

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, January 12, 2021

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:06PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Ms. Pamela Hernandez, Vice Chairperson
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

Public Attendees Present:

- Jeanie Brown - Classified Union President
- Jim Monreal - Asst. Superintendent of Business
- Trevor Miller - Director of Maintenance
- Jessica Serna Castaneda - Parent / Community Support Coordinator

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

- None

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions
 - Recruitment Update - Breakdown of recruitment activities
 - Director's Calendar

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of October 6, 2020 as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

4.2 Consent Agenda

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda Items as submitted.

Motion: Mark Second: Brian Yes: 3

4.3 2020-21 Budget Expenditures for this Period

Information: Funds were transferred from "materials & supplies" to "dues & membership" to cover the dues for membership to SPCA-NC (School Personnel Commission Association-Northern California).

Motion: Approve the Budget as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS:

6.1 Action: Approve Job Title Change from Public Information Officer to Chief of Communications and Community Engagement

Background: At the Board meeting on December 2, the Board approved the job description for Public Information Officer (the broader job description). After much discussion, they requested to change the job title to Chief of Communications and Community Engagement. This title matches that of a neighboring district and better defines the role of this position.

Motion: I move that we approve change in job title from Public Information Officer to Chief of Communications and Community Engagement.

Motion: Mark Second: Brian Yes: 3 Absent: 0

6.2 Action: Approve Job Description for Assistant Director-Maintenance and Operations

Background: At the December 2, 2020 Board Meeting, the Board discussed reorganizing the Maintenance, Operations and Transportation department for a more efficient use of human and fiscal resources to meet district needs. Per direction given by the Board, staff have revised the attached job description for Assistant Director of Maintenance and Operations. The Assistant Director will support bond projects, oversee day-to-day maintenance projects, and oversee custodial, grounds, and maintenance.

This position is in compliance with Education Code 45276:

The governing board shall fix the duties of all positions a part of the classified service as required by Section 45109. The board may recommend the minimum educational and work experience requirements for classified positions to the personnel commission. Minimum qualification requirements shall be subject to approval of the commission. In approving minimum educational and work experience requirements for classified positions, the commission shall ensure that such requirements reasonably relate to the duties of the position, as established by the governing board, and that they will admit an adequate field of competition. No requirements may be approved which unduly or unreasonably restrict the field of competition.

Motion: I move that we approve the job description for Assistant Director - Maintenance and Operations as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

6.3 Action: Approve Job Description for Lead Custodian

Background: Background: At the December 2, 2020 Board Meeting, the Board discussed reorganizing the Maintenance, Operations and Transportation department for a more efficient use of human and fiscal resources to meet district needs. Per direction given by the Board, staff have revised the attached job description for Lead Custodian. The Lead Custodian will support both the Director and Assistant Director of Maintenance, Operations & Transportation, and will help ensure daily needs are met at each site. In addition to other duties, this position will oversee the scheduling, training, and follow up regarding substitute Custodians.

This position is in compliance with Education Code 45276:

The governing board shall fix the duties of all positions a part of the classified service as required by Section 45109. The board may recommend the minimum educational and work experience requirements for classified positions to the personnel commission. Minimum qualification requirements shall be subject to approval of the commission. In approving minimum educational and work experience requirements for classified positions, the commission shall ensure that such requirements reasonably relate to the duties of the position, as established by the governing board, and that they will admit an adequate field of competition. No requirements may be approved which unduly or unreasonably restrict the field of competition.

Motion: I move that we approve the job description for Lead Custodian as submitted.

Addendum to Motion: The Personnel Commission would like to recommend a change from Range 35 to Range 36.

Motion: Brian Second: Mark Yes: 3 Absent: 0

6.4 Action: Approve Revised Timeline for Reclassification Window 2021

Background: In our Merit Rules, 600.2 A., it states that applications for reclassification will be accepted between November 1 and January 1. This did not happen in 2018 or 2019 as we had just completed the classification study. This year, in October 2020, it was not announced to the employees. The Director recommends opening the window from January 15 – Feb. 16. That will give us time to notify all employees and proceed with any classification studies as needed.

