



THE PERSONNEL COMMISSION
(supporting education through merit)
OXNARD SCHOOL DISTRICT
NOTICE OF **SPECIAL** MEETING
AGENDA

Thursday, February 8, 2018
4:00 p.m. SPECIAL MEETING
Oxnard Room of the ESC
1051 South A Street, Oxnard, CA 93030

A. ORDER OF BUSINESS

1. Call Meeting To Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of Minutes of November 11, 2017, December 14, 2017 and January 11, 2018

B. COMMENTS BY THE PUBLIC

Public Comment provides the public an opportunity to address the Personnel Commission ("Commission") on non-agenda items. The Commission may not deliberate or take any action on items raised during this portion of the meeting.

C. ACTION ITEMS

1. Installation of New Commissioner – Paul Robinson, Joint-Appointee
2. Robert Rules of Order - Governance In-service with Guest Presenter
3. Establishment of three (3) Class Descriptions in the Payroll Specialist Series.

Note: In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

D. REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

These items are presented for information or study only, no action will be taken.

1. Acknowledge receipt of letters from A. Crouch and T. Torlakson
2. Receipt of Personnel Commission Budget (handout)
3. Personnel Actions
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting classified personnel.

4. Director's Report
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
5. The CSEA may report on Human Resources issues of interest to the District.
6. The District representative may report on human resources issues of interest to the District.
7. Report by Commissioners
The Commissioners will report on issues concerning Commission administration.

E. CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

Persons wishing to address the Personnel Commission on an agenda item identified in the Closed Session agenda may address the Personnel Commission.

The Personnel Commission will convene to closed session for the following items:

1. Pursuant to Section 54957 of the Government Code, the Commission will consider personnel matters concerning :

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
2. Reconvene to open session and report out of closed session.

The Commission will report on any action taken in closed session or take action on any item considered in closed session as may be required by Government Code Section 54957.1.

F. ADJOURNMENT