



Personnel Commission Meeting June 17, 2025

APPROVED MINUTES

1.0 CALL TO ORDER

- 1.1 Chairperson Rapoza 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 and Member, Lynn Miller

Guests: Chief HR Officer, Troy Cope; Julie High-Ed.D; Shaelyn Plascencia; Tyler Lee; Scott Mean-Hill and Karina Mendez.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of May 20, 2025 were approved (Miller/Lane).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda as amended (Lane/Miller).
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 Commissioner Miller attended one of the graduations and stated that it was worthwhile to attend and that seeing the family attendance made the graduation great.
- 4.2 Chief Human Resources Officer's Report
 - 4.2.1 Chief HR Officer Cope thanked consultant Julie High, Ed.D. for another good year for the Classification Study and thanked the HR staff for their support during the process.
 - 4.2.2 Chief HR Officer Cope also informed the Commission that the School Personnel Commissioners Association/Northern California (SPCA/NC) Conference will be held October 19-20, 2025 in Monterey, CA in case the Commission wanted to attend.
 - 4.2.3 Chief HR Officer Cope also discussed the end of school year activities that happened such as the graduations and the staff picnic.
 - 4.2.4 Chief HR Officer Cope gave a Future Educators Summer Academy update, 6 students are participating in this year's academy and are in the classrooms exploring the education career.

5.0 CONSENT AGENDA

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

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 2025 Classification/Reclassification Study—Action

The final 2025 Classified Classification/Reclassification Study was discussed and position reallocations and job descriptions were presented. No appeals were submitted to the Commission for review.

Current Classification	Recommended Classification	Recommendation/s
Network and Systems Architect	None	No increase in salary range recommended. Approve revised Network and Systems Architect job description.
Network Support Specialist	Technology Support Specialist (Title Change)	No increase in salary range recommended. Approve the title change of the position from Network Support Specialist to Technology Support Specialist. Approve revised Technology Support Specialist job description. Reclassify the current employee to Technology Security and Systems Administrator.
Senior Systems Support Liaison	None	Approve the reclassification of the position of Senior Systems Support Liaison from Range 42 to Range 47.
Student Data Coordinator (CALPADS and SIS)	None	No increase in salary range recommended.
Systems Engineer	None	Approve the reclassification of the position of Systems Engineer from Range 43 to Range 51.
Systems Support Liaison	None	No increase in salary range recommended. Approve revised Systems Support Liaison job description.

Current Classification	Recommended Classification	Recommendation/s
Web Technician and Digital Media Producer	None	Approve the reclassification of the position of Web Technician and Digital Media Producer from Range 31 to Range 42. Approve revised Web Technician and Digital Media Producer job description.

Motion: To approve the entire 2025 Classified Classification/Reclassification Study, including position allocations and job descriptions, effective July 1, 2025 (Lane/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.0 NEW BUSINESS

8.1 2025 Classification of Incumbents

Since the Commission took action under agenda item 7.1 and adopted the Classification and Reclassification Study, it is necessary to take action to reclassify the incumbents working in the classifications. The new classification is as follows:

Employee	Current Classification	Recommended Classification
Adrian Mandel	Network Support Specialist	Technology Security and Systems Administrator

Motion: To approve the reclassification of the above incumbent (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 July 15, 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 2:09 p.m.

Attest:

Troy Cope

Chief Human Resources Officer

Distribution:

Personnel Commission

Dr. Faris Sabbah, Superintendent of Schools

SCCOE Board of Education

SCCOE Office Managers

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