



**Carol McKee**  
Commissioner: Chair

**Brian Murtha**  
Commissioner: Vice-Chair

**Mark McConnell**  
Commissioner

### REGULAR MEETING of the Personnel Commission

**Tuesday, April 8, 2025, 4:00 p.m.**

133 Mission Street, Suite 100, Santa Cruz, CA

*Any writings or documents that are public records and are provided to 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 48238 or 48239 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 PUBLIC BUSINESS
  - 3.1 Approval of Minutes
  - 3.2 Classified Employee Actions -Consent
  - 3.3 Budget Expenditures 2024-2025 - Consent
- 4.0 DIRECTOR'S REPORT
  - 4.1 Personnel Actions & Historical Comparison
  - 4.2 Rachel Shaw Bootcamp April 1-2
- 5.0 NEW BUSINESS
  - 5.1 Action: Remove Driver's License Requirement from Specified Job Classifications
- 6.0 INFORMATION AND FUTURE MEETINGS

*The next meeting is scheduled for May 6, 2025.*
- 7.0 GOOD OF THE ORDER
- 8.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS  
MEETING of the PERSONNEL COMMISSION

**AGENDA**  
**April 8, 2025**  
**Regular Meeting – 4:00 p.m.**

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

**1.0 CALL TO ORDER**

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

Members present:

- ☐ Carol McKee, Commissioner - Chairperson
- ☐ Brian Murtha, Commissioner – Vice Chairperson
- ☐ Mark McConnell, Commissioner

- 1.1 Welcome and Explanation of Format
- 1.2 Establishment of Quorum
- 1.3 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 PUBLIC BUSINESS**

**3.1 Approval of Minutes** Page 4-5

Information: Minutes for the meeting of March 4, 2025.

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

**3.2 Classified Employee Actions - Consent** Page 6-10

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

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

**3.3 Budget Expenditures for 2024-2025 - Consent** Page 11-13

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

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

**4.0 DIRECTOR'S REPORT**

**4.1 Personnel Actions & Historical Comparison** Page 14-15

**4.2 Rachel Shaw Disability Interactive Process Bootcamp – April 1-2**

**5.0 NEW BUSINESS**

**5.1 Action: Remove Driver's License Requirement from Specified Job Classifications** Page 16

Information: Senate Bill 1100 was passed on September 28, 2024 making it unlawful to require a driver's license for positions unless it's a fundamental part of performing the essential duties. Listed below are job classifications that should have the driver's license requirement removed.

Driver's License Required:

- Attendance Technician
- Campus Safety Supervisor
- Health Office Assistant
- Program Coordinator-After School

Driver's License May Be Required:

- Behavior Technician-PBIS
- Playground/Recess Coach

Driver's License Preferred:

- Behavior Technician-Special Education
- Paraeducator-After School Programs
- Paraeducator-Special Education

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

**6.0 INFORMATION AND FUTURE MEETINGS**

The next meeting will be held at 4:00 p.m. on Tuesday, May 6, 2025, at the SCCS District Office, 133 Mission Street, Suite 100.

**7.0 GOOD OF THE ORDER**

**8.0 ADJOURNMENT**

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

### 3.1 Approval of Minutes

## SANTA CRUZ CITY SCHOOLS

### Regular Meeting of the Personnel Commission

Tuesday, March 4, 2025

#### 1.0 CALL TO ORDER

Meeting called to order at 4:02 p.m.

Members Present:

- Carol McKee, Chairperson
- Brian Murtha, Vice Chairperson
- Mark McConnell

Personnel Department Present:

- Keneé Houser, Director, Classified Personnel
- Denice Grogan, Human Resources Specialist
- Ally Stutzman, Human Resources Specialist

#### 1.1 Welcome and Explanation of Format

#### 1.2 Establishment of Quorum

- Quorum established.

#### 1.3 Agenda Deletions or Changes of Sequence

#### 2.0 PUBLIC COMMUNICATIONS

- Ally Stutzman, Union President, provided an update on the ongoing classified union negotiations and noted that the general meeting took place on February 27, 2025 at Lupulo.

#### 3.0 PUBLIC BUSINESS

##### 3.1 Approval of Minutes

Motion: Approve the minutes for the meeting of February 4, 2025, as submitted.

Motion: Brian      Second: Mark      Yes: 3

##### 3.2 Consent Agenda

Motion: Approve the Consent Agenda as submitted.

- A Commissioner asked the Director about the "Retired Short-Term Assignment" section. The Director clarified that these are retired classified staff members who can fill various positions as needed.

