



Personnel Commission Meeting December 16, 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 Member, Lynn Miller.

Guests: Chief HR Officer, Troy Cope; Murry Schekman; Melissa Lopez; Shaelyn Plascencia; Verenise Valentin; Ana De Leon-Romero; Scott Mean-Hill; and Karina Mendez.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of November 18, 2025 were approved (Miller/Rapoza).
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 Scott Mean-Hill wished the Commission a happy holiday season and welcomed Murry Schekman as the new Commissioner.

4.0 SWEARING IN

- 4.1 Swearing in of new Personnel Commissioner, Murry Schekman
The Santa Cruz County Board of Trustees has appointed Murry Schekman to fill the vacant term of the board-appointed Personnel Commissioner for the remainder of the term from December 2025 to December 2026, in accordance with Education Code §45245–45248. Commissioners must take the official Oath of Office prior to assuming their duties.

Chairperson, James Rapoza administered the Oath of Office to Commissioner Schekman. Following the oath, the Commissioner was seated and participated in Commission proceedings.

5.0 REPORTS

- 5.1 Chairperson or Member's Report
 - 5.1.1 None.
- 5.2 Chief Human Resources Officer's Report
 - 5.2.1 Chief HR Officer Cope mentioned that recruitment for the Future Educator Summer Academy is about to begin. This Academy is for high school students or recent

graduates to get an opportunity to get professional development and be paid for field experience. This year the plan is to have some classrooms in south county as well.

5.2.2 The MOU for the Classified School Employee Summer Assistance Program has been renewed for this school year. This allows Classified employees who are 11 months or less to be able to save up to 10% of their pay with a match from the state fund, in previous years it has been a dollar-to-dollar match. Appreciation for the Payroll department who manages this program was shown.

6.0 CONSENT AGENDA

6.1 The consent agenda (6.1-6.5) was approved as submitted (Miller/Schekman).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

7.0 CORRESPONDENCE

7.1 None.

8.0 OLD BUSINESS

8.1 None.

9.0 NEW BUSINESS

9.1 Annual Reorganization of the Personnel Commission—Action

Background: In accordance with Merit Rule 2.104, the Commission is to elect officers for the coming year.

Motion: To approve the reorganization of the Personnel Commission as follows:

Chairperson, Lynn Miller

Vice Chairperson, James Rapoza

Member, Murry Schekman (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.2 2026 Personnel Commission Meeting Schedule—Action

Background: In accordance with Merit Rule 2.201, the Commission shall set their regular meeting date and time for the upcoming year.

Last year, Personnel Commission meetings were scheduled on the third Tuesday of the month. The proposed meeting schedule for 2026 is as follows:

<u>Date</u>	<u>Time</u>	<u>Room</u>
January 20, 2026	2:00 p.m.	Bay Room
February 17, 2026	2:00 p.m.	Board Room
March 17, 2026	2:00 p.m.	Board Room
April 21, 2026	2:00 p.m.	Board Room
May 19, 2026	2:00 p.m.	Board Room
June 16, 2026	2:00 p.m.	Board Room
July 21, 2026	2:00 p.m.	Board Room
August 18, 2026	2:00 p.m.	Board Room

September 15, 2026	2:00 p.m.	Board Room
October 20, 2026	2:00 p.m.	Board Room
November 17, 2026	2:00 p.m.	Board Room
December 15, 2026	2:00 p.m.	Board Room

Motion: To approve the 2026 Personnel Commission Meeting Schedule as presented (Schekman/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.3 Six-Year Classification Plan—Action

Background: According to Merit Rule 3.209, every six to seven years a review of all position classifications will be made on a regular rotating basis, as deemed necessary by the provisions of sections 3.200, 3.300 and/or section 8.102 of these rules. In 2014, the Personnel Commission, Administration and C.S.E.A. agreed to study identified classifications every year. Below is a six-year annual classification plan recommendation. Discussion followed.

