

# Hayward Unified School District



## PERSONNEL COMMISSION

### AGENDA OF THE REGULAR MEETING

Andrea Peixoto, Chair  
Diane Laine, Vice-Chair  
Pat Hodges, Commissioner



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**April 25, 2018**

## PERSONNEL COMMISSION

**Regular Meeting**  
**Wednesday, April 25, 2018, 5:30 p.m.**  
**HUSD District Office**  
**Level B – Board Room**  
**Hayward, California 94544**

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Commission meeting room, to access written documents being discussed at the Commission meeting, or to otherwise participate at Commission meetings, please contact the Personnel Commission's Executive Assistant, Kristy Colyer, at **510-784-2697** for assistance. Notification of at least 48 hours before the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to the Commission meeting and to provide any required accommodations, auxiliary aids or services.

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](http://www.husd.us).

### A. OPEN SESSION

1. Call to order at 5:30 p.m.
2. Roll Call
  - ☐ Ms. Andrea Peixoto, *Chair*
  - ☐ Ms. Diane Laine, *Vice-Chair*
  - ☐ Ms. Pat Hodges, *Commissioner*
3. Pledge of Allegiance
4. Approve the Agenda of April 25, 2018

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_  
**For:** \_\_\_\_ **Opposed:** \_\_\_\_ **Abstained/Absent:** \_\_\_\_\_

5. Recognition of Guest(s)

### B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

### C. COMMENTS FROM UNION LEADERSHIP

### D. COMMENTS FROM DISTRICT ADMINISTRATION

### E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES

## **F. ITEMS FROM THE PUBLIC**

The "Public Comments" section of the agenda provides an opportunity for the public to address the Personnel Commission on any item of interest that is within the Personnel Commission's jurisdiction. Comments are welcome; however, please be advised that the Commission is prohibited by law from taking any action on an item brought by the speaker(s) that is not currently listed on this agenda. Please wait to be recognized, and then step up to the podium microphone to be heard.

## **G. CONSENT AGENDA**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_  
**For:** \_\_\_\_\_ **Opposed:** \_\_\_\_\_ **Abstained/Absent:** \_\_\_\_\_

1. Adopt Minutes from the Regular Personnel Commission Meeting of March 21, 2018
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**

- **Coordinator of Operations and Transportation**
- **Custodian**
- **Payroll Supervisor**

## **H. INFORMATION**

1. Classified employee reception planning
2. Layoff update
3. 1<sup>st</sup> reading of new job description for Family Engagement, Outreach and Equity Specialist

## **I. ACTION**

1. Ratify the following Eligibility Lists for the classifications listed:
  - **Detention Room Assistant**
  - **Director II, Business Support Services**
  - **Field Coordinator**
  - **Paraeducator – Severely Handicapped**
  - **Paraeducator – Special Education**
  - **YEP Program Leader (2)**

**Moved by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_  
**For:** \_\_\_\_\_ **Opposed:** \_\_\_\_\_ **Abstained/Absent:** \_\_\_\_\_

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

- Public Hearing: 2018-2019 Personnel Commission Budget
- Personnel Commission 2018-2019 Calendar of Meetings

**K. PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS**

This section of the Personnel Commission agenda provides the opportunity for comments from members of the general public on the items which will be presented in Closed Session. If anyone from the general public has a comment on any of the items that will be discussed prior to the Commission's adjournment to Closed Session, he or she is invited at this time to step up to the podium microphone and be heard. After all the comments have been received, the Commission will immediately adjourn to Closed Session for deliberation and action, if any. If the Commission takes action in Closed Session, the action will be reported out in Open Session when the Commission reconvenes before adjournment of this meeting.

**L. ADJOURN TO CLOSED SESSION:**

- Public Employee Discipline/Dismissal/Release (Government Code Section 54957.6)
- Case Review and Planning (Government Code Section 54957.8)

**M. RECONVENE IN OPEN SESSION**

**N. ADJOURNMENT @ \_\_\_\_\_**

**Next Regular Meeting of the Personnel Commission  
Wednesday, May 16, 2018, 5:00 p.m.  
HUSD District Office – Board Room, Level B**

# Hayward Unified School District



## PERSONNEL COMMISSION

### MINUTES OF THE REGULAR MEETING

March 21, 2018



## PERSONNEL COMMISSION

### Regular Meeting Minutes Wednesday, March 21, 2018, 5:30 p.m. HUSD District Office Level B – Board Room Hayward, California 94544

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Commission meeting room, to access written documents being discussed at the Commission meeting, or to otherwise participate at Commission meetings, please contact the Personnel Commission's Executive Assistant, Kristy Colyer, at **510-784-2697** for assistance. Notification of at least 48 hours before the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to the Commission meeting and to provide any required accommodations, auxiliary aids or services.