Motion: Mark      Second: Brian      Yes: 3

##### 3.3 2024-25 Budget Expenditures for this Period

Motion: Approve expenditures for the month of February 2025.

Motion: Mark      Second: Brian      Yes: 3

#### 4.0 DIRECTOR'S REPORT

##### 4.1 Personnel Actions & Historical Comparison – February 2025

- The data reflects lower numbers compared to previous years, with new hires matching the total from 2023. While February has been slow, efforts have been directed toward other priorities.

##### 4.2 CSPCA Conference March 16-18

##### 4.3 Director's Calendar

- The Director pointed out that the bright yellow indicates changes and explained that she worked on a day she had originally planned to take off and later took another day off to offset it. Sharing the updates calendar is for awareness, and once approved, she will submit it to payroll.
- The Director shared that this is the time of year when all classified staff must be updated about potential layoffs. She has been working with the Assistant Superintendent and Union President and meeting with employees to inform them. Currently, it appears there will be minimal layoffs, possibly only two.
- A Commissioner asked if layoffs are tied to federal funding. The Director confirmed that decisions are based on specific assumptions. The Commissioner noted that final budget numbers won't be

### 3.1 Approval of Minutes

available until May due to tax revenue, but since the tax deadline may have been extended to September (to be verified), the actual numbers may not be clear for some time.

- The Director highlighted the district's progress and improvements since she started, including changes to the framework for parent-funded positions.
- A Commissioner asked if only two layoffs were expected, and Kenée confirmed.

## 5.0 NEW BUSINESS

### 5.1 Action or First Read: Approve Budget for 2025-2026

Information: Ed Code 45253 and Merit Rule 300.1 state the Commission shall prepare an annual budget which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the school district. The budget shall be prepared and approved no later than May 30<sup>th</sup> of each year.

The Personnel Commission budget becomes part of the District budget. The District is working to finalize their budget. As the District is experiencing a decrease in funding, they have asked all departments and school sites to make reductions. The Personnel Commission will be able to continue its work with the decreases proposed.

- The Director shared that all school sites and departments have been asked to make budget cuts. While the district does not set our specific budget, we are responsible for making these decisions. She emphasized that, in good faith, it makes sense to implement these reductions.
- A Commissioner asked for clarification on the reasoning behind specific cuts. The Director explained that cuts were made where the expenses weren't expected to exceed the total amount budgeted. For example, the materials and supplies budget currently has \$400 remaining with no plans to spend it.
- Key budget adjustments include:
  - **Conferences & Travel:** A cutback on mileage, travel, and conference expenses. All departments and sites are cutting back on conferences and travel. The Director can use Contract Benefit funding, freeing up funds for Commissioners and staff to participate in professional development opportunities.
  - **Dues & Memberships:** A \$2,000 reduction due to ending CODESP (Cooperative Organization for the Development of Employee Selection Procedures). We are now using eSkill as our testing platform.
  - **Advertising & Recruitment:** A \$600 decrease, as we anticipate being able to advertise and recruit with a smaller budget. In the past, the District has been supportive when additional funds were needed for these activities.
- A Commissioner inquired about the projected carryover for this year. Last year's carryover was \$3,000, and it appears that a similar amount will be saved this year.  
Motion: Brian      Second: Mark      Yes: 3

## 6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, April 1, 2025, at the SCCS District Office, 133 Mission Street, Suite 100.

## 7.0 GOOD OF THE ORDER

- A Commissioner shared that he will need to leave the April meeting at 4:30 p.m.

## 8.0 ADJOURNMENT

Adjournment at: 4:26 p.m.

## CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Director-Classified Personnel: *Keneé Houser 3/4/25*

### • Employment Actions Concerning Regular Assignments •

#### Probationary (New Hires or Temporary Employees Made Regular):

Cluchey-Martin, Brianna, Yard Duty Monitor - BV, 1.75 hrs/9 mos, effective 2/25/25

Guzman, Jessica, Paraeducator-After School - BV, 3.9 hrs/9 mos, effective 2/20/25

Ramesh, Abinaya, Yard Duty Monitor - BV, 1.75 hrs/9 mos, effective 2/19/25

#### Rehire:

Medina, Ruth, Food Service Worker I - FS, 3.5 hrs/9 mos, effective 2/19/25

#### Change in Hours:

Khazvand, Shima, Paraeducator-Sped-SDC PreK/TK/K - BV, from 5 hrs/9 mos to 5.6 hrs/9 mos, effective 1/27/25

#### Separation from Service:

Lidhar, Aakshan, Board Certified Behavior Analyst - SP, 8 hrs/10 mos, effective 3/5/25

