

Minutes of Tuesday, January 10, 2017

Santa Cruz City Schools Personnel Commission Meeting

1 Call To Order

Commissioner Chair Mark Violante called the meeting to order on Tuesday January 10, 2017 at 4pm

1.1 Pledge of Allegiance

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- All Personnel Commissioner's present (Brian Murtha, Jim Spano, and Mark Violante)
- Classified Personnel Director- Kenée Houser
- Classified Personnel Assistant- Jory Berdan
- Robert Chacanaca
- Monika Adam

1.4 Agenda- Deletions or Changes of Sequence- None

2 Public Communications

Mr. Chacanaca is pleased to advise the Personnel Commissions the Union has come to a tentative agreement with the SCCS. The ratification meeting will be at Harbor High on Thursday, January 12, 2017 at 5 p.m. and is expected to go well. Ms. Houser asked if would be appropriate to attend the Union meeting. She has never attending a Union meeting and is not part of the Union, but was wondering if it would be appropriate to attend. Mr. Chacanaca will include Personnel Director onto the Union agenda and provide some time for Ms. Houser to introduce herself to the Union Members at the beginning of the meeting since she works with many of the classified employees. Mr Violante asked a technical question regarding the Director of Personnel Commission's role during the labor negotiation for her employees and the Union? Mr. Chacanaca stated the Personnel Director has no labor negotiations and is hired by the Personnel Commission. The Personnel Director works directly with the Personnel Commission. Mr. Violante asks what's the relationship between the Personnel Commissioners and the negotiators. Mr. Chacanaca states the Personnel Commission does not have any negotiation relationships with the Union. Ms. Molly Parks (Assistant Superintendent of HR of SCCS) has been the negotiator between the Union and SCCS Board and attends those negotiations. SCCS Superintendents have been on the board for labor negotiations in the past, but that has not been the case for several years. Ms. Houser stated she has attended the Merit Academy where they talked about the role of Personnel Commission Directors and the relationships with the Union. There are Personnel Commission Directors that attend Union negotiations as a third party and to provide insight as to how certain negotiations might impact the classified staff or rules. Mr. Chacanaca stated it has not been the practice to have the Director of Classified Personnel attend negotiations because Personnel Commission are primarily on the hiring side. Mr. Spano stated the rules and regulations specify the Personnel Commission is not a negotiation commission.

3 Director Reports

- a. There are several positions open and continues to be openings within SCCS. Several individuals retired in December 2016, like Carol Swain, Carol Rhodes, and others. There have been promotions and as a result and the Personnel Commission is backfilling those positions. Mr. Jory Berdan started on December 19, 2016 and had 2.5 transition days with Carol Rhodes before her last day. The SCCS HR department had minimal staff the week after the holidays, with the exception of Christina and Jory. Ms. Houser (during her time off) and Mr. Berdan spoke several

times during that time. Mr. Berdan had time to get familiar with systems and tools, and complete training modules.

- b. Classification Study contract will be on the consent agenda for the Board meeting on January 18, 2017. Ewing provided several documents for review and would like to have the first of four orientations on January 20, 2017. Mr. Houser is working with Ewing to determine the scheduling of the orientations. Ewing is motivated and would like four information sessions. Ms. Houser is working on having the Classification Orientation/Introduction on January 20, 2017. Ms. Houser to provide the Commission with the Orientation dates so they may attend one of the orientations. District has signed the contract with Ewing. Ms. Houser sent the signed contract with Ms. Parks (Superintendent HR SCCS) signature to Ewing. Personnel Commissioners would like a copy of the fully executed contract. Ms. Houser will provide the Personnel Commissioners with a copy of the contract at the next Personnel Commission meeting. The contract process has been smooth so far. Contract cost was \$45k.
- As part of the proposal with Ewing, they would like to perform an orientation for all Classified Personnel. The purpose of the orientation is to inform all classified staff- 1) this is what we are doing, 2) this is what it entails, and 3) this is what a classification study is. The Personnel Commission will manage the process to ensure all classified staff members are informed and attend 1 of the 4 orientation sessions. Personnel Commission Team (Ms. Houser and Mr. Berdan) will reach out all the employees about attending the meetings for the best results.
 - Tracking attendees to the orientations. Ewing offered questionnaires, which was lengthy. Ms. Houser would like to track the attendance with a labeling system on the questionnaires for those that attend so we can follow up with those that do not attend. The Personnel Commissioners liked that method so each employee is aware we expected them to attend and can contact those that do not attend. Suggestions to offer a Certification of Attendance.
 - Monika asked if there would be meetings at multiple sites. Ms. Houser stated she is working with Ewing to determine the logistics. Ideally, since there are 4 orientations by Ewing, it would be ideal to have them at different sites. Outstanding questions- 1) what would be the easiest for the employees to attend; 2) what would be the best times covering the variety of schedules, part time employees. Ideal during the work day, but need to figure out how to include employees that would only 3 or so hours or after schools out.
 - Suggestion was to serve lunch or snacks during the day or food to encourage attendance. Determine a method of budgeting the food. Currently, would come out of the Personnel Commissioner food budget.
 - Ask Ewing what they recommend to attract employees to attend the Classification Study orientation. Make the employees apart of the process by providing information about the study.
 - Ms. Houser will introduce the Classification Study during the Union Meeting introduction.
- c. Acknowledgement of Carol Rhodes. Over the break, it was suggested to invite Carol Rhodes to the Personnel Commission meeting and present her with a plaque or something. Commissioner Murtha mentioned having something to provide during this meeting. The acknowledgement is called a "Resolution". Give Carol a "Resolution" which takes about 3 weeks. A resolution is being written up about Carol and will be presented at a PC meeting or mailed to Carol.

4 Public Business

4.1 Consider Approval of Minutes December 3 meeting.

Commissioner Spano moved to approve the minutes. The motion was seconded by Commissioner Murtha Y-3, N-0, A-0 **(All Approve)**

4.2 Consent Agenda Pages (8-10)

Commissioner Murtha moved to approve the minutes. The motion was seconded by Commissioner Spano Y-3, N-0, A-0 **(All Approve)**

- Retirements (As of December 6, 2016- Carol Rhodes will appear next month.

4.3 2016-17 Budget Expenditures for December- (Page 11-12).

Commissioner Murtha moved to approve the minutes. The motion was seconded by Commissioner Spano Y-3, N-0, A-0 **(All Approve)**

- December Expenditures
 - Material & Supply- Personnel Assistant Interview panel. Extra hours paid by the commission.
 - Conference Expenses- 2 Day Conference in San Francisco.
- Attending the conference was paid
- Hotel expenses will appear on future budget report. Transaction on a credit card

5 Old Business: None

6 New Business

6.1 Action: Abolish Unused Classification (Page 13-14)

- a Ms. Houser reviewed the list with Carol Rhodes who determined these positions have not been used. Then met with Ms. Parks, who suggested keeping some positions on the books. Then met with Curtis in IT Director who suggested keeping one position. Then Ms. Houser met with Mr. Chacanaca. Mr. Chacanaca reviewed this list with Personnel Director. Only one position he suggests not to remove. On page 14, Project Coordinator position was created because of an earlier bond project and with the recent bond approval (Measure A), he suggests keeping the position. Mr. Chacanaca and Ms. Houser concur these positions have not been used in several years.
- b Commissioner Spano asked if abolishing the position now is premature before doing the Classification Study. Would these positions fall out as a result of the study? Ms. Houser stated SCCS is charged by the number of position and these abolished position were not included in the initial contract. Ewing will look at current filled jobs. Jim- Ewing might want to change a person job title to one of the positions being considered for Abolishment. What if Ewing wants to change a person's position to one of the positions being considered for abolishment? Commissioner Spano asked why we want to abolish these position prior to the Classification Study. Ms Houser stated she is cleaning up of the position for some time because these are empty positions. Also, it costs money to review position for the Classification Study and our RFP was only to study so many jobs. These positions were not included in the study because no one has been in these positions for years. Secondly- the salary schedule is being updated to reflect the anticipated pay raise. All the positions on the abolished list are on the salary schedule. This would be the time to clean up the salary schedule and eliminate the positions that have not been used in several years.
- c Mr. Chacanaca stated there are a lot of the positions are out of date and positions have morphed into other positions.
- d Mr. Murtha has 2 questions- (1) if we are eliminating these positions because we are going to save money, then we are not doing justice to the Classification Study. That means Ewing will not get the full breadth of what we have done. (2) When we remove these positions, those jobs are being done by someone in the district now. If we remove these, we do not know

what job specs have been done in these jobs that have new position. Ewing would want to see the all positions and specs and they would know these positions do not belong there anymore because they are empty. But those jobs and classification are now being doing by somebody else in a different position. This is how you would come out with a true comp and classification study. Some people's jobs change over time. If a position has not been used in several years, EWING will identify those job functions and performance of the duties before deleting the positions.

- e Commissioner Spano and Murtha collectively created a statement for a motion allowing Ewing to review the positions before they are abolished. The positions up for deletions have historical information, on the books, and EWING should review these positions before deleting.

f MOTION by Commissioner Violante. Second by Commissioner Spano. Y-3, N-0, A-0.

- **The Personnel Commission tentatively approves the deletions of all these positions, (excluding Project Coordinator) pending review by Ewing and receiving an email from Ewing stating they do not need those positions.**

6.2 Action: Approve the changes to the Director's Calendar

- Commissioner Murtha moved to approve the minutes. The motion was seconded by Commissioner Spano Y-3, N-0, A-0 **(All Approve)**
- The Director is moving changing one day for another.

