

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting

AGENDA

Thursday, December 13, 2018 5:30 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 Swearing in of Dr. Manny Nuñez as the Joint appointed Commissioner
- 3.0 Approval of Agenda and Minutes
 - 3.1 Agenda-December 14, 2017
 - 3.2 Unapproved Minutes- November 15, 2018
 - 3.3 Unapproved Minutes- November 29, 2018
- 4.0 Reports
 - 4.1 Commissioners' Report
 - 4.2 Director's Report
 - 4.3 Correspondence
 - Mary Ann Gomez Scholarship Announcement
 - School Bus Drivers Training Class Annoucement
 - 4.4 Reports
 - Board reports summary: November 14, 2018
- 5.0 Consent Agenda ACTION
 - 5.1 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 Unless a Commission Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the Consent list, the item(s) will be approved at one time by the Personnel Commission Members.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).
- 6.0 Old Business
 - None
- 7.0 New Business
 - 7.1 Personnel Commission Organization..... DISCUSSION/POSSIBLE ACTION
 - A. Chairperson
 - B. Vice-Chairperson
 - 7.2 Personnel Commission Governance Calendar.....INFORMATION
- 8.0 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.

- 9.0 Items for discussion at next meeting
 - Merit System Presentation
 - Personnel Commission Goals
- 10.0 Next meeting date – January 24, 2018
- 11.0 Adjournment

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting

(Unapproved Minutes)

Thursday, November 15, 2018 at 5:00 PM

Human Resources Conference Room

- 1.0 Opening Ceremony
 - 1.1 Call to Order 5:01 p.m. Marci McFadden
 - 1.2 Roll Call
 - Present
 - Member Marci McFadden
 - Member Diane Bensberg
 - Member Gary W. Smith
 - Staff Pam Shanks, MaryLou Masters and Claudia Cordova
 - Guests Diana Martinez
 - 1.3 Pledge of Allegiance
 - Speaker Cards
- 2.0 Approval of the Agenda and Minutes
 - 2.1 11/15/18 Agenda
 - Motion: Bensberg Second: McFadden Approved: 3/0
 - 2.2 10/18/18 Unapproved Minutes
 - Motion: Bensberg Second: McFadden Approved: 2/0/1
- 3.0 New Business
 - 3.1 Commissioners Report: Commissioner Smith announced that this would be his last meeting. His hopes are that we can replace him with a commissioner that would be both fair and objective. Commissioner McFadden thanked Commissioner Smith for his years of service to the employees of this district. Commissioner Bensberg also thanked Commissioner Smith for his service.
 - 3.2 Director's Report: Director Shanks thanked Commissioner Smith for the time he served on this commission. It was great to have a strong commission with leadership. Big thank you to Commissioner Smith on behalf of staff.
 - 3.3 Correspondence: None
 - 3.4 Reports: Board Report 10/24/18
- 4.0 Consent Agenda:
 - 4.1 Eligibility List (Established)
 - Motion: Bensberg Second: McFadden Approved: 3/0
- 5.0 Old Business: None
- 6.0 New Business:
 - 6.1 Systems Engineer Recruitment: Director Shanks gave a report of the Systems Engineer recruitment with a timeline of the recruitment to the commissioners. The

position was filled with an internal candidate and the complaint turned in by an employee was being followed up.

6.2 Annual report 2017/18: Director Shanks presented the Annual Personnel Commission Report.

Motion: McFadden

Second: Bensberg

Approved: 3/0

7.0 Public Input:

Diana Martinez- On behalf of CSEA wanted to thank Commissioner Smith. They are truly grateful for his time and they wish him well. Commissioner Smith responded saying it was a pleasure to work with CSEA.

Chona Killeen- On behalf of Superintendent and the Board, they wanted to thank Commissioner Smith for his time serving the Personnel Commission.

8.0 Items for Discussion at next meeting: None

9.0 Next meeting date: December 6, 2018 at 5:00 PM (Revised)

10.0 Adjournment – 5:31 PM

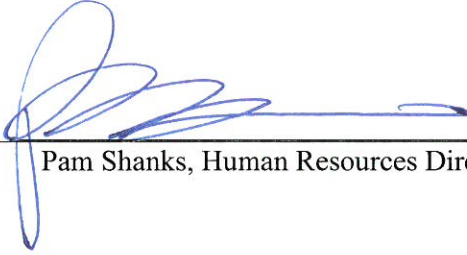
Motion: McFadden

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

PAJARO VALLEY UNIFIED SCHOOL DISTRICT
Special Personnel Commission Meeting
(Unapproved Minutes)
Thursday, November 29, 2018
Human Resources Conference Room

