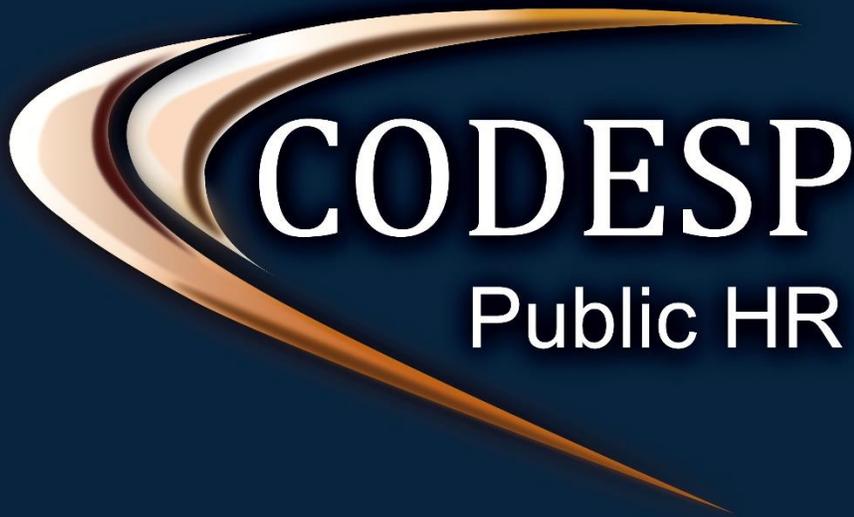


CODESP

20422 Beach Blvd. Suite 400 • Huntington Beach, CA 92648 • 714/374-8644
Teleconference Locations Listed On Following Page



BOARD OF DIRECTORS

Officers

Darlene Avalos, President
Eliana Ceja, Vice President

Board Members

Danelle Bautista
Charlie Castillo
Paul Deines
Jessica Glover
Jode Howard
John Linke
Jolie Napier-Vea
Brandon Tietze

REGULAR BOARD MEETING

August 18, 2023

9:30 A.M.

NOTE: In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating, or documentation in accessible formats, should contact the CODESP office at least two days before the meeting date.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that has been submitted to the Executive Director may be obtained from the CODESP office, 20422 Beach Blvd. #400, Huntington Beach CA 92648

Location and Time	<p>Members of the public may attend the meeting at the date and time posted in-person at any of the following locations:</p> <p>CODESP 20422 Beach Blvd. Suite 400 Huntington Beach, CA 92648</p> <p>Anaheim Union High School District 501 N Crescent Way – Human Resources (Classified) Dept. Anaheim, CA 92801</p> <p>Berkeley Unified School District 2020 Bonar Street, Suite 206 – Personnel Commission Dept. Berkeley, CA 94702</p> <p>Garden Grove Unified School District 10331 Stanford Avenue – Personnel Commission Dept. Garden Grove, CA 92840</p> <p>Fullerton School District 1401 W. Valencia Drive – Personnel Commission Dept. Fullerton, CA 92833</p> <p>La Habra City School District 500 N. Walnut Street – Human Resources (Classified) Dept. La Habra, California 90631</p> <p>Lynwood Unified School District 11321 Bullis Road – Personnel Commission Dept. Lynwood, CA 90262</p> <p>Oceanside Unified School District 2111 Mission Avenue – Human Resources (Classified) Dept. Oceanside, CA 92058</p> <p>San Diego County Office of Education 6401 Linda Vista Road – Personnel Commission Dept. San Diego, CA 92111</p> <p>San Rafael City Schools 310 Nova Albion Way – Human Resources (Classified) Dept. San Rafael, CA 94903</p> <p>Santa Monica Community College District 1900 Pico Boulevard – Personnel Commission Dept. Santa Monica, CA 90405 USA</p>
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Members of the public may attend the meeting at the date and time posted online or via phone via the Zoom meeting platform using the information below:

Join Zoom Meeting

<https://us06web.zoom.us/j/84819020812?pwd=L2xXMu9qWTdNb09YV05BUld2ZVhtQT09>

Meeting ID: 848 1902 0812

Passcode: 706267

One tap mobile

+16694449171,,84819020812#,,,,*706267# US

+17193594580,,84819020812#,,,,*706267# US

Dial by your location

• +1 669 444 9171 US

• +1 719 359 4580 US

• +1 720 707 2699 US (Denver)

