

APPROVED MINUTES

Personnel Commission Meeting
September 18, 2012

1.0 CALL TO ORDER

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

1.2 Establishment of Quorum.

Present: Chairperson, Keith Parkhurst; Vice Chairperson, James Rapoza; Member, Lawrence Lane; Human Resources Director, Megan Corey Booth; and Human Resources Assistant II, Lily Aguado.

Guest: Deputy Superintendent, Bryan Wall; C.S.E.A. Co-President, Heather Hutchison; and Human Resources Analyst, Toni Alldredge.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of August 21, 2012 were approved (Rapoza/Lane).

Ayes: Unanimous Noes: None

Abstain: None 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 Director Corey Booth presented the results of the Professional Development survey completed by classified staff.

4.2.2 The Santa Cruz COE is offering Autism Authorization training for Pajaro Valley Unified School District and the Santa Cruz City Schools District.

4.2.3 Director Corey Booth reported that she is participating in the Inside Education Program sponsored by the Superintendent.

4.2.4 Director Corey Booth explained the Employee Ergonomic Evaluation Process and the importance to make sure that employees are properly fitted in their environment.

4.2.5 Director Corey Booth reported on the initial meeting with Pat Einfalt and Deputy Superintendent Wall regarding reclassifications. Director Corey Booth will present report as an action item at the October Personnel Commission meeting.

4.3 Deputy Superintendent Report

4.3.1 None.

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 School Personnel Commissioners Association Annual Conference.
6.2 CSPCA Merit System Workshop.

7.0 OLD BUSINESS

- 7.1 None.

8.0 NEW BUSINESS

- 8.1 None.

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 October 16, 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

10.0 ADJOURNMENT

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

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Megan Corey Booth

Attest: Megan Corey Booth, Human Resources Director