

**PERSONNEL COMMISSION
REGULAR MEETING #500
MAY 12, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/92577560854>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 925 7756 0854

APPROVED MINUTES

I. CALL TO ORDER

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

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, President Rodney Martin, Vice President Libby Spector, Member	Marisa Perry Meipo Flores Linda Gore Kathy Jalaan

OTHERS PRESENT	
Larry Oshodi Angela Ballou Jessica Bonduris Rigoberto Elenes Antonio Fuentes	Philip Gordillo Marcela Miranda Craig Wilde David Wu

III. APPROVAL OF AGENDA

MOTION #500-1: The Commission approved Agenda #500, May 12, 2021, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #500-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #500-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #499, April 14, 2021, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #500-2: carried unanimously.

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

Philip J. Gordillo, Executive Director of the California School Personnel Commissioners Association, extended congratulations to the Commission for the 500th meeting milestone and provided historical information. Mr. Gordillo welcomed Larry Oshodi, Assistant Superintendent – Personnel Services.

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #500-3: The Commission approved revising the classification specification for the position of Print Support Technician, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #500-3: carried unanimously.

B. Approval of Classification Specification Revision

MOTION #500-4: The Commission approved revising the classification specification for the position of Central Office Receptionist, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #500-4: carried unanimously.

C. Approval of Classification Specification Revision

MOTION #500-5: The Commission approved revising the classification specification for the position of Receptionist, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #500-5: carried unanimously.

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #500-6: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #500-6: carried unanimously.

Classification

- **Site Coordinator, Range 43.0**

E. Approval of Establishing Classification and Associated Classification Specification

MOTION #500-7: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #500-7: carried unanimously.

Classification

- **Occupational Therapist I/II – Early Learning Intervention, Range 52.0 / 56.0**

F. Approval of Classification Specification Revision and Retitling

MOTION #500-8: The Commission approved revising the classification specification and retitling the classification Migrant Education Program Advocate to Migrant Education Program Recruiter, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #500-8: carried unanimously.

G. Public Hearing for the 2021-2022 Proposed Budget for the Personnel Commission

A public hearing on the Personnel Commission’s proposed Budget for 2021-2022 was scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

Location:	Santa Clara County Office of Education Zoom Virtual Meeting (See above link)	Date:	May 12, 2021
		Time:	10:00 a.m.
Open Hearing at:	<u>10:28</u>	a.m.	Motion: <u>L. Spector</u>
			Second: <u>R. Martin</u>
			Vote: <u>Approved</u>
Close Hearing at:	<u>10:30</u>	a.m.	Motion: <u>L. Spector</u>
			Second: <u>R. Martin</u>
			Vote: <u>Approved</u>

H. Approval and Adoption of 2021-2022 Personnel Commission Annual Budget

Motion #500-9: The Commissioners approved and adopted the 2021-2022 Personnel Commission Annual Budget, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

Motion #500-9: carried unanimously.

**ANNUAL BUDGET
2021-2022 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

OBJECT CODE	DESCRIPTION	ADOPTED 2020-21 BUDGET	PROPOSED 2021-22 BUDGET
2320-00	Executive Assistant – Classified	113,344.00	123,023.00
2360-00	Director – Classified	159,488.00	164,971.00
2395-00	Other Management – Classified	146,462.00	121,590.00
2425-00	Other Specialists/Technicians	240,846.00	250,455.00
3000-00	Employee Benefits	295,042.00	312,406.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	6,959.00	5,554.00
5200-00	Travel & Conferences	4,615.00	4,615.00
5277-00	Travel Recruitment	500.00	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Memberships	4,565.00	4,565.00
5710-15	Print Services	6,877.00	6,877.00
5800-00	Contract Services – Other	5,835.00	5,835.00
5800-00	Commissioner Stipends	2,400.00	2,400.00
5809-00	Advertising	31,256.00	31,256.00
5819-00	Caterers	2,795.00	1,000.00
5888-00	Contract Services – COVID19	0	3,200.00
5900-00	Communications	580.00	580.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
TOTAL		\$1,054,030.00	\$1,071,293.00

- 2395-00 Other Management – Classified: vacancy projected at step 2.
- 4000-00 Materials & Supplies: Proposed \$1,405 decrease to reallocate funds to support other expenses.
- 5819-00 Caterers: Proposed \$1,795 decrease to reallocate funds to support other expenses.
- 5888-00 Contract Services – COVID19: Proposed \$3,200 increase to reallocate funds to support remote online examination testing.

I. Approval / Ratification of Establishing and / or Extending Eligibility Lists

MOTION #500-10: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #500, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #500-10: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Associate Teacher, Restricted (Bilingual Spanish Preferred)	04/06/21	AIDES	2	2
2	Educare Family Engagement Specialist	04/07/21	OTBS	7	6
3	Teacher Assistant II	04/13/21	AIDES	5	5
4	Education Interpreter I/II	04/14/21	AIDES	1	1
5	Paraeducator - Special Education (Bilingual ASL Required)	04/22/21	AIDES	1	1
6	Maintenance Person I/II	04/28/21	OSS	8	7
7	Administrative Data Technician	05/04/21	OTBS	4	4

J. Monthly Vacancy Status Report – May 12, 2021

Director Perry reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

A. Paraeducator, Special Education Bid Board

A bid board for displaced Paraeducators is scheduled for June. If additional positions are available, persons eligible for reemployment will be invited.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, June 9, 2021, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:40 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission