

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 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. Kenee 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

- 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
 - Kenee to find out how other Districts handle their EWA's.
- CSPCA Conference February 1 – 4, 2018
 - Update on Kenee'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 Consent Agenda 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 right 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 Kenée, 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.

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

MINUTES

**Tuesday, February 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. Kenee Houser (Director)
- Ms. Denice Grogan (Assistant)

Guests:

- Ms. Monika Adam
- Mr. Robert Chacanaca
- Ms. Molly Parks

- 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 presented data and findings from the Classification and Compensation study.

3.0 PUBLIC COMMUNICATIONS

3.1 Union Communication

- Union Update: no changes as per Mr. Robert Chacanaca
- Occupational Therapist
 - High Case Load
 - Pay regarding Master's stipend
 - Report given to Commissioners, Molly and Kenee
- Union Meeting next week

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., Santa Cruz, in summer, 2018
 - Soquel High is growing and needs the District Office Space
 - The most cost effective move was to move the District Office
- Board Meeting Wednesday, January 17, 2018
- Classified Evaluations:
 - Contract reads: “Annual summative evaluations must be completed prior to June 1 of the current year.”
 - Supervisors are evaluating half of their staff in March and half in April now to allow more time to process the evaluations.
 - Kenee to inform employees of evaluations.
- CSPCA Conference February 1 – 4, 2018
 - Kenee received Book on Engaging Employees
 - Employer Branding and Social Media – working with Denice to improve
 - Ed Code
 - The Brown Act
- CSPCA Conference 2019
 - February 7 – 10, 2019, Anaheim

5.0 PUBLIC BUSINESS

5.1 Consider Approval of Minutes

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: Mark Second: Brian Yes:X 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: Brian Second: Pam Yes: X 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: Personnel Commission requested to be informed regarding the March 30, 2018 date. We are spending funds to towards recruitment so we may consider adding funds to the advertising funds.

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: Pam Second: Mark Yes: X No: _____ Abstain: _____ Absent: _____

- Union supports the re-appointment of Brian Murtha

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) 5:20PM

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 ALLEGANCE

Meeting called to order at 4:04PM 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
- Mr. Robert Chacanaca (Union Representative)
- Mr. Patrick Gaffney (Finance)
- Ms. Lori Gibson (Occupational Therapist)
- Mr. John Netto (Delivery Driver)
- Ms. Jeannie Brown (Program Accounts Specialist)

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 Craiglist, Facebook, Twitter, and LinkedIn as other options.

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: 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. Brown 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 motions 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 called for the vote to 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. Brown 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...*

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.

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 difference 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.

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.

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)

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 states the Union is wondering when the Personnel Commission (PC) will be addressing the 3 positions that have not been reviewed by the PC.

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
MEETING of the Personnel Commission

Minutes

Tuesday, June 5, 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

Personnel Department 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

- Remove 6.2 – Associate Mental Health Intern action item due to lack of information in regards to range, rate, step and job description.

2.0 PUBLIC COMMUNICATIONS

2.1 Union Update:

- Jeanne Brown states that Robert Chacanaca has resigned from his Union President position right after the election. She will be attending the Personnel Commission Meetings.

2.2 Public Communication

- None

3.0 DIRECTOR'S REPORT

May 1-31, 2018	
Open	19
Pending	6
Add FTE	
New Hire	2
Promotion	
Temp Hire	
Transfer	
Resigned	
Retired	

July 1, - May 31 2018	
Add FTE	8
New Hire	72
Promotion	21
Temp Hire	44
Transfer	10
Resigned	26
Retired	11

- Keneé states that the Principals are not available from June 30, 2018 to July 30, 2018.
- Retirement Reception: It very nice but not well attended. We are trying figure out how to have more people to attend.
 - Jeanne states that she did not get a notice well enough in advance and also thinks that a list of people retiring should be listed in the invitation.

