

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, Jan. 11, 2022

Time: 4:02PM

In-person Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:10PM.

Members Present:

- Brian Murtha, Chairperson
- Mark Violante, Vice Chairperson

Personnel Department Present:

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

Public Attendees Present:

- Jeanie Brown - Union President
- Carol McKee - Parent
- Molly Parks - Asst. Sup. Human Resources

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 - Classified and Certificated negotiated another 2.75% raise for the 2021-2022 school year which will bring the raise for Classified up to 5.25% raise for this school year. This raise will go retro back to July 2021.
- Molly Parks - Updated PC Commission on Covid status of schools, students, and staff.

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions
 - Recruitment Update
 - Open positions
 - Pending Appointments
 - Classified Recruitment Fair, January 20, 2022, cancelled until further notice
 - CSPCA Annual Conference: Monterey, March 6-8, 2022

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of Dec. 7, 2021, as submitted.

Motion: Mark Second: Brian Yes: 2 Absent: 0

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: Mark Second: Brian Yes: 2 Absent: 0

4.3 2020-21 Budget Expenditures for this Period

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

Motion: Mark Second: Brian Yes: 2 Absent: 0

5.0 OLD BUSINESS: (None)

5.1 Information: District Appointed Commissioner

The District is recommending Carol McKee as the district-appointed Personnel Commissioner. There will be a public hearing at the Board meeting tomorrow, January 12, 2022. If approved, her term would begin at the following Personnel Commission meeting on February 1, 2022.

5.2 Information: Reclassification Window

At the December Meeting, the reclassification window was extended through January 12, 2022. To date, we have not received any reclassification requests.

5.3 Information: 2020-2021 Personnel Commission Annual Report

The Annual Report will be completed this month and will be taken to the Board as a consent item at that time.

6.0 NEW BUSINESS:

6.1 Action: Approve revised job description - Mental Health Specialist

Background: Last Spring, we recruited (6) full-time Mental Health Specialists to work at the secondary sites. The job description was previously geared to work in the Special Education Department. It has been revised to include these additional positions, serving all the students, and reporting to the site administration. If approved, it will go to the Board for approval on February 9, 2022.

Motion: Approve the revised job description as submitted.

Motion: Brian Second: Mark Yes: 2 Absent: 0

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- Looking forward to having Carol McKee on the Personnel Commission board.

7.2 Commission Members' Reports or Comments

- Mark Violante - Looking forward to having Carol McKee as a new Personnel Commissioner.

8.0 PUBLIC COMMUNICATIONS

- Jeanie Brown - Summer Assistance Program - The district is going to do this assistance program for this year and will include 9, 10, and 11-month employees. The state of California will match the district. Employees will be able to have one pay-out or 2 pay-outs for these amounts.

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Jan.11, 2022. To be determined whether this meeting will be in-person or via Zoom.

10.0 CLOSED SESSION (None)

11.0 ADJOURNMENT

- Adjournment at 4:55PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, Feb. 1, 2022

Time: 4:00PM

In-person Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:03PM.

Members Present:

- Brian Murtha, Chairperson
- Mark Violante, Vice Chairperson

Personnel Department Present:

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

Public Attendees Present:

- Jeanie Brown - Union President
- Carol McKee – Commissioner Nominee
- Molly Parks - Asst. Sup. Human Resources
- Amy Hedrick Farr - Director, Food Services

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established

1.4 Agenda Deletions or Changes of Sequence

- Attachment changed

2.0 PUBLIC COMMUNICATIONS

- Jeanie Brown - Union voted for a 2.75% raise - 138 yes and 2 no
- Molly Parks - Updated regarding Covid status of schools, students, and staff.

3.0 DIRECTOR'S REPORT

• **Update:**

- Personnel Actions
- Recruitment Update
 - Open positions
 - Pending Appointments
- Recruitment Strategies: Included posting flyers using PedX
- CSPCA 2022 Merit Academy: Information provided. No one from SCCS will participate this year.
- CSPCA Annual Conference: Monterey, March 6-8, 2022: Denice, Brian, Carol and Keneé attending

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of Jan. 11, 2022, as submitted.

