

# Santa Clara County Office of Education

PERSONNEL COMMISSION  
UNADOPTED MINUTES  
REGULAR MEETING #376  
August 12, 2010

Members Present: Rodney Martin, President  
Libby Spector, Vice President  
Nicholas Gervase, Member

Staff Present: Philip J. Gordillo, Ex-Officio Secretary  
Barbara Monges, Administrative Assistant to the Director  
Sheila Lopez, Personnel Analyst

Others Present: Laura Kidwiler, Chief Human Resources Officer  
Dr. Kelly Calhoun, Chief Technology Officer  
Matthew Cottrell, SEIU, #521

The meeting was called to order by President Martin at 10:00 A.M.

#### Approval of Agenda

**MOTION #376-1** by Ms. Spector, seconded by Mr. Gervase to approve Agenda #376, August 12, 2010.

**MOTION #376-1** carried unanimously.

#### Approval of Minutes #375 – July 8, 2010

**MOTION #375-2** by Mr. Gervase, seconded by Ms. Spector to approve minutes #375, July 8, 2010.

**MOTION #375-2** carried unanimously.

#### Hearing of Persons Desiring to Address the Commission to Present Petitions

Matthew Cottrell, SEIU, Local 521 expressed his gratitude & appreciation for the support that the office has given to the Education Assistants during the past year.

#### Unfinished Business – None

#### New Business

##### A. Technology Branch Reorganization

Dr. Kelly Calhoun, Chief Technology Officer spoke to the Commission on the urgency of reorganizing the Technology Branch. This reorganization will include changes to department names, reporting structures, some position titles and classification specifications.

##### B. Establishment of Classification – School Safety Officer (OTBS Unit)

**MOTION #376-3** by Mr. Gervase, seconded by Ms. Spector to establish the class specifications for School Safety Officer and assign this classification to OTBS Unit, Range 40.0 (\$19.47-\$23.08), effective August 1, 2010

**MOTION #376-3** carried unanimously.

C. Approval of Eligibility Lists

Merit Rule 9.02 states that “*Eligibility Lists shall be presented to the Personnel Commission for approval.*” Therefore, the Director respectfully recommends the Personnel Commission approve the establishment of the following lists:

	<i>Classification</i>	<i>Date</i>	<i>Unit</i>	<i>Number Eligible Persons</i>	<i>Number Ranks</i>
1.	Coordinator, ASAPconnect	06/11/10	MGMT	2	2
2.	Education Assistant, ASD-NCLB	07/14/10	Aides	6	6
3.	Education Assistant, SPED-NCLB	07/19/10	Aides	28	28
4.	Job Development Specialist	08/04/10	OTBS	7	5

(ACS): Alternate Class Series

D. Monthly Vacancy Status Report – August 12, 2010

Ex-Officio Secretary Gordillo gave an oral report on the Monthly Vacancy Status Report and Positions Filled Report. Mr. Jeffrey Nabity has been hired as the part-time Classified Personnel Specialist I and began working on Monday, July 12. The Commissioners accepted the report as delivered.

E. Secretary's Report

Ex-Officio Secretary Gordillo reported on the following:

- Reported on the Education Assistant Bid Board that took place on July 19, 2010. There were many more positions available than originally anticipated, the day went smoothly, there was participation from both principals and SEIU and the feedback was positive.
- July 24, 2010 Classified Personnel conducted Saturday interviews for qualified Education Assistants. 59 applicants were invited and Special Education certified 45 for permanent positions. Another round of interviews took place on August 10, 2010, 37 qualified applicants were invited and 21 names were forwarded to principals for permanent hire.
- The NCLB summer institute concluded with positive results. Of the 21 participants, everyone passed the English section of the NCLB exam and 19 passed the Math section.
- Ex-Officio Secretary Gordillo updated the Commissioners the 2015 Head Start mandate that requires all Teacher Assistant have an AA degree. Secretary Gordillo reported on a side letter being developed between Human Resources and SEIU that will outline the plan.
- Ex-Officio Secretary Gordillo updated the Commissioners on the Northern California Personnel Commission Conference on October 2, 2010.
- Ex-Officio Secretary Gordillo shared with the Commission his attendance at the Head Start annual management conference for grant funded programs in Las Vegas from July 12 through July 16.

F. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for September 9, 2010. More technical positions will be presented to the Commission. Mr. Rodney Martin's appointment on the Personnel Commission is up for renewal. The item will be placed on the September 9, 2010 agenda to discuss.

G. Closed Session – Evaluation: Director, Classified Personnel Services by the Personnel Commission (Government Code Section 54957.6).

Announcement from Closed Session: President Martin announced that the Commission had completed the annual evaluation of the Director.

H. Adjournment

The meeting adjourned at 12:30 P.M.

Respectfully submitted,

Philip J. Gordillo  
Ex-Officio Secretary, Personnel Commission

bjm/icon