

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA
Tuesday, February 5, 2019
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

	Jan	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	17	5	9	8	11	17	14	81
Increase FTE	2	1	1		6		4	14
Decrease FTE					2			2
Promotion		1	1	5	2	3	5	17
Reclass							1	1
Transfer	1	1				3	4	9
Layoff					3	1		4
Released	1			1				2
Resign	4	3	4	2	7	15	4	39
Retire	1	3			1	1		6
Temp Hire	6	3	5	8	5	3	0	30
Open	9	13	16	8	18	23	22	
Open Temp		2	3	3	3	1	1	
Pending	4	1	0	2	3	5	4	

New hires include 8 Yard Duty Monitors and 4 Playground Recess Coaches who moved into "regular" positions per AB 2160

■ **Update:**

- Recruitment Status Update
- Limited Term Employment: Reviewing section 1600 in PC Rules
- Site Budgets and Staffing for 2019-2020
- California School Personnel Commission Association Conference February 7-10

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meeting of January 8, 2019 be approved as submitted.

Sample Motion: I move to approve the minutes for the meetings of January 8, 2019.

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.

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

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

4.3 2018-19 Budget Expenditures for this Period

Information:

- The CSPCA Conference in Anaheim is currently estimated to be \$4,000 (\$3,720 + meals and other expenses). Budget items will be moved to accommodate these expenses. We anticipate staying within the overall Personnel Commission budget.
- The expenses for the SPCA/NC Conference in Reno (registration and expenses) were moved from "Mileage, Travel, & Conferences" to "Contractual Benefit."

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 First or Final Reading: Job Description for Office Assistant-District Office

The District is creating a new position to work in the reception area of the District Office. The current Office Assistant job description relates mostly to duties at the site level. The new job description will better meet the needs of the District Office.

6.2 Discussion: Communicating Director Work Days

Background: Every May, the Director turns in a projected work calendar for the upcoming academic year. This calendar shows work days and days off. It is signed by the Personnel Commission Chairperson and shared with Human Resources. In the past, as the Director's calendar changes, those changes have been presented at Commission meetings. Other Directors (with SCCS and other districts) communicate calendar changes only with their supervisor and department/district employees. The Director is proposing to communicate dates off with supervisors (Commissioners) at the monthly meetings as needed. The dates won't necessarily be listed on the agenda details. This will be determined by consensus. No vote is necessary.

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

7.2 Commission Members' Reports or Comments

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

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, March 5, 2019 at 133 Mission Street.

10.0 ADJOURNMENT

Adjournment at (time) _____.