

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

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

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

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

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

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

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

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

5.0 Public Business

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

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

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

6.0 New Business

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

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

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

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

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

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

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

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

7.0 Old Business – NONE

8.0 Reports and Comments

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

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

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

**Minutes of Tuesday, December 1, 2015
SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION**

- 1.0 Call to Order: Chair Violante called the meeting to order at 4:04 p.m. Also present: Jim Spano - Commissioner, Brian Murtha - Commissioner, Jim Monreal – Asst. Superintendent of Business Services, Molly Parks – Asst. Superintendent of Human Resources, Carol Rhodes – Personnel Assistant, and Keneé Houser – Director of Classified Personnel.

Additions to Old Business: Additions: Upcoming Conference, Merit Academy, Commissioners' Stipend, and Agenda

- 2.0 Public Communication: None

- 3.0 Director's Report:

2015 – 16 year to date:
79 Completed/Filled Assignments
36 New Hires
13 Open Active Recruitments
13 Promotions
13 Transfer Requests Approved
0 Temporary
4 Reinstatements
5 Appointments Pending

Classification Study: Met with Glenn Siegel: retiree from Fremont Classified Personnel. He gave her a list of questions to discuss with Superintendent Kris Munro and Molly Parks before venturing into classification study. We have 81 classifications. Mr. Siegel estimates \$500 per classification In Leadership, shared with group that money is needed in the future for a classification study.

Molly Parks arrives.

Mr. Spano asked about the questions that Mr. Siegel provided. Copies were made and distributed to those present. Mr. Spano commented that what we have seems to be working, so we'll need definitive justification before requesting a classification study. Ms. Houser said that there are job families and specific classifications that need work. In particular, we don't have a current classification for a Tutor. We use Instructional Technicians in high schools and middle schools. Elementary schools use Learning Assistants, though their duties aren't that different. Mr. Murtha asked if jobs were similar across districts or if there were standards. Ms. Parks said that there are a lot of similarities in merit systems in the structuring of job descriptions.

Digital Schools: Training in Monterey. It wasn't very useful.

EdJoin Training: EdJoin is an internet service that we subscribe to. It's mainly for people seeking employment within education in California. It organizes and tracks all of our applicants along with their documents, letters, and resumes. Ms. Parks said that we may need to look outside of EdJoin to help attract certain applicants, including the opening for the Director of Finance. It is used for both classified and certificated positions.

Mr. Violante asked if we had hired a Groundskeeper III yet. Ms. Houser said that Jack Jones was hired. He asked about the Custodian for Small Schools. Ms. Houser confirmed that someone was hired. He also asked about the vacuum situation. Ms. Parks said that this hadn't gone to the supervisor before coming to the Personnel Commission – and that it had been rectified.

4.0 Public Business:

4.1 Approval of Minutes: Mr. Murtha moved to approve the minutes from November 3, 2015. Mr. Spano seconds. Vote: 3 yes, 0 no, 0 absent

4.2 Approval of Consent Agenda: Mr. Violante asked about the Instructional Specialists. Ms. Rhodes said that they are unique. They do special music instruction such as bagpipes. They were laid off and have been reinstated. They are paid through donation money. Mr. Violante asked if Enrichment Services were paid through donation money as well. Ms. Parks said it is not. Ms. Rhodes said that Enrichment Services don't go through the Personnel Commission. Mr. Violante asked why Enrichment Services were on the Consent Agenda. Those present couldn't answer that question. Mr. Violante pulled 4.2.3 (Concerning Exempt Assignments) from the approval of the Consent Agenda. Mr. Spano moves to approve the Consent Agenda (without 4.2.3). Mr. Murtha seconds. Vote: 3 yes, 0 no, 0 absent

5.0 New Business: None

6.0 Old Business:

6.1 Merit Academy: Ms. Houser has signed up.

6.2 CSPCA Annual Conference in Anaheim: We have not signed up. Mr. Violante requested that we hold off on signing up for the conference until the budget transfer of the copy machine takes place. Ms. Houser stated that there is enough money for the conference. Mr. Violante would rather be safe and wait until January before signing up for the conference.

6.3 Commissioners' Stipend: It was agreed in July that commissioners would be paid a stipend. Mr. Monreal will get the information to Ms. Rhodes. He said they will be paid like board members.