7 Reports and Comments

7.1 Chairperson's Report- NONE

7.2 Commissioners Reports or Comments-

Commissioner Murtha is excited about the conference in San Francisco and Break-out Sessions.

8 Information and Future Meetings

9 Public Communications

10 Closed Session

11 Adjournment

Mr. Violante adjourned the meeting at 4:46 p.m.

SANTA CRUZ CITY SCHOOLS

MEETING of the PERSONNEL COMMISSION

Minutes

Tuesday, February 7, 2017

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at 4:05 p.m. by the Chairperson Mark Violante of the Personnel Commission.

Members present: Mr. Brian Murtha, Vice Chairperson, Mr. Jim Spano, Mr. Mark Violante, Chairperson
Personnel Department: Kenée Houser and Jory Berdan

Guests: Robert Chacanaca and Monika Adams

- 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

Monika Adams would like to receive the Agenda via email. As a result, Director Houser will send the agenda to the Personnel Commission, Robert Chacanaca, and Monika Adam.

3.0 DIRECTOR'S REPORT

2016-2017 data as of February 7, 2017: Direct Houser and Personnel Assistant Berdan will work with on a new reporting tool for reporting Completed and Filled Assignments.

Completed/Filled Assignments: 66

- 49 New Hires
- 9 Promotions
- 4 Transfer Requests Approved
- 4 Reinstatements
- 11 Added FTE
- 19 Temporary
- 8 Open Active Recruitments
- 1 Appointments pending (undecided or awaiting paperwork/final clearance)

■ Update:

- CSPCA Conference Jan 26 – 28: Had a great conference with Brian. Updates on laws and socializing with other Personnel Departments. Great meeting with EWING.
- Carol Rhodes- Director Houser is in conversation with Carol. Director Houser will follow up with the Commissioners (if or when) Carol is able to join a PC meeting
- New system for calculating evaluation and probation dates- Director Houser explained there is now an automated process of calculating the 2-Month (43 working days) and 5-Month (108 working days) probationary dates, plus permanent status after 130 working days, rather than manually counting days.
- New protocol for notifying supervisors of evaluation due dates-
 - Robert appreciates the need to have an evaluations. Need to have a process to have a supervisor provide the evaluation and someone who knows that employee to administer the evaluation.
 - Evaluations are administered on or before 43 days (2-months), 108 days (5-months), before the 6 month probation to permanent.

- o Director Houser and Mr. Berdan are reviewing the evaluation forms. Will meet with Mrs. Parks to review the annual evaluation process. Annual evaluations are due June 1. This is very close to the last day of work (this year, June 8) for 9-month employees. Ms. Parks met with principals and employees needing improvement will receive their annual evaluation in March or April.
- o Mr. Chacanaca provided some history of why June 1 was selected as the due date. Most employees were gone on June 10, so June 1 was the selected due date. Attempting to get these evaluations done in May.
- o Commissioner Mark Violante suggests having the Supervisor receive the notifications of when an employee receives the evaluations and they administer the evaluations. Recommends supervisors administer evaluations to all employees and not make exceptions based on performance.
- Part-time Occupational Therapist filled- Position was opened for a long time and a hardship on other Occupational Therapist. New employee completed the NEO paperwork today.
- Speech Language Pathology Assistant filled- Position was open for a long time and a hardship on Speech Pathologists. Started on February 3.
- Accounts Payable Technician- There were 2 people in this position, 1) person was promoted and shortly after the second person left to go to another district. There is 1 opening for Accounts Payable Technician and redistribute the work through the department during a realignment. Until the Accounts Payable Technician position is filled, looking to get a Temp person to fill in.
- System Support Specialist (temp)- One full time (temp) position.
 - o Illuminate "school student database". Used to be Infinite Campus, but moving to Illuminate to be consistent with other Districts.
- Director Houser is presenting to the board meeting on February 15 at 6pm at COE. Commissioners provided suggestions to include in the presentation. Power point due on 2/8
 - o Provide the Board an update of the meeting from 2/14.
 - Look at the option of sending the Board the dates and times of the Classification Study.
 - o Evaluation process- 2-month; 5-month; probationary to permanent
 - o Personnel Department Update- Team is motivated to improve communication and built reports/tools
 - o CSPCA Conference Updates- How is the operation of the Personnel Commission's Department. Is the department going well and how it is progressing.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: I move to approve the minutes for the meeting of January 10, 2017.

Motion: Jim Second: Brian Yes: ALL No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

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

Motion: Jim Second: Brian Yes: ALL No: _____ Abstain: _____ Absent: _____

4.3 2016-17 Budget Expenditures for this Period

There were no budget expenditures for this period.

- o Commissioner Brian- Asked to confirm if recorders are needed for interviews. How long do you need to keep the recordings? Recordings would keep for 3 years. To ensure accuracy of what is stated during the interview process.
- o Commissioner Mark- Asked to confirm the ED Code regarding why recordings are needed and the statement as to what would need to be stated during the interviews.

5.0 OLD BUSINESS:

5.1 Information: Classification Study Update

- Copy of signed contract provided
- Email regarding abolishing positions
 - o Commissioner Jim really appreciated Director Houser presenting this email from EWING.
- Glenn Siegel met with all supervisors on 2/3/17. Principals and Classified Management were present.
 - o Most Secondary/Primary Principals, plus Directors attended this meeting. Asst. Superintendence (Frank and Pat) provided their positive feedback.
 - o It was noted that the Commissioners should have badges for when they're on site.
- Letter to employees will be sent to employees 2/8. (email and delivered)
- Orientation Sessions are scheduled for 2/14/17. All employees are encouraged to attend one of the meetings during their work hours.
 - o All employees are encouraged to attend one of the five meetings.. The only department (Food Services) are not able to attend these meetings during work hours and possibly look at doing OT pay.
 - o The questionnaire will be provided during the meetings, on line, and a video will be provided. Employees have 2 weeks to complete the form, managers have a week to review before sending to Kenée.
 - o Look at Page 20-21. Director Houser will confirm with EWING on how to expand the Job Summary and equipment's used. On line allows the box will expand. But use separate attachment for additional space needed
 - o Page 29- Phase 6 regarding compensation- Monika Adams wanted to know more about the compensation aspect. EWING will provide their recommendations to the Board. The Board would negotiate with the Unions on pay. Pay would not be taken away. The Classification Study is to review the job specs and pay information compared to other districts.
 - o Commissioner Brian asked the question if a person has the same job title but doing essentially the more than the job description states. The Classification Study will highlight the position would be changed to a different title, with a different pay if warranted by a change in duties.
 - o Commissioner Mark stated it's important for all employees to complete the study to ensure each employee is heard.
 - o Ensure Employees feel secure. This is a positive function by the District to ensure employees job roles match to their pay. This is a tool to improving the description to pay comparable to other districts.
 - o Provide food to the various locations.
 - Bottled Water/Cookies
- The Advisory Committee will meet over lunch 11:30 am on 2/14/17 as well.
 - o Robert Chacanaca: Union President
 - o Kenée Houser: Director of Classified Personnel
 - o Jory Berdan: Personnel Assistant
 - o Mike Duckett: Maintenance Specialist
 - o Kim Jorgensen: Food Service Worker
 - o Ebby Della Mora: Principal's Secretary
 - o Instructional Technician: Geri Ashton
 - o Custodian: Andy Munoz
- Human Resources will meet with Ewing following the Advisory Comm meeting on 2/14/17

6.0 NEW BUSINESS:

- 6.1 Action: Approve Changes to Director's Calendar
The Director added Feb. 7th & 8th to her calendar as work days and removed Feb. 2nd and May 30th. The total number of days worked remains unchanged.

Motion: I move that we approve the changes made to the Director's work calendar for 2016-17.

Motion: Jim Second: Brian Yes: ALL No: _____ Abstain: _____ Absent: _____

7.0 REPORTS AND COMMENTS

- 7.1 Chairperson's Report- None

- 7.2 Commission Members' Reports or Comments-
Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.
- Commissioner Brian- CSPCA Conference: Lots of break out sessions. Great booklet. Provided a nice outline of all the Breakout sessions speakers.
 - o Evaluating Directors performance
 - o Workshops on how to work with Millennials. How to communicate with the new generation. Millennials need to know how they are doing and no negative comments. Recruiting Millennials is different and websites may not be the future recruitments process for them.
 - o Merit System 101-102 and 103
 - o Detect the lies.
 - o Medical Marijuana - Understand the roles regarding the use in relations the job function. There are drug that will not impact the performance.
 - o How will this impact the SCCS and how do we have this in our contract.
 - o Reduction on work force. Cannot just get rid of probation employees
 - o Liberty Hearing- AKA whistle blower.
 - o Budget Session- Jerry Brown strategies on putting money aside.
 - o Classification and Comp studies- Fred Corn (good breakout session) EMS was one of the presenters.

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, March 7, 2017 in Room 312.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

- Robert suggests that the Personnel Commission and possibly everyone from the commission goes to these meeting.
- Develop a budget for attending these meeting and conferences.

10.0 CLOSED SESSION: None

11.0 ADJOURNMENT

Adjournment at (time) 5:20 p.m

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

Minutes
Tuesday, March 7, 2017

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at 4:02pm by the Chairperson of the Personnel Commission Mark Violante.

