



APPROVED MINUTES

Personnel Commission Meeting
August 21, 2012

1.0 CALL TO ORDER

1.1 Chairperson Parkhurst called the regular meeting to order at 2:01 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.

Guest: Deputy Superintendent, Bryan Wall; C.S.E.A. Co-President, Heather Hutchison; and Human Resources Assistant II, Lily Aguado.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of July 17, 2012 were approved (Rapoza/Lane).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the revised agenda with additional agenda item 9.0, closed session with the Human Resources Director (Lane/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 Heather Hutchison announced that the Santa Cruz County Office of Education Orientation will be on August 27, 2012 and she is looking forward to it.

3.2 Heather Hutchison announced that the ROP Department has relocated to the 399 Encinal Street building and offered the Commissioners a tour of the new building.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 Commissioners requested updates from Director Booth on professional development.

4.2 Human Resources Director's Report

4.2.1 Attended the Santa Cruz County Office of Education's Management retreat held at Cabrillo College on August 15, 2012.

4.2.2 The Santa Cruz County Office of Education's Orientation Day will be on August 27, 2012 at the Cocoanut Grove. The Commissioners were invited to attend.

4.2.3 Attended PASSCo meeting at Yolo County Office of Education August 1-3, 2012.

4.2.4 Established calendar for quarterly Safety Committee meeting.

4.2.5 The Northern CA SPCA meeting will be held October 12-14, 2012 at the San Jose Clarion Hotel.

4.2.6 Director Booth informed the Commission that she is preparing the annual training calendar for the H.R. Director's.

4.0 REPORTS (continued)

4.3 Deputy Superintendent's Report

4.3.1 Deputy Superintendent Wall informed the Commission that Director Booth conducted a survey of classified staff regarding interest in training topics.

5.0 CONSENT AGENDA

5.1 The consent agenda was approved as submitted (Rapoza/Lane).

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 Commissioner Parkhurst stated he is interested in being reappointed to a three-year term as Personnel Commissioner.

9.0 CLOSED SESSION

9.1 Personnel Matter. The Commission adjourned into closed session at 2:15 p.m.

10.0 OPEN SESSION

10.1 The Commission reconvened to open session at 2:24 p.m.

11.0 SCHEDULE OF UPCOMING EVENTS

11.1 September 18, 2012, Regular Meeting of the Personnel Commission, Bay Conference Room, 2 p.m., Santa Cruz County Office of Education, 400 Encinal St., Santa Cruz, CA 95060

12.0 ADJOURNMENT

12.1 The meeting of the Personnel Commission was adjourned at 2:26 p.m.

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Megan Booth

Attest: Megan Booth, Human Resources Director