

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, June 2, 2020

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

1.1

Meeting called to order at 4:07PM.

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
- Quorum established
- Added 4.4 to vote to suspend Personnel Commissioner stipends for April, May, and June 2020.

2.0 PUBLIC COMMUNICATIONS

- Jeanie Brown, Union President, spoke about the Virtual Retirement Party - 90 people attended
- Molly Parks, Asst. Superintendent, Human Resources, spoke about the budget and the reopening of schools in the Fall

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions - Open position that we are recruiting for is for Interpreter / Translator
 - Retirement Celebration - HR helped put together a great Retirement Celebration
 - Food Service Drive-By Parade - Participated in a parade to thank the food service workers
 - Preparing for potential lay-offs - Updating the Seniority List to prepare for lay-offs

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of May 5, 2020 as modified.

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: Brian Second: Pam 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 Yes: 3

4.4 2019-20 Personnel Commissioner Stipends for April, May, June 2020

Due to the severe budget cuts that the district is facing, the Commissioners asked if anything could be changed for current PC stipends. Stipends are usually paid quarterly. The spring quarter stipends would have been processed in June and paid in July. The Commissioners agreed to forgo the spring quarter stipends.

Motion: Suspend Personnel Commissioner stipends for April, May, and June 2020.

Motion: Pam Second: Brian Yes: 3

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS

6.1 Action: Approve Proposed Personnel Commission Meeting Dates for 2020 - 2021

Tuesday, July 7, 2020	Tuesday, January 12, 2021
Tuesday, August 4, 2020	Tuesday, February 2, 2021
Tuesday, September 1, 2020	Tuesday, March 2, 2021
Tuesday, October 6, 2020	Tuesday, April 6, 2021
Tuesday, November 3, 2020	Tuesday, May 4, 2021
Tuesday, December 1, 2020	Tuesday, June 1, 2021

Information: A July meeting is scheduled this year due to anticipated job description changes. The January meeting is on the 2nd Tuesday of the month due to winter break.

Motion: Approve the 2020-2021 Personnel Commission meeting dates as submitted.

Motion: Pam Second: Brian Yes: 3

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- Discussion regarding how some job descriptions will need to be amended due to distance learning and moving from the in-person classroom model to virtual, on-line classrooms.
- Discussion regarding class sizes and COVID-19 restrictions for classes
- Discussion regarding layoffs, 60-day layoff notice requirement, and employees' ability (or inability) to file for unemployment

8.0 PUBLIC COMMUNICATIONS

- None

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, July 7, 2020 via Zoom virtual online meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 4:49PM.