18
Temp Hire	44
Transfer	7
Resigned	27
Retired	10

- Salary recommendations presented to the Board during open comments on April 18th.
- Receiving and processing classified employee evaluations.
- Preparing for move to Mission Street. Movers are scheduled to move our office June 21-22.
- Retirement party for retiring classified and certificated employees tomorrow, May 16th at the Food Lounge.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

p. 4-7

Recommendation: Approve the minutes for the meeting of April 10, 2018 as submitted.

Sample Motion: I move to approve the minutes for the meeting of April 10, 2018.

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

4.2 Consent Agenda

p. 8-13

(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

Recommendation: Approve the Consent Agenda items as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

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

4.3 2017-18 Budget Expenditures for this Period

p. 14-15

Recommendation: Approve the Budget Expenditures for this period as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

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

5.0 OLD BUSINESS:

-2-

5.1 Information: Update Job Descriptions

- Board approved all 39 job descriptions after current salary range was added to the bottom. (See example) *P-17-19*
- There are an additional 34 job descriptions ready for Commissioners to review. These will be approved at the June Personnel Commission meeting and then will go to the Board for approval.

6.0 NEW BUSINESS:

6.1 Action: Approve 2018-2019 Budget *p. 16*

Background: Aside from salaries, the budget for 2018-2019 is the same as the 2017-2018 budget. This includes travel and conference expenses for one Commissioner, the Director, and the Personnel Assistant.

Sample Motion:

I move to approve the Personnel Commission Budget for 2018-2019

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

6.2 Information: Changes to Director's Calendar

Added as Work Days:

- April 20
- May 4

Taken off as Non-Work Days:

- April 19
- May 11

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 at 4:00 p.m. on Tuesday, April 10, 2018 in Room 312. Note, this meeting is not on the first Tuesday of the month due to SCCS Spring Break.

The May meeting is cancelled due to lack of a quorum.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (time) _____

-3-

SANTA CRUZ CITY SCHOOLS
MEETING of the Personnel Commission

Minutes

Tuesday, April 10, 2018
Regular Meeting - 4:00 p.m.
Room 312, Soquel High School
405 Old San Jose Road, Soquel, CA

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

1.1 Pledge of Allegiance

Meeting called to order at 4:05PM by the Chairperson of the Personnel Commission.

Members Present:

- Ms. Pamela Hernandez, Vice Chairperson
- Mr. Brian Murtha
- Mr. Mark Violante, Chairperson

Personnel Department Present:

- Ms. Keneé Houser (Director)
- Ms. Denice Grogan (Assistant)

Guests:

- Ms. Monika Adam (Union Rep. / Instructional Technician)
- Mr. Robert Chacanaca (Union Rep. / Campus Supervisor)
- Ms. Molly Parks (Asst. Superintendent – Human Resources)
- Ms. Jeannie Brown (Program Accounts Specialist)

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established

1.4 Agenda Deletions or Changes of Sequence

- Keneé deleted the change to Director's Calendar

2.0 PUBLIC COMMUNICATIONS

2.1 Union Update:

- Mr. Chacanaca states that the Union is concerned that the Primary Intervention Assistants are being laid off and the Primary Intervention Program is being discontinued.

2.2 Public Communication

- Ms. Brown asks how the employees can attend the Personnel Commission meetings. Keneé states that the employee can talk to their supervisors and contact Keneé and she will work with the employee and the supervisor to make sure that the employee can attend the meetings.

3.0 DIRECTOR'S REPORT

March 1 – 31, 2018	
Open	3
Pending	1
Add FTE	
New Hire	4
Promotion	
Temp Hire	1
Transfer	
Resigned	
Retired	1

July 1, - March 31 2018	
Add FTE	11
New Hire	57
Promotion	18
Temp Hire	43
Transfer	6
Resigned	26
Retired	10

- Layoffs may go to the Board on April 18th. Keneé is waiting for communication from the district to confirm the date.
 - Decrease in Medi-Cal funding led to the discontinuing PIP (Primary Intervention Program).
 - Donation funded positions are being laid off.
 - The Speech Pathologist Assistant position is also effected by Medi-Cal Funding.
- Process for taking action on Classification and Compensation Study.
 - Keneé has been doing research to see what action is taken next with the Classification and the Compensation Study.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of February 6, 2018 be approved as submitted.

- Brian states that 6.1 is written incorrectly. Changes made to the Minutes for February 6, 2018 shall be made as instructed.

Motion: Brian

Second: Pam

Yes: 3

Additional Information:

- Robert Chacanaca states that the information found in 6.1 of the pervious minutes should have been sent to the Board of Directors. Robert states that PC Commission has not followed the PC Rule 300.3.
 - Keneé states that the PC Commission looks at alignment of pay scales. The District and the Union decides how much it is going to be paid. The PC Commission provides information to assist in negotiations.
 - Molly states that the motion was made to take something to the board and may not have been the correct action taken since it falls under the negotiation umbrella with the District and the Board. Molly states that the PC Commission can let the Board know that they support the Compensation Study.
 - Mark directs Keneé to find out exactly what the salary schedule to the Governing Board entails. Do we recommend salaries or not?
 - PC Commission has instructed Keneé to present salary recommendations information during the Open Communications during the next Board Meeting on April 18, 2018.

