

15510 Usher Street, San Lorenzo, CA 94580

**Minutes of the Regular Meeting of the Personnel Commission  
Wednesday, May 14, 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:** Sandy Hitchcock, Bev Kral, Laura Low, Cindy Ornellas, Lori Santora

Commissioner Gabrielson called the meeting to order at 5:03 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 Cortez, seconded by Commissioner Santora, the minutes of the Regular Meeting held on April 9, 2008 and the Special Meeting held on April 17, 2008 were approved.

Ayes:

Noes:

Abstentions:

## **Examinations**

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

- ◆ Payroll Technician (Open Competitive; 50% written, 50% oral)

## **Eligibility Lists**

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

- ◆ Instructional Assistant – Autistic (Open Continuous; CSEA)
- ◆ Network Senior System Analyst (Open Competitive; Supervisory)
- ◆ Registrar (Open Competitive; CSEA)
- ◆ School Community Liaison (Open Competitive; CSEA)

## **Expiring Eligibility Lists**

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

- ◆ Administrative Assistant (Established 11/9/07; Extended until 11/9/08)
- ◆ School Bus Driver (Established 11/16/07; Extended until 8/16/08)
- ◆ School Office Assistant (Established 11/29/07; Expires 11/29/08)

## **Public Hearing – 2008-2009 Personnel Commission Budget**

This item was tabled until the next meeting.

## **Discussion/Approval 2008 – 2009 Site Visits Topic and Dates**

Ms. Lampel suggested that the topic for the 2008-2009 site visits be to review the changes made to the Rules and Regulation so all classified employees are updated. Ms. Lampel announced that the date for the site visits will be the first Thursday of each month for the 2008 – 2009 school year.

## **Items from the Personnel Commission**

Commissioner Cortez announced the upcoming site visit will be on Thursday, May 29, 2008 at Grant Elementary and Colonial Acres Elementary. Commissioner Cortez mentioned that she will be attending the Recognition Tea.

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

Ms. Lampel reminded everyone that the Recognition Tea will be held on May 21, 2008 at the San Lorenzo Adult School. Ms. Lampel announced the week of May 19<sup>th</sup> is Classified Appreciation Week and May 21, 2008 is Classified Appreciation Day. Cookies will be delivered to all sites and departments on Friday, May 16, 2008. The Rules and Regulation will be delivered to CSEA and SEIU presidents and Personnel Commissioners to review all changes. Ms. Lampel stated that Commissioner Cortez' term will be ending and advised her if she is still interested to please submit a letter.

### **Future Meeting Date**

The date for the next regular meeting will be held on Wednesday, June 11, 2008, at 5:00 p.m. in the District Office Conference Room.

### **Adjournment**

Commissioner Gabrielson adjourned the meeting at 5:38 p.m.