



*APPROVED MINUTES*

Personnel Commission Meeting  
January 17, 2012

**1.0 CALL TO ORDER**

- 1.1 Chairperson Lane called the regular meeting to order at 2:03 p.m. followed by the pledge of allegiance.
- 1.2 Establishment of Quorum.  
Present: Chairperson, Lawrence Lane; Vice Chairperson, Keith Parkhurst; Member, James Rapoza; Human Resources Director, Megan Booth; and Human Resources Analyst, Toni Alldredge
- Guests: Deputy Superintendent, Bryan Wall and C.S.E.A. Co-President, Heather Hutchison.

**2.0 APPROVAL OF MINUTES/AGENDA**

- 2.1 The minutes of the Personnel Commission meeting of November 15, 2011 were approved (Rapoza/Parkhurst).  
Ayes: Unanimous                      Noes: None  
Abstain: None                              Absent: None
- 2.2 To accept the agenda (Parkhurst/Rapoza).  
Ayes: Unanimous                      Noes: None  
Abstain: None                              Absent: None

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

- 3.1 Heather Hutchison stated that C.S.E.A. held their installation of new Executive Board members at Severino's Restaurant.

**4.0 REPORTS**

- 4.1 Chairperson or Member's Report
- 4.1.1 Commissioner Parkhurst stated that he attended the Sexual Harassment Prevention workshop held at the Santa Cruz COE on December 1, 2011.
- 4.1.2 As the outgoing chairperson for the Commission, Commissioner Lane thanked the other Commissioners and Director Booth and her staff for all their hard work and for their professional manner during the reclassification process.
- 4.2 Human Resources Director's Report
- 4.2.1 Professional Development Workshop, "Building Trust," January 12, 2012.
- 4.2.2 "Layoff" Training, January 24, 2012.
- 4.2.3 Director Booth reported that she will be attending the 2012 CSPCA Annual Conference, January 25-29, 2012 in San Diego.
- 4.2.4 Director Booth stated that she is scheduled to attend the STRS meeting, February 1, 2012 in Sacramento.

**4.0 REPORTS, continued**

- 4.2 Human Resources Director's Report, continued
  - 4.2.5 Director Booth announced that she will be attending the PASSCo meeting, February 2-3, 2012 in Sacramento.
  - 4.2.6 The Santa Cruz County Office of Education provides the service of ordering Labor Law Posters for the districts. Commissioner Parkhurst stated that when he worked for the districts that he always appreciated the services the Santa Cruz COE provided.
- 4.3 Deputy Superintendent's Report
  - 4.3.1 Deputy Superintendent Wall reported that Superintendent Watkins would be out of the office during the holidays.

**5.0 CONSENT AGENDA**

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

**6.0 CORRESPONDENCE**

- 6.1 Budget submittal for 2012/2013, January 11, 2012.

**7.0 OLD BUSINESS**

- 7.1 None.

**8.0 NEW BUSINESS**

- 8.1 Annual Reorganization of the Personnel Commission  
Motion made that Commissioner Parkhurst serve as Chairperson for 2012 (Lane/Rapoza).  
Ayes: Unanimous                      Noes: None  
Abstain: None                              Absent: None

- Motion that Commissioner Rapoza serve as Vice Chairperson for 2012 (Parkhurst/Lane).  
Ayes: Unanimous                      Noes: None  
Abstain: None                              Absent: None

**8.0 NEW BUSINESS, continued**

8.2 Schedule of the Regular Personnel Commission Meetings 2012

The Commission moved to continue having the Personnel Commission Meetings on the third Tuesday of each month at 2 p.m. The approved dates for 2012 are as follows: February 21, 2012; March 20, 2012; April 17, 2012; May 15, 2012; June 19, 2012; July 17, 2012; August 21, 2012; September 18, 2012; October 16, 2012; November 20, 2012; and December 11, 2012—in December the PC, will meet on the second Tuesday of the month (Parkhurst/Rapoza).

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 December 13, 2011, Regular Meeting of the Personnel Commission, Bay Conference Room, 2:30 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 2:31 p.m.

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**Megan Booth**

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Attest: Megan Booth, Human Resources Director