One Commissioner needs to be on the Reclassification committee. It is anticipated that the commitment will be one additional meeting.

Motion: I move that we move the reclassification window from November 1, 2020 - January 1, 2021 to January 15, 2021 – Feb. 16, 2021 and Personnel Commission would like to nominate Mark Violate to serve on the Reclassification Panel.

Motion: Mark Second: Brian Yes: 3 Absent: 0

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- Pamela Hernandez wanted to thank Keneé for forwarding the Superintendents Letters to the Commissioners.

7.2 Commission Members' Reports or Comments

- Mark Violate thanked the attendees for attending the Personnel Commission Meeting.

8.0 PUBLIC COMMUNICATIONS

- Jim Monreal thanked the Personnel Commission for all of the work that the team has done.

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, February 2, 2021 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 5:16pm

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, February 2, 2021

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:08PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Ms. Pamela Hernandez, Vice Chairperson
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel

Public Attendees Present:

- Jeanie Brown - Classified Union President
- Molly Parks - Asst. 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

- None

2.0 PUBLIC COMMUNICATIONS

- Molly Parks - update on Covid Dashboard, update on shut down of some of the cohorts and Covid vaccines.

3.0 DIRECTOR'S REPORT

- **Update:**
 - Recruitment Update
 - Personnel Actions
 - WRIPAC - Western Region Intergovernmental Personnel Assessment Council
 - Director's Calendar

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of January 13, 2021 as submitted.

Motion: Mark Second: Brian Yes: 3 Absent: 0

4.2 Consent Agenda

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda Items as submitted.

Motion: Brian Second: Mark Yes: 3

4.3 2020-21 Budget Expenditures for this Period

Motion: Approve the Budget as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS:

6.1 Discussion: 2019-2020 Annual Report

The Director will present the Annual Report at the SCCS Board meeting on Wednesday, February 24, 2021.
We will review a draft version of the report.

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- None

8.0 PUBLIC COMMUNICATIONS

- None

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, March 2, 2021 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 4:47pm

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, March 2, 2021

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:03PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Ms. Pamela Hernandez, Vice Chairperson
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

Public Attendees Present:

- Jeanie Brown - Classified Union President
- Molly Parks - Asst. 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

- None

2.0 PUBLIC COMMUNICATIONS

- Molly Parks - Gave update on presentation for the Board by Keneé Houser. Also updated on Hybrid dates for students.
- Jeanie Brown - Spoke to her time on the Technical Interviews and how well they are ran.

3.0 DIRECTOR'S REPORT

- **Update:**
 - Recruitment Update
 - Personnel Actions
 - 2019-2020 Annual Report presented on 02/24/2021
 - Summer School

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of February 2, 2021 as submitted.

Motion: Mark Second: Brian Yes: 3 Absent: 0

4.2 Consent Agenda

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda Items as submitted.

Motion: Mark Second: Brian Yes: 3

4.3 2020-21 Budget Expenditures for this Period

Motion: Approve the Budget as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS:

6.1 Information: Reclassification Study Update

Background: Per Merit Rule 600.3 – Initial Review, a list of classifications to be studied must be submitted to the bargaining unit, Superintendent, and Commission at the regularly scheduled Personnel Commission meeting in February. At the January 12 meeting, the Commission moved the initial deadline from 1/1/21 to 2/16/21. Therefore, the Initial Review is being presented at the March meeting.

6.2 Action: Revise Merit Rule 500 - Reclassification

Background: The District asked if we could move the effective date of reclassifications earlier as it would be fairer to the employees doing the work. The Director researched several other Personnel Commissions and found that the effective dates varied. The following changes are recommended (deletions crossed out, additions highlighted in yellow).