4.2 Consent Agenda

- 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

Motion: Approve the Consent Agenda items as submitted.

Motion: Pam

Second: Brian

Yes: 3

4.3 2017-18 Budget Expenditures for this Period

Motion: Approve the Budget Expenditures for this period as submitted.

Motion: Brian

Second: Pam

Yes: 3

5.0 OLD BUSINESS:

5.1 Information: Update on Job Description Review

The Director and Assistant Superintendent need to finalize the review of 36 job descriptions. They are scheduled to meet on April 20th to complete the review process.

6.0 NEW BUSINESS:

6.1 Approve Job Descriptions for the Positions including:

1. Accounting Technician
2. Attendance Technician
3. Campus Security Monitor
4. Career Development Specialist
5. Central Kitchen Coordinator
6. Day Custodian
7. Delivery Driver-Food & Nutrition Services
8. Director – Food & Nutrition Services
9. Director – Finance
10. Director – Information Technology
11. Director – Maintenance, Operations & Transportation
12. Educational Technology Specialist
13. Executive Assistant II – Superintendent
14. Grant Coordinator
15. Grounds / Irrigation Specialist
16. Head Custodian
17. Health Office Assistant
18. Human Resource Specialist – Personnel Commission
19. Human Resource Technician
20. Instructional Specialist – Band
21. Instructional Specialist – Life Lab
22. Lead Technology Specialist
23. Library / Media Assistant
24. Maintenance Specialist
25. Manager – Human Resources
26. Night Custodian
27. Occupational Therapist
28. Office Assistant
29. Paraeducator
30. Paraeducator – Academic Intervention
31. Paraeducator – After School Programs
32. Paraeducator – Home Based Preschool
33. Paraeducator – Special Education
34. Parent / Community Support Coordinator
35. Primary Intervention Student Assistant
36. Program Account Technician – Food & Nutrition Services
37. Program Coordinator – After School Programs
38. Program Support Assistant
39. Registrar

Background: Ewing Consultants recently completed a Classification and Compensation Study that included rewriting SCCS District Job Descriptions. Throughout that process, employees were given the opportunity to provide input. After Ewing finalized job descriptions, the Personnel Commission and Human Resources continued to accept feedback from employees and make appropriate revisions. The Commissioners have had time to look them over. Revised job descriptions have also been posted on the Personnel Commissions' website. After the Personnel Commission approves the job descriptions, they will go to the Board for approval on April 18th, 2018.

The Personnel Commission requests that Molly announce at the Board Meeting on April 18th, 2018, that the job descriptions being presented have been approved by the Personnel Commission.

Motion: Approve the 39 Job Descriptions as listed and Molly's announcement as submitted.

Motion: Pam

Second: Brian

Yes: 3

6.2 Action: Determine May Meeting Date

Background:

The May meeting was originally scheduled for May 1st, The Commission can't meet on that date due to lack of a quorum. If the meeting is moved to May 8th, it will need to take place at a different location as Room 312 will be in use by auditors. Room 312 is available on May 15th. It is not recommended that the meeting be cancelled because the budget for 2018-2019 needs to be approved.

Information: Molly to check with Pat/Finance to make sure that the PC Budget can get approved at the May 15th Board meeting if the PC Meeting is moved.

Motion: Pam moves to change the date of the May Meeting date to May 15th, 2018.

Motion: Pam

Second: Brian

Yes: 3

6.3 Information: Changes to Director's Calendar: Removed from agenda

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Mark stated that the Primary Intervention Program has had a lot of benefits come from it. He states that there are 2 employees that have been good employees and have been with SCCS for 25 years and are going to have a hard time. Mark hopes that the District is making an effort to find another place for them.

7.2 Commission Members' Reports or Comments

No report

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, May 15, 2018 in Room 312. Note, this meeting is not on the first Tuesday of the month.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION (if necessary)

11.0 ADJOURNMENT

Adjournment at 5:12PM.

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: Keneé Houser 4/11/2018

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

Ledesma, Jasmin, Learning Assistant - SMSC, 15hrs/9mos, effective 4/9/18

Munger, Connor, Education Technology Specialist - IT, 40hrs/11mos, effective 4/4/18

Stockton, Frank, Maintenance Specialist - MO, 40hrs/12mos, effective 3/26/18

Promotion:

None

Demotion:

None

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

None

Additional FTE/Position:

None

39-Mo Reinstatement:

None

39-Mo Reinstatement w/Increase in FTE:

None

63-Mo Reinstatement:

None

Transfer:

Gaona, Barreto Jesus - Custodian - 40hrs/12mos from HH to SQ, effective 3/19/18

Ortiz, Flores, Miguel - Custodian - 40hrs/12mos from SQ to HH, effective 3/19/18

Transfer W/Increase FTE:

None

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

Martinez, Ana, Secretary III - SQ, 40hrs/11mos, Resignation effective 6/29/19

Nisewaner, Amanda, Mental Health Specialist - SE, 40hrs/10mos, Resignation effective 6/7/18

Shuts, Victoria, Mental Health Specialist - SE, 40hrs/10mos, Resignation effective 6/8/18

Retirement:

None.

