

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

**Minutes**

Tuesday, April 9, 2019

Time: 4:00PM

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** (No flag due to different conference room)

Meeting called to order at 4:12PM.

Members Present:

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

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**

**3.0 DIRECTOR'S REPORT**

	Mar	Feb	Jan	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	4	7	17	5	9	8	11	17	14	92
Increase FTE		1	2	1	1		6		4	15
Decrease FTE		1					2			3
Promotion		1		1	1	5	2	3	5	18
Reclass									1	1
Transfer		1	1	1				3	4	10
Layoff							3	1		4
Released	2		1			1				4
Resign	1	3	4	3	4	2	7	15	4	43
Retire			1	3			1	1		6
Temp Hire	1	5	6	3	5	8	5	3	0	36
Open	6	7	12	13	16	8	18	23	22	
Open Temp				2	3	3	3	1	1	
Pending		1	4	1	0	2	3	5	4	

- **Update:**
  - Recruitment Status Update
  - Posting Limited Term employment opportunities internally
  - SCCS Recruitment Fair: Saturday, March 16 at Harbor High
  - Leaves and Interactive Process workshop at Monterey County Office of Education
  - Website updates
  - Revised Work Calendar

#### 4.0 PUBLIC BUSINESS

##### 4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of March 5, 2019 as submitted.

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

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

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

Motion: Pam                      Second: Brian                      Absent:                      Yes: 3

#### 5.0 OLD BUSINESS

None

#### 6.0 NEW BUSINESS

##### 6.1 Action: Approve Job Title Change-Associate Mental Health Specialist (first or final read)

Background: When this position was created in June, 2018, "Intern" was included in the title for clarification purposes. It turns out that this is not needed and, in fact, causes confusion to potential applicants. An Associate position is understood to be for those who have finished a master's program and need hours to complete a certificate. An intern is someone working on a master's degree.

Motion: I move to approve change the title of this job from Associate Mental Health Specialist-Intern to Associate Mental Health Specialist.

Motion: Pam                      Second: Brian                      Absent:                      Yes: 3

##### 6.2 Action: Approve Revised Job Description for Playground Recess Coach (first or final read)

Background: This job description was not part of the classification study last year. This was likely due to the fact that all incumbents were exempt employees. It has been updated with minor changes.

Motion: I move to approve the revised job description for Playground/Recess Coach.

Motion: Brian                      Second: Pam                      Absent:                      Yes: 3

#### 7.0 REPORTS AND COMMENTS

**7.1 Chairperson's Report**

- None

**7.2 Commission Members' Reports or Comments**

- Pam Hernandez commented on what she took away from the CSPCA Conference.
- Brian Murtha attended Katie Orlando's class to help out as an Attorney Advisor for the Cookie Trial

**8.0 PUBLIC COMMUNICATIONS**

- None

**9.0 INFORMATION AND FUTURE MEETINGS**

The next meeting will be held at 4:00 p.m. on Tuesday, May 7, 2019 at 133 Mission Street in Conference Room 5.

**11.0 CLOSED SESSION**

None

**12.0 ADJOURNMENT**

Adjournment at 5:17PM