Motion: Mark Second: Brian Yes: 2 Absent: 0

4.2 2020-21 Budget Expenditures for this Period

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

Motion: Mark Second: Brian Yes: 2 Absent: 0

5.0 OLD BUSINESS: (None)

6.0 NEW BUSINESS:

6.1 Action: Swearing in of New Commissioner, Carol McKee

Background: At the meeting on January 12th, Carol McKee was approved by the Board to serve as their appointee to the Personnel Commission. She is replacing Pamela Hernandez and her term will end December 1, 2024.

6.2 Discussion: 2020-2021 Personnel Commission Annual Report

Information: The annual report is provided. The final draft will go to the Board on 02/23/2022.

6.3 Action: Revise Merit Rule 1400-Probation

Background: At our meeting on March 2, 2021 we changed Merit Rule 1400 to limit all probation periods to 6 months. However, in section 1, 45113.g or AB1353, it states: "This sectional shall apply only to school districts not incorporating the merit system as outlined in Article 6 (commencing with Section 45240).

Rather than simply revert to the prior language, a revised version is proposed. Past practice is that all confidential and management employees have a probation period of one (1) year. The proposed rule aligns with the past practice EC 45301.

Motion: Approve revisions to Merit Rule 1400-Probation as submitted.

Motion: Carol Second: Mark Yes: 3 Absent: 0

6.4 Action: Approve New Job Description - Nutrition Outreach Instruction Specialist

Background: SCCS Food Service was awarded an Open Impact Grant. The bulk of the proposal is included. Per EC 45276, the Governing Board shall fix the duties of all position in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

The recommended pay range for this position aligns with the Central Kitchen Coordinator, Instructional Specialist-Life Lab, and the Nutrition Coordinator, both comparable in levels of responsibility. The education / experience requirements serve to ensure adequate preparation for this position.

Motion: Approve Job Description for Nutrition Outreach Instruction Specialist as submitted.

Motion: Mark Second: Carol Yes: 3 Absent: 0

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- None

8.0 PUBLIC COMMUNICATIONS

- Jeanie Brown - Summer Assistance Program -February deadline to be included in Union Newsletter.

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on March.1, 2022 at the SCCS District Office, 133 Mission Street, Suite 100. If necessary, the meeting will be held virtually via Zoom.

10.0 CLOSED SESSION (None)

11.0 ADJOURNMENT

- Adjournment at 4:45PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, March 1, 2022

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:03PM.

Members Present:

- Brian Murtha, Commissioner -Chairperson
- Mark Violante, Commissioner -Vice Chairperson
- Carol McKee, Commissioner

Personnel Department Present:

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

Public Attendees Present:

- Jeanie Brown - Union President
- Emil Frates – Supervisor - Transportation

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda Deletions or Changes of Sequence - No

2.0 PUBLIC COMMUNICATIONS

- Jeanie Brown – The deadline for the Summer Assistance program was last Friday. So far there are 60 – 68 applications. Two (2) years ago, they had 30 applications. This year, 11-month employees were eligible.

3.0 DIRECTOR’S REPORT

- **Update:**
 - Personnel Actions
 - Recruitment Update
 - Open positions
 - Pending Appointments
 - Job Fair: March 5th, 9am – 11am at Harbor High School in the Multipurpose Room. Commissioners are encouraged to attend. We will be recruiting classified and certificated employees.
 - CSPCA Annual Conference: Monterey, March 6-8, 2022. Denice won’t be able to attend due to injury.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Discussion:

- Change Carol McKee-Parent to Carol McKee-Commissioner Nominee pending approval
- Include PedEx in Director’s Report section regarding recruitment.
- 8.0 Public Communications should read: Jeanie Brown – Summer Assistance Program-February deadline to be included in the Union Newsletter.

Motion: Approve the minutes for the meeting of February 1, 2022, with noted changes.

