

**Minutes of the Regular Meeting of the Personnel Commission  
Wednesday, March 12, 2008**

- Members Present:** Commissioners Cortez, Gabrielson, Santora
- Members Absent:** None
- Commission Staff Present:** Sharon Lampel, Assistant Superintendent, Personnel Services  
Laura Calif, Classified Personnel Assistant
- Others Present:** Mo Brosnan, Clara Divino, Sandy Hitchcock, Bev Kral, Laura Low, Cindy Ornellas,  
Kathy Records, Peggy Shepherd

Commissioner Gabrielson called the meeting to order at 5:08 p.m.

When there is a need for the Chairperson to pass the gavel to a Commissioner, this action shall be automatic without need for a formal motion.

**Roll Call**

Commissioners Cortez, Gabrielson, and Santora were in attendance.

**Flag Salute**

Commissioner Gabrielson led the Pledge of Allegiance.

**Minutes**

Upon a motion by Commissioner Santora, seconded by Commissioner Cortez, the minutes of the Regular Meeting held on February 13, 2008 and the Special Meeting held on February 21, 2008 were approved.

Ayes:

Noes:

Abstentions:

## **Eligibility Lists**

Upon a motion by Commissioner Cortez, seconded by Commissioner Santora, the Commission approved the following eligibility lists:

- ◆ Instructional Assistant (Open Continuous; CSEA)
- ◆ Instructional Assistant – PH/SH (Open Continuous; CSEA)
- ◆ Instructional Assistant – Special Education (Open Continuous; CSEA)

## **Expiring Eligibility Lists**

Upon a motion by Commissioner Santora, seconded by Commissioner Cortez, the Commission approved the following eligibility lists to be expired:

- ◆ IT Technician II (Expired 3/10/08)

## **Consideration of Higher Salary Placement for Office Assistant**

This item was tabled until the next meeting.

## **Items from the Floor**

Cindy Ornellas inquired about why the Rules and Regulations for Chapter 9, 10 & 11 were tabled until the next Personnel Commission meeting. Ms. Lampel explained that all the Chapters will be reviewed by both unions with markings of all changes before they are brought for final approval.

## **Items from the Personnel Commission**

Commissioner Cortez inquired about a new substitute guideline. Ms. Lampel explained that we no longer use the substitute guideline form. Commissioner Cortez congratulated Laura Low on the Classi Bits newsletter, Clara Divino for being classified employee of the month, and Bev Kral on her new position.

## **Report from the Assistant Superintendent, Personnel Services**

Ms. Lampel shared that the Commissioners and staff attended the CSPCA Conference in Burlingame and obtained some new ideas. Ms. Lampel informed that the Merit System Academy will begin on April 18 at the Hayward Unified School District.

## **Future Meeting Date**

The date for the next regular meeting will be held on Wednesday, April 9, 2008, at 5:00 p.m. in the District Office Conference Room.

## **Adjournment**

Commissioner Gabrielson adjourned the meeting at 5:25 p.m.