

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING
10331 Stanford Avenue
Garden Grove, CA

MINUTES

of the Meeting of
December 4, 2013

CALL TO ORDER

Commissioner Donovan called the meeting of December 4, 2013 to order at 5:00 p.m. Ms. Williams led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

Ms. Diane Donovan
Mr. Jim Franks
Ms. Marilyn Tortolano

STAFF MEMBERS PRESENT

Mr. Pat Collison
Ms. Suzy Seymour
Ms. Jenni Smith
Ms. Linda Williams

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Tortolano to approve the minutes of the November 6, 2013 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda. Ms. Tina Franks congratulated Ms. Williams on her upcoming retirement and announced that she will also be retiring, effective December 18th, after 40 years with the District.

Ms. Franks announced that the Supervisory Unit selected the next president and he will be installed at the Supervisory Unit Installation Dinner on Saturday, January 18th. The Supervisory Unit Secretary will serve as the interim President after Ms. Franks retires. Invitations will be mailed out in the near future.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 11/19/13
- Classified Personnel Report – 12/03/13

APPROVAL OF CLASSIFICATION ACTIONS

New Positions

- 6.1 Instructional Aide II – Special Education – Gilbert, Parkview, Ralston and Violette
- 6.2 Intensive Behavioral Instruction Assistant (15) – Special Education

It was moved by Commissioner Tortolano, seconded by Commissioner Franks to approve the classification of the new positions as listed above. The motion passed 3-0.

ORDERING OF EXAMINATIONS

- 7.1 Central/School Office Clerk I Open
- 7.2 Lead Custodian Promotional
- 7.3 Vocational Specialist Promotional

It was moved by Commissioner Tortolano, seconded by Commissioner Franks to approve the ordering of examinations as listed above. The motion passed 3-0.

RATIFICATION OF ELIGIBILITY LISTS

- 8.1 Building Maintenance Worker Promotional
- 8.2 Elementary/Intermediate School Secretary Promotional
- 8.3 Instructional Aide II – Special Education Open
- 8.4 Intensive Behavioral Instruction Assistant Open
- 8.5 Network Systems Supervisor Promotional

It was moved by Commissioner Franks, seconded by Commissioner Tortolano to ratify the eligibility lists as listed above. The motion passed 3-0.

ADMINISTRATION AND POLICY

9.1 Director's Report

Director Seymour thanked the Commissioners, on behalf of the Personnel Department, for the delicious holiday treats. Director Seymour mentioned that anyone is welcome to call or stop by to say goodbye to Ms. Williams this Friday, her last day with the District. Director Seymour reported that she will be interviewing off of the new Secretary III eligibility list for Personnel Secretary and hopes to have a new secretary soon. The Director of Secondary Education is also interviewing off of the Secretary III eligibility list and will be selecting first. Well-wishers may also stop by for Ms. Franks' retirement reception at the board room at Maintenance & Operations, from 2 p.m. – 5 p.m., December 18.

9.1 Annual Reorganization of The Personnel Commission

Commissioner Donovan nominated Commissioner Tortolano as Chairperson for 2014. The motion was seconded by Commissioner Franks. The motion passed 3-0.

Commissioner Donovan nominated Commissioner Franks to serve as Vice-Chairperson for 2014. The motion was seconded by Commissioner Tortolano. The motion passed 3-0.

Commissioner Franks nominated Director Seymour to serve as Secretary to the Personnel Commission for 2014. The motion was seconded by Commissioner Donovan. The motion passed 3-0.

Commissioner Donovan moved to establish the first Wednesday of each month at 5:00 p.m., in the 5th floor Board Room, as the time and place for the regularly scheduled Personnel Commission meetings for 2014. The motion was seconded by Commissioner Franks. The motion passed 3-0.

OTHER BUSINESS

10.1 Commissioners

Commissioner Franks enjoyed yesterday's 26th Annual Employee Recognition Program. Mr. Tony

Mermer and Mr. Frank Wilcox were honored for 40 years of service.

Commissioner Tortolano wished Ms. Franks and Ms. Williams well on their retirements.

10.2 Next Personnel Commission Meeting

Due to the New Year's Day holiday, the Commissioners changed the date of the next regular meeting of the Personnel Commission to Wednesday, January 8, 2014 at 5:00 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:20 p.m.

Accepted by: Diane Donovan, Chairperson

Minutes Recorded by: Linda Williams