

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, October 8, 2019

Time: 4:08PM

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 4:08PM.

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

- Delete Item 6.3 Approve posting Maintenance Specialist positions at steps 1-6

2.0 PUBLIC COMMUNICATIONS

3.0 DIRECTOR'S REPORT

Classified Personnel Actions 2019-2020

	Sept	Aug	July	Total	
New Hire	11	13	3	27	
Increase FTE	5	4	6	15	
Decrease FTE	1	1		2	
Promotion	2			2	
Lateral Move	1	1		2	
Vol. Demotion	1		1	2	
39-mo Rehire	1			1	
Job Abandon	1			1	
Released		1		1	
Resign	3	4	3	10	
Retire		1		1	
Temp Hire	6	2	3	11	
Open	21	26	22		
Open Temp	2	5	1		

Pending	1	2	2		
Notes:					
Increases in FTE were Yard Duty (4) and Locker Room Monitor					
Resignation reasons were Job-Better fit (1) and Not a good fit (2)					

- **Update:**
 - Recruitment Update
 - ESCAPE Conference in Sacramento Oct. 1
 - SPCA-NC Fall “Conference” in Fremont Oct. 24
 - CSPCA Annual Conference in San Francisco Feb. 20-22
 - Union appointed Personnel Commissioner – Term ends 12/31/19
 - Update of Director’s work calendar

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of September 3, 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

Motion: Approve the Budget Expenditures for this period as submitted.
Motion: Pam Second: Brian Absent: 0 Yes: 3

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS

6.1 Information: Clarification on Consent Agenda Items

Background: At the last meeting, the Personnel Commission asked the Director to get more information regarding the following Consent Agenda items:

- Rodriguez, Michael, Union Business-Release Time - MH, not to exceed 7hrs, 6/19/19
- Ruiz, Reyna, Health & Wellness Stipend - SS, \$50, 3/1/19 to 6/30/19
- Serna Castaneda, Jessica, Health & Wellness Stipend - SS, \$150, 3/1/19 to 6/30/19
- Silva-Robles, Fe, Health & Wellness Stipend - SS, \$150, 3/1/19 to 6/30/19
- Treadwell-Delgado, Ana Maria, Health & Wellness Stipend - SS, \$100, 3/1/19 - 6/30/19

Information:

The Director gathered information and learned that Michael Rodriguez was paid on 6/19/19 for Union Business because he is a 9-month employee and 6/19/19 was not a work day for him. He was paid to attend a Cabinet and E-Board meeting.

The Parent/Community Support Coordinators were paid \$50 for trainings they attended as part of the Health and Wellness Santa Cruz “I am Thriving” Learning Series. They received \$50 for each session they attended.

6.2 Information: Ed Code 45169 – Providing Information to New Employees

Background: During a PC/Union Touchbase, we were made aware of Ed Code 45169. It is under Article 2: Salaries and reads as follows:

45169.

Upon initial employment and upon each change in classification thereafter, each classified employee shall be furnished two copies of his class specification, salary data, assignment or work location, together with duty hours and the prescribed workweek. The salary data shall include the annual, monthly or pay period, daily, hourly, overtime and differential rate of compensation, whichever are applicable. One copy shall be retained by the employee and the other copy shall be signed and dated by the employee and returned to his supervisor.

The provisions of this section shall not apply to short-term, limited-term, or provisional employees, as those terms are defined in this chapter.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

While new employees are given this information at New Employee Orientations, the process is not as formal as the one outlined above. We are working to fine-tune a form with all of the required information and will have it available at the next Personnel Commission meeting.

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

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

Adjournment at 5:15PM.