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#### A. OPEN SESSION

1. Chair Peixoto called the Regular Meeting of the Personnel Commission to order at 5:30 p.m.
2. Roll Call
  - ☒ Ms. Andrea Peixoto, *Chair*
  - ☒ Ms. Diane Laine, *Vice-Chair*
  - ☒ Ms. Pat Hodges, *Commissioner*
3. Pledge of Allegiance
4. Approve the Agenda of March 21, 2018

**Moved by: D. Laine   Seconded by: P. Hodges**  
**For: 3   Opposed: 0   Abstained/Absent: 0**

5. Recognition of Guest(s)

#### B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

Commissioner Hodges wished everyone a good Spring Break.

Vice-Chair Laine reported that she will be attending the ribbon cutting for the Mt. Eden Football field on Saturday, March 24 at 11:00 am.

Chair Peixoto reported that the Hayward Education Foundation is currently working on the Hayward Hero dinner that will take place on May 11, 2018.

#### C. COMMENTS FROM UNION LEADERSHIP

No comments.

#### **D. COMMENTS FROM DISTRICT ADMINISTRATION**

No comments.

#### **E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES**

Executive Director Yañez reported that the upcoming months are busy ones for staff as we prepare for the classified reductions. Staff is tirelessly working on minimizing the impacts of the potential reductions.

Executive Director Yañez attended the CPS HR Consultant board meeting last week at Jack London Square. The Personnel Commission of Hayward Unified holds a seat on the Executive Board for the group. The Board also includes representatives from other public sector governmental agencies such as East Bay Mud, City of Anaheim, Sacramento County, Mecklenburg County (NC), Pinellas County (FL), and City of Plano (TX). One of the topics at the meeting was how agencies are handling an aging workforce and the difficulty of recruiting qualified people in specialized positions.

Executive Director Yañez also reported that the department is continuing to move forward with our labor partners. They have been working closely with AEOTE regarding a proposed job description that should be presented to the Commission soon.

#### **F. ITEMS FROM THE PUBLIC**

No comments.

#### **G. CONSENT AGENDA**

**Moved by: P. Hodges   Seconded by: D. Laine  
For: 3   Opposed: 0   Abstained/Absent: 0**

1. Adopt Minutes from the Regular Personnel Commission Meeting of February 20, 2018
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**

- **Detention Room Assistant**
- **Director II, Business Services**
- **Field Coordinator**
- **Paraeducator Special Education**
- **School Crossing Guard**
- **YEP Program Leader**

## **H. INFORMATION**

1. 1<sup>st</sup> reading of the preliminary operating budget of the Personnel Commission for 2018-2019
2. Classified employee reception planning

The reception will be held prior to the Regular Meeting of May on May 16, 2018 at 3:30 pm. Vice-Chair Laine suggested an "Ice Cream Social". Executive Assistant Kristy Colyer will work with Food Services and bring more information to the Commission at the April meeting.

## **I. ACTION**

1. 2<sup>nd</sup> reading and approval of proposed Personnel Commission Rule Change Rule 7.23

**Moved by: D. Laine   Seconded by: P. Hodges  
For: 3   Opposed: 0   Abstained/Absent: 0**

2. 2<sup>nd</sup> reading and approval of proposed changes to Trades Supervisor job description

**Moved by: P. Hodges   Seconded by: D. Laine  
For: 3   Opposed: 0   Abstained/Absent: 0**

3. Approval of proposed updated salary placement for Coordinator of Operations and Transportation on the ACSA salary schedule Range DD

**Moved by: D. Laine   Seconded by: P. Hodges  
For: 3   Opposed: 0   Abstained/Absent: 0**

4. Approval of proposed updated salary placement for Payroll Supervisor on the Supervisor salary schedule Range 23

**Moved by: P. Hodges   Seconded by: D. Laine  
For: 3   Opposed: 0   Abstained/Absent: 0**

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

- **Campus Safety Officer**
- **College Career Center Technician**
- **Groundskeeper**
- **School Data Technician**
- **Skilled Trades Worker – Plumbing**

**Moved by: D. Laine   Seconded by: P. Hodges  
For: 3   Opposed: 0   Abstained/Absent: 0**



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

- **Layoff update**
- **Reception 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)

**M. RECONVENE IN OPEN SESSION**

No decisions to report.

**N. ADJOURNMENT @ 6:42 p.m.**

**Next Regular Meeting of the Personnel Commission**

**Wednesday, April 25, 2018, 5:30 p.m.**

**HUSD District Office – Board Room, Level B**

## Action Requested:

- ☐ Information Item  
☒ Approval/Ratification

**SUBJECT: Active Recruitment Status Report****PREPARED BY:** Human Resources Analysts**BACKGROUND:**

The following report contains a list of current announced vacancies, the hiring department/location, the dates the requisitions were received, and the dates HR certified an eligibility list and received a selection from the hiring department. The report also shows the number of days that have elapsed from the time the vacancy requisition was received to the time that a hiring selection was made. Please note that the “days” calculations are based on work days. It is the goal of the Commission staff to refer names of eligible candidates to the hiring manager within 30 days of receiving the approved requisition.

