

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

**Minutes**

Tuesday, February 5, 2019

Time: 4:00PM

Conference Room 2, 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:

- 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**

- None

**2.0 PUBLIC COMMUNICATIONS**

- Jeanie Brown gave a Union update on temporary employees meeting

**3.0 DIRECTORS REPORT**

	Jan	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	17	5	9	8	11	17	14	81
Increase FTE	2	1	1		6		4	14
Decrease FTE					2			2
Promotion		1	1	5	2	3	5	17
Reclass							1	1
Transfer	1	1				3	4	9
Layoff					3	1		4
Released	1			1				2
Resign	4	3	4	2	7	15	4	39
Retire	1	3			1	1		6
Temp Hire	6	3	5	8	5	3	0	30
Open	9	13	16	8	18	23	22	
Open Temp		2	3	3	3	1	1	
Pending	4	1	0	2	3	5	4	

New hires include 8 Yard Duty Monitors and 4 Playground Recess Coaches who moved into "regular" positions per AB 2160

- **Update:**
  - Recruitment Status Update
  - Limited Term Employment: Reviewing section 1600 in PC Rules
  - Site Budgets and Staffing for 2019-2020
  - California School Personnel Commission Association Conference February 7-10

#### 4.0 PUBLIC BUSINESS

##### 4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of January 8, 2019 as submitted.

Motion: Brian                      Second: Pam                      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: Pam                      Second: Brian                      Yes: 3

##### 4.3 2017-18 Budget Expenditures for this Period

Information:

- The CSPCA Conference in Anaheim is currently estimated to be \$4,000 (\$3,720 + meals and other expenses). Budget items will be moved to accommodate these expenses. We anticipate staying within the overall Personnel Commission budget.
- The expenses for the SPCA/NC Conference in Reno (registration and expenses) were moved from "Mileage, Travel, & Conferences" to "Contractual Benefit."

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

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

Motion: Pam                      Second: Brian                      Yes: 3

#### 5.0 OLD BUSINESS

None

#### 6.0 NEW BUSINESS

##### 6.1 First or Final Reading: Job Description for Office Assistant-District Office

The District is creating a new position to work in the reception area of the District Office. The current Office Assistant job description relates mostly to duties at the site level. The new job description will better meet the needs of the District Office.

Motion: Approve the job description for Office Assistant-District Office as submitted.

Motion: Pam                      Second: Brian                      Yes: 3

**6.2 Discussion: Communicating Director Work Days**

Background: Every May, the Director turns in a projected work calendar for the upcoming academic year. This calendar shows work days and days off. It is signed by the Personnel Commission Chairperson and shared with Human Resources. In the past, as the Director's calendar changes, those changes have been presented at Commission meetings. Other Directors (with SCCS and other districts) communicate calendar changes only with their supervisor and department/district employees. The Director is proposing to communicate dates off with supervisors (Commissioners) at the monthly meetings as needed. The dates won't necessarily be listed on the agenda details. This will be determined by consensus. No vote is necessary.

No issue with this change.

**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 March 5, 2019 at 133 Mission Street, Santa Cruz.

**10.0 PUBLIC COMMUNICATIONS**

- None

**11.0 CLOSED SESSION**

- None

**12.0 ADJOURNMENT**

Adjournment at 4:59PM