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

New Temporary Employees/EWA:

None

Existing Temporary Employees/EWA:

Carranza, Helena, Clerical Assistant - DL, not to exceed 26hrs, 3/2/18 to 3/16/18

Catanach Jr., John, System Support Specialist - IT, not to exceed 152hrs, 2/16/18 to 3/15/18

Crone, Jennifer, Sub Custodian - MO, not to exceed 24hrs, 2/26/18 - 6/30/18

LeBlanc, Erica, Instructional Technician-Elementary Intervention - BV, not to exceed 200hrs, 3/7/18 to 6/7/18

Powell Aguilar, Mayra, Instructional Technician/EI - DL, not to exceed 35hrs, 3/11/18 to 6/1/18

Waters, Sierra, Campus Supervisor - HH, not to exceed 24hrs, 3/7/18 to 6/8/18

Existing Regular Employees/EWA:

Blanck, Adrian, Sub Custodian - MO, not to exceed 60hrs, 2/16/18 to 6/30/18

Ledbetter, Dorothee, Library/Media Services Assistant - CAI, not to exceed 22hrs, 3/3/18 to 5/15/18

Nyland, Barbara, Food Service Worker - FS, not to exceed 5hrs, 1/1/18 to 6/30/18

Robles-Ruiz, Rodrigo, Senior Custodian - MO, not to exceed 24hrs, 3/17/18 to 6/30/18

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

None

Out of Class:

Sihler, Kris, School Bus Driver - TR, not to exceed 80hrs, 2/16/18 to 6/7/18

Sihler, Kris, School Bus Driver - TR, not to exceed 648hrs, 3/1/18 to 6/7/18

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Stipend:

None

Playground Recess Coach, Yard Duty, Child Care:

Mullins, Marsha, Child Care - DL, not to exceed 5hrs, 3/12/18 to 3/19/18

Solorio, Cuevas, Olga, Yard Duty - DL, not to exceed 95hrs, 3/13/18 to 6/7/18

•Eligibility Lists Established•

Learning Assistant

Mental Health Specialist

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: Keneé Houser 4/18/2018

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

None

Promotion:

None

Demotion:

None

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

None

Additional FTE/Position:

None

39-Mo Reinstatement:

None

39-Mo Reinstatement w/Increase in FTE:

None

63-Mo Reinstatement:

None

Transfer:

None

Transfer W/Increase FTE:

None

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

None

Retirement:

None

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

New Temporary Employees/EWA:

Parks, Lucy, Clerical Assistant - HR, not to exceed 32hrs, 2/21/18 to 6/30/18

Existing Temporary Employees/EWA:

Blyston, Jason, Groundskeeper I - MO, not to exceed 100hrs, 3/30/18 to 6/30/18

Crone, Jennifer, Sub Custodian - MO, not to exceed 40hrs, 3/21/18 - 6/8/18

Mayo, Darrell, Sub Custodian - MO, not to exceed 40hrs, 4/11/18 to 6/30/18

Existing Regular Employees/EWA:

None

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

Routh, Patricia, Campus Security - SMSC, not to exceed 7hrs, 3/20/18

Out of Class:

None

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Stipend:

None

Playground Recess Coach, Yard Duty, Child Care:

None

•Eligibility Lists Established•

Instructional Technician - Positive Behavior Support

Instructional Technician - Elementary Intervention

Secretary III

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Assistant: Keneé Houser 5/4/18

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

Ledesma, Shane, Clerical Assistant - HR, 16hrs/12mos, effective 4/16/18

Promotion:

None

Demotion:

None

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

Bocaletti, Andres, Yard Duty - GA, from 5.67hrs/9mo to 4.5hrs/9mo, effective 4/16/18

Additional FTE/Position:

None

39-Mo Reinstatement:

None

39-Mo Reinstatement w/Increase in FTE:

None

63-Mo Reinstatement:

None

Transfer:

None

Transfer W/Increase FTE:

None

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

Attard, Emma, Instructional Technician/EI - BV, 19.75hrs/9mos, resignation, effective 6/7/18

Campos, Solario, Miriam, School Community Coordinator - SMSC, resignation, effective 5/1/18

Nelson, Nicole, Instructional Technician - BV, 28hrs/9mos, resignation, effective 6/7/18

Roënnig, Elizabeth, Instructional Technician/EI - BV, 15hrs/9mos, resignation, effective 6/7/18

Retirement:

Stanley, Carol, Senior Food Service Worker - FS, 30hrs/9mos, effective 6/7/18

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

New Temporary Employees/EWA:

None

Existing Temporary Employees/EWA:

Carranza, Helena, Clerical Assistant - DL, not to exceed 26hrs, 3/2/18 to 3/16/18
Catanach Jr., John, System Support Specialist - IT, not to exceed 40hrs, 3/16/18 to 3/22/18
Gaffney, Kathleen, Clerical Assistant/Scanning - HR, not to exceed 120hrs, 4/19/18 - 6/8/18
Guerrero, Zenaida, Instructional Tech-PBS - GA, not to exceed 160hrs, 4/16/18 to 6/7/18
Navarro Linares, Melvin, Sub Custodian - MO, not to exceed 100hrs, 4/11/18 to 6/30/18
Quevedo, Vivian, Learning Assistant - BV, not to exceed 91hrs, 4/13/18 to 6/7/18
Blyston, Jason, Groundskeeper I - MO, not to exceed 100hrs, 3/30/18 to 6/30/18
Carranza, Helena, Clerical Assistant - EL, not to exceed 9hrs, 4/11/18 to 5/9/18
Crone, Jennifer, Sub Custodian - MO, not to exceed 40hrs, 3/21/18 - 6/8/18
Mayo, Darrell, Sub Custodian - MO, not to exceed 40hrs, 4/11/18 to 6/30/18

Existing Regular Employees/EWA:

Blanck, Adrian, Custodian - MO, not to exceed 60hrs, 2/16/18 to 6/30/18
Blanck, Adrian, Custodian - MO, not to exceed 100hrs, 3/25/18 - 6/30/18
Ledbetter, Dorothee, Library/Media Services Ass't - CU, not to exceed 35hrs, 3/24/18 - 5/15/18
Martinez Garzia, Perla, Instructional Tech-PBS - GA, not to exceed 32hrs, 4/18/18 to 6/6/18
Naranjo, Velia, Instructional Technician -ASES - BV, not to exceed 15hrs, 3/29/18 to 6/7/18

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

Routh, Patricia, Campus Security - SMSC, not to exceed 7hrs, 3/20/18

Out of Class:

None

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Stipend:

None

Playground Recess Coach, Yard Duty, Child Care:

Kenagy, Janelle, Playground Coach - DL, not to exceed 104hrs, 4/12/18 to 6/7/18

•Eligibility Lists Established•

School Community Coordinator
Senior Food Service Worker
Instructional Technician

SANTA CRUZ CITY SCHOOLS
2017-18 PERSONNEL COMMISSION BUDGET

Date	Accounts and Details	Working Budget	Expended	Balance
	01-0000-0-0000-7400-2360-047-0000			
	Commissioner Stipends			
7/1/2017	Budgeted	\$1,260.00		\$1,260.00
11/9/2017	July - Sept: Mark Violante	\$105.00	\$35.00	\$1,225.00
11/9/2017	July - Sept: Brian Murtha	\$105.00	\$35.00	\$1,190.00
1/10/2018	Oct - Dec: Mark Violante	\$105.00	\$70.00	\$1,120.00
1/10/2018	Oct - Dec: Brian Murtha	\$105.00	\$105.00	\$1,015.00
1/10/2018	Oct - Dec: Pamela Hernandez	\$105.00	\$70.00	\$945.00
4/10/2018	Jan - Mar: Mark Violante	\$105.00	\$105.00	\$840.00
4/10/2018	Jan - Mar: Brian Murtha	\$105.00	\$105.00	\$735.00
4/10/2018	Jan - Mar: Pamela Hernandez	\$105.00	\$105.00	\$630.00
	Moved to 5300	(\$315.00)		\$315.00
7/10/2018	Apr - Jun: Mark Violante	\$105.00		
7/10/2018	Apr - Jun: Brian Murtha	\$105.00		
7/10/2018	Apr - Jun: Pamela Hernandez	\$105.00		
	Commissioner Stipends	\$945.00	\$630.00	\$315.00
	01-0000-0-0000-7400-4200-047-0000			
	Books other than Textbooks			
7/1/2017	Budgeted	\$50.00		\$50.00
2/22/2018	Book		\$18.31	\$31.69
	Books other than Textbooks	\$50.00	\$18.31	\$31.69
	01-0000-0-0000-7400-4300-047-0000			
	Materials & Supplies			
7/1/2017	Budgeted	\$1,234.00		\$1,234.00
11/3/2017	Varidesk		\$564.20	\$669.80
11/16/2017	KH: Brinks Name plate for DG		\$27.25	\$642.55
12/18/2017	KH: Grocery Outlet Office Supplies		\$19.60	\$622.95
2/22/2018	DG: Staples-Classification Study Final Reports		\$101.24	\$521.71
3/22/2018	KH: Staples Office Supplies 8/11/17		\$22.34	\$499.37
4/11/2018	Moved to 5300	(\$400.00)		\$99.37
4/16/2018	Moved from 5200	\$150.00		\$249.37
4/26/2018	Palace		\$18.43	\$230.94
	Materials & Supplies	\$984.00	\$753.06	\$230.94
	01-0000-0-0000-7400-4395-047-0000			
	Food for Workshops			
7/1/2017	Budgeted	\$275.00		\$275.00
10/1/2017	KH: Safeway - Food for meetings with Principals and Directors		\$24.59	\$250.41
11/14/2017	KH: Togos - Food for Advisory Team Meeting		\$41.24	\$209.17
12/18/2017	KH: Grocery Outlet-Water		\$16.76	\$192.41
2/22/2018	KH: Food for PC Meetings (GSA)		\$20.00	\$172.41
3/22/2018	KH: Safeway - Food and water for meetings		\$11.17	\$161.24
3/22/2018	DG: Costco - Food and water for meetings		\$74.03	\$87.21