600.9 - Upon approval of the Governing Board and the Commission, all resulting reclassification shall be effective either on the 1st of the month following the date of the Board and Commission approvals or sufficiently in the future to allow time for an examination process to be completed, but not more than three (3) months from the date of the Commission's approval. ~~July 1 following the class study. The Governing Board shall have the final decision when a new position is created; the Commission shall have the final decision when an employee is reclassified into an existing position.~~

Motion: Approve Merit Rule 600 change as submitted.

Motion: Mark Second: Brian Yes: 3 Absent: 0

6.3 Action: Revise Merit Rule 1400 - Probation

Background: There was discussion amongst Personnel Commission at the state level regarding probation periods for classified employees including those in a bargaining group, confidential, and management. Per AB-1353, as of January 1, 2020, the probation period for all classified employees is 6 months. The following changes are recommended (deletions crossed out, additions highlighted in yellow).

Merit Rule 1400 – Probationary Period

A person who has served an initial probationary period in a class not to exceed six (6) months or 130 days of paid service, whichever is longer, shall be deemed to be in the permanent classified service, ~~except that the Commission may establish a probationary period in a class not to exceed one (1) year for classes designated by the Commission as executive administrative, administrative including those on the supervisory salary schedule, or police classes (EC45113, AB-1353).~~ No employee shall attain permanent status in the classified service until he/she has completed a probationary period in a class (EC45301).

Motion: Approve the change to Merit Rule 1400 as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- None

8.0 PUBLIC COMMUNICATIONS

- None

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, April 6, 2021 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 5:06pm

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, April 6, 2021

Time: 4:08PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:03PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Ms. Pamela Hernandez, Vice Chairperson
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel

Public Attendees Present:

- Jeanie Brown - Classified Union President
- Molly Parks - Asst. 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

- None

2.0 PUBLIC COMMUNICATIONS

- Molly Parks stated that it has been a busy month. Elementary students have been in hybrid for 2 weeks. All of them will be back 5 days per week starting on Monday. Secondary hybrid started this week (1/2 on campus at a time).

3.0 DIRECTOR'S REPORT

- **Update:**
 - Recruitment Update
 - Personnel Actions
 - Director's Calendar

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of March 2, 2021 as submitted.

Motion: Mark Second: Brian Yes: 3 Absent: 0

4.2 Consent Agenda

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda Items as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

4.3 2020-21 Budget Expenditures for this Period

Motion: Approve the Budget as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS:

6.1 Action: Revise Merit Rule 1400 - Probation

Background: Upon further investigation, it was found that AB-1353 does not apply to merit districts. This rule was changed at the prior Personnel Commission meeting. The proposal is to move it back to its original intent, while cleaning it up and making it more clear.

Original:

Merit Rule 1400 – Probationary Period

A person who has served an initial probationary period in a class not to exceed six (6) months or 130 days of paid service, whichever is longer, shall be deemed to be in the permanent classified service, except that the Commission may establish a probationary period in a class not to exceed one (1) year for classes designated by the Commission as executive administrative, administrative including those on the supervisory salary schedule, or police classes (EC45113). No employee shall attain permanent status in the classified service until he/she has completed a probationary period in a class (EC45301).

Approved at March PC meeting:

Merit Rule 1400 – Probationary Period

A person who has served an initial probationary period in a class not to exceed six (6) months or 130 days of paid service, whichever is longer, shall be deemed to be in the permanent classified service, except that the Commission may establish a probationary period in a class not to exceed one (1) year for classes designated by the Commission as executive administrative, administrative including those on the supervisory salary schedule, or police classes (EC45113, AB-1353). No employee shall attain permanent status in the classified service until he/she has completed a probationary period in a class (EC45301).

Proposed:

Merit Rule 1400 – Probationary Period

A person Classified employees who are Bargaining Unit members and has have served an initial probationary period in a class not to exceed for six (6) months or 130 days of paid service (whichever is longer) shall be deemed to be in the permanent classified service. except that the Commission may establish a probationary period in a class not to exceed one (1) year for classes designated by the Commission as executive administrative, administrative including those on the supervisory salary schedule, or police classes Employees in Confidential and Management positions shall serve an initial probationary period in a class for one (1) year (EC45113). No employee shall attain permanent status in the classified service until he/she has completed a probationary period in a class (EC45301).