Motion: Mark Second: Carol 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: Carol Second: Mark Yes: 3

4.3 2020-21 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

Motion: Mark Second: Carol Yes: 3

5.0 OLD BUSINESS: (None)

6.0 NEW BUSINESS:

6.1 Action: Swearing in of New Commissioner, Carol McKee

Background: At the meeting on January 12th, Carol McKee was approved by the Board to serve as their appointee to the Personnel Commission. She is replacing Pamela Hernandez and her term will end December 1, 2024.

6.1 Action: Approve Job Description, Fleet Technician 2/School Bus Driver

Background: For more than three decades, Santa Cruz City Schools has relied on independent mobile mechanics to inspect, maintain, and repair the school bus fleet to the satisfaction of the California Highway Patrol. These mobile mechanics focused their businesses almost exclusively on school districts in Santa Cruz County north of Watsonville. All of these mobile mechanics have recently sunset their businesses.

The Fleet Technician/School Bus Driver position was created in June 2021 to allow for minor, in-house vehicle inspections. The Transportation Department is now posed to have an in-house employee to service brakes, change tires, work on the electrical systems, and do the required safety inspections.

When this position is created, the Fleet Technician/School Bus Driver will become Fleet Technician 1/School Bus Driver. This position will give Santa Cruz City Schools the ability to maintain the current fleet with California Statutory compliance and move forward into new technologies and electric vehicle operation

Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

Discussion: They felt that the salary should be higher (Range 35 instead of Range 34) given the scope and responsibility. In order to maintain alignment, the Instructor/Lead School Bus Driver should also move to Range 35.

Motion: Approve the job description as submitted, changing the salary range from 34 to 35. Change the salary range for the Instructor/Lead School Bus Driver to range 35 as well.

Motion: Mark Second: Carol Yes: 3

6.2 Action: Approve Extended Calendar for Director

Background: The Director's position is funded at 86.5%. This equates to 193 days (223 x .865). This year, due to the unprecedented number of classified hires in late summer/early fall, more days are required. The Director anticipates working 217 days during the year (97%).

Motion: Approve an extended calendar of 217 days for the Director for 2021-2022.

Motion: Mark Second: Carol Yes: 3

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report - None

7.2 Commission Members' Reports or Comments

Mark commented that the Director should be funded next year at 100% and asked that we look into that for 2022-2023.

8.0 PUBLIC COMMUNICATIONS- None

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on April 12, 2022 at the SCCS District Office, 133 Mission Street, Suite 100.

10.0 CLOSED SESSION (None)

11.0 ADJOURNMENT

- Adjournment at 5:26PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, March 1, 2022

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:03PM.

Members Present:

- Brian Murtha, Commissioner -Chairperson
- Mark Violante, Commissioner -Vice Chairperson
- Carol McKee, Commissioner

Personnel Department Present:

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

Public Attendees Present:

- Molly Parks, Asst. Superintendent, Human Resources

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda Deletions or Changes of Sequence (None)

2.0 PUBLIC COMMUNICATIONS

- Molly Parks – HR worked during spring break, hiring teachers and classified employees.

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions
 - Recruitment Update
 - Open positions
 - Pending Appointments
 - Classified Hiring Procedure Outline
 - CSPCA Conference Update - March 6-8

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of March 1, 2022 as submitted.

Motion: Mark Second: Carol 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: Carol Second: Mark Yes: 3

4.3 2020-21 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

Motion: Carol Second: Mark Yes: 3

5.0 OLD BUSINESS: (None)

6.0 NEW BUSINESS:

6.1 Action: Approve Job Description, Director-Information Technology

Background: This position has moved from Business Services and is now part of Educational Services to better support educational technology in the district.

Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

Motion: Approve the revised job description as submitted.

Motion: Mark Second: Carol Yes: 3

6.2 Action: Approve Job Description, Athletic Trainer

Background: For the past 10 years Palo Alto Medical Foundation (PAMF) has partnered with the district to ensure that our schools had trained and certified Athletic Trainers. The Athletic Trainers have all been employees with PAMF or consultants with the districts. PAMF is no longer able to continue to provide athletic training in the same model as the past years and has worked with the district to provide a transition plan. PAMF will subsidize the positions with a sliding scale for the next three years. The employees will become SCCS employees. The recommended pay is in line with the pay they are currently receiving.

Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

Motion: Approve the revised job description as submitted.

Motion: Mark Second: Carol Yes: 3

6.3 First Read: 2022-2023 PC Budget

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 30th of each year. The only changes in the budget from 2021-22 to 2022-23 are the salaries and stipends. All Other budget items remain static. The Director position has changed from .865 FTE to 1.0 FTE. It has been .865 FTE since 1999 when Toni Hyland was the Director.

Discussion: The Director surveyed Personnel Commissions in California and learned that most districts pay commissioners \$50 per meeting. Brian Murtha requested changing the commissioner stipends to \$50 for the 2022-2023 school year.

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Brain Murtha spoke regarding the CSPCA Conference and the workshops that he attended.

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 May 3, 2022, at the SCCS District Office, 133 Mission Street, Suite 100.

10.0 CLOSED SESSION (None)

11.0 ADJOURNMENT

- Adjournment at 4:57PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, March 1, 2022

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:00PM.

Members Present:

- Brian Murtha, Commissioner -Chairperson
- Mark Violante, Commissioner -Vice Chairperson
- Carol McKee, Commissioner

Personnel Department Present:

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

Public Attendees Present:

- Molly Parks, Asst. Superintendent, Human Resources
- Jeanie Brown, President - Classified Union

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda Deletions or Changes of Sequence

- Move Directors Report to the end
- Move Public Business to the end
- Move New Business to the beginning

2.0 PUBLIC COMMUNICATIONS

- Jeanie Brown - Noted that HR has been very helpful in communicating the names and information of the new employees to the Classified Union

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions
 - Recruitment Update
 - Open positions
 - Pending Appointments
 - Summer Hiring

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of April 12, 2022, as submitted.

Motion: Mark Second: Carol 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: Mark Second: Carol Yes: 3

4.3 2020-21 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

Motion: Mark Second: Carol Yes: 3

5.0 OLD BUSINESS:

5.1 Action: Approve 2022-2023 PC Budget

Background: 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 30th of each year. The only changes in the budget from 2021-22 to 2022-23 are the salaries and stipends. All other budget items remain static. The Director position has changed from .865 fte to 1.0 fte and the commissioner stipends have changed from \$35 per meeting to \$50 per meeting. The latter change was recommended after polling merit districts and learning that this is the amount most Commissioners are paid.

Recommendation: Approve the 2022-2023 PC budget as submitted.

Motion: Carol Second: Mark Yes: 3

6.0 NEW BUSINESS:

6.1 Action: Approve Job Description, Project Coordinator

Background: This position was created in June 2019. The job description has been updated to more accurately reflect work done by the previous employee and what the district needs. The minimum qualification requirements and salary placement have not changed. It is going to the Board on May 4, 2022. Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

Recommendation: Approve the revised job description as submitted.

Motion: Mark Second: Carol Yes: 3

6.2 Action: Approve Job Description, Paraeducator-TK/Pre-K

Background: This position is necessary to allow for the expansion of Transitional Kindergarten (TK) and the implementation of a Pre-Kindergarten (Pre-K) program at the elementary school sites. The recommended salary and minimum qualification requirements are in line with other Paraeducator positions we have including Paraeducator-Academic Intervention, Paraeducator-After School, and Paraeducator-Sped.

Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

Recommendation: Approve the job description with changes as modified.

Motion: Carol Second: Mark 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 June 14, 2022, at the SCCS District Office, 133 Mission Street, Suite 100.

10.0 CLOSED SESSION (None)

11.0 ADJOURNMENT

- Adjournment at 4:45PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, June 14, 2022

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:04PM.

Members Present:

- Mark Violante, Commissioner -Vice Chairperson
- Carol McKee, Commissioner

Personnel Department Present:

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

Public Attendees Present:

- Jeanie Brown, President - Classified Union

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda Deletions or Changes of Sequence

- None

2.0 PUBLIC COMMUNICATIONS

- Jeanie Brown -In the process of negotiating a 5% increase in rate of pay for Classified employees.

