



## **Personnel Commission Meeting May 20, 2025**

### **APPROVED MINUTES**

#### **1.0 CALL TO ORDER**

1.1 Chairperson Rapoza called the regular meeting to order at 2:01 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; Mallory Sainsbury; Reed Scriven; Scott Mean-Hill and Karina Mendez.

#### **2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of April 15, 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 None.

4.2 Chief Human Resources Officer's Report

4.2.1 Chief HR Officer Cope invited everyone to attend the COE Graduations for Alternative Education, Special Education and Career and Adult Learning Services from May 23, 2025 to May 30, 2025.

#### **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 Correspondence to Superintendent from Commissioner Rapoza May 7, 2025**

Following the April Meeting, the Commissioners approved the 2025-2026 budget in the amount of \$348,940.90. A letter was sent to the Superintendent to include this budget in the operating budget for the Santa Cruz COE. The Board did give final approval.

## **7.0 OLD BUSINESS**

### **7.1 Classification/Reclassification Study Input**

Managers and employees were notified that they would have an opportunity to make comments and submit written remarks regarding the preliminary report at the May Personnel Commission meeting. Written input had to be received by the Human Resources Department by 5 p.m. on May 9, 2025 for inclusion in the Personnel Commission packet. One submission from Systems Engineer, Tyler Lee was received.

Employees were also notified that they could orally address the Commission for oral remarks, questions or discussion regarding the preliminary report. They were allowed 10 minutes to present their comments. No oral comments were presented.

A final report with recommendations will be presented to the Personnel Commission at the June 17, 2025 Personnel Commission meeting at 2 p.m.

## **8.0 NEW BUSINESS**

### **8.1 Classification Title Change and Revision—Senior Instructional Aide, Extensive Support Needs**

Background: As recruitment for Senior Instructional Aides for the 2025-2026 school year has begun, the department noticed that the current job description reflects an outdated way to refer to the needs of students with disabilities. The California Commission on Teacher Credentialing (CTC) now calls their credential Extensive Support Needs (ESN) to refer to the student's individual needs rather than their specific disability category. Therefore, a title change with minimal revisions is being requested to better align with the terms that are now used across California schools.

The newly proposed title is Senior Instructional Aide, Extensive Support Needs. As a title change with minimal revisions is being added to an existing classification, the department is requesting to have these changes approved at a first reading. Salary allocation would remain the same. This constitutes a first reading.

Motion: To approve the job description revisions and title change from Senior Instructional Aide, Moderate/Severe to Senior Instructional Aide, Extensive Support Needs as a first and second reading (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

## 8.2 Classification Title Change and Revision—Instructional Aide, Extensive Support Needs

Background: As recruitment for Instructional Aides for the 2025-2026 school year has begun, the department noticed that the current job description reflects an outdated way to refer to the needs of students with disabilities. The California Commission on Teacher Credentialing (CTC) now calls their credential Extensive Support Needs (ESN) to refer to the student's individual needs rather than their specific disability category. Therefore, a title change with minimal revisions is being requested to better align with the terms that are now used across California schools.

The newly proposed title is Instructional Aide, Extensive Support Needs. As a title change with minimal revisions is being added to an existing classification, the department is requesting to have these changes approved at a first reading. Salary allocation would remain the same. This constitutes a first reading.

Motion: To approve the job description revisions and title change from Instructional Aide, Moderate/Severe to Instructional Aide, Extensive Support Needs as a first and second reading (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

## 8.3 Merit Rules Revision—Article 7.105, Bereavement Leave and Article 7.106, Reproductive Leave Loss

Background: Educational Code 45194 and 12945.6 have been updated to reflect change in Bereavement Leave and the addition of Reproductive Loss Leave. Since these updates have been reflected in the C.S.E.A union contract language, these changes should now be updated in the Merit Rules as well. This constitutes a first reading.

Motion: To approve the Merit Rule revisions for Article 7.105, Bereavement Leave and the Merit Rule addition of Article 7.106, Reproductive Loss Leave at a first reading (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

## 9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 June 17, 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 2:11 p.m.

Attest:

**Troy Cope**  
**Chief Human Resources Officer**

Distribution:

Personnel Commission

Dr. Faris Sabbah, Superintendent of Schools

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