



SAN LORENZO UNIFIED SCHOOL DISTRICT
Personnel Commission

**Minutes for Regular Meeting
September 13, 2017**

- CALL TO ORDER Commissioner Polvorosa called the meeting to order at 4:33 p.m.
- FLAG SALUTE Commissioner Souza led the flag salute.
- ROLL CALL Commissioners Polvorosa, Kingdon and Souza were present.
- APPROVE AGENDA A motion to approve the September 13, 2017 Meeting Agenda was made by Commissioner Souza and seconded by Commissioner Kingdon.
- Comments: None
- Ayes: Polvorosa, Kingdon, Souza
- PUBLIC COMMENT Doug Marr, SEIU, Asked if the Assistant Superintendent of Human Resources was going to be posted as certificated or classified.
- APPROVE MINUTES A motion to approve the August 9, 2017 Meeting Minutes was made by Commissioner Souza and seconded by Commissioner Kingdon.
- Comments: None
- Ayes: Polvorosa, Kingdon, Souza
- APPROVE EXAMINATIONS A motion to approve the following examinations to establish two separate eligibility lists was made by Commissioner Souza and seconded by Commissioner Polvorosa.
- Administrative Assistant
 - Attendance Technician
 - Campus Security Officer
 - Elementary School Cashier
- Comments: Mr. Marr, Neva Rowden, CSEA and Cindy Ornellas, CSEA Commented
- Ayes: Polvorosa, Kingdon, Souza
- A motion to approve the following examinations was made by Commissioner Souza and seconded by Commissioner Polvorosa.
- District Translator/Interpreter (Spanish)
 - School Lunch Helper I

Comments: None

Ayes: Polvorosa, Kingdon, Souza

APPROVE ELIGIBILITY
LISTS

A motion to approve the following Eligibility Lists was made by Commissioner Souza and seconded by Commissioner Polvorosa.

- Accounting Technician
- Paraeducator Autistic
- Paraeducator PH/SH
- Paraeducator Special Education
- Payroll Technician

Comments: Mr. Marr and Cindy Ornellas commented

Ayes: Polvorosa, Souza

DISCUSSION &
ACTION

Director Perez discussed the need to take action on the following items:

- Merit Rule Revision Committee
- First Reading of Merit Rule 11.2 Salary on Employment
- Request to Post for Benefits Technician

A motion to create a Merit Rule Revision Committee was made by Commissioner Souza and seconded by Commissioner Kingdon.

Comments: Ms. Ornellas commented

Ayes: Polvorosa, Kingdon, Souza

Director Perez discussed the details of the First Reading of the proposed revision to the Merit Rule 11.2 Salary on Employment. No action was taken.

Comments: Mr. Marr and Ms. Rowden commented.

Director Perez discussed the need to post the Benefits Technician announcement with language to attract applicants with benefits experience. The Commission asked that Director Perez rewrite the announcement to include language that did not include the language of the new classification specification currently being negotiated. The New announcement must include Position Control in the title. No action was taken.

Comments: Ms. Ornellas and Ms. Rowden commented.

COMMISSIONER'S
REPORT

Commissioner Kingdon remembered Kevin Joyce, Groundskeeper for .San Lorenzo USD.

Commissioner Souza left the meeting at 6:54 p.m. to return during closed session.

DIRECTOR'S REPORT	None
PUBLIC COMMENT	<p>Ms. Ornellas commented on the possible interim Assistant Superintendent of Human Resources. She wants someone with experience in Human Resources. Ms. Ornellas asked the Commissioners to talk with Board members.</p> <p>Ms. Rowden commented on the need to plan for Paraeducator training and professional development.</p>
RECESS TO CLOSED SESSION	<p>Commissioner Polvorosa recessed to Closed Session at 7:03 p.m. (1 Matter)</p> <p><i>Government Code §54954.5 Public Employee Performance Evaluation</i> <i>Title: Director of Classified Personnel.</i></p>
RECONVENE TO OPEN SESSION	<p>Commissioner Polvorosa reconvened to Open Session at 7:55 p.m. Commissioner Polvorosa reported a positive evaluation.</p>
ADJOURNMENT	<p>Commissioner Polvorosa adjourned the meeting at 7:56 p.m.</p>
NEXT REGULAR MEETING	<p>The next Regular Personnel Commission Meeting will be held on Wednesday, October 12, 2017 in the San Lorenzo District Office Board Room.</p>