Members present: Mr. Brian Murtha, Vice Chairperson "acting as Chair" and Mr. Jim Spano;
Personnel Department: Keneé Houser and Jory Berdan
Guests: Paula Morin, Robert Chacanaca, Monika Adam, Patricia Threet and 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 PUBLIC COMMUNICATIONS

Mr. Chacanaca presented some administrative updates from Bay View Elementary School. The Board is working through the options.

3.0 DIRECTOR'S REPORT

- Key Open Positions- Accounts Payable Technicians; Attendance Technician; System Support Specialist (placed on Indeed as another portal for applicants)
- Attendance Technician at Soquel High was promoted to Principal Secretary at the same site leaving an opening in the front office. An unexpected medical leave, plus the newly vacant position resulted in the need to locate substitutes to cover these position.
- Ms. Morin asked the question regarding temporary help and if there was a process to ask part time existing employees. The Personnel Department is working on lists like the IT Substitute and Secretarial Substitute based on skills, then sharing them with sites and departments. If current part time employees want to be a substitute, the tool will highlight their availabilities giving the sites the ability to call for substitutes when needed.
- Mr. Murtha and Mr. Spano asked if we can create a part time employee list that could be used to fill substitute.
- Report on Completed/Filled Assignments

Completed/Filled Assignments: 77

54	New Hires
9	Promotions
10	Transfer Requests Approved
4	Reinstatements
14	Added FTE
24	Temporary
9	Open Active Recruitments
2	Appointments pending (undecided or awaiting paperwork/final clearance)

■ Update:

- Board Meeting 2/15- meeting went well. Everyone was excited about the Classification Study.
- Leadership Meeting 2/23- Meeting went well. Ms. Houser was able to highlight the Classification Study. Ms. Houser emailed those individuals not at the meeting the forms.
- Created Supervisor List, which identifies the supervisor for each employee allowing the Personnel Department to provide evaluation reminders to the correct person. In most cases, the Principal in Elementary Schools are the supervisors and High Schools are divided between Principal and two Assistant Principals.

- Revised Evaluation Form- working on creating a new evaluation form. Craig Miller assisted with fixing the form keeping the font size the same, but limiting the number of characters.
 - Mr. Chacanaca explained that the existing evaluation form was a pilot.
 - Ms. Houser confirmed that a single form is used by other districts for all classified employees. Will determine if a unique form is needed for each position type.
 - Supervisors expressed the form is important, but the most important part is the one on one meeting with them.
- Classified Evaluation Calendar- Set up a HR Evaluation calendar. Calendar appointments are provided to supervisors and the assistant with the 2-Month/5-Month dates, plus the due date, and applicant.
 - Change the Performance Report to Performance Evaluation Form
- New Classified HR Request Form- a method of streamlining and communicating open positions between sites. For example, if a site has an opening the form will streamline the variety of emails regarding interviews, start dates, panel members, etc
- CPR Training- There are certain groups of classified employees that are required to have CPR training per their job description. Health Clerks were the first to be trained. On March 13, the Transportation employees will have their updated training, then the second week of April, the Campus Supervisors will receive updated training. Dahría is managing this program and scheduling appointments. Training is done by internal employees who are certified trainers.

4.0 PUBLIC BUSINESS:

4.1 Consider Approval of Minutes

Motion: Jim moves to approve the minutes for the meeting of February 7, 2017.

Motion: Jim Second: Brian Yes: All No: _____ Abstain: _____ Absent: Mark

4.2 Consent Agenda

Motion: Jim moves to approve the Consent Agenda items as submitted.

Motion: Jim Second: Brian Yes: All No: _____ Abstain: _____ Absent: Mark

4.3 2016-17 Budget Expenditures for this Period

Motion: Jim moves to approve the Budget Expenditures for this period as submitted.

Motion: Jim Second: Brian Yes: All No: _____ Abstain: _____ Absent: Mark

5.0 OLD BUSINESS:

5.1 Information: Classification Study Update

- Orientation Sessions were held 2/14. 50% attendance. Surveys were due to supervisors 2/28 and Surveys due to HR 3/7. To date, there are 40 of the 345 questionnaires turned in to the Personnel Department.
- The group discussed different methods to increase participation in the study (more questionnaires completed). Possible methods included: financial incentives, communication with supervisors – asking them to allocate time during the work day, group participation, union support, committee support. At the end of the discussion, it was agreed that the biggest impact would come from supervisors.
- Cheryl Robbins and Trevor Miller added to Advisory Committee:
 - Geri Ashton: Instructional Technician
 - Jory Berdan: Personnel Assistant
 - Robert Chacanaca: Union President
 - Ebby Della Mora: Principal's Secretary
 - Mike Duckett: Maintenance Specialist
 - Keneé Houser: Director of Classified Personnel
 - Kim Jorgensen: Food Service Worker
 - Trevor Miller: Director of Maintenance, Operations, and Transportation
 - Andy Munoz: Custodian
 - Cheryl Robbins: Director of Finance

- Contract does not include Total Compensation. Ms. Houser discussed this with Ewing. Ewing will add it to the end, after discussion with the District. The contract included the classification of 77 positions. SCCS has 73 positions to study. This savings will be put towards the additional cost to study total compensation. The RFP had it filled out in one section, but not another section, so Ewing did not include the total compensation. Pat Gaffney, Assistant Superintendent Business Services, and Ms. Parks will provide Ewing a call to explain what need to be included- benefits, longevity, etc.

5.2 Information: Change in Old Positions:

When cleaning up the Salary Schedule and reviewing old Personnel Commission meeting agendas and meeting minutes, the agenda highlighted the removal of the abolished positions from the website, salary matrix. This information shows that some of the positions abolished this year were indeed reclassified in the correct manner, but were not removed from the Salary Schedule, creating confusion as to the existence of those positions.

5.3 Information: Ed Code re: Recording Interviews:

During the February 7, 2017, Ms. Houser mentioned the need to purchase recording devices to record interviews. In following up from that meeting regarding getting the Ed Code. Ed Code Section 45273. (Amended by Stats. 1995, Ch. 652, Sec. 7.) Cite as: Cal. Educ. Code §45273. states that oral examinations (Technical Panel Interviews) need to be recorded. We will update the Rules and Regulations to reflect this rule.

Section 45273. (Amended by Stats. 1995, Ch. 652, Sec. 7.)

Cite as: Cal. Educ. Code §45273.

Examinations shall be administered objectively, and shall consist of test parts that relate to job performance.

For classes of positions deemed by the commission to require an oral examination, the oral examination board shall include at least two members. Where a structured objective examination is to be administered to the entire field of candidates, a single member oral examination board may be utilized. A "structured objective examination" means, for this purpose, an examination for which the examiner exercises no discretion in the selection of the questions or in the evaluation of the answers.

Unless specifically directed to evaluate candidates' technical knowledge and skills, the oral examination board shall confine itself to evaluating general fitness for employment in the class. When the oral examination board is directed to evaluate technical knowledge and skills, at least two members of the board shall be technically qualified in the specified occupational area. Members of the governing board or personnel commission shall not serve on an oral examination board. A district employee may serve on an oral examination board if he or she is not at the first or second level of supervision over a vacant position in the class for which the examination is held.

The personnel commission shall provide for the proceedings of all oral examinations to be electronically recorded. In no case will an oral examination board be provided with confidential references on employees of the district who are competing in promotional examinations. Scores achieved by the candidate on other parts of the examination shall not be made available to the oral examination board.

6.0 NEW BUSINESS:

6.1 Action: Change in April Meeting Date

The April meeting scheduled for Tuesday, April 4, 2017 falls during the district's spring break and is a non-work day for the Director. Mark informed Ms. Houser that April 11 works for him.

Motion: Jim moves to approve the change of the April 4 Personnel Commission meeting date to Tuesday, April 11, 2017.

Motion: Jim Second: Brian Yes: All No: _____ Abstain: _____ Absent: Mark

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report: No Update

7.2 Commission Members' Reports or Comments: No Update

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, April 11 in Room 312.

9.0 PUBLIC COMMUNICATIONS: No Update

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (time) 5:02pm

SANTA CRUZ CITY SCHOOLS

MEETING of the PERSONNEL COMMISSION

Minutes

Tuesday, April 11, 2017

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at 4:04pm by the Chairperson Mark Violante of the Personnel Commission.

Members present: Mr. Brian Murtha, Vice Chairperson and Mr. Mark Violante, Chairperson. Mr. Jim Spano is not present.

Personnel Department: Ms. Keneé Houser and Mr. Jory Berdan

Guests: Ms. Karen Violante, Ms. Barbara Poynter, Ms. Monika Adam, Mr. Robert Chacanaca,

- 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

- Mr. Chacanaca would like to inform the Commissioners and the public-
 - The Branciforte Small Schools Custodian moved from part time to full time.
 - SANTA CRUZ CITY SCHOOLS (SCCS) Board Room 312 will be converted to offices for the District Office. The District Office employees currently in portables on site at Soquel High School will be moving into Room 312 this summer. The portables will be converted into classrooms.
 - Ms. Houser will work with Ms. Parks on a new location for the PC meetings.
- Add to agenda for May 9th meeting
 - Ms. Poynter would like to review how Custodian positions are posted. There was a posting that was not flown via email, but was posted on EDJoin and hardcopy.
 - How did the night time posting get flown starting January 20, which was before the position was opened around February 20?
 - Ms. Poynter would like to understand the overtime process. Mr. Miller, Mr. Lipscomb, Mr. Chacanaca, and Ms. Poynter reviewed an EWA Overtime roster a couple years ago and would like to know if the roster is being used or how overtime is distributed equally amongst the custodial staff.
 - Ms. Houser stated overtime procedures are not outlined in the rules, but maybe this is something that might need to be updated as an addendum.
 - Update on the Maintenance Operations Senior Custodian 200 hours from Consent Agenda
 - Ms. Houser to follow up on process when filling positions with substitutes, which would include existing employees meeting qualifications, available work to work.

