

# Santa Cruz City Schools

## PERSONNEL COMMISSION

**Ms. Pamela Hernandez**  
Commissioner: Vice Chair

**Mr. Brian Murtha**  
Commissioner

**Mr. Mark Violante**  
Commissioner: Chair



### REGULAR MEETING of the Personnel Commission

**Tuesday, August 6, 2019 4:00 p.m.**

133 Mission Street, Suite 100, Santa Cruz, CA 95060

*Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.*

- 1.0 CALL TO ORDER
  - 1.1 Pledge of Allegiance
  - 1.2 Welcome and Explanation of Format
  - 1.3 Establishment of Quorum
  - 1.4 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
  - 4.1 Consider Approval of Minutes
  - 4.2 Consent Agenda:
    - 4.2.1 Concerning Regular Assignments
    - 4.2.2 Concerning Provisional and Limited Term Assignments
    - 4.2.3 Concerning Exempt Assignments
    - 4.2.4 Eligibility Lists Established
  - 4.3 2019-2020 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
  - 6.1 Action: Approve Changes to Merit Rule 1600 – Limited-Term Employment
- 7.0 REPORTS and comments
  - 7.1 Chairperson's Report
  - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS
- 10.0 CLOSED SESSION: Evaluation of Director
- 11.0 ADJOURNMENT

# Santa Cruz City Schools

## PERSONNEL COMMISSION

**Ms. Pamela Hernandez**  
Commissioner: Vice Chair

**Mr. Brian Murtha**  
Commissioner

**Mr. Mark Violante**  
Commissioner: Chair



### REGULAR MEETING of the Personnel Commission

**Tuesday, September 3, 2019 4:00 p.m.**

133 Mission Street, Suite 100, Santa Cruz, CA 95060

*Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.*

- 1.0 CALL TO ORDER
  - 1.1 Pledge of Allegiance
  - 1.2 Welcome and Explanation of Format
  - 1.3 Establishment of Quorum
  - 1.4 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
  - 4.1 Consider Approval of Minutes
  - 4.2 Consent Agenda:
    - 4.2.1 Concerning Regular Assignments
    - 4.2.2 Concerning Provisional and Limited Term Assignments
    - 4.2.3 Concerning Exempt Assignments
    - 4.2.4 Eligibility Lists Established
  - 4.3 2019-2020 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
  - 6.1 Action: Approve new job description for Locker Room Monitor (first or final read)
- 7.0 REPORTS and comments
  - 7.1 Chairperson's Report
  - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS
- 10.0 CLOSED SESSION: Evaluation of Director
- 11.0 ADJOURNMENT

# Santa Cruz City Schools

## PERSONNEL COMMISSION

**Ms. Pamela Hernandez**  
Commissioner: Vice Chair

**Mr. Brian Murtha**  
Commissioner

**Mr. Mark Violante**  
Commissioner: Chair



### REGULAR MEETING of the Personnel Commission

**Tuesday, October 8, 2019 4:00 p.m.**

133 Mission Street, Suite 100, Santa Cruz, CA 95060

*Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.*

- 1.0 CALL TO ORDER
  - 1.1 Pledge of Allegiance
  - 1.2 Welcome and Explanation of Format
  - 1.3 Establishment of Quorum
  - 1.4 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
  - 4.1 Consider Approval of Minutes
  - 4.2 Consent Agenda:
    - 4.2.1 Concerning Regular Assignments
    - 4.2.2 Concerning Provisional and Limited Term Assignments
    - 4.2.3 Concerning Exempt Assignments
    - 4.2.4 Eligibility Lists Established
  - 4.3 2019-2020 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
  - 6.1 Information: Clarification on Consent Agenda Items
  - 6.2 Information: Ed Code 45169 – Providing Information to New Employees
  - 6.2 Action: Approve posting Maintenance Specialist position at steps 1-6
- 7.0 REPORTS and comments
  - 7.1 Chairperson's Report
  - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS
- 10.0 CLOSED SESSION: Evaluation of Director
- 11.0 RECONVENE OPEN MEETING
- 12.0 ADJOURNMENT

