

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

**Minutes**

Tuesday, May 5, 2020

Time: 4:00PM

Zoom Meeting

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**1.1 Pledge of Allegiance – n/a**

Meeting called to order at 4:10PM.

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

**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**

- None

**3.0 DIRECTOR'S REPORT**

• **Update:**

- Personnel Actions – Hiring and recruitment efforts have been put on hold due to COVID-19
- County Disaster Service Workers - Forwarded names of Campus Safety Supervisors to the county, as of meeting, no one has been called
- Food Service Distribution - Denice and Amy are working on this. At time of meeting 13 shifts left
- Evaluations for Classified Employees - side letter between District and Union
  - All evaluations are on hold unless the employee has previously received “not satisfactory”
  - All probationary employee’s probations have been put on hold due to COVID-19
  - Pay raises are not being effected at this time
- Director’s Calendar - Sent to all PC Commissioners, Denice and Jeanie

**4.0 PUBLIC BUSINESS**

**4.1 Consider Approval of Minutes**

Motion: Approve the minutes for the meeting of April 14, 2020 as submitted.

Motion: Pam                      Second: Bryan                      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: Bryan                      Second: Pam                      Yes: 3

**4.3 2019-20 Budget Expenditures for this Period**

- None

**5.0 OLD BUSINESS**

- None

**6.0 NEW BUSINESS**

**6.1 Action: First read or approval of revised job description for Interpreter / Translator**

Information: This position is with the Special Ed Department and assists with meetings and documents for bilingual families with students in Special Ed. There is only one person in this position. The changes made do not impact the rate of pay, but rather, keep the description up to date and true to what the position is. The Commission is primarily responsible for outlining the required qualifications and assuring that compensation is in alignment. The job description will go to the Board on May 6<sup>th</sup> for approval.

Motion: Approve the Budget as submitted.

Motion: Pam                      Second: Bryan                      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, June 2, 2020 Via Zoom Virtual Online Meeting.

**11.0 CLOSED SESSION**

- None

**12.0 ADJOURNMENT**

- Adjournment at 4:28PM.