- 1.0 Opening Ceremony
- 1.1 Call to Order 5:31 p.m. Marci McFadden
- 1.2 Roll Call
- Present
- Member Marci McFadden
- Member Diane Bensberg
- Staff Pam Shanks, Lindsay Starks, MaryLou Masters and
Claudia Cordova, Clint Rucker, Alison Niizawa and
Chona Killeen
- Guests Esther Morillo, Marisa Hernandez, Cathy Bennet,
Richard Martinez, Yolanda Danna, Dr. Manuel
Nuñez and Daisy Nuñez
- 1.3 Pledge of Allegiance
- Speaker Cards
- 2.0 Approval of the Agenda
- 2.1 11/29/18 Agenda
- Motion: Bensberg Second: McFadden Approved: 2/0
- 3.0 New Business
- 3.1 Open Public Hearing- Joint Appointed Personnel Commissioner: Dr. Manuel Nuñez.
- Commissioner McFadden asked us to watch the ACSA Administrator of the Year award video. Commissioner McFadden then opened up the meeting to the public for public comment at 5:37 PM
- Esther Morillo- Asked what the role of the commissioner appointed by CSEA was. Director Shanks explained the role of the Personnel Commission. Chona Killeen read a letter from our Superintendent Rodriguez to the Commissioners regarding the selection of the joint commissioner appointed by the two commissioners. Commissioner McFadden explained that the Personnel Commission is there to uphold the rules and laws of the Personnel Commission and the Merit system. She said she was very excited about the appointee that we have, the video speaks volumes to that. The addition of Dr. Nuñez to the commission will keep it moving forward. Commissioner Bensberg addressed the public and said that both candidates were extremely qualified and her decision was made based on who she thinks will contribute to this commission with the best interest of the classified employees.
- Motion: McFadden Second: Bensberg Approved: 2/0
- Commissioner McFadden congratulated Dr. Manny Nuñez as the Joint Appointed Personnel Commissioner to the public. Dr. Manny Nuñez spoke and said that he is honored to serve the district as a commissioner.

4.0 Public Input: None

5.0 Items for Discussion at next meeting: None

6.0 Next meeting date: December 6, 2018 at 5:00 PM (Revised)

7.0 Adjournment – 5:49 PM

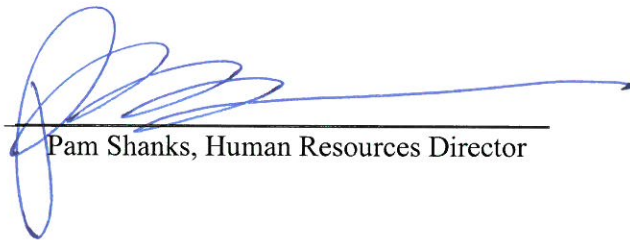
Motion: McFadden

Second: Bensberg

Approved: 2/0

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

Attest:



Pam Shanks, Human Resources Director

Mary Ann Gomez SCHOLARSHIP

2019 PERSONNEL COMMISSIONERS' SCHOLARSHIP

QUALIFICATIONS

This scholarship will be awarded to a Graduating High School Senior with a 2.5 GPA or higher, child of classified, confidential or classified management employees employed in PVUSD.

The student must be enrolled in an accredited institution of higher learning: Technical School, college or university. (Proof of enrollment must be submitted to HR.)

This scholarship will be announced for competitive opening in December. It will consist of an essay not less than 300 words and written in (APA) format.

The primary subject matter of the essay will be selected by the Commissioners each year.

Deadline for submission of the essay will be no later than 4:30 pm, Friday, March 29th at the following link: [Mary Gomez Scholarship](#).

The selection award(s) will be completed at the April Personnel Commission meeting.

The Mary Ann Gomez Scholarship is an annual award from the Pajaro Valley Unified School District's Personnel Commissioners.

Who Qualifies

- Children of Classified Employees, Classified Confidential Employees or Classified Management Employees
- Graduating High School Senior with 2.5 GPA or higher
- Student enrolled in an accredited institution of higher learning / or Technical School (Proof of enrollment must be submitted to Human Resources to receive the award).

This award will provide up to \$1000.00 directly to the student for the purposes of supplementing tuition or living expenses and will not be disbursed directly to a designated technical school, college or university.

The purpose of this scholarship is to defray some of the cost in order to put advanced education more within the grasp of the hard working parents of our classified staff members in the Pajaro Valley Unified School District.

