

San Lorenzo Unified School District
Regular Meeting of the Personnel Commission
Wednesday, November 8, 2017 at 4:30 p.m.
The Board Room
15510 Usher Street
San Lorenzo, CA 94580

In accordance with Government Code § 54957.5 (b) (1), writings relating to a Personnel Commission meeting agenda item that are distributed to at least a majority of Commissioners less than 72 hours before a noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the District administrative offices, 15510 Usher Street, San Lorenzo, CA 94580 during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission's website at www.slzsd.org

1. **Call to Order**
2. **Flag Salute**
3. **Commissioner Roll Call**

Isabel Polvorosa, Chair	<input type="checkbox"/> present	<input type="checkbox"/> absent
Marvin Kingdon, Vice-Chair	<input type="checkbox"/> present	<input type="checkbox"/> absent
Diana Souza, Member	<input type="checkbox"/> present	<input type="checkbox"/> absent
4. **Approve the Agenda of November 8, 2017** **ACTION**
5. **Public Comment**
Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda.
6. **Approve the Meeting Minutes for the Following:** **ACTION**
 - **October 11, 2017**
7. **Approve the Following Eligibility Lists:** **ACTION**
 - **Campus Security Officer**
 - **Computer Media Specialist**
 - **Director of Child Nutrition and Food Services Assistant**
 - **Financial Technician**
 - **School Lunch Helper I**
 - **Speech Language Pathology Assistant**
 - **Registrar**
8. **Discussion** **INFORMATION**
The following item is presented for information and discussion only. No action will be taken on these items at this time.
 - a) **First Reading: Merit Rule 11.2 Salary on Employment – Attachment A**
 - b) **Annual Report for Fiscal Year 2016-2017- Copies will be provided to the public at the Personnel Commission meeting.**
9. **Commissioner's Report** **INFORMATION**



SAN LORENZO UNIFIED SCHOOL DISTRICT
Personnel Commission

**Minutes for Regular Meeting
October 11, 2017**

- CALL TO ORDER Commissioner Polvorosa called the meeting to order at 4:30 p.m.
- FLAG SALUTE Commissioner Kingdon led the flag salute.
- ROLL CALL Commissioners Polvorosa, Kingdon and Souza were present.
- APPROVE AGENDA A motion to approve the October 11, 2017 Meeting Agenda was made by Commissioner Souza and seconded by Commissioner Kingdon.
- Comments: None
- Ayes: Polvorosa, Kingdon, Souza
- PUBLIC COMMENT None
- APPROVE MINUTES A motion to approve the September 13, 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 was made by Commissioner Souza and seconded by Commissioner Kingdon.
- Elementary School Cashier
 - Paraeducator
 - Paraeducator - Autistic
 - Paraeducator – Physically Handicapped/Severely Handicapped
 - Paraeducator – Special Education
 - School Lunch Helper I
- Comments: Commissioner Souza asked Director Perez to look into whether the examinations need to be approved by the Personnel Commission. Cindy Ornellas, CSEA, Doug Marr, SEIU and Angelica Huerta, PTSA President, Commented
- Ayes: Polvorosa, Kingdon, Souza

APPROVE ELIGIBILITY
LISTS

A motion to approve the following eligibility lists was made by Commissioner Souza and seconded by Commissioner Kingdon.

- Administrative Assistant (Promotional and Open Lists)
- Assistant Superintendent, Business Services
- Computer Media Specialist
- Director of Facilities and Operations (Promotional and Open Lists)
- Office Manager (Promotional and Open Lists)

Comments: None

Ayes: Polvorosa, Kingdon, Souza

REVISION OF MERIT
RULES

A motion to invalidate the Merit Rules date 2015 and default back to the Merit Rules of 2011 effective October 11, 2017 was made by Commissioner Souza and seconded by Commissioner Kingdon.

Comments: None

Ayes: Polvorosa, Kingdon, Souza

REQUEST TO POST
POSITION
CONTROL/BENEFITS
TECHNICIAN

A motion to post the Position Control/Benefits Technician as prepared in Attachment B was made by Commissioner Souza and seconded by Commissioner Kingdon.

Comments: Ms. Ornellas and Mr. Marr commented.

Ayes: Polvorosa, Kingdon, Souza

COMMISSIONER'S
REPORT

Commissioner Souza expressed appreciation to CSEA and staff for the work and collaboration to get the Position Control/Benefits Technician posted.

