SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING MINUTES
Meeting #534
March 14, 2018 – 2:30 p.m.

Commission Members Present: Christine Coffey, Commissioner
Paul Scannell, Commissioner

Commission Staff Present: Franklin Felizardo
Lycette Kintanar
Eric SooHoo

Others Present: Anne Campbell, Superintendent
Anne Bartlett
Marco Chavez
Robert Fuertes
Margie Gustafson
Diem Hoang
Patricia Love

A. CALL TO ORDER – 2:30 p.m.
Commissioner Christine Coffey opened the public meeting with Commissioner Paul Scannell in attendance.

Ms. Coffey acknowledged Commissioner Chelsea Bonini’s absence. She announced that the Commission will table the Merit System Rules Revision agenda item until the next Personnel Commission meeting when Ms. Bonini will be in attendance.

B. APPROVAL OF AGENDA

Action: A motion to approve the March 14, 2018 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

C. APPROVAL OF MEETING MINUTES #533 – February 14, 2018

Action: A motion to approve the February 14, 2018 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.

Superintendent Campbell reported that the County Office and the Board of Education sponsored the 10th Annual Zap the Gap Conference on Monday, March 12, 2018. The event focused on activities in various School Districts that are working on closing the achievement and opportunity gap. The event was featured in the San Mateo Daily Journal on the following day. Ms. Campbell thanked Dr. Gary Waddell, Deputy Superintendent of Instructional Services Division, for taking the lead in organizing the event.
Ms. Campbell announced that SMCOE also hosted the Elevating and Celebrating Effective Teaching and Teachers (ECET²) conference on Saturday, March 10, 2018. The annual event provides a forum for exceptional teachers to network and do professional development together.

Superintendent Campbell concluded that on Saturday, March 17, 2018, SMCOE will be hosting the Annual Teacher Recruitment Fair spearheaded by Lori Musso, Associate Superintendent of Human Resources/Teacher & Administrator Development. Ms. Campbell hopes to see a good turn-out in attendance for this event.

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 not opened any new recruitment recently. Written examinations are scheduled for the Manager, District Business Services position on Thursday, March 15, 2018 and for the Administrative Assistant II position on Monday, March 19, 2018. There are no oral board interviews currently scheduled.

   Personnel Staff has completed the certification list for the Paraeducator, Special Education position and will be presenting it to the Commission for ratification.

   Mr. SooHoo informed the Commission of an existing list for the Administrative Assistant I open position. He emphasized that five employees have been hired in the past from the same certification list.

2. Personnel Administrator’s Report

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

   Mr. Felizardo reported that the Request for Proposal (RFP) for the classification study is currently open. This project is administered by Deputy Superintendent of Business Services Denise Porterfield. He is currently working with Lori Musso and the HR department to discuss classified staffing.

   Mr. Felizardo declared that employee survey is up and the committee hopes to get more responses from participants.

G. ACTION ITEMS
1. Merit System Rules Revision – Chapter 20: Commission Organization and Administration

   Personnel Commission tabled the agenda item until the next Commission meeting.
2. **New 1.0 FTE Classification – Multimedia Designer**

   Personnel Commission action is requested to approve one new classification in the Superintendent’s Office as Multimedia Designer and the recommended salary placement for the new classification at the CSEA 887 salary grade 136.

   Commissioner Paul Scannell requested for an explanation of the responsibilities of the new position.

   Superintendent Anne Campbell addressed the Commission and provided a thorough explanation of the job specifications and position responsibilities.

   **Action:** A motion to approve one new classification in the Superintendent’s Office as Multimedia Designer and the recommended salary placement for the new classification at the CSEA 887 salary grade 136 was made and seconded. Motion passed and unanimously approved.

3. **Approval of Eligibility Lists**

   Personnel Commission action is requested to ratify the open eligibility list developed for the Paraeducator, Special Education classification in accordance with Education Code Section 45272.

   **Action:** A motion to ratify the open eligibility list developed for the Paraeducator, Special Education classification was made and seconded. Motion passed and unanimously approved.

**H. NEXT MEETING**

The next Personnel Commission regular meeting will be held on a different date other than what was originally scheduled.

The Commission will confirm the change at a later date based on Commissioner Chelsea Bonini’s availability.

**I. ADJOURNMENT**

Having no further business, Commissioner Christine Coffey adjourned the meeting at 2:40 p.m.