

**SANTA CRUZ CITY SCHOOLS**  
**Regular Meeting of the Personnel Commission**

**Minutes**

Tuesday, August 6, 2019

Time: 4:07PM

Conference Room 5, SCCS District Office

133 Mission Street, Santa Cruz, CA 95060

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1 Pledge of Allegiance**

Meeting called to order at 4:07PM.

Members Present:

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

Personnel Department Present:

- Ms. Keneé Houser (Director)
- Ms. Denice Grogan (Human Resource Specialist)

**1.2 Welcome and Explanation of Format**

**1.3 Establishment of Quorum**

- Quorum established

**1.4 Agenda Deletions or Changes of Sequence**

- Closed Session Moved to 6.2 (Evaluation of the Director of Classified Personnel)

**2.0 PUBLIC COMMUNICATIONS**

- None

**3.0 DIRECTOR'S REPORT**

**Classified Personnel Actions 2018-2019**

	June	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	13	1	3	4	7	17	5	9	8	11	17	14	96
Increase FTE	10	2	1		1	2	1	1		6		4	18
Decrease FTE					1					2			3
Promotion		1			1		1	1	5	2	3	4	18
Reclass												1	1
Transfer	3				1	1	1				3	4	10
Layoff	2	1								3	1		5
Released	7		1	2		1			1				5
Resign	2	10	5	1	3	4	3	4	2	7	15	4	58
Retire	3	3				1	3			1	1		9
Temp Hire		5	2	1	5	6	3	5	8	5	3	0	43
Open	18	21	12	6	7	12	13	16	8	18	23	22	
Open Temp	1						2	3	3	3	1	1	
Pending	1	4			1	4	1	0	2	3	5	4	

Corrections:

1. Delete 1 resignation from May (was a promotion, not a resignation)
2. Delete 1 promo from July (double entry)

**Classified Personnel Actions 2019-2020**

	<b>July</b>	<b>Total</b>
New Hire	3	3
Increase FTE	5	5
Vol. Demotion	1	1
Resign	3	3
Temp Hire	3	3
Open	21	
Open Temp	1	
Pending	2	

- **Update:**
  - Recruitment Update
  - Personnel Actions: Next page
  - Data re: Reasons for resigning 2018-2019
  - SPCA-NC Fall "Conference" Oct. 24
  - CSPCA Annual Conference Feb. 20-22

**4.0 PUBLIC BUSINESS**

**4.1 Consider Approval of Minutes**

Motion: Approve the minutes for the meeting of June 4, 2019 as submitted.

Motion: Pam                      Second: Brian                      Absent: 0                      Yes: 3

**4.2 Consent Agenda**

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

Motion: Approve the Consent Agenda items as submitted.

Motion: Brian                      Second: Pam                      Absent: 0                      Yes: 3

**4.3 2019-20 Budget Expenditures for this Period**

There are no budget expenditures to report.

**5.0 OLD BUSINESS**

- None

**6.0 NEW BUSINESS**

**6.1 Action: Approve changes to Merit Rules 1600 - Limited Term Employment**

Background: 1600.2 is proposed to ensure that limited-term employment opportunities are provided to current, regular employees before using existing subs or going outside the District. The Union and the Director have

worked together to implement this change in practice. In addition, two (2) minor changes are being made to keep current: 126 days is added to align with Ed Code; “Star” is removed because the names of the tests change.

Recommendation: Approve Merit Rule 1600-Limited-Term Employment as submitted or amended.

Motion: Brian

Second: Pam

Absent: 0

Yes: 3

**6.2 Closed Session: Evaluation of Director of Classified Personnel**

- Started at: 4:30PM
- Re-opened at 5:16PM
- Summary: The Director is doing a very fine job and completing all parts of her job specifications. We are very happy with her performance, however, we will give her a report in the next meeting after the paperwork is completed.

**7.0 REPORTS AND COMMENTS**

**7.1 Chairperson’s Report**

- None

**7.2 Commission Members’ Reports or Comments**

- None

**8.0 PUBLIC COMMUNICATIONS**

- None

**9.0 INFORMATION AND FUTURE MEETINGS**

The next meeting will be held at 4:00 p.m. on Tuesday, September 3, 2019 at 133 Mission Street in Conference Room 5.

**11.0 CLOSED SESSION**

- Closed Session was moved to 6.2

**12.0 ADJOURNMENT**

Adjournment at 5:20PM.

**SANTA CRUZ CITY SCHOOLS**  
**Regular Meeting of the Personnel Commission**

**Minutes**

Tuesday, September 3, 2019

Time: 4:07PM

Conference Room 5, SCCS District Office

133 Mission Street, Santa Cruz, CA 95060

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1 Pledge of Allegiance**

Meeting called to order at 4:07PM.

Members Present:

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

Personnel Department Present:

- Ms. Keneé Houser (Director)
- Ms. Denice Grogan (Human Resource Specialist)

**1.2 Welcome and Explanation of Format**

**1.3 Establishment of Quorum**

- Quorum established

**1.4 Agenda Deletions or Changes of Sequence**

- None

**2.0 PUBLIC COMMUNICATIONS**

**3.0 DIRECTOR'S REPORT**

**Classified Personnel Actions 2019-2020**

	<b>Aug</b>	July	<i>Total</i>
New Hire	<b>13</b>	3	<i>16</i>
Increase FTE	<b>4</b>	5	<i>9</i>
Decrease FTE	<b>1</b>		<i>1</i>
Lateral Move	<b>1</b>		<i>1</i>
Vol. Demotion		1	<i>1</i>
Released	<b>1</b>		<i>1</i>
Resign	<b>3</b>	3	<i>6</i>
Retire	<b>1</b>		<i>1</i>
Temp Hire	<b>2</b>	3	<i>5</i>
Open	<b>26</b>	22	
Open Temp	<b>5</b>	1	

Pending	3	2	
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Correction: increased July openings by 1

4 Increase FTE: 3 added FTE (Attendance Tech, Yard Duty, Para-SPED), 1 transferred to position with more FTE.

3 resignations: 1 for more \$, 1 for better fit, 1 moved

- **Update:**
  - Recruitment Update
  - Personnel Actions: Next page
  - PC and SCCS Facebook Presence
  - SPCA-NC Fall "Conference" Oct. 24
  - CSPCA Annual Conference Feb. 20-22

#### 4.0 PUBLIC BUSINESS

##### 4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of August 6, 2019 as submitted.

Motion: Pam                      Second: Brian                      Absent: 0                      Yes: 3

##### 4.2 Consent Agenda

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

Motion: Approve the Consent Agenda items as submitted.

