

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, January 10, 2023

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:06PM.

Members Present:

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

Personnel Department Present:

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

Public Attendees Present:

- Amy Hedrick-Farr, Director of Food Services

1.2 Welcome and Explanation of Format

- Closed Session added to the agenda.

1.3 Establishment of Quorum

- Quorum established.

1.4 Agenda Deletions or Changes of Sequence

2.0 PUBLIC COMMUNICATIONS

- None

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of November 1, 2022, as submitted.

Motion: Mark Second: Brian Yes: 3

3.2 Consent Agenda

Motion: Approve the Consent Agenda as submitted.

Motion: Mark Second: Brian Yes: 3

3.2 2022-23 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

Motion: Mark Second: Brian Yes: 3

4.0 DIRECTOR'S REPORT

- Personnel Actions
- Director's Calendar

5.0 OLD BUSINESS

5.1 Action: New Job Description – Central Kitchen Cook/Baker

Information: There has been an increase in participation in our food program in the past year and half by 25%. There is additional funding coming in the 2023-24 school year for scratch cooking through the Kitchen and Infrastructure Training (KIT) Grant. This position is key to help us secure the additional funding and will help align our Wellness Policy and District Goals.

Motion: Approve job description as written: Mark Second: Brian Yes: 3

5.2 Action: New Job Description – Nutrition Services Support Coordinator

Information: The Food Service Program's growth of 25% has led to the need of additional staffing. This position will assist the Director in training employees and substitutes. This person will also assign substitutes and assist in meeting production needs.

Motion: Approve job description with the following changes: Required as stated to include Servsafe Manager and increase Range to 29- Mark Second: Brian Yes: 3

5.3 Action: Advanced Step Placement

Information: The prospective employee has been offered the position of Paraeducator-Special Education and has 17 years of professional experience working with students. They worked for 8 years as an Area Director for Autism Comprehensive Educational Services, providing behavioral and mental health services to students and their families. They have been a Lead Behaviorist at a local school district for 7 years providing assessments, treatment plans, and intervention services to students. They have an MA/MS/MEd in Counseling Psychology, Marriage, and Family Therapy. They are requesting to start at Step 6.

- Step 3: \$21.85
- Step 4: \$22.93
- Step 5: \$24.07
- Step 6: \$25.27

Motion: Advanced step placement to step 6 for this applicant - Mark Second: Bryan Yes: 3

5.4 Information: Reclassification

The Merit Rules state that applications for reclassification will be accepted between November 1st and January 1st. At the last meeting, the Personnel Commission agreed to move that window. It was moved to January 11 – March 11, 2023 as most classified employees don't return to work until January 11th.

5.5 Information: New Classified Employee Evaluation Form

The Assistant Superintendent-Human Resources, the Classified Union President, and the Director-Classified Personnel worked together on the new evaluation form. They ran it by their constituents (supervisors and employees) for feedback and edits.

Note: Regarding employee's acceptance, wording will be changed to "I know I have the right to submit a written statement within 10 days"

6.0 CLOSED SESSION

- Personnel Commission Responsibilities and Discussions
 - Requested by Kenée Houser
 - Education Session
 - New Job Descriptions going forward we will do first read instead of final read at Personal Commission meetings so that the range can be discussed if there are any questions.
 - Cal. Ed. Code 45320 – information passed out.

7.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 PM, February 7, 2023, at the SCCS District Office, 133 Mission Street, Suite 100, Santa Cruz, CA. 95060.

8.0 GOOD OF THE ORDER

9.0 ADJOURNMENT

- Adjournment at 5:39PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, February 7, 2023

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:05PM.

Members Present:

- Carol McKee, Chairperson
- Mark Violante, Commissioner

Personnel Department Present:

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

Public Attendees Present:

- Molly Parks, Assistant Superintendent, Human Resources
- Emil Frates III, Supervisor, Transportation

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established.