Swem, Emily, Paraeducator-Special Education - WL, 5 hrs/9 mos, effective 5/30/25

### • Short Term (not to exceed 126 days) and Substitutes •

#### New Substitute and Short Term Employees:

Cosand, Brooke, Yard Duty Monitor - BV, effective 2/24/25

Gembe, Emmanuel, Night Custodian - M/O, effective 3/3/25

Josephson, Kiana, Paraeducator-Special Education - various, effective 3/3/25

Menor, Bianca, Paraeducator-Special Education - various, effective 2/20/25

Naranjo Solorio, Brian, Paraeducator-After School - BV, effective 2/20/25

#### Existing Substitute and Short-Term Employees:

Basile, Scarlett, Paraeducator-Academic Intervention - MHMS, not to exceed 189 hrs, 1/16 - 6/15/25

Casey, Patrick, School Bus Driver - TR, not to exceed 500 hrs, 1/16 - 6/15/25

He, Anthony, Behavior Technician-Sped - BV, not to exceed 17 hrs, 3/16 - 4/15/25

Jacob, Alexander, Paraeducator-TK - WL, not to exceed 21 hrs, 1/16 - 2/15/25

Lopez, Kevin, Night Custodian - M/O, not to exceed 120 hrs, 1/16 - 6/30/25

Marquit, Julian, Paraeducator-Special Education - BMS, not to exceed 65 hrs, 1/16 - 4/15/25

Ryan, Michael, Night Custodian - SHS, not to exceed 125 hrs, 1/16 - 6/30/25

Sanchez Ortega, Maria, Night Custodian - M/O, not to exceed 300 hrs, 2/16 - 6/30/25

**Regular Employees (Extra Hours, Short Term Assignments, or Substitute Assignments):**

Ayala Melendres, Cynthia, Parent/School Community Coordinator - SS, not to exceed 27 hrs, 2/16 - 6/15/25  
Bachar, William, School Bus Driver - TR, not to exceed 8 hrs, 1/16 - 2/15/25  
Blume, Cassandra, Paraeducator-Academic Intervention - not to exceed 4 hrs, 1/16 - 4/15/25  
Boussaroque, Elena, Paraeducator-Academic Intervention - HR, not to exceed 1 hr, 1/16 - 2/15/25  
Castaneda, Frances, School Bus Driver - TR, not to exceed 8 hrs, 1/16 - 2/15/25  
Delgado, Guadalupe, School Bus Driver - TR, not to exceed 8 hrs, 1/16 - 2/15/25  
Fernandez, Javier, School Bus Driver-Fleet Technician I - TR, not to exceed 8 hrs, 1/16 - 2/15/25  
Flores, Elliot Flores, Maintenance Specialist - M/O, not to exceed 10 hrs, 1/16 - 6/30/25  
Gorcsi, Joseph, Maintenance Specialist - M/O, not to exceed 75 hrs, 1/16 - 6/30/25  
Hanson, Kendra, Program Coordinator-After School - BMS, 3.5 hrs, 1/16 - 2/15/25  
Huerta, Elva, School Bus Driver - TR, not to exceed 88 hrs, 1/16 - 6/15/25  
Lamendola, Matthew, School Bus Driver-Dispatcher - TR, not to exceed 8 hrs, 1/16 - 2/15/25  
Layne, Sean, School Bus Driver - TR, not to exceed 58 hrs, 1/16 - 6/15/25  
Leos Cruz, Janessa, Childcare - SPT, not to exceed 2 hrs, 1/16 - 3/15/25  
Lopez, Teo, Day Custodian - M/O, not to exceed 160 hrs, 1/16 - 6/30/25  
Ronning, Linda, Yard Duty Monitor - DL, not to exceed 15 hrs, 1/16 - 6/30/25  
Sanchez Ortega, Martin, Day Custodian - M/O, not to exceed 20 hrs, 1/16 - 6/30/25  
Serna Castaneda, Jessica, Interpreter/Translator - FIN, not to exceed 20 hrs, 1/16 - 6/30/25

**Retired (Short Term Assignments, or Substitute Assignments):**

Clark, Hermanita, School Administrative Assistant IV DL, not to exceed 60 hrs, 1/16 - 6/30/25

