

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, August 8, 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
- Mark Violante

Personnel Department Present:

- Kenee Houser, Director, Classified Personnel
- Denice Grogan, Human Resources Specialist

Public Attendees Present:

- Kris Munro – Superintendent (attended the beginning of the meeting)
- Molly Parks – Assistant 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

- Moved 2.0 Closed Session to 7.1

Motion: Brian Second: Mark Yes: 3

2.0 PUBLIC COMMUNICATIONS

- Kris Munro thanked the Commissioners for their continued support to the Personnel Commission.
- Molly Parks shared that the Vice Presidents of the Union will be conducting an election for a new president as Jessica Serna Castaneda stepped down.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of June 6, 2023, as submitted.

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

3.2 Consent Agenda

Motion: Approve the Consent Agenda as submitted.

Motion: Brian Second: Mark Yes: 3

3.3 2022-23 Budget Expenditures for this Period

Information: Expenditures for the month of July 2023.

Motion: Mark Second: Brian Yes: 3

4.0 DIRECTOR'S REPORT

- Personnel Actions June 2023
- Personnel Actions July 2023
- Historical data 2017-2023
- Job Fair – July 24, 2023
- New Employee Orientation – Aug. 7, 2023
- Welcome Back Breakfast – Harbor High School
- Director's Calendar

5.0 NEW BUSINESS

5.1 Action: Approve Revisions to Job Description – Campus Safety Supervisor

Information: Historically, the District has paid a Campus Safety Supervisor extra hour to work the front door of board meetings – opening the door and welcoming visitors to the meeting. That duty has been added to the job description. The “Physical Demands” section of the job description has been revised to include the ability to run – ensuring that the employee is able to get to emergency situations quickly.

Motion: Approve revisions to the job description as written.

Motion: Mark Second: Brian Yes: 3

5.2 Action: Approve Revisions to Job Descriptions & Salary Placement – School Bus Driver

Information: The requirement of a high school diploma has been removed from the job description. Applicants must pass a test provided by the Personnel Commission. Probationary employees must pass a test provided by the CHP.

The demand for bus drivers increases (more field trips) and the ability to hire qualified drivers is difficult. We researched other School Bus Driver salaries and found that while our starting pay was higher than our neighboring district, our top step was not. Moving the salary for Bus Drivers from Range 27 to Range 29 will not disrupt the relationship of other positions in the job family.

Motion: Approve revisions to the job description as written.

Motion: Brian Second: Mark Yes: 3

5.3 Action: Approve Changes to Merit Rule 1500.2 - Promotions

Information: The Merit Rules apply to all classified positions. Currently, when employees are promoted from a classified position to a classified management position, they maintain their step. This means that someone possibly supervising others for the first time, may start their position at Step 6. The proposed changes are indicated in red.

Motion: Approve changes to Merit Rule 1500.2 as written.

Motion: Brian Second: Mark Yes: 3

6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, September 5, 2023, at the SCCS District Office, 133 Mission Street, Suite 100.

7.0 GOOD OF THE ORDER

- None

7.1 Closed session – Director’s Evaluation

- Started 5:06 PM
- Ended 5:33 PM
- Report: Commissioners discussed process for evaluating Director. They will continue the planning at the next PC meeting.

8.0 ADJOURNMENT

Adjournment at: 5:38PM