

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

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

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

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

Members present:

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

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

2.0 PUBLIC COMMUNICATIONS

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

3.0 DIRECTOR'S REPORT

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

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

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

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

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

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

Recommendation: Approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2019-20 Budget Expenditures for this Period

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

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

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

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

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

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

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

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

6.2 Action: Approve Revised Job Description: Administrative Assistant

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

Recommendation: Approve the revised job description for Administrative Assistant.

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

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

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

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

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

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

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

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

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

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

Motion: ____ Second: ____ Yes: ____ No: ____ Abstain: ____ Absent: ____

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

7.2 Commission Members' Reports or Comments

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

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

10.0 ADJOURNMENT

Adjournment at (time) _____.