**• Eligibility Lists Established •**

Executive Assistant II - Superintendent  
System Support Specialist

## CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Director-Classified Personnel: *Keneé Houser 3/31/25*

### • Employment Actions Concerning Regular Assignments •

#### **Probationary (New Hires or Temporary Employees Made Regular):**

Aguilar, Jennifer, Yard Duty Monitor - GA, 1.25 hrs/9 mos, effective 3/31/25  
Bravo Martinez, Jorge, Systems Support Specialist - IT, 8 hrs/12 mos, effective 3/24/25  
Contreras, Melissa, Paraeducator-After School - BV, 3.3 hrs/9 mos, effective 3/26/25  
Forero McCord, Fanny, Food Service Worker I - FS, 3.5 hrs/9 mos, effective 3/24/25  
Marcelo, Berenize, Paraeducator-After School - BMS, 2 hrs/9 mos, effective 3/31/25  
Martinez, Ixtlixochitl, Paraeducator-After School - BV, 3.9 hrs/9 mos, effective 3/17/25  
Walker, Emma, Paraeducator-Special Education - BMS, 5 hrs/9 mos, effective 3/27/25

#### **Lateral Move:**

Cavazos, Nicholas, from System Support Specialist - IT, 8 hrs/12 mos to Education Technology Specialist - IT, 8 hrs/12 mos, effective 3/24/25

#### **Separation from Service:**

Boussaroque, Elena, Paraeducator-Academic Intervention - GA, 3 hrs/9 mos, effective 5/30/25  
Campbell, Cara, Paraeducator - WL, 3 hrs/9 mos, effective 5/30/25  
Garcia Avila, Elizabeth, Executive Assistant I - EdSvc, 8 hrs/12 mos, effective 4/5/25  
Gomez, Jose, Parent/Community Support Coordinator - SCHS, 8 hrs/9 mos, effective 4/5/25  
Manners, Wednesday, Executive Assistant II - SPT, 8 hrs/12 mos, effective 3/5/25  
McDonald, Kristin, Mental Health Specialist/Social Emotional Counselor - SHS, 8 hrs/10 mos, effective 4/4/25  
North, Kris, Behavior Technician-PBIS - WL, 7 hrs/9 mos, effective 5/30/25  
Quevedo, Vivian, Paraeducator & Yard Duty Monitor - BV, 3 hrs/9 mos & .75 hrs/9 mos, effective 5/30/25  
Smith, Carrie, Paraeducator - GA, 3 hrs/9 mos, effective 5/30/25  
Smith, Zane, Yard Duty Monitor - WL, 1.6 hrs/9 mos, effective 3/29/25

### • Short Term (not to exceed 126 days) and Substitutes •

#### **New Substitute and Short Term Employees:**

Jimenez Flores, Osiel, Paraeducator-Academic Intervention - BSS, not to exceed 130 hrs, 2/16 - 6/15/25

#### **Existing Substitute and Short-Term Employees:**

Callaghan Sansone, Moira, Paraeducator-Special Education - BMS, not to exceed 60 hrs, 2/16 - 4/15/25  
Contreras, Melissa, Paraeducator-After School - BV, not to exceed 35 hrs, 2/16 - 3/15/25  
Cosand, Brooke, Yard Duty Monitor - BV, not to exceed 45 hrs, 2/16 - 5/15/25  
Gembe, Emmanuel, Night Custodian - M/O, not to exceed 120 hrs, 2/16 - 6/30/25  
Gompertz, Julia, Paraeducator-After School - BV, not to exceed 32 hrs, 2/16 - 3/15/25



### 3.2 Classified Employee Actions - Consent

Hackett, Emily, ELPAC Proctor - BSS, not to exceed 130 hrs, 2/16 - 6/15/25  
He Anthony, Paraeducator - WL, not to exceed 35 hrs, 2/16 - 4/15/25  
He, Anthony, Yard Duty Monitor - WL, not to exceed 25 hrs, 2/16 - 4/15/25  
Hernandez Martinez, Rafael, Night Custodian - M/O, not to exceed 200 hrs, 2/16 - 6/30/25  
Jacob, Alexander, Paraeducator-Special Education - BSS, not to exceed 250 hrs, 3/16 - 6/15/25  
Jacob, Alexander, Paraeducator-TK - WL, not to exceed 45 hrs, 2/16 - 3/15/25  
Lawrence, Isabel, Paraeducator - DL, not to exceed 40 hrs, 2/16 - 6/30/25  
Lopez, Kevin, Night Custodian - M/O, not to exceed 40 hrs, 2/16 - 6/30/25  
Lowery, Dwight, Campus Safety Supervisor - SHS, not to exceed 90 hrs, 12/16/24 - 6/15/25  
Martinez, Alyssa, Executive Assistant II - SPT, not to exceed 40 hrs, 2/16 - 6/30/25  
Naranjo Solorio, Brian - Paraeducator-After School - BV, not to exceed 49 hrs, 2/16 - 4/15/25  
Samuel, Araceli, Paraeducator-Special Education - WL, not to exceed 15 hrs, 2/16 - 3/15/25  
Sarosi, Maxwell, Paraeducator-Special Education - BMS, not to exceed 90 hrs, 2/16 - 5/29/25