Motion: Brian                      Second: Pam                      Absent: 0                      Yes: 3

##### 4.3 2019-20 Budget Expenditures for this Period

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

Motion: Brian                      Second: Pam                      Absent: 0                      Yes: 3

#### 5.0 OLD BUSINESS

- None

#### 6.0 NEW BUSINESS

##### 6.1 Action: Approve new job description for Locker Room Monitor (first or final read)

Background: At the middle schools and high schools, locker rooms are generally supervised by the P.E. teachers. For sites where there isn't a male and a female P.E. teacher, the Campus Safety Supervisor will supervise the locker room. At times, when a site doesn't have P.E. teachers OR Campus Safety Supervisors of a certain gender, the staff has to scramble to monitor this area. We asked around to see what other districts do and decided it was a new position. It is recommended at Range 19. For reference, Yard Duty is at Range 16, Night Custodian is at Range 22, and Office Assistant is at Range 19.

Notes: Make Necessary adjustments to Draft as directed buy the Personnel Commission.

Motion: Approve the job description for Locker Room Supervisor, Approved with corrections. Will reevaluate after a year.

Motion: Pam                      Second: Brian                      Absent: 0                      Yes: 3

**7.0 REPORTS AND COMMENTS**

**7.1 Chairperson's Report**

- None

**7.2 Commission Members' Reports or Comments**

- None

**8.0 PUBLIC COMMUNICATIONS**

- None

**9.0 INFORMATION AND FUTURE MEETINGS**

The next meeting will be held at 4:00 p.m. on Tuesday, October 8, 2019 at 133 Mission Street in Conference Room 5.

**11.0 CLOSED SESSION**

- Closed Session started at 5:36PM for Continuation of Director of Classified Personnel's evaluation.

**12.0 ADJOURNMENT**

Adjournment at 5:36PM.

**SANTA CRUZ CITY SCHOOLS**  
**Regular Meeting of the Personnel Commission**

**Minutes**

Tuesday, October 8, 2019

Time: 4:08PM

Conference Room 5, SCCS District Office

133 Mission Street, Santa Cruz, CA 95060

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1 Pledge of Allegiance**

Meeting called to order at 4:08PM.

Members Present:

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

Personnel Department Present:

- Ms. Keneé Houser (Director)
- Ms. Denice Grogan (Human Resource Specialist)

**1.2 Welcome and Explanation of Format**

**1.3 Establishment of Quorum**

- Quorum established

**1.4 Agenda Deletions or Changes of Sequence**

- Delete Item 6.3 Approve posting Maintenance Specialist positions at steps 1-6

**2.0 PUBLIC COMMUNICATIONS**

**3.0 DIRECTOR'S REPORT**

**Classified Personnel Actions 2019-2020**

	<b>Sept</b>	<b>Aug</b>	<b>July</b>	<b>Total</b>	
New Hire	<b>11</b>	13	3	27	
Increase FTE	<b>5</b>	4	6	15	
Decrease FTE	<b>1</b>	1		2	
Promotion	<b>2</b>			2	
Lateral Move	<b>1</b>	1		2	
Vol. Demotion	<b>1</b>		1	2	
39-mo Rehire	<b>1</b>			1	
Job Abandon	<b>1</b>			1	
Released		1		1	
Resign	<b>3</b>	4	3	10	
Retire		1		1	
Temp Hire	<b>6</b>	2	3	11	
Open	<b>21</b>	26	22		
Open Temp	<b>2</b>	5	1		

Pending	1	2	2		
Notes:					
Increases in FTE were Yard Duty (4) and Locker Room Monitor					
Resignation reasons were Job-Better fit (1) and Not a good fit (2)					

- **Update:**
  - Recruitment Update
  - ESCAPE Conference in Sacramento Oct. 1
  - SPCA-NC Fall “Conference” in Fremont Oct. 24
  - CSPCA Annual Conference in San Francisco Feb. 20-22
  - Union appointed Personnel Commissioner – Term ends 12/31/19
  - Update of Director’s work calendar

#### 4.0 PUBLIC BUSINESS

##### 4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of September 3, 2019 as submitted.

Motion: Pam                      Second: Brian                      Absent: 0                      Yes: 3

##### 4.2 Consent Agenda

- 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

Motion: Approve the Consent Agenda items as submitted.