Motion: Approve the change to Merit Rule 1400 as proposed.

Motion: Mark Second: Brian Yes: 3 Absent: 0

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- Pamela Hernandez noticed how incredibly busy everyone is and how amazing the employees are at Santa Cruz City Schools.

7.2 Commission Members' Reports or Comments

- Commissioner has noted the good strategies of trying to retain current employees.

8.0 PUBLIC COMMUNICATIONS

- Molly Parks states that she will check to see when Personnel Commission meetings will be able to be in-person. Molly also informed the commission that the Retirement Party will also be via Zoom again.

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Monday, April 5, 2021 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 4:34pm

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Monday, May 3, 2021

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:09PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Ms. Pamela Hernandez, Vice Chairperson
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denise Grogan, Human Resource Specialist

Public Attendees Present:

- Jeanie Brown - Classified Union President
- Molly Parks - Asst. Superintendent - Human Resources
- Trevor Miller, Director of Maintenance and Operations
- Curtis Gomez, Director of Information Technology
- Rita Medina, Parent Community Coordinator, Santa Cruz High

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 stated that it has been a busy month. Elementary students have been in hybrid for 2 weeks. All of them will be back 5 days per week starting on Monday. Secondary hybrid started this week (1/2 on campus at a time).

3.0 DIRECTOR'S REPORT

- **Update:**
 - Recruitment Update
 - Personnel Actions

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of April 6, 2021, as submitted.

Motion: Mark Second: Brian Yes: 3 Absent: 0

4.2 Consent Agenda

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda Items as submitted.

Motion: Mark Second: Brian Yes: 3 Absent: 0

4.3 2020-21 Budget Expenditures for this Period

There were no expenditures for May 2021.

5.0 OLD BUSINESS: (None)

6.0 NEW BUSINESS:

6.1 Action: Approve Final Recommendations for Reclassification

- Background: A Reclassification Report was provided, outlining the process, roles, and recommendation.

Motion: Approve Final Recommendation for Reclassification

Motion: Mark Second: 0 Yes: 2 Abstain: 1 Absent: 0

6.2 First Read: Job Description - Lead System Support Specialist

Background: The Lead System Support Specialist job description came from the Reclassification Study of the System Support Specialist, Belynda Flippo. It was determined that the work she was performing was not in the existing job description. The Board is responsible for determining the Essential Duties. The Commission is responsible for determining the Required Qualifications and assuring that the salary range is appropriately aligned. Due to the difference in ranges from System Support Specialist (Range 34) to the Lead Support Specialist (Range 49), the Director will conduct a salary survey and will present it at the next Personnel Commission meeting.

6.3 Action: Revise Job Description – Payroll Technician

Background: The Payroll Technician job description has been revised to more accurately represent the duties being performed

Motion: Approve revised job description for Payroll Technician as proposed.

Motion: Mark Second: Brian Yes: 3 Absent: 0

6.4 Action: Approve New Job Description – Lead Payroll Technician

Background: The Lead Payroll Technician job description came from the Reclassification Study of the Payroll Technician, Michelle Marquart. It was determined that the work she was performing was not in the existing job description. The Board is responsible for determining the Essential Duties. The Commission is responsible for determining the Required Qualifications and assuring that the salary range is appropriately aligned. The obsolete job description for Lead Payroll Technician is provided for reference.

Motion: Approve job description for Lead Payroll Technician as proposed.

Motion: Brian Second: Mark Yes: 3 Absent: 0

6.5 Action: Approve Budget for 2021-2022

Background: The 2020-2021 budgets were decreased throughout all departments at Santa Cruz City Schools. Aside from salaries, the Personnel Commission budget has been restored to where it was in 2019-2020. Salaries include costs related to statutory requirements and benefits. A copy of the Budget Expenditures to date is provided for reference.

Motion: Approve the Personnel Commission Budget for 2021-2022 as proposed.

