

**PERSONNEL COMMISSION
REGULAR MEETING #540
SEPTEMBER 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 Nicholas Gervase, Vice President Libby Spector, Member	Marisa Perry Yasmeen Husain Kathy Jalaan Amy Luna Alice Serraon Shahana Shah

OTHERS PRESENT	
Khushwinder Gill Stephanie Gomez Yolanda Anguiano Angela Ballou Angela Chao	Maria Dela Cruz Cindy Duran Olivia Santillan Kris Schmersey Howard Stiskin

III. APPROVAL OF AGENDA

MOTION #540-1: The Commission approved Agenda #540, September 11, 2024, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #540-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #540-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #539, August 14, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #540-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval Establishing Classification and Associated Classification Specification

MOTION #540-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #540-3: carried unanimously.

Classification

- **Administrator – Executive Services & Community Engagement, LT – Range 12**

B. Approval Establishing Classification and Associated Classification Specification

MOTION #540-4: The Commission approved establishing the following classifications and associated classification specifications, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #540-4: carried unanimously.

Classifications

- **Associate Teacher – Early Learning Center, PARA – Range 41.0**
- **Associate Teacher, Infant/Toddler, Early Learning Center, PARA – Range 41.0**

C. Approval/Ratification of Abolishing Eligibility List

MOTION #540-5: The Commission approved and/or ratified the abolishing of the Supervisor – Risk & Liability eligibility list established on May 14, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #540-5: carried unanimously.

D. Approval/Ratification of Establishing and/or Extending Eligibility Lists

MOTION #540-6: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #540, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #540-6: carried unanimously.

E. Monthly Vacancy Status Report – September 11, 2024

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

F. Announcement of Intended Board Appointee to the Personnel Commission

Director Perry shared that the Santa Clara County Board of Education has announced Denise Coleman as the Intended Board Appointee to the Personnel Commission. A public hearing will be held on October 16, 2024, to approve the appointment for a three-year term commencing on December 1, 2024, through November 30, 2027.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- The Annual Classified Job Fair is scheduled for October 5, 2024. Classified Personnel Services will be present to support this event.
- Classified Personnel Services is currently working on the Personnel Commission Annual Report. First reading will be held at the next regular meeting.
- The California School Personnel Commissioners Association (CSPCA), together with the State Superintendent of Schools Tony Thurmond, will hold a Personnel Commission training on September 26, 2024.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, October 9, 2024, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:29 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Marisa Perry". The signature is written in a cursive, flowing style.

Marisa Perry

Ex-Officio Secretary, Personnel Commission