



Personnel Commission Meeting March 17, 2026

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, Lynn Miller; Vice Chairperson, James Rapoza; and Member, Murry Schekman

Guests: Chief HR Officer, Troy Cope; Shaelyn Plascencia; Jacklyn Nicholson; Terra Lee; Brooke Rosso; Jaclyn Klair, Mallory Sainsbury, Verenise Figueroa, Scott Mean-Hill; and Karina Mendez.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of February 17, 2026 were approved (Rapoza/Schekman).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda as submitted (Schekman/Rapoza).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 Guests introduced themselves to the Commission.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 Commissioner Miller brought forth his worries about mental health for students and teachers given the worsening events in education. Commissioner Schekman stated that we are ranked 25 of 50 states in public education.
- 4.2 Chief Human Resources Officer's Report
 - 4.2.1 Chief HR Officer Cope informed the Commission about the Educator Recruitment Fair on Saturday, March 14, 2026 from 9 a.m. to 11 a.m. He thanked the Human Resources team for their work, and stated that there was a good turn out and received good feedback.
 - 4.2.2 He also invited the Commission to attend the Staff Appreciation Picnic on Wednesday, May 6, 2026 from 12 p.m. to 3:30 p.m. at Anna Jean Cummings Park.

5.0 CONSENT AGENDA

- 5.1 The consent agenda (5.1-5.5) was approved as submitted (Rapoza/Schekman).
Ayes: Unanimous
Noes: None

Abstain: None
Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 2026 Classification/Reclassification Study Information and Calendar—Information

Background: As a part of the ongoing classification study, the classifications that will be studied under the Program and Financial Support Family and the Confidential Family will be: Account Specialist II; Account Specialist III; Account Specialist IV; Credentials Analyst; Educator Recruitment, Retention and Effectiveness Organizer; Executive Assistant (Confidential); Financial Analyst; Fiscal Accountant; Human Resources Analyst (Confidential); Human Resources Analyst, Certificated (Confidential); 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 Administrative Secretary (Confidential); Senior Credentials Analyst; Senior Executive Assistant (Confidential); Senior Financial Analyst; Senior Human Resources Analyst (Confidential); Senior Human Resources Specialist (Confidential); and Superintendent's Executive Assistant (Confidential). In addition, on November 3, 2025, 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 2026 classification/reclassification process.

Current Status: Supervisor interviews are still being held. The Process Timeline was updated and presented. Recommendations will be presented at the April 2026 meeting.

8.0 NEW BUSINESS

8.1 Review of 2025-2026 and Three Year Lookback Personnel Commission's Budget—Information

In preparation of the 2026-2027 Personnel Commission budget, a summary of the 2025-2026 budget and a three-year lookback was distributed at the March 2026 meeting for informational review. The preliminary budget will be distributed during the April 2026 meeting for review once budget development begins for next school year.

The Santa Cruz County Office of Education intends to submit the preliminary budget to the County Board of Education in May 2026, and is requesting that the Personnel Commission submit their adopted budget for 2026-2027 by the April 2026 meeting.

8.2 Classification Title Change and Revision—First Reading—Executive Assistant, Superintendent Department and County Board—Action

Background: In reviewing the organization structure of departments, it was determined that the current Classified Management position title of Administrative Assistant to the Superintendent/Deputy Superintendent is not in alignment with other departments. Therefore, a title change with minimal revisions is being requested to better align

classification titles with other departments whose administrator is a Deputy Superintendent.

The newly proposed title is Executive Assistant, Superintendent Department and County Board. 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 Administrative Assistant to the Superintendent/Deputy Superintendent to Executive Assistant, Superintendent Department and County Board at the first reading (Schekman/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.3 New Classification—First Reading—Director, Fiscal Services, Facilities and Operation—Action

Background: The position of Director of Maintenance and Operations has been vacant since August 2025. Through the recruitment process and ongoing day-to-day operations of the department, a need has been identified to broaden the fiscal oversight responsibilities of the position. Therefore, there is a need to create the Director, Fiscal Services, Facilities and Operations as a Classified Management position to include additional fiscal responsibilities to help support the department. By combining facilities and fiscal oversight, the department will be able to improve coordination between facility planning and financial management, and strengthen fiscal accountability for facilities expenditures, and will allow the COE to manage projects and budgets more efficiently and effectively. 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 Director, Fiscal Services, Facilities and Operations. This constitutes a first reading.

Motion: To approve the first reading of the newly proposed job description for Director, Fiscal Services, Facilities and Operations (Rapoza/Schekman).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 May 19, 2026, 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 2:14 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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