

**PERSONNEL COMMISSION  
REGULAR MEETING #542  
NOVEMBER 13, 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 Alice Serraoon Shahana Shah

OTHERS PRESENT	
Teresa Shipp Angela Ballou Angela Chao Jonathan Munoz	Fawn Myers Helen Que-Garcia Eugene Santillan Kris Schmersey

**III. APPROVAL OF AGENDA**

**MOTION #542-1:** The Commission approved Agenda #542, November 13, 2024, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**MOTION #542-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #542-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #540, September 11, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #542-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Update on Classification and Compensation Study**

Ms. Fawn Myers, Director III – Workforce Development & Organizational Culture, gave an update on the ongoing the classification and compensation study being facilitated by the School Employees Association of California (SEAC). Ms. Myers shared the process, timeline and status, and responded to questions from the Commissioners.

**B. Approval Establishing Classification and Associated Classification Specification**

**MOTION #542-3:** Teresa Shipp, Assistant Superintendent-Educational Services, and Eugene Santillan, Principal-Alternative Education, shared details regarding the proposed Manager – Justice Involved Families (LT – Range 12) classification, discussion ensued. A motion to table the item, pending additional information from Personnel Services and legal counsel, was made by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #542-3: carried unanimously.**

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

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

**MOTION #542-4: carried unanimously.**

**D. Monthly Vacancy Status Report – November 13, 2024**

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

**E. Personnel Commission Annual Report 2023-2024**

**MOTION #542-5:** An Annual Report was prepared summarizing the activities of the Commission's staff for the 2023-2024 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #542-5: carried unanimously.**

**VII. SECRETARY'S REPORT**

Director Perry reported on the following:

- The Classified Personnel Services team continues to work on recruitments and special projects.
- The California School Personnel Commissioners Association Conference will be held in March 2025.
- This is Mr. Nicholas Gervase's last meeting as a Personnel Commissioner, after serving for 25 years.

Ms. Perry conveyed gratitude to Mr. Gervase, and additional messages of appreciation were given by current and former employees, as well as by Mr. Adams and Ms. Spector.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, December 11, 2024, at 10:00 a.m.

**IX. ADJOURNMENT**

The meeting adjourned at 11:02 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission