

## PERSONNEL COMMISSION

**Regular Meeting Minutes  
Wednesday, May 16, 2018, 5:00 p.m.  
HUSD District Office  
Level B – Board 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](http://www.husd.us).

### A. OPEN SESSION

1. Chair Peixoto called the Regular Meeting of the Personnel Commission to order at 5:00 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 May 16, 2018

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

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

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

Commissioner Hodges thanked Personnel Commission Staff and Food Services for the Classified Employee Reception.

Vice-Chair Laine reported that she was a guest speaker on behalf of the Hayward Chamber of Commerce at Bret Harte Middle School. Ms. Laine also thanked everyone who attended the Hayward Education Foundation's Hero Dinner. Many honorees were classified employees. Finally, Ms. Laine thanked Personnel Commission Staff and Food Services for the Classified Employee's Reception.

Chair Peixoto echoed Commissioner Hodges and Vice-Chair Laine's sentiments in thanking staff and Food Services for the reception and stated the HUSD's Food Services

never disappoints.

**C. COMMENTS FROM UNION LEADERSHIP**

Ms. Higares thanked the Commission for the reception and reported that the Relay for Life was well attended.

**D. COMMENTS FROM DISTRICT ADMINISTRATION**

No comments.

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

Executive Director Yañez also echoed the sentiments from the Personnel Commissioners and thanked staff and Food Services for the Classified Employees Reception. It was a successful day and is always nice to break bread with our co-workers.

Mr. Yañez also reported that the California School Personnel Commission Association (CSPCA) has asked HUSD to be the satellite location of their annual Merit Academy. Mr. Yañez will be following up with our technology department to be sure the District can accommodate the equipment needed to do so. The Commission asked for an update on the Academy next meeting.

**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 following Personnel Commission Meetings:
  - a. Regular Meeting – April 25, 2018
  - b. Special Meeting – May 1, 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**

- **Database Systems Specialist**
- **Facilities Coordinator**
- **Family Engagement, Outreach and Equity Specialist**
- **School Crossing Guard**
- **School Office Manager – Bilingual Spanish Preferred**
- **Skilled Trades Worker – Plumbing**
- **YEP Leader**
- **YEP Site Coordinator**

## H. INFORMATION

### 1. Layoff update

Executive Director Yañez reported that through a concerted effort by our HR Analysts and staff all affected employees were given options for alternate placements.

## I. ACTION

### 1. PUBLIC HEARING: Approve the 2018-2019 Personnel Commission Operating Budget

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

### 2. Approve the 2018-2019 Personnel Commission Calendar

**Item was tabled.** The Commission directed staff to indicate if any meetings conflict with the Regular Board of Education Meetings.

### 3. Ratify the following Eligibility Lists for the classifications listed:

- **Coordinator of Operations and Transportation**
- **Custodian**
- **Payroll Supervisor**
- **School Crossing Guard**

**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

- Calendar
- Merit Academy

## 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 @ 6:03 pm.

**Next Regular Meeting of the Personnel Commission  
Wednesday, June 20, 2018, 5:30 p.m.  
HUSD District Office – Board Room, Level B**