1.4 Agenda Deletions or Changes of Sequence

2.0 PUBLIC COMMUNICATIONS

- Molly Parks stated that the union and the district has negotiated a one-time bonus of \$1500 for full time employees and \$750 for part time employees.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of January 20, 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

3.2 2022-23 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

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

4.0 DIRECTOR'S REPORT

- Personnel Actions
- Historical Perspective – a look at January Personnel Actions over the past 5 years
- Merit Academy – Keneé Houser shared information about the Merit Academy – open to all PC staff and commissioners annually. No one is interested in participating this year.
- CSPCA Conference – Keneé Houser and Denice Grogan attended in January.

5.0 NEW BUSINESS

5.1 Action: New Job Description – Dispatcher / School Bus Driver

Information: The expanding service requirements of student transportation require the creation of the Position, Dispatcher / School Bus Driver. Examples of the expanded services:

- NPS Brite Horizons operates twelve-month program.

- Elementary Summer School moved from 20 to 25 days.
- Elementary K-3rd grade field trips have moved away from parent carpools to school bus transport.
- More high school sports teams are requesting weekday evening and Saturday transport.
- Migrant Ed transport service along Hwy 1 North requires early AM departure and late PM returns.

The standard operating hours have routes out on the highway by 6:00 am, with vehicles returning at 5:30 pm. Field trips return from their games as late as midnight. Our students with special needs attend 15 different campuses at five different school districts and one non-public school, with each school district and non-public school having their own minimum days, holiday sequences and split bell times. Due to the site of SCCS's boundaries, several students reside outside school bus rounding, requiring management of third-party vendors to transport students.

The length of the work day, the number of work days, and the complexity of maintaining service to our students requires an individual dedicated to coordinating all the components into a cohesive and cost effective daily plan.

The Supervisor – Transportation and the Director-Classified Personnel studied the salaries of Dispatchers in our neighboring districts and determined that Range 32 is an appropriate rate of pay. This range also maintains alignment within the Transportation Department.

Motion to approve job description as written: Mark Second: Carol Yes: 2 Absent: 1

5.2 Action: Annual Report

The Annual Report will be presented at the next Board meeting, February 22, 2023.

Section 200.12 of the Merit Rules state:

- A. The Personnel Director shall prepare, as required by Education Code Section 45266, an annual report of the Commission activities. When approved by the Commission, the annual report shall be submitted to the Board of Education.
- B. The report shall be prepared for Commission approval as soon after each calendar year as possible and no later than a meeting in February. The report shall cover Commission activities for preceding calendar year.

6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 PM, March 7, 2023, at the SCCS District Office, 133 Mission Street, Suite 100, Santa Cruz, CA. 95060.

7.0 GOOD OF THE ORDER

- PC – Law has changed around classified layoffs. Follows the same guidelines as certificated and must be brought to the board by March 15th. If specially funded position has a little longer to inform of layoff.
 - Layoffs by March 15 or not at all
- Next month we will be near the end of the Reclassification window – will need one of the commissioners on the committee.

8.0 ADJOURNMENT

- Adjournment at 5:01PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, March 7, 2023

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:00PM.

Members Present:

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

Personnel Department Present:

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

Public Attendees Present:

- Molly Parks, Assistant Superintendent, Human Resources
- Jessica Serna Castaneda – 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 talked about the Job Fair on 03/04/2023.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of January 20, 2023, as submitted.

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

3.2 Consent Agenda

Motion: Approve the Consent Agenda as submitted.

Motion: Brian Second: Mark Yes: 3

3.2 2022-23 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

Motion: Mark Second: Brian Yes: 3

4.0 DIRECTOR'S REPORT

- Personnel Actions
- Historical Perspective – a look at January Personnel Actions over the past 5 years.
- Annual Report
- Job Fair 03/04/2023

5.0 NEW BUSINESS

5.1 Action: New Job Description – Grant Writer-Resource Development Coordinator

Information: Santa Cruz City Schools has been able to raise over \$10,000,000 through the work of our Grant Writer, providing invaluable programs and resources for students. As the job encompasses a wide scope of responsibilities that goes beyond writing, "Resource Development Coordinator" has been added to the job title and the job description has been updated to accurately reflect the role.