**Open Requisitions**

Requisition Number	Classification	Division/Site	Date Received	Date Reopened	Date Referred
1718-02580	Campus Safety Officer	Ochoa	3/1/18		3/15/18
1718-02130	Coordinator of Operations and Transportation	M&O	12/8/17	3/29/18	
1718-02307	Custodian	Harder	2/2/18	3/26/18	
1718-02560	Detention Room Assistant	Chavez	3/1/18		3/16/18
1718-01570	Field Coordinator	YEP	10/18/17 <sup>1</sup>	3/8/18	
1718-02740	Paraeducator SE	Brenkwitz	4/9/18		4/9/18
1718-02949	Paraeducator SE	Bret Harte	4/11/18		4/9/18
1718-02622	Paraeducator SE	Ochoa	3/14/18		4/9/18
1718-02567	Paraeducator SE	Southgate	3/14/18		4/9/18
1718-02653	Paraeducator SE	Tennyson	4/9/18		4/9/18
1718-02880	Paraeducator SH	Burbank	4/9/18		4/18/18
1718-02621	Paraeducator SH	Glassbrook	3/14/18	3/26/18	4/18/18
1718-02624	Paraeducator SH	Hayward High	3/14/18	3/26/18	4/18/18
1718-02627	Paraeducator SH	Helen Turner	3/14/18	3/26/18	4/18/18
1718-02952	Paraeducator SH	Itinerant	4/9/18		4/17/18
1718-02954	Paraeducator SH	Mt. Eden	4/9/18		
1718-02619	Paraeducator SH	Ruus	3/14/18	3/26/18	4/18/18
1718-02543	Payroll Supervisor	Business Services	3/29/18		
1617-02603	School Bus Driver	Transportation	3/16/17 <sup>2</sup>	7/3/17	
1718-00595	School Bus Driver	Transportation	8/8/17 <sup>2</sup>		
1718-02370	School Crossing Guard	Lorin Eden	2/2/18	3/13/18	
1718-02371	School Crossing Guard	Tyrrell	2/8/18	3/13/18	
1617-03485	Trades Supervisor	M&O	7/5/17 <sup>2</sup>	4/16/18	
1718-02643	YEP Program Leader	Bowman	3/14/18		4/13/18
1718-02533	YEP Program Leader	Bret Harte	2/23/18	3/19/18	4/13/18
1718-02651	YEP Program Leader	Bret Harte	3/14/18		4/13/18
1718-02676	YEP Program Leader	Eden Gardens	3/14/18		4/13/18
1718-02100	YEP Program Leader	Eldridge	12/11/17	3/29/18	4/13/18
1718-02649	YEP Program Leader	Fairview	3/14/18		4/13/18
1718-02870	YEP Program Leader	Faith Ringgold	4/10/18		4/17/18
1718-02539	YEP Program Leader	Glassbrook	3/9/18		4/13/18
1718-02512	YEP Program Leader	Glassbrook	2/23/18		4/13/18

1617-02614	YEP Program Leader	MLK	3/21/17	3/19/18	4/13/18
1718-01711	YEP Program Leader	Ochoa	10/20/17	3/19/18	4/13/18
1718-02666	YEP Program Leader	Ruus	3/14/18		4/13/18
1718-02514	YEP Program Leader	Stonebrae	2/23/18	3/19/18	4/13/18
1718-02532	YEP Program Leader	Stonebrae	2/23/18	3/19/18	4/13/18
1718-02895	YEP Site Coordinator	Schafer Park	4/10/18		

1 Position initially on hold per hiring manager pending budget review.  
2 Lack of qualified applicants.

### **Filled Requisitions**

Requisition Number	Classification	Division/Site	Date Received	Date Reopened	Date Referred	Selection Date	Days
1617-01330	Assistant Superintendent, Business Services	Business Services	10/13/16	1/2/18	2/15/18	3/14/18	49
1718-02557	Groundskeeper	Hayward High	2/23/18		3/12/18	3/16/18	16
1718-02620	Paraeducator SH	Muir	3/14/18	3/26/18	4/18/18	4/18/18	24
1718-02950	Paraeducator SH	Winton	4/9/18		4/9/18	4/9/18	1
1718-02033	Personnel Operations Technician	Human Resources	12/11/17		1/18/18	4/16/18	72 <sup>1</sup>
1718-02310	School Data Technician	Hayward Adult School	2/13/18		3/13/18	3/28/18	31
1617-03130	Skilled Trades Worker – Plumbing	M&O	6/15/17	1/16/18	2/23/18	4/9/18	56 <sup>2</sup>
1718-02235	YEP Program Leader	Cesar Chavez	1/4/18		3/19/18	3/29/18	53 <sup>3</sup>
1718-02523	YEP Program Leader	Cherryland	2/23/18		3/19/18	4/9/18	26
1718-01866	YEP Program Leader	Schafer Park	11/13/17	1/2/18	3/19/18	3/29/18	76 <sup>3</sup>
1718-02528	YEP Program Leader	Tyrrell	3/9/18		3/19/18	3/28/18	14
1718-02862	YEP Program Leader	Tyrrell	4/6/18		4/6/18	4/17/18	8

1 Position originally put on hold pending 2017-18 layoffs.  
2 Lack of qualified applicants.  
3 Department had multiple positions to fill; other sites took priority.

