

PASSCo General Session Meeting Minutes  
CCSESA Personnel Administrative Services Steering Committee

Friday, September 14, 2007  
8:30 AM – 12:00 PM

PRESENT:

Rick Minnis, Alameda	Walter Schwartz, San Bernardino
Terrie Peets, Alpine	Jenny Teresi, San Bernardino
Laura Benson, Butte	Michele Fort-Merrill, San Diego
Kathy Bettger, Calaveras	Karen DePrater, San Joaquin
Debbie Koehler, Calaveras	Lorna Thomson, San Joaquin
Kiffin Reading, Colusa	Heidi Hopkins, San Luis Obispo
Julie Tucker, Colusa	Christin Newlon, San Luis Obispo
Mike Bowers, Contra Costa	Jeannie Bosley, San Mateo
Susan Kissinger, El Dorado	Laura Kidwiler, Santa Clara
Laurie Gabriel, Fresno	Mary Jane Roberts, Santa Clara
Gloria Valente, Glenn	Traci Hart, Santa Cruz
Denise Smith, Imperial	Brenda Palmer, Shasta
Sylvia Treanor, Kern	Vicki Ledford, Shasta
Tamara Ravalin, Kings	Kathleen Wolter, Shasta
Barbara Zaino, Kings	Mark Lieb, Solano
Ed Skeen, Lake	Jay Speck, Solano
Sue Wheeler-Ayers, Los Angeles	Debbie McKay, Sonoma
Cheryl Lara, Madera	Jeffrey Heller, Sonoma
Tracie Limeburner, Madera	Wendy Bedard, Sutter
Mary Batchelder, Marin	Sally Whiteaker, Sutter
Linda Rittenberry, Marin	Chinny Clawson, Tehama
Sue Campbell, Mendocino	Roxy Williams, Tehama
Eva Chavez, Merced	Enid Brinkman, Tehama
Jill Caldoni, Napa	Jeanne Croson, Tulare
Helen Mitchell, Napa	Jeanne Nava, Tulare
Sandra Hall, Orange	Danna Fritz, Tuolumne
Susana Fernandez, Orange	Denise Danne, Ventura
Lora Sutherland, Placer	Susie Andrews, Yolo
Mary Ann Garcia, Placer	Liz Ruport, Yolo
Nicolas Ferguson, Riverside	Jennifer Allread, Yuba
Nicolas Ferguson, Riverside	Cindy Sutfin, Yuba
Sandi Kengen, Riverside	
Effie Crush, Sacramento	

## H. REPORTS OF REGIONAL CHAIRS

### 1. North Coast – Mary Batchelder

Mary Batchelder was not present but Jill Caldoni reported for her. North Coast met after video conference last month. They are going to have their regional meetings the night before the event in Sacramento. Nomination for regional chair for 2008 is Mary Batchelder for Bay and Ed Skeen for North Coast.

**2. North Eastern – Roxy Williams**

Williams reported that the North Eastern region annual conference is coming up in Chico and that they have been meeting regularly. Nomination for regional chair for 2008 is Roxy Williams.

**3. Capital Service – Effie Crush**

Crush reported that their nomination for regional chair is Cindy Sutfin. Capital Service meets monthly and six or seven Capital Service members attended the Utah State University Substitute Institute.

**4. Bay – Jill Caldoni**

Covered in Agenda Item #1 under North Coast.

**5. South Bay – Laura Kidwiler**

Nomination for regional chair is Traci Hart from Santa Cruz.

**6. Delta Sierra – Debbie Koehler**

Nomination for regional chair is Karen DePrater.

**7. Central Valley – Laurie Gabriel**

Gabriel reported that they have met twice since May, once in Madera and once in Fresno. They have set their dates for 2007/2008 and they are piggybacking on a consortium. Nomination for regional chair is Laurie Gabriel.

**8. Costa Del Sur – Sylvia Treanor**

Treanor reported that they had a short meeting yesterday and they are setting up a meeting in Ventura. Nomination for regional chair is Sylvia Treanor.

**9. Southern – Sandra Hall**

Hall reported that they have met a couple of times for PMAT and will meet again on the 25<sup>th</sup>. Nomination for regional chair is Sandra Hall.

**10. RIMS – TBD**

Nomination for chair is Nicolas Ferguson.

**11. LACOE – Sue Wheeler-Ayres**

Nomination for regional chair is Sue Wheeler-Ayres.

