

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

**Minutes**

Tuesday, December 1, 2020

Time: 4:00PM

Zoom Meeting

**1.0 CALL TO ORDER**

**1.1** Meeting called to order at 4:07PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Ms. Pamela Hernandez, Vice Chairperson
- 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
- Jeanie 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**

- Deleted 4.2 Consent Agenda - no new items to approve

**2.0 PUBLIC COMMUNICATIONS**

- Molly Parks gave update on small cohorts at all sites. Cohorts have taken a 2 week rest due to holiday.
- Jeanie Brown - Asked how many employees are have taken the COVID test - answer: 40% which needs to be 50%

**3.0 DIRECTOR'S REPORT**

- **Update:**
  - Personnel Actions
  - Recruitment Update - Breakdown of recruitment activities
  - Director's Calendar

**4.0 PUBLIC BUSINESS**

**4.1 Consider Approval of Minutes**

Motion: Approve the minutes for the meetings of October 6, 2020 as submitted.

Motion: Pam                      Second: Brian                      Yes: 3                      Absent: 0

**4.2 2020-21 Budget Expenditures for this Period**

Information: Funds were transferred from "materials & supplies" to "dues & membership" to cover the dues for membership to SPCA-NC (School Personnel Commission Association-Northern California).

Motion: Approve the Budget as submitted.

Motion: Pam                      Second: Brian                      Yes: 3                      Absent: 0

**5.0 OLD BUSINESS**

- None

**6.0 NEW BUSINESS:**

**6.1 Action: Approve Job Description for Public Information Officer and Public Information Officer for Construction and Facilities**

Background: The Board has requested a new position: Public Information Officer. We came up with 2 possible job descriptions for the Board to consider. A salary study was conducted with the districts used in the

Classification and Compensation Study of 2018. Pajaro Valley (PVUSD) was the only district with a Public Information Officer. The recommended salary range G (\$92,874 - \$109,628) is slightly higher than that of PVUSD (\$90,799 - \$108,426).

The Board is responsible for outlining the Essential Duties and Responsibilities. The Personnel Commission is responsible for the Required Qualifications and Salary Range. Both job descriptions will be on the agenda for the next Board meeting on December 3, 2020.

Motion: Approve both job descriptions, recommending the broader description.

Motion: Brian                      Second: Pam                      Yes: 3                      Absent: 0

**6.2 Action: Determine Chair and Vice-Chair for Personnel Commission**

Background: Per SCCS Merit Rules 200.2: *At its first meeting following December 1 of each year, the Commission shall elect one of its members as Chairperson and another member as Vice Chairperson, to serve a term of one year or until their successors are duly elected.*

Motion: Pam Hernandez as Chairperson and Brian Murtha as Vice Chairperson for the year 2021.

Chairperson:                      Motion: Brian                      Second: Mark                      Yes: 3                      Absent: 0  
Vice Chairperson: Motion: Pam                      Second: Mark                      Yes: 3                      Absent: 0

**6.3 Discussion: 2019 – 2020 Personnel Commission Annual Report**

Background: The Annual Report serves to summarize the activities of the Personnel Commission. While informing the public, it also provides a succinct summary of the year for Commissions to refer to in future years. The 2019-2020 Annual Report will be presented at the February 24, 2021 Board meeting. The format will remain the same but is open for discussion. A copy of the 2018-2019 report was provided for reference.

**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, January 12, 2021 Via Zoom Virtual Online Meeting.

**11.0 CLOSED SESSION**

- None

**12.0 ADJOURNMENT**

- Adjournment at 4:56pm