Motion: Brian Second: Mark Yes: 3 Absent: 0

6.6 Action: Change June Meeting Date

Background: Commissioner Pam Hernandez is unable to attend the scheduled meeting on June 1, 2021. The Director is requesting to move the June meeting to June 8, 2021.

Motion: Move the meeting to June 8, 2021 as proposed.

Motion: Brian Second: Mark Yes: 3 Absent: 0

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report (None)

7.2 Commission Members' Reports or Comments (None)

8.0 PUBLIC COMMUNICATIONS

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, June 8, 2021 in person at 133 Mission Street, Suite 100, Santa Cruz, CA.

11.0 CLOSED SESSION (None)

12.0 ADJOURNMENT

- Adjournment at 4:48PM

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, June 8, 2021

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:07PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Ms. Pamela Hernandez, Vice Chairperson
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denise Grogan, Human Resource Specialist

Public Attendees Present:

- Jeanie Brown - Classified Union President
- Amy Hedrick Farr - Director of Food Services

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

- None

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions
 - Recruitment Update
 - Presentation to Senderos Organization June 3, 2021
 - Director's Work Calendar Update: 20/21

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of April 6, 2021, as submitted.

Motion: Mark Second: Brian Yes: 3 Absent: 0

4.2 Consent Agenda

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda Items as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

4.3 2020-21 Budget Expenditures for this Period

There were no expenditures for May 2021.

5.0 OLD BUSINESS: (None)

6.0 NEW BUSINESS:

6.1 Action: Approve Job Description - Lead System Support Specialist

Background: A Reclassification Report was provided at the May Personnel Commission meeting. The job description of Lead System Support Specialist had not been in use for 6 years – and then it was in use for less than a year. The salary range was determined based on the percentage difference between the Education Technology Specialist and the Lead Technology Specialist (34%). The proposed range for the Lead System Support Specialist is 34.5% higher due to the structure of our salary schedule. The job description was updated to meet the needs of Santa Cruz City Schools and was approved by the Board on June 2, 2021. Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

Note: Commission would like to note, position at Range 46 as written and remove CPR Requirement, weight restrictions and Driver's License Requirement from the job description.

Motion: Approve job description as proposed.

Motion: Mark Second: Brian Yes: 3 Absent: 0

6.2 Action: Approve job description - Nutrition Coordinator

Background: Food Service demand and staffing are increasing due to the USDA decision to provide free meals to all students. This position is necessary to support Food Service staff and program expansion. The job description was approved by the Board on June 2, 2021. Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

Motion: Approve job description as proposed.

Motion: Brian Second: Mark Yes: 3 Absent: 0

6.3 Action: Approve job description - Fleet Maintenance Technician

Background: The state of California requires monthly vehicle inspections. The outside vendor that SCCS has relied upon to provide this service is no longer available. This position will align SCCS with best practices among school districts throughout California. The job description is going to the Board for approval on June 16, 2021. Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned. While doing the salary survey, the comparable starting rates of pay ranged from \$22.42 to \$34.07 per hour. However, the job duties varied greatly – including titles such as Service Mechanic, Mechanic, and Lead Mechanic. The Fleet Maintenance Technician is not a mechanic. The salary was placed at 10.31%.

Note: Commission would like to move this position to Range 32 as written.

Motion: Approve job description as proposed.

Motion: Mark Second: Brian Yes: 3 Absent: 0

6.4 Action: Revise salary placement - Trainer/Lead School Bus Driver

Background: When researching the Fleet Maintenance Technician position for Transportation, it became apparent that the Trainer/Lead School Bus Driver was not adequately placed on the salary schedule. The Fleet Maintenance Technician was approximately 10% above the School Bus Driver and the Trainer was approximately 5% more than the Fleet Maintenance Technician. In order to maintain alignment within the various positions in Transportation, it is recommended to move the Trainer/Lead School Bus Driver to Range 33. The job description will go to the Board for approval on June 16, 2021. Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

Note: Commission would like to move this position to Range 34 as written.

Motion: Approve job description as proposed.

