

PERSONNEL COMMISSION

MINUTES

June 15, 2011

9:00 am, Room 508

1. ROLL CALL

Members Present: Mary Beall, Commissioner
Miriam Rothman, Commissioner
Bert Seal, Commissioner

Present: Susan Dixon, Mike Reese, Elva Uribe

Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

2. APPROVAL OF AGENDA

MSC (Rothman/Seal) to approve the agenda as presented.

3. APPROVAL OF MINUTES

- Regular Meeting – May 18, 2011

MSC (Seal/Rothman) to approve the minutes as presented.

- Special Meeting – May 31, 2011

MSC (Seal/Rothman) to approve the minutes as presented.

4. RATIFICATION OF ACTIONS BY DIRECTOR

A. NONE

5. CLASSIFICATION/SALARY RECOMMENDATION

A. Classification of New Positions

n/a

B. Reclassification Update

- Technology Integration Specialist, M30, ITS

At this time, the classification of Technology Architecture Specialist better serves the needs of the Integrated Technology Services Division. The incumbent will work with school district and SDCOE staff to organize, coordinate and monitor technical projects as well as facilitate and promote technical development committees, projects, and program-wide related activities. As such, the recommendation is to classify the vacant position to Technology Architecture Specialist (M30).

MSC (Rothman/Seal) to approve the recommendation as presented.

C. Job Description Updates

- None

6. POSITION ANNOUNCEMENTS

<u>TITLE</u>	<u>TYPE</u>
Instructional Aide – DHH (North County Only)	OPEN
Technology Architecture Specialist	OPEN

The above listed position announcements were presented for information only.

7. ELIGIBILITY LISTS

<u>TITLE</u>	<u># Eligible</u>	<u>TYPE</u>	<u>EXPIRES</u>
Early Childhood Professional Development Assistant	24	OPEN	12/1/2011
Human Resource Services Manager	3	OPEN	11/20/2011
Migrant Services Aide	6	OPEN	11/26/2011
Payroll Services Manager	2	OPEN	10/22/2011

MSC (Seal/Rothman) to approve the eligibility list as presented.

8. INFORMATION ITEMS

- Personnel Actions
A report of personnel actions for May 2011 was presented for information.
- Due to lack of funding and/or lack of work, the SDCOE issued 11 classified layoff notices to the Graphics Department (7) and Outdoor Education/Camp Palomar (4).
- Presentations – None

9. COMMUNICATIONS

- ACSA's Educational Institution Service for Personnel Commissioners

10. DIRECTORS REPORT

- SDCOE welcomes Sue Wybraniec as the new Human Resource Services Manager and Sue Weir as Payroll Services Manager. Both come from San Diego Unified and bring a wealth of knowledge in their respective fields to SDCOE.

11. OTHER ACTIONS

- A. Approval of Classification Review Meeting Date – July 27, 2011, 9:00 AM, Room 307

MSC (Rothman/Seal) to approve the meeting date as scheduled.

- B. Adjourn to Closed Session (per Government Code 54957) at 9:40 am.
 - 1. Public Employee Performance Evaluation: Executive Director, Human Resources
- C. Reconvene Open Session at 10:00 a.m.
 - 1. No action to report

12. DATE OF NEXT MEETING

- A. Special Meeting: June 28, 2011, 10:00 A.M., Room 508
- B. Regular Meeting: July 27, 2011, 9:00 A.M., Room 307

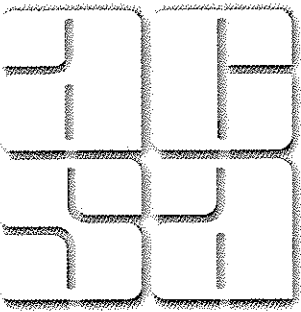
13. ADJOURNMENT

Meeting adjourned at 10:05 A.M.

Approved: Personnel Commission

By: Mary Beall

Date: 7/27/11



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EDUCATIONAL
ADMINISTRATION

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EXECUTIVE DIRECTOR

Bob Wells

OFFICE LOCATIONS

Sacramento

1029 J Street, Suite 500
Sacramento, CA 95814
tel 916.444.3216 • 800.608.2272
fax 916.444.3739

Burlingame

1575 Bayshore Highway
Burlingame, CA 94010
tel 650.692.4300 • 800.608.2272

Executive Office
fax 650.692.1508

Educational Services
fax 650.692.6858

Financial Services
fax 650.259.1029

Member Services
fax 650.692.7297

Ontario

3602 Inland Empire Blvd., Suite A-230
Ontario, CA 91764
tel 909.484.7503 • 800.608.2272
fax 909.484.7504

<http://www.acsa.org>

May 2011

Dear Personnel Commissioners:

I would like to take this opportunity to encourage your Commission to become involved with ACSA via *Educational Institution Service for Personnel Commissions*. I have been an ACSA member since 1989 serving on the Region 10 Board and in various capacities at the state level. Five years ago, it was my honor to serve as the first classified President for ACSA. In addition to my involvement with ACSA, I have also served on the Board of Directors for CSPCA and SPCA/NC. The information and collegiality that ACSA provides is a wonderful compliment to the CSPCA and their regional resources. Many legislative challenges lay in our future that will affect our districts, the students and the employees we serve. Some of our lobbying efforts at the capitol include bills pertaining to workers' compensation, the Williams Settlement, and school finance reform.

There is strength in working together and providing each other with the necessary tools to remain successful. Personnel Commissioners also receive other benefits that include ACSA's two publications, **EdCal Newsletter** which provides the latest legislative and budget updates and **Leadership Magazine**, plus:

- **Discount Purchasing and Family Entertainment** – Personnel Commissioners save on rental cars, movie theater and theme park admissions, and vacation packages.
- **ACSA Job Board & Job Link** – Found in EdCal and at ACSA Online. Together, the most comprehensive source of job openings and career advancement opportunities in California for certificated administrators and classified confidential, supervisory and management employees.

In light of the current state of school districts, pending legislation and the ever changing budget situation, I strongly urge you to keep updated and informed through ACSA's *Educational Institution Service for Personnel Commissioners* by joining today.

Sincerely,

Toni Hyland, Ph.D.
ACSA Past President
Director of Classified Personnel
Santa Cruz City Schools

mm/cc

