



Personnel Commission Meeting August 15, 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: Director of Fiscal Services, Melissa Lopez, Scott Mean-Hill, and Karina Mendez

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of July 18, 2023 were approved (Rapoza/Miller).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda as amended (Miller/Rapoza).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 CSEA President Bruce thanked everyone for their recruitment efforts as he has been to classrooms and seen a lot of new faces. Scott Mean-Hill thanked Melissa Lopez for sitting in for Troy Cope in his absence.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 None.
- 4.2 Executive Director, Human Resources' Report
 - 4.2.1 Scott Mean-Hill gave the Executive Director's Report and stated that the Executive Director's annual evaluation will have to be pushed out until October 2023 due to absences in this and next month's meetings.
 - 4.2.2 He also stated that he and Karina Mendez will be attending the 2024 California School Personnel Commissioners Association (CSPCA) Conference.

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 Correspondence to Mr. Lawrence Lane from Executive Director of Human Resources, Troy Cope, August 11, 2023

The Superintendent will take the nomination of the Board Appointee to the Board Meeting for approval as Commissioner Lane's term will expire December 31, 2023.

7.0 OLD BUSINESS

- 7.1 None.

8.0 NEW BUSINESS

- 8.1 Classification Revision—First Reading—Manager, Fiscal Services

Due to unsuccessful recruitment efforts, resulting with candidates having more experience with equipment operations rather than financial operations, a title revision is being requested to the job description of Manager, Business Operations. We are hoping that clarifying the title will result in candidates with experience in educational finance and accounting. The new recommended title will be Manager, Fiscal Services. This classified management position will remain on Level 4 (\$107,784 to \$137,566) of the classified management salary schedule. This constitutes a first reading.

Motion: To approve the revised classification title and proposed job description for Manager, Fiscal Services at the first reading (Rapoza/Lane).

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

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 September 19, 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 2:10 p.m.

Attest:

Troy Cope
Executive Director, Human Resources

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