



Personnel Commission Meeting February 21, 2023

APPROVED MINUTES

1.0 CALL TO ORDER

- 1.1 Chairperson Lane called the regular meeting to order at 2:00 p.m. followed by the Pledge of Allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, Lawrence Lane; Vice Chairperson, Lynn Miller; and Member, James Rapoza

Guests: Executive Director of Human Resources, Troy Cope; Scott Mean-Hill, Melissa Lopez and Karina Mendez

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of January 17, 2023 were approved (Rapoza/Miller).
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 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 mentioned the Educator Pipeline being implemented next school year. This would allow the recruitment of not only teachers but other personnel that want to be involved in the classroom and education. Retention would also be part of the Educator Pipeline. Discussion followed.

5.0 CONSENT AGENDA

- 5.1 The consent agenda (5.1-5.6) was approved as submitted (Miller/Rapoza).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

6.0 CORRESPONDENCE

6.1 CSPCA Merit Academy 2023

California School Personnel Commissioners Association (CSPCA) is hosting a Merit Academy April 1, 2023 to July 20, 2023. Karina Mendez, Senior Human Resources Specialist will be attending the Zoom Conference to receive the certification.

7.0 OLD BUSINESS

7.1 None.

8.0 NEW BUSINESS

8.1 2023 Classification/Reclassification Study Information and Calendar—Information

As a part of the on-going classification study, the classifications that will be studied under the Instructional Support Family are: Instructional Aide, Alternative Education; Instructional Aide, Autism Support (Special Education); Instructional Aide, Special Education; Program Assistant, Outdoor Education; and Program Coordinator, Outdoor Education. In addition, on November 1, 2022, all classified employees were notified of their rights to file a request for reclassification. One reclassification request was received by the deadline date of February 1, 2023. Julie High, Ed.D. was hired as a consultant to conduct the 2023 classification/reclassification process.

8.2 Review of 2022-2023 and Three-Year Lookback of Personnel Commission's Budget—Information

In preparation of the 2023-2024 Personnel Commission budget, a summary of the 2022-2023 budget and a three-year look back was 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 2023-2024 by the May 2023 meeting. In order to coincide with the budget development timeline, the Personnel Commission will begin review of their budget at next month's meeting. Discussion followed.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 March 21, 2023, 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 2:12 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

Executive Director, Human Resources