4/11/2018	Moved to 5399	(\$80.00)		\$7.21
Food for Workshops		\$195.00	\$187.79	\$7.21
	01-0000-0-0000-7400-5200-047-0000			
	Mileage, Travel & Conferences			
7/1/2017	Budgeted	\$3,000.00		\$3,000.00
11/8/2017	Kenec Houser: SPCA-NC		\$94.24	\$2,905.76
2/22/2018	KH: CSPCA in San Diego		\$1,061.30	\$1,844.46
2/22/2018	DG: Mileage to sites		\$35.53	\$1,808.93
4/11/2018	Moved to 5300	(\$1,005.00)		\$803.93
4/16/2018	Moved to 4300	(\$150.00)		\$653.93
4/19/2018	CSPCA Conference Fee		\$325.00	\$328.93
Mileage, Travel & Conferences		\$1,845.00	\$1,516.07	\$328.93
	01-9010-0-0000-7400-5200-047-0006			
	Contractual Benefit			
7/1/2017	Budgeted	\$800.00		\$800.00
6/30/2017	Carry Over	\$1,235.00		\$2,035.00
Contractual Benefit		\$2,035.00	\$0.00	\$2,035.00
	01-0000-0-0000-7400-5300-047-0000			
	Dues & Membership			
7/1/2017	Budgeted	\$3,000.00		\$3,000.00
8/10/2017	CSPCA		\$700.00	\$2,300.00
9/21/2017	CODESP 2016-2017 (Invoice 74)		\$2,050.00	\$250.00
4/11/2018	Moved from 2360	\$315.00		\$565.00
4/11/2018	Moved from 4300	\$400.00		\$965.00
4/11/2018	Moved from 4395	\$80.00		\$1,045.00
4/11/2018	Moved from 5200	\$1,005.00		\$2,050.00
4/26/2018	CODESP 2018-2019		\$2,050.00	\$0.00
Dues & Membership		\$4,800.00	\$4,800.00	\$0.00
	01-0000-0-0000-7400-5800-047-0000			
	Other Services/Operating Expenditures			
7/1/2017	Budgeted	\$1,700.00		\$1,700.00
7/27/2017	EDJOIN \$963.30 50/50 with SCCS		\$481.75	\$1,218.25
2/13/2018	KH: Craigslist - Plumber		\$75.00	\$1,143.25
2/8/2018	KH: Craigslist - Sub Custodian		\$75.00	\$1,068.25
2/26/2018	KH: Craigslist - Ed Tech Specialist		\$75.00	\$993.25
2/6/2018	Craigslist - School Bus Driver		\$75.00	\$918.25
3/12/2018	DG: Craigslist - School Bus Driver		\$90.00	\$828.25
4/11/2018	Moved to 5300	(\$700.00)		\$128.25
4/19/2018	Craigslist - School Bus Driver		\$75.00	\$53.25
Other Services/Operating Expenditures		\$1,000.00	\$946.75	\$53.25
	01-0000-0-0000-7400-4300-047-0050			
	"Mandated Costs"			
7/1/2017	Carryover (corrected 9/10/17)	\$76.00		\$76.00
Mandated Costs		\$76.00	\$0.00	\$76.00
TOTAL		\$11,930.00	\$8,851.98	\$3,078.02

**SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION
2018-19 BUDGET**

ACCOUNT DESCRIPTION

	FTE	Allocation
Classified Administration	0.86	\$115,938.00
Clerical/Technical Wages	1.00	\$97,982.00
Other Classified Wages		\$382.00
Total Salary & Health and Welfare Cost		\$214,302.00
Commissioner Stipends		\$1,260.00
Books other than Textbooks		\$50.00
Materials & Supplies		\$1,234.00
Food for Meetings & Workshops		\$275.00
Mileage, Travel & Conferences		\$3,000.00
<i>New Commissioner</i>		
<i>New Personnel Assistant</i>		
<i>Conference in Anaheim</i>		
Contractual Benefit		\$800.00
Dues & Membership		\$3,000.00
CODESP		
CSPCA		
EDJOIN		
NCSPCA		
Other Services/Operating Expenditures		\$1,700.00
<i>Advertising, printing</i>		
Total Other Budget Categories		\$11,319.00
TOTAL BUDGET		\$225,621.00

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

ACCOUNTING TECHNICIAN

DEFINITION:

