

PERSONNEL COMMISSION

Regular Meeting
Monday, June 18, 2018, 5:30 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.

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 June 18, 2018

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

5. Recognition of Guest(s)
The Personnel Commission welcomed Assistant Superintendent Delia Ruiz and HR Analyst Lisa Thierry.

B. COMMENTS FROM MEMBERS OF THE PERSONNEL COMMISSION

Commissioner Hodges thanked staff for a nice retirement reception and wished everyone a happy summer break.

Vice Chair Laine attended the Tennyson High School athletic field ribbon cutting. Ms. Laine worked at Tennyson High for 11 years and was pleased to see such a large turnout for the event.

Ms. Laine also attended the District retirement reception and was disappointed to see how few administrators were there to support their staff.

Chair Peixoto attended the ribbon cutting for Tennyson's athletic field.

C. COMMENTS FROM UNION LEADERSHIP

No comments.

D. COMMENTS FROM DISTRICT ADMINISTRATION

Assistant Superintendent of Human Resources Delia Ruiz thanked the Personnel Commission for another year of service on behalf of the District.

E. REPORTS FROM THE EXECUTIVE DIRECTOR OF CLASSIFIED HUMAN RESOURCES

Executive Director Yañez reported that Executive Cabinet members met offsite today to begin planning for the next school year. Executive Director Yañez also attended the Winton Middle School promotion at Chabot College earlier this week.

Executive Director Yañez announced the retirement of Personnel Commission staff member, HR Analyst Lisa Thierry. Lisa was with the District for almost 20 years and with the Personnel Commission for the last 7 years. Lisa will be moving to Washington to be with her two grandsons. The Commissioners joined Executive Director Yañez in congratulating her on her retirement and wishing her the best.

F. ITEMS FROM THE PUBLIC

No comments.

G. CONSENT AGENDA

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

1. Adopt Minutes from the Regular Personnel Commission Meeting of May 16, 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

- **Academic Vocational Evaluator**
- **Accounting Specialist**
- **CWA Outreach Worker**
- **School Business Assistant**
- **Translator/Interpreter - Spanish**
- **YEP Operations Supervisor**

H. INFORMATION

1. Layoff update

The District has been able to rescind 9 layoff notices since the Board of Education approved the action. Staff has been working diligently in minimizing the impacts.

2. 1st reading of proposed new job description for Parent Involvement Project Liaison

The Personnel Commission requested a special meeting in July to approve the proposed job description.

I. ACTION

1. Approve the request to designate the existing eligibility list for School Office Manager-Bilingual Spanish as most appropriate list for Attendance Clerk-Bilingual Spanish and Office Specialist-Bilingual Spanish

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

2. Approve the 2018-2019 Personnel Commission Calendar

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

The April meeting was changed to April 24th due to Spring Break.

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

- **Facilities Coordinator**
- **School Crossing Guard**
- **School Office Manager, Bilingual Spanish Preferred**
- **Trades Supervisor**
- **YEP Program Leader**
- **YEP Site Coordinator**

**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

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 @ 6:47 p.m.

**Next Regular Meeting of the Personnel Commission
Wednesday, August 15, 2018, 5:30 p.m.
HUSD District Office – Board Room, Level B**