The Grant Writer-Resource Development Coordinator works under the direction of the Assistant Superintendent of Educational Services in identifying, applying for, monitoring, reporting on and inventorying grants for the district. Specifically, the Grant Writer-Resource Development Coordinator:

- Research various types of grants available and the criteria to qualify for them.
- Assists administrators in determining the fit and feasibility of funding opportunities.
- Compiles necessary information for grant application and reporting process through collaboration with district administrators, finance department, school staff, and other district employees.
- Drafts and completes grant applications according to application requirements.
- Ensures grants are submitted on time and within application parameters.
- Maintains calendar of all grant applications, data requirements, expenditure reports, and other deadlines.
- Compiles data and makes required reports to funders.

Other duties include interfacing with administrators regarding available sources of funding, evaluation of programs that are grant-funded, maintenance of district accounts in federal government databases, and teacher communication regarding grants via newsletters.

This position has been a certificated employee on Special Assignment for the past 3 years. The classified salary schedule was expanded to maintain a rate of pay comparable to a certificated employee,

Motion: Approve job description as submitted.

Motion: Brian Second: Mark Yes: 3

5.2 **Action: New Job Description – Registered Behavior Technician**

Information: Students with disabilities in Santa Cruz City Schools who require Intensive Individualized Instruction as per their Individualized Education Program (IEP) are provided this support most commonly through contracted agencies. Locally, we describe this support as “Special Circumstances Instructional Assistance,” or SCIA support. In 2022-23, sourcing contracted agencies with sufficient staff to provide SCIA support proved extremely challenging. In response to this challenge, the Special Education Department is creating a new job description and supervision program to support individuals filling these new positions. Individuals seeking and completing the Registered Behavior Technician certification will have the training and skills necessary to fulfill the duties of the SCIA and will have the benefit of being SCCS employees, trained and mentored by our own staff. Hiring these positions will allow us to reduce the number of contracted SCIA’s required.

This position is placed at the same salary range as the Behavior Technician-SPED as the duties and requirements are comparable.

Motion: Approve job description as submitted.

Motion: Brian Second: Mark Yes: 3

5.3 **Budget: Discussion**

Information: While the PC Budget isn’t due to the County Office of Education until May 30th, the District is in the process of planning and budgeting now. It makes sense and assists the district if the Personnel Commission follow a similar timeline. We will look at last year’s budget and discuss possible changes for next year.

6.0 **Information and future meetings:**

The next meeting will be held at 4:00 p.m. on Tuesday, April 11, 2023 at the SCCS District Office, 133 Mission Street, Suite 100, Santa Cruz, California.

7.0 **GOOD OF THE ORDER**

- None

8.0 **ADJOURNMENT**

- Adjournment at 4:53 PM

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, April 11, 2023

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:08PM.

Members Present:

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

Personnel Department Present:

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

Public Attendees Present:

- Jessica Serna Castaneda – 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

- Jessica Serna Castaneda spoke about having an end of the year party for the classified employees. Hoping to have it at Delaveaga Park for the party.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of March 7, 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

3.2 2022-23 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

Motion: Mark Second: Brian Yes: 3

4.0 DIRECTOR'S REPORT

- Personnel Actions
- Historical Perspective
- National Trends in applications per job
- NeoGov / NeoEd
- Director's calendar
- Summer Hiring

5.0 NEW BUSINESS

5.1 Action: Approve 2023-2024 PC Budget

Information: According to Ed Code 45253 and Merit Rule 300.1, the Commission shall prepare an annual budget which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the school district. The budget shall be prepared and approved no later than May 30th of each year.

Motion: Budget has been tabled by the Personnel Commission until the May meeting scheduled for May 2, 2023.

6.0 Information and future meetings:

The next meeting will be held at 4:00 p.m. on Tuesday, May 2, 2023 at the SCCS District Office, 133 Mission Street, Suite 100, Santa Cruz, California.

7.0 GOOD OF THE ORDER

- None

8.0 ADJOURNMENT

- Adjournment at 4:56 PM

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, May 2, 2023

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:06PM.