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

• +1 360 209 5623 US

• +1 386 347 5053 US

• +1 507 473 4847 US

• +1 564 217 2000 US

• +1 646 558 8656 US (New York)

• +1 646 931 3860 US

• +1 689 278 1000 US

• +1 301 715 8592 US (Washington DC)

• +1 305 224 1968 US

Meeting ID: 848 1902 0812

Passcode: 706267

Find your local number: <https://us06web.zoom.us/j/84819020812?pwd=L2xXMu9qWTdNb09YV05BUld2ZVhtQT09>

SECTION A: PRELIMINARY

Call to Order & Roll Call

Roll Call Vote: Avalos ____, Ceja ____, Bautista ____, Castillo ____, Deines ____, Glover ____, Howard ____, Linke ____, Napier-Vea ____, Tietze ____

Adopt Agenda

Adoption of the August 18, 2023 Agenda

Motion:

Second:

Roll Call Vote: Avalos ____, Ceja ____, Bautista ____, Castillo ____, Deines ____, Glover ____, Howard ____, Linke ____, Napier-Vea ____, Tietze ____

Approve Minutes

Approve the Minutes of the Board Meeting held on May 12, 2023.

<p>Motion: Second:</p>	
<p>Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___</p>	
<p>SECTION B: PUBLIC COMMENT/HEARINGS</p>	
<p>Public Comments</p>	<p>Public Comment provides the public an opportunity to address the Board of Directors (“Board”) on non-agenda items. Speakers are requested to limit their remarks to three (3) minutes. The Board shall limit the total time for Public Comment on each subject to fifteen (15) minutes. The Board may not deliberate or take any action on items raised during this portion of the meeting. Members of the public wishing to address the Board on an item listed on the agenda may make their comments at the time the item is under discussion.</p> <p>Members of the public present at any teleconference location may make comments in accordance with the above.</p>
<p>SECTION C: CONSENT AGENDA</p>	
<p><u>CONSENT AGENDA</u></p> <p>Motion: Second:</p>	<p>All items specified as Consent Agenda are considered by the Board to be routine and will be acted upon in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless one or more members of the Board request specific items be discussed and/or removed from the Consent Agenda.</p> <p>There is a total of eight consent items.</p>
<p>Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___</p>	
<p>Business</p>	
<p>1. New Member / Subscriber Agencies</p>	<p>Information: Greenfield Union SD (Kern) and Sage Oak Charter Schools have submitted all the necessary forms and payment to become CODESP 2023 less than full year members. City of San Rafael has submitted all the necessary forms and payment to become CODESP 2023 less than full year subscribers. StudentNest Inc. has submitted all the necessary forms and payment to become CODESP 2023 mid year subscribers. Atwater ESD, Norris SD, Rosedale Union SD, and Solvang SD have submitted all the necessary forms and payment to become CODESP 2023-24 full year members. Moreno Institute and Safe Passages have submitted all the necessary forms and payment to become 2023-24 full year subscribers.</p> <p>RECOMMENDATION: Approve less than full year memberships through June 30, 2023 for Greenfield Union SD (Kern) and Sage Oak Charter Schools. Approve less than full year subscription through June 30, 2023 for City of San Rafael. Approve mid-year subscription through June 30, 2023 for StudentNest Inc. Approve full year membership from July 1, 2023 through June 30, 2024 for Atwater ESD, Norris SD, Rosedale Union SD, and Solvang SD. Approve full year subscribership from July 1, 2023 through June 30, 2024 for Moreno Institute and Safe Passages.</p>
<p>2. Renewal of Insurance Policies</p>	<p>Information: The Directors and Officers insurance is up for renewal for coverage from September 10, 2023 to September 10, 2024.</p>

