



Personnel Commission Meeting March 18, 2025

APPROVED MINUTES

1.0 CALL TO ORDER

1.1 Chairperson Miller called the regular meeting to order at 2:00 p.m. followed by the Pledge of Allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, James Rapoza; and Vice Chairperson, Lawrence Lane

Absent: Member, Lynn Miller

Guests: Chief HR Officer, Troy Cope; Shaelyn Plascencia, Mallory Sainsbury, Audra Huerta, Scott Mean-Hill and Karina Mendez.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of February 18, 2025 were approved (Lane/Rapoza).

Ayes: Rapoza, Lane

Noes: None

Abstain: None

Absent: Miller

2.2 To accept the agenda as submitted (Lane/Rapoza).

Ayes: Rapoza, Lane

Noes: None

Abstain: None

Absent: Miller

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 Chief Human Resources Officer's Report

4.2.1 Chief HR Officer Cope discussed the new LGBTQ+ Cultural Competency Training per Education Code that will start with certificated staff effective July 1, 2025. This training needs to be provided for at least 1 hour every year over a 5 year period. This training will be rolled out to Classified staff as well once the online training is completed and ready to use. The training will be called PRISM and is being created by CDE in collaboration with the Los Angeles COE. The Santa Cruz COE anticipates providing this training as staff development so that discussion can follow the online training and staff will feel prepared to serve and support the LGBTQ+ student population.

4.2.2 There will be an Employee Leaves Training hosted by School and Legal Services on March 19, 2025. All HR and Payroll teams across our districts have been invited to attend.

5.0 CONSENT AGENDA

- 5.1 The consent agenda (5.1-5.5) was approved as submitted (Lane/Rapoza).

Ayes: Rapoza, Lane

Noes: None

Abstain: None

Absent: Miller

6.0 CORRESPONDENCE

- 6.1 None.

7.0 OLD BUSINESS

- 7.1 2025 Classification/Reclassification Study Information and Calendar—Information

Background: As a part of the ongoing classification study, the classifications that will be studied under the Technology Support Family are: Network and Systems Architect; Network Support Specialist; Senior Systems Support Liaison; Student Data Coordinator (CALPADS and SIS); Systems Engineer; Systems Support Liaison; Technology Infrastructure Analyst; Technology Support Technician; and Web Technician and Digital Media Producer. In addition, on November 5, 2024, all classified employees were notified of their rights to file a request for reclassification. Julie High, Ed.D. was hired as a consultant to conduct the 2025 classification/reclassification process.

Current Status: Supervisor interviews are still being held.

8.0 NEW BUSINESS

- 8.1 2025-2026 Personnel Commission's Preliminary Budget—Information

In preparation of the 2025-2026 Personnel Commission budget approval during the April meeting, the preliminary budget will be passed out during the March meeting for review. The Santa Cruz County Office of Education intends to submit the approved preliminary budget to the County Board of Education no later than May 2025.

Scott Mean-Hill thanked Shaelyn Plascencia and Melissa Lopez for their help with the budget and putting the documents together.

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 April 18, 2025, Regular Meeting of the Personnel Commission at 2:00 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 2:08 p.m.

Attest:

Troy Cope
Chief Human Resources Officer

Distribution:

Personnel Commission

Dr. Faris Sabbah, Superintendent of Schools

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