



APPROVED MINUTES

Personnel Commission Meeting
April 17, 2012

1.0 CALL TO ORDER

- 1.1 Chairperson Parkhurst called the regular meeting to order at 2:05 p.m. followed by the pledge of allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, Keith Parkhurst, Vice Chairperson, James Rapoza; Member, Lawrence Lane; and Human Resources Director, Megan Booth
Guests: Deputy Superintendent, Bryan Wall; C.S.E.A. Representative, Pam Crowell; Human Resources Assistant II, Lily Aguado; Kyle Rucker; Debbie Stanbra; Clint Rucker; and Cindy Borge.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of March 20, 2012 were approved (Rapoza/Lane).
Ayes: Unanimous Noes: None
Abstain: Parkhurst Absent: None
- 2.2 To accept the agenda (Lane/Rapoza).
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
 - 4.1.1 None.
- 4.2 Human Resources Director's Report
 - 4.2.1 Project Management Workshop was held at the Santa Cruz COE on March 29, 2012.
 - 4.2.2 Professional Development Workshop, "Recognition and Celebration," will be held on May 3, 2012. Director Booth invited the Commissioner to attend.
 - 4.2.3 Director Booth will be attending the PASSCo Meeting, May 3-4, 2012 at Yolo COE, Woodland, CA
 - 4.2.4 C.S.E.A. negotiations will begin on April 23, 2012.
 - 4.2.5 Lily Aguado will be attending the WRIPAC Training on structured interviews on May 9, 2012 at the Santa Clara COE.
 - 4.2.6 Toni Alldredge will also be attending the WRIPAC Training on May 9, 2012 at the Santa Clara COE. She will be attending the workshop on pass point setting—adding value to whom makes the cut.

4.0 REPORTS (continued)

- 4.2 Human Resources Director's Report, continued
 - 4.2.7 The Day of the Teacher/Classified Employee Celebration will be held on May 17, 2012 at 3 p.m. at Harvey West Park.
- 4.3 Deputy Superintendent's Report
 - 4.3.1 Deputy Superintendent Wall reported that Superintendent Watkins was in Sacramento attending the California County Superintendents Educational Services Association (CCSESA) meeting.

5.0 CONSENT AGENDA

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

6.0 CORRESPONDENCE

- 6.1 None.

7.0 OLD BUSINESS

- 7.1 Director Booth provided the Commission with an updated reclassification status report. Eighteen requests for reclassification were received by the February 1st deadline date. Ms. Pat Einfalt of Professional Assistance Team, Inc. was selected to conduct the 2012 reclassification study. Director Booth reported that Ms. Einfalt completed interviewing each employee and their supervisor as of March 19, 2012. Director Booth will present a preliminary report, with recommendations, to Cabinet on May 2, 2012.

8.0 NEW BUSINESS

- 8.1 None.

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 May 15, 2012, Regular Meeting of the Personnel Commission, Technology Center Conference Room, 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 2:23 p.m.

Distribution: Personnel Commissioners
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Megan Booth

Attest: Megan Booth, Human Resources Director