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions
 - Recruitment Update
 - Open positions
 - Pending Appointments
 - Summer Hiring

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of May 3, 2022, as submitted.

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

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: Mark Second: Carol Yes: 2 Absent: 1

4.3 2020-21 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

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

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

- 6.1** For 2022-2023, the school year begins on August 10, 2022, and ends on May 25, 2023. The proposed meeting dates are as follows:

Tuesday, August 2, 2022	Tuesday, February 7, 2023
Tuesday, September 6, 2022	Tuesday, March 7, 2023
Tuesday, October 4, 2022	Tuesday, April 11, 2023
Tuesday, November 1, 2022	Tuesday, May 2, 2023
Tuesday, December 6, 2022	Tuesday, June 6, 2023
Tuesday, January 10, 2023	

Recommendation: Approve the 2022-2023 Personnel Commission meeting dates as submitted.

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

7.0 REPORTS AND COMMENTS

- 7.1 Chairperson's Report** (None)
7.2 Commission Members' Reports or Comments (None)

8.0 PUBLIC COMMUNICATIONS

- 8.1** Denice Grogan going out of vacation for 3 weeks. Ally Stutzman, new Human Resource Technician will be covering until Denice's return.

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, August 2, 2022, at the SCCS District Office, 133 Mission Street, Suite 100.

10.0 CLOSED SESSION (None)

11.0 ADJOURNMENT

- Adjournment at 4:34PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, August 3, 2021

Time: 4:00PM

In-person Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:03PM.

Members Present:

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

Personnel Department Present:

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

Public Attendees Present:

- Jeanie Brown - Classified Union President

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
 - Recruitment Update
 - Outreach Efforts & Classified Job Fair July 24, 2021
 - SPCA/NC *School Personnel Commission Association / Northern California 2021 conference* on Monday, October 18th, Lafayette, 9:00am - 3:30pm. (Free)

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of June 8, 2021, as submitted.

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

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 Yes: 3 Absent: 0

4.3 2020-21 Budget Expenditures for this Period

There were no expenditures for July 2021.

5.0 OLD BUSINESS: (None)

6.0 NEW BUSINESS:

6.1 Action: Remove high school diploma requirement from various job descriptions

Background: A high school diploma or its equivalent is a requirement on many of our job descriptions. Recently, it has excluded applicants from moving forward in the application process. After communicating with other Personnel Commissions in California, I recommend removing the requirement from the following job classifications:

- Food Service Worker I
- Night Custodian
- Day Custodian
- Groundskeeper I
- Groundskeeper II
- Groundskeeper III

Motion: Remove high school requirement from job classifications specified above.

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

6.2 Action: Job Title Change: Instructor-Lead School Bus Driver

Background: When the duties for the Lead School Bus Driver changed in 2018 to include training, the title remained the same. We have since been referring to the position as the Trainer. Emil Frates, in Transportation, recently informed us that the correct title for the position is "Instructor" (industry standard) and recommended the job title change.

Motion: Approve job description as proposed.

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

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report (None)

7.2 Commission Members' Reports or Comments (None)

8.0 PUBLIC COMMUNICATIONS

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, Sept. 14, 2021, in person at 133 Mission Street, Suite 100, Santa Cruz, CA.

10.0 CLOSED SESSION (None)

11.0 ADJOURNMENT

- Adjournment at 5:05PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, Sept. 14, 2021

Time: 4:00PM

In-person Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:00PM.

Members Present:

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

Personnel Department Present:

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

Public Attendees Present:

- Molly Parks - Asst. Superintendent - Human Resources

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

- Molly Parks - update on Covid-19 testing at all of the sites
 - Modified Quarantine for students - Aspire
 - Percentage of staff vaccinated is over 90%
 - 100% of Certificated Teachers hired for SCCS

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions
 - Recruitment Update
 - Recruitment Efforts: Signs are posted at all sites and on maintenance vans indicating "We are hiring!" and "Job Opportunities!"
 - SPCA/NC *School Personnel Commission Association / Northern California* 2021 conference on Monday, October 18th, Lafayette, 9:00am - 3:30pm. (Free)

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of August 3, 2021, as amended (Pamela Hernandez as Chairperson and Brian Murtha as Vice Chairperson).

