

CODESP

20422 Beach Blvd. Suite 325 • 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

February 9, 2024

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. #325, 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 325 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>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:</p> <p>Join Zoom Meeting https://us06web.zoom.us/j/81553747723?pwd=hpD3hFrvd4J8TjiEWOPEPRDEsb7H5.1</p>
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	<p>Meeting ID: 815 5374 7723 Passcode: 192938</p> <p>---</p> <p>One tap mobile +16694449171,,81553747723#,,, *192938# US +13462487799,,81553747723#,,, *192938# US (Houston)</p> <p>---</p> <p>Dial by your location</p> <ul style="list-style-type: none"> • +1 669 444 9171 US • +1 346 248 7799 US (Houston) • +1 719 359 4580 US • +1 720 707 2699 US (Denver) • +1 253 205 0468 US • +1 253 215 8782 US (Tacoma) • +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 • +1 309 205 3325 US <p>Meeting ID: 815 5374 7723 Passcode: 192938</p> <p>Find your local number: https://us06web.zoom.us/j/81553747723?pwd=MTZkdzRlMkVScUJwZWdScDZlcjBldz09</p>
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 February 9, 2024 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 November 17, 2023

Motion: Second:	
Roll Call Vote: Avalos ____, Ceja ____, Bautista ____, Castillo ____, Deines ____, Glover ____, Howard ____, Linke ____, Napier-Vea ____, Tietze ____	
SECTION B: PUBLIC COMMENT/HEARINGS	
Public Comments	<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>
SECTION C: CONSENT AGENDA	
<u>CONSENT AGENDA</u> Motion: Second:	<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 five consent items.</p>
Roll Call Vote: Avalos ____, Ceja ____, Bautista ____, Castillo ____, Deines ____, Glover ____, Howard ____, Linke ____, Napier-Vea ____, Tietze ____	
Business	
1. New Member / Subscriber Agencies	<p>Information: Stockton USD has submitted all the necessary forms and payment to become CODESP 2023-24 full year members. Grossmont-Cuyamaca CCD, Los Nietos SD, Shasta UHSD, Tahoe-Truckee Joint USD, and Weaver Union SD have submitted all the necessary forms and payment to become CODESP 2023-24 less than full year members.</p> <p>RECOMMENDATION: Approve full year membership from July 1, 2023 through June 30, 2024 for Stockton USD. Approve less than full year memberships through June 30, 2024 for Grossmont-Cuyamaca CCD, Los Nietos SD, Shasta UHSD, Tahoe-Truckee Joint USD, and Weaver Union SD.</p>
2. Renewal of Survey Monkey	<p>Information: The subscription to Survey Monkey uses for surveys expires February 28, 2024. The cost for the 2023-24 annual subscription was \$468.</p> <p>RECOMMENDATION: Approve the annual renewal of Survey Monkey at an estimated cost of \$468 from March 1, 2024 through February 28, 2025.</p>
3. WRIPAC Spring Training & Meeting Attendance	<p>Information: WRIPAC will hold a training and meeting on April 10-12, 2024 in San Diego, CA.</p> <p>RECOMMENDATION: Approve the travel costs of CODESP staff for the WRIPAC training and meeting in San Diego, CA at an estimated cost of \$2,000. Approve the</p>

	costs of CODESP staff for the WRIPAC pre-meeting training on April 10, 2024 at an estimated cost of \$175.
4. CalGovHR Annual Conference Ratification	<p>Information: CalGovHR will hold a conference in Rohnert Park, CA March 13-15, 2024. The approved conference sponsorship was \$898 but the actual cost to sponsor was \$1,795.</p> <p>RECOMMENDATION: Ratify the sponsorship of the CalGovHR Annual Conference at a cost of \$1,795.</p>
5. CODESP Budget Attachment 5	<p>Information: The proposed budget revisions for 2023-2024 will be presented.</p> <p>RECOMMENDATION: Approve the proposed budget revisions through June 30, 2024.</p>
SECTION D: INFORMATION ITEMS	
6. Customer Survey Attachment 6	<p>Information: A customer survey will be created and distributed in the coming months. Attached are questions from the last survey that were sent along with the traditional satisfaction and use related questions. The Executive Director would like to invite all members of the Board of Directors to submit questions for inclusion.</p>
7. Salary Increases Attachment 7	<p>Information: Requests for information have been sent to a total of 48 public agencies within reasonable proximity to CODESP including school districts, county offices of education, community college districts, cities, counties, and special districts.</p>
8. Measure Learning/Proctor U Update	<p>Information: Final bug fixes and features are being implemented and tested prior to a final trial run and launch.</p>
SECTION E: ACTION ITEMS	
Business	
9. Nominating Committee Chair Motion: Second:	<p>Information: The Board needs to appoint an Election Chair for the Nominating Committee. CODESP will provide member email addresses to the chair in order for the chair to distribute the nomination letters. The ballots will be sent via Survey Monkey. A CODESP staff member will be assigned to assist the Board Member. The Policies and Procedures state that the Nominations and Election Committee shall distribute and collect ballots no later than May 1, and the election results must be presented by May 31. The three positions that are up for re-election are held by Paul Deines, Jessica Glover, and Brandon Tietze.</p> <p>RECOMMENDATION: Nominate and elect _____ as Chair of the Nomination Committee for the 2024 CODESP Board Election.</p>
Roll Call Vote: Avalos __, Ceja __, Bautista __, Castillo __, Deines __, Glover __, Howard __, Linke __, Napier-Vea __, Tietze __	
SECTION F: CONCLUSION	
Announcements	
Next Board Meeting	The next Board meeting will be held on May 17, 2024.
10 ADJOURNMENT	

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