3.0 DIRECTOR'S REPORT

- New Personnel Database and Reporting tool. The report gives an update by Month and for the school year.

4/11/17 Update	Month	Year to Date
New Hires	12	69
Open Positions	4	n/a
Temp Hires	7	42
Promotions	0	9
Added FTE	1	15
Terminated	2	5

- Santa Cruz County Teacher Credential Program- Eleven classified employees were selected to participated in the new classified employee teacher credentialing program. The SANTA CRUZ CITY SCHOOLS (SCCS) employees make up 29% of the total participants in our county and will be offered a grant for getting credentials.
- Certificated Administrative changes- Soquel High School Assistant Principal retired early and the Delavega Principal is moving to Soquel High as Assistant Principal. The Bay View Principal has resigned.
- Personnel Commission Position Control Overhaul- combined multiple documents into a new database for simplicity of entering, storing, and tracking changes.
- Summer School Application- New form giving employees the opportunity to apply for ~13 positions. Applications are due to the Personnel Department on April 14. Custodians and Information Technology are 12 month employees, so they will be covered by those departments separately. Food Service will offer summer work to current employees.
 - Substitute's process- There is a pool of substitute custodian employees that is called on to cover absences or extra work assignments like summer school.
- 2017-18 Work Calendars- Starting January of each year, the Personnel Commission needs calendars to determine the probationary timeframe. Human Resources Personnel Technician typically created these in May, which made it difficult to provide new employees their probationary details based on number of days worked. The Personnel Commission is now creating calendars earlier.
- New: Exit Interview Form- Created an Exit Interview form, which the Human Resources team would complete the top portion and the supervisor completes the lower section with the employee.
 - Recommend by the Personnel Commissioners to create a process around the form. When will the employee receive a notification of the Exit interview; who gives the Exit interview if the employee prefers to meet with someone different than their supervisor?
 - Last Pay Check Issued information
 - What about adding check box " would you like to donate sick hours to catastrophic leave?".
- Revised Employee Application form- Updated with email, cell phone, etc, plus can be completed electronically.
- Revised EAR form (Employee Action Report/Position Control)- Inner-office document simplifying the process and removing potential for errors.
- New Employee Orientation
 - Complete paperwork
 - Mandated Reporter Training set up
 - Santa Cruz City Schools badges
- Board meeting on April 19 will review layoffs

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Brian move to approve the minutes for the meeting of March 7, 2017 with changes to the meeting called to order by Brian, not Mark. Remove quotes from Acting as Chair”.

Motion: Brian Second: Mark Yes: All No: ___ Abstain: _____ Absent: James

4.2 Consent Agenda

Motion: Brian moved to approve the Consent Agenda items as submitted. Everything is approved with the exception of Maintenance Operations Senior Custodian 200 hours. Pay for hours performed, but requesting future hours be on hold until Ms. Houser can review this with the Maintenance Operations supervisor and follow up with the Commissioners as soon as possible then add to May agenda. Commissioners asked if overtime could be added to consent agenda.

Motion: Brian Second: Mark Yes: All No: ___ Abstain: _____ Absent: James

4.3 2016-17 Budget Expenditures for this Period

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

Motion: Brian Second: Mark Yes: All No: ___ Abstain: _____ Absent: James

5.0 OLD BUSINESS:

5.1 Information: Classification Study Update

Update on the Classification Study questionnaires. Ms. Houser is working with the various supervisors to encourage completion of the questionnaires. Will be sent to the questionnaires to Ewing before the end of this week and interviews will be scheduled. Continue to focus on the larger number of missing questionnaires and work with those supervisors for assistance. For example- Bay View did a staff meeting (paper party) to get the results.

6.0 NEW BUSINESS:

6.1 Discussion: Recruitment for New Personnel Commissioner

Mr. Jim Spano's last meeting with the Personnel Commission will be June 6, 2017. This is a district-appointed commissioner.

6.2 Discussion: Information to include in Director's Reports

With the new Personnel database, what information would the Commissions like to see on the report?

- Add Resignations and Retirees to the report.
- Number of Benefited and Non Benefited with percentages.
- Number of Part Time and Full Time Employees with percentages.
- Track Temporary Employment and provide more information regarding position they are filling.

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report: No Updates

7.2 Commission Members' Reports or Comments: No Updates

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, May 9, 2017 in Room 312.

9.0 PUBLIC COMMUNICATIONS: No Updates

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (time) 5:23pm

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION
Minutes
Tuesday, May 9, 2017

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at 4:04 pm by the Chairperson Mark Violante of the Personnel Commission.

Members present: Mr. Brian Murtha, Vice Chairperson; Mr. Jim Spano; Mr. Mark Violante, Chairperson
Personnel Department: Ms. Keneé Houser and Mr. Jory Berdan
Guests: Ms. Karan Violante, Ms. Barbara Pointer, Ms. Monika Adam, Mr. Robert Chacanaca, Ms. Molly Parks, Mr. Andy Munoz.

- 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

- Mr. Chacanaca would like to know what steps can be done to eliminate annual layoff of donation positions. The Board was deadlocked on layoffs, which delayed giving the Classified employees the 60-day Layoff Notice. With the Board approving the layoffs, Mr. Chacanaca provided the Personnel Commissioners the list of individuals being laid off. He suggested Santa Cruz City Schools cover the employees being laid off until the Parent Groups provide funds for the various positions.
 - Ms. Karan Violante wondering why the district does not fund these positions. Ms. Parks stated the various school sites have the same student to staff ratio and these additional positions are extra to each site, so the Parent Groups provide donation to offer additional support to the student.
 - Mr. Violante noted improvement in the number of lay-offs decreasing and recommends the Union working with the Board and Parent Groups.
- Agendas are distributed to all employees via email prior to the Personnel Commission meeting. Suggested to have the agenda distributed 5 days prior to the Personnel Commission meetings instead of 48 hours.
- Employee attendance to Personnel Commission meetings during work hours. If employees want to attend a Personnel Commission meeting, but it is during their work hours, what should they do? Ms. Houser will reach out to other districts to determine their method of allowing employees to attend Commissioner meetings during working during work hours.

3.0 DIRECTOR'S REPORT

As of 5/8/17:	Month to Date	Year to Date
Open Positions	6	n/a
New Hires	3	72
Temp Hires	2	44
Promotions	0	9
Added FTE	0	15

Resigned	0	21
Retired	0	14
Released	2	11

■ **Update:**

- Review the month to date data from the table above highlighting 3 new hires and 2 new temps for the month. There are 6 open positions.
- Summer School hiring is in full swing. Santa Cruz City Schools is conducting a Summer School program at Bay View Elementary, Branciforte Middle School, and Harbor High from July 17th to August 11th. The Classified Personnel Department is working with the Summer School Principals and employees applying for various positions and scheduling the interviews. They are attempting to schedule interviews around employees work hours.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Brian moved to approve the minutes for the meeting of April 11, 2017.

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

4.2 Consent Agenda

Motion: James moved to approve the Consent Agenda items as submitted.

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

4.3 2016-17 Budget Expenditures for this Period

Motion: James moved to approve the Budget Expenditures for this period as submitted after review of budget on page 15 and 16. Current activity is indicated with an asterisk to the left of the date. New to this statement is a \$99 expense to SCJobs.com that was incurred in October. All purchase orders for the 2016-2017 year were due by April 14th. That deadline was extended to April 21st. Using the money left in the budget, a computer and dual monitor was ordered for the Personnel Assistant and a desk and dual monitor for the Director. Funds were moved to appropriate accounts in anticipation of these expenditures which are now encumbered.

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

5.0 OLD BUSINESS:

5.1 Information: Classification Study Update

Two consultants from Ewing will be interviewing employees on May 31, June 1, and June 2. Originally Ewing wanted the week of May 9, but with the short notice, SCCS requested for extra time to ensure we can communicate all employees, sites, and leadership. Each interview is 30 minutes and they will be grouping employees with the same job classification. They will meet with those who requested interviews and those who are the only ones in a classification.

- Ms. Houser will provide an update on the classification study to Superintendent Ms. Munro in her monthly contribution to the leadership newsletter.
- The classification study will include compensation information. Estimated completion time for this study is December 2017.

6.0 NEW BUSINESS:

6.1 Action: Approve Personnel Commission Budget for 2017-2018

- The overall budget for the Personnel Commission has gone down. This is because health and welfare weren't calculated in for the Director and a new Personnel Assistant (no longevity). The total "other budget categories" has gone up slightly, assuming a new Commissioner and new Personnel Assistant's attendance at annual CSPCA conference that will be held in San Diego. This conference is important as it is the only opportunity for the Commission to meet with other Personnel Commission employees.
- Ms. Houser will work with Finance to add the health and welfare back to the budget. The Commissioners would like the budget for the Personnel Commission should include everything related to the Personnel Commission including wages and health and welfare to the Personnel Director.

