



APPROVED MINUTES

Note: Minutes reflect amendments requested at the April 2009 Commission meeting

**Personnel Commission Meeting
March 17, 2009**

1.0 CALL TO ORDER

- 1.1 Vice 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, Keith Parkhurst; Vice Chairperson, Lawrence Lane; Member, James Rapoza; Human Resources Director, Traci Outtrim; and Human Resources Assistant, Yvette Rivera.

Guests: 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 17, 2009 were approved (Rapoza/Lane).
Ayes: Rapoza/Lane Noes: None
Abstain: Parkhurst Absent: None
- 2.2 To accept the agenda as submitted (Rapoza/Lane).
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
On March 10, 2009, Director Outtrim conducted the AB430 Principal Leadership Training. The training is state approved Tier 2 Training for the California School Administration Credentialed. There were several local administrators from Santa Cruz and Monterey County in attendance.

Director Outtrim announced that as an ACSA Region 10 board member, she is the Chair for the Annual Future Educators Scholarship. The Future Educators Scholarship is awarded to select high school seniors who are interested in becoming educators in California.

4.0 REPORTS, continued

- 4.2 Human Resources Director's Report, Continued
The Santa Cruz County Office of Education's Spring Break is scheduled, April 13-17, 2009.
- 4.3 Deputy Superintendent's Report
The Santa Cruz County Office of Education issued 10 certificated management layoff notices on March 13, 2009. Deputy Superintendent James noted that teaching staff in the Alternative Education and Special Education programs did not receive layoff notices. Teachers are issued temporary notices annually, pursuant to California Education Code. ROP state funding for 2008-2009 and 2009-2010 received a major budget cut, and there is an anticipated total program reduction as a result.

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 None.

7.0 OLD BUSINESS

- 7.1 None.

8.0 NEW BUSINESS

- 8.1 Personnel Commission's Preliminary Budget, 2009/2010
Director Outtrim presented the preliminary 2009/2010 Personnel Commission budget for review. The proposed 2009/2010 Personnel Commission budget reflects a 5% decrease in operational expenses across the board. Commissioner Lane commended Director Outtrim for being proactive in reviewing and reducing the budget. The 2009/2010 Personnel Commission budget will be presented to the Commission at next month's meeting as an action item.
- 8.2 Revision to Merit Rules: Statement of Policy
The Merit Rules and Regulations Statement of Policy was revised to reflect the current Commissioners. Former Commissioner Hayes was removed and Commissioner Rapoza was added.

8.0 **NEW BUSINESS**

8.3 Revision to Merit Rule: 7.202 Family Leave

Recommended updated revisions to Merit Rule 7.202, Family Leave were presented to the Commission for review. The revisions are a reflection of recent changes in the law (FMLA/CFRA). Heather Hutchison, C.S.E.A. raised concerns about the Merit Rule revision process. According to Merit Rule 2.301, no rule or amendment shall be adopted by the Commission until the exclusive bargaining representative for classified employees and the County Office of Education's Superintendent of Schools have been given reasonable notice of the proposal. Heather stated that the concept for change is appreciated, but also felt the process of a "first" and "second" reading of a proposed change may meet the spirit of the "reasonable notice" requirement. Heather recommended revising contract language, then, revising Merit Rule language for purposes of alignment and consistency. Director Outtrim stated that through the full Merit Rules Revision Process, there was much discussion regarding clear and lasting language. As a result the statement in this section was added: "For specific provisions and circumstances not covered in this rule, reference will be made to the existing act." This statement is the same language found in the C.S.E.A. contract. Discussion followed. Prior to next month's meeting, Director Outtrim and Heather Hutchison agreed to meet to discuss the revisions. Agenda item 8.3, Revision to Merit Rule: 7.202 was tabled and will be brought back to next month's meeting.

9.0 **SCHEDULE OF UPCOMING EVENTS**

9.1 The regular Personnel Commission meeting is scheduled on April 21, 2009 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

10.0 **ADJOURNMENT**

The meeting of the Personnel Commission was adjourned at 3:14 p.m.

Distribution: Personnel Commissioners
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SCCOE Board of Education
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Attest: Traci Outtrim

Traci Outtrim, Director of Human Resources