

**PERSONNEL COMMISSION  
REGULAR MEETING #543  
DECEMBER 11, 2024, 10:00 A.M.  
APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Rod Adams at 10:00 a.m.

**II. ROLL CALL**

MEMBERS PRESENT	STAFF PRESENT
Rod Adams, President	Marisa Perry
Libby Spector, Vice President	Yasmeen Husain
Denise Coleman, Member	Kathy Jalaan
	Amy Luna
	Alice Serrao
	Shahana Shah

OTHERS PRESENT	
Charles Hinman	Cindy Duran
Khushwinder Gill	James Howarth
Yolanda Anguiano	Dianne Mcentee
Angela Ballou	Fawn Myers
Angela Chao	Kris Schmersey

**III. ORGANIZATION OF THE COMMISSION FOR THE 2025 TERM**

Mr. Rod Adams will preside as President of the Commission for the 2025 term.

**IV. OATH OF OFFICE**

Ex-Officio Secretary Marisa Perry, Director III-HR/Classified Personnel Services, administered the Oath of Office to Ms. Denise Coleman. A signed copy of the Oath of Office is on file.

**V. APPROVAL OF AGENDA**

**MOTION #543-1:** The Commission approved Agenda #543, December 11, 2024, with the noted correction on Ms. Libby Spector’s title as Vice President, moved by Ms. Libby Spector, and seconded by Ms. Denise Coleman.

**MOTION #543-1:** carried unanimously.

**VI. APPROVAL OF MINUTES**

**MOTION #543-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #542, November 13, 2024, moved by Ms. Libby Spector, and seconded by Ms. Denise Coleman.

**MOTION #543-2:** carried unanimously.

**VII. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**

None

**VIII. NEW BUSINESS**

**A. Approval of Classification Specification Revision**

**MOTION #543-3:** The Commission approved revising the classification specification for Manager – Human Resources/Employee Benefits, moved by Ms. Libby Spector, and seconded by Ms. Denise Coleman.

**MOTION #543-3: carried unanimously.**

**B. Approval/Ratification of Establishing and/or Extending Eligibility Lists**

**MOTION #543-4:** The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #542, moved by Ms. Libby Spector, and seconded by Ms. Denise Coleman.

**MOTION #543-4: carried unanimously.**

**C. Monthly Vacancy Status Report – December 11, 2024**

Director Perry reported on the Monthly Vacancy Status and positions filled. The Commission accepted the report as delivered.

**IX. SECRETARY'S REPORT**

Director Perry reported on the following:

- The Classified Personnel Services team continues its recruitment efforts, with some final interviews scheduled.
- The updated Classified Personnel Services website is set to launch on December 17, featuring a new resource handbook for applicants.
- The California School Personnel Commissioners Association Conference will be held in March 2025. We will identify who and how many participants will attend the conference.
- Work on the Seniority List will begin soon, and we are looking to publish by end of January.
- Yasmeen Husain and Shahana Shah met with Special Education Principals to discuss the recruitment process as well as onboarding. Approximately 10-12 administrators attended the session.

**X. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, January 15, 2025, at 10:00 a.m.

**XI. ADJOURNMENT**

The meeting adjourned at 10:12 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission