

PERSONNEL COMMISSION

Regular Meeting Minutes Wednesday, September 20, 2017, 5:30 p.m. HUSD District Office Board Room – Level B Hayward, California 94544

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Documents provided to a majority of the Personnel Commission regarding an open session item on this agenda will be made available for public inspection in the Personnel Commission office located at **24411 Amador Street, Hayward, CA 94540-5000** during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission's website at www.husd.us.

A. OPEN SESSION

1. Chair Laine called the Regular Meeting of the Personnel Commission to order at 5:30 p.m.

2. Roll Call

- Ms. Diane Laine, *Chair*
- Ms. Pat Hodges, *Vice-Chair*
- Ms. Andrea Peixoto, *Commissioner*

3. Pledge of Allegiance

4. Approve the Agenda of September 20, 2017

**Moved by: P. Hodges Seconded by: A. Peixoto
For: 3 Opposed: 0 Abstained/Absent: 0**

5. Recognition of Guest(s)

The Personnel Commission welcomed Assistant Superintendent of Human Resources Delia Ruiz.

B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

Vice-Chair Hodges volunteered at Stonebrae Elementary on the first day of school. Ms. Hodges welcomed students and staff back and wished them a successful year.

C. COMMENTS FROM UNION LEADERSHIP

Deisy Bates, AEOTE President, invited the Personnel Commissioners to the AEOTE sponsored Relay for Life on October 14, 2017 at Martin Luther King Middle School.

Ms. Bates also reported that AEOTE has been meeting with the District regarding new employee orientation mandates as a result of Assembly Bill 119.

AEOTE is also working with the Human Resources Department to create a bilingual training class in effort to improve the passing rate on the bilingual competency test.

D. COMMENTS FROM DISTRICT ADMINISTRATION

Assistant Superintendent of Human Resources Delia Ruiz reported that there is a resolution on the September 27, 2017 Board of Education agenda for reductions in classified staff. Assistant Superintendent Ruiz stated that the District will do their best to accommodate affected employees.

E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES

Executive Director Yañez reported that the AEOTE new hire orientation was held today. It is a work in progress but seemed very well received.

Mr. Yañez also spoke regarding the AEOTE bilingual training class. Mr. Yañez stated that the class is focusing on academic standard vocabulary. Mr. Yañez has been working with Ms. Bates and Assistant Superintendent Ruiz on the curriculum.

F. ITEMS FROM THE PUBLIC

No public comments.

G. CONSENT AGENDA

**Moved by: A. Peixoto Seconded by: P. Hodges
For: 3 Opposed: 0 Abstained/Absent: 0**

1. Adopt Minutes from the Regular Meeting of the Personnel Commission Meetings on August 23, 2017
2. Recruitment and Selection – Adopt the Recruitment Status Report
3. Adopt the following fields of recruitment in the examination process for the following classifications:

Open & Promotional

- **Attendance Clerk – Bilingual Spanish Preferred**
- **Bond Construction Coordinator**
- **Computer Lab Technician**
- **Paraeducator Deaf and Hard of Hearing**
- **Paraeducator Severely Handicapped**
- **School Office Manager – Bilingual Spanish Preferred**
- **YEP Site Coordinator**

H. INFORMATION

1. 2016-2017 Personnel Commission Annual Report draft
The Personnel Commission requested that the Annual Report be presented to the Board of Education at the Regular Board Meeting of December 13, 2017.

I. ACTION

1. Ratify the following Eligibility Lists for the classifications listed:

- **Attendance Clerk – Bilingual Spanish Preferred**
- **Electronics Technician**
- **Paraeducator Deaf and Hard of Hearing**
- **Paraeducator Severely Handicapped**
- **Paraeducator Special Education**
- **Registrar**
- **School Bus Driver**
- **YEP Program Leader**

**Moved by: P. Hodges Secoded by: A. Peixoto
For: 3 Opposed: 0 Abstained/Absent: 0**

2. Approval (2nd reading) of proposed new job description for Coordination of Services Team Specialist

**Moved by: A. Peixoto Secoded by: P. Hodges
For: 3 Opposed: 0 Abstained/Absent: 0**

3. Approval of proposed salary placement for Coordination of Services Team Specialist on the AEOTE salary schedule Range 16

**Moved by: P. Hodges Secoded by: A. Peixoto
For: 3 Opposed: 0 Abstained/Absent: 0**

4. Approval of Personnel Commission Recruitment

**Moved by: A. Peixoto Secoded by: P. Hodges
For: 3 Opposed: 0 Abstained/Absent: 0**

5. Approval of request to designate existing eligibility list for School Office Manager as most appropriate list for Office Specialist and Child Development Placement Assistant

**Moved by: A. Peixoto Secoded by: P. Hodges
For: 3 Opposed: 0 Abstained/Absent: 0**

J. ITEMS TO BE INCLUDED IN AGENDA OF NEXT REGULAR MEETING

- **Annual Report**
- **Layoff Update**

K. PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS

No comments.

L. ADJOURN TO CLOSED SESSION:

- Public Employee Discipline/Dismissal/Release (Government Code Section 54957.6)
- Case Review and Planning (Government Code Section 54957.8)
- Public Employee Performance Evaluation (Government Code Section 54597[b])
 - Executive Director, Classified Human Resources and Personnel Commission

M. RECONVENE IN OPEN SESSION

No decisions to report.

N. ADJOURNMENT @ 7:23 p.m.

Next Regular Meeting of the Personnel Commission

Monday, October 23, 2017, 5:30 p.m.

HUSD District Office – Board Room, Level B