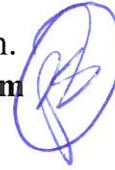


PAJARO VALLEY UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting

AGENDA

Thursday, April 18, 2019 4:30 p.m.

Human Resources Conference Room



- 1.0 Opening Ceremony
 - 1.1 Call to Order
 - 1.2 Roll Call
 - Member Marci McFadden
 - Member Diane Bensberg
 - Member Dr. Manny Nuñez
 - 1.3 Pledge of Allegiance
 - Speaker Cards
- 2.0 Approval of Agenda and Minutes
 - 2.1 Agenda-April 18, 2019
 - 2.2 Unapproved Minutes- March 21, 2019
- 3.0 Reports
 - 3.1 Commissioners' Report
 - 3.2 Director's Report
 - 3.3 Correspondence
 - Save the Date: CSPCA Annual Conference February 20-22, 2020.
 - 3.4 Reports
 - Board reports summary: March 27, 2019
- 4.0 Consent Agenda ACTION
 - 4.1 Eligibility Lists (Established)
Information concerning the Consent item(s) listed above has been forwarded to each Commission Member prior to this meeting for his/her study. Unless a Commission Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the Consent list, the item(s) will be approved at one time by the Personnel Commission Members. The action taken in approving Consent items is set forth in the explanation of the individual item(s).
- 5.0 Old Business
 - None
- 6.0 New Business
 - 6.1 Second Reading and Adoption – Revised PC Rule and Regulation
 - Article 3.1 D The Commissioners' Appointment.....DISCUSSION/POSSIBLE ACTION
 - 6.2 Second Reading and Adoption - Revised PC Rule and Regulation
 - Article 4.1 A Exemption Overview.....DISCUSSION/POSSIBLE ACTION
 - 6.3 Mary Ann Gomez Scholarship selection(s)/Budget Information
 -DISCUSSION/POSSIBLE ACTION
 - 6.4 2019/2020 Personnel Commission Annual Budget
 - 1st Reading.....DISCUSSION

- 7.0 Public Input (Non-Agenda Items)
Public comments will be allowed. The Commission will recognize any member of the audience not on the agenda and wishing to speak on a matter directly related to Personnel Commission business. The Commission may allot time to those wishing to speak, but no action will be taken on matters presented. If appropriate, the Commission may direct that a matter be referred to the Director's Office for further review.
- 8.0 Closed Session
 - 8.1 Evaluation of Director Shanks
 - 8.2 Notice of Board's Action to Terminate Employment of classified employee
- 9.0 Items for discussion at next meeting
2019/2020 Personnel Commission Budget Public Hearing and Adoption
Personnel Commission meeting dates for 2019/20
- 10.0 Next meeting date – May 23, 2019 (revised date)
- 11.0 Adjournment

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting

(Unapproved Minutes)

Thursday, March 21, 2019

Human Resources Small Conference Room

- 1.0 Opening Ceremony
 - 1.1 Call to Order 5:30 p.m. Marci McFadden
 - 1.2 Roll Call
 - Present
 - Member Marci McFadden
 - Member Diane Bensberg
 - Member Dr. Manny Nuñez
 - Staff Pam Shanks, MaryLou Masters, Chona Killeen, Dr. Michelle Rodriguez and Claudia Cordova
 - Guests None
 - 1.3 Pledge of Allegiance
Speaker Cards
- 2.0 Approval of the Agenda
 - 2.1 3/21/19 Agenda
Motion: Bensberg Second: Nuñez Approved: 3/0
 - 2.2 1/31/19 Minutes
Motion: Nuñez Second: Bensberg Approved: 3/0
- 3.0 Reports
 - 3.1 Commissioners' Reports: *Commissioner Bensberg reported that they attended the CSPCA Conference in Anaheim in February. She was very pleased with the conference and came back with a lot of information. Commissioner Nuñez enjoyed the opportunity to learn and understand the merit system, to network, make connections and reach out when needed to commissioners from other districts. He said he would be visiting classified staff at their work places; Library Media Tech at MacQuiddy School, Yolanda Danna, invited him. He will be visiting her on Monday, March 25th at 9:00 AM.*
 - 3.2 Director's Report: *Director Shanks started her report by letting the commissioners know that we had a long time custodian, Bobby Salazar, from Aptos High School pass away on March 17th, 2019. She read an email that the president of CSEA, Leticia Oropeza, sent out to all staff at PVUSD, inviting them to the Rosary and Vigil on March 29th and the Celebration of Life on Saturday, March 30th at Aptos High School. Commissioner McFadden asked that we honor Bobby Salazar with a brief moment of silence. The members attending this meeting, held silence for Bobby at this time. Director Shanks reported to the commissioners about the new Yard Duty Law (AB2160) beginning January 1st, 2019. Our Yard Duty employees became permanent employees. HR and the school sites are working together to get them into positions and we will be inviting them to an orientation to give them information about what they are now entitled to. To finish off her report to the commissioners, she shared with the commissioners that our team at HR met and brainstormed possible ways to share Personnel Commission activities. One of the ideas was to have a May Mixer before the Personnel Commission meeting in May.*