# Santa Cruz City Schools

## PERSONNEL COMMISSION

**Ms. Pamela Hernandez**  
Commissioner: Vice Chair

**Mr. Brian Murtha**  
Commissioner

**Mr. Mark Violante**  
Commissioner: Chair



### REGULAR MEETING of the Personnel Commission

**Tuesday, November 5, 2019 4:00 p.m.**

133 Mission Street, Suite 100, Santa Cruz, CA 95060

*Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.*

- 1.0 CALL TO ORDER
  - 1.1 Pledge of Allegiance
  - 1.2 Welcome and Explanation of Format
  - 1.3 Establishment of Quorum
  - 1.4 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
  - 4.1 Consider Approval of Minutes
  - 4.2 Consent Agenda:
    - 4.2.1 Concerning Regular Assignments
    - 4.2.2 Concerning Provisional and Limited Term Assignments
    - 4.2.3 Concerning Exempt Assignments
    - 4.2.4 Eligibility Lists Established
  - 4.3 2019-2020 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
  - 6.1 Action: Approve or First Read – Job title change from Manager-Human Resources to Director-Human Resources
  - 6.2 Information: Marke Violante to serve another term as Commissioner
  - 6.3 Information: Personnel Commission Annual Report to the Board on Wednesday, December 11, 2019
  - 6.4 Information: EC 45313 – PC Legal Representation
  - 6.5 Discussion: Commissioner Site Visits
- 7.0 REPORTS and comments
  - 7.1 Chairperson's Report
  - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS
- 10.0 ADJOURNMENT

# Santa Cruz City Schools

## PERSONNEL COMMISSION

**Ms. Pamela Hernandez**  
Commissioner: Vice Chair

**Mr. Brian Murtha**  
Commissioner

**Mr. Mark Violante**  
Commissioner: Chair



### REGULAR MEETING of the Personnel Commission

**Tuesday, December 3, 2019 4:00 p.m.**

133 Mission Street, Suite 100, Santa Cruz, CA 95060

*Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.*

- 1.0 CALL TO ORDER
  - 1.1 Pledge of Allegiance
  - 1.2 Welcome and Explanation of Format
  - 1.3 Establishment of Quorum
  - 1.4 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
  - 4.1 Consider Approval of Minutes
  - 4.2 Consent Agenda:
    - 4.2.1 Concerning Regular Assignments
    - 4.2.2 Concerning Provisional and Limited Term Assignments
    - 4.2.3 Concerning Exempt Assignments
    - 4.2.4 Eligibility Lists Established
  - 4.3 2019-2020 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
  - 6.1 Action: Approve New Rate for State-Mandated Test Proctor
  - 6.2 Discussion: CSPCA Conference
  - 6.3 Discussion: Commissioner Site Visits
  - 6.4 Discussion: Annual Report
- 7.0 REPORTS and comments
  - 7.1 Chairperson's Report
  - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS
- 10.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS  
MEETING of the PERSONNEL COMMISSION

**AGENDA**

**Tuesday, January 14, 2020**  
**Regular Meeting – 4:00 p.m.**  
133 Mission Street, Santa Cruz

*Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.*

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

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

Members present:

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

- 1.1 Pledge of Allegiance**
- 1.2 Welcome and Explanation of Format**
- 1.3 Establishment of Quorum**
- 1.4 Agenda-Deletions or Change of Sequence**

**2.0 PUBLIC COMMUNICATIONS**

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

**3.0 DIRECTOR'S REPORT**

- Recruitment Update
- Personnel Actions
- Professional Development: Excel and Google Sheets Workshops
- Director's Calendar

**4.0 PUBLIC BUSINESS**

**4.1 Consider Approval of Minutes**

Recommendation: Approve the minutes for the meeting of December 3, 2019 as submitted.

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

**4.2 Consent Agenda**

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

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

#### **4.3 2019-20 Budget Expenditures for this Period**

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

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

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

#### **5.0 OLD BUSINESS: None**

#### **6.0 NEW BUSINESS:**

##### **6.1 Action: Approve New Job Description: International Baccalaureate (IB) Creativity, Activity, Service (CAS) Coordinator**

Background: The IB program is new to Harbor High and will begin its first year in Fall, 2020. General information about the program has been provided. This position is needed to help meet the requirements of the program. The Director worked with the site leadership to determine the needs. The Board approved the job description on December 15, 2019. The Personnel Commission is responsible for approving the required classifications and the appropriate range on the salary schedule.

Recommendation: Approve the new job description for International Baccalaureate (IB) Creativity, Activity, Service (CAS) Coordinator.

Sample Motion: I move to approve the new job description for International Baccalaureate (IB) Creativity, Activity, Service (CAS) Coordinator.

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

##### **6.2 Action: Approve Revised Job Description: Administrative Assistant**

Background: The Administrative Assistants support the following departments: Maintenance & Operations, Student Services, Curriculum, and Special Education. This job description was revised to accurately reflect the work being performed. Changes are bold and underlined. No changes were made to the required classifications or the salary range.

Recommendation: Approve the revised job description for Administrative Assistant.

Sample Motion: I move to approve the revised job description for Administrative Assistant.

