

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, June 11, 2024

1.0 CALL TO ORDER

Meeting called to order at 4:07 PM.

Members Present:

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

Personnel Department Present:

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

Public Attendees Present:

- Molly Parks

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

Molly Parks reported that the school year had ended with joyful high school graduations and provided an update on the employee housing project. The plans for this project have been finalized and are set for board review on 6/12. The project will expand from 80 units to 100 units, offering two-bedroom apartments along with a variety of three-bedroom, one-bedroom, and studio options. The development is located at Swift Street and will include on-site portables for tenant storage. It also features interconnected buildings connected by outdoor bridges, creating social areas for residents. Sixty-five percent of the units will be rented below market rate, with 40% allocated for classified employees and 60% for certificated employees.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of May 7, 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

Motion: Approve the expenditures for the month of May 2024 as submitted.

Motion: Mark Second: Brian Yes: 3

4.0 DIRECTOR'S REPORT

- Personnel Actions – May 2024 – Reviewed
- Historical data – Comparing the month of May 2024 to previous years.
- Retirement Party - May 16, 2024 - It was a tremendous success!
- Job Fair - July 22, 2024 at Harbor High School
 - Kenee will be temporarily away on a trip and is expected to return to work on 7/22. Her dedicated team will handle preparations in her absence, ensuring everything is well-prepped ahead of time. Additionally, there is an upcoming job fair scheduled at Westlake in September.

5.0 NEW BUSINESS

5.1 Action: Approve Revised Job Description: Mental Health Specialist-Social Emotional Counselor

Background: Employees working in this job description work either at a secondary school site or with the Special Education Department, supporting students with their IEP (Individualized Education Plan) goals. As Wellness Centers are created at the high schools, employees working at those sites will support the centers. The changes have been highlighted in yellow.

Brian inquired about a potential pay adjustment, to which Kenee clarified that there would be no change as the duties remain consistent whether working at the wellness center or in their office. Molly then informed the group that the Mental Health Specialist will not handle billing. The county is in the process of hiring an external source to manage billing operations.

Motion: Approve revised job description as written.

Motion: Brian Second: Mark Yes:3

5.2 Action: Approve Advances 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.

This applicant has 22 years of related experience (including 20 years as a classroom teacher). This level of experience is far greater than that required of a Paraeducator. The Director recommends hiring the applicant at Step 6

Motion: Approve step placement as recommended.

Motion: Mark Second: Brian Yes:3

5.3 Action: Establish PC Meeting Dates for 2024-2025

Information: In 2024 – 2025, the first day of school is August 8, 2024 and the last day of school is May 30, 2025. The proposed meeting dates are:

Tuesday, August 6, 2024	Tuesday, February 4, 2025
Tuesday, September 3, 2024	Tuesday, March 4, 2025
Tuesday, October 1, 2024	Tuesday, April 1, 2025
Tuesday, November 5, 2024	Tuesday, May 6, 2025
Tuesday, December 3, 2024	Tuesday, June 3, 2025
Tuesday, January 7, 2025	

Motion: Approve Meeting Dates for 2024-2025

Motion: Carol Second: Mark Yes:3

6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, August 6, 2024, at the SCCS District Office, 133 Mission Street, Suite 100.

7.0 GOOD OF THE ORDER

8.0 ADJOURNMENT

Adjournment at: 4:39 PM