#### **Regular Employees (Extra Hours, Short Term Assignments, or Substitute Assignments):**

Avelar, Armando, Night Custodian - MHMS, not to exceed 5 hrs, 2/16 - 3/15/25  
Avelar, Armando, Night Custodian - M/O, not to exceed 60 hrs, 2/16 - 6/30/25  
Avelar, Armando, Night Custodian - SCHS, not to exceed 10 hrs, 2/16 - 3/15/25  
Carmichael, Catherine, Paraeducator-Sped - WL, not to exceed 5 hrs, 2/16 - 3/15/25  
Carmichael, Catherine, Paraeducator-TK - WL, not to exceed 21 hrs, 2/16 - 3/15/25  
Carrillo, David, Campus Safety Supervisor - SPT, not to exceed 58 hrs, 1/16 - 6/15/25  
Castillo-Musante, Carolyn, ELPAC Proctor - GA, not to exceed 12 hrs, 1/16 - 6/15/25  
Cirillo, Rika, Yard Duty Monitor - BV, not to exceed 11.5 hrs, 2/16 - 3/15/25  
Cripe, Cynthia, Food Service Worker III - FS, not to exceed 20 hrs, 3/17 - 6/30/25  
Garcia Morales, Ana, ELPAC Proctor - DL, not to exceed 10 hrs, 1/16 - 6/15/25  
Gomez, Jose, ELPAC Proctor - SCHS, not to exceed 21 hrs, 1/16 - 5/15/25  
Gonzales, Christina, Paraeducator-After School - GA, not to exceed 5 hrs, 2/16 - 4/15/25  
Gorcsi, Joseph, Maintenance Specialist - M/O, not to exceed 15 hrs, 2/16 - 6/30/25  
Hall, Jeffrey, School Bus Driver - TR, not to exceed 16 hrs, 2/16 - 3/15/25  
Hernandez Munoz, Erick, Paraeducator-Special Education-SDC TK/PreK/K - BV, not to exceed 16 hrs, 2/16 - 3/15/25  
Hernandez Munoz, Erick, Yard Duty Monitor - BV, not to exceed 12 hrs, 2/16 - 3/15/25  
Iniguez, Christopher, Campus Safety Supervisor - HHS, not to exceed 8 hrs, 2/16 - 3/15/25  
Jones, Meredith, Paraeducator-Academic Intervention - HR, not to exceed 1 hr, 2/16 - 3/15/25  
Khazvand, Shima, Paraeducator-After School - BV, not to exceed 15 hrs, 2/16 - 4/15/25  
Layne, Sean, School Bus Driver - TR, not to exceed 24 hrs, 2/16 - 3/15/25  
MacDonald, Kris, Executive Assistant II - SPT, not to exceed 16 hrs, 2/16 - 3/3/25  
McDonald, Caitlin, Paraeducator-After School - BV, not to exceed 2 hrs, 2/16 - 3/15/25  
Mena Flores, Moises, Day Custodian - M/O, not to exceed 24 hrs, 2/16 - 6/30/25  
Morelli, Maegan, Paraeducator-Academic Intervention - BV, not to exceed 9 hrs, 1/16 - 2/15/25

### 3.2 Classified Employee Actions - Consent

Nava, Hailey, Instructional Specialist-Life Lab - GA, not to exceed 80 hrs, 6/16 - 6/30/25

Navarro Ortiz, Melissa, Paraeducator-After School - GA, not to exceed 2.5 hrs, 2/16 - 4/16/25

Nichols, Clifford, Executive Assistant II - SPT, not to exceed 22 hrs, 2/16 - 3/15/25

Ortiz, Heather, Food Service Worker I - FS, not to exceed 50 hrs, 3/17 - 6/30/25

Pean, Veronique, ELPAC Proctor - DL, not to exceed 10 hrs, 1/16 - 6/15/25

Parks, Elianne, Program Coordinator-After School - HR, not to exceed 5 hrs, 2/16 - 3/15/25

Ronning, Linda, Yard Duty Monitor - DL, not to exceed 60 hrs, 1/16 - 6/30/25

Sutton, Meghan, ELPAC Proctor - GA, not to exceed 7 hrs, 1/16 - 6/15/25

Watson, Nicholas, Education Technology Specialist - SPT, not to exceed 58 hrs, 1/16 - 6/15/25