Under the direction of the Program Director, perform a wide variety of responsible technical accounting duties for a variety of accounts for an assigned program; perform variety of department, District, local, state and federal responsible fiscal recordkeeping and computerized accounting duties; develop and maintain various financial records; receive deposits and disbursements; maintain contracts and submit required financial information to county, state and federal agencies according to funding mandates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct accounting activities for an assigned District program; prepare financial statements, records and reports; ensure appropriate financial procedures and practices with accepted accounting principles, applicable regulations and adopted procedures.
- Respond to phone calls and email messages; monitor and process online applications; record and enter all purchased products from invoices to inventory list; prepare site money deposits for delivery; ensure computer equipment checks.
- Ensure payment of District bills; maintain and send outstanding account balance memos; ensure daily bank deposits; enter sales into computerized system of student purchases; post data into general ledger and other computerized accounting system.
- Set up and maintain fiscal records on all assigned accounts; ensure detailed audit trail; prepare and monitor purchase orders; process purchase orders; check invoices against purchase orders and incoming merchandise for accuracy and completeness; check requisitions for proper account codes; set up new accounts as needed; submit authorization for payment to District Office once discrepancies have been resolved.
- Receive, verify and deposit funds for state, federal and local grants and other funding sources; maintain accurate records of transactions.
- Balance bank account and vendor statements; complete CALPADS direct certifications; prepare catering invoices; balance outstanding accounts.
- Maintain program budget; update P&L report; prepare and transfer program funds as needed; prepare and transfer sales funds to County accounts.
- Prepare and pay monthly tax reports; request budget transfer as needed.
- Respond to questions regarding interpretation of laws, regulations, contract, District policies and accounting procedures.
- Attend and participate in meetings and in-service trainings.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by work in accounting or related field and two years clerical accounting experience

Knowledge of:

- Methods, procedures and terminology used in technical accounting work.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.

-17-

- General accounting, program and business functions of an educational organization.
- Policies and objectives of assigned programs and activities.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Preparation, review and control of assigned accounts.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive accounting reports and statements.
- Verify, balance and adjust accounts.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Issue and distribute vendor and claim reimbursement payments as assigned.
- Receive, review and process program purchase orders and invoices.
- Monitor and audit income and expenditures.
- Type and input data at an acceptable rate of speed.
- Assemble, organize and prepare data for records and reports.
- Reconcile, balance and audit assigned accounts.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others and maintain regular attendance.
- Meet schedules and timelines.
- Perform arithmetic calculations quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Approved by Personnel Commission: 04/10/2018

Approved by Governing Board: 04/25/2018

Salary Range: 33

Revised: 05/20/2015

Santa Cruz City Schools

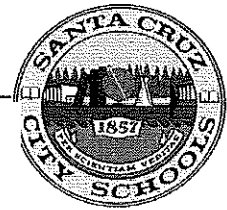
PERSONNEL COMMISSION

Ms. Pamela Hernandez

Mr. Brian Murtha

Mr. Mark Violante

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



REGULAR MEETING of the Personnel Commission (p. 1)

Tuesday, June 5, 2018 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
 - 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
 - 2.1 Union Update
 - 2.2 Other Public Communications
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
 - 4.1 Consider Approval of Minutes
 - 4.2 Consent Agenda
 - 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
 - 4.3 2017-18 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
 - 6.1 Action: Approve job descriptions
 - 1. Accounts Payable Technician
 - 2. Administrative Secretary
 - 3. Behavior Technician-PBIS
 - 4. Behavior Technician-SPED
 - 5. Executive Assistant I
 - 6. Director-Classified Personnel
 - 7. Food Service Worker I
 - 8. Food Service Worker II
 - 9. Food Service Worker III
 - 10. Groundskeeper I
 - 11. Groundskeeper II
 - 12. Groundskeeper III
 - 13. Instructional Specialist-Life Lab
 - 14. Lead Accounting Technician

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REGULAR MEETING of the Personnel Commission (p.2)

Tuesday, June 5, 2018 4:00 p.m.

Room 312 Soquel High School, 405 Old San Jose Road, Soquel, CA

- 6.1 Action: Approve job descriptions (continued)
 - 15. Lead School Bus Driver
 - 16. Library/Media Assistant
 - 17. Mental Health Specialist
 - 18. Program Assistant
 - 19. School Administrative Assistant II
 - 20. School Administrative Assistant III
 - 21. School Administrative Assistant IV
 - 22. School Bus Driver
 - 23. Site Accounting Technician
 - 24. Site Program Coordinator
 - 25. Student Data Assessment Specialist
 - 26. Supervisor – Custodial, Grounds, & Maintenance
 - 27. Supervisor – Transportation
 - 28. Systems Support Specialist
 - 29. Textbook/Media Assistant
 - 30. Theatre Technician
 - 31. Translator
 - 32. Warehouse Worker
 - 33. Warehouse Worker – Food & Nutrition Services
 - 34. Yard Duty
- 6.2 Action: Approve Personnel Commission Meeting Dates for 2018-2019
- 6.3 Action: Approve Director's Calendar for 2018-2019
- 6.4 Information: Changes to Director's Calendar
- 7.0 REPORTS and comments
 - 7.1 Chairperson's Report
 - 7.2 Commissioners' Reports or Comments
- 8.0 INFORMATION AND FUTURE MEETINGS
- 9.0 PUBLIC COMMUNICATIONS, CONT.
- 10.0 CLOSED SESSION
- 11.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS
MEETING of the Personnel Commission

Minutes

Tuesday, May 15, 2018

Regular Meeting - 4:00 p.m.

Room 312, Soquel High School

405 Old San Jose Road, Soquel, CA

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

1.1 Pledge of Allegiance

Meeting called to order at 4:03PM by the Chairperson of the Personnel Commission.

