



Carol McKee
Commissioner: Chair

Brian Murtha
Commissioner: Vice-Chair

Mark Violante
Commissioner

REGULAR MEETING of the Personnel Commission

Tuesday, January 10, 2023, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

Any writings or documents that are public records and are provided to the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 48238 or 48239 at least 24 hours in advance.

- 1.0 CALL TO ORDER
 - 1.1 Welcome and Explanation of Format
 - 1.2 Establishment of Quorum
 - 1.3 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 PUBLIC BUSINESS
 - 3.1 Consider Approval of Minutes
 - 3.2 Consent Agenda
 - 3.2.1 Concerning Regular Assignments
 - 3.2.2 Concerning Provisional and Limited Term Assignments
 - 3.2.3 Eligibility Lists Established
 - 3.3 2022-2023 Budget Expenditures for this Period
- 4.0 DIRECTOR'S REPORT
- 5.0 NEW BUSINESS
 - 5.1 Action: New Job Description – Central Kitchen Cook/Baker
 - 5.2 Action: New Job Description – Nutrition Services Support Coordinator
 - 5.3 Action: Advanced Salary Placement
 - 5.4 Information: Reclassification
 - 5.5 Information: New Classified Employee Evaluation Form
- 6.0 CLOSED SESSION
- 7.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be on February 7, 2023
- 8.0 GOOD OF THE ORDER
- 9.0 ADJOURNMENT



Carol McKee
Commissioner: Chair

Brian Murtha
Commissioner: Vice-Chair

Mark Violante
Commissioner

REGULAR MEETING of the Personnel Commission

Tuesday, June 6, 2023, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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 - 3.2.3 Eligibility Lists Established
 - 3.3 2022-2023 Budget Expenditures for this Period
- 4.0 DIRECTOR'S REPORT
- 5.0 NEW BUSINESS
 - 5.1 Action: Approve Salary Range for Site Accounting Technician Classification
 - 5.2 Action: Approve New Job Description: Behavior Specialist – Special Education
 - 5.3 Discussion: California School Personnel Commission Association (CSPCA) Annual Conference
 - 5.4 Discussion: Evaluation of Director
- 6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be on August 1, 2023.
- 7.0 GOOD OF THE ORDER
- 8.0 ADJOURNMENT



Carol McKee
Commissioner

Brian Murtha
Commissioner: Chair

Mark Violante
Commissioner: Vice Chair

REGULAR MEETING of the Personnel Commission

Tuesday, November 1, 2022, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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 - 3.2.2 Concerning Provisional and Limited Term Assignments
 - 3.2.3 Eligibility Lists Establishes
 - 3.3 2022-2023 Budget Expenditures for this Period
- 4.0 DIRECTOR'S REPORT
- 5.0 NEW BUSINESS
 - 5.1 Action: Revised Job Description, Student Data Technician – Special Education
 - 5.2 Action: New Job Description, Work-Based Learning Coordinator
- 5.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be on December 6, 2022
- 6.0 GOOD OF THE ORDER
- 7.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA
Tuesday, October 4, 2022
Regular Meeting – 4:00 p.m.

Copies of all support materials are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

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

- 1.1 Welcome and Explanation of Format
- 1.2 Establishment of Quorum
- 1.3 Agenda-Deletions or Change of Sequence

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Recommendation: Approve the minutes for the meeting of September 6, 2022 as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

3.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 3.2.1 Concerning Regular Assignments
- 3.2.2 Concerning Provisional and Limited Term Assignments
- 3.2.3 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

3.3 Budget Expenditures for This Period

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

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.0 DIRECTOR'S REPORT

- Personnel Actions
- Job Fair at Westlake Elementary – Tuesday, September 20, 5-7pm
- Western Region Intergovernmental Personnel Assessment Council (WRIPAC) in Long Beach, September 15 – 16.
- School Personnel Commissioners Association of Northern California (SPCA/NC) in Walnut Creek, October 3rd, 9:00 am – 3:00 pm.
- California School Personnel Commissioners Association (CSPCA) Annual Conference in Long Beach. Date has been changed to Jan 22-24, 2023. Last year, cost was \$699
- Professional Growth Committee
- 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 have 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: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, November 1, 2022 at the SCCS District Office, 133 Mission Street, Suite 100.

