



Personnel Commission Meeting March 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 and Karina Mendez

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of February 21, 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 The Commissioners showed their appreciation to the editorials sent out by the Superintendent's Office. They also acknowledged and commended bus drivers and all they have done during COVID-19, storms, fires, etc. They asked this information be passed along to our school districts.
 - 4.1.2 Commissioner Lane read an article in the LA Times that talked about student counts declining since COVID-19. Commissioner Lane was interested in knowing the Santa Cruz County data of students that have left. Discussion followed as to possibilities for leaving such as moving out of the area.
- 4.2 Executive Director, Human Resources' Report
 - 4.2.1 Executive Director Cope discussed the 2023 Extended School Year (ESY) Stipend. This stipend was created from COVID-19 funds to give to staff working in the classrooms during ESY. There are enough funds to cover one last stipend. Communication has been sent out to departments about the opportunity to receive the stipend and that there will no longer be a stipend for next school year.

5.0 CONSENT AGENDA

- 5.1 The consent agenda (5.1-5.5) was approved as submitted (Miller/Rapoza).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

6.0 CORRESPONDENCE

- 6.1 None.

7.0 OLD BUSINESS

- 7.1 2023 Classification/Reclassification Study Update—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.

Employee and Supervisor interviews for the Classification and the Reclassification Study process have been completed. A preliminary report will be presented to the Commissioners at the April 18, 2023 meeting. Recommendations will then be shared with employees and their supervisors.

8.0 NEW BUSINESS

- 8.1 New Classification—First Reading—Coordinator, Parent Engagement—Action

Due to wanting to create more communication and opportunities to involve families, students, and the community with our school organizations and personnel, there is a need for a Classified Management position to provide support to ensure all stakeholders have the information and skills needed to foster a positive and community-lead environment. Because this is a management level position, the recommendation for salary allocation comes from the Santa Cruz County Superintendent of Schools and Cabinet, rather than the bargaining unit's Point Factoring Committee. The recommended title will be Coordinator, Parent Engagement. This constitutes a first reading.

Motion: To approve the first reading of the newly proposed job description for Coordinator, Parent Engagement (Rapoza/Miller).

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

8.2 New Classification—First Reading—Educator Recruitment, Retention and Effectiveness Organizer—Action

Due to the county-wide teacher shortage and as an effort in establishing the Educator Pipeline, there is a need to create a new classified position to help with the recruitment and retention of educators interested in becoming teachers. For salary allocation, the new classification will be moved forward to the bargaining unit's Point Factoring Committee. The recommended title will be Educator Recruitment, Retention and Effectiveness Organizer. This constitutes a first reading.

Motion: To approve the first reading of the newly proposed job description for Educator Recruitment, Retention and Effectiveness Organizer (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 April 18, 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 2:19 p.m.

Distribution:

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

Troy Cope
Executive Director, Human Resources