### **On Hold Requisitions**

Requisition Number	Classification	Division/Site	Date Received	Date Referred	Reason
1718-02674	Assessment Technician	Student Services	3/16/18		Pending Layoffs
1718-02517	Attendance Clerk	Cesar Chavez	2/14/18		Pending Layoffs
1718-02360	Child Nutrition Assistant	Hayward High	2/2/18		Pending Layoffs
1718-02682	Child Nutrition Assistant	Treeview	4/12/18		Pending Layoffs
1718-02259	Office Specialist	Student Services	1/17/18		Pending Layoffs
1718-02673	Office Specialist	Student Services	3/16/18		Pending Layoffs
1718-02308	Senior Custodian	Bowman	2/2/18		Pending Layoffs

### **Cancelled Requisitions**

Requisition Number	Classification	Division/Site	Date Received	Date Referred	Reason
1718-00256	Electronics Technician	EIT	7/17/17	8/21/17	Department Reorganization
1718-02284	Paraeducator Bilingual Biliterate	Strobridge	1/26/18		School Site Decision
1718-01302	School Community Liaison	Tennyson	9/27/17		School Site Decision
1718-02440	YEP Program Leader	Faith Ringgold	2/13/18	2/23/18	Position FTE changed

**Resignations/Separations March 22, 2018 to Present**

Reasons	Total
Abandonment of Position	2
Personal	1
Released from Probation	1
Relocation	1
Retirement	1
Schedule Conflict	1
	7

**Declined Offers of Employment March 22, 2018 to Present**

Classification	Reason	Total
Coordinator of Operations and Transportation	Personal	1
Custodian	Need for Full-time Position	1
		2

Action Requested:

- ☐ Information Item
- ☒ Approval/Ratification

**SUBJECT:                    Approval of Fields of Recruitment**

**PREPARED BY:        Human Resources Analysts**

**BACKGROUND:**

The District has a need to fill positions in the following classifications:

**Open & Promotional**

- **Coordinator of Operations and Transportation**
- **Custodian**
- **Payroll Supervisor**

**RECOMMENDATION:**

None

**FISCAL IMPACT:**

None

Action Requested:

☒ Information Item

☐ Approval/Ratification

**SUBJECT: Classified Employee Reception Update**

**PREPARED BY:** Kristy Colyer, Executive Assistant, Personnel Commission

**BACKGROUND:**

The Personnel Commission hosts a reception honoring the classified employees each year in May during Classified Employees Recognition Week. This year, the reception will be held on May 16, 2018 from 3:30 pm – 5:00 pm in the Board Room of the District Office.

Attached is the proposed invitation based on the recommendation for an “Ice Cream Social”. Food Services and I are working together to create a fun, enthusiastic atmosphere.

We will be honoring approximately 20 retirees and have 33 employees reaching a longevity milestone this year.

The Hayward Unified School District's  
Personnel Commission invites you to the



*Classified  
Employee's*

**ICE CREAM**

*social!*



**3:30-5:00PM**

**5.16.18**

**WEDNESDAY**



PLEASE JOIN THE PERSONNEL  
COMMISSION FOR AN ICE CREAM SOCIAL  
IN RECOGNITION OF THE 17-18 CLASSIFIED  
EMPLOYEE'S WEEK DESIGNED TO GIVE  
THANKS FOR THE CONTRIBUTIONS OF  
OUR CLASSIFIED EMPLOYEES.

**HUSD DISTRICT OFFICE  
BOARD ROOM  
24411 AMADOR ST. HAYWARD**

*Longevity Recognition and  
Retirement Honors*

**SEE PAGE 2**



## 2017-2018 Retirements



Bobbie Bankston  
Patricia Bautista  
Gaye Bermudez  
Dixie Davis  
Werner Heisserer  
Gail Hobbie  
Theresa Hug  
John Martallacci  
Linda Martinez  
Bernadette Ordonez

Joyce Paulo  
Evelyn Reina-Rueda  
Maria Ruiz  
Elise Stringent  
Elizabeth Thayne  
John Tibbetts  
Earl Watts  
Johnny Wong  
Arlene Wright  
Ray Ybarra



## Longevity Awards



### 40 Years

Betty Akai



### 30 Years

Sherilyn Edwards  
Janice McCready  
Debra Switzer

### 25 Years

Beverly Keil  
Tammy Koenig  
Brenda Vargas

### 20 Years



Sharon Arkebauer  
Kathrine Arzino  
Christine Aurilio  
Cheri Boykin Smith  
Barrett Brown  
Jacqueline Bustos  
Octavio Campbell  
Dean DeAnda  
Indra Deo  
Rhonda Ford  
Raelynn Gatchell  
Yolanda Gonzalez  
Kimberley Holmes

Leslie Jefferson-Taylor  
Joanne Jones  
Kelvin McClain  
Rosalind McMiller  
Andrea Munson  
Ricardo Ochoa  
Kyoko Patrick  
Abel Perez  
Russell Robinson  
Michael Sanzeri  
Sarita Sharma  
Teresa Silva-Gnagy  
Erick Wright





Action Requested:

☒ Information Item

☐ Approval/Ratification

**SUBJECT:**                    **Layoff Update**

**PREPARED BY:**        Fernando Yanez, Executive Director, Classified Human  
Resources & Personnel Commission

**BACKGROUND:**

Due to a lack of work and/or lack of funds, the attached classified layoff resolution was presented to and approved by the Board of Education on March 28, 2018. Meetings will be held with all labor partners concerning the impact and notices will be sent to all affected employees.