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

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: Mark Second: Brian Yes: 3 Absent: 0

4.3 2020-21 Budget Expenditures for this Period

There were no expenditures for August 2021.

5.0 OLD BUSINESS: (None)

6.0 NEW BUSINESS:

6.1 Action: Approve new job description: COVID 19 Prevention Manager

Background: This job classification is being created due to the additional duties and functions that school districts are required to accomplish during the pandemic. School districts across the state have created similar positions to meet the increasing and ever-changing demands by the state and county required for COVID-19. It is being classified as a management position due to the complexity of the decisions that need to be made with the California Department of Public Health (CDPH). The high level of collaboration amongst SCCS schools, SC County, and the Health Department, the high level of tracking confidential information, and the coordination of vaccines and testing, and communication of results at all times of day and night.

Discussion/Changes:

- Change job title to COVID 19 Compliance Manager
- Change bullet "Monitor Symptoms among students and staff in school to help isolate people with symptoms to "Monitor reports and data regarding students and staff in school."

Motion: Approve the job description with changes as modified.

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

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report (None)

7.2 Commission Members' Reports or Comments

- Mark Violante
 - Harbor High traffic issues
 - Students are happy to be back in school

8.0 PUBLIC COMMUNICATIONS

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, Oct. 5, 2021, in person at 133 Mission Street, Suite 100, Santa Cruz, CA.

10.0 CLOSED SESSION (None)

11.0 ADJOURNMENT

- Adjournment at 5:11PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, Oct. 5, 2021

Time: 4:00PM

In-person Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:00PM.

Members Present:

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

Personnel Department Present:

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

Public Attendees Present:

- Molly Parks - Asst. Superintendent - Human Resources

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

- Molly Parks
 - Bay View Classified Staff Meeting

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions
 - Historical Numbers: Comparing new hires and/or positions from 2016-2021
 - Recruitment Update
 - Open positions & Pending Appointments
 - SPCA/NC *School Personnel Commission Association / Northern California* 2021 conference on Monday, October 18th, Lafayette, 9:00am - 3:30pm. (Free)
 - CSPCA Annual Conference in Monterey March 6-8, 2022

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of August 3, 2021, as amended (Pamela Hernandez as Chairperson and Brian Murtha as Vice Chairperson).

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

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 Yes: 3 Absent: 0

4.3 2020-21 Budget Expenditures for this Period

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

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

5.0 OLD BUSINESS: (None)

6.0 NEW BUSINESS: (None)

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- Pamela Hernandez
- Working with CIR to help with ELPAC testing

7.2 Commission Members' Reports or Comments

- Mark Violante will not be available for the next PC Meeting.

8.0 PUBLIC COMMUNICATIONS

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, Nov. 2, 2021, at the SCCS District Office, 133 Mission Street, Suite 100, Santa Cruz, CA.

10.0 CLOSED SESSION (None)

11.0 ADJOURNMENT

- Adjournment at 4:16PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, Nov. 2, 2021

Time: 4:00PM

In-person Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:05PM.

Members Present:

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

Personnel Department Present:

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

Public Attendees Present:

- Jeanie Brown - Union President

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established

1.4 Agenda Deletions or Changes of Sequence (None)

2 PUBLIC COMMUNICATIONS (None)

3 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions
 - Historical Numbers: Comparing new hires from 2016-2021, noting the dramatic increase in the summer/fall of 2021
 - Recruitment Update: Open positions and pending appointments
 - SPCA/NC *School Personnel Commission Association / Northern California* 2021 conference on Monday, October 18th, Lafayette, 9:00am - 3:30pm. Kenee, Denice and Brian attended.
 - Classified Recruitment fair: Scheduled for January 20, 2022 from 5-7PM.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of Oct. 5, 2021, as submitted.

