



APPROVED MINUTES

Personnel Commission Meeting March 16, 2010

1.0 CALL TO ORDER

1.1 Chairperson Rapoza called the regular meeting to order at 2:30 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, Traci Outtrim; and Human Resources Analyst, Toni Alldredge.

Guest: Mike James, Deputy Superintendent and Heather Hutchison, C.S.E.A. Co-President.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of February 16, 2010 were approved (Lane/Parkhurst).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the agenda as submitted (Lane/Parkhurst).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 None.

4.0 REPORTS

4.1 Chairperson or Member's Report
None.

4.2 Human Resources Director's Report

4.2.1 Director Outtrim reported that she will be assisting Happy Valley Elementary School District with their Superintendent/Principal recruitment.

4.2.2 On February 17, 2010, Director Outtrim provided Reports 2000 training to San Lorenzo Valley USD and to Scotts Valley USD HR Staff.

4.2.3 A Student Worker Safety Meeting was held on March 15, 2010.

4.2.4 Director Outtrim reported on the following upcoming events:

4.2.4.1 CCTC Spring Webinar Workshop, March 16, 2010.

4.2.4.2 Slips, Trips, and Falls Lunch & Learn, March 19, 2010.

4.2.4.3 American Red Cross First Aid/CPR Certification Training, March 22, April 5 & 6, 2010.

4.2.4.4 Workers' Comp. & the HR Office Training, March 30, 2010.

4.2.4.5 Substitute Teachers & Special Education Training, April 14, 2010.

4.0 REPORTS, continued

4.3 Deputy Superintendent's Report

- 4.3.1 The Santa Cruz County Office of Education issued one preliminary certificated management layoff notice on March 12, 2010. The County Office also reduced the 2010-2011 management work calendar from 222 to 218 work days. Deputy Superintendent James reported that three certificated teachers were also noticed.
- 4.3.2 Deputy Superintendent James informed the Commission that the California Schools Employees Association (C.S.E.A.), Chapter 484 "sunshined" their 2010-2011 labor proposed at the Board of Trustee's meeting.

5.0 CONSENT AGENDA

5.1 The consent agenda was approved (Parkhurst/Lane).

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

6.0 CORRESPONDENCE

- 6.1 CSPCA/NC 2010 Membership Directory
- 6.2 Correspondence from Associate Superintendent Talnack, March 9, 2010

7.0 OLD BUSINESS

7.1 Reclassification Study

Director Outtrim reported that five reclassification requests were received. A notice was sent to each employee notifying them that their reclassification request was received and the initial study process had begun.

8.0 NEW BUSINESS

8.1 Personnel Commission Preliminary Budget, 2010-2011

The 2010-2011 preliminary budget was reviewed and discussed. The public hearing on the proposed 2010-2011 Personnel Commission's Budget is scheduled for April 20, 2010.

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 The regular Personnel Commission meeting is scheduled for April 20, 2010 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

10.0 ADJOURNMENT

- 10.1 The meeting of the Personnel Commission was adjourned at 2:53 p.m.

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