## Hayward Unified School District



### BOARD OF EDUCATION Resolution No. 1718-28

#### RESOLUTION IN THE MATTER OF REDUCTION/ELIMINATION OF CLASSIFIED SERVICES

WHEREAS, due to lack of funds and/or lack of work the Board hereby finds that it is in the best interest of the Hayward Unified School District that certain services now being provided by said school district be reduced/eliminated as follows:

#### **Grant Expiration**

The following positions are being reduced/eliminated due to the expiration of the Career Pathways Trust Grant.

Site	Position	Reduce/ Eliminate	Budget
Educational Services	Assessment Technician	0.25 FTE	Categorical \$22,775.12
Adult School	Office Specialist	1.0 FTE	Adult Ed \$74,789.09

#### **Bidwell to Treeview Move**

The following positions are being reduced/eliminated due to moving the classes on the Bidwell campus to the Treeview campus.

Site	Position	Reduce/ Eliminate	Budget
Bidwell	Attendance Clerk	0.25 FTE	General \$15,452.75
Bidwell	School Office Manager	1.0 FTE	General \$74,242.14
Bidwell	Senior Custodian	1.0 FTE	General \$81,477.56

#### **Department Reorganizations**

The following positions are being reduced/eliminated due to reorganizations within a department.

Site	Position	Reduce/ Eliminate	Budget
Business Services	Budget/Fiscal Analyst	1.0 FTE	General \$118,450.59
Student Services	YEP Site Coordinator	0.25 FTE	Categorical \$15,262.49

**Lack of Funding**

The following positions are being reduced/eliminated due to a reduction in available funding in the department or program.

Site	Position	Reduce/ Eliminate	Budget
Adult School	Child Development Assistant II	0.1563 FTE	Adult Ed \$8,425.80
SIAC Migrant Education	Child Development Assistant II	0.2 FTE	Categorical \$11,594.56

**School Site Council Decisions**

The following positions are being reduced/eliminated due to decisions made by School Site Councils (SSCs) in their Single Plan for Student Achievement (SPSA) development process.

Site	Position	Reduce/ Eliminate	Budget
Chavez	Computer Lab Technician	0.4 FTE	Categorical \$26,621.17
Chavez	Resource Center Assistant	0.4 FTE	Categorical \$26,721.21
Eldridge	Computer Lab Technician	0.15 FTE	Categorical \$11,558.57
Palma Ceia	Paraeducator Bilingual	0.5 FTE	Categorical \$28,851.79
Schafer Park	Paraeducator Bilingual	0.2 FTE	Categorical \$11,066.93
Schafer Park	SIP Program Assistant	0.2 FTE	Categorical \$11,867.42

**Staffing Adjustments**

The following positions are being reduced/eliminated due to staffing adjustments based on staffing allocations related to student enrollment.

Site	Position	Reduce/ Eliminate	Budget
Lorin Eden	Library Media Technician	0.05 FTE	Measure A \$3,310.83
Palma Ceia	Library Media Technician	0.05 FTE	Measure A \$2,483.13
Ruus	Library Media Technician	0.3 FTE	Measure A \$14,898.78

**New Classification**

The following positions are being eliminated, and a new classification aligned with board priorities is recommended.

<b>Site</b>	<b>Position</b>	<b>Reduce/ Eliminate</b>	<b>Budget</b>
Bret Harte	Parent Outreach Worker	0.5 FTE	Categorical \$38,528.58
Chavez	Parent Outreach Worker	0.75 FTE	Categorical \$55,108.93
Cherryland	Parent Outreach Worker	0.6875 FTE	Categorical \$51,542.45
Eden Gardens	Parent Outreach Worker	0.25 FTE	Categorical \$19,264.28
Eldridge	School Community Liaison	0.625 FTE	Categorical \$35,083.74
Harder	Parent Outreach Worker	1.0 FTE	Categorical \$78,252.19
Hayward High	Outreach Worker	0.9 FTE	Categorical \$68,866.51
Hayward High	School Community Liaison	0.75 FTE	Categorical \$40,234.00
Longwood	School Community Liaison	0.5 FTE	Categorical \$28,628.33
Mt. Eden	School Community Liaison	1.0 FTE	Categorical \$57,703.58
Muir	School Community Liaison	1.0 FTE	Categorical \$57,703.56
Park	School Community Liaison	0.5 FTE	Categorical \$24,897.90
Tyrrell	School Community Liaison	0.8 FTE	Categorical \$46,162.83
Winton	Parent Outreach Worker	1.0 FTE	Categorical \$80,086.53

**Vacant Positions**

The following vacant positions are being reduced/eliminated due to department reorganizations, lack of funding, and SSC decisions.