Motion: Mark Second: Brian Yes: 3 Absent: 0

6.5 Action: Approve Meeting Dates for 2021-2022

Information: The proposed meeting dates are as follows:

Tuesday, July 6, 2021*	Tuesday, January 11, 2021
Tuesday, August 3, 2020	Tuesday, February 1, 2021
Tuesday, September 7, 2020	Tuesday, March 1, 2021
Tuesday, October 5, 2020	Tuesday, April 12, 2021
Tuesday, November 2, 2020	Tuesday, May 3, 2021
Tuesday, December 7, 2020	Tuesday, June 7, 2021*

* Tentative

The school year has changed from late August – early June to mid-August – late May. For 2021, it will be August 11, 2021 – May 26, 2022.

Note: Changed July 6, 2021, to late July or Emergency Meeting if necessary due to Chair being unavailable on that date.

Motion: Approve Meeting Dates for 2021-2022 as proposed.

Motion: Mark Second: Brian Yes: 3 Absent: 0

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report (None)

7.2 Commission Members' Reports or Comments (None)

8.0 PUBLIC COMMUNICATIONS

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, August 3, 2021 in person at 133 Mission Street, Suite 100, Santa Cruz, CA.

10.0 CLOSED SESSION (None)

11.0 ADJOURNMENT

- Adjournment at 5:30PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, August 4, 2020

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

1.1 Pledge of Allegiance – n/a

Meeting called to order at 4:05PM.

Members Present:

- Mr. Mark Violante
- Ms. Pam Hernandez
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established

1.4 Agenda Deletions or Changes of Sequence

- Add to New Business 6.1, approval of the revised budget
- Add to New Business 6.2, approval of Behavior Technician PBIS, change in job description

2.0 PUBLIC COMMUNICATIONS

- Union and District finalized the MOU for distance learning
- Webinars for Certificated and Classified employees to update on training and answer questions

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions – Summary of personnel actions for July 2020 and for 2019-2020
 - Recruitment Update - Breakdown of recruitment activities
 - New Process for “on-boarding” new employees
 - Started using a program called Frontline Central to on-board new employees
 - Able to do New Employee Orientation (NEO) via Zoom and have been able to shorten the amount of time spent going over documents

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of June 2, 2020 and June 16, 2020 as submitted.

Motion: Pam Second: Brian Yes: 3

4.2 Consent Agenda

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda Items as submitted.

Motion: Brian Second: Pam Yes: 3

4.3 2019-20 Budget Expenditures for this Period

- None

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS

6.1 Action: Approve Revised Budget for 2020-2021

Background: After the Special Meeting on June 16th and the Board Meeting on June 24th, it was determined that the necessary classified reductions were less severe than had been anticipated. The Personnel Commission no longer had to decrease its staffing and the Director no longer had to take furlough days. Some of the contractual benefit was restored as well.

Motion: Approve the revised Personnel Commission Budget for 2020-2021

Motion: Pam Second: Brian Yes: 3

6.2 Action: Approve or First Read of Changes to Job Descriptions: Paraeducator, Paraeducator-Academic Intervention, Paraeducator-After School Programs, Paraeducator-Special Education, and Behavior Technician-PBIS

Background: The job descriptions have been changed to meet the needs of on-line learning. This is work that employees were doing during the Spring of 2020, when the schools first closed. Existing employees who are not familiar with the digital platforms will be trained.

Discussion: Basic computer and internet skills were noted in the "Knowledge of" section of the Paraeducator job description. This should be changed from basic to "intermediate." All positions being discussed should include that change. On page 17 of the complete agenda, the Commission would like to add all of the bullets listed under the Paraeducator-Academic Intervention job to the Behavior Technician PBIS job as well.

Motion: Approve the revised job descriptions for Paraeducator, Paraeducator-Academic Intervention, Paraeducator-After School Programs, Paraeducator-Special Education and Behavior Technician-PBIS

Motion: Pam Second: Brian Yes: 3

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- None

8.0 PUBLIC COMMUNICATIONS

- None

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, September 1, 2020 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 4:58PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, Sept. 1, 2020

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

1.1 Pledge of Allegiance – n/a

Meeting called to order at 4:13PM.