Wells, Jon, Lead Technology Specialist - IT, not to exceed 40 hrs, 1/16 - 6/30/25

#### **Retired (Short Term Assignments, or Substitute Assignments):**

Clark, Hermanita, Campus Safety Supervisor - BSS, not to exceed 60 hrs, 2/16 - 6/15/25

Della Mora, Ebby, School Administrative Assistant IV - DL, not to exceed 40 hrs, 1/16 - 6/30/25

#### **• Eligibility Lists Established •**

Executive Assistant I

**PERSONNEL COMMISSION  
BUDGET EXPENDITURES 2024-2025**

<u>Date</u>	<u>Description</u>	<u>Budgeted</u>	<u>Expended</u>	<u>Balance</u>
<b>MATERIALS &amp; SUPPLIES</b>				
01-0000-0-0000-7400-4300-047-0000				
7/1/2024	Budgeted	\$1,000.00		\$1,000.00
7/2/2024	Palace - Blanket PO		\$200.00	\$800.00
7/17/2024	Dollar Tree - Office Supplies		\$5.61	\$794.39
7/31/2024	Amazon - Computer keyboard		\$86.57	\$707.82
9/13/2024	Amazon - Computer bag		\$87.80	\$620.02
9/27/2024	CDW Inc. - Replacement Monitor		\$142.99	\$477.03
10/16/2024	Amazon - Calendar		\$9.27	\$467.76
11/1/2024	USPS Certified Mail		\$9.68	\$458.08
12/10/2024	Dollar Tree - Office Supplies		\$2.74	\$455.34
12/10/2024	Target - Office Supplies		\$8.23	\$447.11
12/12/2024	USPS Certified Mail		\$9.68	\$437.43
3/10/2025	Amazon - Mobile Keyboard		\$43.78	\$393.65
3/13/2025	Palace - Office supplies		\$1.53	<b>\$392.12</b>
<b>FOOD</b>				
01-0000-0-0000-7400-4395-047-0000				
7/1/2024	Budgeted	\$400.00		\$400.00
8/5/2024	CVS - New Employee Orientation		\$14.78	\$385.22
8/13/2024	Trader Joe's - PC Meeting		\$14.97	\$370.25
9/26/2024	Surf Cafe - Food - Job Fair		\$105.00	\$265.25
10/07/2024	Ferrell's Donuts - New Employee Orientation		\$19.50	\$245.75
10/10/2024	Trader Joe's - Access 2 Job Fair		\$13.27	\$232.48
11/05/2024	Trader Joe's - PC Meeting		\$14.67	\$217.81
11/07/2024	Ferrell's Donuts - New Employee Orientation		\$11.80	\$206.01
01/16/2025	Ice - Future Leaders Meeting		\$3.28	\$202.73
01/21/2025	Ferrell's Donuts - New Employee Orientation		\$19.50	\$183.23
02/03/2025	Trader Joe's - PC Meeting		\$25.95	\$157.28
04/03/2025	Ferrell's Donuts - New Employee Orientation		\$19.50	<b>\$137.78</b>
<b>MILEAGE, TRAVEL, &amp; CONFERENCES</b>				
01-0000-0-0000-7400-5200-047-0000				
7/1/2024	Budgeted	\$6,050.00		\$6,050.00
9/25/2024	UCSC Workstudy Job fair - Parking		\$8.85	\$6,041.15
10/07/2024	2024 SPCA/NC - Registration - AS		\$399.00	\$5,642.15
10/27/2024	Whole Foods Market - Food - SPCA/NC - AS		\$11.51	\$5,630.64
10/27/2024	Peet's Coffee & Tea - Food - SPCA/NC - AS		\$4.32	\$5,626.32
10/27/2024	Fastrak - Bridge Toll - SPCA/NC - AS		\$7.00	\$5,619.32
10/28/2024	Napa Valley Marriot Hotel - SPCANC - AS		\$310.00	\$5,309.32
10/28/2024	Mileage to and from Napa Valley - SPCA/NC - AS		\$155.44	\$5,153.88
12/04/2024	CSPCA Conference Fee - BM		\$799.00	\$4,354.88
12/04/2024	Napa Valley Marriot Hotel - CSPCA - BM		\$573.90	\$3,780.98
12/04/2024	CSPCA Conference Fee - DG		\$799.00	\$2,981.98
12/04/2024	Napa Valley Marriot Hotel - CSPCA - DG		\$573.90	\$2,408.08
3/6/2025	CSPCA Conference - KH - Transfer from Cont. Ben.		\$799.00	\$1,609.08

