

Santa Clara County  Office of Education

PERSONNEL COMMISSION

REGULAR MEETING #413

FEBRUARY 12, 2014

MINUTES

I. CALL TO ORDER

The meeting was called to order by President Spector at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT

Libby Spector, President
Nicholas Gervase, Vice President
Rodney Martin, Member

STAFF PRESENT

Sheila Lopez, Director-Classified Personnel Services
Adriana Casas, Supervisor-Classification & Recruitment
Theresa Martinez, Executive Assistant-Classified Personnel Services

OTHERS PRESENT

Philip J. Gordillo, Executive Director-Human Resources Branch
Barbara Monges, Executive Assistant-Human Resources Branch
Dr. Lisa Kaufman, Director-Early Learning Services
Dr. Matthew Tinsley, Sr. Research Analyst-Office of the Superintendent

III. APPROVAL OF AGENDA

MOTION #413-1 by Mr. Gervase, seconded by Mr. Martin to approve Agenda #413, February 12, 2014.

MOTION #413-1 carried unanimously.

IV. APPROVAL OF MINUTES #412 – JANUARY 8, 2014

President Spector noted that Motion #412-3 was made by Mr. Gervase and seconded by Mr. Martin.

MOTION #413-2 by Mr. Martin, seconded by Mr. Gervase to approve minutes #412, January 8, 2014, with the minor correction.

MOTION #413-2 carried unanimously.

V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS

Mr. Gordillo announced that President Spector was recognized for her years of service at the recent California School Personnel Commissioners' Association (CSPCA) Conference. President Spector was seated in 1996 and appointed to her first full term in 1998. Mr. Gordillo presented President Spector with a Distinguished Personnel Commissioner's Award.

VI. UNFINISHED BUSINESS

None.

VII. NEW BUSINESS

A. Revision of Classification Specifications: Supervisor-Food Services (CL SUPV)

Ms. Lopez thanked the Commissioners for their approval on an early start of the recruitment for Supervisor-Food Services, thus saving up to four weeks of time. The recruitment is still open.

MOTION #413-3 by Mr. Gervase, seconded by Mr. Martin to revise the classification specifications for the Supervisor-Food Services (CL SUPV), effective February 12, 2014. Salary to remain status-quo at LT Range 8 (\$80,447-\$102,673).

MOTION #413-3 carried unanimously.

B. Establishment of Classification Specifications: Associate Teacher-Educare (PARA); Associate Teacher-Educare (PARA), and Infant/Toddler-Educare (PARA); and Teacher Assistant-Educare (PARA)

Dr. Kaufman and Dr. Tinsley shared information about Educare of California at Silicon Valley (ECSV), program standards and the development of the partnership to bring the renowned national model for early education to Santa Clara County.

MOTION #413-4 by Mr. Gervase, seconded by Mr. Martin to approve the classifications and salary recommendations for Associate Teacher-Educare and assign this classification to Paraprofessionals Unit, Range 41.0/\$20.42-\$24.17/hourly; Associate Teacher, Infant/Toddler-Educare and assign this classification to Paraprofessionals Unit, Range 41.0/\$20.42-\$24.17/hourly; and Teacher Assistant-Educare and assign this classification to Paraprofessionals Unit, Range 33.0/\$14.21-\$16.73/hourly.

MOTION #413-4 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 Personnel Commission approved the establishment of the following lists:

	Classification	Date	Unit	Number of Eligibles	Number of Ranks
1	Custodian	01/17/2014	OSS	12	8
2	Administrative Assistant III	01/23/2014	OTBS	7	5
3	Paraeducator – Special Education	01/23/2014	PARA	18	18
4	Bus Driver	01/24/2014	OSS	5	5
5	Office Coordinator – Restricted	01/27/2014	OTBS	2	2

MOTION #413-5 by Mr. Gervase, seconded by Mr. Martin to approve the Eligibility Lists.

MOTION #413-5 carried unanimously.

D. MONTHLY VACANCY STATUS REPORT – FEBRUARY 12, 2014

Ms. Casas reported on the Monthly Vacancy Status Report and positions filled. The Commissioners accepted the report as delivered.

VIII. SECRETARY'S REPORT

Ms. Lopez reported on the following:

- Ms. Lopez thanked the Commissioners for the approval of salaries for returning Payroll retirees.
- Mr. Gordillo, Ms. Lopez and Ms. Casas attended the CSPCA Conference, February 6-8, 2014. Ms. Lopez felt the conference was productive and informative and shared highlights from several sessions she participated in.
- Ms. Lopez asked the Commissioners if they would be interested in a refresher session on The Brown Act. After a brief discussion, it was agreed that rather than arrange a session at the County Office of Education, President Spector and Ms. Lopez would follow-up on opportunities offered by other agencies.
- Ms. Lopez announced that the office will be closed on Monday and Tuesday, February 17 and 18, 2014 in observance of President's Day.

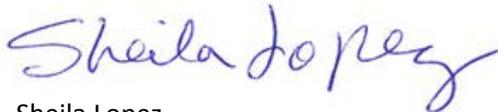
IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for March 12, 2014 at 10:00 a.m. The Commissioners and Mr. Gordillo will meet in closed session to discuss the performance evaluation for Director Lopez.

X. ADJOURNMENT

The meeting adjourned at 9:50 a.m.

Respectfully submitted,



Sheila Lopez
Director-Classified Personnel Services