Members Present:

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

Personnel Department Present:

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

Public Attendees Present:

- Jessica Serna Castaneda – Classified Union President
- Jim Monreal – Superintendent – Business Services

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established.

1.4 Agenda Deletions or Changes of Sequence

- Changed job description title on printed agenda from Site and Facility Coordinator to Construction and Facilities Liaison. Job title in back-up documentation was correct.

2.0 PUBLIC COMMUNICATIONS

- Jim Monreal talked about the SCCS Budget and how it is affected by the state budget – State is not requiring taxes to be filed until October 15, 2023 due to the storm damage in the state. This means that we won't know the district won't know the state of its budget until after October.

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3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of March 7, 2023, as submitted.

Motion: Mark Second: Brian Yes: 3

3.2 Consent Agenda

Discussion: Brian Murtha requested that the header of the consent agenda include pending and approval dates for both the Board and the Personnel Commission.

Motion: Approve the Consent Agenda as submitted.

Motion: Brian Second: Mark Yes: 3

3.2 2022-23 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

Motion: Mark Second: Brian Yes: 3

4.0 DIRECTOR'S REPORT

- Personnel Actions
- Historical Perspective
- Summer School Staffing

5.0 NEW BUSINESS

5.1 Action: Approve 2023-2024 PC Budget

Information: According to Ed Code 45253 and Merit Rule 300.1, the Commission shall prepare an annual budget which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the school district. The budget shall be prepared and approved no later than May 30th of each year.

Motion: Brian Second: Mark Yes: 3

5.2 Action: Approve New Job Description – Site and Facility Coordinator

Information: With an increase of facilities and bond projects, the communication needs between sites and Maintenance and Operations (MOT) has increased greatly. This position will support both the sites and MOT in communication regarding bond projects, regularly scheduled maintenance projects and classroom facility needs. This position will support site staff in understanding and supporting their needs to be able to effectively complete their work.

Motion: Brian Second: Mark Yes: 3

5.3 Action: Establish Meeting Dates for 2023-2024

Information: For 2023-2024, the school year begins on August 10, 2023, and ends on May 30, 2024. The proposed meeting dates are as follows:

Tuesday, August 1, 2023	Tuesday, February 6, 2024
Tuesday, September 5, 2023	Tuesday, March 5, 2024
Tuesday, October 3, 2023	Tuesday, April 9, 2024
Tuesday, November 7, 2023	Tuesday, May 7, 2024
Tuesday, December 5, 2023	Tuesday, June 4, 2024
Tuesday, January 9, 2024	

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, June 6, 2023, or August 1, 2023, at the SCCS District Office, 133 Mission Street, Suite 100.

7.0 GOOD OF THE ORDER

- The evaluation of the Director will be conducted during closed session of the PC meeting August 1, 2023.

8.0 ADJOURNMENT

Adjournment at (time): 5:02PM

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, June 6, 2023

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:02PM.

Members Present:

- Carol McKee, Chairperson
- Brian Murtha, Vice Chairperson (via Zoom)

Personnel Department Present:

- Keneé Houser, Director, Classified Personnel

Public Attendees Present:

- Jessica Serna Castaneda – Classified Union President
- 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: None

2.0 PUBLIC COMMUNICATIONS

- Molly Parks commented that the school year wrapped up successfully.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of May 2, 2023, as submitted.

Motion: Brian Second: Carol Yes: 2

3.2 Consent Agenda

Motion: Approve the Consent Agenda as submitted.

Motion: Brian Second: Carol Yes: 2

3.3 2022-23 Budget Expenditures for this Period

Information: The previous budget expenditures were shared. There were no budget expenditures for this month.

4.0 DIRECTOR'S REPORT

- Personnel Actions
- Historical Perspective
- Director's Calendar

5.0 NEW BUSINESS

5.1 Action: Approve Salary Range for Site Accounting Technician Classification

Information: During the reclassification window, a Site Accounting Technician questioned the pay discrepancy between the Site Accounting Technician and Accounts Payable Technician positions. The Director studied the two job descriptions and related salary structure and found that there was not enough difference between the two job descriptions to warrant a difference in pay. It is recommended that the Site Accounting Technician be moved from Range 31 to Range 32. There are currently two (2) employees in this position and one (1) vacancy.

