

APPROVED MINUTES

**Personnel Commission Meeting  
December 12, 2017**

**1.0 CALL TO ORDER**

1.1 Vice Chairperson Miller called the regular meeting to order at 2:01 p.m. followed by the Pledge of Allegiance.

1.2 Establishment of Quorum.

Present: Vice Chairperson, Lynn Miller and Member, James Rapoza.

Absent: Chairperson, Lawrence Lane.

Guest: C.S.E.A. Representative, Kim Czupil.

**2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of November 14, 2017 were approved.

Ayes: Rapoza/Miller Noes: None

Abstain: None Absent: Lane

2.2 To accept the agenda.

Ayes: Rapoza/Miller Noes: None

Abstain: None Absent: Lane

**3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS**

3.1 C.S.E.A. Representative, Kim Czupil stated that C.S.E.A. would be holding their holiday celebration on December 20, 2017 at the Chinese Village Restaurant.

**4.0 REPORTS**

4.1 Chairperson or Member's Report

4.1.1 None.

4.2 Senior Director, Human Resources, Classified

4.2.1 School & College Legal Services presented a workshop on "Confidentiality and Record Retention/Destruction."

4.2.2 Be a Teacher Intern Program is off to a good start.

4.2.3 IPADS have been ordered for PC meetings.

4.2.4 Senior Director Cope explained that AB 670 was not relevant to the COE, but explained that school districts' part-time playground positions will join the classified service effective January 1, 2018.

**5.0 CONSENT AGENDA**

5.1-5.5 The consent agenda items were approved as submitted.

Ayes: Rapoza/Miller Noes: None  
Abstain: None Absent: Lane

**6.0 CORRESPONDENCE**

6.1 None.

**7.0 OLD BUSINESS**

7.1 None.

**8.0 NEW BUSINESS**

8.1 **New Classification—First Reading  
Coordinator, Environmental Literacy**

A newly proposed management job description for Coordinator, Environmental Literacy was presented. Because this is a management level position, the recommendation for salary allocation comes from the Santa Cruz County Superintendent of Schools and Cabinet, rather than the bargaining unit's Point Factoring Committee. This constitutes a "first reading."

Motion: To approve the first reading of the proposed Coordinator, Environmental Literacy job description.

Ayes: Rapoza/Miller Noes: None  
Abstain: None Absent: Lane

8.2 Annual Reorganization of the Personnel Commission

A motion was made that Commissioner Miller serve as Chairperson and Commissioner Rapoza serve as Vice President for 2018 (Rapoza/Miller).

8.3 2018 Personnel Commission Meeting Schedule

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Room</u></b>
January 16, 2018	2:00 p.m.	Bay Room
February 20, 2018	2:00 p.m.	Bay Room
March 20, 2018	2:00 p.m.	Bay Room
April 17, 2018	2:00 p.m.	Bay Room
May 15, 2018	2:00 p.m.	Board Room
June 19, 2018	2:00 p.m.	Board Room
July 17, 2018	2:00 p.m.	Bay Room
August 21, 2018	2:00 p.m.	Bay Room
September 18, 2018	2:00 p.m.	Bay Room
October 16, 2018	2:00 p.m.	Bay Room
November 13, 2018*	1:30 p.m.	Bay Room
December 11, 2018*	2:00 p.m.	Bay Room

\* Meeting scheduled on the second Tuesday of the month due to holiday

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 January 16, 2018 Regular Meeting of the Personnel Commission, at 2 p.m., in the Bay Conference Room at the Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060.

**10.0 ADJOURNMENT**

- 10.1 The meeting of the Personnel Commission was adjourned at 2:11 p.m.

Distribution: Personnel Commission  
Michael C. Watkins, Superintendent  
SCCOE Board of Education  
SCCOE Office Managers  
C.S.E.A. President  
SCCOE Main Office Bulletin Board

Attest: *Troy Cope*  
Senior Director, Human Resources