

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, Jan. 9, 2024

Time: 4:00 PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:05 PM.

Members Present (Via Zoom):

- Carol McKee, Chairperson
- Brian Murtha, Vice Chairperson

Personnel Department Present:

- Keneé Houser, Director - Classified Personnel
- Denice Grogan, Human Resources Specialist
- Ally Stutzman, Human Resources Specialist

Public Attendees Present:

- Molly Parks, Assistant Superintendent-Human Resources
- Jon Wells, 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

Molly Parks – 5.25% tentative agreement going to the board.

Jon Wells – Union working on the tentative agreement with the district.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of Dec.5, 2023, as submitted.

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

3.2 Consent Agenda

Motion: Approve the Consent Agenda as submitted.

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

3.3 2022-23 Budget Expenditures for this Period

Information: Expenditures for the month of December 2023.

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

4.0 DIRECTOR'S REPORT

- Personnel Actions – December 2023 – Reviewed
- Historical data – Comparing the month of December to previous years.
- Reclassification update: Window closes January 16, 2024.
- Upcoming WRIPAC Training Seminars: There are two virtual trainings being offered: The Art of Classification Analysis (February 20 & 23) and Compensation 101 (February 26 & March 1). Keneé Houser will be attending Compensation 101.

5.0 NEW BUSINESS

5.1 Action: Revise Job Description – Mental Health Specialist / Social Emotional Counselor

Background: The Special Education Department is requesting that a California PPS Credential (Pupil Personnel Services) be added to the job requirements as an alternative to a California Marriage and Family Therapist or Clinical Social Worker license. With a PPS Credential, they are qualified to meet with students and provide the necessary support.

Motion: Mark Second: Carol Yes:3

5.2 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 a Chairperson and another member as a Vice Chairperson, to serve a term of one year or until their successors are duly elected.

Motion: Carol McKee to be Chairperson for another term.

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

Motion: Brian to be Vice Chairperson for another term.

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

6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, Feb. 6, 2024, at the SCCS District Office, 133 Mission Street, Suite 100.

7.0 GOOD OF THE ORDER

- Jon Wells and Ally Stutzman are both looking for a commissioner to see if there is anyone who could be a new commissioner for Mark Violante's position.
- Carol McKee wishes a Happy New Year to all.
- Keneé Houser states that Mark has been asking for a commissioner to replace him and she will now be working with the Union to find a new commissioner. She suggested that The Personnel Commission Department and the Union work together to see if there is anything else we can do to recruit.
- Brian Murtha suggested making a pitch at the next meeting for the Union.

8.0 CLOSED SESSION

- None

9.0 ADJOURNMENT

Adjournment at: 4:22PM