Members Present:

- Mr. Mark Violante
- Ms. Pam Hernandez
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

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

- Jeannie Brown - President - Classified Union - stated that the District and everyone came together and agreed to 5 additional leave Days for employees that were evacuated due to fires
- Molly Parks - Asst. Superintendent - Human Resources - stated that we are back to distance learning and commented on the Harbor High Evacuation Shelter

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions – Summary of personnel actions for August 2020
 - Recruitment Update - Breakdown of recruitment activities
 - Response to Fire and Evacuation
 - Finding uses for those employees that are not working due to distance learning which are now working in other capacities

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of August 4, 2020 as submitted.

Motion: Pam Second: Brian Yes: 3

4.2 Consent Agenda

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda Items as submitted.

Motion: Brian Second: Pam Yes: 3

4.3 2020-21 Budget Expenditures for this Period

Motion: Approve the Budget Expenditures for this period as submitted.

Motion: Brian Second: Pam Yes: 3

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS

- None

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- None

8.0 PUBLIC COMMUNICATIONS

- Evacuation leave

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, October 6, 2020 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 4:40PM

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, October 6, 2020

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:05PM.

Members Present:

- Mr. Mark Violante
- Ms. Pam Hernandez
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

Public Attendees Present:

- Jeanie Brown - Classified Union Representative
- Molly Parks - Assistant Superintendent of Human Resources

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

- Jeanie Brown commented on the “Welcome to the Team” flyers and why they have not been receiving the flyers at Santa Cruz High.
- Molly Parks will send an email to all sites to let them all know that they need to forward the “Welcome to the Team” flyers to site staff.

3.0 DIRECTOR’S REPORT

- **Update:**
 - Welcome Packet for New Employees for each site being worked on by the Human Resources and Personnel Commission departments
 - Personnel Actions – Summary of personnel actions for September 2020
 - Recruitment Update - Breakdown of recruitment activities

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of September 1, 2020 as submitted.

Motion: Brian Second: Pam Yes: 3

4.2 Consent Agenda

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda Items as submitted.

Motion: Pam Second: Brian Yes: 3

4.3 2020-21 Budget Expenditures for this Period

There were no expenditures in September; however, carryover was added in two categories.

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS

6.1 Information: Brian Murtha as Personnel Commissioner 12/31/20 - 12/31/23

Brian Murtha is the jointly appointed commissioner. He was invited to serve an additional term and accepted. His term will end December 31, 2023.

6.2 Action: Approve Revisions to Office Assistant-District Office Job Description

Information: This position was created in March 2019 to assist in Human Resources and provide customer service to those who enter the District Office. The job description has been updated to more accurately reflect work done by the previous employee and what the district needs. The District provides the essential duties and responsibilities. The Commission approves the required qualifications and appropriate salary placement.

Recommendation: Approve the revised job description as submitted.

Motion: Approve the Office Assistant - District Office Job description as submitted.

Motion: Brian Second: Pam Yes: 3

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- None

8.0 PUBLIC COMMUNICATIONS

- COVID-19 testing on employees will be doing testing at the County Office of Education, Santa Cruz.
- Discussion on Cohorts and returning in January to a possible hybrid school schedule.

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, November 3, 2020 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 4:56PM

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, November 3, 2020

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:06PM.

Members Present:

- Mr. Mark Violante
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

Public Attendees Present:

- Molly Parks - Assistant Superintendent of Human Resources
- Jeannie Brown - 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 updated on small cohorts at the sites. Also updated Personnel Commission on the fact that employees are being used for different positions. Example given was transportation employees working as painters to update all the schools.

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions – Summary of personnel actions for October 2020
 - Recruitment Update - Breakdown of recruitment activities

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of October 6, 2020 as submitted.

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

4.2 Consent Agenda

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda Items as submitted.

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

4.3 2020-21 Budget Expenditures for this Period

There were no expenditures in October; however, carryover was added in two categories.