<b>Site</b>	<b>Position</b>	<b>Reduce/ Eliminate</b>	<b>Justification</b>
Business Services	Buyer	1.0 FTE	Department Reorganization
Business Services	Chief Financial Officer	1.0 FTE	Department Reorganization
Educational Information Technology Services	Electronics Technician	1.0 FTE	Department Reorganization
Educational Information Technology Services	Lead Publications & Reprographics Specialist	1.0 FTE	Department Reorganization
Education Services	Assessment Technician	1.0 FTE	Lack of Funding
Education Services	Office Specialist	1.0 FTE	Lack of Funding
Food Services	Child Nutrition Assistant	0.125 FTE	Department Reorganization
Food Services	Child Nutrition Field Supervisor	1.0 FTE	Department Reorganization
Food Services	Food Transporter/ Kitchen Operator	2.0 FTE	Department Reorganization
Food Services	Serving Kitchen Operator	0.75 FTE	Department Reorganization
Special Education	Paraeducator Severely Handicapped	0.8 FTE	Department Reorganization
Special Education	Paraeducator Severely Handicapped Health Care	0.813 FTE	Department Reorganization
Special Education	Speech Language Pathology Assistant	0.813 FTE	Department Reorganization
Student Services	Campus Safety Officer	1.0 FTE	Department Reorganization
Student Services	Field Coordinator	1.0 FTE	Department Reorganization
Student Services	YEP Program Leader	1.225 FTE	Department Reorganization
Adult School	Computer Lab Technician	1.0 FTE	Department Reorganization
Adult School	Lead Custodian	1.0 FTE	Lack of Funding
Adult School	Office Specialist	1.0 FTE	Lack of Funding
Adult School	Registrar	0.5 FTE	Department Reorganization
Bowman	Paraeducator Bilingual/Biliterate	0.8 FTE	Site Decision (SSC)
Burbank	Attendance Clerk	0.5 FTE	Site Decision (SSC)
Glassbrook	Paraeducator Bilingual	0.625 FTE	Site Decision (SSC)


Site	Position	Reduce/ Eliminate	Justification
Glassbrook	School Community Liaison	0.375 FTE	Site Decision (SSC)
Helen Turner	Child Development Assistant II	0.875 FTE	Site Decision
Independent Study	Paraeducator General	0.25 FTE	Site Decision (SSC)
Strobridge	Paraeducator Bilingual/Biliterate	0.5 FTE	Site Decision (SSC)
Tennyson	School Community Liaison	0.5 FTE	Site Decision (SSC)

NOW, THEREFORE BE IT RESOLVED that as of the close of business day on June 30, 2018, these classified positions set forth shall be reduced/eliminated to the extent herein above set forth.

BE IT FURTHER RESOLVED that the Executive Director, Classified Human Resources and Personnel Commission, or designee, is hereby authorized and directed to take appropriate employment actions.

PASSED AND ADOPTED by the following called vote this 28th day of March 2018.

Vote: 4-1-0  
Ayes: A. Walker, W. McGee, L. Brunner,  
R. Carlson  
Nays: L. Reynoso,  
Abstentions:  
Absent:

  
Clerk, Board of Education  
Hayward Unified School District  
Alameda County,  
State of California

Action Requested:

☐ Information Item

☒ Approval/Ratification

**SUBJECT:**           **1<sup>st</sup> Reading of New Job Description for Family Engagement, Outreach and Equity Specialist**

**PREPARED BY:**     Fernando Yañez, Executive Director, Classified Human Resources and Personnel Commission

**BACKGROUND:**

Currently there are three classifications to provide parent and community engagement-type functions. In response to the Board's priority to engage families more actively and feedback from various community forums, including LCAP development process, staff has collaborated with AEOTE and SEIU to develop this new classification.

The attached job description indicates incumbents will encourage and coordinate parent education and involvement in various District and school programs and other activities to ensure equity of opportunity and access; perform liaison duties among staff, community resources and parents; refer families to local agencies or services as appropriate; and utilize and update designated District communication and outreach portals and protocols.

