

**SANTA CRUZ CITY SCHOOLS**  
**Regular Meeting of the Personnel Commission**

**Minutes**

Tuesday, January 14, 2020

Time: 4:03PM

Conference Room 5, SCCS District Office

133 Mission Street, Santa Cruz, CA 95060

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1 Pledge of Allegiance**

Meeting called to order at 4:03PM.

Members Present:

- Mrs. Pamela 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**

**2.0 PUBLIC COMMUNICATIONS**

**3.0 DIRECTOR'S REPORT**

Classified Personnel Actions 2019-2020

Classified Personnel Actions  
2019 - 2020

	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	5	3	12	11	13	3	47
Rehire			1	1			2
Increase FTE		1	4	5	4	6	20
Decrease FTE		1	1	1	1		4
Promotion			3	2			5
Transfer		5					5
Lateral Move				1	1		2
Vol. Demotion				1		1	2
Temp Hire	2	1	2	7	2	3	17

39-mo Reemployment Plan		1		1			2
Job Abandon				1			1
Released	1				1		2
Resign	2		8	3	4	3	20
Retire	3	1			1		5

Open	13	13	19	21	26	22
Open Temp	2	3	4	3	6	1
Pending	2	6	1	1	2	2

Notes:

1. 1 resignation was to provide childcare for grandchild and 1 was for a job that was a better fit.
2. 1 retirement effective June 2020, 1 effective July 2020 and 1 effective Dec 2019.

- **Update:**
  - Recruitment Update
  - Personnel Actions
  - Professional Development: Excel and Google Sheets Workshops
  - Director's Calendar

#### 4.0 PUBLIC BUSINESS

##### 4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of December 3, 2019 as submitted.

Motion: Brian                      Second: Pam                      Abstain:                      Yes: 2                      Absent: Mark

##### 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                      Abstain:                      Yes: 2                      Absent: Mark

##### 4.3 2019-20 Budget Expenditures for this Period

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

Motion: Pam                      Second: Brian                      Abstain:                      Yes: 2                      Absent: Mark

#### 5.0 OLD BUSINESS

- None

#### 6.0 NEW BUSINESS

##### 6.1 Action: Approve New Job Description: International Baccalaureate (IB) Creativity, Activity, Service (CAS) Coordinator

Background: The IB program is new to Harbor High and will begin its first year in Fall, 2020. General information about the program has been provided. This position is needed to help meet the requirements of the program. The Director worked with the site leadership to determine the needs. The Board approved the job description on December 15, 2019, The Personnel Commission is responsible for approving the required classifications and the appropriate range on the salary schedule.

Recommendation: Approve the new Job description for International Baccalaureate (IB) Creativity, Activity, Service (CAS) Coordinator.

Motion: I move to approve the new job description for International Baccalaureate (IB) Creativity, Activity, Service (CAS) Coordinator.

Motion: Pam                      Second: Brian                      Abstain:                      Yes: 2                      Absent: Mark

##### 6.2 Action: Approve Revised Job Description: Administrative Assistant

Background: The Administrative Assistants support the following departments: Maintenance & Operations, Student Services, Curriculum, and Special Education. This job description was revised to accurately reflect the work being performed. Changes are bold and underlined. No changes were made to the required classifications or the salary range.

Recommendation: Approve the revised job description for Administrative Assistant.

Motion: I move to approve the revised job description for Administrative Assistant.

Motion: Pam                      Second: Brian                      Abstain:                      Yes: 2                      Absent: Mark

##### 6.3 Action: Approve Revised Job Description: Parent/Community Outreach Coordinator

Background: The Parent/Community Support Coordinators work at school sites. This job description was revised to accurately reflect the work being performed. Changes are bold and

underlined. A driver's license was added to the required classifications. No changes were made to the salary range.

Recommendation: Approve the revised Job description for Parent/Community Outreach Coordinator.

Motion: I move to approve the revised job description for Administrative Assistant.

Motion: Pam                      Second: Brian              Abstain:      Yes: 2      Absent: Mark

6.4      **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: I move that we elect Mark Violante as Chairperson and Pamela Hernandez as Vice Chairperson for the year 2020.

Motion: Pam                      Second: Brian              Abstain:      Yes: 2      Absent: Mark

**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, February 4, 2020 at 133 Mission Street in Conference Room 5.

**11.0      CLOSED SESSION**

- None

**12.0      ADJOURNMENT**

Adjournment at 4:51PM.