- Summer School Hiring: Smaller than years past. Special Education is doing a summer program and the classes are being held at Harbor High and also Credit Recovery is at Harbor High.
- Evaluations: Keneé gave update on the status of evaluations. Union requires that the evaluations be turned in by 05/31/18.
- Office Move: Keneé gave update on the status of the District Office move.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of May 15, 2018 be approved as submitted.

Motion: Pam Second: Brian Yes: 2

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: 2

4.3 2017-18 Budget Expenditures for this Period

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

Motion: Brian Second: Pam Yes: 2

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 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
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

6.1 Approve job descriptions (continued)

- 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

Motion: Approve all Job Descriptions as submitted.

Motion: Brian Second: Pam Yes: 2

6.2 Approve Job Description: Associate Marriage and Family Therapist (AMFT), Master of Social Work Intern (MSWI)

Motion: Table Associate Marriage and Family Therapist (AMFT), Master of Social Work Intern (MSWI) until it can be added to the agenda in August or during Personnel Commission Special Meeting.

Motion: Pam Second: Brian Yes: 2

Additional Information: Keneé discusses the Associate Mental Health Intern position with Personnel Commission. May be part of a special meeting for approval. Keneé decided to have Personnel Commission look at range from salary schedule to at least have that determined before next meeting or Special Meeting.

6.3 Action: Approve Personnel Commission Meeting Dates for 2018-2019

Motion: Approve the 2018-2019 Personnel Commission meeting dates.

Motion: Pam Second: Brian Yes: 2

6.4 Action: Approve Director's Calendar for 2018-2019

Motion: Approve the 2018-2019 Director's Calendar for 2018-2019.

Motion: Pam Second: Brian Yes: 2

6.5 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, August 7, 2018, at 133 Mission Street.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION (if necessary)

11.0 ADJOURNMENT

Adjournment at 4:06PM.

**SANTA CRUZ CITY SCHOOLS
SPECIAL MEETING of the Personnel Commission**

Minutes

Wednesday, June 20, 2018
Special Meeting - 9:00 a.m.
Room 302, 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 9:08AM by the Chairperson of the Personnel Commission.

Members Present:

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

Personnel Department Present:

- Ms. Keneé Houser (Director)
- Ms. Denice Grogan (Human Resource Specialist)

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established

1.4 Agenda Deletions or Changes of Sequence

- Take out consent agenda, old business and reports

2.0 PUBLIC COMMUNICATIONS

3.0 PUBLIC BUSINESS

4.0 OLD BUSINESS

5.0 NEW BUSINESS:

5.1 Action: Approve New Job Description for Associate Mental Health Specialist (Intern)

Motion: Approve the New Job Description for Associate Mental Health Specialist (Intern) position

Motion: Brian Second: Pam Yes: 3

5.2 Action: Approve Revised Job Descriptions for Benefits Specialist, Buyer and Payroll Technician

Motion: Approve the New Job Description for Benefits Specialist, Buyer and Payroll Technician

Motion: Pam Second: Brian Yes: 3

5.3 Action: Approve Revised Job Description for Lead School Bus Driver

Motion: Approve the Revised Job Description for Lead School Bus Driver, change the title and to take the salary range to 32.

Motion: Brian Second: Pam Yes: 3

5.4 Action: Approve New Job Description for Supervisor – Finance

Motion: Approve the New Job Description for Supervisor – Finance

Motion: Pam Second: Brian Yes: 3

5.5 Action: Recommend Salary for Director – Information Technology

Motion: Recommend Salary for Director – Information Technology

Motion: Pam Second: Brian Yes: 3

5.6 Action: Recommend Salary for Executive Assistant II – Superintendent

Motion: Recommend Salary for Executive Assistant II - Superintendent

Motion: Brian Second: Pam Yes: 3

6.0 REPORTS AND COMMENTS

6.1 Chairperson's Report

- None

6.2 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, August 7, 2018, at 133 Mission Street.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION (if necessary)

11.0 ADJOURNMENT

Adjournment at 10:05AM.