

### The Commission

The Sacramento County Office of Education (SCOPE) Personnel Commission’s primary function is to *develop and maintain a Merit System for classified employees* employed by the Sacramento County Superintendent of Schools.

#### What is the Merit System?

The Merit System is a set of rules and procedures, similar to Civil Service, governing all classified employees. It is authorized by California *Education Code* sections 45240–45320, and is administered by the Personnel Commission.

#### Employment Principles of the Merit System

- Selection, retention, and promotion of the best qualified candidates, without favoritism or prejudice, to serve our students, programs, and districts
- Employee discipline is protected from arbitrary actions, with rights of appeal

#### SCOPE’s Vision

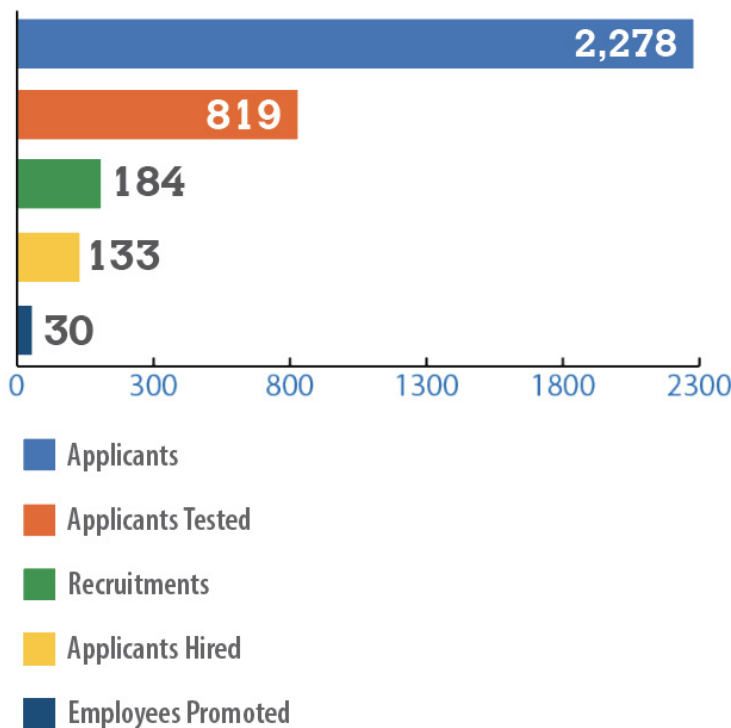
*Empower, inspire, and provide pathways for learners to thrive personally, within their communities, in college, and in careers.*

#### SCOPE’s Mission

*Provide leadership, build partnerships, and implement innovative programs and policies that ensure opportunity and access to empowering educational experiences for each and every learner.*

### Personnel Commission Activities, 2023–2024

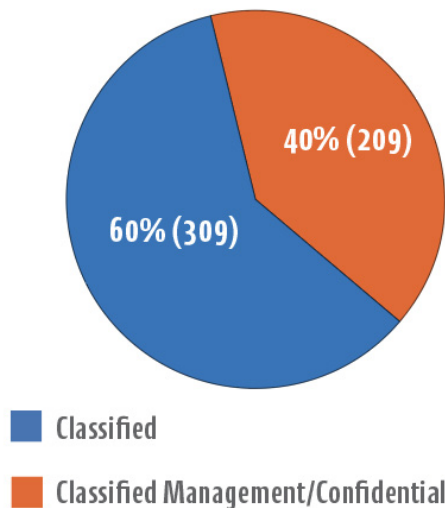
#### RECRUITMENT



#### OTHER ACTIVITIES



## Classified Employees as of June 30, 2024



## Classified Employee Retention

Years of Service	# of Employees	% of Employees
Fewer than 5	258	50%
5–9	70	14%
10–14	47	9%
15–19	43	8%
20–24	38	7%
25–29	49	9%
30 or more	13	3%

### Meetings

The Personnel Commission meets regularly, typically on the second Tuesday of the month, at 4:30 PM in the Cy Young building Personnel Conference Room. Meetings are open to the public and comply with the Brown Act. Agendas and minutes are posted on the SCOE website, Personnel page. During the 2023–2024 school year, the Commission held 12 regular meetings.



## Our Commissioners

Our Personnel Commissioners are appointed on staggered, three-year terms. One Commissioner is appointed by the Sacramento County Board of Education, one is appointed by the Classified School Employees Association (CSEA) local chapter, and one Commissioner is jointly appointed by the other two Commissioners.

### Jan Mayer Ashley, Ed.D., Board appointee (Term runs through November 30, 2024)

Jan Mayer Ashley's 38 years of educational experience spanned the school, district, university, county, and state levels. Jan began her career as a bilingual teacher prior to moving into educational leadership roles. She spearheaded State and County efforts for implementing high-quality programs and services for English learners and served as the Capital Region's lead for school and district improvement efforts. Ashley retired from SCOE in 2019 where she served as the Director of Planning and Improvement. She currently enjoys traveling, volunteering, and continuing to advocate for English Learners.



### Lee Miller, CSEA appointee (Term runs through November 30, 2026)

Lee Miller held roles at SAP and Oracle during her more than 30-year career in the technology industry, ultimately working as a project manager and consultant for Intel Folsom before retiring in 2014. She currently leads a group of Intel employees and retirees in PC Pal, a program that mentors students at a local Title I school. Demonstrating her commitment to education and community engagement, Miller is also active in the FIRST LEGO League, fostering STEM education for ages 4–16. In retirement, she has immersed herself in the arts, specializing in fused glass and exploring mediums like gourds and felting.



### Natalie Mayes Woods, Ed.D., Joint appointee (Term runs through November 30, 2025)

Dr. Natalie Mayes Woods serves as the joint appointee of the classified employees' commissioner and the Board's commissioner. With over 30 years of experience as a teacher, leader, and administrator, Dr. Woods retired from the Sacramento County Office of Education in 2021 where she served as Executive Director of Early Learning. In her role, she was a co-lead for a multitude of projects and presentations and a contributing writer for numerous publications. She is an advocate for equitable and inclusive instructional practices for young learners, and has been widely recognized with several awards for her work in serving young children and their families.



The Personnel Commission and staff of the Sacramento County Office of Education extend their gratitude to all who have supported and assisted the Commission's activities throughout the year. Special appreciation goes to the Board of Education, Superintendent David W. Gordon, administrators, classified employees, CSEA Chapter 480 officers, and all SCOE employees.