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

##### **6.3 Action: Approve Revised Job Description: Parent/Community Outreach Coordinator**

Background: The Parent/Community Support Coordinators work at school sites. This job description was revised to accurately reflect the work being performed. Changes are bold and underlined. A driver's license was added to the required classifications. No changes were made to the salary range.

Recommendation: Approve the revised job description for Parent/Community Outreach Coordinator.

Sample Motion: I move to approve the revised job description for Administrative Assistant.

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

#### **6.4 Action: Determine Chair and Vice-Chair for Personnel Commission**

Background: Per SCCS Merit Rules 200.2: *At its first meeting following December 1 of each year, the Commission shall elect one of its members as Chairperson and another member as Vice Chairperson, to serve a term of one year or until their successors are duly elected.*

Sample Motion: I move that we elect \_\_\_\_ as Chairperson and \_\_\_\_ as Vice Chairperson for the year 2020.

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

#### **7.0 REPORTS AND COMMENTS**

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

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

#### **8.0 PUBLIC COMMUNICATIONS** (Cont'd if necessary)

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

The next meeting will be held at 4:00 p.m. on Tuesday, February 4, 2020 at 133 Mission Street.

#### **10.0 ADJOURNMENT**

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





**Ms. Pamela Hernandez**  
Commissioner: Vice Chair

**Mr. Brian Murtha**  
Commissioner

**Mr. Mark Violante**  
Commissioner: Chair

### **REGULAR MEETING of the Personnel Commission**

**Tuesday, February 4, 2020, 4:00 p.m.**

133 Mission Street, Suite 100, Santa Cruz, CA 95060

*Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.*

- 1.0 CALL TO ORDER
  - 1.1 Pledge of Allegiance
  - 1.2 Welcome and Explanation of Format
  - 1.3 Establishment of Quorum
  - 1.4 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
  - 4.1 Consider Approval of Minutes
  - 4.2 Consent Agenda:
    - 4.2.1 Concerning Regular Assignments
    - 4.2.2 Concerning Provisional and Limited Term Assignments
    - 4.2.3 Concerning Exempt Assignments
    - 4.2.4 Eligibility Lists Established
  - 4.3 2019-2020 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
  - 6.1 Action: Approve Step for Campus Safety Supervisor
- 7.0 REPORTS and comments
  - 7.1 Chairperson's Report
  - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS

*The next meeting is scheduled for March 3, 2020 at 4:00 p.m.*
- 10.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS  
MEETING of the PERSONNEL COMMISSION

**AGENDA**  
**Tuesday, March 3, 2020**  
**Regular Meeting – 4:00 p.m.**  
133 Mission Street, Santa Cruz

*Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.*

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

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

Members present:

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

- 1.1 Pledge of Allegiance
- 1.2 Welcome and Explanation of Format
- 1.3 Establishment of Quorum
- 1.4 Agenda-Deletions or Change of Sequence

**2.0 PUBLIC COMMUNICATIONS**

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

**3.0 DIRECTOR'S REPORT**

- Recruitment Update
- Personnel Actions
- CSPCA Annual Conference Feb. 20-22
- Excel Professional Development

**4.0 PUBLIC BUSINESS**

**4.1 Consider Approval of Minutes**

Recommendation: Approve the minutes for the meeting of February 4, 2020 as submitted.

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

**4.2 Consent Agenda**

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

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

#### **4.3 2019-20 Budget Expenditures for this Period**

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

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

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

#### **5.0 OLD BUSINESS: None**

#### **6.0 NEW BUSINESS:**

##### **6.1 Discussion: Commissioner Site Visits**

At the December meeting, it was decided that Mark would visit De Laveaga Elementary, Brian would visit Westlake Elementary, and Pam would visit Branciforte Small Schools. The best times for the sites are:

- De Laveaga 10 – 11 a.m.
- Small Schools Mon, Tues, Thurs
- Westlake 10 – 11 a.m.

#### **7.0 REPORTS AND COMMENTS**

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

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

#### **8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)**

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

The next meeting will be held at 4:00 p.m. on Tuesday, April 14, 2020 at 133 Mission Street.

#### **10.0 ADJOURNMENT**

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

# Santa Cruz City Schools

## PERSONNEL COMMISSION



**Ms. Pamela Hernandez**  
Commissioner: Vice Chair

**Mr. Brian Murtha**  
Commissioner

**Mr. Mark Violante**  
Commissioner: Chair

### REGULAR MEETING of the Personnel Commission

**Tuesday, April 14, 2020, 4:00 p.m.**

Meeting via ZOOM during Shelter in place.