Motion: Brian moved to approve the Personnel Commission Budget for 2017-2018, with the addition of adding the health and welfare to the salary budget of the Personnel Director.

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

6.2 Discussion: Posting Open Positions

Barbara Poynter asked for clarification as to how a Custodian opening at BSS was flown on Edjoin on January 30th when the existing employee left on February 21st. How was the posting flown before the employee left? Ms. Houser explained that there was a lot of movement of Custodians. She will research the specifics and update Ms. Poynter and the Commission next month. This will be included in the old business section of the meeting.

6.3 Information: Overtime for Custodians

During public comments at last month's meeting, an employee asked for clarity on the process for how overtime is given to custodians. In the past, the sites took care of it for the most part. A couple sites didn't have any in-house staff that were interested in over-time. Sites found others who knew the site and wanted the hours. If they couldn't find someone, it was forwarded to the Administrative Secretary, who would call around to get coverage for the event(s). Ms. Williams and Mr. Lipscomb would cover.

Ms. Houser reached out to local districts to see what process they use. All districts either base it on seniority or used a rotation.

Ms. Parks, Ms. Houser, Mr. Berdan, Mr. Lipscomb, Mr. Miller, and Ms. Williams met to discuss possible improvements to the current process. This will be discussed with Principals (elementary) and Assistant Principals (secondary).

- Ms. Williams will survey all existing custodians to ascertain their interest in working on the weekends (a) at their site and (b) at other sites.
- Each site will have a list of custodians at their site, in seniority order. They will go down the list on a rotating basis when offering overtime hours.
- If they can't fill the position in house, the site will go down a list of other custodians who have expressed a willingness to work at their site. This list will continue on a rotating basis.
- An Over-Time Form was created and distributed to custodial staff asking if they would be interested in over-time for their site and other sites. A spreadsheet will be provided to the sites allowing them to review the list by seniority. Each site will have a list of individuals by seniority,

then a list of off-site individuals by seniority. The rotation would happen by seniority. A procedure will be drafted and documented with feedback from the Union. \

- Mr. Munoz provided information regarding how he was offered over-time.
- The Commission wants to ensure that all employees have the same right to overtime.

6.4 Information: Luncheon on May 15, 2017

The District Office is hosting a Luncheon on Monday, May 15th from 12 – 1:30 p.m. in Room 312 to show appreciation for all certificated and classified employees at the SCCS District Office. Commissioners are welcome to attend. Mr. Murtha and Mr. Violante will be able to attend. Mr. Spano will follow up with us.

6.5 Information: Classified Layoffs Delayed

At the Board meeting on April 19th, the classified layoffs were not approved. The layoffs will be on the Board agenda again on May 10th. All layoffs are for donation-funded positions.

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended. None

7.2 Commission Members' Reports or Comments

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended. None

8.0 INFORMATION AND FUTURE MEETINGS: The next meeting will be held at 4:00 p.m. on Tuesday, June 6, 2017 in Room 312. This will be Mr. Spano's last meeting.

9.0 PUBLIC COMMUNICATIONS: At the June meeting, we will review the 2017-2018 calendar.

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (time) 5:39 pm

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION
Minutes
Tuesday, June 6, 2017

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at 4:01 pm by the Chairperson of the Personnel Commission.

Members Present: Mr. Mark Violante, Chairperson; Mr. Brian Murtha, Vice Chairperson; Mr. James Spano

Personnel Department: Ms. Kenée Houser and Mr. Jory Berdan

Guests: Ms. Barbara Pointer, Ms. Monika Adam

1.1 Pledge of Allegiance

1.2 Welcome and Explanation of Format

- **Historic day-** On June 6, 1944, more than 160,000 Allied troops landed along a 50-mile stretch of heavily-fortified French coastline, to fight Nazi Germany on the beaches of Normandy, France. Gen. Dwight D. Eisenhower called the operation a crusade in which, “we will accept nothing less than full victory.” More than 5,000 Ships and 13,000 aircraft supported the D-Day invasion, and by day’s end, the Allies gained a foot-hold in Continental Europe. The cost in lives on D-Day was high. More than 9,000 Allied Soldiers were killed or wounded, but their sacrifice allowed more than 100,000 Soldiers to begin the slow, hard slog across Europe, to defeat Adolf Hitler’s crack troops. <https://www.army.mil/d-day/>
- Mr. Spano last day as Personnel Commissioner

1.3 Establishment of Quorum

1.4 Agenda-Deletions or Change of Sequence

2.0 PUBLIC COMMUNICATIONS

- Ms. Adam would like the Sick Leave Form added to the Retired or Resigning forms
 - If Pers eligible, Sick leave can be added to their CalPers compensation
- Ms. Houser to provide Custodian Overtime procedure to the next meeting.

3.0 DIRECTOR’S REPORT

As of 6/5/17:	Month to Date	Year to Date
Open Positions	16	n/a
New Hires	3	75
Temp Hires	0	44
Promotions	2	11
Added FTE	1	16
Resigned	2	23
Retired	3	17
Released	3	13

■ **Update:**

- Summer School Hiring is still happening and should be completed shortly.
- Classified Working Conditions Survey- As part of the feedback, 9- month employees want and need a Professional Development. The 2017-2018 9-month calendars were updated to include an extra paid day for professional development. Rather than the standard 180 working days, the 2017-2018 calendar reflects 181 paid days with professional development occurring on the day before school starts (August 22, 2017).
- Director's June Calendar- Ms. Houser will take various days off instead of a full 2 weeks. Will provide the calendar to the commissioners at the next meeting.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

James moved to approve the minutes for the meeting of May 9, 2017. Ms. Poynter identified her name mis-spelled and updated.

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

4.2 Consent Agenda

James moved to approve the Consent Agenda items as submitted. Ms. Poynter will be provided the names of those released/terminated. Currently, only employee numbers are provided and Ms. Poynter needs the names for monthly dues. Ms. Houser will provide additional information regarding the 450 hours for Mr. Chisholm.

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

4.3 2016-17 Budget Expenditures for this Period

There have been no changes to the budget expenditures since last month's report.

5.0 OLD BUSINESS:

5.1 Information: Classification Study Update

- Interviews were conducted by Ewing the week of May 29, 2017
- Out of 353 employees, 231 turned in questionnaires (65%) participation
- Scheduled interviews for 109 (47% of those participating, 31% of total).
- Updated timeline enclosed, which identifies the completion date of October 2017.
 1. Ewing will provide Santa Cruz City Schools preliminary job titles for review, which will be reviewed by the Union, SCCS, and Advisory Board.
 2. Compensation review by Ewing will include total compensation (health and welfare) per the requirement of SCCS.
 - Cabinet will have a conversation with Ewing to ensure Total Compensation is included in the study. The study will provide Santa Cruz City Schools a comprehensive compensation study. There were more job titles included in the initial study budget and the actual number of job titles reviewed were less resulting is a potential off-set for doing the comprehensive compensation study.
 - The commissioners would like to the Advisory Committee to select the districts for the comp study.
 3. SCCS employees will review the job descriptions in late August and into September.

- Ms. Houser will work with Cabinet on scheduling time with supervisors to review and approve the revised job description, plus allow employees time to review the descriptions and provide feedback.
- Selection of Comparable Districts based on 3 criteria:
 1. Type of district
 2. Enrollment size
 3. Geographic region

5.2 Information: Budget for 2017 – 2018

The Director met with the Director of Finance and the Assistant Superintendent of Business and discussed the Commission's concern of the Director's benefits not being included in the budget. They explained that because the current Director has opted out of health benefits, they can't include them in the budget as that would be overstating expenditures. If a new director wanted benefits or if the current director wanted benefits, they would add this expense to the budget accordingly. They frequently adjust the budget for these type of "qualifying events."

The commissioners were not aware of this accounting requirement and understand. If finance is doing it that way, the commissioners are fine with the above explanation as long as the District ensures to include the Director's benefits if situations change.

5.3 Information: Timeline of Custodial Hires, Winter 2017

An employee was concerned about a position being flown before the incumbent had left. The Director researched the situation and found that the incumbent had to give 2 weeks' notice at his 2nd job before promoting from Small Schools to a position at Bay View with more hours. The anticipated vacancy was posted on Edjoin on January 30, 2017. The incumbent's stayed in the position through February 20, 2017. Ms. Houser and Ms. Poynter reviewed the timeline and satisfied with the outcome.

5.4 Information: Employees Attending PC Meetings

At the last Personnel Commission meeting, an employee asked if employees could skip work to attend a PC meeting. All employees can attend PC meetings. If employees work past 4:00 p.m. they need to let their supervisor know that they want to attend the meeting.

5.5 Discussion: Publicizing Agendas

From the Personnel Commission Rules and Regulations:

200.8 – Insofar as possible, at least 48 hours prior to every regular or 24 hours prior to every special Commission meeting, the agenda shall be provided [to] the designated representatives of all employee organizations representing District classified employees. When practical, supporting data will be furnished in advance. The agenda will also be posted on the Commission's official bulletin board and distributed to news media which have requested it.

At the last meeting, it was requested that the agenda be emailed 5 days prior to the meeting. Based on the existing rules, the Director would like the Commission to reconsider its request. Sending the agenda via email the Friday before the meeting

would meet the 48 hour requirement already in place. Due to the weekend, sending it Friday would be 4 days in advance. Commissions are fine with the above guidelines.