6.4 Agendas: Mr. Violante said that some commissioners would like to receive the agendas by mail. Mr. Murtha and Mr. Spano would like hard copies mailed in addition to electronic copies email. Mr. Violante said that email only will suffice. Ms. Houser will give Commissioners date that they need to get agenda items in by. Mr. Murtha requested an email asking for agenda items.

7.0 Reports

7.1 Chairperson's Report: None

7.2 Commission Members Reports: None

8.0 Information and Future Meetings: Next meeting: Tuesday, January 5th at 4:00 p.m. in the same room.

Minutes of Tuesday, June 7, 2016
Santa Cruz City Schools Personnel Commission Meeting

1.0 CALL TO ORDER

Chair Mark Violante called the meeting to order at 4:05 p.m. Also present: Keneé Houser, Classified Personnel Director, Jim Spano, Personnel Commissioner, Brian Murtha, Personnel Commissioner, Carol Rhodes, Personnel Assistant, Molly Parks, Asst. Superintendent of Human Resources, Robert Chacanaca, SCCCE representative, and Amy Hedrick Farr, Food Services Director.

1.4 ADDITIONS, DELETIONS, AND CORRECTIONS: None

2.0 PUBLIC COMMUNICATIONS

Robert Chacanaca, SCCCE President stated that there were two of his unit members who had problems with getting additional hours. One of those issues was resolved. He wanted the Commission to be aware that a person hired as a temporary employee has worked for over a year. No additional information was provided.

3.0 DIRECTOR'S REPORT

Ms. Houser gave an update on completed/filled assignments. The Classified evaluations were due May 31 but stated school sites haven't completed them all at this point in time. The Director discussed the possibility of working with the SCCCE bargaining unit and Molly Parks in regards to changing the timeline of the evaluation process. She reported she has now completed the Merit Academy and found it very informative. The Director updated the Commissioners regarding the NCSPCA conference in Reno Oct. 21-23, and informed the Commissioners that she would not be attending. She discussed attending the CSPCA conference Jan. 26-29 in San Francisco. Chair Mark Violante suggested since it was somewhat local the Commission could save money on hotels by driving to the conference each day. There was much discussion regarding the upcoming Classification Study. Molly Parks informed the Commission that \$50,000 has been added to the District budget for the study, however, it would not be available until July 1st. Ms. Houser will be working to get quotes and forward them to the PC. The Commissioners had many questions, and learned from Ms. Parks that they did not need to consider competitive bids, and the PC will have the final decision. Director Houser shared that she had sample bid proposals that she could bring to the Commission. Chair Violante said he would like to set up a special meeting for discussing the proposals. Ms. Houser reported she will be setting up a Professional Growth Committee and will be working with Robert Chacanaca to determine who the participants may be.

4.0 PUBLIC BUSINESS

4.1 APPROVAL OF THE MINUTES

Jim Spano moved to approve the minutes of the May 3, 2016 meeting. Mr. Murtha seconded.

Y- 3, N- 0, A- 0.

4.2 CONSENT AGENDA

Mr. Murtha moved to approve the consent agenda. Mr. Spano seconded. Y- 3, N- 0, A- 0.

5.0 OLD BUSINESS

5.1 ACTION ITEM: INSTRUCTIONAL TECH-ELEMENTARY INTERVENTION (WALK TO READ) APPROVE JOB DESCRIPTION

Mr. Murtha moved to approve the job description for Instructional Technician – Elementary Intervention. Mr. Spano seconded. Y- 3, N- 0, A- 0.

5.2 ACTION ITEM: DATA AND ASSESSMENT SPECIALIST APPROVE JOB DESCRIPTION

Chair Violante commented that he was glad to see that the salary was commensurate with the position which requires a BA degree.