Motion: Change the salary range for Site Accounting Technician from Range 32 to Range 32

Motion: Brian Second: Carol Yes: 2

5.2 Action: Approve New Job Description – Behavior Specialist-Special Education

Information: The position of a Behavior Specialist will support the growing and changing behavioral needs of our Special Education students. This position will support the creation and implementation of behavior plans, support teachers in meeting the needs of their students, and provide training to increase our staff's knowledge of best practices.

The salary placement is on the Licensed Professional salary schedule at the same range as the Mental Health Specialist and Occupational Therapist.

Motion: Brian Second: Carol Yes: 2

5.3 Discussion: California School Personnel Commission Association (CSPCA) Annual Conference

Information: In 2024, the conference will be held in Monterey on March 3 – 5. Discounted hotel rates (\$239 per night) are available to the first 159 registrants. We reserved two (2) rooms for the Director and HR Specialist. If others think they will attend, we should make reservations accordingly.

5.4 Discussion: Evaluation of Director

Information: At the May meeting, during the Good of the Order, it was recommended that the Director's evaluation take place in August.

The Director will touch base with Brian Murtha in 2 weeks to discuss the process. The timeline may be moved to later if the Commission needs time to review the process.

6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, August 1, 2023, or August 1, 2023, at the SCCS District Office, 133 Mission Street, Suite 100.

7.0 GOOD OF THE ORDER: None

8.0 ADJOURNMENT

Adjournment at (time): 4:24PM

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, August 9, 2022

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:06PM.

Members Present:

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

Personnel Department Present:

- Keneé Houser, Director, Classified Personnel

Public Attendees Present:

- Jeanie Brown, President - Classified Union

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda Deletions or Changes of Sequence

- Changed the “Public Communications” at the end of the agenda to “Good of the Order”
- Minutes and approvals have been moved to before the reports
- No consent agenda for this meeting

2.0 PUBLIC COMMUNICATIONS

- Jeanie Brown - 5% wage increase in rate of pay for Classified employees and one time off the salary schedule payment for permanent employees has been approved by the board. Jeanne and Kenee have been working closely on getting employees signed up for the Union when they do prints or when they attend the New Employee Orientation.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of May 3, 2022, as submitted.

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

3.2 2022-23 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

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

Note: Mark would like to consider doing a historical review of our budget to see what we need to increase and decrease in the budget for next year. The Commissioners would like the report to include 5 years of past budgets.

4.0 DIRECTOR’S REPORT

- Personnel Actions:
 - Historical Data
 - Summary of 2021-2022
 - Summary of 2022-2023
- Summer School
- Job Fair – July 26, 2022
- Welcome Breakfast, August 9, 2022, 7:30-9:00AM at Harbor High School at the Multi-Purpose Room
- Snagajob

5.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00PM on Tuesday, September 6, 2022, at the SCCS District Office, 133 Mission Street, Suite 100, Santa Cruz, CA. 95066.

6.0 GOOD OF THE ORDER

- The next meeting will be held at 4:00 p.m. on Tuesday, August 2, 2022, at the SCCS District Office, 133 Mission Street, Suite 100.

7.0 ADJOURNMENT

- Adjournment at 4:45PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, September 6, 2022

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:00PM.

Members Present:

- Brian Murtha, Chairperson
- Carol McKee, Commissioner

Personnel Department Present:

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

Public Attendees Present:

- Jeanie Brown, President - Classified Union

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda Deletions or Changes of Sequence

- Changed the “Public Communications” at the end of the agenda to “Good of the Order”
- Minutes and approvals have been moved to before the reports
- No consent agenda for this meeting

2.0 PUBLIC COMMUNICATIONS

- None

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of August 2, 2022, as submitted.

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

3.2 Consent Agenda

Motion: Approve the consent agenda items as submitted.

