



Personnel Commission Meeting October 17, 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, Verenise Valentin, Scott Mean-Hill, and Karina Mendez

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of September 19, 2023 were approved (Rapoza/Miller).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda as submitted (Miller/Rapoza).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 Verenise Valentin introduced herself to the commissioners as the Administrative Assistant to the Superintendent.

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 shared that there is an Educator Pathways website that is being made as a resource for anyone interested in entering into education. The Santa Cruz COE may be working with Santa Clara COE to financially help classified employees further their education in teaching careers through a grant.
 - 4.2.2 Executive Director Cope explained that equity work with managers has three areas of focus in recruitment, hiring and retention with an education piece that will be added to help in the educator pathways. There will be a focus on onboarding, which would include at least a year-long training, mentorship, and support for new employees in addition to the current new hire orientation in Human Resources. This should allow new employees to be successful.

4.2.3 Executive Director Cope mentioned that wellness activities are now focusing on benefits so employees know their resources through Self-Insured Schools of California (SISC). This would include tools to support social/emotional learning and financial planning.

4.2.4 Executive Director Cope informed the commissioners that Karina Mendez has completed the Merit Academy.

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 None.

8.0 NEW BUSINESS

8.1 New Classification—First Reading—Coordinator, Northern Central Coast K-16 Collaborative—Action

The Educational Services Department has been working to receive a grant that would unify the Central Coast, from Santa Cruz to Santa Barbara, as a Collaborative to help build educational pathways between K-12 schools, post-secondary schools, community colleges and 4-year universities. Due to the large area, the Collaborative will be split between a Northern and Southern region and this position will be responsible for supporting the Northern region of all schools in the tri-county areas between Santa Cruz, Monterey and San Benito. The grant decision will be made at the end of October or early November. Since 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, Northern Central Coast K-16 Collaborative. This constitutes a first reading.

Motion: To approve the new classification and job description for Coordinator, Northern Central Coast K-16 Collaborative (\$99,799 to \$127,376) at the first reading (Rapoza/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 CLOSED SESSION

9.1 The Commission adjourned into a closed session at 2:20 p.m. to discuss the Classified Evaluation for Executive Director, Human Resources, Classified.

10.0 OPEN SESSION

10.1 The Commission reconvened at 3:14 p.m. and reported that the Classified Evaluation for Executive Director, Human Resources, Classified will be completed next month.

11.0 SCHEDULE OF UPCOMING EVENTS

11.1 November 14, 2023, Regular Meeting of the Personnel Commission at 2 p.m. in the Board Conference Room: 400 Encinal Street, Santa Cruz, CA 95060.

12.0 ADJOURNMENT

12.1 The meeting of the Personnel Commission was adjourned at 3:15 p.m.

Attest:

Troy Cope

Executive Director, Human Resources

Distribution:

Personnel Commission

Dr. Faris Sabbah, Superintendent

SCCOE Board of Education

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