Mr. Spano moved to approve the job description for Data and Assessment Specialist. Mr. Murtha seconded. Y- 3, N- 0, A- 0

5.3 ACTION ITEM: AMEND AND APPROVE 2016-17 PERSONNEL COMMISSION BUDGET

The Director pointed out that she had included the \$50,000 for the Classification Study, however, that could be disregarded as it was now a part of the District budget for 2016-17. There was discussion about moving funds to cover Commissioners stipends. It was decided that Dues & Membership would decrease from \$3,000 to \$1,200 as the Commissioners didn't need to be members unless they intended to attend conferences, and the Director didn't see a need to be a member of ACSA. This savings of \$1,800 would cover the additional expense of Commissioner stipends. The line-item of Rentals, Leases & Repairs (originally \$2,000) was removed from the budget as the copier expense was taken away from the PC and is now being paid by the District. \$1,000 was moved to Other Services/Operating Expenditures to cover additional advertising expenses. The other \$1,000 was removed from the budget. Mr. Spano moved to approve the 2016-2017 Personnel Commission budget after making changes discussed, thereby decreasing the overall budget by \$1,000. Mr. Murtha seconded. Y- 3, N- 0, A- 0.

6.0 NEW BUSINESS

6.1. INFORMATION ITEM: DIRECTOR OF FOOD SERVICES SALARY

There was discussion regarding the Food Services Director, Amy-Hedrick Farr, who was hired in 2013 with the title of Director, but being compensated at the Manager level. The District has acknowledged this and will correct the and compensation and salary schedule.

6.2 DISCUSSION: EVALUATION OF DIRECTOR HOUSER

The Commission has determined that they will start their June 28th Special Meeting at 3:00 pm, with a closed session in order to evaluate the Director.

6.3 ACTION ITEM: APPROVE DIRECTOR'S REVISED CALENDAR FOR 2016-2017

After reviewing the calendar Jim Spano moved to approve Director Houser's calendar.

Mr. Murtha seconded the motion. Y- 3, N- 0, A- 0.

6.4 ACTION ITEM: APPROVE 2016-17 PERSONNEL COMMISSION MEETING DATES

The July 5, 2016 meeting date was changed to June 28, 2016 and the remaining meeting dates were approved, to be amended as needed.

Mr. Spano moved to approve the Personnel Commission meeting dates. Mr. Murtha seconded. Y- 3, N- 0, A- 0.

7.0 REPORTS AND COMMENTS

7.1 CHAIRPERSON'S REPORT

No Report

7.2 COMMISSIONERS' REPORT

No Report

8.0 FUTURE MEETINGS

The Personnel Commission **Special Meeting** on June 28, 2016, will begin with closed session at 3:00 p.m. and conduct the public meeting beginning at 4:00 PM. It will be held in Room 312 of the Santa Cruz City Schools District Office, 405 Old San Jose Road, Soquel, CA.

9.0 PUBLIC COMMENT

No public comment

10.0 CLOSED SESSION

None

11.0 ADJOURNMENT

Mr. Violante adjourned the meeting at 5:12 p.m.

Minutes of Tuesday, June 28, 2016
Santa Cruz City Schools Personnel Commission Meeting

1.0 CONVENE CLOSED SESSION

Closed session did not take place as Chair Mark Violante was not present. Commissioner Murtha moved to table the closed session, which was to compile a joint evaluation of the Classified Personnel Director, Keneé Houser. Commissioner Spano seconded the motion to table the closed session.

Y- 2, N- 0, A- 0.

1.1 Public Comments Prior to Closed Session-None

2.0 CLOSED SESSION

2.1 It was determined the Director's evaluation will take place in closed session at the regular August 2nd Personnel Commission meeting.

3.0 CONVENE OPEN SESSION Due to Chair Mark Violante's absence Mr. Murtha called the meeting to order at 4:05 p.m. Also present: Kenee Houser, Classified Personnel Director, Jim Spano, Personnel Commissioner, Carol Rhodes, Personnel Assistant, Molly Parks, Asst. Superintendent of Human Resources, Patricia Threet, Trustee, Robert Chacanaca, SCCCE President, Monika Adams, SCCCE 2nd President, and Karan Twohey-Violante, SCCCE representative.

3.4 ADDITIONS, DELETIONS, AND CORRECTIONS-None

4.0 PUBLIC COMMUNICATIONS

Robert Chacanaca, SCCCE President brought a copy of a Classified employees evaluation and shared it with the Commissioners. He commented that this was an example of evaluations that the classified staff receive. He pointed out that the name was misspelled, the font was "microscopic", and the employee had no notice of the evaluation meeting.

On a different matter, he commented that there has been a temporary employee who has worked the entire school year, and is now working during the summer. He stated he has bargaining unit employees asking for additional hours who were not hired for summer work. He told the Commissioners he would like to see PC Rules and Regs 1600.1B (Limited-Term Positions) upheld.

