A. CALL TO ORDER – 2:34 p.m.

B. APPROVAL OF AGENDA

Action: A motion to approve the January 10, 2018 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

C. APPROVAL OF MEETING MINUTES #531 – December 13, 2017

Action: A motion to approve the December 13, 2017 regular meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

D. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

Superintendent Anne Campbell addressed the Personnel Commission and provided an update from the San Mateo County Office (SMCOE) Board of Education and the Superintendent’s office.

Ms. Campbell reported that the SMCOE Board of Education recently held their Annual Reorganization Meeting electing Susan Alvaro as the new President and Hector Camacho as the new Vice President. As part of the SMCOE Strategic Plan, the Board of Education is almost done conducting their outreach to all twenty-three School Districts. Each Board member visited the local School Board they represent where they presented at the District Board meetings regarding highlights of the SMCOE strategic plan. The Board of Education is scheduled to have a retreat at the end of January focusing on progress and how to move forward with the Strategic Plan.

Ms. Campbell presented particular issues each of the twenty-three Districts have including affordable housing for employees, the draining of qualified classified and certificated staff due to the housing problem, and the teacher pipeline issue where not many students are getting into the teaching program causing shortage of teachers. On Commissioner Christine Coffey’s question
regarding SMCOE’s credentialing program, Ms. Campbell responded that SMCOE has at least thirty-five classified employees from different Districts throughout the San Mateo County enrolled in the program with Associate Superintendent Musso taking the lead on the credentialing program.

Superintendent Campbell presented another issue that La Honda-Pescadero Unified School District (USD) is faced with, which was discussed during her visit at the District with Board President Alvaro. La Honda-Pescadero USD is the County’s smallest District based on student population and is considered the County’s largest District geographically. The Peninsula Open Space Trust’s purchasing large parcels of land brings concerns to the District. When the land’s property taxes roll over to its new owner(s), the La Honda-Pescadero USD’s revenue is impacted significantly as it is supported by its property taxes. District officials requested for the SMCOE Board to look into the possibility of drafting a policy that may help address this issue.

Discussion ensued.

E. PUBLIC/EMPLOYEE COMMUNICATIONS

None to report.

F. INFORMATION ITEMS

1. Recruitment and Selection Update/Staffing Report

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

Mr. SooHoo announced that Personnel Department has open recruitment for the Paraeducator, Special Education position. Written examinations are scheduled for the Administrative Assistant III position on January 11, 2018. Oral board examinations are scheduled on Wednesday, January 17, 2018 for the Support Services Technician position.

Mr. SooHoo concluded that the certification lists for the Manager, District Business Services and the Project Specialist, Safe Routes to School positions are ready for the Commission to ratify. Both positions are at its final interview process.

2. Personnel Administrator’s Report

Franklin Felizardo addressed the Personnel Commission and provided an update on current activities of the department.

Mr. Felizardo announced that he is almost done updating the Personnel Commissioners’ handbook and that the Personnel Commission should be getting the updates within the week.

Mr. Felizardo concluded that during the break, the Human Resources, Payroll, and Personnel departments held another meeting regarding department processes.

G. ACTION ITEMS

1. Approval of Eligibility Lists

Personnel Commission action is requested to ratify the open eligibility lists developed for the Manager, District Business Services and the Project Specialist, Safe Routes to School classifications in accordance with Education Code Section 45272.
Action: A motion to ratify the open eligibility lists developed for the Manager, District Business Services and the Project Specialist, Safe Routes to School classifications was made and seconded. Motion passed and unanimously approved.

H. PUBLIC COMMENT RE CLOSED SESSION ITEM(S)
None to report.

I. CLOSED SESSION
Public Employee Performance Evaluation (Govt. Code § 54957)
Title: Administrator, Personnel Commission Services Staff

The Commission adjourned the meeting and moved into closed session at 2:43 p.m.

J. OPEN SESSION
The Commission reconvened and reopened the meeting to the public at 4:05 p.m.

No action was taken during closed session.

K. NEXT MEETING
The next Personnel Commission regular meeting is scheduled on February 14, 2018 at 2:30 p.m.

L. ADJOURNMENT
Having no further business, Commissioner Christine Coffey adjourned the meeting at 4:06 p.m.