## HAYWARD UNIFIED SCHOOL DISTRICT

TITLE:	<b>Family Engagement, Outreach and Equity Specialist</b>		
DEPARTMENT/SCHOOL:	<b>Student and Family Services</b>		
REPORTS TO:	<b>Assigned Supervisor</b>	CLASSIFICATION:	<b>Classified Technical and Clerical (AEOTE)</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>10 Months/ 197 Days 8 hours per day or duty days/hours as assigned</b>
APPROVED: Board: Commission:	<b>03/28/18</b>	SALARY GRADE:	<b>AEOTE Range 18</b>

### **BASIC FUNCTION:**

Encourage and coordinate parent education and involvement in various District and school programs and other activities to ensure equity of opportunity and access; perform liaison duties among staff, community resources and parents; refer families to local agencies or services as appropriate; utilize and update designated District communication and outreach portals and protocols.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Promote parent education and involvement in various District and school programs and other activities; provide information and materials to parents to assist them in utilizing community services and resources; refer families to local agencies or school services as appropriate
- Ensure that equity of opportunity and access to programs and services are attainable by all students and families
- Perform liaison duties among staff, community resources, agencies and parents; communicate with parents regarding student performance including attendance, behavior, academic achievement, health and medical problems as directed by supervisor(s)
- Collaborate as a member of a team composed of peers, other staff and community members
- Utilize and update designated District communication and outreach portals and protocols, such as websites, social media, telephone communications, to ensure accurate, timely, and consistent communication among all stakeholders and enhance opportunities for students and families
- Accompanied by an appropriate staff member, make home visits to engage or re-engage students and families to enhance student achievement; as appropriate, provide service to families in the form of guidance, advocacy, crisis intervention, and resource facilitation
- Unite outside organizations, schools and families; participate in community outreach such as community walks; contact community businesses to obtain donations and plan activities to enhance services for families
- Facilitate family participation in various activities that result in family empowerment and advocacy; identify and encourage recruitment of parent volunteers
- Conduct and/or coordinate parent training, activities and associated committees, including arranging training schedule, speakers, meeting sites and presentations; prepare and distribute related materials
- Assist in the formulation of educational goals and objectives utilizing the participation of parents, community members and school personnel



- Assist in compiling data for program evaluation, program design, and continual program improvement
- Represent the District at a variety of school and community meetings as directed
- Attend and participate in workshops and conferences as assigned

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Community resource organizations including various federal, State and local agencies

Organizational operations, policies and objectives

Policies and objectives of school programs and activities

Communication and outreach strategies and protocols, including public speaking techniques

**ABILITY TO:**

Perform liaison duties among staff, community resources, agencies and parents

Plan, organize and implement parent education and involvement activities and programs

Communicate effectively both orally and in writing

Utilize technology and a variety of media to leverage District outreach strategies and communicate efficiently

Demonstrate effective interpersonal skills using tact, patience and courtesy to ensure a harmonious and environment and productive working relationships

Learn, interpret, apply and explain policies, procedures, rules and regulations relative to work scope

Analyze situations accurately and adopt effective course of action

Meet schedules and time lines

Prepare and present oral presentations using a variety of media and to varied audiences

Maintain accurate records and prepare reports

Be flexible to perform work within changing priorities and flexible schedule, including nights and weekends

Work independently with little direction

Operate a computer and a variety of office and multi-media equipment

Perform a variety of clerical duties

**\*By June 1, 2019 incumbents assigned to this classification who held positions as *Outreach Worker, Parent Outreach Worker, or School Community Liaison* as of June 1, 2018 must pass the technical component of the Personnel Commission's eligibility assessment for this classification.**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years' experience working with community service, public relations or related activities

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

Some incumbents in this classification may be required to speak, read and write in a designated second language

**WORKING CONDITIONS:****ENVIRONMENT:**

Office, classroom and other instructional environments with constant interruptions; driving vehicle to various locations

**PHYSICAL DEMANDS:**

Mental acuity

Hearing and speaking to exchange information

Seeing to read a variety of materials using various media

Dexterity of hands and fingers to operate a computer and various equipment

Lifting, carrying, pushing, and or pulling objects typically weighing up to 25 lbs.

Reaching overhead, above shoulders and horizontally

Sitting and standing for extended periods of time

Bending at the waist or kneeling and crouching

Action Requested:

- ☐ Information Item
- ☒ Approval/Ratification

**SUBJECT:                Ratification of Eligibility Lists**

**PREPARED BY:        Human Resources Analysts**

**BACKGROUND:**

The District has an immediate need to update the eligibility lists in the following classifications:

- **Detention Room Assistant**
- **Director II, Business Support Services**
- **Field Coordinator**
- **Paraeducator – Severely Handicapped**
- **Paraeducator – Special Education**
- **YEP Program Leader (2)**

Staff affirms that the eligibility lists presented for ratification by the Personnel Commission have been compiled in accordance with all applicable federal and State of California laws, rules and regulations governing merit system classified school district employee recruitment and testing.

**RECOMMENDATION:**

It is recommended that the Personnel Commission ratify the above mentioned eligibility lists for use by the Hayward Unified School District.

**FISCAL IMPACT:**

Continuing vacancies in this classification will mean a loss of staff productivity and/or the District's ability to maintain a safe and healthy learning environment for students.