Director Houser clarified that she had been closely monitoring the hours of the employee. Some of his time was spent as a substitute, which did not count towards the 126 days, and his current summer assignment is on a separate EWA, in the Information Technology department doing inventory at school sites.

5.0 DIRECTOR'S REPORT

Ms. Houser gave an update on completed/filled assignments. Currently planning for fall recruitments when administrators return in August. She reported that Human Resources will be helping the Personnel Commission with summer projects and next year's interviews so that the schools will be fully staffed by the time school starts.

6.0 PUBLIC BUSINESS

6.1 CONSIDER APPROVAL OF THE MINUTES

Jim Spano moved to approve the minutes of the June 7, 2016 meeting. Mr. Murtha seconded the motion to approve the minutes.

Y-3, N-0, A-0.

6.2 CONSENT AGENDA

Mr. Murtha moved to approve the consent agenda. Mr. Spano seconded the motion to approve the consent agenda.

Y-3, N-0, A-0.

7.0 OLD BUSINESS

7.1 INFORMATION: COPY OF 2016-2017 PC BUDGET

The Commissioners had some questions regarding the budget amounts. Director Houser clarified that the amount of \$9759.00 reflected on this document as "Total Other Budget Categories" is the total dollar amount from "Commissioner Stipends" down to the "Other Services" budget line. This is the working budget for the PC. The wages and Health and Welfare costs are fixed for herself and the Personnel Assistant for 2016-17.

Chair Mark Violante stated for the record that he wants to be sure the District has fifty thousand dollars (\$50,000) earmarked for the upcoming Classification study. Asst. Superintendent Parks assured him it was. Mr. Violante remarked he was looking forward to working with the District.

8.0 NEW BUSINESS

8.1. ACTION ITEM: APPROVE SALARY FOR DIRECTOR OF FINANCE RECRUITMENT

There was discussion about approving the starting salary of the Director of Finance position at step 6 due to the fact that the position has been open for a year. There may be a viable candidate at this time but accepting the position at step 3 would pose a significant pay cut for the candidate. Mr. Murtha asked why couldn't the PC hire a half time Director of Finance if the District has been getting along without one. Ms. Parks clarified that the former Director of Finance was hired last year as a consultant to work on projects, and the Lead Accountant has been serving as the Interim Director to get the work done. Mr. Spano asked how much difference in salary there would be if they were to approve the hire at step 6, instead of step 3. Ms. Houser stated it was about eleven thousand dollars (\$11,000).

Chair Mark Violante commented that when one looks for a job you look at the salary schedule and it states the steps. The Commission has determined that step 3 would be the maximum step so that the person moves through these steps as they receive satisfactory annual performance evaluations. He felt that when an employee comes in at step 6 they have no incentive to stay. Ms. Parks stated that classified management have a year to year contract, and that there is

longevity built into the salary schedule. She further stated it is a critical position for the District and that not a lot of people are qualified.

Before calling for a vote Chair Mark Violante stated all the Commission is being asked to decide is to approve a hire at step 6 regardless of the candidate. Mr. Spano said when he was polled he was supportive, however, he didn't realize this was the top step of the schedule. Mr. Murtha agreed that he was not aware of this at the time.

Mr. Spano asked If the Commission were to vote in opposition to the hire at step 6 what would happen if the District doesn't find someone. He stated that if this candidate is uniquely qualified, has been successful in another district for 15 years, and the job has been open for a year he would be supportive of hiring at step 6.

Mr. Murtha moved to approve up to step 6 for the recruitment of the Director of Finance if necessary.

Mr. Spano seconded the motion to approve up to step 6 for the recruitment of the Director of Finance, if necessary. Chair Violante voted no.

Y- 2, N- 1, A- 0.

8.2 DISCUSSION: BID PROPOSAL FOR CLASSIFICATION & COMPENSATION STUDY

Director Houser gave those present some background regarding the purposes for a Classification Study. She stated most districts do them every 5-8 years. SCCS hasn't had one since 1995, and the District has budgeted fifty thousand dollars (\$50,000) in 2016-17 to pay for the study.