Personnel Commissioners Present:

- Ms. Pamela Hernandez, Vice Chairperson
- Mr. Brian Murtha
- Mr. Mark Violante, Chairperson

Personnel Commission Staff Present:

- Ms. Keneé Houser (Director)
- Ms. Denice Grogan (Assistant)

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established

1.4 Agenda Deletions or Changes of Sequence

- None

2.0 PUBLIC COMMUNICATIONS

2.1 Union Update:

- Mr. Chacanaca stated that the Commission still needs to address other positions that were below the median in the Classification and Compensation Study.

2.2 Public Communication

- None

3.0 DIRECTOR'S REPORT

April 1-30, 2018	
Open	12
Pending	4
Add FTE	
New Hire	2
Promotion	
Temp Hire	
Transfer	
Resigned	
Retired	

July 1, - April 30 2018	
Add FTE	10
New Hire	71
Promotion	18
Temp Hire	44
Transfer	7
Resigned	27
Retired	10

- Keneé attended the Board of Directors (BOD) meeting on April 18, 2018 and gave the BOD the PC's recommendation as requested.
- The Personnel Department is receiving and processing the Employee Evaluations.
- We are preparing to move our office June 22 to June 25, 2018.
- Retirement Party will be on May 16, 2018 at the Food Lounge.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of April 10, 2018 be approved as submitted.

Motion: Pam

Second: Brian

Yes: 3

4.2 Consent Agenda

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

Motion: Approve the Consent Agenda items as submitted.

Motion: Brian

Second: Pam

Yes: 3

4.3 2017-18 Budget Expenditures for this Period

Motion: Approve the Budget Expenditures for this period as submitted.

Motion: Pam

Second: Brian

Yes: 3

5.1 OLD BUSINESS:

5.1 Information: Update on Job Description Review

5.1.1 Board approved all 39 Job Descriptions after current salary range was added to the bottom.

5.1.2 There are additional 34 Job Descriptions ready for the June PC meeting and then will go to the BOD for approval.

6.0 NEW BUSINESS:

6.1 Approve 2018-2019 Budget

Motion: Approve the Personnel Commission Budget for 2018-2019.

Motion: Brian

Second: Pam

Yes: 3

6.2 Information: Changes to Director's Calendar

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- None

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, June 5, 2018 in Room 312.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION (if necessary)

11.0 ADJOURNMENT

Adjournment at 4:35PM.

SANTA CRUZ CITY SCHOOLS
2017-18 PERSONNEL COMMISSION BUDGET

Date	Accounts and Details	Working Budget	Expended	Balance
	01-0000-0-0000-7400-2360-047-0000			
	Commissioner Stipends			
7/1/2017	Budgeted	\$1,260.00		\$1,260.00
11/9/2017	July - Sept: Mark Violante	\$105.00	\$35.00	\$1,225.00
11/9/2017	July - Sept: Brian Murtha	\$105.00	\$35.00	\$1,190.00
1/10/2018	Oct - Dec: Mark Violante	\$105.00	\$70.00	\$1,120.00
1/10/2018	Oct - Dec: Brian Murtha	\$105.00	\$105.00	\$1,015.00
1/10/2018	Oct - Dec: Pamela Hernandez	\$105.00	\$70.00	\$945.00
4/10/2018	Jan - Mar: Mark Violante	\$105.00	\$105.00	\$840.00
4/10/2018	Jan - Mar: Brian Murtha	\$105.00	\$105.00	\$735.00
4/10/2018	Jan - Mar: Pamela Hernandez	\$105.00	\$105.00	\$630.00
	Moved to 5300	(\$315.00)		\$315.00
7/10/2018	Apr - Jun: Mark Violante	\$105.00		
7/10/2018	Apr - Jun: Brian Murtha	\$105.00		
7/10/2018	Apr - Jun: Pamela Hernandez	\$105.00		
	Commissioner Stipends	\$945.00	\$630.00	\$315.00
	01-0000-0-0000-7400-4200-047-0000			
	Books other than Textbooks			
7/1/2017	Budgeted	\$50.00		\$50.00
2/22/2018	Book		\$18.31	\$31.69
5/22/2018	Moved to 4300	(\$30.00)		\$1.69
5/22/2018	Moved to 5200	(\$1.00)		\$0.69
5/31/2018	DG: Book		\$14.75	
	Books other than Textbooks	\$19.00	\$33.06	(\$14.06)
	01-0000-0-0000-7400-4300-047-0000			
	Materials & Supplies			
7/1/2017	Budgeted	\$1,234.00		\$1,234.00
11/3/2017	Varidesk		\$564.20	\$669.80
11/16/2017	KH: Brinks Name plate for DG		\$27.25	\$642.55
12/18/2017	KH: Grocery Outlet Office Supplies		\$19.60	\$622.95
2/22/2018	DG: Staples-Classification Study Final Reports		\$101.24	\$521.71
3/22/2018	KH: Staples Office Supplies 8/11/17		\$22.34	\$499.37
4/11/2018	Moved to 5300	(\$400.00)		\$99.37
4/16/2018	Moved from 5200	\$150.00		\$249.37
4/26/2018	Palace		\$18.43	\$230.94
5/3/2018	KH: Printer		\$98.57	\$132.37
5/22/2018	Moved from 4200	\$30.00		\$162.37
5/29/2018	KH: Supplies, USPS		\$62.18	\$100.19
	Materials & Supplies	\$1,014.00	\$913.81	\$100.19
	01-0000-0-0000-7400-4395-047-0000			
	Food for Workshops			
7/1/2017	Budgeted	\$275.00		\$275.00
10/1/2017	KH: Safeway - Food for meetings with Principals and Directors		\$24.59	\$250.41
11/14/2017	KH: Togos - Food for Advisory Team Meeting		\$41.24	\$209.17
12/18/2017	KH: Grocery Outlet-Water		\$16.76	\$192.41

