

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, April 16, 2024

1.0 CALL TO ORDER

Meeting called to order at 4:03 PM.

Members Present:

- Carol McKee, Chairperson
- Brian Murtha, Vice Chairperson

Personnel Department Present:

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

Public Attendees Present:

- Mak McConnell

1.1 Welcome and Explanation of Format

1.2 Establishment of Quorum

- Quorum established.

1.3 Agenda Deletions or Changes of Sequence

- Change: Updated the agenda to accurately reflect the rescheduled date of the April PC meeting to April 16, 2024.

2.0 PUBLIC COMMUNICATIONS

- Ally Stutzman - Attended CA LMI Conference (California Labor Management Initiative with Molly Parks, Kris Munro, and Jon Wells. Topics included: School system unions and management, Labor-management teams (PAL), peer learning networks, coaching, and training. Union going into negotiations in May.

3.0 NEW BUSINESS

3.1 Action: Swearing in of New Commissioner, Mark McConnell

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).

The Union selected Mark McConnell to replace Mark Violante. Mark McConnell was sworn in at 4:07PM. His term will end December 1, 2025. It is not a full 3-year term as he replaced Mark Violante mid-term.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of March 5, 2024 as submitted.

Motion: Carol Second: Brian Yes: 3

4.2 Consent Agenda

Motion: Approve the Consent Agenda as submitted.

Motion: Mark Second: Brian Yes: 3

4.3 2023-24 Budget Expenditures for this Period

Information: Expenditures for the month of March 2024.

Motion: Carol Second: Mark Yes: 3

5.0 DIRECTOR'S REPORT

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

- New Employee Orientation – April 9, 2024. Ten (10) employees attended.
- Summer School Hiring – March 20, 2024
- Layoff Update
 - Kenee Houser delivered 7 layoff letters to employees March 8- March 13, 2024
 - Some layoff letters were rescinded due to employees resigning.
- Recruiting for 2024-2025
 - We have posted open positions for the 2024-2025 school year.
 - Webinar: Recruitment Solutions Reimagined, March 26, 2024
 - During the seminar, they went over ways to remove unnecessary barriers to employment. One potential barrier could be the ESSA requirement (Every Student Succeeds Act). This Act requires that federally funded paraprofessional positions (Title I) require at least 2 years of college units – or passing a test. We currently maintain the ESSA requirement for all paraprofessional positions when only one classification (Paraeducator-Academic Intervention) and five positions are federally funded. Mark McConnell stated that the positions should require a certain level of knowledge as they work directly with students.

6.0 NEW BUSINESS CONT.

6.1 Action: Approve Revised Job Title: Board Certified Behavior Analyst (BCBA)

Background: While recruiting for an additional Behavior Specialist-Special Education, the Director of Special Ed referred to the position as a “BCBA.” We agreed that the job title should be changed to align with what is a standard and understood title in the Special Education industry.

Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service.

The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

Motion: Approve revisions to the job description as written.

Motion: Brian Second: Carol Yes:3

6.2 Information: First Read – 2024-2025 Budget

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.

6.3 Action: Reclassification Study Committee

Information: The report of the reclassification was provided to the employee, supervisor, Union, and Superintendent. The Merit Rules (600) outline the process of reclassification and the role of the Reclassification Committee. One (1) Personnel Commissioner is to be nominated for the committee. The committee is scheduled to meet on Wednesday, May 1 at 3:00 p.m.

Motion: Brian Murtha will be the PC representative on the Reclassification Study Committee

Motion: Mark Second: Carol Yes:3

7.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, May 7, 2024, at the SCCS District Office, 133 Mission Street, Suite 100.

8.0 GOOD OF THE ORDER

9.0 CLOSED SESSION

- None

10.0 ADJOURNMENT

Adjournment at: 4:51 PM