

**SLMC Meeting - Minutes**  
**HR Conference Room**  
**January 28, 2016, 10:30 - 12:00**

**Attendees:**

x	Mary Downey	x	Michael Juric
x	Yolanda Galvez	x	Karen McGahey
x	Steve Herrington	x	Maria Peluso
x	Mandy Hoffman	x	Debbie Shepherd

**Guests:**

Karen Catalano

<b>Item/Owner</b>	<b>Time</b>	<b>Abbreviated Minutes</b>	<b>Next Steps</b>
Welcome & Introductions – MJ	5 min	Once around the table	N/A
Implementation of Healthcare Group – MP	5 min	MJ will come back with the recommendations of the County Wide Healthcare Task Force for later discussion of studying options to health care.	MJ to bring back Health Care Task Force recommendations.
Update Program Transfer – MP	10 min	SCOE effect of transfer = 2 and 2/3 classrooms. The skill classroom at Piner, French American Charter and 2/3 Head Start at Sonoma and Petaluma. We won't be adding to this we'll continue to monitor and report out	Bring back as an item over the next several months.
Use of Survey Monkey link to SCOE address – MP	5 min	Okay to use email system for distributing the survey to SEIU. Please give a start and end date to "close" the survey.	N/A
Cross Training – MP	10 min	Question regarding how work is distributed when there is an opening. When this occurs SCOE often has to give a task to other staff remaining. The concerns from SEIU is that it is not long-term (out of class) or given to a particular individual and are their other staff in a similar classification to do it. It's a judgement call depending upon services and context.	Will take back to Jim, Mary, Judy and Erin to discuss having more communication with staff regarding what is available and how it will be addressed.
Supplemental Position Announcement – YG	5 min	Short term assignment for graphics. MJ to go Brad regarding overtime.	N/A

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Sub TA for Transition TA – YG	5 min	Clarifying that when a sub is working for a Transistional TA position, they will be paid at the first step of the Transistional TA pay rate (step 15).	N/A
Employee Center Updates on web page – YG	5 min	Discussion of how to keep staff apprised changes to website location. MJ will take this issue to Leadership for discussion.	MJ to bring back ideas.
Teaching Assistants Acquiring their own subs - YG	5 min	Concern regarding TAs having to call for subs. There are a variety of methods being used to apprise people of an absence and the need for a sub. Particular to Special Education, Mandy will follow up with John to discuss and recommend approach.	Mandy to follow up with John and recommend approaches.

<b><i>Future Meetings*</i></b>	<b><i>Future Items for Discussion</i></b>
February 24, 2016	Healthcare Task Force recommendation, Program Transfers, Communicating updates to staff, Update on approach for TAs acquiring subs.
March 31, 2016	
April 28, 2016	
May 26, 2016	
June 30, 2016	

\* All meetings will be held at 9:00 – 10:30 a.m. in the Human Resources Conference Room unless otherwise noted.