- 3.3 Correspondence: Business Expo Job Fair, April 25, 2019 flyer, Thank you note from a MaryAnn Gomez scholarship recipient and CSPCA Scholarship Opportunity
- 3.4 Reports: Board reports summary: January 23, 2019, February 13, 2019, February 27, 2019 and March 13, 2019
- 4.0 Consent Agenda
 - 4.1 Eligibility List (Established)

Motion: Bensberg	Second: Nuñez	Approved: 3/0
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- 5.0 Old Business: None
- 6.0 New Business
 - 6.1 Revised Class Description:

Service Mechanic-Director Shanks proposed a revision to the class specification of Service Mechanic to ensure that the correct license is listed in order to recruit and hire.

Motion: Nuñez	Second: Bensberg	Approved: 3/0
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 - 6.2 First Reading: Revised PC Rule and Regulation:

Article 3.1 D “The Commissioner’s Appointment” needs to be revised to reflect Ed Code 45246
 - 6.3 First Reading: Revised PC Rule and Regulation:

Article 4.1A “Exemption Overview” needs to be revised due to new legislation AB 2160 Part time playground positions are no longer exempt from the classified service. Personnel Commission Rule 4.1 A has been revised to reflect the new law.
 - 6.4 Proposed Personnel Commission Goals: Director Shanks proposed four goals to the Personnel Commission: The role of the Personnel Commission, provide application training to employees and the public for jobs in this district, review and revise the rules and regulations, and promote vacancies and the merit system through social media. Commissioner McFadden had some ideas to share, to develop communications through our Public Information Officer. Commissioner Nunez had some ideas for each of the goals, like the presentation with the board and getting some input from employees about the trainings. He also mentioned that some of the goals are already being accomplished via the social media platforms. Commissioner McFadden also thought that goal number two, which is the training goal, continue to do the different types of trainings and highlighting some of our employees in different positions.
 - 6.5 Public Input: *None*
- 7.0 Items for Discussion at next meeting:
 - First Reading Personnel Commission Budget for 2019-2020
 - Second Reading and approval – PC Rules and Regulations 3.1 D and 4.1 A
 - Closed Session – Annual Evaluation of Director Shanks
 - Mary Ann Gomez Scholarship Selections
- 8.0 Next meeting date: April 18, 2019

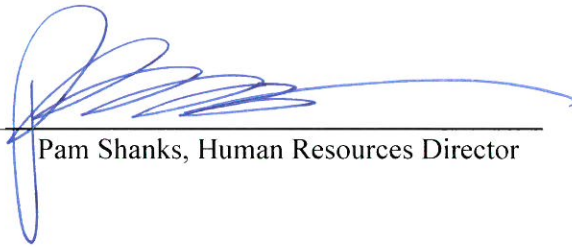
9.0 Adjournment – 6:00 PM
Motion: McFadden

Second: Bensberg

Approved: 3/0

Distribution:
Personnel Commission
Dr. Michelle Rodriguez
Governing Board
Expanded Cabinet
CSEA President and Representatives
PVUSD Schools

Attest:



Pam Shanks, Human Resources Director



SAVE *the* DATE



2020
CSPCA ANNUAL CONFERENCE

February 20-22, 2020
(Thursday-Saturday)

at

The Westin St. Francis San Francisco
on Union Square

335 Powell St, San Francisco, CA 94102

(More details to follow soon...)