She has shared a Request for Proposal (RFP) template and some examples with the Commissioners. The Commissioners discussed the elements and objectives they would want to include in the study, i.e. job specs, geographic location, wages, the comparison group(s) location, comparison between benefitted and non-benefitted employees, taking into account the California Fair Compensation law, gender discrimination, and that the agency would provide information on how other school districts continue to update their data.

Commissioner Spano complimented Director Houser and Nick Morris for the work they did on the bid proposal, stating it was comprehensive and well done.

There was discussion regarding a timeline for the request for proposal to be sent out. The consensus was it would be sent out by August 1st with an expected return date of Sept. 16th.

8.3 DISCUSSION: BID SELECTION PROCESS

The discussion was to decide who to include on the committee and the criteria for selecting the bid. Commissioner Spano said he would like to see the Classified employees involved in the process in order to receive their "buy-in". Chair Violante agreed and stressed the need to have this information communicated to employees through flyers, emails, etc. as they will have people interviewing them regarding their jobs.

It was decided that the five member committee should be composed of one (1) Personnel Commissioner, one (1) Assistant Superintendent, one (1) Classified Management, and two (2) employees- one of whom is an officer representing the union. Director Houser will be facilitating the group.

9.0 REPORTS AND COMMENTS

None

9.1 CHAIRPERSON'S REPORT

No Report

9.2 COMMISSIONERS' REPORT

No Report

10.0 FUTURE MEETINGS

The Personnel Commission meeting on Tuesday, August 2, 2016, will begin with closed session at 3:00 p.m. and conduct the public meeting beginning at 4:00 PM. It will be held in Room 312 of the Santa Cruz City Schools District Office, 405 Old San Jose Road, Soquel, CA.

11.0 PUBLIC COMMUNICATIONS

Ms. Threet stated that she was happy that the classification study is going to be done.

12.0 ADJOURNMENT

Mr. Violante adjourned the meeting at 5:45 p.m.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Minutes of Tuesday, November 3, 2015 SANTA CRUZ CITY SCHOOLS PERSONNEL COMMISSION

- 1.0 Call to Order: Chair Violante called the meeting to order at 4:00 p.m. Also present: Jim Spano - Commissioner, Brian Murtha - Commissioner, Robert Chacanaca – SCCCE Union President, Jim Monreal – Asst. Superintendent of Business Services, Molly Parks – Asst. Superintendent of Human Resources, Jim Logsdon, Carol Rhodes – Personnel Assistant, and Keneé Houser – Director of Classified Personnel.

- 2.0 Public Communication: Time limit is 3-5 min. per individual. 15 min. per subject. Mr. Logsdon spoke. He went to the board meeting and saw 30 angry classified employees. They were upset about their salaries, the new Athletic Directors. He mentioned the letter to the editor written by Jackie Russell. Was concerned at how angry the group was. Hopes that they can do a full investigation as to why they're so unhappy. Mr. Chacanaca said that he was in Washington during that meeting. He had asked others to attend the meeting. He feels that morale is at an all-time low. He read a memo written by a custodian that there was only one working vacuum. A custodian from another site brought another vacuum over to help with the situation. Another custodian bought his own vacuum to do the necessary work. There is a concern with not enough custodial subs. In maintenance, concerned with Grounds III job not being hired yet. He feels it could have been changed to a Grounds II. Robert spoke of the person's character who could go into the position. In Food Service, people are doing more work with less time. Mr. Logsdon asked if the classified employees opposed measures O & P. Mr. Chacanaca said no. Ms. Parks said that Grounds III position was tested yesterday. We are moving forward. The higher position (III) was due to need. We've been working with Mr. Chacanaca and Food Service to keep the hours up. We were able to move hours around to make some people 3.5 hours. There are many sides to the stories. She hadn't heard about the vacuum issue. People should not be buying their own vacuums. Mr. Murtha asked how things are put on the agenda. Mr. Violante said that items would be sent to me and they would be added to the agenda. Mr. Murtha asked for clarification from Ms. Parks about whether or not they originally had qualified applicants for the Grounds III position. Molly said they didn't – and in general are struggling to find sub custodians. Mr. Spano asked if supervisors ever come to the PC meetings to give status reports so that the commission is aware. Mr. Logsdon said no, but said that it would be nice – and also to hear from every level of employee, not just supervisors. The commissioners agreed that that might be something to put on the agenda later, after looking over the rules.