6.0 NEW BUSINESS:

6.1 Action: Approve Proposed Personnel Commission Meeting Dates for 2017 - 2018

Tuesday, July 11, 2017	Tuesday, January 9, 2018
Tuesday, August 1, 2017	Tuesday, February 6, 2018
Tuesday, September 5, 2017	Tuesday, March 6, 2018
Tuesday, October 3, 2017	Tuesday, April 10, 2018
Tuesday, November 7, 2017	Tuesday, May 1, 2018
Tuesday, December 5, 2017	Tuesday, June 5, 2018

Information: The July meeting is on the 2nd Tuesday of the month due to the 4th of July holiday. The April meeting is on the 2nd Tuesday of the month due to spring break.

James moved to approve the 2017-2018 Personnel Commission meeting dates with the deletion of July 11th.

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

6.2 Action: Approve Director's Calendar for 2017-2018

James moved to approve the Director's Calendar for 2017-18 as submitted.

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

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Mark Violante

- ROP found a new site and will be going to Natural Bridges
- Today is Mr. James Spano last day as and the Commissioners (District Representative). Great Respect and Service. It has been a great pleasure having him on the commission. James raised the bar and enhanced the Personnel Commission beyond belief.

7.2 Commission Members' Reports or Comments- Not at this time

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, August 1, 2017 in Room 312.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (time) 4:51 pm.

Minutes of Tuesday, August 2, 2016
Santa Cruz City Schools Personnel Commission Meeting

1.0 CONVENE CLOSED SESSION

Chair Mark Violante called the meeting to order at 3:09 p.m. Also present were Commissioner Murtha, Commissioner Spano, Classified Personnel Director, Keneé Houser, and Carol Rhodes, Personnel Assistant.

1.1 Public Comments Prior to Closed Session-None

2.0 CLOSED SESSION

2.1 The Commissioners compiled a joint evaluation to later be discussed with the Director in closed session.

3.0 CONVENE OPEN SESSION

Chair Mark Violante's called the meeting to order at 4:04 p.m. Also present: Keneé Houser, Classified Personnel Director, Jim Spano, Personnel Commissioner, Brian Murtha, Personnel Commissioner, Carol Rhodes, Personnel Assistant, Molly Parks, Assistant Superintendant of HR, Robert Chacanaca, SCCCE President, Monika Adams, SCCCE 2nd President, Karan Twohey-Violante, SCCCE 1st Vice President, and Barbara Poynter, SCCCE Treasurer.

3.4 ADDITIONS, DELETIONS, AND CORRECTIONS-None

4.0 PUBLIC COMMUNICATIONS

Barbara Poynter, Senior Custodian and SCCCS Treasurer discussed an informal meeting she had on Nov 23, 2015 with Robert Chacanaca, Trevor Miller, Facility Services Director, Paul Lipscomb, Maintenance and Operations Supervisor. The purpose of the meeting was to make an overtime roster for custodial staff.

At issue was that during that time there was one individual who was getting all the overtime, and it was not being offered to anyone else. Past practice has been that overtime was offered to the Senior Custodian, and if he/she didn't want it then it was offered to the night Custodian at the same site. If they didn't want the overtime, it was offered to all the other Custodians. Robert Chacanaca stated that at their meeting he, Trevor and Paul had a "gentlemen's agreement" as to how overtime would be handled but that the roster hasn't panned out. This is the reason the union is bringing it to the Commission. The union is hoping based on past practice and equity the Commission would put in place a rule so that the way overtime is offered is adhered to. He said that Food Service and Maintenance would probably be affected by this as well.

Director Houser said she would reach out to other PC's to see whether they have rules that speak to this. Chair Violante stated that the PC cannot respond to public comment but recommended that the topic be under new business at the next meeting.

5.0 DIRECTOR'S REPORT

Ms. Houser gave an update on completed/filled assignments as of August 2, 2016. There was discussion

as to whether 27 open active recruitments was normal for this time of year. The Director said she would look into the past PC meeting minutes for August/September to determine this. We were able to get some cleanup and maintenance projects done. Ms. Rhodes was not able to get them last year as she was the interim Director. Ms. Houser discussed a change to her process for recruitments. In lieu of or in addition to written tests she now also convenes technical panels, which she has found that most districts do. This allows more room for qualifications to be considered instead of just testing ability. She is hoping this will get better candidates who are a better fit and will stay with the District longer. Chair Violante suggested that the technical panels be made up of people from other school districts in order to have no bias or prejudice. Ms. Houser said that that process is always done for higher level positions.

6.0 PUBLIC BUSINESS

6.1 CONSIDER APPROVAL OF THE MINUTES

Chair Violante wanted to follow up on the public comments from the last meeting minutes regarding Classified evaluations. He said he was confused about the process, and that the PC should consider making changes to the process, if they felt it was warranted. He acknowledged that there were some problems to the evaluation form, and he hoped it would be addressed. Mr. Chacanaca stated that he felt the teachers were evaluating the classroom aides, and that it should be a collaborative process between the administrator and teacher. Karen Violante stated that the font on the form is minuscule, and should be fixed, in particular the part that informs the employee they have 10 days to respond to evaluations.

Jim Spano moved to approve the minutes of the June 28, 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 with noted corrections. Mr. Spano seconded the motion to approve the consent agenda.

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

7.0 OLD BUSINESS

7.1 INFORMATION: DIRECTOR OF FINANCE POSITION/RFP UPDATE FOR CLASSIFICATION STUDY

Commissioner Spano inquired whether the candidate for Director of Finance had been hired after the PC approved the hire at step 6. Ms. Houser confirmed that he declined the position, and that the District is still looking for a qualified applicant. When asked if the candidate said why he declined, Ms. Parks stated it was for financial reasons. Chair Violante asked about a \$11,000 expenditure for a consultant in the recent board book. Molly Parks stated that the expense is for the former Director of Finance, Jerene Lacey, who is working remotely on projects for the District.

Commissioner Spano asked Director Houser if the RFP proposal went out on August 1st as discussed. She confirmed that it had not. She has met with Patrick Gaffney, Assistant Superintendent of Business and Molly Parks, Assistant Superintendent of HR twice to fine-tune the proposal. It was determined that the group who does the RFP will be given a timeline by the District, and the changes will be minimal. She stated that she will come back with due dates by the next meeting. Chair Violante stated for the record that Commissioner Spano wanted to be PC Commissioner representative on the RFP committee.

8.0 NEW BUSINESS

8.1. NONE

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 on Sept. 6, 2016, will begin at 4:00 PM. It will be held in Room 313 of the Santa Cruz City Schools District Office, 405 Old San Jose Road, Soquel, CA.

11.0 ADJOURNMENT OF REGULAR MEETING

Mr. Violante adjourned the meeting at 4:47 p.m.

12.0 CLOSED SESSION CONTINUED

12.1 The Commissioners met with the Director to discuss her annual evaluation.

Minutes of Tuesday, Sept 6, 2016
Santa Cruz City Schools Personnel Commission Meeting

1.0 CALL TO ORDER

Chair Mark Violante called the meeting to order at 4:10 p.m. Also present were Commissioner Murtha , Commissioner Spano , Classified Personnel Director, Keneé Houser, Kris Munro, Superintendent, Molly Parks, Asst. Superintendent of Human Resources, Patrick Gaffney, Asst. Superintendent of Business Services, and Robert Chacanaca SCCCE President.

1.4 ADDITIONS, DELETIONS, AND CORRECTIONS-None

2.0 PUBLIC COMMUNICATIONS

Robert Chacanaca discussed his concern for the cost of the new student database program called Illuminate, and whether or not the system was secure. He stated he brought up his concerns to the Board, and that the purchase was approved at the last meeting. He wanted to make the Commission aware of this. On another subject, he stated that \$20,000 was being spent on the Superintendent and Board to have coaches. He stated he had done some research and at one time the district had hired 18 administrative coaches. He feels that the District should hire someone who is qualified who doesn't need a coach. Molly Parks addressed Mr. Chacanaca and said she would be happy to talk with him about the program.

3.0 DIRECTOR'S REPORT

Ms. Houser gave an update on completed/filled assignments. She talked about the overtime allocation process that was scheduled to be on this month's agenda. She contacted other Personnel Commissions and found that overtime is contractual and not the purview of the PC. The Director stated she has forwarded the sample language to Mr. Chacanaca so the union can work on getting it in the contract again. She discussed the Fall Leadership retreat she attended for the first time, and felt it was time well spent. Another topic discussed was the recruitment process and how it is difficult to get people employed by the time school starts given the time it takes to get interview questions prepared, and panels convened. Once that is in place sometimes candidates who have been offered positions decline them, which adds to the delay in getting someone hired. Chair Violante asked how much lead time the Director plans for recruitments. She stated two weeks. There was discussion among the Commissioners that starting testing and recruiting in July may make for more staff in place by the time schools start. Director Houser stated that when people are hired in July and don't work until late August, it can cause them to lose interest, decline the position, or not show up to work. Commissioner Murtha suggested that new employees be offered a \$250 bonus if/when they started in August. Molly Parks commented that this has been done with hard to fill certificated positions and that strategy hasn't worked. Director Houser discussed attending a meeting with Digital Schools on Sept. 6. She explained to the Commissioners what the program does, and the history of using the system in the county. The Director discussed a meeting she has scheduled on Sept. 13 with Commissioner Spano and Ken Thomas. Mr. Thomas has worked with the County Office of Ed with regards to classification studies, and will be sharing information on the process.