**I. AGENDA ITEMS**

**1. PASSCo Mentors Program – Christin Newlon**

Newlon said she would like to coordinate a mentor program for new PASSCo members to be signed up with a mentor either by topic area, by size, or a combination of both. Smith said that is a great idea. Newlon circulated a list for members to indicate interest in participating.

**2. FCMAT List Serve Protocols – Denise Smith/Sylvia Treanor**

Smith reported that a draft protocol list was distributed yesterday. The draft is proposing that past chair provides membership information to the list serve operator on or before January 1 of each year. The past chair will provide the list serve operator with their name, address, phone number and email address for communication purposes for that calendar year. If anyone needs to make a

change that communication will be funneled through the past chair. The list serve is reserved only for PASSCo members and the administrative assistants of the PASSCo board. After discussion of draft proposal, MSC (Nava/Peets) to adopt protocols.

**3. PASSCo Dues Increase – Debbie McKay**

This item was deleted from the agenda.

**4. Local Educational Equity Distribution Plan Regional Workshops – Denise Smith**

Smith reported that there has been a request from Linda Nicholls from the CDE for PASSCo to help coordinate workshops in the state within PMAT regions. Smith said that she has requested more clarification from Linda in what the expectations from PASSCo in this project are. She will send out a summary to everyone after she meets with Nicholls.

**5. 2008 PASSCo Goals – Denise Smith/Michele Fort-Merrill**

This item was covered yesterday.

**6. Verification System for Secondary Teachers in Alternative Settings – Denise Smith**

Smith reported that she distributed the current draft regulations yesterday that will be going to be the board next week. The biggest stumbling block is new teachers using HOUSSE and the inability to have different definitions for new and not new. The process remains unaltered from the process laid out in the original documents that were approved early spring. Smith said we will wait and see what happens next week.

**7. 2007 Accomplishments – Denise Smith**

Report was yesterday.

**8. Salary Schedule Placement Issues for Out of State Teachers – Michele Fort-Merrill**

Fort-Merrill asked if anyone is experiencing the problem of special ed teachers who went through programs out of state who don't have additional units and are complaining about where they are being placed on the salary schedule. Discussion involved offering recruitment bonuses and stipends.

**9. Employee Dress Codes – Nick Ferguson**

Ferguson reported that he has been assigned the task of creating a dress code for his county and asked what others have in place. The group discussed this issue and Smith suggested that those who have a policy send them to Ferguson.

**10. Classified Employee of the Year Program Update – Gaye Smoot**

Smoot distributed the draft copy of the 2008 California Classified School Employee of the Year (CSEY) Award and asked for feedback from the group that she can take back to the advisory committee. Smoot walked through the draft with the group and touched on each of the main subject areas. After comments and questions from the group Smoot said that she will take the suggestions back to the advisory committee.

**11. Assignment Monitoring Reporting Changes – Sue Campbell**

This will be carried forward to the credential discussion.

**12. Williams Reporting Discussion Forms and Processes – Sue Campbell**

This will be carried forward to the credential discussion.

**13. Directory-Officer Responsibilities of Past Chair – Denise Smith/Michele Fort-Merrill**

Smith reported that they would like to add to the bylaws that the past chair will be responsible for signing contracts, making arrangements, sending out registration and collecting the money for that year of activity. MSC (McKay/Caldoni) to add these responsibilities for past chair to directory.

**14. Digital Archiving – Julie Tucker**

Tucker passed a survey around table requesting information on what companies are being used. Fort-Merrill said that she will put the companies that her office are looking at on FCMAT.

**Credentials Subcommittee Report**

Mary Jane Roberts reported that she will be the chair for the credentials subcommittee and that they had a productive meeting with Terri Fesperman yesterday. They discussed Williams monitoring and vacancy issues. The new subcommittee chose three additional leaders, Sandy Kengen – Riverside, Susana Fernandez – Orange, Lora Sutherland – Placer. Roberts said she will be arranging conference calls to clarify who will be assuming secretary role and chair elect role in the subcommittee. Smith suggested that they use the PASSCo bylaws as a model.

**J. ANNOUNCEMENTS**

Denise Smith reported that this is Tamara Ravalin’s last meeting with us and thanked her for her contributions.

**K. ADJOURNMENT**

The meeting was adjourned at 10: 04 AM.