

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, Oct. 3, 2023

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:03PM.

Members Present:

- Carol McKee, Chairperson
- Brian Murtha, Vice Chairperson – Joined at 5:30 p.m. to vote on 5.2 and participate in Closed Session.
- Mark Violante

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 – Left at 4:30 p.m. after Director’s Report.
- Jon Wells – Union President
- Jon Morgan – Director - Information Technology
- Paul Lipscomb – Assistant Director - Maintenance and Operations

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established.

1.4 Agenda Deletions or Changes of Sequence

- Add Closed Session after 7.0 Good of the Order to allow for Evaluation of Director

2.0 PUBLIC COMMUNICATIONS

Molly Parks – She went on a field trip to Santa Clara to view the housing project for a proposal to the board for the staff housing project (met with CBO and Facilities person). Viewed 70 houses. We are trying to build 80 houses.

Jon Wells – Was elected as Union President. Has been with the district for 11 years.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of August 8, 2023, as submitted.

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

3.2 Consent Agenda

Motion: Approve the Consent Agenda as submitted.

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

3.3 2022-23 Budget Expenditures for this Period

Information: Expenditures for the month of September 2023.

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

4.0 DIRECTOR’S REPORT

- Personnel Actions September 2023
- Historical data – Comparing the month of September to previous years.
- Job Fair – Sept. 25, 2023, at Westlake Elementary. 8 people were hired. They are currently being in-processed.
- Annual Report to the Board: October 25, 2023
- Update on Ally Stutzman – New Human Resources Specialist for PC at 50% time

5.0 NEW BUSINESS

5.1 Action: Approve Revisions to Job Description & Salary Range – System Support Specialist

Information: There is one employee, Nick Cavazos, who is in the position of System Support Specialist. He started May 2, 2022. Shortly after, July 1, 2022, Jon Morgan started as the Director of Information Technology. Nick sets

up and maintains new computer programs that are adopted by the district. Some of these programs include Catapult (Student Services), Kelvin (Student Services), Nutri-Kids (Food Service), Travel Tracker (Transportation), and Asset Management (District-Wide). This position no maintains the integrity and flow of all data – something that is essential and yet not well defined in any other job description. This position is also responsible for training site employees including Registrars, School Administration Assistants, and Attendance Technicians. A knowledge of Structured Query Language (SQL) and scripting (Python) are essential to this position.

Normally, these changes would have happened gradually (over 2 years or more) and would have been considered a reclassification. This is a unique situation where the need was immediate and there was an employee who could do the work. If approved, it will go to the Board on October 11, 2023 and will be retroactive to July 1, 2023.

Decision: Move from Range 34 to Range 37 as Job Description changes have been presented.

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

5.2 Action: Approve Advanced Step for the Maintenance Specialist A/C

Information: Joe Gorsci was hired as a Maintenance Specialist-HVAC on October 13, 2022. He was placed on Step 3 of the salary schedule based on his resume. After being hired, the supervisor learned of the additional experience and expertise that Mr. Gorsci possesses – including teaching HVAC courses at a night school. The skill level of this employee far exceeds the standards expected of the position. Had we had this knowledge prior to onboarding this employee, we would have gone to the Personnel Commission and requested that Mr. Gorsci start on Step 6. In July, Mr. Gorsci moved to step 4. He would move to Step 6 now, retroactive to July 1, 2023.

Tabled discussion until Brian Murtha was available to discuss via telephone conference call.

Decision: Step 6 retro back to 10/01/2023 – all commissioners agree that this would work instead of going back to 07/01/2023.

Motion: Mark Second: Brian* Yes: 3

*Brian Murtha joined this discussion via telephone conference call for final decision.

6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, October 3, 2023, at the SCCS District Office, 133 Mission Street, Suite 100.

7.0 GOOD OF THE ORDER

- Jon Wells – Union electing 2nd Vice President. The election will start 10/04 and go through 10/06.

8.0 CLOSED SESSION

- Started 4:56 PM
- Ended 5:16 PM
- Report: The Commission conducted Director’s evaluation.

9.0 ADJOURNMENT

Adjournment at: 5:30PM