

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, October 6, 2020

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 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

Public Attendees Present:

- Jeanie Brown - Classified Union Representative
- Molly Parks - Assistant Superintendent of Human Resources

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 commented on the “Welcome to the Team” flyers and why they have not been receiving the flyers at Santa Cruz High.
- Molly Parks will send an email to all sites to let them all know that they need to forward the “Welcome to the Team” flyers to site staff.

3.0 DIRECTOR’S REPORT

- **Update:**
 - Welcome Packet for New Employees for each site being worked on by the Human Resources and Personnel Commission departments
 - Personnel Actions – Summary of personnel actions for September 2020
 - Recruitment Update - Breakdown of recruitment activities

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of September 1, 2020 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 2020-21 Budget Expenditures for this Period

There were no expenditures in September; however, carryover was added in two categories.

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS

6.1 Information: Brian Murtha as Personnel Commissioner 12/31/20 - 12/31/23

Brian Murtha is the jointly appointed commissioner. He was invited to serve an additional term and accepted. His term will end December 31, 2023.

6.2 Action: Approve Revisions to Office Assistant-District Office Job Description

Information: This position was created in March 2019 to assist in Human Resources and provide customer service to those who enter the District Office. The job description has been updated to more accurately reflect work done by the previous employee and what the district needs. The District provides the essential duties and responsibilities. The Commission approves the required qualifications and appropriate salary placement.

Recommendation: Approve the revised job description as submitted.

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

Motion: Brian Second: Pam 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

- COVID-19 testing on employees will be doing testing at the County Office of Education, Santa Cruz.
- Discussion on Cohorts and returning in January to a possible hybrid school schedule.

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, November 3, 2020 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 4:56PM