A. CALL TO ORDER – 2:30 p.m.

B. APPROVAL OF AGENDA
Personnel Administrator Franklin Felizardo requested to table the Personnel Department Operating Procedures Manual agenda item under action item G2. Associate Superintendent, Human Resources/Teacher & Administrator Development Lori Musso supported the recommendation since HR did not have a chance to review the document.

Commissioner Christine Coffey accepted the amendment to remove item G2 from the agenda.

Action: A motion to approve the December 12, 2018 regular meeting agenda with the amendment was made and seconded. Motion passed and agenda was approved as amended.

C. APPROVAL OF MEETING MINUTES #544 – November 14, 2018

Action: A motion to approve the November 14, 2018 meeting minutes was made and seconded. Motion passed and minutes were approved as presented.

D. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS
New Superintendent Nancy Magee addressed the Personnel Commission and provided an update from San Mateo County Office of Education (SMCOE) Board of Education and Superintendent’s office.
Superintendent Magee reported about the SMCOE Holiday festivities simultaneously celebrated that day at the Anne Campbell Center, El Portal school site, and the County Office.

Discussion ensued.

E. PUBLIC/EMPLOYEE COMMUNICATIONS
None to report.

F. INFORMATION ITEMS
1. Recruitment and Selection Update/Staffing Report

Human Resources Analyst Eric SooHoo provided the Commission an update on recruitment.

Mr. SooHoo announced that Personnel Department has open recruitment for the Custodial Maintenance Worker and Substitute Paraeducator-Special Education positions. Written examinations were conducted on Monday, December 10, 2018 for the Paraeducator-Special Education multiple positions. Oral board interviews were scheduled in the following week for the Paraeducator-Special Education multiple positions. Staff anticipates conducting the Oral board interviews for the Coordinator-School Safety & Risk Prevention position in early January, 2019.

Mr. SooHoo concluded that certification lists were completed for the Executive Assistant III-Confidential and Paraeducator-Special Education positions.

CSEA 887 President, Lauriene Mouton requested for an update regarding the status of the vacant position Administrative Assistant III in the Information Technology Services department. Ms. Mouton pointed out that the position has been vacant for two years and questioned why it has not been posted to open recruitment.

Franklin Felizardo responded that the job description was sent to Educational Management Solutions (EMS) for review and he is just waiting for the job description and the salary.

Information Technology Services Administrator Lorrie Owens emphasized that the position in discussion is a new position and not the Administrative Assistant III position. Ms. Owens does not intend to create a requisition for the Administrative Assistant III position.

Discussion ensued.

2. Personnel Administrator’s Report
None to report.

3. Staffing & Compensation Study – Educational Management Solutions (EMS)

Larry Hunn, a representative of Educational Management Solutions (EMS), addressed the Commission and provided a detailed presentation about the EMS software in relation to the SMCOE classification and staffing study that EMS is currently conducting.
G. ACTION ITEMS

1. Election of Officers – Personnel Commission Re-Organization

Personnel Commission action is requested to elect a Chairperson and a Vice-Chairperson in accordance with Merit System Rule 20.3 to serve a one-year term until their successors are duly elected.

Action: A motion to rotate Commissioners for the seats of Chairperson and Vice-Chairperson in the annual election of the Personnel Commission was made and seconded. Motion passed and approved by two votes.

2. Personnel Department Operating Procedures Manual

This item was tabled until the next Personnel Commission meeting.

3. Merit System Rules Revision – Chapter 30: Position Classification Plan

Franklin Felizardo presented to the Personnel Commission a draft of the Merit System Rules – Chapter 30: Position Classification Plan with suggested changes.

Discussion ensued.

Action: A motion to approve the Merit System Rules – Chapter 30: Position Classification Plan with the amendments was made and seconded. Motion passed and was approved by two votes.

4. New Positions – Paraeducator, Special Education

Personnel Commission action is requested to classify five (5) new positions within the Special Education K-12 Services program as a Paraeducator-Special Education at the CSEA 158 salary range 9 ($19.69 - $23.94).

Action: A motion to approve five (5) new positions within the Special Education K-12 Services program as a Paraeducator-Special Education at the CSEA 158 salary range 9 ($19.69 - $23.94) was made and seconded. Motion passed and was approved by two votes.

5. Update to Classification – Braille Transcriber

Personnel Commission action is requested to approve the title change of the updated classification from Braille Transcriber to Alternative Media Specialist and approve the updated classification in the Student Services Division as Alternative Media Specialist.

Discussion ensued.

Action: A motion to approve the title change of the updated classification from Braille Transcriber to Alternative Media Specialist and approve the updated classification in the
Student Services Division as *Alternative Media Specialist* was made and seconded. Motion passed and was approved by two votes.

6. **Approval of Eligibility Lists**

Personnel Commission action is requested to ratify the open eligibility lists developed for the *Executive Assistant III-Confidential* and *Paraeducator-Special Education* classifications in accordance with Education Code Section 45272.

**Action:** A motion to ratify the open eligibility lists developed for the *Executive Assistant III-Confidential* and *Paraeducator-Special Education* classifications was made and seconded. Motion passed and was approved by two votes.

**H. PUBLIC COMMENT RE CLOSED SESSION ITEM(S)**

None to report.

**I. CLOSED SESSION**

(1) Public Employee Performance Evaluation (*Govt. Code § 54957*)
   
   Title: Administrator, Personnel Commission Services

   The Commission adjourned the meeting and moved into closed session at 3:22 p.m.

**J. RECONVENE IN OPEN SESSION**

The Commission reconvened and reopened the meeting to the public at 3:50 p.m.

No action was taken during closed session.

**K. NEXT MEETING**

The next Personnel Commission regular meeting is scheduled on January 9, 2019 at 2:30 p.m.

**L. ADJOURNMENT**

Having no further business, Commissioner Christine Coffey adjourned the meeting at 3:50 p.m.