

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, September 3, 2019

Time: 4:07PM

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 4:07PM.

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

- None

2.0 PUBLIC COMMUNICATIONS

3.0 DIRECTOR'S REPORT

Classified Personnel Actions 2019-2020

	Aug	July	<i>Total</i>
New Hire	13	3	16
Increase FTE	4	5	9
Decrease FTE	1		1
Lateral Move	1		1
Vol. Demotion		1	1
Released	1		1
Resign	3	3	6
Retire	1		1
Temp Hire	2	3	5
Open	26	22	
Open Temp	5	1	

Pending	3	2	
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Correction: increased July openings by 1
 4 Increase FTE: 3 added FTE (Attendance Tech, Yard Duty, Para-SPED), 1 transferred to position with more FTE.
 3 resignations: 1 for more \$, 1 for better fit, 1 moved

- **Update:**
 - Recruitment Update
 - Personnel Actions: Next page
 - PC and SCCS Facebook Presence
 - SPCA-NC Fall “Conference” Oct. 24
 - CSPCA Annual Conference Feb. 20-22

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of August 6, 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: Brian Second: Pam Absent: 0 Yes: 3

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS

6.1 Action: Approve new job description for Locker Room Monitor (first or final read)

Background: At the middle schools and high schools, locker rooms are generally supervised by the P.E. teachers. For sites where there isn’t a male and a female P.E. teacher, the Campus Safety Supervisor will supervise the locker room. At times, when a site doesn’t have P.E. teachers OR Campus Safety Supervisors of a certain gender, the staff has to scramble to monitor this area. We asked around to see what other districts do and decided it was a new position. It is recommended at Range 19. For reference, Yard Duty is at Range 16, Night Custodian is at Range 22, and Office Assistant is at Range 19.

Notes: Make Necessary adjustments to Draft as directed buy the Personnel Commission.

Motion: Approve the job description for Locker Room Supervisor, Approved with corrections. Will reevaluate after a year.

Motion: Pam Second: Brian Absent: 0 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

- None

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, October 8, 2019 at 133 Mission Street in Conference Room 5.

11.0 CLOSED SESSION

- Closed Session started at 5:36PM for Continuation of Director of Classified Personnel's evaluation.

12.0 ADJOURNMENT

Adjournment at 5:36PM.