

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, Nov. 7, 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:

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

Public Attendees Present:

- 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

- Add 5.2 – Discussion Items – Board enclosures.

2.0 PUBLIC COMMUNICATIONS

Ally Stutzman – New Second Vice President for the Union – at the end of the month will be going into deliberations with the district for labor/wage negotiations.

Union will be doing site representation training on 11/08/2023 at Mission Hill Middle School.

Union will be having a general meeting on 11/18/2023 at Branciforte Middle School at 4:00PM.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of October 3, 2023 as submitted.

Motion: Brian Second: Mark Yes: 3

3.2 Consent Agenda

Motion: Approve the Consent Agenda as submitted.

Motion: Mark Second: Brian Yes: 3

3.3 2022-23 Budget Expenditures for this Period

Information: Expenditures for the month of October 2023.

Motion: Mark Second: Brian Yes: 3

4.0 DIRECTOR'S REPORT

- Personnel Actions – October 2023
- Historical data – Comparing the month of October to previous years.
- Annual Report to the Board – October 25, 2023
- Recruitment Institute in Emeryville – October 27, 2023

5.0 NEW BUSINESS

5.1 Action: New Job Description & Salary Range – Assistant Warehouse Worker – Food Services

Information: Due to the increase in students participating in the National Free School Lunch program, additional support is needed in the warehouse.

Discussion: 25% growth in food services. The warehouse needs an assistant to be able to handle the amount of food coming into the warehouse. Will also work as a Relief Driver for the Food Service Delivery Driver. Support person for the warehouse. Placement on the salary schedule is the same as the delivery driver for food services.

Motion: Brian Second: Mark Yes: 3

5.2 Discussion: Board Enclosures

Right now, the board meets, Kenée turns the enclosures into the Board 2 Mondays before they meet. The PC often approves the enclosures after they've been approved by the Board. Several possibilities were discussed. It was decided that the Director will email the enclosures to the Commissioners at the same time she submits them to the Board, real time. They will continue to be approved monthly at the PC meetings.

6.0 INFORMATION AND FUTURE MEETINGS

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

7.0 GOOD OF THE ORDER

- Brian Murtha has agreed to sign on for another term as a Personnel Commissioner. It will be in the agenda at the next PC meeting.

8.0 CLOSED SESSION

- None

9.0 ADJOURNMENT

Adjournment at: 4:46PM