Motion: Brian                      Second: Pam                      Absent: 0                      Yes: 3

##### 4.3 2019-20 Budget Expenditures for this Period

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

Motion: Pam                      Second: Brian                      Absent: 0                      Yes: 3

#### 5.0 OLD BUSINESS

- None

#### 6.0 NEW BUSINESS

##### 6.1 Information: Clarification on Consent Agenda Items

Background: At the last meeting, the Personnel Commission asked the Director to get more information regarding the following Consent Agenda items:

- Rodriguez, Michael, Union Business-Release Time - MH, not to exceed 7hrs, 6/19/19
- Ruiz, Reyna, Health & Wellness Stipend - SS, \$50, 3/1/19 to 6/30/19
- Serna Castaneda, Jessica, Health & Wellness Stipend - SS, \$150, 3/1/19 to 6/30/19
- Silva-Robles, Fe, Health & Wellness Stipend - SS, \$150, 3/1/19 to 6/30/19
- Treadwell-Delgado, Ana Maria, Health & Wellness Stipend - SS, \$100, 3/1/19 - 6/30/19

Information:

The Director gathered information and learned that Michael Rodriguez was paid on 6/19/19 for Union Business because he is a 9-month employee and 6/19/19 was not a work day for him. He was paid to attend a Cabinet and E-Board meeting.

The Parent/Community Support Coordinators were paid \$50 for trainings they attended as part of the Health and Wellness Santa Cruz “I am Thriving” Learning Series. They received \$50 for each session they attended.



**6.2 Information: Ed Code 45169 – Providing Information to New Employees**

Background: During a PC/Union Touchbase, we were made aware of Ed Code 45169. It is under Article 2: Salaries and reads as follows:

45169.

*Upon initial employment and upon each change in classification thereafter, each classified employee shall be furnished two copies of his class specification, salary data, assignment or work location, together with duty hours and the prescribed workweek. The salary data shall include the annual, monthly or pay period, daily, hourly, overtime and differential rate of compensation, whichever are applicable. One copy shall be retained by the employee and the other copy shall be signed and dated by the employee and returned to his supervisor.*

*The provisions of this section shall not apply to short-term, limited-term, or provisional employees, as those terms are defined in this chapter.*

*This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.*

While new employees are given this information at New Employee Orientations, the process is not as formal as the one outlined above. We are working to fine-tune a form with all of the required information and will have it available at the next Personnel Commission meeting.

**7.0 REPORTS AND COMMENTS**

**7.1 Chairperson's Report**

- None

**7.2 Commission Members' Reports or Comments**

- None

**8.0 PUBLIC COMMUNICATIONS**

- None

**9.0 INFORMATION AND FUTURE MEETINGS**

The next meeting will be held at 4:00 p.m. on Tuesday, November 5, 2019 at 133 Mission Street in Conference Room 5.

**11.0 CLOSED SESSION**

- None

**12.0 ADJOURNMENT**

Adjournment at 5:15PM.

**SANTA CRUZ CITY SCHOOLS**  
**Regular Meeting of the Personnel Commission**

**Minutes**

Tuesday, November 5, 2019

Time: 4:03PM

Conference Room 5, SCCS District Office

133 Mission Street, Santa Cruz, CA 95060

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1 Pledge of Allegiance**

Meeting called to order at 4:08PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Denise Grogan (Human Resource Specialist)

**1.2 Welcome and Explanation of Format**

**1.3 Establishment of Quorum**

- Quorum established

**1.4 Agenda Deletions or Changes of Sequence**

**2.0 PUBLIC COMMUNICATIONS**

**3.0 DIRECTOR'S REPORT**

**Classified Personnel Actions 2019-2020**

	<b>Oct</b>	<b>Sept</b>	<b>Aug</b>	<b>July</b>	<i>Total</i>
New Hire	<b>12</b>	11	13	3	<i>39</i>
Rehire	<b>1</b>	1			<i>2</i>
Increase FTE	<b>4</b>	5	4	6	<i>19</i>
Decrease FTE	<b>1</b>	1	1		<i>3</i>
Promotion	<b>3</b>	2			<i>5</i>
Lateral Move		1	1		<i>2</i>
Vol. Demotion		1		1	<i>2</i>
39-mo Rehire		1			<i>1</i>
Job Abandon		1			<i>1</i>
Released			1		<i>1</i>
Resign	<b>8</b>	3	4	3	<i>18</i>
Retire			1		<i>1</i>
Temp Hire	<b>2</b>	6	2	3	<i>13</i>
Open	<b>19</b>	21	26	22	
<i>Open in 2018-2019</i>	<i>8</i>	<i>18</i>	<i>23</i>	<i>22</i>	
Open Temp	<b>2</b>	2	5	1	
Pending	<b>1</b>	1	2	2	
Notes:					
1. Increases in FTE: Yard Duty (2), Assoc. Mental Health Spec, (1), and Para-After School (1)					

2. Decrease in FTE: Para-After School					
3. Resignation reasons: Job-more hours (2), Job-better fit (1), Not a good fit (1), and Other (4)					
Correction:					
Delete Opening in July, Aug, Sept (Paraed-After School)					

- **Update:**
  - Recruitment Update
  - SPCA-NC Fall “Conference” Oct. 24
    - Brian Murtha and Keneé Houser attended
      1. Basics of Classification and Compensation
      2. Best Practices for a Personnel Commission Office
      3. Governance of the Classified Service in a Merit System
  - CSPA Annual Conference Feb. 20-22
    - \$575 before Dec. 15th
    - \$649 after Dec. 15th
  - PC Annual Report at Board Meeting on Dec. 11. Will have it prepared for PC meeting on December 3.
  - WRIPAC – Western Region Intergovernmental Personnel Assessment Council
    - Test Material Exchange
    - Free trainings on job analysis and more
    - Free membership
    - Upcoming meetings: Jan 30-31 in San Mateo, May 14-15 in Orange County
  - Update of Director’s Calendar

#### 4.0 PUBLIC BUSINESS

##### 4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of October 8, 2019 as submitted.

Motion: Brian                      Second: Mark                      Absent: 1                      Yes: 2

##### 4.2 Consent Agenda

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

Motion: Approve the Consent Agenda items as submitted.

