

AGENDA

Item	Purpose / Support
Agenda	
1. Convene Closed Session	5:00 p.m. HARBOR HS LIBRARY HISTORY ROOM
1.1. Roll Call	
1.2. Public Comments prior to Closed Session	Members of the public may comment on items that ARE listed on the Closed Session Agenda
2. Closed Session Items	<p>Notice: As Trustee Tracy-Proulx will be at the California School Boards Association Delegate Assembly on November 28 and will not be able to attend this Closed Session, Ms. Tracy-Proulx will participate via teleconference for the Closed Session portion of the meeting only. The following protocols will be observed:</p> <ol style="list-style-type: none"> 1. A quorum of the Board will be in attendance at 300 La Fonda Avenue, Santa Cruz, CA. 2. A copy of this agenda will be posted outside of the teleconference area where Trustee Tracy-Proulx will participate. 3. The teleconference area will be open to the Public for Public Comments on the Closed Session Agenda prior to the start of Closed Session.
2.1. Conference With Legal Counsel Anticipated Litigation (Govt. Code Section 54956.9): Specify facts that lead to exposure to litigation	<p>Number of Cases: 2</p> <p>Case: California Voting Rights Act – Demand Letter Received by the District</p> <p>Case: Office of Civil Rights</p>
2.2. Conference with Labor Negotiators (Govt. Code Section 54957.6)	SCCS Negotiator Parks will provide an update to and receive direction from the Trustees regarding negotiations with the SCCCE for 2017-18.
3. Convene Open Session	6:00 p.m. HARBOR HS MULTI-PURPOSE ROOM
3.1. Welcome and Pledge of Allegiance	
3.2. Agenda changes, additions or deletions	

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4.	Public Comments	For presentations of matters <i>not</i> on the Agenda. 3 minutes for individuals; 15 minutes per subject. <i>Note to Members of the Public: Thank you for taking the time to attend this meeting. Santa Cruz City School Board Members appreciate your presence and your comments regarding items not on the agenda are valued. Per Santa Cruz City Schools Board Bylaw protocols, Trustees will not comment on Public Comments during this time.</i>
5.	General Public Business	
5.1.	Consent Agenda Non-Contract Items: These matters may be passed by one roll call motion.	
5.1.1.	Personnel Actions - Classified	
5.1.2.	Revised Classified Job Description: Executive Assistant II	
6.	Closed Session Action Report	
7.	Items to be Transacted and/or Discussed	
7.1.	Study Session: Curriculum	Curriculum Open House featuring updates from teachers representing all grade spans on History Social Science, The Next Generation Science Standards, and Computer Science
8.	Adjournment	
10.	Return to Closed Session (if necessary)	
11.	Closed Session Action Report (if necessary)	
12.	Adjournment	

The board book for this meeting, including this agenda and back-up materials, may be viewed or downloaded online: <http://www.sccs.santacruz.k12.ca.us/board-of-education/agendas-&-minutes.html> or may be viewed at the District Office, Superintendent's Office, Room 303, 405 Old San Jose Road, Soquel, CA.

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Public Participation:

All persons are encouraged to attend and, when appropriate, to participate in meetings of the Santa Cruz City Schools Board of Education. If you wish to speak to an item on the agenda, please be present at the beginning of the meeting as any item, upon motion, may be moved to the beginning of the agenda. Consideration of all matters is conducted in open session except those relating to litigation, personnel and employee negotiations, which, by law, may be considered in closed session.

Translation Requests:

Spanish language translation is available on an as-needed basis. Please make advance arrangements with Nancy Lentz by telephone at (831) 429-3410 extension 220.

Las Solicitudes de Traducción:

Traducciones del inglés al español y del español al inglés están disponibles en las sesiones de la mesa directiva. Por favor haga arreglos por anticipado con Nancy Lentz por teléfono al numero (831) 429-3410 x220.

Board Meeting Schedule Information

1. The Regular Meeting on December 12, 2018, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
2. The Regular Meeting on January 16, 2019, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
3. The Regular Meeting/Study Session on January 23, 2018, 6:30 p.m., will be held in the Harbor High School Library, 300 La Fonda Avenue, Santa Cruz, CA.
4. The Regular Meeting on February 6, 2019, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
5. The Regular Meeting on February 20, 2019, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
6. The Regular Meeting on March 6, 2019, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
7. The Regular Meeting on March 20, 2019, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
8. The Regular Meeting on April 17, 2019, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
9. The Regular Meeting on May 15, 2019, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
10. The Regular Meeting on June 12, 2019, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.
11. The Regular Meeting on June 19, 2019, 6:30 p.m., will be held in the County Office of Education Board Room, 400 Encinal Street, Santa Cruz, CA.

Personnel Actions - Classified

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Classified Personnel Actions

MEETING DATE: November 28, 2018

FROM: Molly Parks, Asst. Superintendent, Human Resources

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:

Approve the classified personnel actions as submitted.

BACKGROUND:

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

This work is done in support of the following district goals and their corresponding metrics:

Goal #1: All SCCS students will be prepared to successfully access post-secondary college and career opportunities.

