



## **Personnel Commission Meeting June 16, 2020**

### **APPROVED MINUTES**

#### **1.0 CALL TO ORDER**

1.1 Chairperson Lane called the regular meeting to order at 2:07 p.m. followed by the Pledge of Allegiance. The meeting was conducted on Zoom, a web-based video conferencing due to the coronavirus (COVID-19).

1.2 Establishment of Quorum.

Present: Chairperson, Lawrence Lane; Vice Chairperson, Lynn Miller; and Member, James Rapoza.

Guests: Rory Bruce, C.S.E.A. President; Julie High, Ed.D., Consultant; Toni Alldredge, Karina Mendez; Kirk Osborn; Scott Mean-Hill; Rith Mean-Hill and Maggie O'Grady.

#### **2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of May 19, 2020 were approved (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

2.2 To accept the agenda (Rapoza/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

#### **3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS**

3.1 C.S.E.A. President Rory Bruce reviewed the current the Coronavirus (COVID-19) guidelines.

#### **4.0 REPORTS**

4.1 Chairperson or Member's Report

4.1.1 Chairperson Lane and Vice Chairperson Miller voiced their concerns about the social impact that middle and high school students might face due to COVID-19 and wondered what resources might be available to students for handling these issues.

4.2 Senior Human Resources Director's Report

4.2.1 Senior Director Cope congratulated the Alternative and Special Education departments students who graduated this year. Students were appreciative of celebrations, parades and drive-ups opportunities.

#### **4.0 REPORTS (CONTINUED)**

##### 4.2 Senior Human Resources Director's Report

- 4.2.2 Senior Director Cope provided an update on COVID-19 and on school closures. Superintendent Sabbah continues to virtually meet weekly with S.C.C.O.E. staff. Currently, a plan is being created with guidelines for students in the classrooms and staff working in the office or at school sites.

#### **5.0 CONSENT AGENDA**

- 5.1 The consent agenda was approved as submitted (Rapoza/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

#### **6.0 CORRESPONDENCE**

- 6.1 None.

#### **7.0 OLD BUSINESS**

- 7.1 New Classification—Second Reading—Community Organizer, Child Development Programs

As a part of the 2020 Classification process, the consultant recommended that a new classification for Community Organizer, Child Development Programs be created which would identify the important and essential duties specifically required for the classification.

Motion: To approve the classification of Community Organizer, Child Development Programs (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

- 7.2 New Classification—Second Reading—Project Coordinator, Migrant Head Start

As a part of the 2020 Classification process, the consultant recommended that a new classification for Project Coordinator, Migrant Head Start be created which would identify the important and essential duties specifically required for the classification.

Motion: To approve the classification of Project Coordinator, Migrant Head Start (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

- 7.3 Deputy Superintendent, Business Services Salary Placement

As a part of this year's classification process, Educational Management Solutions (EMS) was hired to analyze current management job classifications. As a part of their study, a new Deputy Superintendent, Business Services job description was developed and presented to the Personnel Commission. EMS's analysis indicated that a salary adjustment for the Deputy Superintendent, Business Services classification was necessary to stay competitive and to attract highly qualified applicants. The report findings were reviewed and discussed.

**7.0 OLD BUSINESS (CONTINUED)**

7.3 Deputy Superintendent, Business Services Salary Placement

Motion: To approve EMS's recommendation to place the Deputy Superintendent, Business Services on Level 1 on the approved 2020/2021 Classified Management Salary schedule (Rapoza/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

7.4 2020 Classification/Reclassification Study

The final 2020 Classification/Reclassification Study was discussed and position allocations and job descriptions were presented. No appeals were submitted to the Commission for review.

Motion: To approve the entire 2020 Classification/Reclassification Study including position allocations and job descriptions (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

**8.0 NEW BUSINESS**

8.1 2020 Classification of Incumbents

Because the Commission adopted the 2020 Classification/Reclassification Study, it is necessary to reclassify the following incumbents to new classifications:

<b>Employee</b>	<b>Current Classification</b>	<b>Recommended Classification</b>
Sonia Cervantes	Project Specialist	Project Coordinator, Migrant Head Start
Sita Moon	Project Coordinator, Child Development Programs	Community Organizer, Child Development Programs
Diane Munoz	Project Coordinator, Child Development Programs	Community Organizer, Child Development Programs
Patricia Munoz	Project Specialist	Project Coordinator, Migrant Head Start
Maria Rosario Navarro	Project Specialist	Project Coordinator, Migrant Head Start

Motion: To approve the reclassification of the above incumbents (Rapoza/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

## **9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 July 21, 2020, Regular Meeting of the Personnel Commission at 2 p.m. via Zoom videoconference. Join through Zoom: <https://zoom.us/j/706384990>; Meeting ID:706384990

## **10.0 ADJOURNMENT**

- 10.1 The meeting of the Personnel Commission was adjourned at 2:38 p.m.

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Personnel Commission  
Dr. Faris Sabbah, Superintendent  
SCCOE Board of Education  
SCCOE Office Managers  
C.S.E.A President  
SCCOE Main Office Bulletin Board

Attest:

**Troy Cope**  
**Senior Director, Human Resources**