Contact Kenée Houser for more information: [khouser@sccs.net](mailto:khouser@sccs.net) 831-429-3410 ext. 239

*Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.*

- 1.0 CALL TO ORDER
  - 1.1 Pledge of Allegiance
  - 1.2 Welcome and Explanation of Format
  - 1.3 Establishment of Quorum
  - 1.4 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
  - 4.1 Consider Approval of Minutes
  - 4.2 Consent Agenda:
    - 4.2.1 Concerning Regular Assignments
    - 4.2.2 Concerning Provisional and Limited Term Assignments
    - 4.2.3 Concerning Exempt Assignments
    - 4.2.4 Eligibility Lists Established
  - 4.3 2019-2020 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
- 7.0 REPORTS and comments
  - 7.1 Chairperson's Report
  - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS

*The next meeting is scheduled for May 5, 2020 at 4:00 p.m.*
- 10.0 ADJOURNMENT



**Ms. Pamela Hernandez**  
Commissioner: Vice Chair

**Mr. Brian Murtha**  
Commissioner

**Mr. Mark Violante**  
Commissioner: Chair

### **REGULAR MEETING of the Personnel Commission**

**Tuesday, May 5, 2020, 4:00 p.m.**

Meeting via ZOOM during Shelter in place.

Contact Kenée Houser for more information: [khouser@sccs.net](mailto:khouser@sccs.net) 831-429-3410 ext. 239

*Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.*

- 1.0 CALL TO ORDER
  - 1.1 Welcome and Explanation of Format
  - 1.2 Establishment of Quorum
  - 1.3 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
  - 4.1 Consider Approval of Minutes
  - 4.2 Consent Agenda:
    - 4.2.1 Concerning Regular Assignments
    - 4.2.2 Concerning Provisional and Limited Term Assignments
    - 4.2.3 Concerning Exempt Assignments
    - 4.2.4 Eligibility Lists Established
  - 4.3 2019-2020 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
  - 6.1 Action: Approved revised job description – Interpreter/Translator – First or Final Read
- 7.0 REPORTS and comments
  - 7.1 Chairperson's Report
  - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS

*The next meeting is scheduled for June 2, 2020 at 4:00 p.m.*
- 10.0 ADJOURNMENT



**Ms. Pamela Hernandez**  
Commissioner: Vice Chair

**Mr. Brian Murtha**  
Commissioner

**Mr. Mark Violante**  
Commissioner: Chair

### REGULAR MEETING of the Personnel Commission

**Tuesday, June 2, 2020, 4:00 p.m.**

Meeting via ZOOM during Shelter in place.

Contact Kenée Houser for more information: [khouser@sccs.net](mailto:khouser@sccs.net) 831-429-3410 ext. 239

*Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.*

- 1.0 CALL TO ORDER
  - 1.1 Welcome and Explanation of Format
  - 1.2 Establishment of Quorum
  - 1.3 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
  - 4.1 Consider Approval of Minutes
  - 4.2 Consent Agenda:
    - 4.2.1 Concerning Regular Assignments
    - 4.2.2 Concerning Provisional and Limited Term Assignments
    - 4.2.3 Concerning Exempt Assignments
    - 4.2.4 Eligibility Lists Established
  - 4.3 2019-2020 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
  - 6.1 Action: Approve PC Meeting Dates for 2020-2021
- 7.0 REPORTS and comments
  - 7.1 Chairperson's Report
  - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS

*The next meeting is tentatively scheduled for August 4, 2020.*
- 10.0 ADJOURNMENT

# Santa Cruz City Schools

## PERSONNEL COMMISSION



**Ms. Pamela Hernandez**  
Commissioner: Vice Chair

**Mr. Brian Murtha**  
Commissioner

**Mr. Mark Violante**  
Commissioner: Chair

### **SPECIAL MEETING of the Personnel Commission**

**Tuesday, June 16, 2020, 3:00 p.m.**

Meeting via ZOOM:

<https://us02web.zoom.us/j/89501480261?pwd=QzdVSTh2YlVKNU0zUWVhZ0TEhBQT09>

Meeting ID: 895 0148 0261

Password: uxx20D

*Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.*

- 1.0 CALL TO ORDER
  - 1.1 Welcome and Explanation of Format
  - 1.2 Establishment of Quorum
  - 1.3 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 NEW BUSINESS:
  - 3.1 Action: Approve Revised Budget
- 4.0 PUBLIC COMMENTS (Continued if necessary)
- 5.0 INFORMATION AND FUTURE MEETINGS

*The next meeting is scheduled for July 7, 2020.*
- 6.0 ADJOURNMENT