- 3.0 Director's Report: Ms. Houser said that as she is learning how the job is done, she is creating a document consolidating existing and new procedures for how things are done in HR and in the PC. She reported that she attends monthly HR meetings at the DOE. She has been to two meetings so far. Includes classified and certificated staffs. Only 2 other districts have a Personnel Commission. This month, HR staff is going to a training for Digital Schools in Monterey. It is a County payroll system. Ms. Houser gave an update about reclassification process. Letters were sent to all classified employees along with forms they can fill out if they feel their jobs have gradually changed over the past 2 years.

Mr. Violante asked what "reclassification season" means. Ms. Houser explained that the dates are in the Merit Rules. It happens once a year. Mr. Chacanaca said that it was the best packet he's seen put out by the Personnel Commission. The employees appreciated it. Mr. Violante addressed the Commission explained that this reclassification happens every year. In the past, employees didn't know about it. He thought that the style used this year was more useful. Ms. Houser said that it was emailed this year in addition to Pony mail. Ms. Rhodes explained that in the past, it was sent as a PC newsletter. This year, we sent a cover letter as well as the documentation required. Forms are due by January 4th. Mr. Violante said that there were a couple of reclassifications last year. He felt it was a good process. This year, it's more in the open and it's good. Mr. Violante asked that, of the 30 new hires, how many were re-hires. Ms. Rhodes said that they would be under "reinstatements" and there was one. Mr. Violante asked if promotions were from in-house. Ms. Houser said that they were all from in-house. Mr. Violante asked about a cost for the DS. Ms. Parks explained that the district was paying for all of the HR employees to go. Mr. Violante asked if there is a back-up system in case Digital Schools isn't working – so that everyone can get paid. Ms. Parks said that they paralleled for over 2 years. This was the first month that they didn't. She said that DS came into effect 3 years ago. Because all agreed that we would work with DS, we are stuck with it. It's been difficult.

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

4.0 Public Business:

- 4.1 Approval of Minutes: Mr. Spano moved to approve the minutes. Mr. Violante seconds Vote: 1 yes, 0 no, 1 abstention, 0 absent
- 4.2 Approval of Consent Agenda: Per Mr. Murtha's request, Mr. Violante separated the budget from the approval of the Consent Agenda. Mr. Murtha moves to approve the Consent Agenda (without the budget). Mr. Spano seconds. Discussion: Mr. Violante asked about Alex Fennell-Tortoledo who is a sub custodian, not to exceed 231 hours. Mr. Chacanaca said that he is subbing at Branciforte Small Schools until the position is filled. He added that it's the only site without a full-time custodian. The position that is open is 3.5 hours, but Alex Fennell-Tortoledo has been working more than that. Ms. Houser said that they need to screen for that position. Vote: 3 yes, 0 no, 0 absent

Approval of Budget: Discussion: Mr. Murtha asked about Food for Workshops. Ms. Houser said that there was food for Director interviews. When interviews last more than ½ day, lunch is provided. They don't happen that often. Money is also set aside for snacks for the PC meetings. Mr. Murtha and Mr. Spano requested snacks at the meetings. Ms. Rhodes said that money can be transferred into accounts. Mr. Murtha asked where their \$35 stipend was coming from. Ms.

Rhodes said that the previous Director recommended it come out of Materials & Supplies. Mr. Violante said that this might have been because it was voted on during a mid-budget period. Next year, it should probably be in the budget. Mr. Murtha said that the salaries aren't in the budget. Ms. Parks said that this is a working budget: what we have to work with throughout the year. Salaries are shown when the budget is formed. Mr. Murtha asked if there is a process for us to get more money if necessary. Ms. Houser said that we might go to cabinet in that case. Ms. Parks said that the Director's learning is important to them. If there is more need, especially in professional development, they will support her. Mr. Chacanaca said that it would go through the COE. Ms. Rhodes said that the district will cover small amounts over budget. The COE would approve requests for larger fund amounts. Commission recommended to approve the budget. Mr. Chacanaca asked if there was money for the commissioners to attend conferences. Mr. Violante said yes. Mr. Murtha moved to approve the budget as submitted. Mr. Spano seconds. Vote: 3 yes, 0 no, 0 absent