Motion: Brian                      Second: Mark                      Absent: 1                      Yes: 2

##### 4.3 2019-20 Budget Expenditures for this Period

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

Motion: Brian                      Second: Mark                      Absent: 1                      Yes: 2

#### 5.0 OLD BUSINESS

- None

#### 6.0 NEW BUSINESS

##### 6.1 Action: Approve or First Read – Job Title Change from Manager-Human Resources to Director-Human Resources

Information: The title of Manager-Human Resources no longer fits the position. The incumbent sits among the other “Directors” and is often referred to as a Director. She brought this up during the Classification Study, but it was not brought to the attention of the Personnel Commission. This would not be a change in class or pay, just a change in title.

Motion: Brian                      Second: Mark                      Absent: 1                      Yes: 2

##### 6.2 Information: Mark Violante to serve another term as Commissioner

Mark Violante has served as the Union-Appointed Commissioner since December 1, 2013. His most recent term was due to end December 1, 2019. He has agreed to serve another term which will end December 1, 2022.

##### 6.3 Information: Personnel Commission Annual Report

The Director will present the annual report to the Board at the meeting on Wednesday, December 11, 2019. A draft will be prepared for review at the December Personnel Commission meeting.

**6.4 Information: EC 45313 – PC Legal Representation**

CSPCA is currently working with CSEA to sponsor legislation. Ed. Code 45313 states that the PC must use district counsel for legal representation. Currently only the district's legal counsel may declare a conflict of interest and allow the PC to have its own counsel. Over the past several years several conflicts occurred state-wide when the district's legal counsel refused to declare a conflict of interest in an interpretation of the Ed Code which was well known, understood and accepted. This leaves the PC with no recourse to enforce its rules, the merit system or the Ed Code. We are proposing language that says, "if the district legal counsel or personnel commission declares a conflict".

**6.5 Discussion: Commissioner Site Visits**

Last year, we scheduled site visits for each of the Commissioners. This was an opportunity for Commissioners to meet employees and get a taste of the work environment and how jobs look in action. Commissioners visited Bay View Elementary (Brian), Harbor High (Pam), and Mission Hill Middle School (Mark). The Director would like to make this an annual practice. While it keeps Commissioners in the loop, it also reminds employees that they are important and appreciated. We will discuss possible dates and sites to visit.

**7.0 REPORTS AND COMMENTS**

**7.1 Chairperson's Report**

- None

**7.2 Commission Members' Reports or Comments**

- None

**8.0 PUBLIC COMMUNICATIONS**

- None

**9.0 INFORMATION AND FUTURE MEETINGS**

The next meeting will be held at 4:00 p.m. on Tuesday, December 3, 2019 at 133 Mission Street in Conference Room 5.

**11.0 CLOSED SESSION**

- None

**12.0 ADJOURNMENT**

Adjournment at 4:35PM.

**SANTA CRUZ CITY SCHOOLS**  
**Regular Meeting of the Personnel Commission**

**Minutes**

Tuesday, December 3, 2019

Time: 4:05PM

Conference Room 5, SCCS District Office

133 Mission Street, Santa Cruz, CA 95060

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1 Pledge of Allegiance**

Meeting called to order at 4:05PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Mrs. Pamela Hernandez
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

**1.2 Welcome and Explanation of Format**

**1.3 Establishment of Quorum**

- Quorum established

**1.4 Agenda Deletions or Changes of Sequence**

**2.0 PUBLIC COMMUNICATIONS**

**3.0 DIRECTOR'S REPORT**

Classified Personnel Actions 2019-2020

	Nov	Oct	Sept	Aug	July	Total
New Hire	3	12	11	13	3	42
Rehire		1	1			2
Increase FTE	1	4	5	4	6	20
Decrease FTE	1	1	1	1		4
Promotion		3	2			5
Transfer	5					5
Lateral Move			1	1		2
Vol. Demotion			1		1	2
Temp Hire	1	2	7	2	3	15
39-mo Reemployment Plan	1		1			2
Job Abandon			1			1
Released				1		1
Resign		8	3	4	3	18
Retire	1			1		2
Open	13	19	21	26	22	
Open Temp	3	4	3	6	1	
Pending	6	1	1	2	2	

Notes:
1. Increase in FTE was a Behavior Technician-Sped
2. Decrease in FTE was someone resigning After School
Corrections:
1. Add 1 temp open in October (BSS)
2. Add 1 temp open in Aug, Sep, Oct (HHS)

- **Update:**
  - Recruitment Update
  - Personnel Actions
  - SPCA/NC – School Personnel Commission Association/Northern California  
Director recommended for position of First Vice President.
  - WRIPAC – Western Region Intergovernmental Personnel Assessment Council  
Recommended organization to provide training for Director regarding reclassification along with other topics and resources.

**4.0 PUBLIC BUSINESS**

**4.1 Consider Approval of Minutes**

Motion: Approve the minutes for the meeting of November 5, 2019 as submitted.

Motion: Brian                      Second: Mark                      Abstain: 1      Yes: 2

**4.2 Consent Agenda**

None

**4.3 2019-20 Budget Expenditures for this Period**

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

Motion: Pam                      Second: Brian                      Absent:                      Yes: 3

**5.0 OLD BUSINESS**

- None

**6.0 NEW BUSINESS**

**6.1 Action: Approve New Rate for State-Mandated Test Proctor**

Background: School districts are required to measure and test the English language proficiencies of students whose first language is not English (English Language Learners). In the past, the CELDT (California English Language Development Test) was used. In 2018, it changed to the ELPAC (English Language Proficiency Assessment for California). While the CELDT required that the test be administered by certificated staff, the ELPAC allowed for the test to be administered by certificated and classified staff. The hourly rate of pay for certificated staff is \$36/hour. In order to pay classified employees, the same rate, it needs to be put on the Classified Salary Schedule. This rate would not be tied to a position, but would be used for Extra Work Assignments only.

