

**Temple City Unified School District  
PERSONNEL COMMISSION**

**DISTRICT OFFICE  
Board Room  
9700 E. Las Tunas Drive  
Temple City, California**

**Unapproved Minutes – Regular Meeting of October 23, 2018**

The regular meeting was called to order at 4:05 p.m. by Maria Garner

**Call to Order**

**Personnel Commission Members present:**

Gina Aparicio  
Maria Garner  
Ann Seitz

**Administrative Officer Present:**

Dr. Monica Makiewicz, Assistant Superintendent Educational Services

The pledge of allegiance was led by Ann Seitz.

**Pledge of Allegiance**

None

**Individuals Wishing to  
Address the  
Commission**

On motion of Member Aparicio, seconded by Member Seitz, and on a 2-0 (abstention: Member Garner), the Commission approved the opening of a public hearing to discuss the appointment of Maria Garner to the Personnel Commission.

**Public Hearing on the  
Commissioners'  
Appointment of Maria  
Garner to the Personnel  
Commission**

There was no one present who wished to comment on the appointment. On motion of Member Aparicio, seconded by Member Seitz, and on a 2-0 (abstention: Member Garner), the Commission appointed Maria Garner to a three-year term beginning December 1, 2018.

On a motion of Member Garner, seconded by Member Seitz and on a 3-0 vote, the Personnel Commission received the job description for the classification of Personnel Specialist.

**Business Matters  
Receive Job  
Description for  
Personnel Specialist**

Juris Burgos, Personnel Assistant informed the members that the job description for the Personnel Specialist had been approved by the Board of Education. It is now the duty of the Personnel Commission to set the salary. She explained that they looked at four surrounding Districts with similar positions. The recommended range 23 would be slightly above the average of the comparison Districts.

Member Garner – The proposed salary range 23 looks pretty good. We're not on the very low end and we're not on the very high end.

Member Seitz – When will the position be posted? Are you thinking of having somebody start at the first of the year?

Personnel Assistant – We are hoping to fly the position as soon as possible. Since the Personnel Specialist is a new position, we will have to create tests. Creating a new test usually takes ten days. Hopefully our person could start in December.

On a motion of Member Garner, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission set the salary range for the position of Personnel Specialist at range 23.

**Set Salary for  
Personnel Specialist**

On a motion of Member Garner, seconded by Member Aparicio, and on a 2-0 vote (abstention: Member Seitz), the Personnel Commission approved the minutes of the Regular Meeting of September 18, 2018.

**Approval of Minutes of  
Regular Meeting of  
September 18, 2018**

None

**Eligibility List**

On a motion of Member Garner seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 1819-03.

**Personnel Order**

On a motion of Member Garner seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 1819-04.

Dr. Monica Makiewicz shared that the Director, Mr. French has been ill and unable join us for the meeting today. She reported on behalf of Mr. French that our new Directors of Curriculum for Secondary and Elementary were hired and will start soon. Dr. Michael Williams, our Secondary Director is coming in from Tustin Unified School District and Dr. Mercedes Gomez, who is coming from Downey Unified School District will be our Elementary Director. We're very excited to have them on board.

**Director's Report**

Member Aparicio – I'd like to bring up a concern from an employee regarding the restructuring of the maintenance department and multiple complaints against the Director of Maintenance.

**Matters from the  
Commission**

Member Garner – This employee talked to me personally. I would like to address this matter as well. The staff had raised concerns and issues on the proposed career ladder positions within the maintenance department. I want to know how these complaints are being handled. We want to be able to address these concerns.

Member Seitz and Member Garner – We would like to make it clear that the merit system should be honored and no favoritism should take place.

Dr. Makiewicz – We will make sure that both the Director, Mr. French and Interim Superintendent, Mr. Tauer are made aware of your concerns.

On motion of Member Garner, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission adjourned the meeting at 4:31 pm.

**Adjournment**

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Maria Garner

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Gina Aparicio

\_\_\_\_\_  
Ann Seitz