

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, August 6, 2019

Time: 4:07PM

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 4:07PM.

Members Present:

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

Personnel Department Present:

- Ms. Keneé Houser (Director)
- 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

- Closed Session Moved to 6.2 (Evaluation of the Director of Classified Personnel)

2.0 PUBLIC COMMUNICATIONS

- None

3.0 DIRECTOR'S REPORT

Classified Personnel Actions 2018-2019

	June	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	13	1	3	4	7	17	5	9	8	11	17	14	96
Increase FTE	10	2	1		1	2	1	1		6		4	18
Decrease FTE					1					2			3
Promotion		1			1		1	1	5	2	3	4	18
Reclass												1	1
Transfer	3				1	1	1				3	4	10
Layoff	2	1								3	1		5
Released	7		1	2		1			1				5
Resign	2	10	5	1	3	4	3	4	2	7	15	4	58
Retire	3	3				1	3			1	1		9
Temp Hire		5	2	1	5	6	3	5	8	5	3	0	43
Open	18	21	12	6	7	12	13	16	8	18	23	22	
Open Temp	1						2	3	3	3	1	1	
Pending	1	4			1	4	1	0	2	3	5	4	

Corrections:

1. Delete 1 resignation from May (was a promotion, not a resignation)
2. Delete 1 promo from July (double entry)

Classified Personnel Actions 2019-2020

	July	<i>Total</i>
New Hire	3	3
Increase FTE	5	5
Vol. Demotion	1	1
Resign	3	3
Temp Hire	3	3
Open	21	
Open Temp	1	
Pending	2	

- **Update:**
 - Recruitment Update
 - Personnel Actions: Next page
 - Data re: Reasons for resigning 2018-2019
 - SPCA-NC Fall “Conference” Oct. 24
 - CSPCA Annual Conference Feb. 20-22

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of June 4, 2019 as submitted.

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

4.3 2019-20 Budget Expenditures for this Period

There are no budget expenditures to report.

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS

6.1 Action: Approve changes to Merit Rules 1600 - Limited Term Employment

Background: 1600.2 is proposed to ensure that limited-term employment opportunities are provided to current, regular employees before using existing subs or going outside the District. The Union and the Director have

worked together to implement this change in practice. In addition, two (2) minor changes are being made to keep current: 126 days is added to align with Ed Code; “Star” is removed because the names of the tests change.

Recommendation: Approve Merit Rule 1600-Limited-Term Employment as submitted or amended.

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

6.2 Closed Session: Evaluation of Director of Classified Personnel

- Started at: 4:30PM
- Re-opened at 5:16PM
- Summary: The Director is doing a very fine job and completing all parts of her job specifications. We are very happy with her performance, however, we will give her a report in the next meeting after the paperwork is completed.

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 3, 2019 at 133 Mission Street in Conference Room 5.

11.0 CLOSED SESSION

- Closed Session was moved to 6.2

12.0 ADJOURNMENT

Adjournment at 5:20PM.