California School Personnel Commissioners Association
Supporting Education Through Merit

CLASSIFIED PUBLIC EMPLOYMENT SUMMARY: 3/27/19

PROMOTIONS:

None

0 TOTAL

NEW HIRE-PROBATIONARY:

None

0 TOTAL

MISCELLANEOUS ACTION:

None

0 TOTAL

LIMITED TERM-SUBSTITUTE:

None

0 TOTAL

LIMITED TERM PROJECT:

1 Admin Asst III
1 Admin Sec I
2 Admin Sec II
1 Admin Sec III
1 Crossing Guard
1 Custodian
13 Family Services Advocate
1 Heavy Equipment Mechanic
4 IA Gen
1 Lead Custodian II
4 School Office Assistant
30 TOTAL

EXEMPT:

1 Childcare
3 Enrichment Specialist
1 Migrant OWE
1 Student Helper

6 TOTAL

LEAVES OF ABSENCE:

1 Admin Sec II
1 Behavior Tech
1 Health Care Assistant
2 IA M/M
1 IA M/S
1 School Bus Driver
1 Site Technology Support Tech
8 TOTAL

SEPARATIONS:

1 Behavior Tech
1 Plant Operations Leader

2 TOTAL

GRAND TOTAL: 46

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Classified Personnel

Examinations Conducted During the Period of
July 2018 – June 2019

Personnel Commission Agenda Back-up Item # 4.0

DATE: April 2019

Eligibility Lists Established

Classification	Open Date	Appls Number	Appl WT/ SQ	Appl Practical/ Oral or Presentation	# on Elig List	Establish Date
1. District Technology Support Technician	2/27	24	16	11	11	3/22
2. Administrative Secretary II	2/6	60	46	22	14	4/4
3. Custodian	2/14	47	20	17	14	4/3
4. School Vehicle Driver	3/14	10	7	7	7	4/10
5. Service Mechanic	3/06	4		4	4	4/12



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

Item No: 6.1

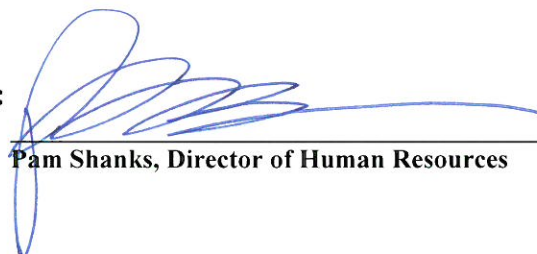
Date: April 18, 2019

Item: Second Reading and Adoption- Revision of Personnel Commission Rule 3.1 D

Overview: Personnel Commission Rule 3.1D "The Commissioners' Appointment" needs to be revised to reflect Education Code 45246.

Recommendation: Approve the Rule revision as attached.

Prepared by:


Pam Shanks, Director of Human Resources

Personnel Commission Rule and Regulations

Chapter 3.1 D

D. THE COMMISSIONERS' APPOINTMENT: By September 30th, the appointee of the Board of Education and the appointee of the classified employees ~~(or the appointee of the Executive Officer of the State Personnel Board if that is the situation)~~ shall publicly announce the name of the person they intend to appoint or reappoint. At a Personnel Commission meeting to be held after thirty (30) and within forty-five (45) days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations, and members of the Board of Education the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a new appointment, the commissioners' prior appointee ~~shall~~ may continue to discharge the duties of the in-office and to function as a member of the District's Personnel Commission until a successor is appointed, but for no more than 90 calendar days. such time as the commissioners take the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position. If the reason for the lack of appointment is an inability to agree upon a joint appointee by September 30, the appointment shall be made by the Executive Officer of the State Personnel Board the Superintendent of Public Instruction shall make the appointment within 30 days, if no agreement is reached by December 15th.



Personnel Commission

Item No: 6.2

Date: April 18, 2019

Item: Second Reading and Adoption- Revision of Personnel Commission Rule 4.1 A

Overview: Personnel Commission Rule 4.1A "Exemption Overview" needs to be revised due to new legislation AB 2160. Part-time playground positions are no longer exempt from the classified service. Upon the passage of AB 2160, part-time playground positions are now part of classified service, so Personnel Commission Rule 4.1 A has been revised to reflect the new law.

Recommendation: Approve the Rule revision as presented.

Prepared by:

Pam Shanks, Director of Human Resources

4.1 EXEMPTED POSITIONS

A. **EXEMPTION OVERVIEW:** Positions required by law to have certification qualifications, ~~part-time playground positions~~, full-time day students employed part-time, part-time students employed part-time in any college work-study program or in a legally authorized work experience program conducted by a community college district, apprentices, community representatives (as provided by law), and professional experts employed on a temporary basis for a specific project by the Board of Education or by the Personnel Commission provided that the Commission has agreed to designate such persons as professional experts, shall be exempt from the classified service.

REFERENCE: Education Code Sections 44065, 44066, 44068, 44069, 45103, 45204, 45205, 45205.1, 45106, 45108, 45256, 45256.5, 45257, 45258, 45259, 51760, 51760.3, and 51764.