Goal #2: SCCS will create positive, engaging school environments that promote the development of cognitive skills and the social emotional well-being of all students.

Goal #3: We will eliminate the achievement gaps that currently exist between demographic groups within the SCCS student community.

Goal #4: We will develop a highly collaborative, professional culture focused on supporting effective teaching.

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: Denice Grogan for Kenee Houser 11/19/2018

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

None

Re-Hired:

None

Promotion:

Miller, Sarah, from Executive Assistant I - 40hrs/12mos - ES to Executive Assistant II - SU, 40hrs/12mos, effective 11/28/18

Reclassification:

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:

None

Existing Temporary Employees/EWA:

None

Existing Regular Employees/EWA:

None

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•

Executive Assistant II - SU

Revised Classified Job Description: Executive Assistant II

SANTA CRUZ CITY SCHOOL DISTRICT

AGENDA ITEM: Revised Job Description: Executive Assistant II – Superintendent

MEETING DATE: November 28, 2018

FROM: Molly Parks, Assistant Superintendent, Human Resources

THROUGH: Kris Munro, Superintendent

RECOMMENDATION:

Approve the revised job description for Executive Assistant II-Superintendent.

BACKGROUND:

The experience required for this position included “five years of professional administrative and secretarial experience involving frequent public contact.” In an effort to widen the applicant pool, this was changed to “three years of professional administrative and secretarial experience...” The last bullet was also added: “Ability to: Work flexible hours, including evenings.”

FISCAL IMPACT:

None

This work is in direct support of the following District goal and its corresponding metrics:

- Goal #5: SCCS will maintain a balanced budget and efficient and effective management.

Prepared by Kenée Houser, Director, Classified Personnel

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

EXECUTIVE ASSISTANT II - SUPERINTENDENT

DEFINITION:

Under the direction of the Superintendent, perform various complex clerical and administrative duties; prepare correspondences and maintain a variety of manual and automated records and reports related to assigned activities; coordinate communication and information; interpret policies and regulations to officials, staff and the public; coordinate various administrative meetings; maintain Superintendent's calendar.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform complex clerical and administrative duties to provide support the office of the Superintendent; coordinate communication and information; schedule administrative meetings; obtain, interpret and provide information to others concerning office functions, policies and procedures; work with other administrative units to ensure compliance with timelines.
- Create board agendas and books; post agenda electronically; distribute agenda to large distribution groups, other school districts and the county office of education; create hard copy of agenda as needed.
- Record Board meetings; prepare, post and publish minutes of board meetings; set-up locations of Board Meetings including transporting materials, supplies and presentation equipment and packets; arrange for food and beverages; ensure clean order of facility upon meeting conclusion.
- Maintain District website, social media, press releases and other media promotions; notify District staff of updated information on website; develop various marketing programs and campaigns for District events.
- Receive and assist visitors; take calls and relay information to staff; direct individuals to appropriate departments; process public record requests as requested; issue work permits and process transcript requests as needed.
- Manage and maintain a variety of records and reports including board appeals; obtain sensitive information from parents and students; prepare and submit appeals for review with Board of Education; maintain and monitor legal bills.
- Maintain Superintendent's and administrative staff calendars; schedule meetings as directed; coordinate calendars for meetings with various cabinet and leadership groups; schedule meetings and open house for Trustees.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; send information and invitations to parents and families regarding special events and ceremonies.
- Prepare requisitions, purchase and work orders for various assigned programs according to established procedures; develop and manage extra work agreements; monitor petty cash; research and source various vendors for catering and food supplies for meetings; arrange for translation services.
- Assist Superintendent in preparing presentation; compile and organize surveys, data, charts and other materials.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to conduct work for county and community site visits as assigned by the position.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Associate's degree in a related field and three years of professional administrative and secretarial experience involving frequent public contact.

Licenses and other Requirements

- Valid Class C California Driver's License.

Knowledge of:

- Modern office practices, procedures and equipment.
- Data analysis and creating spreadsheets.
- Presentation programs and related software and applications.
- Policies and objectives of assigned programs and activities.
- General terminology, practices and procedures of assigned office.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Principles and practices of data processing.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Mathematic calculations.

Ability to:

- Perform a variety of clerical and secretarial duties to relieve the Superintendent of administrative and clerical detail.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Type at an acceptable word per minute.
- Maintain a variety of records and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Establish and maintain cooperative and effective working relationships with others and maintain regular attendance.
- Meet schedules and timelines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Work flexible hours, including evenings.

WORKING CONDITIONS:

Work Environment:

- Indoor, office environment.
- Fast paced work environment with changing needs.

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.

- Sitting and walking for extended periods of time.
- Lifting, carrying, pushing and pulling heavy objects.
- Bending at the waist, kneeling or crouching to retrieve materials.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

Hazards:

- Dissatisfied, hostile or abusive individuals.

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: 11/6/2018

Approved by Governing Board: _____

Salary Range: III Confidential Salary Schedule