DIRECTOR'S REPORT

Director Perez received possible dates for a joint Board of Education and Personnel Commission meeting from the Superintendent's Office. The dates offered are:

- January 23, 2018
- January 30, 2018
- February, 13, 2018
- February 27, 2018
- March 13, 2018
- March 27, 2018

Commissioner Souza suggested that she would like to meet at a school site.

RECESS TO CLOSED
SESSION

Commissioner Polvorosa recessed to Closed Session at 5:30 p.m. (1 Matter)

Government Code §54956.9 Pending Litigation-Client Privilege.

RECONVENE TO OPEN SESSION	Commissioner Polvorosa reconvened to open session at 5:45 p.m. Commissioner Polvorosa stated that there was nothing to report.
PUBLIC COMMENT	Ms. Ornellas requested that the Personnel Commission select the CSEA member to attend the Paraeducator Conference in 2018.
ADJOURNMENT	Commissioner Polvorosa adjourned the meeting at 7:47 p.m.
NEXT REGULAR MEETING	The next regular Personnel Commission Meeting will be held on Wednesday, November 8, 2017 in the San Lorenzo District Office Board Room.

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**PROMOTIONAL AND COMPETITIVE
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Campus Security Officer

ANNUAL SALARY: \$20.46 – 24.99 Range 15 SEIU

ESTABLISHED: October 9, 2017 LIST EXPIRES: October 9, 2018

EXAMINATIONS:

<u>Application & Résumé</u>	PASS/FAIL
<u>Written Examination</u>	50%
<u>Oral Examination</u>	50%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Shalandra Cotton</u>
<u>2.</u>	<u>Monlia Wu</u>
<u>3.</u>	<u>Anthony Wadley</u>
<u>4.</u>	<u>Rhianna Nunes</u>
<u>4.</u>	<u>Teresa Saucido</u>
<u>5.</u>	<u>Christopher Biringer</u>
<u>6.</u>	<u>Daniel Bejarano</u>
<u>6.</u>	<u>James Reed</u>
<u>7.</u>	<u>Isabel Ochoa</u>

COMMENTS:	Applications Received:	60
	Passed Screening:	32
	Written Exam Attendees:	14
	Passed Written Exam	09
	Oral Exam Attendees:	09
	Passed Oral Exam Process:	09
	Total on Eligibility List:	09

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

10/10/2017
Date


Signature

Personnel Commission Approval _____
Date

San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580

**COMPETITIVE
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Computer Media Specialist

HOURLY SALARY: \$18.37-\$22.38 Range 52 CSEA

ESTABLISHED: November 1, 2017 LIST EXPIRES: November 1, 2018

EXAMINATIONS:

<u>Application & Résumé</u>	<u>PASS/FAIL</u>
<u>Written</u>	<u>50%</u>
<u>Technical Oral</u>	<u>50%</u>


CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Paula McKay</u>
<u>2.</u>	<u>Sanjna Chand</u>

COMMENTS: Applications Received: 17
Passed Screening: 10
Passed Written: 3
Passed Oral Board: 2
Total on Eligibility List: 2

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

11/2/2017
Date


Signature

Personnel Commission Approval _____
Date

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**OPEN & PROMOTIONAL
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Director of Child Nutrition & Food Services Assistant

ANNUAL SALARY: \$62,228-79,991 Range 24 SLMA

ESTABLISHED: October 31, 2017 LIST EXPIRES: October 31, 2018

EXAMINATIONS:

Application & Résumé	PASS/FAIL
Written Examination	50%
Oral Examination	50%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
1.	<u>Thomas Kim</u>
2.	<u>Sally Reese</u>

COMMENTS: Applications Received: 12
Passed Screening: 04
Passed Written/Oral Exam Process: 02
Total on Eligibility List: 02

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

10/31/2017
Date


Signature

Personnel Commission Approval _____
Date

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**Promotional & Open
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Financial Technican

HOURLY SALARY: \$20.29 – 24.71 Range 56 CSEA

ESTABLISHED: October 20, 2017 LIST EXPIRES: October 20, 2018

EXAMINATIONS:

<u>Application & Résumé</u>	<u>PASS/FAIL</u>
<u>Written Examination</u>	<u>50%</u>
<u>Oral Technical</u>	<u>50%</u>

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Shawn Gage</u>
<u>2.</u>	<u>Catherine Stillman</u>
<u>3.</u>	<u>Maria Araujo Medina</u>
<u>3.</u>	<u>Thurein Htun</u>
<u>4.</u>	<u>Ayanna Alvarez</u>
<u>4.</u>	<u>Elnora Turner</u>

COMMENTS:	Applications Received:	30
	Passed Screening:	18
	Passed Written Exam	07
	Oral Exam Attendees:	06
	Passed Performance/Oral Exam:	06
	Total on Eligibility List:	06