Essay

- The essay topic for 2019 is: *Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you or your community.*
- The essay shall be a minimum of 300 words and written in American Psychological Association (APA) format. The link to see APA Format style is: <https://www.ivcc.edu/stylebooks/stylebook3.aspx?id=14616>
- Essay and all supporting documents should be submitted through the following link: [Mary Ann Gomez Scholarship](#)

Important Dates

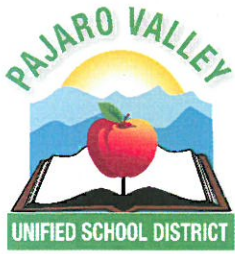
- Deadline for submission of the essay will be no later than 4:30 pm, **Friday, March 29th, 2019.**
- The selection of the award will be completed at the April Personnel Commission meeting.

These requirements will be acknowledged by the award recipient on a signed and witnessed document, with the original going to the Director, Classified Human Resources, and a copy remaining with the student.

A student may only receive one [Mary Ann Gomez Scholarship](#) Award during their lifetime.

Pajaro Valley Unified School District

Invites you to join our team



SCHOOL BUS DRIVERS TRAINING CLASS



**CLASSES WILL BE PROVIDED
FREE OF CHARGE!**

Our experienced Instructors will provide training to qualify attendees for a commercial driver's license, and school bus driving certificate. Successful candidates offered permanent employment receive full Medical Benefits.



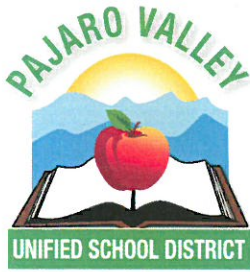
**CLASSES START
DECEMBER 21, 22, & 23, 2018**

(7:00 a.m. – 5:00 p.m.)

196 Grimmer Rd. Watsonville, CA 95076

**Contact Hector Perez, Jr. at Pajaro Valley USD Transportation Dept.
@ 831-728-6400 for registration or info.**

El Distrito Escolar Unificado del Valle de Pájaro
te invita a unirte a nuestro equipo.



ENTRENAMIENTO DE CONDUCTORES DE AUTOBUSES ESCOLARES



LAS CLASES SE PROPORCIONARÁN GRATUITAMENTE!

Nuestros instructores brindarán capacitación para calificar a los asistentes a una licencia de conducir comercial y un certificado de conducción de autobús escolar.

Los candidatos exitosos que ofrecen un empleo permanente reciben beneficios médicos completos.



LAS CLASES INICIAN EL 21, 22, y 23 DE DICIEMBRE DEL 2018
(7:00 A.M. – 5:00 P.M.)

196 GRIMMER RD. WATSONVILLE, CA 95076

Para más información, llame al: 831.728.6400

Póngase en contacto con Hector Perez, Jr. En el Departamento de Transportación del Distrito para obtener detalles sobre registración.

CLASSIFIED PUBLIC EMPLOYMENT SUMMARY: 11/14/18

PROMOTION

None
0 TOTAL

NEW HIIE-PROBATIONARY:

None

0 TOTAL

MISCELLANEOUS ACTION:

1 Admin Assistant I
1 Senior Buyer

2 TOTAL

LIMITED TERM-SUBSTITUTE:

0 TOTAL

LIMITED TERM PROJECT:

1 Administrative Assistant I
1 Administrative Assistant II
1 Behavior Technician
7 Campus Safety & Security Officer
1 Child Welfare & Attendance Analyst
3 Custodian
1 Dept Staff Accountant
1 Dispatcher
16 IA Gen
2 IA M/M
3 IA M/S
3 IA Migrant Ed
2 Paraprofessional-Dual Lang. Immersion
1 Registrar
44 School Bus Driver
2 School Office Assistant
3 Site Technology Support Tech
2 Translator/Interpreter

94 TOTAL

EXEMPT

4 Childcare
6 Enrichment Specialist
4 Migrant OWE
2 Student Helper
16 Workability
2 Yard Duty

34 TOTAL

LEAVES OF ABSENCE

1 Admin Secretary II
1 Behavior Technician
1 Health Care Assistant
1 IA M/S
1 Testing Technician I
5 TOTAL

SEPARATIONS

1 Food & Nutrition Services Asst
1 Service Mechanic
2 TOTAL

RESCINDS

None
0 TOTAL

GRAND TOTAL: 137

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Classified Personnel

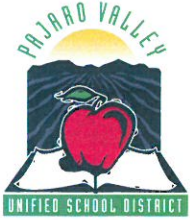
Examinations Conducted During the Period of
July 2018 – June 2019

