



Personnel Commission Meeting May 19, 2020

APPROVED MINUTES

1.0 CALL TO ORDER

1.1 Chairperson Lane called the regular meeting to order at 2 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; Scott Mean-Hill; and Maggie O'Grady.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of April 21, 2020 were approved (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

2.2 To accept the agenda (Miller/Rapoza).

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 said that he was pleased with this year's Classification/Reclassification Study. He suggested the use of more regionally local comparable districts in the future.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 Chairperson Lane wished everyone good health.

4.1.2 Member Rapoza congratulated Laura Denny for winning the Santa Cruz County's Teacher of the Year Award.

4.2 Senior Human Resources Director's Report

4.2.1 Senior Director Cope provided an update on the Coronavirus (COVID-19) and on school closures. Superintendent Sabbah continues to virtually meet weekly with S.C.C.O.E. staff. Recently, Superintendent Sabbah and Senior Director Cope attended C.S.E.A.'s last meeting in order to keep the communication lines open and to answer questions during these challenging times.

5.0 CONSENT AGENDA

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

6.0 CORRESPONDENCE

- 6.1 Correspondence to Superintendent Sabbah from Commissioner Lane, May 15, 2020.

7.0 OLD BUSINESS

- 7.1 Classification/Reclassification Study Input
(Explanation: Provides an opportunity for oral remarks, questions or discussion regarding the preliminary report.)

Consultant Julie High, Ed.D. presented the 2020 Classification/Reclassification Study Report to the Personnel Commission at their April 2020 meeting. Per Merit Rule 3.304, managers and employees were allowed to make oral comments and submit written remarks regarding the report. The final report will be presented to the Personnel Commission at their June 16, 2020 meeting and the Commission will take appropriate action.

Senior Director Cope informed the Commission that all the recommendations were shared with the employees and their supervisors. Human Resources welcomed feedback. Written remarks were received from: Maggie O’Grady; Student Data Specialist II, Special Education. There were no oral remarks and input received.

8.0 NEW BUSINESS

- 8.1 New Classification—First 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 as a first reading (Miller/Rapoza).

Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

- 8.2 New Classification—First 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 to include the increased educational requirements and essential duties specific to the classification.

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

Ayes: Unanimous

Noes: None
Abstain: None
Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 June 16, 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 2:22 p.m.

Distribution:
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