



APPROVED MINUTES

Personnel Commission Meeting
August 16, 2011

1.0 CALL TO ORDER

1.1 Chairperson Lane called the regular meeting to order at 2:35 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, Lawrence Lane; Member, James Rapoza; and Human Resources Director, Megan Booth.

Absent: Vice Chairperson, Keith Parkhurst.

Guests: C.S.E.A. Co-President, Heather Hutchison and Human Resources/Credential Technician, Scott Hill.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of July 19, 2011 were approved.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Parkhurst

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

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Parkhurst

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 Heather Hutchison reported that she joined the Cabrillo Fall Chorus, which is the same chorus that Vice Chairperson Parkhurst's wife attends. Heather Hutchison also reported that there will be a C.S.E.A. meeting following the S.C.C.O.E. Orientation on August 29, 2011.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 None.

4.2 Human Resources Director's Report

4.2.1 Director Booth reported that the Human Resources department will be holding their weekly staff meetings in the conference rooms so staff becomes comfortable using the newly installed SmartBoards.

4.2.2 Director Booth reported that she and Lily Aguado attended a Webinar on Navigating the Brown Act on August 16, 2011.

4.2.3 The Santa Cruz County Office of Education's Management retreat will be held at Cabrillo College on August 17, 2011.

4.0 REPORTS, continued

- 4.2 Human Resources Director's Report, continued
 - 4.2.4 The Santa Cruz County Office of Education's Orientation Day will be held on August 29, 2011 at the Coconut Grove.
 - 4.2.5 Director Booth announced that Toni Alldredge was out ill so Scott Hill volunteered to take the meeting minutes.
- 4.3 Deputy Superintendent's Report
 - 4.3.1 Deputy Superintendent Wall had a meeting conflict and was not able to attend.

5.0 CONSENT AGENDA

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

6.0 CORRESPONDENCE

- 6.1 None.

7.0 OLD BUSINESS

- 7.1 None.

8.0 NEW BUSINESS

- 8.1 Board's Appointee to the Personnel Commission
 - On September 8, 2011, the Board will nominate their appointee to the Personnel Commission. The Board will hold the Public Hearing on their nomination on October 20, 2011. Mr. Lane has expressed his interest to the Commission and to the Superintendent of schools of his desire to continue as the Board appointed Commissioner. If reappointed, Mr. Lane's new term will begin December 1, 2011.
- 8.2 Classification Revision: Technology Support Technician
 - In 2007, the job classification for Technology Support Technician was revised. Due to a recent resignation, the classification was reviewed for recruitment purposes. It is recommended that the Personnel Commission approve the revised job description for Technology Support Technician. The classification and the revisions will not be taken to the point-factor committee.

Motion: Move to approve the revised job description for Technology Support Technician.

Ayes: Rapoza/Lane Noes: None
Abstain: None Absent: Parkhurst

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 September 20, 2011, Regular Meeting of the Personnel Commission, Bay Conference Room, 2:30 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 2:49 p.m.

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Megan Booth

Attest: Megan Booth, Human Resources Director