

PERSONNEL COMMISSION

Regular Meeting
Tuesday, November 14, 2017, 5:30 p.m.
HUSD District Office
Large Elmhurst Conference Room
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 November 14, 2017

Moved by: A. Peixoto Seconded by: D. Laine
For: 2 Opposed: 0 Abstained/Absent: 1

5. Recognition of Guest(s)
The Commission welcomed Deisy Bates, AEOTE President.

B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

Commissioner Peixoto reported that the Hayward Education Foundation (HEF) will begin grading applications for the teacher grants. HEF will award 50 grants.

C. COMMENTS FROM UNION LEADERSHIP

Deisy Bates, AEOTE President reported that the Spanish training course was well received by its members. Ms. Bates thanked Assistant Superintendent of Human Resources Delia Ruiz for her instruction.

Ms. Bates also informed the Commission that AEOTE will begin their fundraising campaign for Ruby's Place before the holidays.

D. COMMENTS FROM DISTRICT ADMINISTRATION

E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES

Executive Director Yañez echoed Ms. Bates sentiments on the AEOTE Spanish training course. Executive Director Yañez noticed that even though the attendees of the course spoke fluent Spanish, the course emphasized on the specialized words used in the educational atmosphere.

F. ITEMS FROM THE PUBLIC

No comments.

G. CONSENT AGENDA

**Moved by: A. Peixoto Seconded by: D. Laine
For: 2 Opposed: 0 Abstained/Absent: 1**

1. Adopt Minutes from the following Personnel Commission Meetings
 - a. October 23, 2017 – Regular Meeting
 - b. November 1, 2017 – Special Meeting
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

- **Coordination of Services Team Specialist**
- **Field Coordinator, Integrated Support Services**
- **Paraeducator Deaf and Hard of Hearing**
- **School Community Liaison Bilingual Spanish**

H. INFORMATION

1. Personnel Commissioner recruitment update

Executive Director Yañez informed the Commission that the recruitment has closed and did not generate any external applicants. Only the incumbent, Vice-Chair Hodges, expressed her interest to seek reappointment. The next step of the process is to notify the Board of Education on the outcome of the recruitment. Once that is done, staff will submit the packet to the State Superintendent of Public Instruction to review the application and make an appointment determination.

2. Layoff update

Executive Director Yañez informed the Commission that there has been no change in the layoff since the previous Personnel Commission meeting in October.

I. ACTION

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

- **Child Nutrition Assistant**
- **Coordination of Services Team Specialist**
- **Database Systems Specialist**
- **Maintenance Technician**
- **Paraeducator Severely Handicapped**

Moved by: A. Peixoto Seconded by: D. Laine

For: 2 Opposed: 0 Abstained/Absent: 1

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

- Revised minutes from October 23, 2017

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 @ 6:47 p.m.

Next Regular Meeting of the Personnel Commission

Wednesday, December 20, 2017, 5:30 p.m.

HUSD District Office – Board Room, Level B