

APPROVED MINUTES

Personnel Commission Meeting  
January 15, 2013

**1.0 CALL TO ORDER**

1.1 Chairperson Rapoza called the regular meeting to order at 2 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, James Rapoza; Vice Chairperson, Lawrence Lane; Member, Keith Parkhurst; Human Resources Director, Megan Corey Booth; and Human Resources Analyst, Toni Alldredge.

Guest: C.S.E.A. Co-President, Heather Hutchison.

**2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of December 11, 2012 were approved (Lane/Parkhurst).

Ayes: Unanimous                      Noes: None

Abstain: None                              Absent: None

2.2 To accept the agenda (Parkhurst/Lane).

Ayes: Unanimous                      Noes: None

Abstain: None                              Absent: None

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

3.1 Heather Hutchison informed the Commission that Deputy Superintendent Wall successfully coordinated the 2013/2014 county-wide school calendar. Heather stated that it is one of the most coordinated calendars to date.

**4.0 REPORTS**

4.1 Chairperson or Member's Report

4.1.1 None.

4.2 Human Resources Director's Report

4.2.1 Director Corey Booth reported that the Professional Development Series for classified employees has been successful. Superintendent Watkins asked Human Resources to survey employees at the County Office of Education to see if there was any interest in Spanish classes.

4.2.2 Director Corey Booth informed the Commission that the window period for reclassification requests closes on February 1, 2013.

4.2.3 Director Corey Booth informed the Commission that she attended the Employment Law Briefing workshop held at Graniterock on January 10, 2013. New California employment laws that passed in 2012 and became effective January 1, 2013 were covered. Some of the topics covered were the use of social media in the hiring process and a new fingerprint law that states the Human Resources would be required to give applicants their results of their criminal history; however, the fingerprinting law is in conflict with the Education Code.

**4.0 REPORTS, continued**

- 4.2 Human Resources Director's Report, continued
  - 4.2.4 Director Corey Booth stated that she also served on the county-wide school calendar committee. Bryan did a wonderful job in coordinating the county-wide calendar. Pajaro Valley U.S.D. was firm on keeping their Spring break in line with the Easter break.
- 4.3 Deputy Superintendent's Report
  - 4.3.1 Deputy Superintendent Wall was unable to attend.

**5.0 CONSENT AGENDA**

- 5.1 The consent agenda was approved as submitted (Parkhust/Lane).  
Ayes: Unanimous                      Noes: None  
Abstain: None                              Absent: None

**6.0 CORRESPONDENCE**

- 6.1 Budget Submittal for 2013/2014, January 7, 2013.

**7.0 OLD BUSINESS**

- 7.1 None.

**8.0 NEW BUSINESS**

- 8.1 Schedule of the Regular Personnel Commission Meetings for 2013  
Scheduled on the third Tuesday of the month at 2 p.m. as follows:

February 19, 2013; March 19, 2013; April 16, 2013; May 21, 2013; June 18, 2013;  
July 16, 2013; August 20, 2013; September 17, 2013; October 15, 2013;  
November 19, 2013; and December 10, 2013.

December's meeting is scheduled on the second Tuesday of the month due to a holiday at 1:30 p.m.

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 February 19, 2013 Regular Meeting of the Personnel Commission, Bay Conference Room, 2 p.m., 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 2:19 p.m.

Distribution: Personnel Commissioners  
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**Megan Corey Booth**

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Attest: Megan Corey Booth, Human Resources Director