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

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: 2 Absent: 1

4.3 2020-21 Budget Expenditures for this Period

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

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

5.0 OLD BUSINESS: (None)

6.0 NEW BUSINESS:

6.1 Information: District Appointed Commissioner

EC 45244 states that in order to be eligible for appointment to the Personnel Commission, a person must:

(2) Be a known adherent to the principle of the merit system. No member of the governing board of any school district or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the commission. During his or her term of service, a member of the commission shall not be an employee of the school district.

Pamela Hernandez's term ends December 1, 2021. She is not eligible to continue with the Personnel Commission as she is an employee of the school district (as a substitute teacher and ELPAC Proctor). The November meeting will be her last meeting as a commissioner. The district is beginning to search for a district-appointed commissioner.

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- Covid-19 Testing for Employees happening weekly for those employees that are not vaccinated.
- Merit System - Employees are informed of the Merit System when they test or interview for a position.

8.0 PUBLIC COMMUNICATIONS

- Jeanie Brown - Spoke about the New Hire Orientation at all the sites that Kris Munro will be doing every quarter to introduce the new employees to the district. We need to make sure that our employees are happy, respected and valued.

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, Dec.7, 2021, at the SCCS District Office, 133 Mission Street, Suite 100, Santa Cruz, CA.

10.0 CLOSED SESSION (None)

11.0 ADJOURNMENT

- Adjournment at 5:00PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, Dec. 7, 2021

Time: 4:00PM

In-person Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:10PM.

Members Present:

- Brian Murtha, Chairperson
- Mark Violante, Vice Chairperson

Personnel Department Present:

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

Public Attendees Present:

- Jeanie Brown - Union President

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established

1.4 Agenda Deletions or Changes of Sequence

- Added New Business 6.3 - Reclassification Window

2.0 PUBLIC COMMUNICATIONS

- Jeanie Brown - Going back to the table to re-negotiation for an increase in the salary schedule on January 6, 2022. Lowest Salary on the schedule is 14.89 and will increase to 15.00 per hour as of January 1, 2022.

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions
 - Recruitment Update
 - Open positions
 - Pending Appointments
 - Classified Recruitment Fair, January 20, 2022 from 5:00 - 7:00pm at Westlake Elementary.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of Nov. 2, 2021, as submitted.

Motion: Brian Second: 0 Yes: 1 Absent: 0 Abstain: 1

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: Mark Second: Brian Yes: 2 Absent: 0

4.3 2020-21 Budget Expenditures for this Period

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

Motion: Mark Second: Brian Yes: 2 Absent: 0

5.0 OLD BUSINESS: (None)

6.0 NEW BUSINESS:

6.1 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: Brian Murtha as Chairperson and Mark Violante as Vice-Chairperson.
Approved by Acclamation by Commissioners.

6.2 Discussion: 2020 - 2021 Personnel Commission Annual Report

Background: The Annual Report serves to summarize the activities of the Personnel Commission. While informing the public, it also provides a succinct summary of the year for Commissions to refer to in future years. The 2020-2021 Annual Report will be presented at the January 12, 2022 Board Meeting. The format will remain the same but is open for discussion. A copy of the 2019-2020 report is provided for reference.

Motion to keep format the same: Mark Second: Brian Yes: 2 Absent: 0

6.3 Reclassification Window

Background: In the Merit Rules, the reclassification window is from November 1 – January 1. Keneé Houser opened the window for this year to November 12, 2021 until January 12, 2022. At next meeting, we will review Reclassification needs.

Motion to approve amended dates: Mark Second: Brian Yes: 2 Absent: 0

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- Mark Violante - Classified School Employee Summer Program - would like the district to consider.
- Jeanie Brown states that we have used the Classified School Employee Summer Program because the District does not know how much the program would cost until they determine how many employees would like to be part of the program.

8.0 PUBLIC COMMUNICATIONS

- Jeanie Brown - Questioned whether the employees are being told what their hours are. Jeanie states that we are required to inform the employees that if their schedules change by ½ an hour in schedule.

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Jan.11, 2022, at the SCCS District Office, 133 Mission Street, Suite 100, Santa Cruz, CA.

10.0 CLOSED SESSION (None)

11.0 ADJOURNMENT

- Adjournment at 5:10PM.