### 3.3 Budget Expenditures 2024-2025 - Consent

	3/6/2025 Napa Marriot - CSPCA -KH- Transfer from Cont. Ben.	\$573.90	\$1,035.18
	3/16/2025 Whole Foods Market - Food - CSPCA - KH/DG	\$24.67	\$1,010.51
	3/16/2025 Fume - Food - CSPCA - KH/BM/DG	\$128.28	\$882.23
	3/17/2025 Marriot - Food - CSPCA - KH/BM/DG	\$67.48	\$814.75
	3/18/2025 Trader Joes - Food - CSPCA - KH/DG	\$14.00	\$800.75
	3/20/2025 Mileage - Kris MacDonald	\$18.67	\$782.08
	3/20/2025 Mileage / Food - CSPCA - DG	\$203.17	\$578.91
	3/25/2025 Southwest Airlines - ADA/FEHA Training - KH	\$438.96	<b>\$139.95</b>

#### CONTRACTUAL BENEFIT

01-9010-0-0000-7400-5200-047-0006

	7/1/2024 Budgeted	\$1,000.00	\$1,000.00
	9/7/2024 Carry over from 2023-24	\$3,055.00	\$4,055.00
	10/07/2024 2024 SPCA/NC - Registration - KH	\$399.00	\$3,656.00
	10/27/2024 Whole Foods Market - Food - SPCA/NC - KH	\$11.51	\$3,644.49
	10/27/2024 Peet's Coffee & Tea - Food - SPCA/NC - KH	\$4.33	\$3,640.16
	10/28/2024 Napa Valley Marriot Hotel - SPCA/NC - KH	\$310.00	\$3,330.16
	12/4/2024 CSPCA Conference Fee - KH	\$799.00	\$2,531.16
	12/4/2024 Napa Valley Marriot Hotel - CSPCA - KH	\$573.89	\$1,957.27
	3/6/2025 CSPCA Conference Fee - KH - Transfer to Conf	(799.00)	\$2,756.27
	3/6/2025 Napa Marriot Hotel - CSPCA - KH - Transfer to Conf	(573.89)	\$3,330.16
	4/3/2025 Westlake Village Inn - ADA/FEHA Training - KH	\$714.34	<b>\$2,615.82</b>

#### DUES & MEMBERSHIP

01-0000-0-0000-7400-5300-047-0000

	7/1/2024 Budgeted	\$3,000.00	\$3,000.00
	7/1/2024 CSPCA Membership 2024-25	\$700.00	\$2,300.00
	7/17/2024 SPCANC Membership 2024-25	\$95.00	<b>\$2,205.00</b>

#### ADVERTISING & RECRUITMENT (SERVICES)

01-0000-0-0000-7400-5800-047-0000

	7/1/2024 Budgeted	\$8,950.00	\$8,950.00
	7/1/2024 Eskill	\$3,500.00	\$5,450.00
	7/8/2024 Clutch Courier - Flyer Distribution	\$95.00	\$5,355.00
	7/9/2024 A Sign ASAP - Banner update	\$219.50	\$5,135.50
	7/15/2024 Indeed	\$300.00	\$4,835.50
	7/31/2024 Edjoin 2024-2025	\$802.75	\$4,032.75
	8/1/2024 Indeed	\$300.00	\$3,732.75
	9/1/2024 Indeed	\$300.00	\$3,432.75
	9/25/2024 Coconut Grove - Job Fair	\$50.00	\$3,382.75
	10/15/2024 Clutch Courier - Flyer Distribution	\$100.00	\$3,282.75
	12/30/2024 Indeed	\$115.47	\$3,167.28
	12/31/2024 Canva 2025	\$35.75	\$3,131.53
	1/27/2025 QR Code Renewal for 2025	\$191.88	\$2,939.65
	2/3/2025 Indeed Inv. - January Invoice	\$121.81	\$2,817.84
	3/1/2025 Indeed Inv. - February Invoice	\$247.25	\$2,570.59
	3/7/2025 Canva - Software Membership	\$219.95	\$2,350.64
	3/31/2025 Indeed Inv. - March Invoice	\$158.33	<b>\$2,192.31</b>



#### OTHER SERVICES/OPERATING EXPENSES

### 3.3 Budget Expenditures 2024-2025 - Consent

01-0000-0-0000-7400-5800-047-0000			
7/1/2024 Budgeted	\$500.00		<b>\$500.00</b>
TOTALS	\$23,955.00	\$15,772.02	<u><u>\$8,182.98</u></u>