4.0 PUBLIC BUSINESS

4.1 ACTION ITEM: CONSIDER APPROVAL OF THE MINUTES

Jim Spano moved to approve the minutes of the August 2, 2016 meeting. Mr. Murtha seconded the motion to approve the minutes.

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

4.2 ACTION ITEM: CONSENT AGENDA

There was discussion about the Director of Finance recruitment. Chair Violante wanted clarification regarding payment to Jerene Lacey, former Director of Finance and Suzanne Trinchero being paid out of class as Director of Finance. Molly stated that Ms. Lacey was being paid as a consultant, and unless a new Director was hired, her hours and payment could be on a continuing basis. She said that Ms. Lacey is doing projects, and Ms. Trinchero doing the day to day work. Violante also asked about specifics on some Extra Work Assignments (EWA) on the consent agenda , and Ms. Houser and Ms. Parks provided clarification that some of these hours were for training outside of the employees' normal working hours.

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

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

5.0 OLD BUSINESS

5.1 INFORMATION: UPDATE ON CLASSIFICATION & COMPENSATION STUDY

Ms. Houser brought copies for the Commissioners and reviewed the timeline for proposals, interviewing firms, committee recommendations, and Board submission. She stated that the RFP will be posted on the SCCS website and updated regularly. Chair Violante stated that he would like this information to be disseminated to classified employees so that they knew the study was underway. Ms. Parks suggested they wait until the company had been selected so they could provide more information. Mr. Chacanaca stated that it was put out to his members that the study was going to happen this year. Chair Violante also requested that the Board be kept up to date on the progress.

6.0 NEW BUSINESS

6.1. ACTION ITEM: REVISION OF DIRECTOR'S CALENDAR

Chair Violante approved and signed the Director's calendar.

7.0 REPORTS AND COMMENTS

None

7.1 CHAIRPERSON'S REPORT

No Report

7.2 COMMISSIONERS' REPORT

No Report

8.0 FUTURE MEETINGS

The Personnel Commission will meet on Oct. 4, 2016, and will begin at 4:00 p.m. It will be held in Room 312 of the Santa Cruz City Schools District Office, 405 Old San Jose Road, Soquel, CA.

9.0 ADJOURNMENT

Mr. Violante adjourned the meeting at 4:52 p.m.

Minutes of Tuesday, Oct 4, 2016
Santa Cruz City Schools Personnel Commission Meeting

1.0 CALL TO ORDER

Chair Mark Violante called the meeting to order at 4:06 p.m. Also present were Commissioner Murtha , Commissioner Spano, Classified Personnel Director, Keneé Houser, Carol Rhodes, Personnel Assistant, Frank Wells, Assistant Superintendent of Educational Services, Monika Adams and Robert Chacanaca SCCCE Co-Presidents.

1.4 ADDITIONS, DELETIONS, AND CORRECTIONS-None

2.0 PUBLIC COMMUNICATIONS

Robert Chacanaca expressed concern over the equipment purchased by the District from CINTAS. He stated the custodians were frustrated because the machines (soap, paper towel and toilet paper dispensers) were not industrial grade and continue to malfunction and break. He feels the District should provide adequate equipment for students and staff. He mentioned that he brought this to the attention of the District February of last year. He also wanted the Commission to be aware that one of the classified Campus Supervisors who used to be full time now has a half time Athletic Director position. He stated a substitute teacher is filling in, but only does girls locker duty and leaves the rest of the work to the other full time Campus Supervisor. Director Houser says she has been in touch with Molly Parks regarding the situation and will get back to the Commission with more information. Asst. Superintendent Wells stated that having the sub teacher in place was a temporary fix.

3.0 DIRECTOR'S REPORT

Ms. Houser gave an update on completed/filled assignments. She discussed a meeting she had on Sept. 13th with Commissioner Spano and Ken Thomas. Mr. Thomas is a retired certificated employee who is under contract with the County Office of Ed to administer reclass requests and classification studies, and will be sharing information on the process. The Director announced there will be second interview planned for one Director of Finance candidate on Friday Oct. 7th. Commissioner Spano asked if there was any interest in-house, and the Director stated there was not. The reclassification window opens Nov. 1st and the Director intends to find out from other districts how to handle reclass requests while a classification study is being conducted. She will report on that at next month's meeting. Commissioner Spano had questions regarding the reclass process at Santa Cruz City Schools, which Ms. Houser clarified.

4.0 PUBLIC BUSINESS

4.1 ACTION ITEM: CONSIDER APPROVAL OF THE MINUTES

Jim Spano moved to approve the minutes of the Sept 6, 2016 meeting. Mr. Murtha seconded the motion to approve the minutes.

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

4.2 ACTION ITEM: CONSENT AGENDA

Director Houser pointed out to the Commissioners that new line items to consider when approving the budget will be highlighted. There was discussion about \$413.00 left in a mandated cost account. This money has been carried over and will not appear on the budget in

the future. These funds can be used at the discretion of the Personnel Commission. Asst. Superintendent Wells explained that these monies are distributed among the depts. for various reports and paperwork required by government agencies. Mr. Spano stated that if the money is discretionary perhaps it could be used to hire Ken Thomas for the reclass study. Ms. Houser said she would ask that question.

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

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

5.0 OLD BUSINESS

5.1 INFORMATION: UPDATE ON CLASSIFICATION & COMPENSATION STUDY

Director Houser sent out the Requests for Proposals and two were returned because the company/address no longer exists. Proposals were sent to 5 companies, and are due back by Monday 10/17/16. It was determined that Avis Durden will be the Classified representative on the Classification committee. Chair Violante asked if there are a required number of proposals needed to move forward, and Asst. Superintendent Wells confirmed there were not. Mr. Violante stated he would like the proposal to tell the District how to go forward and continue the process in coming years after the study has been done. He felt this was an important second step that needed to be included, and a factor in the District's budget process for the future. The timeline for the committee was discussed. Commissioner Murtha suggested that the Personnel Commission should see the recommendations before the Superintendent. Commissioners Violante and Spano concurred. It was determined the committee would make their recommendation to the Personnel Commission at the regular meeting of 1/10/17. It will be discussed at a later PC meeting when the recommendations will go to the Superintendent. The question arose about whether the PC can override the committee's recommendations. Chair Violante stated that since the money wasn't coming out of the PC budget, he wasn't sure. However, he wouldn't want the PC to be a roadblock and delay the process. Commissioner Murtha said that since the committee was a derivative of the commission that the PC had the authority to override the committee's recommendation. All three Commissioners supported this idea.

6.0 NEW BUSINESS

6.1. ACTION ITEM: REVISION OF DIRECTOR'S CALENDAR

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

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

6.2 ACTION ITEM: DETERMINE PARTICIPATION IN CSPCA CONFERENCE

Mr. Spano moved to approve that Brian Murtha attend the CSPCA conference January 27-29, 2017 along with Director Houser, and that he secure early registration in order to save on the cost.

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

7.0 REPORTS AND COMMENTS

None

7.1 CHAIRPERSON'S REPORT

No Report

7.2 COMMISSIONERS' REPORT

Mr. Spano reported on meeting with Ken Thomas regarding his participation in the classification Study. He said Mr. Thomas was a good resource, trustworthy and had a loyalty to Santa Cruz City Schools.

8.0 FUTURE MEETINGS

The Personnel Commission will meet on Nov. 1, 2016, and will begin at 4:00 p.m. It will be held in Room 313 of the Santa Cruz City Schools District Office, 405 Old San Jose Road, Soquel, CA.

9.0 ADJOURNMENT

Mr. Violante adjourned the meeting at 4:55 p.m.

Minutes of Tuesday, November 1, 2016
Santa Cruz City Schools Personnel Commission Meeting

1.0 CONVENE OPEN SESSION

Chair Mark Violante called the meeting to order at 4:03 p.m. Also present were Commissioner Murtha, Commissioner Spano, Classified Personnel Director, Keneé Houser, Carol Rhodes, Personnel Assistant, Molly Parks, Asst. Superintendent Human Resources, Patrick Gaffney, Asst. Superintendent Business Services, Robert Chacanaca SCCCE President, Monika Adams, SCCCE 2nd President, and Paula Tonini SCCCE member.

1.4 ADDITIONS, DELETIONS, AND CORRECTIONS-The Director requests to add an item to New Business. December is the time of year where the Commission Chair term is up, and a vote for the rotation needs to be added.

2.0 PUBLIC COMMUNICATIONS

Robert Chacanaca requested a moment of silence for the passing of Ken Thomas, a former employee of Santa Cruz City Schools and longtime Santa Cruz resident.

3.0 DIRECTOR'S REPORT

Ms. Houser gave an update on completed/filled assignments as of October 25, 2016. She reported the retirement of Carol Rhodes, Personnel Commission Assistant effective December 30, 2016. She also announced the new Director of Finance hire, Cheryl Robbins. Mark Violante suggested Ms. Robbins be invited to a PC meeting to introduce herself. The Director stated she was going to send out a letter November 2nd to classified employees letting them know reclassification requests would not be taken this year, as a classification study was in process. [It was later decided that the letter not be sent] Commissioner Murtha stated it was possible a year could go by without the classification study completed. Ms. Houser responded that both proposals they were looking at stated that the process would take six months.

