

Regular Meeting
SDCOE Personnel Commission
July 15, 2020
9 a.m.

Pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020, and Executive Order N-29-20 issued by the Governor on March 17, 2020, the SDCOE Personnel Commission meeting will be conducted virtually at <https://sdcoe.zoom.us/j/92695034344> (password 9kZi46). Commission members will attend by video conference. Members of the public may participate by completing the Public Comment form (listed under Agenda V).

I. CALL TO ORDER

Commissioner Esterbrooks opened the meeting at 9 a.m.

II. ROLL CALL

Commissioners Jim Esterbrooks, Chuck Huskey, and Miriam Rothman were all present by video conference.

III. APPROVAL OF PROPOSED AGENDA

MSC (Huskey/Rothman) to approve the agenda as presented.

IV. APPROVAL OF MINUTES

A. Regular Meeting - June 17, 2020, 9 a.m., Video Conference

MSC (Huskey/Rothman) to approve the June 17, 2020 minutes as presented.

V. PUBLIC COMMENT

Due to the COVID-19 pandemic and consistent with current local, state and federal pandemic guidance, the Governor has determined that a meeting format allowing for open in-person attendance is not practical or prudent. To participate in the "Public Comment" portion of the San Diego County Office of Education Personnel Commission's regular meeting, please use the form below. As you are writing your comment, please keep in mind that the five-minute time limit still applies to all comments, even if they are being read by someone else.

Link:

https://forms.office.com/Pages/ResponsePage.aspx?id=nsds_WI70ES4za9KECvQ1tKYvZpZJh5Ph-UaY9u4GMtURENCNk9MRTk2TEY4SURSOuHaQkhGNldOMS4u

No public comment.

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. None

VII. CLASSIFICATIONS

A. New Classifications

1. Charter School Financial Analyst, Support Salary Grade 58

Human Resources staff recommends that the Personnel Commission approve the following, effective July 15, 2020:

- a. Establish the new classification of Charter School Financial Analyst, allocated to Grade 058 on the Classified Support Salary Schedule.
- b. Classify one new position as Charter School Financial Analyst in the Charter Schools Office in the Business Services Division.

Commissioners had brief discussion on funding source and current charter schools under SDCOE.

MSC (Huskey/Rothman) to approve the recommendations as presented.

2. Executive Director, Maintenance and Operations, Grade 56

Human Resources staff recommends that the Personnel Commission approve the following, effective July 15, 2020:

- a. Establish the new classification of Executive Director, Maintenance and Operations, allocated to Grade 056 on the Classified Management Salary Schedule.
- b. Classify one new position as Executive Director, Maintenance and Operations in the Business Services Division.

MSC (Rothman/Huskey) to approve the recommendations as presented.

B. Classification of New Positions

1. None

C. Reclassification of Existing Position

1. None

D. Class Description

1. None

VIII. OTHER ACTION ITEMS

- A. None

IX. POSITION ANNOUNCEMENTS - NO ACTION

Information only.

1. Contracts Analyst, Open
2. Legal Analyst, Promotional
3. Maintenance and Operations Supervisor, Promotional

X. APPROVAL OF ELIGIBILITY LISTS

Classification/Established Date:

1. Instructional Aide - Deaf and Hard of Hearing, 7/8/2020
2. Maintenance and Operations Supervisor, 7/7/2020
3. Program Specialist, Grants, 7/6/2020

MSC (Rothman/Huskey) to approve the eligibility lists as presented.

XI. INFORMATION ITEMS - NO ACTION

- A. Personnel Report – June 2020

XII. COMMUNICATIONS

A. Demo of New Agenda Platform on GAMUT

Maritess Pantaleon shared:

- The Personnel Commission, along with the County Board of Education, will be transitioning to a new online agenda platform under the California School Board Association called GAMUT. We share the license and will be splitting the cost, which is built into the PC budget.
- GAMUT will be used to organize, manage, and align critical information for County Office of Education, including all public meetings.
- The new published agenda will look very similar to what you are already familiar with (sample displayed)
- The substantial changes are on the administrative side, how to build the agenda items; the online tutorials are readily available and their customer representative is very prompt in assisting with all of our questions and customization requests.

- One new feature which you may like is the ability to create meeting packets, including the supporting documents, seamlessly with one click. Sample displayed. A single PDF can be emailed to the Commissioners once the agenda is posted.
- We will go live with the new agenda platform at our Sept. meeting
- Accessing the public agenda will continue to be on the Personnel Commission website.

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising shared:

- Soft reopening on July 6 for SDCOE main campus only; adhering to all CPHD guidance for PPE requirements and employee safety; temperature screeners on site, able to utilize Outdoor Education staff; limited to essential work onsite (payroll, fingerprinting, etc.); Zoom/online meetings only
- Ongoing projects by Commission staff include reviewing all job descriptions to bring up to date in a consistent format and structure; no substantive changes on content; we'll bring forward as needed for PC action.
- CSEA 2020-21 tentative agreement was ratified on July 12, 2020; thank you to CSEA leadership for a collaborative negotiation process.

XIV. DATE OF NEXT MEETING

A. Regular Meeting - Sept. 16, 2020, 9 a.m., video conference

XV. ADJOURNMENT

MSC (Huskey/Rothman) to approve adjourning the meeting at 9:21 a.m.

Personnel Commission Approved: Verbally approved

Date: 9/16/2020 (virtual meeting)