

**GLENDALE UNIFIED SCHOOL DISTRICT
Personnel Commission**

Minutes of the Meeting of October 13, 2015

The meeting was called to order by Mr. Slack at 4:00 p.m. in the Board Room of the Administration Center. The Pledge of Allegiance was led by Dr. Gandra.

PRESENT Mr. Slack, Mr. Davis, and Mr. Myers Commissioners
Dr. Maria G. Gandra, Director, Classified Personnel

COMMENTS FROM THE AUDIENCE

Dr. Gandra informed the Commissioners about the CSEA upcoming Classified Non-Management Employee Workshop at Glendale High School on October 30, 2015.

APPROVAL OF THE MINUTES

Minutes of the Meeting of September 22, 2015

Mr. Myers moved, and Mr. Davis seconded, to approve the minutes of September 22, 2015. The motion passed unanimously.

CLASSIFICATION ACTION

A. Revisions to Class Descriptions

1. Director, Nutrition Services
2. Assistant Director, Nutrition Services
3. Supervisor, Nutrition Services
4. Manager, Cafeteria, Secondary School (Transport)
5. Manager, Cafeteria, Secondary School (Non-Transport)
6. Cook/Baker
7. Nutrition Services Driver
8. Cafeteria Worker II
9. Cafeteria Worker I

Mr. Myers moved, and Mr. Davis seconded, to approve the Revisions to Class Descriptions. The motion passed unanimously.

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EXAMINATIONS

A. Eligibility Lists

- | | | |
|----|--|----------|
| 1. | Assistant Director, Educational Tech. & Info. Services | 09/30/15 |
| 2. | Assistant Operations Coordinator | 10/01/15 |
| 3. | Maintenance Project Supervisor | 10/05/15 |

Mr. Myers moved, and Mr. Davis seconded, to approve the Eligibility Lists. The motion passed unanimously.

B. Fields of Competition

- | | | |
|----|--|------|
| 1. | <u>Open Until Sufficient Number of Applications are Received</u> | |
| | a. Locksmith | 1929 |
| | b. Senior Administrative Secretary | 1931 |
| | c. Education Assistant - ASES/RAP Site Leader | 1932 |
| 2. | <u>October 6, 2015 through October 27, 2015</u> | |
| | a. Cook/Baker | 1933 |

The Commissioners noted the Fields of Competition.

NEXT MEETING

The date of the next regular Personnel Commission meeting is scheduled for Tuesday, November 10, 2015 at 4:00 p.m. in the Board Room of the Administration Center.

ADJOURNMENT

The meeting was adjourned at 4:07 p.m.