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

Item No: 6.3

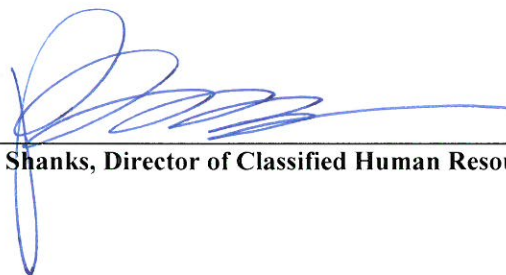
Date: April 18, 2019

Item: Mary Ann Gomez Scholarship Recipient Selection(s)

Overview: The Mary Ann Gomez Scholarship Fund was established by the Commissioners in 2015. At this time it is appropriate for the Commissioners to make a selection from the attached applicants.

Recommendation: Select a recipient or recipients for the 2019 Mary Ann Gomez Scholarship.

Prepared by:



Pam Shanks, Director of Classified Human Resources

Mary Ann Gomez Scholarship 2019

Anaya-Zamora Paola Lilyana

28 Packard Lane, Watsonville, CA 95076

(831)359-1544

Child of: Gloria Anaya

Site and Position: Valencia Elementary School -Instructional Assistant

Currently attending: Pajaro Valley High School

GPA: 2.6000000000000001

Submitted on: 3/28/2019 7:28:10 PM

Mary Ann Gomez Scholarship 2019

Bockman, Grace, A

3054 Terrace Dr.

(831) 431-3639

Child of: Charles R. Bockman

Site and Position: Mar Vista Elementary School-Health Care Assistant

Currently attending: Aptos High School

GPA: 4.3333000000000004

Submitted on: 1/28/2019 10:06:48 AM

Mary Ann Gomez Scholarship 2019

Brinkman, Maggie, L

7685 Los Padres Court

408-612-7365

Child of: Anna Brinkman

Site and Position: HR, Human Resources Analyst

Currently attending: Gilroy High School

GPA: 3.7000000000000002

Submitted on: 3/26/2019 12:50:22 PM

Mary Ann Gomez Scholarship 2019

Casillas, Vanessa

550 Center St, Watsonville, CA 95076

(831)288-4925

Child of: Lucia Casillas

Site and Position: Pajaro Middle School/Ohlone Elementary School Heath Clerk

Currently attending: Watsonville High School

GPA: 4.0220000000000002

Submitted on: 3/29/2019 3:23:06 PM

Mary Ann Gomez Scholarship 2019

Judith O. Celestino

64 Monterey Vista Dr.

8314069157

Child of: Dina O. Celestino

Site and Position: Pajaro Valley Unified School District and Food Nutritionist

Currently attending: Pajaro Valley High School

GPA: 3.976

Submitted on: 3/28/2019 9:18:23 PM

Mary Ann Gomez Scholarship 2019

Chavez, Juan Pablo

104 Franich Drive, Watsonville CA, 95076

8312471681

Child of: Ana B Guerrero

Site and Position: District Towers; Department Staff Accountant

Currently attending: Watsonville High School

GPA: 3.299999999999998

Submitted on: 3/29/2019 10:56:12 AM

Mary Ann Gomez Scholarship 2019

Emily A Garcia

27 Parker Drive Watsonville California 95076

8312462648

Child of: Pamela Moreno

Site and Position: Ann Soldo Elementary School Library Media Tech

Currently attending: Saint Francis High School Salesian College Preparatory

GPA: 2.799999999999998

Submitted on: 3/27/2019 9:21:48 PM

Mary Ann Gomez Scholarship 2019

Ocampo, Yomara, I

45 Ross Ave, Freedom CA, 95019

(831) - 761- 3571

Child of: Yolanda Ocampo

Site and Position: Child Development, Administrative Assistant

Currently attending: Ceiba College Preparatory Academy

GPA: 3

Submitted on: 3/29/2019 10:20:17 AM

Mary Ann Gomez Scholarship 2019

Preciado, Cassandra

P.O. Box 807, Watsonville CA 95077

8317249547

Child of: Uriel Preciado

Site and Position: PVUSD School Bus Driver

Currently attending: Anzar High

GPA: 3.799999999999998

Submitted on: 3/28/2019 8:42:30 PM

Mary Ann Gomez Scholarship 2019

Ramirez-Cortes Analupita

188 Clifford Ave ,Watsonville CA 95076

8312278563

Child of: Sylvia Cortes &Francisco Ramirez

Site and Position: Food/Nutrition Services/Custodian

Currently attending: Pajaro Valley High School

GPA: 2.755999999999998

Submitted on: 3/29/2019 1:08:03 PM

Mary Ann Gomez Scholarship 2019

Sosa, Zazil A

712 Washington Street

(831) 297 - 2843

Child of: Yesenia C. Sosa

Site and Position: Radcliff - Instructional Aide