2/22/2018	KH: Food for PC Meetings (GSA)		\$20.00	\$172.41
3/22/2018	KH: Safeway - Food and water for meetings		\$11.17	\$161.24
3/22/2018	DG: Costco - Food and water for meetings		\$74.03	\$87.21
4/11/2018	Moved to 5399	(\$80.00)		\$7.21
5/16/2018	Moved from 5200	\$20.00		\$27.21
5/29/2018	DG: Nob Hill - Food and water for meetings		\$17.87	\$9.34
Food for Workshops		\$215.00	\$205.66	\$9.34

01-0000-0-0000-7400-5200-047-0000				
Mileage, Travel & Conferences				
7/1/2017	Budgeted	\$3,000.00		\$3,000.00
11/8/2017	Kenec Houser: SPCA-NC		\$94.24	\$2,905.76
2/22/2018	KH: CSPA in San Diego		\$1,061.30	\$1,844.46
2/22/2018	DG: Mileage to sites		\$35.53	\$1,808.93
4/11/2018	Moved to 5300	(\$1,005.00)		\$803.93
4/16/2018	Moved to 4300	(\$150.00)		\$653.93
4/19/2018	CSPA Conference Fee		\$325.00	\$328.93
5/3/2018	Moved to 5800	(\$225.00)		\$103.93
5/16/2018	Moved to 4395	(\$20.00)		\$83.93
5/17/2018	Moved to 5800	(\$75.00)		\$8.93
5/22/2018	Moved from 4200	\$1.00		\$9.93
5/29/2018	KH: Mileage		\$8.99	\$0.94
Mileage, Travel & Conferences		\$1,526.00	\$1,525.06	\$0.94

01-9010-0-0000-7400-5200-047-0006				
Contractual Benefit				
7/1/2017	Budgeted	\$800.00		\$800.00
6/30/2017	Carry Over	\$1,235.00		\$2,035.00
Contractual Benefit		\$2,035.00	\$0.00	\$2,035.00

01-0000-0-0000-7400-5300-047-0000				
Dues & Membership				
7/1/2017	Budgeted	\$3,000.00		\$3,000.00
8/10/2017	CSPA		\$700.00	\$2,300.00
9/21/2017	CODESP 2016-2017 (Invoice 74)		\$2,050.00	\$250.00
4/11/2018	Moved from 2360	\$315.00		\$565.00
4/11/2018	Moved from 4300	\$400.00		\$965.00
4/11/2018	Moved from 4395	\$80.00		\$1,045.00
4/11/2018	Moved from 5200	\$1,005.00		\$2,050.00
4/26/2018	CODESP 2018-2019		\$2,050.00	\$0.00
Dues & Membership		\$4,800.00	\$4,800.00	\$0.00

01-0000-0-0000-7400-5800-047-0000				
Other Services/Operating Expenditures				
7/1/2017	Budgeted	\$1,700.00		\$1,700.00
7/27/2017	EDJOIN \$963.30 50/50 with SCCS		\$481.75	\$1,218.25
2/13/2018	KH: Craigslist - Plumber		\$75.00	\$1,143.25
2/8/2018	KH: Craigslist - Sub Custodian		\$75.00	\$1,068.25
2/26/2018	KH: Craigslist - Ed Tech Specialist		\$75.00	\$993.25
2/6/2018	Craigslist - School Bus Driver		\$75.00	\$918.25
3/12/2018	DG: Craigslist - School Bus Driver		\$90.00	\$828.25
4/11/2018	Moved to 5300	(\$700.00)		\$128.25
4/19/2018	Craigslist - School Bus Driver		\$75.00	\$53.25

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5/3/2018	Moved from 5200	\$225.00		\$278.25
5/16/2018	Moved from 5200	\$75.00		\$353.25
5/17/2018	DG: Craigslist - School Community Coordinator (x3)		\$225.00	\$128.25
Other Services/Operating Expenditures		\$1,300.00	\$1,171.75	\$128.25
	01-0000-0-0000-7400-4300-047-0050			
	"Mandated Costs"			
7/1/2017	Carryover (corrected 9/10/17)	\$76.00		\$76.00
Mandated Costs		\$76.00	\$0.00	\$76.00
TOTAL		\$11,930.00	\$9,279.34	\$2,650.66

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