



Personnel Commission Meeting February 15, 2022

APPROVED MINUTES

1.0 CALL TO ORDER

- 1.1 Chairperson Rapoza called the regular meeting to order at 2:01 p.m. followed by the Pledge of Allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, James Rapoza; Vice Chairperson, Lawrence Lane and Member, Lynn Miller

Guests: C.S.E.A Representative, Xaloc Cabanes; Angie Ramos; Scott Mean-Hill and Karina Mendez.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of December 14, 2021 were approved (Lane/Miller).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda (Miller/Lane).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 None.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 None.
- 4.2 Executive Director, Human Resources' Report
 - 4.2.1 Executive Director Cope gave a COVID-19 update. Positive cases are dropping in the community but there are still hospitalizations and loss of life due to the Omicron variant. No COE school sites were affected by anti-masking protests recently. Masking updates will be announced in March 2022.
 - 4.2.2 Last year the COE received COVID-related relief funds which created an Extended School Year (ESY) stipend of \$1,000 for employees who worked during the summer. Due to the continuous availability of funds, the ESY Stipend of \$1,000 will again be given to employees who work this upcoming summer.

5.0 CONSENT AGENDA

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

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 None.

8.0 NEW BUSINESS

8.1 2022 Classification/Reclassification Study Information and Calendar

As a part of the ongoing classification study, the classifications that will be studied under the Professional Service Family and Instructional Support Family are: Family Services Counselor; Occupational Therapist; Therapist/Physically Disabled, Senior Instructional Aide; Senior Instructional Aide, Autism Support (SE); Senior Instructional Aide, Juvenile Hall (AE); Foster Youth Educational Liaison; Gang Intervention Specialist; and Student Leadership & Engagement Coordinator. In addition, on November 1, 2021, all classified employees were notified of their rights to file a request for reclassification. Julie High, Ed.D. was hired as a consultant to conduct the 2022 classification/reclassification process.

Employees who wanted to be interviewed as part of the Classification Study are currently being interviewed. No reclassification requests were received by the deadline date of February 1, 2022. Supervisor interviews will begin as part of the Classification Study process.

8.2 New Classification—Behavioral Analyst—First Reading—Action

Due to an employee resignation, the department needs to hire a Behavioral Analyst with a Board Certified Behavior Analyst Certification to oversee the department sites. For salary allocation, the new classification will be moved forward to the bargaining unit's Point Factoring Committee. The recommended title will be Behavioral Analyst. This constitutes a first reading.

Motion: To approve the first reading of the newly proposed job description for Behavioral Analyst (Lane/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.3 Review of 2021-2022 Personnel Commission's Budget

In preparation of the 2022-2023 Personnel Commission budget, a summary of the 2021-2022 budget will be distributed at the meeting for informational review. The Santa Cruz County Office of Education intends to submit the preliminary budget to the County Board of Education in May, and is requesting that the Personnel Commission submit their adopted budget for 2022-2023 by the May 2022 meeting. In order to coincide with the budget development timeline, the Personnel Commission will begin review of their budget at next month's meeting.

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 April 19, 2022, Regular Meeting of the Personnel Commission at 2 p.m. in the Board Conference Room, 400 Encinal Street, Santa Cruz, CA 95060.

10.0 ADJOURNMENT

- 10.1 The meeting of the Personnel Commission was adjourned at 2:18 p.m.

Distribution:

Personnel Commission
Dr. Faris Sabbah, Superintendent
SCCOE Board of Education
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Attest:

Troy Cope
Executive Director, Human Resources