

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, May 7, 2024

1.0 CALL TO ORDER

Meeting called to order at 4:05 PM.

Members Present:

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

Personnel Department Present:

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

Public Attendees Present:

- Amy Hedrick-Farr

1.1 Welcome and Explanation of Format

1.2 Establishment of Quorum

- Quorum established.

1.3 Agenda Deletions or Changes of Sequence

- No changes

2.0 PUBLIC COMMUNICATIONS

- No comments

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of April 16, 2024 as submitted.

Motion: Brian Second: Mark Yes: 3

3.2 Consent Agenda

Motion: Approve the Consent Agenda as submitted.

Motion: Mark Second: Brian Yes: 3

3.3 2023-24 Budget Expenditures for this Period

Information: Expenditures for the month of April 2024.

Motion: Brian Second: Mark Yes: 3

4.0 DIRECTOR'S REPORT

- Personnel Actions – April 2024 – Reviewed
- Historical data – Comparing the month of April 2024 to previous years.

5.0 NEW BUSINESS

5.1 Action: Approve New Job Description: Supervisor Food Services & Nutrition

Background: This job description is to support the growth in Food Service Staff and student participation in the National School Lunch Program due to Universal Meals. The staff has grown in the past two (2) years from 26 to 50 employees.

Amy emphasized the growth of food services, highlighting various programs such as Plant to Plate and farmers markets. She also discussed how meals are now prepared using items from the garden, emphasizing a comprehensive approach from cradle to career. Amy stressed the need for

additional support and training to empower classified staff and ensure they feel valued and supported. Additionally, there was a discussion about assisting with Amy's duties when she is unavailable. The comparison of job descriptions with other districts was also addressed, leading to a proposed title change to "Supervisor – Food Service Nutrition Education." When questioned about the job's hours and duration, Kenée confirmed it to be 40 hours a week, year-round. Concerns were raised about the salary relative to that of the Director, prompting Kenée to explain that it was determined through a salary study. Amy added that their district's salary placement is mid-range compared to 10 similar districts.

Motion: Approve new job description as written.

Motion: Brian Second: Carol Yes:3

5.2 Action: Approve New Job Description: Wellness Navigator

Background: The Wellness Navigator is a new classified position designed to support wellness centers. In the 2024-25 school year, SCCS plans to open its first two wellness centers at Soquel High School and Harbor High School. The Wellness Navigator will support students in accessing social emotional and mental health resources both on site and in the community. The position will also provide support to the counseling and social work teams providing services in the wellness centers.

Kenée explained that due to a recent change in legislation, billing benefits for wellness services is now permissible. As a result, Soquel High will be the first school within our district to establish a wellness center, with Harbor High to follow. Regarding determining the appropriate hourly wage, Kenée shared that we compared our hourly wage with districts that are already implementing similar initiatives. Brian suggested recruiting an individual with prior experience in a medical office, particularly in billing procedures. Kenée emphasized that billing operations will be outsourced to a third-party entity and underscored the importance of hiring an individual with a warm and inviting demeanor to oversee the operations of the wellness center.

Motion: Approve new job description as written.

Motion: Brian Second: Mark Yes:3

5.3 Action: Approve New Job Description: Student Enrollment and Transfer Specialist

Background: This job description is the result of the Reclassification Study. It was created in consultation with the District, incumbent, and supervisor and accurately reflects the work being done in this position.

Motion: Approve new job description as written.

Motion: Mark Second: Brian Yes:3

5.4 Action: Approve Final Recommendation for Reclassification

Background: Merit Rule 110.2 reads as follows:
One member of the Commission shall be appointed by the Governing Board of the District and one member nominated by the classified employees of the District. Those two members shall, in turn, appoint the third member (EC45245).

Motion: Approve final recommendation for reclassification.

Motion: Brian Second: Carol Yes:3

5.5 Action: Approve Advanced Step Placement - Paraeducator Special Education

Background: Merit Rule 1300.1 - Initial Placement reads as follows:
All new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the salary schedule except where successful applicants have had 3-5 years of similar or like experience and/or closely related training or coursework, in which case the Classified Personnel Director may approve the initial salary placement be made at step number two (2). Applicants having more than 5 years of similar or like

experience and/or closely related training or coursework may be placed at step three (3).
Placement above step three (3) must be approved by the Commission.

- Kenee informed the Personnel Commission that she requests advanced step placements annually. In this instance, an employee seeking additional hours prompted Kenee to approach the commission for approval to elevate the employee to a higher step. Additionally, Kenee suggested placing employees at steps higher than the standard level 3.

Motion: Approve advanced step placement

Motion: Mark

Second: Brian

Yes:3

5.6 Action: Approve 2024-2025 Personnel Commission Budget

Background: Ed Code 45253 and Merit Rule 300.1 state the Commission shall prepare an annual budget which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the school district. The budget shall be prepared and approved no later than May 30th of each year.

Motion: Approve 2024-2025 Personnel Commission Budget

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, June 7, 2024, at the SCCS District Office, 133 Mission Street, Suite 100.

7.0 GOOD OF THE ORDER

8.0 ADJOURNMENT

Adjournment at: 5:03 PM