

**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 16<sup>th</sup> and the Board Meeting on June 24<sup>th</sup>, it was determined that the necessary classified reductions were less severe than had been anticipated. The Personal 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.