

## APPROVED MINUTES

Personnel Commission Meeting  
February 17, 2015**1.0 CALL TO ORDER**

- 1.1 Chairperson Lane called the regular meeting to order at 2:01 p.m. followed by the pledge of allegiance.
- 1.2 Establishment of Quorum.  
Present: Chairperson, Lawrence Lane; Vice Chairperson, Bryan Wall; and Member, James Rapoza.

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

**2.0 APPROVAL OF MINUTES/AGENDA**

- 2.1 The minutes of the Personnel Commission meeting of February 17, 2015 were approved (Wall/Rapoza).  
Ayes: Unanimous      Noes: None  
Abstain: None      Absent: None
- 2.2 To accept the agenda (Rapoza/Wall).  
Ayes: Unanimous      Noes: None  
Abstain: None      Absent: None

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

- 3.1 President Hutchison reported that C.S.E.A., Chapter 484's installation dinner on January 21, 2015 went well. Mr. Michael Bilbrey, president of the California School Employees Association (C.S.E.A.) attended the installation dinner at Ristorante Italiano.

President Hutchison informed the Commission that C.S.E.A., Chapter 484 and the County Superintendent of Schools will "sunshine" their 2015/2016 negotiations proposals at the next Board meeting on February 19, 2015, which will be a three-year contract.

**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 Cope announced that he attended PASSCo from February 5 through February 6, 2015 at Yolo County Office of Education. PASSCo provides high-quality professional development.
  - 4.2.2 On February 10, 2015, the Santa Cruz COE provided training to local Personnel Directors on certificated/classified layoffs, ACA, substitute sick days and creditable compensation/salary schedules.
  - 4.2.3 Training for Managers on "Leading Change," February 11, 2015.
  - 4.2.4 Director Cope informed the Commission that he met with C.S.E.A. President Hutchison and Scott Mean-Hill to discuss the annual position classification plan.

**4.0 REPORTS, Continued**

- 4.2.5 Director Cope notified the Commission that he will be serving on the Mock Interview Panel for Cypress Charter High School on March 4, 2015.

**5.0 CONSENT AGENDA**

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

**6.0 CORRESPONDENCE**

- 6.1 Statement of Economic Interests Form 700.

**7.0 OLD BUSINESS**

- 7.1 None.

**8.0 NEW BUSINESS**

- 8.1 Classification/Reclassification Study Update

As a part of the on-going classification study, the Professional Services family and the classification of Senior Instructional Aides were identified and will be studied this year. In addition, on November 4, 2014, all classified employees were notified of their rights to file a request for reclassification. Ken Thomas was hired as a consultant to conduct the 2015 classification/reclassification process.

Director Cope reported that two reclassification requests were received by the deadline date and the following three classifications under the Professional Services Family would be studied: Family Services Counselor, Occupational Therapist and Therapist/Physically Disabled along with the classification of Senior Instructional Aide.

- 8.2 Revision, Merit Rules 3.209, Review of Positions — First Reading

During the last Personnel Commission meeting, a five-year annual classification plan was presented and reviewed. For budget purposes, the Commission, Administration and the bargaining unit agreed that Merit Rule 3.209, Review of Positions needed to be revised where all classifications would be studied on a regular rotating basis.

Director Cope read and reviewed the proposed revisions and additions to Merit Rule 3.209, Review of Positions. Discussion and questions followed. This constitutes the first reading.

- 8.3 Review of the 2014/2015 Personnel Commission Budget

To prepare for the 2015/2016 Personnel Commission Budget, a budget review for the last five years was presented for review. Discussion followed.

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 March 17, 2015 Regular Meeting of the Personnel Commission, 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 2:16 p.m.

Distribution: Personnel Commissioners  
Michael C. Watkins, Superintendent  
SCCOE Board of Education  
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Attest: **Troy Cope**  
Troy Cope, Human Resources Director