2027 Program and Financial Support Family:

- Assessment, Data and Technology Specialist (Alternative Education)
- Community Organizer
- Community Organizer, Early Childhood
- Project Coordinator
- Project Coordinator, Early Childhood
- Project Coordinator, MEDI-CAL
- Project Specialist
- Project Specialist, Early Childhood
- Resource and Referral Technician I, Early Childhood
- Resource and Referral Technician II, Early Childhood
- Senior Community Organizer, Student Programs
- Student Data Specialist
- Student Data Specialist II, Alternative Education
- Student Data Specialist II, Special Education

2028 Maintenance Family:

- Maintenance Custodian
- Maintenance Specialist

Administrative Support Family:

- Administrative Assistant
- Assistant
- Clerical Assistant
- Department Office Coordinator
- Executive Assistant
- Executive Assistant, SELPA/MIS Technician
- Interpreter/Translator
- Receptionist
- Receptionist II
- Senior Administrative Assistant

2029 Professional Service Family:

- Behavioral Analyst
- Mental Health Counselor II
- Mental Health Counselor III

- Occupational Therapist
- Therapist/Physically Disabled

Instructional Support Family:

- Alternative Media Assistant, Visually Impaired
- Alternative Media Specialist, Visually Impaired
- Behavior Modification Technician
- Instructional Aide, Alternative Education
- Instructional Aide, Autism Support
- Instructional Aide, Extensive Support Needs
- Mental Health Counselor I
- Senior Instructional Aide, Autism Support
- Senior Instructional Aide, Court and Community Schools
- Senior Instructional Aide, Extensive Support Needs
- Senior Instructional Aide, Juvenile Hall

2030 Instructional Support Family:

- Campus Supervisor
- Foster/Homeless Youth Educational Liaison
- Guidance Counselor Technician I
- Guidance Counselor Technician II
- Program Assistant, Outdoor Education
- Program Coordinator, Outdoor Education
- School Health Billing and Reimbursement Coordinator
- Student Leadership & Engagement Coordinator
- Work Experience Specialist

2031 Technology Support Family:

- Network and Systems Architect
- Senior Systems Support Liaison
- Student Data Coordinator (CALPADS and SIS)
- Systems Engineer
- Systems Support Liaison
- Technology Infrastructure Analyst
- Technology Security and Systems Administrator
- Technology Support Specialist
- Technology Support Technician
- Web Technician and Digital Media Producer

2032 Program and Financial Support Family:

- Account Specialist II
- Account Specialist III
- Account Specialist IV
- Credentials Analyst
- Educator Recruitment, Retention and Effectiveness Organizer
- Financial Analyst
- Fiscal Accountant
- Human Resources Assistant
- Human Resources Assistant II
- Human Resources Assistant III
- Human Resources Technician
- Human Resources/Credentials Technician
- Senior Account Specialist, Benefits
- Senior Account Specialist, Retirement Reporting
- Senior Account Specialist, Revenue and Apportionment
- Senior Credentials Analyst
- Senior Financial Analyst

Confidential Family:

- Executive Assistant
- Human Resources Analyst
- Human Resources Analyst, Certificated

- Senior Administrative Secretary
- Senior Executive Assistant
- Senior Human Resources Analyst
- Senior Human Resources Specialist
- Superintendent's Executive Assistant

Motion: To approve the proposed six-year Classification Plan as presented (Miller/Schekman).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.4 Merit Rule Revision—Action

Background: In preparation for the 2026 Classification/Reclassification Study, it was realized that there is a need to revise Merit Rules Chapter 3.300-Reclassification. There are minimal revisions to be made but these proposed changes would match the current practice.

The proposed changes to Merit Rule Chapter 3.300-Reclassification were shared with the C.S.E.A Union and approved by the union membership on November 10, 2025.

In making the proposed changes, it was also noticed that the Chief HR Officer's job title was outdated and formatting was not consistent throughout the Merit Rules.

Motion: To approve the proposed Merit Rules revisions for Chapter 3.300-Reclassification at a first reading and waive a second reading (Miller/Schekman).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

10.0 SCHEDULE OF UPCOMING EVENTS

- 10.1 January 20, 2026, Regular Meeting of the Personnel Commission at 2:00 p.m. in the Bay Conference Room: 400 Encinal Street, Santa Cruz, CA 95060.

11.0 ADJOURNMENT

- 11.1 The meeting of the Personnel Commission was adjourned at 2:12 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

C.S.E.A President

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