

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, March 5, 2024

Time: 4:00 PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:00 PM.

Members Present:

- Carol McKee, Chairperson
- Brian Murtha, Vice Chairperson
- Mark Violante

Personnel Department Present:

- Keneé Houser, Director - Classified Personnel
- Denice Grogan, Human Resources Specialist
- Ally Stutzman, Human Resources Specialist

Public Attendees Present:

- Molly Parks – Assistant Superintendent – Human Resources
- Jon Wells – Union President
- Mark McConnell

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established.

1.4 Agenda Deletions or Changes of Sequence

- Change: Removed 5.1 – Action: Swearing in of New Commissioner, Mark McConnell
- Change: The April meeting date has been moved to April 16, 2024. This is because the Board of Directors will be approving the appointment of Mark McConnell as new commissioner at its meeting on March 13, 2024. It must be at least 30 days after the Board approves before the new commissioner can be sworn in at the Personnel Commission meeting.

2.0 PUBLIC COMMUNICATIONS

- Molly Parks
 - CSPCA Conference – talked about the sessions.
 - Educator Housing Project Update
 - Builder, Architect, and plans started.
 - Will be 60% of the going rental rate for the area.
 - 80 units to be completed in 2026.
 - Studios to 3 bedrooms
 - 2 employee input meetings have been held.
- Jon Wells
 - CSPCA Conference
 - The Merit System 101 Session was good.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of February 6, 2024, as submitted.

Motion: Mark Second: Brian Yes: 3

3.2 Consent Agenda

Motion: Approve the Consent Agenda as submitted.

Motion: Brian Second: Mark Yes: 3

3.3 2023-24 Budget Expenditures for this Period

Information: Expenditures for the month of February 2024.

Motion: Mark Second: Brian Yes: 3

4.0 DIRECTOR'S REPORT

- Personnel Actions – February 2024 – Reviewed
- Historical data – Comparing the month of February 2024 to previous years.
- WRIPAC Training: Compensation 101 February 26 and March 1
- CSPCA Conference – March 3 - 5
- Recruitment Fair – March 2
 - Kenee Houser gave an update on the job fair activities.
 - Brian Murtha attended the Recruitment Fair.
 - Molly Parks stated that about 90 people attended.
 - Hired one Spanish teacher.
 - Many applicants for Math positions
- Video to promote SCCS Bus Driver positions.
 - Kenee showed the video.
 - Mark Violante suggested taking down School Bus Driver banners to clean them and then put them back up in April 2024.

5.0 NEW BUSINESS

5.1 Action: Approve Revised Job Description – Project Manager – Construction & Facilities

Background: The job description was first written five (5) years ago. The district has a clearer understanding of what is needed for this position. It was updated to reflect the work currently being performed in this job classification.

Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve the minimum qualification requirements and ensure that salaries are correctly aligned.

Note: The payroll level will change from H to D on the Classified Management Salary Schedule and will be noted on the Job Description.

Motion: Approve revisions to the job description as written.

Motion: Brian Second: Mark Yes:3

6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, April 16, 2024, at the SCCS District Office, 133 Mission Street, Suite 100.

7.0 GOOD OF THE ORDER

- Mark Violante stated that he will be resigning as one of the Personnel Commissioners and this will be his last meeting. He fully enjoyed his 11 years as a Personnel Commissioner.
- Kenee Houser thanked Mark Violante for his service to Santa Cruz City Schools and the Personnel Commission.

8.0 CLOSED SESSION

- None

9.0 ADJOURNMENT

Adjournment at: 4:55 PM