



APPROVED MINUTES

Personnel Commission Meeting
March 15, 2011

1.0 CALL TO ORDER

1.1 Chairperson Lane called the regular meeting to order at 2:30 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: Heather Hutchison, C.S.E.A. representative.

Absent: Bryan Wall, Deputy Superintendent was absent due to illness.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of February 8, 2011 were approved (Rapoza/Parkhurst).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 The minutes of the Special Personnel Commission meeting of February 28, 2011 were approved (Parkhurst/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.3 To accept the agenda as submitted (Parkhurst/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 Heather Hutchison, C.S.E.A. Co-President announced that C.S.E.A., Chapter 484 will schedule negotiations dates following the “sunshine” period of their bargaining unit’s initial 2011-2012 negotiations proposal.

4.0 PUBLIC HEARING – 2011/2012 BUDGET

4.1 Open Public Hearing

At 2:34 p.m., the Personnel Commission 2011/2012 Budget was presented for public comments. No questions or comments were made.

4.2 Closed Public Hearing

At 2:35 p.m., the Public Hearing on the 2011/2012 Personnel Commission budget was closed.

5.0 REPORTS

- 5.1 Chairperson or Member's Report
 - 5.1.1 None
- 5.2 Human Resources Director's Report
 - 5.2.1 Director Booth reported that the Pacific Elementary Superintendent/Principal recruitment closes on March 21, 2011.
 - 5.2.2 Director Booth informed the Commission that five employees of the Santa Cruz County Office of Education have accepted an early retirement offer. Each employee will be paid a one-time payment of 15 percent of their annual salary. Starting next year, this offer will save jobs and money.
 - 5.2.3 Defensive Driver Training is scheduled for March 23, 2011.
 - 5.2.4 CCTC Spring Webinar Workshop is scheduled for April 5, 2011.
 - 5.2.5 Director Booth informed the Commission that she has been asked to assist with the Scotts Valley School District Superintendent recruitment. She will be attending the Scotts Valley School District's board meeting on March 17, 2011.
- 5.3 Deputy Superintendent's Report
 - 5.3.1 None.

6.0 CONSENT AGENDA

- 6.1 The consent agenda was approved as submitted (Rapoza/Parkhurst).

Ayes:	Unanimous	Noes:	None
Abstain:	None	Absent:	None

7.0 CORRESPONDENCE

- 7.1 None.

8.0 OLD BUSINESS

- 8.1 Reclassification Status
Director Booth reported that twelve reclassification requests were submitted. Two of the reclassification requests received were from staff members in the Human Resources Department. On March 11, 2011, Director Booth notified each employee that their request for reclassification had been received and the initial study process had begun. The employee/supervisor interviews will be held the week of March 21, 2011.

8.0 OLD BUSINESS

- 8.2 Adoption: 2011/2012 Personnel Commission Budget
The Personnel Commission Budget was discussed under agenda item 4.0 Public Hearing – 2011/2012 Budget.

Motion: Move to accept the 2011/2012 Personnel Commission budget as presented in the amount of \$243,346.50 (Parkhurst/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

9.0 NEW BUSINESS

- 9.1 None.

10.0 SCHEDULE OF UPCOMING EVENTS

- 10.1 The next regular Personnel Commission meeting is scheduled for April 19, 2011 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

11.0 ADJOURNMENT

- 11.1 The meeting of the Personnel Commission was adjourned at 2:50 p.m.

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Megan Booth

Attest: Megan Booth, Human Resources Director