# Personnel Commission

24411 AMADOR STREET • POST OFFICE BOX 5000, Hayward CA 94540-5000  
Telephone (510) 784-2648 • Fax (510) 784-2696

Commissioners:  
PAT HODGES  
DIANE LAINE  
ANDREA PEIXOTO

FERNANDO YANEZ  
Executive Director

Classified Human Resources and Personnel Commission

**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**DETENTION ROOM ASSISTANT**  
**NO. 18-D142**

Rank	Last Name	First Name
1.00	REED	HUBERT
2.00	TRIL	MARIA
3.00	HABAD	ABDI
4.00	DIPSHIKA	DEEPIKA

List Expires: 09/16/2018

Signed By: [Signature] Date: 3/16/18



AN EQUAL OPPORTUNITY EMPLOYER



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Executive Director

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**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**DIRECTOR II, BUSINESS SUPPORT SERVICES**  
**NO. 18-D144**

Rank	Last Name	First Name
1.00	CHANG	VICKIE
2.00	OWEN	MARIA ARIEL
3.00	WEST	ANTONETTE
3.00	WILLIS	CONNIE
4.00	LAM	TZE-KI

**List Expires: 10/10/2018**

Signed By:  Date: 4/10/18



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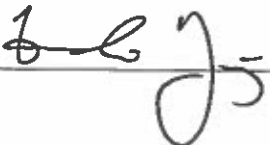
Commissioners:  
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FERNANDO YAÑEZ  
Executive Director  
Classified Human Resources and Personnel Commission

**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**FIELD COORDINATOR**  
**NO. 18-D147**

Rank	Last Name	First Name
1.00	TAYLOR	DENITA
2.00	ROMANO-PUGH	TIMOTHY
3.00	MCGARY	RAMONA
4.00	SALEM	ANNA
5.00	VARKO	VANESSA
6.00	HAGGINS	CURTIS
7.00	BENET	DAVID

**List Expires: 10/12/2018**

Signed By:  Date: 4/17/18



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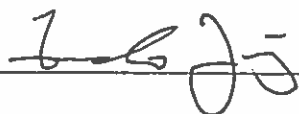
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FERNANDO YAÑEZ  
Executive Director

Classified Human Resources and Personnel Commission

**(MERGED)**  
**ELIGIBILITY LIST FOR:**  
**PARAEDUCATOR SEVERELY HANDICAPPED**  
**No. 18-D160**

Rank	Last Name	First Name	List Expires
1.00	OOKO	ELIZABETH	10/18/18
2.00	CABISTAN	RAQUEL	10/18/18
3.00	BEESTON	SARAH	10/18/18
3.00	HARDEN	ALISSA	10/18/18
4.00	MOYNIHAN	WILMA	10/18/18
4.00	WEAVER	MEGAN	05/06/18
5.00	MOMANYI	VIOLET	10/18/18
6.00	BARROS	BREONNIE	10/18/18
6.00	TOLENTINO	ALMA	10/18/18
7.00	VAZQUEZ	NANCY	10/18/18
8.00	TOMPKINS	LINETTE	10/18/18

Signed By:  Date: 4/18/18



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Executive Director

Classified Human Resources and Personnel Commission

**(MERGED)**  
**ELIGIBILITY LIST FOR:**  
**PARAEDUCATOR SPECIAL EDUCATION**  
**No. 18-D146**

Rank	Last Name	First Name	List Expires
1.00	SALGUERO	JOANNA	09/29/18
2.00	GARZA	ANTHONY	09/29/18
3.00	OOKO	ELIZABETH	09/29/18
4.00	JOHNSON	ROBERT	09/29/18
4.00	TRIL	MARIA	06/11/18
5.00	MONTES	CRISTINA	09/29/18
6.00	DIAZ	LUIS	09/29/18
7.00	REYNOSO	ERIKA	09/29/18
8.00	AYON	CINTHYA	09/29/18
8.00	CALIMEE	XIA	09/29/18
9.00	LINGAT	KRISTINE	09/29/18
10.00	MARTINEZ	MARIA	09/29/18
10.00	VIN	MYRIAM	09/29/18

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_

4/10/18



AN EQUAL OPPORTUNITY EMPLOYER





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**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**YEP PROGRAM LEADER**  
**No. 18-L122**

Rank	Last Name	First Name
1.00	JOSEPH	TIFFANY
2.00	FRAZIER	TAJAUNE
3.00	MOTA	JENNY
4.00	DELGADO	GABRIELA
5.00	ALVARADO	DENNISE
6.00	AYAZ	LOVE

List Expires: 9/16/2018

Signed By: [Signature] Date: 3/18/18



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**(OPEN & PROMOTIONAL)**  
**ELIGIBILITY LIST FOR:**  
**YEP PROGRAM LEADER**  
**No. 18-L130**

Rank	Last Name	First Name
1.00	TRAVIS	TANEISHA
2.00	GARCIA	KEVIN
3.00	COOPER	TERRI
4.00	JOHNSON	RAVEN
4.00	OGOLA	JASMINE
5.00	VENTURA	ROSAELIA
6.00	MANLEY	JEANINE
7.00	BROWN	TOMIKA
8.00	GARCIA	JOSE LUIS

List Expires: 10/13/2018

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_



AN EQUAL OPPORTUNITY EMPLOYER