Motion: Approve the new rate for State-Mandated Test Proctor at \$36/hour

Motion: Pam      Second: Brian      Yes: 3

**6.2 Discussion: CSPA Annual Conference**

Information: The CSPA Annual Conference is February 20 – 22 in San Francisco. The cost to attend is \$575 per person if registering before December 15<sup>th</sup>. After that, the price is \$649. Keneé and Denice are registered for the conference. Brian will go for two nights. Pam is going, but her exact dates are tbd. Mark is not attending.

**6.3 Discussion: Commissioner Site Visits**

Site visits for 2018-2019 were as follows:

Brian: Bay View Elementary  
Mark: Mission Hill Middle  
Pam: Harbor High

For 2019-2020, the Commissioners will visit:

Brian: Westlake Elementary  
Mark: Delaveaga Elementary  
Pam: Branciforte Small Schools

**6.4 Discussion: Annual Report**

The Director will be presenting the Personnel Commission Annual Report for 2018 – 2019 at the Board Meeting on Wednesday, December 18<sup>th</sup>. The Commissioners were pleased with the report.

**7.0 REPORTS AND COMMENTS**

**7.1 Chairperson's Report**

- None

**7.2 Commission Members' Reports or Comments**

- None

**8.0 PUBLIC COMMUNICATIONS**

- None

**9.0 INFORMATION AND FUTURE MEETINGS**

The next meeting will be held at 4:00 p.m. on Tuesday, January 14, 2020 at 133 Mission Street in Conference Room 5.

**11.0 CLOSED SESSION**

- None

**12.0 ADJOURNMENT**

Adjournment at 4:58PM.

**SANTA CRUZ CITY SCHOOLS**  
**Regular Meeting of the Personnel Commission**

**Minutes**

Tuesday, January 14, 2020

Time: 4:03PM

Conference Room 5, SCCS District Office

133 Mission Street, Santa Cruz, CA 95060

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1 Pledge of Allegiance**

Meeting called to order at 4:03PM.

Members Present:

- Mrs. Pamela Hernandez
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

**1.2 Welcome and Explanation of Format**

**1.3 Establishment of Quorum**

- Quorum established

**1.4 Agenda Deletions or Changes of Sequence**

**2.0 PUBLIC COMMUNICATIONS**

**3.0 DIRECTOR'S REPORT**

Classified Personnel Actions 2019-2020

Classified Personnel Actions  
2019 - 2020

	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	5	3	12	11	13	3	47
Rehire			1	1			2
Increase FTE		1	4	5	4	6	20
Decrease FTE		1	1	1	1		4
Promotion			3	2			5
Transfer		5					5
Lateral Move				1	1		2
Vol. Demotion				1		1	2
Temp Hire	2	1	2	7	2	3	17

39-mo Reemployment Plan		1		1			2
Job Abandon				1			1
Released	1				1		2
Resign	2		8	3	4	3	20
Retire	3	1			1		5

Open	13	13	19	21	26	22
Open Temp	2	3	4	3	6	1
Pending	2	6	1	1	2	2

Notes:

1. 1 resignation was to provide childcare for grandchild and 1 was for a job that was a better fit.
2. 1 retirement effective June 2020, 1 effective July 2020 and 1 effective Dec 2019.



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

#### 4.0 PUBLIC BUSINESS

##### 4.1 Consider Approval of Minutes

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

Motion: Brian                      Second: Pam                      Abstain:                      Yes: 2                      Absent: Mark

##### 4.2 Consent Agenda

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

Motion: Approve the Consent Agenda Items as submitted.

Motion: Brian                      Second: Pam                      Abstain:                      Yes: 2                      Absent: Mark

##### 4.3 2019-20 Budget Expenditures for this Period

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

Motion: Pam                      Second: Brian                      Abstain:                      Yes: 2                      Absent: Mark

#### 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.

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

Motion: Pam                      Second: Brian                      Abstain:                      Yes: 2                      Absent: Mark

##### 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.

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

Motion: Pam                      Second: Brian                      Abstain:                      Yes: 2                      Absent: Mark

##### 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.

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

Motion: Pam                      Second: Brian              Abstain:      Yes: 2      Absent: Mark

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.

Motion: I move that we elect Mark Violante as Chairperson and Pamela Hernandez as Vice Chairperson for the year 2020.

Motion: Pam                      Second: Brian              Abstain:      Yes: 2      Absent: Mark

**7.0      REPORTS AND COMMENTS**

**7.1      Chairperson's Report**

- None

**7.2      Commission Members' Reports or Comments**

- None

**8.0      PUBLIC COMMUNICATIONS**

- None

**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 in Conference Room 5.

**11.0      CLOSED SESSION**

- None

**12.0      ADJOURNMENT**

Adjournment at 4:51PM.

**SANTA CRUZ CITY SCHOOLS**  
**Regular Meeting of the Personnel Commission**

**Minutes**

Tuesday, February 4, 2020

Time: 4:03PM

Conference Room 5, SCCS District Office

133 Mission Street, Santa Cruz, CA 95060

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1 Pledge of Allegiance**

Meeting called to order at 4:03PM.

Members Present:

- Mr. Mark Violante
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

**1.2 Welcome and Explanation of Format**

**1.3 Establishment of Quorum**

- Quorum established

**1.4 Agenda Deletions or Changes of Sequence**

**2.0 PUBLIC COMMUNICATIONS**

**3.0 DIRECTOR'S REPORT**

Classified Personnel Actions 2019-2020

	Jan	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	5	5	3	12	11	13	3	52
Rehire				1	1			2
Increase FTE			1	4	5	4	6	20
Decrease FTE			1	1	1	1		4
Promotion	1			3	2			6
Transfer			5					5
Lateral Move					1	1		2
Vol. Demotion	1				1		1	3
Temp Hire	6	2	1	2	7	2	3	23
39-mo Reemployment Plan			1		1			2
Job Abandon					1			1
Released		1				1		2
Resign	3	2		8	3	4	3	23
Retire		3	1			1		5
Open	13	13	13	19	21	26	22	
Open Temp	2	2	3	4	3	6	1	
Pending	3	2	6	1	1	2	2	
Notes:								
1. 2 resignations (Food Service and Behavior Technician-PBIS were for different jobs). 1 resignation (Food Service) was due to moving.								