	<p>RECOMMENDATION: Approve the payment and renewal of the Directors and Officers insurance at a cost of \$2,854 for coverage from September 10, 2023 to September 10, 2024.</p>
<p>3. New ASCIP Benefits Costs for 2023-24</p> <p>Attachment 3</p>	<p>Information: The ASCIP benefit rates for the new plan year will go into effect October 1, 2023. The new rate is \$17,202.84/year, which is \$1,964.76 more than last year. This new rate will require employees to pay \$167.73/month if the cap is not raised.</p> <p>RECOMMENDATION: Accept the new rates from ASCIP for benefits coverage from October 1, 2023 to September 30, 2024 and increase the employee benefit cap to \$17,202.84 for qualifying CODESP employees.</p>
<p>4. Conference Sponsorships</p>	<p>Information: CODESP has been asked to sponsor the following conferences previously and is seeking approval to sponsor again this year in the event that the conferences are scheduled:</p> <ul style="list-style-type: none"> • TBD Date, 2023 – PTC-SC Annual Conference – TBD, CA • March 3-5, 2024 – CSPCA Annual Conference – Monterey, CA • TBD Date, 2024 – CalGovHR Annual Conference – Rohnert Park, CA • September 27-29, 2023 – ACSA Personnel Institute – Long Beach, CA OR January 24-26, 2024 – ACSA Negotiators’ Symposium – San Diego, CA (depending on availability after Board approval) <p>Registration for one CODESP staff is normally included with sponsorship.</p> <p>RECOMMENDATION: Approve the sponsorship for the PTC-SC Annual Conference at an estimated cost of \$400. Approve the sponsorship of the CalGovHR Annual Conference at an estimated cost of \$898. Approve the sponsorship of the CSPCA Annual Conference at an estimated cost of \$1,000. Approve the sponsorship of the ACSA Personnel Institute OR Negotiators’ Symposium at an estimated cost of \$1,500</p>
<p>5. PTC-SC 2023 Annual Conference</p>	<p>Information: The Personnel Testing Council of Southern California Annual Conference in TBD, CA on TBD Date, 2023 has yet to be announced. Executive Director Jonathan Koch, Supervising Selection Analyst Ana Aguilar, Selection Analyst Beth Kahler, and Assistant Selection Analyst Nadia Ramos request attendance should the event take place. One registration has previously been free with sponsorship. The attendance of Selection Analyst Amy Tompkins who is a PTC Board member previously has been free.</p> <p>RECOMMENDATION: Approve the registration and mileage for CODESP staff members for the PTC-SC Annual Conference at an estimated cost of \$600.</p>
<p>6. Conference Attendance</p>	<p>Information: The following conferences have been scheduled or are anticipated to be held in 2023-24:</p> <ul style="list-style-type: none"> • March 3-5, 2024 – CSPCA Annual Conference – Monterey, CA • TBD Date, 2024 – CalGovHR Annual Conference – Rohnert Park, CA

	<ul style="list-style-type: none"> September 27-29, 2023 – ACSA Personnel Institute – Long Beach, CA OR January 24-26, 2024 – ACSA Negotiators’ Symposium – San Diego, CA (depending on availability after Board approval) <p>RECOMMENDATION: Approve travel costs of CODESP staff to CSPCA Annual Conference, CalGovHR Annual Conference, and ACSA Personnel Institute OR ACSA Negotiators’ Symposium at an estimated cost of \$5,500.</p>
7. CODESP Staff Organizational Membership	<p>Information: Membership to these organizations provides discounts for training, marketing exposure, and access to training materials and secure areas of websites. Total membership for CODESP staff would be an estimated cost of \$1,000.</p> <p>RECOMMENDATION: Approve payment for the 2023-24 membership of Executive Director Jonathan Koch at an estimated cost for the following organizations: PTC-SC (\$40), CalGov-HR (\$60), IPAC (\$90), IPMA-HR (\$156), SCPMA (\$50), SHRM (\$244) and SIOP (\$199). \$40 each for PTC-SC memberships for Supervising Selection Analyst Ana Aguilar, Selection Analyst Amy Tompkins, Selection Analyst Beth Kahler, and Assistant Selection Analyst Nadia Ramos.</p>
8. CODESP Budget Attachment 8	<p>Information: Proposed budget revisions through June 30, 2024 are provided.</p> <p>RECOMMENDATION: Approve the proposed budget revisions through June 30, 2024.</p>
SECTION D: INFORMATION ITEMS	
9. ProctorU Update	<p>Information: An update will be provided on the current status and timeline to launch for our partnership with Meazure Learning/ProctorU.</p>
SECTION E: ACTION ITEMS	
Business	
10. Lease for Suite 325 Attachment 10a-b Motion: Second:	<p>Information: The lease for our current office is up September 1, 2023. Investor’s Trust has provided a lease at a cost of \$1,695 per month for Suite 325 for 2023-24 and \$1,815 per month for 2024-25. The cost per month for 2022-23 for Suite 400 was \$2,785.35 and would be increasing to \$3,054.90 for 2023-24. It has been determined that due to staff primarily working remotely at the current time, less actual office space is required. We have viewed Suite 325 and determine that it will be sufficient for our current needs and provide us with a cost savings.</p> <p>RECOMMENDATION: Authorize the Executive Director to execute the lease agreement with Investors Trust for Suite #325 at Seaview Plaza at a cost of \$1,695 per month for the period of September 1, 2023 to August 31, 2024 and \$1,815 per month for the period of September 1, 2024 to August 31, 2025.</p>
Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___	
11. Revision to Policies & Procedures 30.100.1 – Second Reading	<p>Information: In 2020, Assembly Bill 1353 passed resulting in the shortening of the maximum probationary period for classified school district employees from the current maximum period (not exceeding one year) to a period not exceeding six months, or 130 days of paid service, whichever is longer. The change presented is intended to mirror this change. Text slated for addition in bold and italics; text slated for removal in strikethrough.</p>