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

3.3 2022-23 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

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

4.0 DIRECTOR’S REPORT

- Personnel Actions
- New Employee Orientations 09/01/2022
- Job Fair at Westlake Elementary – Wednesday, September 21, 2022
- Western Region Intergovernmental Personnel Assessment Council (WRIPAC) in Long Beach – Sept. 15 – 16, 2022
- School Personnel Commissioners Association of Northern California (SPCA/NC) in Walnut Creek, October 3, 2022 from 9:00am to 3:00pm - \$89
 - Note: Brian Murtha interested in attending
- California School Personnel Commissioners Association (CSPCA) Annual Conference in Long Beach, January 27-29, 2022 – Last year cost was \$699

5.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00PM on Tuesday, October 4, 2022, at the SCCS District Office, 133 Mission Street, Suite 100, Santa Cruz, CA. 95066.

6.0 GOOD OF THE ORDER

- None

7.0 ADJOURNMENT

- Adjournment at 4:45PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, October 4, 2022

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:02PM.

Members Present:

- Mark Violante, Vice Chairperson
- Carol McKee, Commissioner

Personnel Department Present:

- Keneé Houser, Director, Classified Personnel

Public Attendees Present:

- Jeanie Brown, President - Classified Union
- Molly Parks – Asst. Superintendent for Human Resources
- Amy Hedrick Farr – Director of Food Services

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda Deletions or Changes of Sequence

- None

2.0 PUBLIC COMMUNICATIONS

- Jeanie Brown stated that Union and PC Commission are working on a new Employee Evaluation form for the Classified employees.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of September 6, 2022, as submitted. Excepted as written.

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

3.2 Consent Agenda

Motion: Approve the consent agenda items as submitted.

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

3.3 2022-23 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

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

4.0 DIRECTOR'S REPORT

- Personnel Actions
- Job Fairs – Wednesday, September 21, 2022 at Westlake Elementary & October 6, 2022 at Coconut Grove.
 - We made 18 job offers in 2 hours at Westlake Elementary. Successful applicants were fingerprinted at the event. HR is calling references and following up with onboarding.
- Western Region Intergovernmental Personnel Assessment Council (WRIPAC) in Long Beach – Sept. 15 – 16, 2022
 - Keneé Houser gave update. Other districts stated that having QR codes was important (SCCS was ahead of the game on that). There was a session devoted to the new practice of one-day hiring events.
- School Personnel Commissioners Association of Northern California (SPCA/NC) in Walnut Creek, October 3, 2022, from 9:00am to 3:00pm - \$89
 - Keneé Houser and Brian Murtha attended. One workshop focused on how to plan for an conduct a classification study. The one-day conference ended with a business meeting. It was the last meeting that Keneé Houser will attend as a Board Member.
 - California School Personnel Commissioners Association (CSPCA) Annual Conference in Long Beach, January 27-29, 2022 – Last year cost was \$699. The date has been updated.

- Professional Growth Committee
 - Committee consists of 2 people from the district and 3 people from the union
- Current Work:
 - Classified Management Salary Schedule
 - Ability to offer new employees above step 3 on salary schedule
 - Job Description for Administrative Assistant

5.0 NEW BUSINESS

5.1 Action: Advanced Salary Placement – Warehouse Worker – Food Service

Background: We received one application for the Warehouse Worker – Food Service. The applicant is currently working in the same position at a school district and has 5+ years of direct experience. To move to Santa Cruz City Schools will be a pay cut, but one he is willing to take. It's a rarity to find someone of his caliber to fill a desperately needed position.

Recommendation: Approve an advanced salary placement of 26/6 for prospective employee.

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

5.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00PM on Tuesday, November 1, 2022, at the SCCS District Office, 133 Mission Street, Suite 100, Santa Cruz, CA. 95066.

6.0 GOOD OF THE ORDER

- None

7.0 ADJOURNMENT

- Adjournment at 4:54PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, November 1, 2022

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:04PM.

Members Present:

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

Personnel Department Present:

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

Public Attendees Present:

- Jeanie Brown, President - Classified Union
- Stacey O'Farrell – Director of Special Education

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda Deletions or Changes of Sequence

- None

2.0 PUBLIC COMMUNICATIONS

- Jeanie Brown updated committee on status of Santa Cruz High School after Active Shooter Hoax.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of October 4, 2022, as submitted. Excepted as written.

