

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, December 3, 2019

Time: 4:05PM

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 4:05PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Mrs. Pamela 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

2.0 PUBLIC COMMUNICATIONS

3.0 DIRECTOR'S REPORT

Classified Personnel Actions 2019-2020

	Nov	Oct	Sept	Aug	July	Total
New Hire	3	12	11	13	3	42
Rehire		1	1			2
Increase FTE	1	4	5	4	6	20
Decrease FTE	1	1	1	1		4
Promotion		3	2			5
Transfer	5					5
Lateral Move			1	1		2
Vol. Demotion			1		1	2
Temp Hire	1	2	7	2	3	15
39-mo Reemployment Plan	1		1			2
Job Abandon			1			1
Released				1		1
Resign		8	3	4	3	18
Retire	1			1		2
Open	13	19	21	26	22	
Open Temp	3	4	3	6	1	
Pending	6	1	1	2	2	

Notes:
1. Increase in FTE was a Behavior Technician-Sped
2. Decrease in FTE was someone resigning After School
Corrections:
1. Add 1 temp open in October (BSS)
2. Add 1 temp open in Aug, Sep, Oct (HHS)

- **Update:**
 - Recruitment Update
 - Personnel Actions
 - SPCA/NC – School Personnel Commission Association/Northern California Director recommended for position of First Vice President.
 - WRIPAC – Western Region Intergovernmental Personnel Assessment Council Recommended organization to provide training for Director regarding reclassification along with other topics and resources.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of November 5, 2019 as submitted.

Motion: Brian Second: Mark Abstain: 1 Yes: 2

4.2 Consent Agenda

None

4.3 2019-20 Budget Expenditures for this Period

Motion: Approve the Budget Expenditures for this period as submitted.

Motion: Pam Second: Brian Absent: Yes: 3

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS

6.1 Action: Approve New Rate for State-Mandated Test Proctor

Background: School districts are required to measure and test the English language proficiencies of students whose first language is not English (English Language Learners). In the past, the CELDT (California English Language Development Test) was used. In 2018, it changed to the ELPAC (English Language Proficiency Assessment for California). While the CELDT required that the test be administered by certificated staff, the ELPAC allowed for the test to be administered by certificated and classified staff. The hourly rate of pay for certificated staff is \$36/hour. In order to pay classified employees, the same rate, it needs to be put on the Classified Salary Schedule. This rate would not be tied to a position, but would be used for Extra Work Assignments only.

Motion: Approve the new rate for State-Mandated Test Proctor at \$36/hour

Motion: Pam Second: Brian Yes: 3

6.2 Discussion: CSPA Annual Conference

Information: The CSPA Annual Conference is February 20 – 22 in San Francisco. The cost to attend is \$575 per person if registering before December 15th. After that, the price is \$649. Keneé and Denice are registered for the conference. Brian will go for two nights. Pam is going, but her exact dates are tbd. Mark is not attending.

6.3 Discussion: Commissioner Site Visits

Site visits for 2018-2019 were as follows:

Brian: Bay View Elementary
Mark: Mission Hill Middle
Pam: Harbor High

For 2019-2020, the Commissioners will visit:

Brian: Westlake Elementary
Mark: Delaveaga Elementary
Pam: Branciforte Small Schools

6.4 Discussion: Annual Report

The Director will be presenting the Personnel Commission Annual Report for 2018 – 2019 at the Board Meeting on Wednesday, December 18th. The Commissioners were pleased with the report.

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 14, 2020 at 133 Mission Street in Conference Room 5.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

Adjournment at 4:58PM.