5.0 New Business

- 5.1 Merit Academy: Mr. Violante recommended that Ms. Houser attend the Merit Academy. Mr. Spano moved to approve her attendance. Mr. Murtha seconds. Ms. Houser said that these type of items haven't been put up for a vote. It would have just been paid under conferences or professional development. Mr. Murtha asked about over-time. Ms. Houser said that management doesn't get paid over-time, but their hours are flexible. Ms. Parks said that employees get reimbursed for travel based on agreed upon amounts. Ms. Rhodes said that the Personnel Commission has their own guidelines for that. Mr. Violante asked for a copy of that. Vote: 3 yes, 0 no, 0 absent
- 5.2 CSPCA Annual Conference: Mr. Violante asked if the other commissioners would like to go to the conference. Ms. Houser said that \$800 is for Director's professional development and \$1900 is for mileage, travel, and conferences for commissioners and staff. Mr. Violante said the conference will cost about \$780 + dinner + shuttles. Mr. Violante said he was interested in attending if there was enough money. Ms. Parks asked about other budget items that might need more or less money. Ms. Rhodes said that our copier is moving. The lease will then be paid by the district. This should happen in a couple weeks. Mr. Violante said that there is enough money for two people to go to the conference. Mr. Murtha moved for Ms. Houser and Mr. Violante to attend the conference. Mr. Spano seconded. Vote: 3 yes, 0 no, 0 absent
- 5.3 Classification Study: Mr. Violante would like to recommend that we move forward with a classification study. Many jobs have changed over the 20 years. Ms. Houser said that when the annual job classifications are done, it's more piecemeal and a salary study is not included. It only happens if an employee takes action. Classification studies are more of a commitment by the district to take a look at jobs. Last year, there were 2 reclassifications done. Mr. Violante said that independent contractors generally do the classification studies – either by families or in entirety. It brings an independent review. Mr. Spano asked where the need was coming from. Ms. Houser said it's coming from her. Mr. Violante said that the job classifications have been sporadic and a broader look should be taken. Mr. Spano said it sounds expensive and asked who would pay for it. He asked if the district sees the need. Ms. Parks said that the district wants to look at the process. She recommends that we learn more about what a study entails. Can we do it family by family? The Instructional Technician positions need to be looked at. Ms. Houser said that it might have been put off due to the

change of Directors over the years. More education is needed. She asked what the next step would be. Someone coming here to do a presentation and educate the commission? Mr. Murtha asked when we should roll this out if the exploration says it is needed. Ms. Houser said that is unknown. Mr. Spano asked if it would be too much for a new Director to take on, even if there's a need. Ms. Houser said that this project is too big for the district to do alone. The time frame would be suggested by a consultant. The Commission would bring it to the Board. Mr. Spano said that he thought the Director should bring it to the Board. Ms. Houser said that George Cole said that it should be done by the Commission. Ms. Parks said that internal or external, it would need someone to lead it and put the pieces together. It's a lot of work. It would come out of the Personnel Commission's office. Ms. Rhodes commented that the cost would have to be built into next year's budget. Ms. Parks said it's not only the cost of the study, it's the result of the study which could be costly. Mr. Chacanaca remembers that the study done in 1995 was done internally. He remembers Brian Wall headed it up. Ms. Houser stated that perhaps another employee might need to be hired to help during the time of the study. Mr. Violante said that we've established that a study needs to happen. After educating ourselves, it's going to be a while before we are in the middle of the study especially if it's done by an outside group. Mr. Spano moved that we begin researching first-steps for a classification study by finding someone who has participated in or observed a classification study to speak with us Mr. Murtha seconded it. Discussion: . Mr. Violante asked if the COE might be a good place to start. Ms. Houser said that they do it by families. Ms. Parks said that Troy would be willing to come in & discuss it with the Commission. Mr. Murtha seconded. Vote: 3 yes, 0 no, 0 absent

6.0 Old Business: None

7.0 Reports

7.1 Chairperson's Report: None

8.0 Commission Members Reports: None

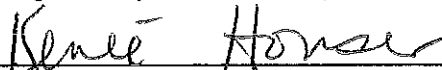
9.0 Information and Future Meetings: Next meeting: Tuesday, December 1st at 4:00 p.m. in the same room.

10.0 Public Communications: Mr. Murtha asked about minutes from the prior meeting. He asked about why people turned down jobs after they were offered. Ms. Parks said that some people are applying for several positions.