4.0 PUBLIC BUSINESS

4.1 CONSIDER APPROVAL OF MINUTES

Commissioner Spano moved to approve the minutes. The motion was seconded by Commissioner Murtha.

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

4.2 CONSENT AGENDA

Commissioner Murtha requested that the budget sheets item 4.2.5 be pulled off the consent agenda. He stated he doesn't think they belong there and should be a separate category. A motion was made by Murtha to approve the consent agenda without the budget expenditures . Jim Spano seconded the motion.

Y-3, N- 0, A- 0

4.25 BUDGET EXPENDITURES

A motion was made that in the future the budget will be item 4.3 and approved separately from the consent agenda. Commissioner Murtha made the motion to approve the budget and make it a separate item. Commissioner Spano seconded the motion.

Y-3, N- 0, A- 0

5.0 OLD BUSINESS

5.1 CLASSIFICATION STUDY UPDATE There was much discussion centered around who the classification committee should make their Classification and Compensation Study RFP recommendation to first. It was agreed that the committee (or a representative) would make a presentation and recommendation to the Commission at the regular January 10, 2017 meeting. Following Commission approval the Superintendent will present it to the Board at the regular meeting on January 18, 2017.

Commissioner Spano stated that he thought there should be discussion regarding making the Director position full time, and the assistant position part time now that Ms. Rhodes was retiring. He added that the PC staff would be an integral part of the work involved in the classification process. Director Houser talked about how at this point in time it is unknown how much extra work the process would require. She stated that perhaps the PC office might require additional assistance from the Human Resources staff, or possibly hire another hourly part-time technician. Commissioner Violante felt that the district should provide a “go-to” person for the work the classification study would generate. Ms. Parks says these are good points that all the parties involved will need to address. Mr. Chacanaca stated that there are current classified employees who could take on the extra work as a temporary assignment with some cross training from Ms. Rhodes. Mr. Spano suggested that the classification study be held off and timelines be reestablished until the district staff and new PC Assistant has been trained. Ms. Houser discussed a letter she was about to send out to classified employees. It explained that the reclassification window would not be open this year since the district was planning on a classification study. It was discussed and decided the letter would not be sent and the reclassification window would remain open.

6.0 NEW BUSINESS

6.1 CONSIDER APPROVAL OF REVISED MAINTENANCE SPECIALIST JOB DESCRIPTION

A Maintenance Specialist addendum for Pool Operator will be added as the incumbent is retiring and Pool Operator doesn't exist at this time. There are proposed changes to the number of hours of respirator use for personal protection. Strenuous physical effort is changed from 8 to 4, and light physical effort changed from 4 to 8 hours. Mr. Violante stated that the respirator requirement should mirror the district's safety plan.

Brian Murtha moved to approve the job description. Mr. Spano seconded the motion.

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

6.2 CONSIDER APPROVAL OF NEW STUDENT DATA TECHNICIAN –SPECIAL ED JOB DESCRIPTION

The incumbent is retiring. The new job description more accurately meets the needs of the department. Ms. Houser stated that the current position, Program Assistant, is the only one that exists in the district.

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

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

6.3 DISCUSSION PERSONNEL ASSISTANT JOB DESCRIPTION

Ms. Houser presented a draft of the proposed changes to the position. In order to expedite the recruitment those changes will be brought to the Commission at a later date. It will be posted pending Personnel Commission approval.

7.0 REPORT AND COMMENTS

7.1 NONE

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held on Tuesday, December 6, 2016 in Room 312.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Mr. Violante adjourned the meeting at 5:19 p.m.

Minutes of Tuesday, Dec. 6, 2016
Santa Cruz City Schools Personnel Commission Meeting

1.0 CONVENE OPEN SESSION

Chair Mark Violante called the meeting to order at 4:01 p.m. Also present were Commissioner Brian Murtha , Commissioner Jim Spano , Classified Personnel Director Kenée Houser, Personnel Assistant Carol Rhodes, Robert Chacanaca SCCCE President, Patricia Threet Board Member, and Paula Tonini SCCCE member.

1.4 ADDITIONS, DELETIONS, AND CORRECTIONS-None

2.0 PUBLIC COMMUNICATIONS

Robert Chacanaca stated that he would be discussing past practice regarding internal recruitments with Director Houser. He reported that his members whose hours were reduced would like to be offered additional hours or get their hours back permanently.

3.0 DIRECTOR'S REPORT

Ms. Houser gave an update on completed/filled assignments as of December 5, 2016. She noted there should be a correction to the number of assignments filled from 45 to 53. She reported there were 32 applicants for the Personnel Assistant position, 23 were screened in, and 21 came to test today, Tuesday 12/6. Technical Panel interviews will be Friday 12/9, and will include Monika Adam SCCCE 2nd President and Instructional Technician at Westlake, Desiree Dominguez, Human Resources Manager, Dahría Kianpour, Administrative Assistant, Marylou Masters, Pajaro Human Resources Analyst, and the incumbent Carol Rhodes. Hiring interviews will be Tuesday, 12/13 and will include the Director, Molly Parks, Assistant Superintendent of Human Resources, and Chair Mark Violante. Mr. Spano wanted to know if the position would be filled prior to the holiday break. Ms. Houser stated that it would depend on when the fingerprints cleared, whether the new employee would have to give notice, and she is hoping that it will be before Carol Rhodes last day at work 12/22/16. Chair Violante wanted to know how many would be selected from the Technical Panel to go on to the hiring, and Ms. Houser stated the top three ranks will go forward. In a separate discussion Mr. Violante asked for clarification about the notation "added FTE" on the Director's report. Ms. Houser stated it meant that regular permanent employee's hours had increased.

4.0 PUBLIC BUSINESS

4.1 CONSIDER APPROVAL OF MINUTES

Commissioner Murtha moved to approve the minutes. The motion was seconded by Commissioner Spano.

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

4.2 CONSIDER APPROVAL OF CONSENT AGENDA

Mr. Violante pointed out that the budget expenditures were no longer included with the consent agenda and is now a separate item following the consent agenda. He asked what the notation "opted out of Reclassification- Effective 7/1/16" meant on the consent agenda. It is a category he hadn't noticed before. Ms. Houser explained that some Learning Assistants at the

elementary level in the Walk to Read program were being reclassified to Instructional Technicians-Elementary Intervention. The two employees on the consent agenda opted to stay Learning Assistants and not take the position. Mr. Chacanaca asked why two line items were on the Classified consent agenda. He stated that both are certificated teachers (Raine and Singson) doing certificated work (General Music and MESA). Some discussion followed and the Commission requested the Director look into why these appear here.

A motion was made by Commissioner Spano to approve the consent agenda omitting the two enrichment items. Commissioner Murtha seconded the motion.

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

4.25 CONSIDER APPROVAL OF BUDGET EXPENDITURES

Commissioner Spano made the motion to approve the budget. Commissioner Murtha seconded the motion.

Y-3, N- 0, A- 0

5.0 OLD BUSINESS

5.1 SELECT FIRM FOR CLASSIFICATION AND COMPENSATION STUDY

Based on the committee's recommendation for Ewing to do the Classification and Compensation study, the RFP will be forwarded to the Board for approval. Mr. Murtha asked the Director if the District had a contract from Ewing. She stated they didn't have one yet. Mr. Violante asked Trustee Patricia Threet how the Board goes about approving a vendor. She stated the Board doesn't always have a contract, but they may have a proposal and are able to ask questions regarding the work to be done and the timeframe. The dollar amount will be on the consent agenda, so the Board will know the commitment for the price of the services. Paula Tonini, the District Buyer, added that after the Board hears the proposal they have 60 days in which to ratify the cost.

A motion was made by Mr. Murtha that the Personnel Commission forward the Ewing Consulting October 12, 2016 proposal to perform the SCCS Classified Classification and Compensation study to the Board for approval. Mr. Spano seconded the motion.

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

6.0 NEW BUSINESS

6.1 UNION APPOINTED PERSONNEL COMMISSIONER

Mr. Violante's term will end effective December 31, 2016. The union has invited him to serve another term and he has accepted. His next term will end December 31, 2019.

6.2 ELECTION OF CHAIR/VICE CHAIR BY COMMISSION

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 as Vice Chairperson, to serve a term of one year or until successors are duly elected.

Mr. Murtha moved to approve Mark Violante as Chairperson and Brian Murtha as Vice Chairperson for the year 2017. Commissioner Spano seconded the motion.
Y- 3, N- 0, A- 0.

6.3 CONSIDER APPROVAL OF PERSONNEL ASSISTANT JOB DESCRIPTION

The job description was last updated in 2000. The new updates are minor and better reflect the actual duties of the job. There was discussion to delete the CPR/1st Aid "may be required" statement. It was noted by Mr. Chacanaca that all classified job descriptions say this unless the position requires it, as in the School Health Clerk, Campus Supervisor, etc.

Mr. Murtha moved to approve the new job description for Personnel Assistant. Mr. Spano seconded the motion.

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

6.4 CONSIDER APPROVAL CHANGES TO DIRECTOR'S CALENDAR

The Director added Nov. 22, Dec. 22, June 12, 15, 16 to her work calendar so that she could schedule May 1-5 off.

Mr. Spano moved to approve the changes to the Director's calendar for 2016-17. Mr. Murtha seconded the motion.

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

7.0 REPORT AND COMMENTS

7.1 NONE

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held on Tuesday, January 10, 2016 in Room 312.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Mr. Violante adjourned the meeting at 5:07 p.m.