

PASSCo Executive Session Meeting Minutes  
CCSESA Personnel Administrative Services Steering Committee

Videoconference

Friday, August 10, 2007  
Meeting 9:00 AM

**PRESENT:**

Terrie Peets, Alpine	Sandra Hall, Orange
Debbie Koehler, Calaveras	Effie Crush, Sacramento
Gaye Smoot, CCSESA	Michele Fort-Merrill, San Diego
Laurie Gabriel, Central Valley	Karen DePrater, San Joaquin
Mike Bowers, Contra Costa	Jeannie Bosley, San Mateo
Merrilee Johnson, Glenn	Mary Jane Roberts, Santa Clara
Denise Smith, Imperial	Jay Speck, Solano
Sylvia Treanor, Kern	Jeff Heller, Sonoma
Tamara Ravalin, Kings	Debbie McKay, Sonoma
Ed Skeen, Lake	Roxy Williams, Tehama
Mary Batchelder, Marin	Jeanne Nava, Tulare
Jill Cadloni, Napa	Denise Danne, Ventura

**A. WELCOME AND INTRODUCTIONS**

The meeting convened at 9:06 AM. Denise Smith thanked everyone for attending.

**B. APPROVAL OF MINUTES: March 9, 2007 – Executive Session**

MSC (Fort-Merrill/Nava) to approve the minutes as presented.

**C. AGENDA**

1. Additions/Deletions to Agenda
  - E.4 Add Local Educational Agency Equitable Distribution – Jeanne Nava
  - E.5 CBEDS – Jeanne Nava
2. Approve Agenda  
MSC (Ravalin/Danne) to approve the agenda with additions.

**D. ITEMS OF OFFICERS**

1. Denise Smith, Chair
  - a. Nomination Committee  
Smith reported that Tamara Ravalin chairs the nomination committee and asked Ravalin if she had anything to add at this time. Ravalin said that she will be happy to continue to chair the committee and that she needs people to volunteer to serve. Merrilee Johnson, Roxy Williams, Jeanne Nava, Michele Fort-Merrill all volunteered to be on the nomination committee.
  - b. NCLB Alternative Verification Process for Secondary Levels Update  
This item did not get approved at the state board in June. The vote was five to one with the disdaining vote coming from a charter school. It will go forward back to

the board in September. Gaye Smoot said that she has the same information that Smith reported.

c. Statewide Classified Employee of the Year

Smith thanked those county offices who shared information with CCSESA on what they are doing in their regions or county offices in regard to classified employee of the year. The superintendent of public instruction is in the process of creating the program for this year. There is a little bit of a conflict with the timeline but Smith said she thinks it will be worked out. Gaye Smoot said that she appreciates the information that the county sent on their process and that she is a little concerned about the current proposed timeline because the state would want nominations by February 1. They will continue to work with the state on the timeline.

d. CCSESA Star Awards

Smith said that last year was the first time that CCSESA honored a star of each steering committee and that tradition will continue this year. The star will be someone who has gone above and beyond service for their participation in PASSCo. The announcement will be made at the September meeting.

2. Michele Fort-Merrill, Vice Chair

No report.

3. Effie Crush, Secretary

No report.

4. Debbie McKay, Treasurer

a. Budget

McKay reported that the most recent budget report went out to everyone with a one page description of why they are recommending a dues increase. They are recommending a dues increase from \$100 a year to \$300 a year. McKay said that dues haven't been increased for a very long time. MSC (Nava/Cadloni) approve dues increase from \$100 to \$300 a year. The increase will be effective January 1, 2008.

5. Tamara Ravalin, Past Chair

Report was covered under item 1.a - Nomination Committee.

## **E. AGENDA ITEMS**

1. Directory/FCMAT Update – Denise Smith

Smith reported that she went through the current membership roster for FCMAT and cleaned it up and added new members. She will send notice out on FCMAT when the changes are made. She suggested the regional chairs check in once a year with the county offices that you represent to make sure that staffing is still the same. Smith said she is also checking into the protocols for FCMAT membership and that the group may need to make some recommendations. Gaye Smoot said that CCSESA is in the process of revamping the website and one of the capabilities will be access by the steering committees to a password protected area of the website.

2. Creation of a Credentials Sub-Committee – Michele Fort-Merrill

Fort-Merrill said that she would like to hear the group weigh in officially on creating a credentials subcommittee. Tamara Ravalin said that it would be a good idea to formalize it like the other steering committees that have sub committees. Merrilee Johnson said that she talked to some of the credential techs and the most important

thing to them is that when they meet in the South and the North that a member of the commission staff be present. Michele Fort-Merrill reported the names of those that wanted to be on the committee. They are Sandy Kengen, Mary Jane Roberts, Cynthia Free, and Susana Fernandez. Fort-Merrill thanked everyone for their input and she will move forward with something formal for consideration in September.