11.0 Closed Session: None

12.0 Adjournment: Meeting was adjourned at 5:26 p.m.

Respectfully submitted:


Keneé Houser, Director of Classified Personnel

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Minutes of Tuesday, September 1, 2015 Regular Meeting of the SANTA CRUZ CITY SCHOOLS PERSONNEL COMMISSION

- 1.0 Mr. Mark Violante called the meeting to order at 4:01 p.m. Also present: Brian Murtha, Commissioner, Jim Spano, Interim Personnel Commissioner, Molly Parks, Assistant Superintendent-Human Resources, Robert Chacanaca, Kris Munro, Superintendent, Carol Rhodes, Classified Personnel Assistant
- 2.0 **Public Communications:** Mr. Robert Chacanaca announced that there are positive reports for beginning the school year from the unit. He also referred to a recent incident where a member's child was denied to attend SCCS; he referred to a past practice that if an employee worked for the District, then they could attend SCCS.
- 3.0 **Director's Report:** An update of recruitment for the position of Classified Personnel Director was reviewed. There were a total of 9 applicants; 5 were interviewed and 3 were screened for final interviews to be held on Friday, September 4. They will be interviewed by Molly Parks, Mark Violante, Troy Cope from the County Office of Education, Robert Chacanaca, and Carol Rhodes.
- 4.0 **Public Business**
 - 4.1 **Consider Approval of Minutes for Regular Meeting 8/4/15:** It was moved by Mr. Jim Spano and seconded by Mr. Brian Murtha to approve the minutes of August 4, 2015. Vote: 4 yes, 0 no.
 - 4.2 **Consent Agenda:** Ms. Rhodes explained the process of hiring the new Classified Personnel Director. Overview of reasoning for IT Specialist FTE being increased to fulltime. It was moved by Mr. Jim Spano and seconded by Mr. Brian Murtha to approve the Consent Agenda items. Vote: 4 yes, 0 no.
- 5.0 **New Business** – None
- 6.0 **Old Business**
 - 6.1 **Review/possible action:** Athletic Director job description. Ms. Parks reviewed the old job description and informed that it would be a certificated job position rather than a classified position. Mr. Violante stated that it was the Personnel Commission's decision for whether the Athletic Director position should be classified or not before it can be determined if it should be a certificated position. Mr. Violante stated that it did not appear to be a teaching position, which would not qualify as a certificated job. Ms. Munro stated that they received guidance from the legal counsel to approve the description to be a certificated position. Mr. Violante pointed out that there could be a risk with one of the Athletic Director's receiving STRS, but Ms. Parks said there is a form that will allow them to receive the credit for STRS. Ms. Munro stated that the Athletic Directors would be supervising and coordinating the coaches, which applies as a certificated position because there is a certification requirement. Ms. Munro suggested to invite Sarah Kaatz, attorney from Lozano Smith, to attend the next personnel commissions meeting. Ms. Parks stated that there are many certificated full time Athletic Directors in California covered with STRS, such as Campbell Union High School District and East Side Union School District. Ms. Munro stated that one of the Athletic Directors was classified because there were no certificated applicants. Mr. Violante reviewed the change from the position moving from a stipend to a separate job class. Review and discussion of process for job classification review. Recommendation to not take action. No action taken by the consensus of the board. Through discussion the position was in a certificated teacher classification Special Assignment.
- 7.0 **Reports and Comments**
 - 7.1 **Chairperson's Report:** Mr. Violante reported that he attended the SCCS back to school breakfast and thanked Ms. Parks for the event. He reported that ROP had begun and the District hired some ROP teachers. Ms. Parks stated the funding for ROP is not from the state, but from the District and there are about 10 teachers currently funded. Ms. Parks said the District would take more in upcoming years and the goal is to fully fund all ROP teachers in 5 years. ROP is currently funded by the County Office of Education.

Mr. Violante also stated that he attended the school board meeting from the previous week and that they approved the Personnel Commissioners and would bring a final vote for Mr. Jim Spano as the Personnel Commissioner.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

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

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

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

4.0 Public Business:

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

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

5.0 New Business

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

6.0 Old Business: None

7.0 Reports

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

7.2 Commission Members Reports: None


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

9.0 Public Communications: None

10.0 Closed Session: None

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

Respectfully submitted:



Kenee Houser, Director of Classified Personnel