- **Update:**
  - Recruitment Update
  - Personnel Actions
  - CSPCA Annual Conference Feb. 20-22

#### 4.0 PUBLIC BUSINESS

##### 4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of January 14, 2020 as submitted.

Motion: Brian                      Second: Brian                      Abstain: Mark                      Yes: 1                      Absent: Pam

##### 4.2 Consent Agenda

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

Motion: Approve the Consent Agenda Items as submitted.

Motion: Brian                      Second: Brian                      Abstain: Mark                      Yes: 1                      Absent: Pam

##### 4.3 2019-20 Budget Expenditures for this Period

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

Motion: Brian                      Second: Brian                      Abstain: Mark                      Yes: 1                      Absent: Pam

#### 5.0 OLD BUSINESS

- None

#### 6.0 NEW BUSINESS

##### 6.1 Action: Approve Step for Campus Safety Supervisor

Background: Per Merit Rule 1300.1 regarding salary placement: The Director may approve the initial salary placement at steps 1-3. Placement above step three (3) must be approved by the Commission. The Director is asking the Commission to consider placing a newly hired Campus Safety Supervisor at Step 6. He comes with 28 years of experience working with youth, coaching soccer and baseball. He has experience working an outreach program with the Salinas Police Department. He has worked for City of Santa Cruz for 12 Years. Accepting this job (at Step 6) will be a pay cut for him, but it is his dream job. The steps for this range are as follows:

Step 3: \$19.74

Step 4: \$20.74

Step 5: \$21.76

Step 6: \$22.85

Motion: Commission approves whatever the most votes receive between Step 5 and Step 6.

Motion: Brian                      Second: Mark                      Abstain:                      Yes: 2                      Absent: Pam

Additional Information: Mark and Brian have agreed to let Pam's vote be the deciding factor for Step 5 or Step 6. Pam was polled on Wednesday, February 5, 2020 and agreed to Step 6 for the Campus Safety Supervisor position at Soquel High School.

#### 7.0 REPORTS AND COMMENTS

##### 7.1 Chairperson's Report

- None

##### 7.2 Commission Members' Reports or Comments

- None

#### 8.0 PUBLIC COMMUNICATIONS

- None

**9.0 INFORMATION AND FUTURE MEETINGS**

- The next meeting will be held at 4:00 p.m. on Tuesday, March 3, 2020 at 133 Mission Street in Conference Room 5.

**11.0 CLOSED SESSION**

- None

**12.0 ADJOURNMENT**

Adjournment at 4:47PM.

**SANTA CRUZ CITY SCHOOLS**  
**Regular Meeting of the Personnel Commission**

**Minutes**

Tuesday, March 3, 2020

Time: 4:02PM

Conference Room 5, SCCS District Office

133 Mission Street, Santa Cruz, CA 95060

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1 Pledge of Allegiance**

Meeting called to order at 4:02PM.

Members Present:

- Mr. Mark Violante
- Ms. Pam Hernandez

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel

**1.2 Welcome and Explanation of Format**

**1.3 Establishment of Quorum**

- Quorum established

**1.4 Agenda Deletions or Changes of Sequence (None)**

**2.0 PUBLIC COMMUNICATIONS**

**3.0 DIRECTOR'S REPORT**

Classified Personnel Actions 2019-2020

- **Update:**
  - Recruitment Update: Some new hires are pending fingerprint clearance
  - Personnel Actions
  - CSPCA Annual Conference Feb. 20-22: The Commissioners, Director, and staff got a lot out of attending the conference. Some sessions included ways to retain quality employees, the issue of comfort animals in the workplace, bystander intervention training.
  - Excel Professional Development: Trainings have been popular and employees had positive feedback regarding the trainings.

**4.0 PUBLIC BUSINESS**

**4.1 Consider Approval of Minutes**

Motion: Approve the minutes for the meeting of February 4, 2020 as submitted.

Motion: Pam      Second: Mark      Abstain:      Yes: 2      Absent: Brian

**4.2 Consent Agenda**

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

Motion: Approve the Consent Agenda Items as submitted.

Motion: Pam      Second: Mark      Abstain:      Yes: 2      Absent: Brian

**4.3 2019-20 Budget Expenditures for this Period**

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

Motion: Pam      Second: Mark      Abstain:      Yes: 2      Absent: Brian

**5.0 OLD BUSINESS (None)**

**6.0 NEW BUSINESS**

**6.1 Discussion: Commissioner Site Visits**

At the December meeting, it was decided that Mark would visit DeLaveaga Elementary, Brian would visit Westlake Elementary, and Pam would visit Branciforte Small Schools. The best times for the sites are:

- DeLaveaga 10 – 11 a.m.
- Branciforte Small Schools Mon, Tues, Thurs
- Westlake 10 – 11 a.m.

**7.0 REPORTS AND COMMENTS**

**7.1 Chairperson's Report** (None)

**7.2 Commission Members' Reports or Comments** (None)

**8.0 PUBLIC COMMUNICATIONS** (None)

**9.0 INFORMATION AND FUTURE MEETINGS**

- The next meeting will be held at 4:00 p.m. on Tuesday, April 14, 2020 Via Zoom Virtual Online Meeting.