6.0 GOOD OF THE ORDER

7.0 ADJOURNMENT

Adjournment at (time) _____



Carol McKee
Commissioner: Chair

Brian Murtha
Commissioner: Vice-Chair

Mark Violante
Commissioner

REGULAR MEETING of the Personnel Commission

Tuesday, February 7, 2023, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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 - 3.3 2022-2023 Budget Expenditures for this Period
- 4.0 DIRECTOR'S REPORT
- 5.0 NEW BUSINESS
 - 5.1 Action: New Job Description – Dispatcher/School Bus Driver
 - 5.2 Action: 2021-2022 Annual Report
- 6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be on March 7, 2023
- 7.0 GOOD OF THE ORDER
- 8.0 ADJOURNMENT



Carol McKee
Commissioner: Chair

Brian Murtha
Commissioner: Vice-Chair

Mark Violante
Commissioner

REGULAR MEETING of the Personnel Commission

Tuesday, March 7, 2023, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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 - 3.3 2022-2023 Budget Expenditures for this Period
- 4.0 DIRECTOR'S REPORT
- 5.0 NEW BUSINESS
 - 5.1 Action: New Job Description – Grant Writer-Resource Development Coordinator
 - 5.2 Action: New Job Description – Registered Behavior Technician
 - 5.3 Budget for 2023-2024
- 6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be on April 11, 2023
- 7.0 GOOD OF THE ORDER
- 8.0 ADJOURNMENT

Santa Cruz City Schools

PERSONNEL COMMISSION



Carol McKee
Commissioner: Chair

Brian Murtha
Commissioner: Vice-Chair

Mark Violante
Commissioner

REGULAR MEETING of the Personnel Commission

Tuesday, April 11, 2023, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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 - 3.2.2 Concerning Provisional and Limited Term Assignments
 - 3.2.3 Eligibility Lists Established
 - 3.3 2022-2023 Budget Expenditures for this Period
- 4.0 DIRECTOR'S REPORT
- 5.0 NEW BUSINESS
 - 5.1 Action: Approve 2023-2024 PC Budget
- 6.0 INFORMATION AND FUTURE MEETINGS
 - The next meeting will be on May 2, 2023*
- 7.0 GOOD OF THE ORDER
- 8.0 ADJOURNMENT



Carol McKee
Commissioner: Chair

Brian Murtha
Commissioner: Vice-Chair

Mark Violante
Commissioner

REGULAR MEETING of the Personnel Commission

Tuesday, May 2, 2023, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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 - 3.2.3 Eligibility Lists Established
 - 3.3 2022-2023 Budget Expenditures for this Period
- 4.0 DIRECTOR'S REPORT
- 5.0 NEW BUSINESS
 - 5.1 Action: Approve 2023-2024 PC Budget
 - 5.3 Action – Approve New Job Description: Site and Facility Coordinator
 - 5.4 Action: Establish Meeting Dates for 2023-2024
- 6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be on June 6, 2023 or August 1, 2023.
- 7.0 GOOD OF THE ORDER
- 8.0 ADJOURNMENT



Carol McKee
Commissioner

Brian Murtha
Commissioner: Chair

Mark Violante
Commissioner: Vice Chair

REGULAR MEETING of the Personnel Commission

Tuesday, December 6, 2022, 4:00 p.m.

Zoom Meeting:

<https://sccs-net.zoom.us/j/81848819092?pwd=V056bnpaOG81elpWZDY2ckNNOHF6QT09>

Meeting ID: 818 4881 9092, Passcode: SCCS

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 - 3.2 2022-2023 Budget Expenditures for this Period
- 4.0 DIRECTOR'S REPORT
- 5.0 OLD BUSINESS
 - 5.1 Information: Job Description – Work-Based Learning Coordinator
- 6.0 NEW BUSINESS
 - 6.1 Information: Union-Appointed Commissioner
 - 6.2 Action: Select Chairperson and Vice Chairperson for 2023
- 7.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be on January 10, 2023
- 8.0 GOOD OF THE ORDER
- 9.0 ADJOURNMENT

Santa Cruz City Schools

PERSONNEL COMMISSION



Carol McKee
Commissioner

Brian Murtha
Commissioner: Chair

Mark Violante
Commissioner: Vice Chair

REGULAR MEETING of the Personnel Commission

Tuesday, August 9, 2022, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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 - 3.2 2022-2023 Budget Expenditures for this Period
- 4.0 DIRECTOR'S REPORT
- 5.0 INFORMATION AND FUTURE MEETINGS
 - The next meeting will be on September 6, 2023*
- 6.0 GOOD OF THE ORDER
- 7.0 ADJOURNMENT

Santa Cruz City Schools

PERSONNEL COMMISSION



Carol McKee
Commissioner

Brian Murtha
Commissioner: Chair

Mark Violante
Commissioner: Vice Chair

REGULAR MEETING of the Personnel Commission

Tuesday, September 6, 2022, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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 - 3.3 2022-2023 Budget Expenditures for this Period
- 4.0 DIRECTOR'S REPORT
- 5.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be on October 4, 2022
- 6.0 GOOD OF THE ORDER
- 7.0 ADJOURNMENT