<u>Date</u>	<u>Description</u>	<u>Budgeted</u>	<u>Expended</u>	<u>Balance</u>
<b>OTHER CLASSIFIED WAGES</b>				
01-0000-0-0000-7400-2330-847-0000				
7/1/2024 Budgeted		\$ 500.00		<b>\$ 500.00</b>

#### PC STIPENDS

01-0000-0-0000-7400-2360-047-0000			
7/1/2024 Budgeted	\$ 1,650.00		\$ 1,650.00
9/10/2024 PC Stipends		\$100.00	\$1,550.00
10/10/2024 PC Stipends		\$150.00	\$1,400.00
11/10/2024 PC Stipends		\$150.00	\$1,250.00
12/10/2024 PC Stipends		\$150.00	\$1,100.00
1/10/2025 PC Stipends		\$150.00	\$950.00
2/10/2025 PC Stipends		\$150.00	\$800.00
 3/10/2025 PC Stipends		\$150.00	\$650.00
 4/10/2025 PC Stipends		\$150.00	<b>\$500.00</b>

## PERSONNEL ACTIONS 2024-2025

	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	July	Total
New Hire	8	6	17	4	4	11	14	51	2	117
Increase hours			3					9	1	13
Decrease hours						5	1	1		7
Increase months			1							1
Lateral move	1									1
Lateral move/ Increase hours								1		1
Lateral move/ Decrease hours					1	1				2
Resign position				1				1		2
Promotion		1	1			2		5	2	11
Reclassification									1	1
Rehire		1								1
Transfer			2					3	4	9
Transfer/Increase hours								1	1	2
Transfer/Decrease hours									3	3
Voluntary Demotion/Inc. hours					1					1
Temp Hire	3	5	3	1	3	2	6	7	7	37

Release from probation		2		1		1	2	1		7
Resign	6	2	9	5	4	4	2	6	10	48
Retire					1	1		1	1	4

Open	16	6	10	17	17	13	11	14	31
Pending	2	5	3	4	6	7	10	18	44

### Reasons for Resignation:

- 1 - Education
- 2 - Family
- 1 - Job-better fit
- 1 - Job-higher pay
- 1 - Not a good fit

## HISTORICAL COMPARISON

<b>March</b>	<b>2025</b>	2024	2023	2022	2021	2020	2019
New Hire	<b>8</b>	7	2	10	2	6	7
Increase hours		2				1	1
Decrease hours		1	1	1			1
Add position		1		1	1		
Lateral move	<b>1</b>						
Promotion		1	1	1	1		1
Temp Hire	<b>3</b>	1	5	7	3	4	5

39-Mo Reemployment Plan		1	1				
Layoff							1
Release from probation				1			
Resign	<b>6</b>	2	5		3	1	11
Retire				1	1		3

Open	<b>16</b>	7	38	15	20	7	21
Pending	<b>2</b>	7		6	3	5	4



**SB-1100 Discrimination: driver's license.** (2023-2024)

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Date Published: 09/30/2024 09:00 PM

**Senate Bill No. 1100**

**CHAPTER 877**

An act to amend Section 12940 of the Government Code, relating to discrimination

[ Approved by Governor September 28, 2024. Filed with Secretary of State  
September 28, 2024. ]

**LEGISLATIVE COUNSEL'S DIGEST**

SB 1100, Portantino. Discrimination: driver's license.

Existing law, the California Fair Employment and Housing Act, prohibits various forms of employment and housing discrimination, including various types of discrimination because of national origin, defined to include discrimination on the basis of possessing a driver's license granted pursuant to existing law that requires the Department of Motor Vehicles to issue an original driver's license to a person who is unable to submit satisfactory proof that the applicant's presence in the United States is authorized under federal law, as specified. Existing law empowers the Civil Rights Department to investigate and prosecute complaints alleging unlawful practices.

This bill would make it an unlawful employment practice for an employer to include a statement in various employment materials that an applicant must have a driver's license unless the employer reasonably expects the duties of the position to require driving and the employer reasonably believes that satisfying that job function using an alternative form of transportation would not be comparable in travel time or cost to the employer, as specified.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

**THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:**

**SECTION 1.** Section 12940 of the Government Code is amended to read :

**12940.** It is an unlawful employment practice, unless based upon a bona fide occupational qualification, or, except where based upon applicable security regulations established by the United States or the State of California:

(a) For an employer, because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decisionmaking, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status of any person, to refuse to hire or employ the person or to refuse to select the person for a training program leading to employment, or to bar or to discharge the person from employment or from a training program leading to