**11.0 CLOSED SESSION** (None)

**12.0 ADJOURNMENT**

- Adjournment at 4:36PM.

**SANTA CRUZ CITY SCHOOLS**  
**Regular Meeting of the Personnel Commission**

**Minutes**

Tuesday, April 14, 2020

Time: 4:00PM

Zoom Meeting

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1 Pledge of Allegiance – n/a**

Meeting called to order at 4:14PM.

Members Present:

- Mr. Mark Violante
- Ms. Pam Hernandez
- Mr. Bryan Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

**1.2 Welcome and Explanation of Format**

**1.3 Establishment of Quorum**

- Quorum established

**1.4 Agenda Deletions or Changes of Sequence**

- None

**2.0 PUBLIC COMMUNICATIONS**

- Jeanie Brown - Union President - Negotiated 2.5% raise and .5% bonus for Classified Employees
- Molly Parks - Assistant Superintendent of Human Resources - Update on Classified Employees during school closure. All are in paid status, either working remotely, on rotation, or assisting at food distribution sites.

**3.0 DIRECTOR'S REPORT**

- **Update:**
  - Personnel Actions – Hiring and recruitment efforts have slowed down.
  - Impact of Shelter-in-Place
    - All employees remain on paid status
    - Employees working remotely, on rotation or on-call Food Service rotation
    - Commission site visits cancelled for this year
    - Evaluations for Classified Employees – Will meet with union and district to determine next steps.

**4.0 PUBLIC BUSINESS**

**4.1 Consider Approval of Minutes**

Motion: Approve the minutes for the meeting of March 3, 2020 as submitted.

Motion: Pam                      Second: Bryan                      Yes: 3

**4.2 Consent Agenda**

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

Motion: Approve the Consent Agenda Items as submitted.

Motion: Bryan                      Second: Pam                      Yes: 3

**4.3 2019-20 Budget Expenditures for this Period**

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

Motion: Pam                      Second: Bryan                      Yes: 3



**5.0 OLD BUSINESS**

- None

**6.0 NEW BUSINESS**

**6.1 Action: First read or approval of budget for 2020-2021**

Information: According to Ed Code 45253 and Merit Rule 300.1, 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 only changes in the budget from 2019-20 to 2020-2021 are the salaries and stipends. All other budget items remain static.

Motion: Approve the Budget as submitted.

Motion: Bryan                      Second: Pam                      Yes: 3

**7.0 REPORTS AND COMMENTS**

**7.1 Chairperson's Report**

- None

**7.2 Commission Members' Reports or Comments**

- None

**8.0 PUBLIC COMMUNICATIONS**

- None

**9.0 INFORMATION AND FUTURE MEETINGS**

- The next meeting will be held at 4:00 p.m. on Tuesday, May 5, 2020 Via Zoom Virtual Online Meeting.

**11.0 CLOSED SESSION**

- None

**12.0 ADJOURNMENT**

- Adjournment at 4:35PM.

**SANTA CRUZ CITY SCHOOLS**  
**Regular Meeting of the Personnel Commission**

**Minutes**

Tuesday, May 5, 2020

Time: 4:00PM

Zoom Meeting

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1 Pledge of Allegiance – n/a**

Meeting called to order at 4:10PM.

Members Present:

- Mr. Mark Violante
- Ms. Pam Hernandez
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

**1.2 Welcome and Explanation of Format**

**1.3 Establishment of Quorum**

- Quorum established

**1.4 Agenda Deletions or Changes of Sequence**

- None

**2.0 PUBLIC COMMUNICATIONS**

- None

**3.0 DIRECTOR'S REPORT**

- **Update:**
  - Personnel Actions – Hiring and recruitment efforts have been put on hold due to COVID-19
  - County Disaster Service Workers - Forwarded names of Campus Safety Supervisors to the county, as of meeting, no one has been called
  - Food Service Distribution - Denice and Amy are working on this. At time of meeting 13 shifts left
  - Evaluations for Classified Employees - side letter between District and Union
    - All evaluations are on hold unless the employee has previously received “not satisfactory”
    - All probationary employee’s probations have been put on hold due to COVID-19
    - Pay raises are not being effected at this time
  - Director’s Calendar - Sent to all PC Commissioners, Denice and Jeanie

**4.0 PUBLIC BUSINESS**

**4.1 Consider Approval of Minutes**

Motion: Approve the minutes for the meeting of April 14, 2020 as submitted.

Motion: Pam                      Second: Bryan                      Yes: 3

**4.2 Consent Agenda**

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

Motion: Approve the Consent Agenda Items as submitted.

Motion: Bryan                      Second: Pam                      Yes: 3

**4.3 2019-20 Budget Expenditures for this Period**

- None

**5.0 OLD BUSINESS**

- None

**6.0 NEW BUSINESS**

**6.1 Action: First read or approval of revised job description for Interpreter / Translator**

Information: This position is with the Special Ed Department and assists with meetings and documents for bilingual families with students in Special Ed. There is only one person in this position. The changes made do not impact the rate of pay, but rather, keep the description up to date and true to what the position is. The Commission is primarily responsible for outlining the required qualifications and assuring that compensation is in alignment. The job description will go to the Board on May 6<sup>th</sup> for approval.

Motion: Approve the Budget as submitted.

Motion: Pam                      Second: Bryan                      Yes: 3

**7.0 REPORTS AND COMMENTS**

**7.1 Chairperson's Report**

- None

**7.2 Commission Members' Reports or Comments**

- None

**8.0 PUBLIC COMMUNICATIONS**

- None

**9.0 INFORMATION AND FUTURE MEETINGS**

- The next meeting will be held at 4:00 p.m. on Tuesday, June 2, 2020 Via Zoom Virtual Online Meeting.

**11.0 CLOSED SESSION**

- None

**12.0 ADJOURNMENT**

- Adjournment at 4:28PM.

