

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, Sept. 5, 2023

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:05PM.

Members Present:

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

Personnel Department Present:

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

Public Attendees Present:

- Jon Wells – 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

- Jon Wells shared an update on the election for the Union President.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

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

Motion: Carol Second: Brian 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 August 2023
- Historical data – Comparing the month of August to previous years.
- Job Fair – Sept. 25, 2023, at Westlake Elementary, 4-6PM
- Annual Report to the Board: October 25, 2023

5.0 NEW BUSINESS

5.1 Action: Approve Revisions to Job Description – Behavior Technician - SPED

Information: Behavior Technician for Special Education work with the Students Achieving Independence and Life success (SAIL) teams at Bay View, Branciforte Middle School, and Harbor High School. The job description is being updated to accurately reflect the physical nature of the position.

Motion: Mark Second: Brian Yes: 3

5.2 Action: Approve New Job Description – Roving School Administrative Assistant

Information: In February 2023, a School Administrative Assistant IV was hired by Human Resources to serve as a roving substitute for Administrative Assistants, Attendance Technicians, and Health Office Assistants. It has proved to be a helpful position as they covered for employees when they were sick, on a leave or absence, or on vacation. This position has been used every day and has been a positive addition to support the school sites.

This job description better outlines the work the employee is performing since it covers several positions and requires the employees to move from site to site.

Motion: Mark Second: Brian Yes: 3

5.3 Action: Approve Additional PC Position

Information: Over the past seven years, the number of classified recruitments has more than doubled. Our recruitment efforts have increased as the numbers of people looking for employment has gone down. We would like to add a part-time (50%) Human Resources Specialist-PC. It has been approved by the District as the Human Resource Department is decreasing their Human Resource Technician position by 50%-time position.

Motion: Mark Second: Brian 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 4:47 PM
- Ended 5:31 PM
- Report: Director’s Evaluation will be conducted on Oct. 3, 2023, Personnel Commission Meeting.

8.0 ADJOURNMENT

Adjournment at: 5:33PM