OPENING PROCEDURE

1. Call to Order
   The meeting of April 19, 2018 was called to order at 5:06 pm by Chair Patricia Ridenour.

2. Commissioner Roll Call/Establishment of a Quorum
   Patricia Ridenour, Chair x present □ absent
   Arashmidos Monjazeb x present □ absent
   Steve Babbitt x present □ absent

3. Pledge of Allegiance
   The Pledge of Allegiance was led by Ridenour.

4. Introductions
   New attendees introduced themselves.

ACTION SESSION

5. Approve the Agenda as amended of the April 19, 2018 Regular Meeting
   ACTION
   Motion by Monjazeb, second by Babbit. Motion passed unanimously.

6. Approve Minutes of the March 15, 2018 Regular Meeting
   ACTION
   Motion by Babbit, second by Monjazeb. Motion passed unanimously.

7. Approve the Following Examination Announcements
   ACTION
   - Central Kitchen Cook (Promotional Only)
   - Central Kitchen Manager
   - Information Technology Technician
   - Paraprofessional-Special Education
   - School Office Manager
   Motion by Babbit, second by Monjazeb. Motion passed unanimously.

8. Approve the Following Eligibility Lists
   ACTION
   - Administrative Assistant II
   - Extended School Services Assistant Lead
   - Extended School Services Program Aide
   - School Bus Driver
   - School Office Assistant
   - Skilled Maintenance Worker II
   - Supervisor, Information Technology
   Motion by Monjazeb, second by Babbit. Motion passed unanimously.

9. Approve amended Resolution for Full and Fair Funding
   ACTION
   Motion by Babbit, second by Monjazeb. Motion passed unanimously.
INFORMATION SESSION

10. Training and Development Update
   Alison Junker, Human Resources Analyst, advised that she has met with members of the training and development team where she has received many interesting ideas for the mentoring and job shadowing program that is currently being developed. Junker indicated that Marla, Executive Assistant to Tina Sardina, Assistant Superintendent, Human Resources, has been very helpful with ideas for what is really needed at the school sites since she has many years of experience working at the school sites. In addition, members of payroll have been assisting with identifying classes through Optum Health and CSEA to schedule a variety of classes and trainings at a staff development day during the two week October break at one of our school sites. The district would compensate those who attend a class, such as a CPR/First Aid certification that is a requirement for their position. She is also working with Human Resources to develop a CPR/First Aid certification program for those employees whose job now requires them to be CPR/First Aid certified that will be less time impact for the schools and a less financial impact to the District.

11. Recruitment and Selection Update
   Tina Cano, Human Resources Specialist, advised that it is a busy time for recruitments. She indicated the Paraprofessional-Special Education classification opened again since it is still a need for the District. In addition, she is working closely with Jill Whittenberg, Director, Child Nutrition to ensure the Central Kitchen Manager and Central Kitchen Cook recruitments provide her with the most well qualified candidates.

   Thomas detailed a proposed 2018-2019 budget to the Commissioners. His goal is to stay as close as possible to last year’s budget.

13. Items from the Floor
   No items

14. Information Items
   • District Update – Assistant Superintendent, Human Resources, Tina Sardina
     Assistant Superintendent, Business Services, David Feliciano
     No Update
   • CSEA Update – Chapter 419 President, Ahmad Swinton
     No Update
   • Personnel Update – Director, Classified Personnel, C. Xavier Thomas
     No Update
   • Personnel Commissioner Update – Personnel Commissioners
     Ridenour advised that she is hard at work preparing the CSPCA newsletter that will be disseminated to the entire state.

15. Regular Personnel Commission Meeting Schedule
   May 17, 2018  12:30 p.m.
   June 21, 2018  12:30 p.m.
16. The Personnel Commission will Adjourn to Closed Session Pursuant to Government Code 54957(b)
   - Employment of the Director, Classified Personnel.

17. Reconvene to Open Session
   - No Report of Action

18. Adjournment ACTION
    Motion by Babbit, second by Ridenour, Motion passed unanimously. Meeting adjourned at 7:05 p.m.