

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

Minutes

Tuesday, November 3, 2020

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:06PM.

Members Present:

- Mr. Mark Violante
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

Public Attendees Present:

- Molly Parks - Assistant Superintendent of Human Resources
- Jeannie Brown - Classified Union President

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

- Molly Parks updated on small cohorts at the sites. Also updated Personnel Commission on the fact that employees are being used for different positions. Example given was transportation employees working as painters to update all the schools.

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions – Summary of personnel actions for October 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 October 6, 2020 as submitted.

Motion: Brian Second: Mark Yes: 2 Absent: 1

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: Mark Yes: 2 Absent: 1

4.3 2020-21 Budget Expenditures for this Period

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

Motion: Approve the Budget as submitted.

Motion: Brian Second: Mark Yes: 2 Absent: 1

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS

6.1 Information: Driver Trainer Stipend Removed from Salary Schedule

In June 2018, the Personnel Commission approved the revised job description of Trainer/Lead School Bus Driver. The position was rewritten to include the training piece that Emil Frates, Director of Transportation expressed was needed for the department. The salary was moved from Range 30 to Range 32. Prior to this, the Lead School Bus Driver was paid a “Driver Trainer Stipend,” where licenses were not outlined. After the job was rewritten, we no longer used the stipend. We are removing it from the salary schedule.

6.2 Action: Approve revisions to Director-Finance Job Description

Information: This position was posted on 12/20/2019. Technical interviews were held 2/28/20. Hiring interviews were on 3/16/20, just as the district was closing and preparing for distance learning. This recruitment was put on hold and filled with employees working out of class and a previous employee working on a limited term. During the recruitment last winter, we realized that our most qualified applicants didn’t necessarily meet the standards outlined in the job description. The changes proposed in the “required qualifications” section will open up the applicant pool to more people who have worked their way up in the industry and may not have the education.

Recommendation: Approve the revised job description as submitted.
Motion: Brian Second: Mark Yes: 2 Absent: 1

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, December 1, 2020 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 4:33PM