<p>Motion: Second:</p>	<p style="text-align: center;">30.100.1 <u>Duration of Probation</u></p> <p>A new employee shall serve a probationary period of six (6) months, or 130 days of paid service, whichever is longer, one (1) year in one class before attaining permanency. An employee who has been promoted shall serve a probationary period of six (6) months, or 130 days of paid service, whichever is longer, one (1) year in the higher class before attaining permanency in that class. Employees hired or promoted into classes designated as management shall serve a probationary period of one (1) year prior to attaining permanency in the class and/or classified service. [amended 5/12/23 10/06/06]</p> <p>RECOMMENDATION: Approve Board of Directors Policies & Procedures 30.100.1 as amended.</p>
<p>Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___</p>	
<p>12. Afterschool-Head Start Subscriber Fee Schedule</p> <p>Attachment 12</p> <p>Motion: Second:</p>	<p>Information: A Non-Public Agency (NPA) has recently reached out to inquire about possibly joining our services. An NPA is essentially a staffing agency for certain hard to fill positions for school districts. At the current time there is not a mechanism for them to join our services.</p> <p>RECOMMENDATION: Adjust the Afterschool-Head Start Subscriber fee schedule and allow for Non-Public Agencies to be included with this group, much like we recently added Non-Public Schools to be included along with Charter Schools.</p>
<p>Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___</p>	
<p>13. Formal Position on AB1699</p> <p>Motion: Second:</p>	<p>Information: Assembly Bill 1699 has been forwarded to the State Senate for committee review and potential approval. As you may be aware, AB1699, in part, seeks to dictate the process for the promotion of current employees. As currently drafted, it does this almost exclusively based on seniority and without any form of employment testing other than a review of the minimum qualifications.</p> <p>From CODESP's perspective, this bill is a credible threat to the well-being and financial stability of CODESP as an organization. If AB1699 passes, in its current form, it would lead to a sharp reduction in the amount of employment testing conducted within California educational agencies, including the elimination of nearly all testing for promotional opportunities. Employment testing materials are CODESP's flagship product, so a potentially sharp decline in current and new memberships could be anticipated.</p> <p>RECOMMENDATION: Approve a formal position of "Opposed" on AB1699 and direct the Executive Director to take appropriate action (contacting representatives, etc.) based on this position.</p>
<p>Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___</p>	

<p>14. Board Meeting Calendar 2023 – 2024</p> <p>Motion: Second:</p>	<p>Information: The remaining Board meeting calendar for 2023-24 needs to be set. Below are dates that the majority of Board Members are available to attend.</p> <p>Friday, November 17, 2023 Friday, February 9, 2024 Friday, May 17, 2024</p> <p>RECOMMENDATION: Approve the Board Meeting calendar for 2023-24.</p>
<p>Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___</p>	
<p>SECTION F: CONCLUSION</p>	
<p>Announcements</p>	
<p>Next Board Meeting</p>	<p>The next Board meeting will be held on November 17, 2023.</p>
<p>15. ADJOURNMENT</p> <p>Motion: Second:</p>	
<p>Roll Call Vote: Avalos___, Ceja___, Bautista___, Castillo ____, Deines ____, Glover___, Howard ____, Linke___, Napier-Vea ____, Tietze___</p>	