**SANTA CRUZ CITY SCHOOLS**  
**Regular Meeting of the Personnel Commission**

**Minutes**

Tuesday, June 2, 2020

Time: 4:00PM

Zoom Meeting

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1**

Meeting called to order at 4:07PM.

Members Present:

- Mr. Mark Violante
- Ms. Pam Hernandez
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist
- Quorum established
- Added 4.4 to vote to suspend Personnel Commissioner stipends for April, May, and June 2020.

**2.0 PUBLIC COMMUNICATIONS**

- Jeanie Brown, Union President, spoke about the Virtual Retirement Party - 90 people attended
- Molly Parks, Asst. Superintendent, Human Resources, spoke about the budget and the reopening of schools in the Fall

**3.0 DIRECTOR'S REPORT**

- **Update:**
  - Personnel Actions - Open position that we are recruiting for is for Interpreter / Translator
  - Retirement Celebration - HR helped put together a great Retirement Celebration
  - Food Service Drive-By Parade - Participated in a parade to thank the food service workers
  - Preparing for potential lay-offs - Updating the Seniority List to prepare for lay-offs

**4.0 PUBLIC BUSINESS**

**4.1 Consider Approval of Minutes**

Motion: Approve the minutes for the meeting of May 5, 2020 as modified.

Motion: Brian                      Second: Pam                      Yes: 3

**4.2 Consent Agenda**

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

Motion: Approve the Consent Agenda Items as submitted.

Motion: Brian      Second: Pam      Yes: 3

**4.3 2019-20 Budget Expenditures for this Period**

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

Motion: Pam                                      Second: Brian                                      Yes: 3

**4.4 2019-20 Personnel Commissioner Stipends for April, May, June 2020**

Due to the severe budget cuts that the district is facing, the Commissioners asked if anything could be changed for current PC stipends. Stipends are usually paid quarterly. The spring quarter stipends would have been processed in June and paid in July. The Commissioners agreed to forgo the spring quarter stipends.

Motion: Suspend Personnel Commissioner stipends for April, May, and June 2020.

Motion: Pam      Second: Brian      Yes: 3

**5.0 OLD BUSINESS**

- None

**6.0 NEW BUSINESS**

**6.1 Action: Approve Proposed Personnel Commission Meeting Dates for 2020 - 2021**

Tuesday, July 7, 2020	Tuesday, January 12, 2021
Tuesday, August 4, 2020	Tuesday, February 2, 2021
Tuesday, September 1, 2020	Tuesday, March 2, 2021
Tuesday, October 6, 2020	Tuesday, April 6, 2021
Tuesday, November 3, 2020	Tuesday, May 4, 2021
Tuesday, December 1, 2020	Tuesday, June 1, 2021

Information: A July meeting is scheduled this year due to anticipated job description changes. The January meeting is on the 2<sup>nd</sup> Tuesday of the month due to winter break.

Motion: Approve the 2020-2021 Personnel Commission meeting dates as submitted.

Motion: Pam                      Second: Brian                      Yes: 3

**7.0 REPORTS AND COMMENTS**

**7.1 Chairperson's Report**

- None

**7.2 Commission Members' Reports or Comments**

- Discussion regarding how some job descriptions will need to be amended due to distance learning and moving from the in-person classroom model to virtual, on-line classrooms.
- Discussion regarding class sizes and COVID-19 restrictions for classes
- Discussion regarding layoffs, 60-day layoff notice requirement, and employees' ability (or inability) to file for unemployment

**8.0 PUBLIC COMMUNICATIONS**

- None

**9.0 INFORMATION AND FUTURE MEETINGS**

- The next meeting will be held at 4:00 p.m. on Tuesday, July 7, 2020 via Zoom virtual online meeting.

**11.0 CLOSED SESSION**

- None

**12.0 ADJOURNMENT**

- Adjournment at 4:49PM.

**SANTA CRUZ CITY SCHOOLS**  
**Special Meeting of the Personnel Commission**

**Minutes**

Tuesday, June 16, 2020

Time: 3:00PM

Zoom Meeting

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1 Pledge of Allegiance – n/a**

Meeting called to order at 3:03PM

Members Present:

- Mr. Mark Violante
- Ms. Pam Hernandez
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

**1.2 Welcome and Explanation of Format**

**1.3 Establishment of Quorum**

- Quorum established

**1.4 Agenda Deletions or Changes of Sequence**

- None

**2.0 PUBLIC COMMUNICATIONS**

- None

**3.0 NEW BUSINESS**

**3.1 Action: Approve the Revised Personnel Commission Budget**

Information: At the April meeting, the Personnel Commission adopted the budget for 2020-2021. Since that time, the District learned that their budget will be drastically reduced and asked every site and every department to reduce their budgets by at least 10% if possible. It is recommended to decrease the fte of the Human Resource Specialist from 1.0 to 0.9. The Director will remain at 0.86 fte and will take an additional 4 days' furlough.

Motion: I move to approve the revised 2020-2021 Personnel Commission Budget, with the understanding that the Personnel Commission Budget may be increased based on the increases to the overall Santa Cruz City Schools Multiyear Projection Budget.

Motion: Pam                      Second: Brian                      Yes: 3

**7.0 REPORTS AND COMMENTS**

**7.1 Chairperson's Report**

- None

**7.2 Commission Members' Reports or Comments**

- None

**8.0 PUBLIC COMMUNICATIONS**

- None

**9.0 INFORMATION AND FUTURE MEETINGS**

- The next meeting will be held at 4:00 p.m. on Tuesday, July 2, 2020 Via Zoom Virtual Online Meeting.

**11.0 CLOSED SESSION**

- None

**12.0 ADJOURNMENT**

- Adjournment at 3:55PM.