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

10/23/17
Date


Signature

Personnel Commission Approval _____
Date

**San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580**

**COMPETITIVE
ELIGIBILITY LIST FOR:**

CLASSIFICATION: School Lunch Helper I
HOURLY SALARY: \$13.77-\$16.94 Range 6 SEIU
ESTABLISHED: September 27, 2017 LIST EXPIRES: September 27, 2018

EXAMINATIONS:

<u>Application & Résumé</u>	<u>PASS/FAIL</u>
<u>Written Examination</u>	<u>50%</u>
<u>Oral Examination</u>	<u>50%</u>

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Sarah Junsay</u>
<u>2.</u>	<u>Maria Martinez</u>
<u>2.</u>	<u>Elisenda Ovalle</u>

COMMENTS: Applications Received: 15
Passed Screening: 09
Passed Written Exam: 03
Passed Oral Exam: 03
Total on Eligibility List: 03

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

10/23/17
Date


Signature

Personnel Commission Approval _____
Date

San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580

**Open Competitive
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Speech Language Pathology Assistant

HOURLY SALARY: \$30.09 – 36.67 Range 72 CSEA

ESTABLISHED: October 31, 2017 LIST EXPIRES: October 31, 2018

EXAMINATIONS:

<u>Application & Résumé</u>	PASS/FAIL
<u>Oral Examination</u>	100%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Lanee Herndon</u>

COMMENTS: Applications Received: 11
Passed Screening: 05
Oral Exam Attendees: 02
Passed Oral Exam: 01
Total on Eligibility List: 01

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

10/31/2017
Date


Signature

Personnel Commission Approval _____
Date

San Lorenzo Unified School District
Personnel Commission
15510 Usher Street, San Lorenzo, CA 94580

**Promotional & Open
ELIGIBILITY LIST FOR:**

CLASSIFICATION: Registrar

HOURLY SALARY: \$20.79 – 25.32 Range 57 CSEA

ESTABLISHED: August 25, 2017 LIST EXPIRES: August 25, 2018

EXAMINATIONS:

<u>Application & Résumé</u>	PASS/FAIL
<u>Written Examination</u>	60%
<u>Oral Technical</u>	40%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>
<u>1.</u>	<u>Marlene Garcia</u>
<u>2.</u>	<u>Carmen Velasquez</u>
<u>3.</u>	<u>Sarah Thiel</u>

COMMENTS: Applications Received: 42
Passed Screening: 15
Passed Written Exam: 05
Oral Exam Attendees: 05
Passed Performance/Oral Exam: 03
Total on Eligibility List: 03

This Eligibility List Approved by the Director of Classified Personnel pending final approval by the Personnel Commission.

10/19/2017
Date


Signature

Personnel Commission Approval _____
Date

SAN LORENZO UNIFIED SCHOOL DISTRICT

Personnel Commission

Regular Session of November 8, 2017

To: The Personnel Commission
Prepared By: Randy Perez, Director of Classified Personnel
Subject: Proposed Revision of Merit Rule 11.2 Salary on Employment
Type of Item: Information – First Reading

BACKGROUND INFORMATION:

The Personnel Commission directed staff to propose a revision to Merit Rule 11.2 Salary on Employment in accordance with legal advice recently received by the Commission. As such, the attached is a proposed first reading of Merit Rule 11.2. This item is for information and discussion only. In accordance with Merit Rule 1.4 Additions, Deletions, or Amendments, subsequent this Commission meeting, District staff and the public will be provided an opportunity to express comments on the proposed language. Then, at a future Commission meeting, the Personnel Commission will consider all comments received and act on the proposed amended Merit Rule 11.2.

CHAPTER 11

WAGE AND SALARY PROVISIONS

11.2 Salary on Employment

- A. The basic pay plan consists of the salary ranges and the assignment of classes to such ranges as provided in the salary schedules. Each employee shall be paid within the range for his/her class, according to the procedures established by the Board of Education following provisions, unless otherwise provided in the salary schedules.
- ~~B. — The first step in each range is the minimum rate and shall normally be the hiring rate for the class. In cases where it is difficult to secure qualified personnel or a person of unusual qualifications is to be employed, the Commission may approve appointment at a step(s) above minimum.~~
- ~~C.B. The Superintendent may appoint management personnel at the most appropriate salary step based upon superior qualifications of the individual. The application of this section to salary placement on employment shall be reviewed by the Personnel Commission at the time of each Annual Report to the Board of Education.~~