



Personnel Commission Meeting May 19, 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; Brooke Rosso; Lauren Demasi; Alejandro Martinez; Natia Ambrosi; Scott Mean-Hill; and Karina Mendez.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of April 21, 2026 were approved (Schekman/ Rapoza).
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 None.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 Commissioner Miller expressed that he was impressed with the presentation of the Classification/Reclassification Study by consultant, Julie High, Ed.D. He appreciated the explanation of the study before stating the recommendations.
- 4.2 Chief Human Resources Officer's Report
 - 4.2.1 Chief HR Officer Cope invited the Commission to attend the COE program graduation ceremonies happening the last week of May.

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 Correspondence to Superintendent from Commissioner Miller May 12, 2026

Following the April Meeting, the Commissioners approved the 2026-2027 budget in the amount of \$366,973.95. 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 2026 Classification/Reclassification Study Input—Discussion

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 8, 2026 for inclusion in the Personnel Commission packet. No written remarks were 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 16, 2026 Personnel Commission meeting at 2 p.m.

8.0 NEW BUSINESS

8.1 New Classification—First Reading—Site Operations, Climate and Culture Lead—Action

Background: As a part of the 2026 Reclassification process, the consultant recommended that a new classification for Community Organizer be created which would identify the important and essential higher-level duties and leadership responsibilities added to the existing Community Organizer classification. For salary allocation, the new classification will be moved forward to the bargaining unit's Point Factoring Committee. The recommended title will be Site Operations, Climate, and Culture Lead. This constitutes a first reading.

Motion: To approve the first reading of the newly created job description for Site Operations, Climate, and Culture Lead and approve that the newly created job classification be included as a part of the final 2026 Reclassification Study recommendation in June 2026. (Rapoza/Schekman).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.2 Classification Title Change and Revision—First Reading—Director, Santa Cruz County College and Career Collaborative—Action

Background: In preparation for recruitment efforts after an employee resignation, it was determined that the current Classified Management position title of Director, Santa Cruz

County College Commitment (S4C) no longer accurately reflects the department name and the services it provides. Therefore, a title change with revisions is being requested to better align with the terms and duties that are now used in this department. The newly proposed title is Director, Santa Cruz County College and Career Collaborative. As a title change with revisions is being added to an existing classification, the department is requesting to have these changes approved at a first reading so that recruitment efforts may begin before the school year ends. Salary allocation would remain the same. This constitutes a first reading.

Motion: To approve the job description revisions and title change from Director, Santa Cruz County College Commitment (S4C) to Director, Santa Cruz County College and Career Collaborative at the first reading (\$127,271 to \$162,435) (Rapoza/Schekman).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 June 16, 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 2:08 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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