3. PMAT Update – Michele Fort-Merrill

Fort-Merrill said that she didn't have an update but put the item on the agenda to see if anyone else has one. Denise Danne reported that they don't have a PMAT director yet and asked if anyone knows of anyone. Gaye Smoot said that the budget hasn't been passed yet but it could come back up again in August. They are hopeful that the trailer bill will contain some provision for some funding for PMAT for this current year.

4. Local Educational Agency Equitable Distribution – Jeanne Nava

Nava reported that the state is looking at equitable distribution and this year is going to be insuring that that happens with the districts in the fact that they will have to come up with a plan if they are not equitably distributed. They are going to be rolling this out and Linda Nichols needs our help in doing some regional presentations. Nava asked that those who can host in each region let her know and she will give Linda Nichols the contact information.

5. CBEDS – Jeanne Nava

Nava reported that CDE is going to be making some changes on this year's CBEDS. It was suggested that someone in the PASSCo group get in touch with Carl Shore regarding training. Denise Smith said that she will call Carl and find out the specifics of the changes and what their expectations are of PASSCo and the county offices to distribute these new changes to the districts.

## **F. REPORTS OF STANDING COMMITTEE LIAISONS**

1. Credentials - Merillee Johnson

a. Johnson reported that there was a commission meeting yesterday and they adopted the 2008 schedule. The credential unit gave a historical prospective of where they have been and where they want to go. Johnson also reported on the Special Ed workgroup and the progress that they have made. There is going to be a public forum on this issue on August 22<sup>nd</sup> in Riverside and on September 12<sup>th</sup> in Sacramento.

b. Laura Benson not present but Johnson reported that they met with Susan Browning and her assistant regarding the agenda for the academy. There has been difficulties with Holiday Inn so they are going to contact the Double Tree Inn and see if they can piggyback on the PASSCo effort. They have settled on January, March, and May of 2008.

2. Legislation - Jeanne Nava

Nava reported on various bills and their status.

3. Professional Development - Denise Danne

Danne reported that they have a very exciting program planned for September 13<sup>th</sup> from 10:00 a.m. to 12:00 p.m. The planning group will be meeting on August 29<sup>th</sup> to finalize the plans and will be sending out an email with info about the program after the meeting.

4. Technology - Sylvia Treanor

Treanor asked for a recap of the FCMAT update from item E.1 of the agenda since she was late arriving. Denise Smith filled her in and asked if there are written guidelines that she can see and if not, maybe they should be created. Treanor said that the guidelines are only written in the minutes of past meetings. Smith said she will call Treanor next week to talk about the protocols.

**G. Reports of Steering Committee Liaisons**

1. Business – Laura Kidwiler

Laura Kidwiler not present.

2. Curriculum and Instruction – Roxy Williams

No report.

3. Student Programs and Services – Christin Newlon

Christin Newlon not present.

4. Technology – Michael Bowers

No report.

**H. REPORTS OF SPECIAL COMMITTEES**

1. Budget – Debbie McKay

McKay said this report was already covered.

2. Business Partnership – Denise Smith

Smith reported that there is nothing new but there are a couple that might be beneficial to PASSCo and she is working with those individuals to try to get them to join us at a coming meeting.

3. ACSA – Eva Chavez

Eva Chavez not present.

4. CASBO – Denise Danne

Danne reported that she will be representing PASSCo at the CASBO bootcamp on October 20<sup>th</sup>. The CASBO conference is April 26-29, 2008 and she will be giving a presentation on Language for Writing Performance Improvement Plans Using Progressive Discipline.

5. DOJ - Julie Tucker

Julie Tucker not present.

6. CCSESA Pre-School Task Force – Denise Smith

Denise Smith reported that they need to select another representative or two to the group because Lynn Sutton is retired and Betty Harrison is no longer with HR. She asked that anyone who is interested let her know. She also reported that the Rand Company is presenting study information late in the fall and University of California Berkeley is doing a competency qualification study and they are seeking some information from PASSCo.

**I. ANNOUNCEMENTS**

Jill Cadloni reported that Mark Lee is retiring December 31<sup>st</sup> and Jay Speck is replacing him. Smith reported that Valerie Hall is also going to be retiring. McKay announced that Don Hack is no longer with their agency and won't be attending PASSCo any longer and Jeff Heller will be their new HR director for certificated.

**J. ADJOURNMENT**

The meeting adjourned at 10:57 AM.