Currently attending: Ceiba College Preparatory Acad

GPA: 3.9630000000000001

Submitted on: 3/29/2019 4:22:36 PM

Mary Ann Gomez
Scholarship Account
Presented to PC April 2019

Fiscal Year	Action	Amount	Balance		
2015/16	Personnel Commission Contribution	\$1,800	\$7,110		
2016/17	Personnel Commission Contribution	\$1,800	\$8,910		
2016	Four MAG Scholarships Paid Out (at \$500/each)	\$2,000			
	Remaining Balance as of 8/2016		\$6,910		
	Balance with interest as of 2/28/17		\$6,996		
2017/18	Personnel Commission Contribution	\$1,800	\$8,796		
2017	Three MAG Scholarships Paid Out (at \$500/each)	\$1,500		One applicant of the four did not collect.	
	Remaining Balance as of 8/2017		\$7,296		
2018/19	Personnel Commission Contribution	\$1,800			
	Remaining Balance as of 8/2018		\$9,096		
2018	Four MAG Scholarships Paid Out (at \$500/each)	\$2,000	\$7,096		
	Current Balance as of 4/2019		\$7,096		



Personnel Commission

Item No: 6.4

Date: April 18, 2019

**Item: Adoption of the Personnel Commission's Annual Budget -
2019/2020 – 1st Reading**

Overview: As per Education Code 45253 and Personnel Commission Rule 3.7 the Personnel Director shall prepare and submit to the Personnel Commission a proposed operating budget for the next fiscal year.

After the preparation and study of the budget, the Commission shall provide for a public hearing on its proposed budget, such hearing to be held no later than May 30, 2019.

Prior to the public hearing on its budget, the Personnel Commission shall forward a copy of its proposed budget to the Board of Education indicating the time, date, and place of the public hearing, and shall invite the Board and District Administration to attend the meeting.

The Personnel Commission's operating budget for 2019-2020 will stay status quo for the upcoming fiscal year.

This document serves as the official notice to the Board of Education about the public hearing that will take place on May 23, 2019.

Attached is the proposed budget for the 2019-2020 fiscal year.

Prepared by:



Pam Shanks, Director of Classified Human Resources

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION PROPOSED BUDGET
2019/2020
April 18, 2019 1st Reading**

	Management 7204-Personnel Commission	Adopted Budget	Proposed Budget
Object		2018/19	2019/20
	STAFF		
	Staff Salaries	322,427.00	387,603.84
2390	Personnel Commissioners' Compensation	1,800.00	1,800.00
3xxx	Total Benefits	238,211.00	264,812.00
	Total Salaries and Benefits		
		562,438.00	654,215.84
	OPERATIONS		
2418	Office Assistant Temp Salary	6,000.00	6,000.00
3xxx	Office Assistant Temp Benefits	1,988.00	2,107.00
4300	Materials and Supplies	12,500.00	12,005.00
4395	Food for Meetings		200.00
4400	Supplies over \$500	8,000.00	8,000.00
5201	Travel and Conference	13,931.00	13,931.00
5202	Mileage	1,500.00	1,500.00
5300	Dues and Membership	3,400.00	3,400.00
5710	Direct Costs-Print Shop	500.00	500.00
5754	Food Services	200.00	
5801	Legal Services	1,000.00	1,000.00
5804	Technology Services/Licenses		495.00
5812	Advertisement/Recruiting	3,000.00	3,000.00
5904	Postage	409.00	409.00
	Total Operations Costs	52,428.00	52,547.00
	Total Expenditures	614,866.00	706,762.84

Personnel Commission Classified Staff

Classification	Employee	18/19 Personnel Services	18/19 Personnel Commission	19/20 Personnel Services	19/20 Personnel Commission
Senior HR Analyst-Conf	Claudia Cordova	0.40	0.60	0.40	0.60
HR Analyst	Mary Lou Masters	0.30	0.70	0.30	0.70
HR Analyst	Linda Mejia	1.00	0.00	0.50	0.50
HR Specialist	Daisy Loza	0.40	0.60	0.40	0.60
HR Technician	Aida Alvarez	0.50	0.50	0.50	0.50
HR Technician	Elizabeth Orozco	0.50	0.50	0.50	0.50
HR Technician	Elizabeth Mejia	0.50	0.50	0.50	0.50
Director, Classified HR	Pam Shanks	0.00	1.00	0.00	1.00
		Total FTE	4.40	Total FTE	4.90