

Santa Clara County Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #381
January 13, 2011

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

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

Others Present: Alicia Salas, Manager, Benefits/Workplace Compliance
Laura Kidwiler, Chief Human Resources Officer
Matthew Cottrell, SEIU, #521
Elva Collins, Education Interpreter/Tutor, DHOH
Adina Kaplan, Education Interpreter/Tutor, DHOH

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

Approval of Agenda

MOTION #381-1 by Mr. Martin, seconded by Mr. Gervase to approve Agenda #381, January 13, 2010

MOTION #381-1 carried unanimously.

Approval of Minutes #380 – December 8, 2010

MOTION #380-2 by Mr. Gervase, seconded by Mr. Martin to approve minutes #380, December 8, 2010.

MOTION #380-2 carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions - None

Unfinished Business - None

New Business

A. Request for Salary Adjustment – Education Interpreter/Tutor, DHOH

Matthew Cottrell, Worksite Organizer, SEIU #521 reviewed with the Commissioners the request for those Interpreter Tutors who received the mandated certification before the 2009 deadline to be placed on (Range 48.0) Step 2.0 to Step 3.0 of the salary schedule, retroactive to October 1, 2009. After a brief discussion, the Commissioners agreed to table the discussion until the next Personnel Commission meeting on February 10, 2011.

B. 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.	Accountant I/II (ACS)	12/14/10	OTBS	5	5
2.	Administrative Assistant I/II (ACS)	01/06/11	OTBS	21	12
3.	Education Assistant, SPED (NCLB)	12/08/10	PARA	47	47
4.	Family Advocate I/II-Restricted, Bilingual Spanish (ACS)	01/07/11	OTBS	3	3

(ACS): Alternate Class Series

C. Monthly Vacancy Status Report – January 13, 2011

Ex-Officio Secretary Gordillo gave an oral report on the Monthly Vacancy Status Report and Positions Filled Report. The Commissioners accepted the report as delivered.

D. Secretary's Report

Ex-Officio Secretary Gordillo reported on the following:

- There are currently parent trainings being conducted to introduce Head Start parents to the interview process for SCCOE as well as trainings introducing parents to the process of volunteering.
- Secretary Gordillo reported on the closure of the classification and compensation study. The Leadership team will meet with the Superintendent with any final concerns on January 31, 2011.
- The CSPCA Conference, which is being chaired by Ex-Officio Secretary Gordillo, is scheduled for February 25-27, 2011 in Sacramento and an invitation was extended to the Commissioners.
- Ex-Officio Secretary Gordillo will begin preparing the wage and compensation study for Head Start. This is required for the annual Head Start funding application.

E. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for February 10, 2011.

F. Adjournment

The meeting adjourned at 10:40 A.M.

Respectfully submitted,

Philip J. Gordillo
Ex-Officio Secretary, Personnel Commission

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