Motion: Carol Second: Mark Yes: 3

3.2 Consent Agenda

Motion: Approve the consent agenda items as submitted.

Motion: Mark Second: Carol Yes: 3

3.3 2022-23 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

Motion: Carol Second: Mark Yes: 3

4.0 DIRECTOR'S REPORT

- Personnel Actions
- Personal Growth Committee Meeting, November 18, 2022

5.0 NEW BUSINESS

5.1 Action: Revised Job Description, Student Data Technician – Special Education

Background: The Administrative Assistant for Special Education retired in July of 2020. The Accounting Technician retired in December of 2020. During that time, the department reorganized slightly to maximize the efficiency and effectiveness of the department. When the Administrative Assistant position opened in late August, the department shifted responsibilities. The Department has determined that it is most efficient to have the Administrative Assistant and the Student Data Technician share certain duties.

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.

Recommendation: Approve the revised job description as submitted and move to Range 32.

Motion: Mark Second: Carol Yes: 3

5.2 Action: New Job Description, Work-Based Learning Coordinator

Background: This job description was requested by the Secondary Co-Director of Learning and Achievement. This position will work with the Career Technical Education program at Soquel High School. The job description was written in collaboration with the Director-Classified Personnel to serve at more sites should the program expand. Many of the bullets were taken from the existing Career Development Specialist job description as the duties, knowledge, skills, and abilities are similar for both positions.

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.

Recommendation: Approve the new job description accepted as modified.

Motion: Carol Second: Mark Yes: 3

6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00PM on Tuesday, December 6, 2022, via Zoom. Link to be sent at a later date.

7.0 GOOD OF THE ORDER

- None

8.0 ADJOURNMENT

- Adjournment at 5:00PM.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, December 6, 2022

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:06PM.

Members Present:

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

Personnel Department Present:

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

Public Attendees Present:

- Jeanie Brown, Current President – Classified Union
- Jessica Serna Castaneda, Future President – Classified Union
- Julia Hodges – Co-Director of Learning and Achievement, Elementary
- Molly Parks – Assistant Superintendent, Human Resources
- Jon Morgan – Director, Information Technology

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda Deletions or Changes of Sequence

2.0 PUBLIC COMMUNICATIONS

- Jeanie Brown informed commission of her retirement from Santa Cruz City Schools in 2023.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of November 1, 2022, as submitted.

Motion: Carol Second: Mark Yes: 3

3.2 2022-23 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

Motion: Carol Second: Mark Yes: 3

4.0 DIRECTOR'S REPORT

- Personnel Actions
- Annual Report

5.0 OLD BUSINESS

5.1 Information: Work Based Learning Coordinator

At the November meeting, the Personnel Commission approved the new job description for a Work-Based Learning Coordinator. The Commission requested that the Director of Learning and Achievement attend the next meeting to share more about this new position.

Julia talked about the position, explaining what it is and how it works with the Career Technical Education classes and will work to get student internships.

6.0 NEW BUSINESS

6.1 Information: Union-Appointed Commissioner

The Union has reappointed Mark Violante to serve as the Union-Appointed Commissioner for an additional term, from December 2022 – December 2025. The Union will look for a replacement and is grateful that Mark is willing to stay in the position until a replacement is found.

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: Carol McKee as Chairperson for the year 2023.

Motion: Brian Second: Mark Yes: 3

Motion: Brian Murtha as Vice Chairperson for the year 2023.

Motion: Carol Second: Mark Yes: 3

7.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 PM, January 10, 2023, at the SCCS District Office, 133 Mission Street, Suite 100, Santa Cruz, CA. 95060.

8.0 GOOD OF THE ORDER

- Role of the Personnel Commission – Clarification at the next meeting during a closed meeting
 - Commission's role
 - District's role
- Bryan would like to use the "Good of the Order" to include items that the Commissioners would like to share at the next meetings.

8.0 ADJOURNMENT

- Adjournment at 4:48PM.