Motion: Approve the Budget as submitted.

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

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS

6.1 Information: Driver Trainer Stipend Removed from Salary Schedule

In June 2018, the Personnel Commission approved the revised job description of Trainer/Lead School Bus Driver. The position was rewritten to include the training piece that Emil Frates, Director of Transportation expressed was needed for the department. The salary was moved from Range 30 to Range 32. Prior to this, the Lead School Bus Driver was paid a "Driver Trainer Stipend," where licenses were not outlined. After the job was rewritten, we no longer used the stipend. We are removing it from the salary schedule.

6.2 Action: Approve revisions to Director-Finance Job Description

Information: This position was posted on 12/20/2019. Technical interviews were held 2/28/20. Hiring interviews were on 3/16/20, just as the district was closing and preparing for distance learning. This recruitment was put on hold and filled with employees working out of class and a previous employee working on a limited term. During the recruitment last winter, we realized that our most qualified applicants didn't necessarily meet the standards outlined in the job description. The changes proposed in the "required qualifications" section will open up the applicant pool to more people who have worked their way up in the industry and may not have the education.

Recommendation: Approve the revised job description as submitted.

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

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- None

8.0 PUBLIC COMMUNICATIONS

- None

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, December 1, 2020 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 4:33PM

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, December 1, 2020

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:07PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Ms. Pamela Hernandez, Vice Chairperson
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

Public Attendees Present:

- Molly Parks - Assistant Superintendent of Human Resources
- Jeanie Brown - 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

- Deleted 4.2 Consent Agenda - no new items to approve

2.0 PUBLIC COMMUNICATIONS

- Molly Parks gave update on small cohorts at all sites. Cohorts have taken a 2 week rest due to holiday.
- Jeanie Brown - Asked how many employees are have taken the COVID test - answer: 40% which needs to be 50%

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions
 - Recruitment Update - Breakdown of recruitment activities
 - Director's Calendar

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of October 6, 2020 as submitted.

Motion: Pam Second: Brian Yes: 3 Absent: 0

4.2 2020-21 Budget Expenditures for this Period

Information: Funds were transferred from "materials & supplies" to "dues & membership" to cover the dues for membership to SPCA-NC (School Personnel Commission Association-Northern California).

Motion: Approve the Budget as submitted.

Motion: Pam Second: Brian Yes: 3 Absent: 0

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS:

6.1 Action: Approve Job Description for Public Information Officer and Public Information Officer for Construction and Facilities

Background: The Board has requested a new position: Public Information Officer. We came up with 2 possible job descriptions for the Board to consider. A salary study was conducted with the districts used in the

Classification and Compensation Study of 2018. Pajaro Valley (PVUSD) was the only district with a Public Information Officer. The recommended salary range G (\$92,874 - \$109,628) is slightly higher than that of PVUSD (\$90,799 - \$108,426).

The Board is responsible for outlining the Essential Duties and Responsibilities. The Personnel Commission is responsible for the Required Qualifications and Salary Range. Both job descriptions will be on the agenda for the next Board meeting on December 3, 2020.

Motion: Approve both job descriptions, recommending the broader description.

Motion: Brian Second: Pam Yes: 3 Absent: 0

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

Motion: Pam Hernandez as Chairperson and Brian Murtha as Vice Chairperson for the year 2021.

Chairperson: Motion: Brian Second: Mark Yes: 3 Absent: 0
Vice Chairperson: Motion: Pam Second: Mark Yes: 3 Absent: 0

6.3 Discussion: 2019 – 2020 Personnel Commission Annual Report

Background: The Annual Report serves to summarize the activities of the Personnel Commission. While informing the public, it also provides a succinct summary of the year for Commissions to refer to in future years. The 2019-2020 Annual Report will be presented at the February 24, 2021 Board meeting. The format will remain the same but is open for discussion. A copy of the 2018-2019 report was provided for reference.

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- None

8.0 PUBLIC COMMUNICATIONS

- None

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, January 12, 2021 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 4:56pm