Personnel Commission Agenda Back-up Item # 5.0

DATE: December 2018

Eligibility Lists Established

Classification	Open Date	Appls Number	Appl WT/ SQ	Appl Practical/ Oral or Presentation	# on Elig List	Establish Date
1. Plant Operations Leader	10/26	12		6	6	11/29
2. Planning Specialist	10/29	5	4		2	12/4
3. Human Resources Technician	11/1	18	4	4	3	12/3
4. Instructional Assistant Mild/Moderate	10/22	19	7		5	11/19
5. Instructional Assistant Moderate/Severe	10/22	8	3		3	11/19
6. Behavior Technician	10/22	25	7	7	5	11/9



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

Item No: 7.1

Date: December 13, 2018

Item: Personnel Commission Organization for 2019

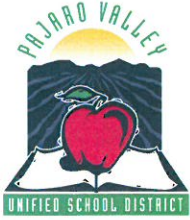
Overview: It is appropriate for the Personnel Commission to elect its Chairperson and Vice Chairperson for the coming year January 2019 – December 2019.

By the Commission selecting its leadership, a smooth transition will facilitate continued positive forward movement for the upcoming year.

Recommendation: Elect a Chairperson and Vice Chairperson for January 2019 – December 2019.

Prepared by:


Pam Shanks, Director of Classified Human Resources



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

Item No: 7.2

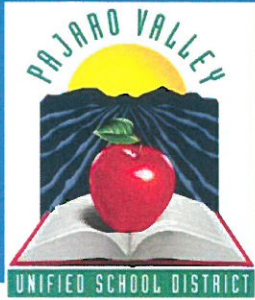
Date: December 13, 2018

Item: Personnel Commission Governance Calendar

Overview: The attached calendar outlines the activities of the Personnel Commission over the course of a fiscal year. It is for informational purposes only.

Prepared by:

Pam Shanks, Director of Classified Human Resources



Personnel Commission Governance Calendar

*Revised: December 13, 2018
Prepared by: Pam Shanks*

294 Green Valley Rd., Watsonville, CA 95076
www.pvUSD.net 831-786-2145

Calendar of Business

July

- No annual business

August

- On or about September 1 of each year, the Director shall notify the Board and CSEA of the name and home address of the Commissioner whose term will expire on December 1st at noon, and whether or not that Commissioner will accept reappointment for another three (3) year term. (Rule 3.1 A)

September

- By September 30th, the announcement of the Commissioners' name (for the appropriate appointment) is made during a board meeting or Commission meeting (depending on the appointment) in September (Rule 3.1 B, C, D)
- Commission selects topic for upcoming MAG Scholarship Award

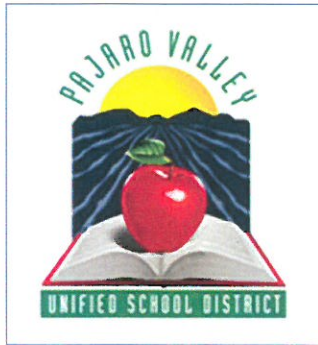
October

- CSPCA Northern CA Conference

November

- Public Hearing for Commissioner appointment (at a board meeting for board and CSEA appointees, and at a Personnel Commission meeting for the Commissioners' appointee) (Rule 3.1 B)
- Personnel Commission Annual report which covers activities of the preceding fiscal year (Rule 3.8)

Continued to next page



December

- Swear in newly appointed or continuing Commissioner
- Review Personnel Commission goals for the upcoming year
- Personnel Commission organization for upcoming year (Rule 3.0 B)
 - Elect Chairperson and Vice-Chairperson
- Mary Ann Gomez Scholarship Award announced for competitive opening

January

- Reclassification Requests accepted January 1 - March 1 (Rule 4.6 A)

February

- CSPCA Annual Conference

March

- Reclassification Request deadline - March 1 (Rule 4.6 A)
- Classified Employees' evaluations due to HR in March (Rule 13.0 A/1)
- Deadline for Mary Ann Gomez Scholarship Award essay by applicants - March 31st

April

- Personnel Commission Annual Budget for upcoming year - 1st Reading (Rule 3.7 A)
- Selection(s) of Mary Ann Gomez Scholarship Award(s)

May

- Personnel Commission Annual Budget for upcoming year - Public Hearing, 2nd Reading and Approval (Rule 3.7 B)
- Personnel Commission budget is forwarded to the County Superintendent of Schools for action, not later than May 31st each year (Rule 3.7 C)
- Personnel Commission meeting dates for upcoming fiscal year
- Classified Employees' Week
- Last Wednesday of May (to coincide with Board meeting) - Retirement and Employee Recognition Celebration

June

- Reclassification requests brought to the Commission for review and action to take effect July 1 if reclassification is granted (Rule 4.6 C)
- Personnel Commission Goals Review