



APPROVED MINUTES

Personnel Commission Meeting April 19, 2011

1.0 CALL TO ORDER

1.1 Chairperson Lane called the regular meeting to order at 2:32 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 Megan Heller, Temporary Human Resources Assistant II.

Guests: Bryan Wall, Deputy Superintendent and Cathy Potts-Sales, C.S.E.A. Co-President.

Absent: Toni Alldredge, Human Resources Analyst.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of March 15, 2011 were approved (Parkhurst/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 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 None.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 Commissioner Parkhurst informed the Commission that he is assisting Santa Cruz City Schools' Personnel Commission in their search for a third member. He also stated that he is helping Soquel Union Elementary School District with their superintendent hiring process.

4.2 Human Resources Director's Report

4.2.1 Director Booth reported that the Pacific Elementary Superintendent/Principal recruitment has been completed. Erik Bitter was selected.

4.2.2 Director Booth informed the Commission that the Scotts Valley School Board asked her to conduct their superintendent recruitment. After speaking with their board, they decided it would be in their best interest to hire an outside source.

REPORTS, Continued

- 4.2.3 Director Booth reported that the monthly Personnel Directors meeting was held on March 22, 2011.
- 4.2.4 Director Booth reported that at the request of George Lopez, Maintenance and Operations Supervisor, a Defensive Driver Training was held on March 23, 2011 at the Santa Cruz County Office of Education.
- 4.2.5 A CalSTRS Group Counseling training webinar was held on March 25, 2011. CalSTRS is moving away from the one-to-one counseling sessions and is moving toward group counseling.
- 4.2.6 The Santa Cruz County Office of Education sponsored the California Commission on Teacher Credentialing webinar on April 5, 2011.
- 4.2.7 CalSTRS Members Self-Scheduling webinar was held on April 6 and on April 12, 2011.
- 4.2.8 A Pitney Bowes webinar was held on April 7, 2011. The webinar covered the minimum price increase with the United States Postal Service.
- 4.2.9 Director Booth reported that negotiations for the Classified School Association (C.S.E.A.) began on April 11, 2011.
- 4.2.10 Director Booth reported that Scott Hill was promoted to the Human Resources/Credential Technician position.
- 4.2.11 The Human Resources Assistant II recruitment has been opened.
- 4.2.12 A workers' compensation overview was presented to COE managers on April 13, 2011 by Keenan and Associates.
- 4.2.13 Director Booth informed the Commission that she has been summoned for jury duty from April 25-29, 2011.
- 4.2.14 California Leave of Absence Law Webinar, April 29, 2011.
- 4.2.15 Director Booth reported that she will attend the PASSCo meeting on May 5-6, 2011 in Sacramento.
- 4.3 Deputy Superintendent's Report
 - 4.3.1 Deputy Superintendent Wall informed the Commission that C.S.E.A. will begin negotiations in April.
 - 4.3.2 Deputy Superintendent Wall notified the Commission that the Calendar Committee met on several occasions to set the dates for the COE school year. The committee will focus on unifying break dates and school start/end dates with the school districts of the county. The more common dates, between the COE and the districts, the better for fiscal needs.

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 Reclassification Status Update

Director Booth provided the Commission with an updated reclassification status report. Twelve requests for reclassification were received by the February 1st deadline date. The Santa Cruz County Office of Education employed Pat Einfalt of Professional Assistance Team, Inc. along with Kelly Menehan to conduct the 2011 reclassification study. Director Booth reported that Ms. Einfalt had completed interviewing each employee and their supervisor. As a part of the reclassification study, Professional Assistance Team, Inc. collected comparative job descriptions and salary scheduled from San Benito County Office of Education; Monterey County Office of Education - Class III; San Mateo County Office of Education - Class III (Merit); Merced County Office of Education - Class IV; San Luis Obispo County Office of Education - Class IV (Merit); Santa Cruz City Schools - (Merit); and Pajaro Valley Unified School District- (Merit). Professional assistance Team Inc. will present a preliminary report, with recommendations, to Cabinet on May 10, 2011.

8.0 NEW BUSINESS

8.1 None.

9.1 SCHEDULE OF UPCOMING EVENTS

9.1 The next regular Personnel Commission meeting is scheduled for May 24, 2011 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060. The Personnel Commission meeting in June was rescheduled to June 28, 2011 at 2:30 p.m.

10.0 ADJOURNMENT

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

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Megan Booth

Attest: Megan Booth, Human Resources Director