



## **Personnel Commission Meeting June 21, 2022**

### **APPROVED MINUTES**

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

- 1.1 Chairperson Rapoza called the regular meeting to order at 2:02 p.m. followed by the Pledge of Allegiance.
- 1.2 Establishment of Quorum.  
Present: Chairperson, James Rapoza; Vice Chairperson, Lawrence Lane  
Absent: Member, Lynn Miller

Guests: Executive Director of Human Resources, Troy Cope; Consultant, Julie High, Ed.D.; Scott Mean-Hill and Karina Mendez.

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

- 2.1 The minutes of the Personnel Commission meeting of May 17, 2022 were approved (Lane/Rapoza).  
Ayes: Lane/Rapoza  
Noes: None  
Abstain: None  
Absent: Miller
- 2.2 To accept the agenda as amended (Lane/Rapoza).  
Ayes: Lane/Rapoza  
Noes: None  
Abstain: None  
Absent: Miller

#### **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. There has been a slight COVID-19 surge in Santa Cruz County with more hospitalizations but not in the Intensive Care Unit (ICU). Therefore more precautions are being taken and testing is available for staff and students at multiple sites with summer hours.
  - 4.2.2 Executive Director Cope stated that the Extended School Year/Summer School is going well. Programs started early June 2022 and will run until mid-July 2022.
  - 4.2.3 Executive Director Cope discussed the graduations for Alternative and Special Education which were conducted earlier in the month. He stated that all were held outside, were heartfelt, and had great turnouts. He commended the staff for a great job done as he saw that they set-up, cleaned-up and facilitated the graduations.
  - 4.2.4 Executive Director Cope informed the Commission that many COE staff were currently attending a week-long Active Shooter Training at Scotts Valley High Schools. This training is in collaboration with law enforcement, firefighters and paramedics.

## **5.0 CONSENT AGENDA**

- 5.1 The consent agenda was approved as submitted (Lane/Rapoza).  
Ayes: Lane/Rapoza  
Noes: None  
Abstain: None  
Absent: Miller

## **6.0 CORRESPONDENCE**

- 6.1 None.

## **7.0 OLD BUSINESS**

- 7.1 New Classification—Data Scientist and Engineer—Information

This description and classification has been placed on hold after the first reading as the department realized that more research is needed before finalizing the classification.

- 7.2 New Classification—Second Reading—Senior Instructional Aide, Moderate/Severe—Action

As a part of the 2022 Classification process, the consultant recommended that a new classification for Senior Instructional Aide be created which would identify the important and essential duties specifically required for the Special Education department. This constitutes a second reading.

Motion: To approve the newly created job description for Senior Instructional Aide, Moderate/Severe and that the classification be placed at Range 23 (\$3,823 to \$4,820 monthly) on the classified salary schedule as part of the 2022 Classification Study (Lane/Rapoza).

Ayes: Lane/Rapoza  
Noes: None  
Abstain: None  
Absent: Miller

- 7.3 New Classification—Second Reading—Senior Instructional Aide, Court and Community Schools—Action

As a part of the 2022 Classification process, the consultant recommended that a new classification for Senior Instructional Aide be created which would identify the important and essential duties specifically required for the Alternative Education department. This constitutes a second reading.

Motion: To approve the newly created job description for Senior Instructional Aide, Court and Community Schools and that the classification be placed at Range 23 (\$3,823 to \$4,820 monthly) on the classified salary schedule as part of the 2022 Classification Study (Lane/Rapoza).

Ayes: Lane/Rapoza  
Noes: None  
Abstain: None  
Absent: Miller

7.4 2022 Classification/Reclassification Study —Action

The final 2022 Classified Classification/Reclassification Study was discussed and position allocations and job descriptions were presented. No appeals were submitted to the Commission for review.

Current Classification	Recommended Classification	Recommendation/s
Foster Youth Educational Liaison	Foster/Homeless Youth Educational Liaison (Title Change)	No increase in salary range recommended. the job title change and revised job description.
Occupational Therapist	None	No increase in salary range recommended. revised job description.
Senior Instructional Aide	Senior Instructional Aide, Severe/Moderate	No increase in salary range recommended. the reclassification to Senior Instructional Aide, Severe/Moderate (Range 23) and approved revised job description.
Senior Instructional Aide	Senior Instructional Aide, Court and Community Schools	No increase in salary range recommended. the reclassification to Senior Instructional Aide, Court and Community Schools (Range 23) and approved revised job description.
Senior Instructional Aide, Juvenile Hall (Alternative Education)	Senior Instructional Aide, Juvenile Hall (Title Change)	No increase in salary range recommended. the job title change and revised job description.
Senior Instructional Aide, Autism Support (Special Education)	Senior Instructional Aide, Autism Support (Title Change)	No increase in salary range recommended. the job title change and revised job description.
Student Leadership & Engagement Coordinator	None	No increase in salary range recommended. revised job description.
Therapist/Physically Disabled	None	No increase in salary range recommended. revised job description.

Motion: To approve the entire 2022 Classification/Reclassification Study including position allocations and job descriptions (Lane/Rapoza).

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

## **8.0 NEW BUSINESS**

### **8.1 New Classification—First Reading—Project Coordinator, Early Childhood Education—Action**

Due to a retirement during the COVID-19 shutdown, the infant and toddler center services were temporarily closed. The department has determined that in order to reestablish the services, there is a need for a new job description to be created that would allow the program to run with specific qualifications in Early Childhood Education. If approved, the Project Coordinator, Early Childhood Education classification will be forwarded to the Point Factoring Committee prior to a second reading for salary allocation. This constitutes a first reading.

Motion: To approve the first reading of the newly created job description for Project Coordinator, Early Childhood Education (Lane/Rapoza).

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

## **9.0 SCHEDULE OF UPCOMING EVENTS**

### **9.1 July 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 2:26 p.m.**

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Attest:

**Troy Cope**  
**Executive Director, Human Resources**