

Temple City Unified School District
PERSONNEL COMMISSION

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

Unapproved Minutes – Regular Meeting of December 18, 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

Personnel Commission Member absent:

None

Administrative Officers Present:

Robert French, Assistant Superintendent Personnel

Staff Members Present:

Juris Burgos, Personnel Assistant
Lucy Lin, Personnel Technician

The pledge of allegiance was led by Robert French

Pledge of Allegiance

None

**Individuals Wishing to
Address the
Commission**

On a motion of Member Garner, seconded by Member Aparicio, and on a 2-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of November 20, 2018.

**Approval of Minutes of
Regular Meeting of
November 20, 2018**

On a motion of Member Garner, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Licensed Vocational Nurse – November 21, 2018.

Eligibility List

Director – We decided not to fill this vacancy. We had eight LVNs and a floater LVN that was paid out of the Regional Special Education Local Planning Agency (SELPA). SELPA is no longer funding the floater position and cabinet decided not to move forward with filling the ninth position.

On a motion of Member Garner, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Personnel Specialist – November 27, 2018.

On a motion of Member Garner, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Child Care Assistant I – December 6, 2018.

On a motion of Member Garner seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 1819-06.

Personnel Order

On motion of Member Aparicio, seconded by Member Garner, and on a 3-0 vote the Personnel Commission elected Member Seitz to serve as Chairperson for a period of one year.

Election of Officers

On motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission elected Member Aparicio to serve as Vice Chairperson for a period of one year.

On motion of Member Garner, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission designated the Director of Classified Personnel as Secretary to the Personnel Commission.

The Director shared about the Federal Program Monitoring (FPM) process. If you get randomly selected to go through the process, the state visits your district and they look at all of your programs that are federally funded. A neighboring district went through the FPM process and found out that none of their instructional aides were tested, for that assignment, for about fifteen years. Basically that was the finding, their instructional aides were not qualified. So, I thought about our District and we have a solid process here. Our instructional aides go through strict testing, interview and eligibility process. Also, one of the things we did let administrators know was the process to hire is usually generated from the sites. So let's say somebody resigns, like an instructional aide. They do a PTR form, Personnel Transaction Request. The process starts with the PTR, it comes from the site to Personnel and we review it. I take it up to Cabinet, I go through Educational Services, and I go through Business. When our Superintendent comes, the Superintendent will look at it to see if that's a position that we need to fill. It's called position control. For example, a site may want an instructional aide. We may have an instructional aide somewhere else in the district that we can move over there because they may no longer have a student to work with or

Director's Report

their assignment is no longer viable. I just wanted to remind that that's the whole process.

Member Seitz – So you're not really eliminating a position, just moving a person.

Director – Yes.

Member Seitz – You can also decide to eliminate a position.

Director - We're really doing that budget-wise, we're really strengthening that position control. For example, it came up with the LVN. The site wanted us to hire an LVN but when we went through the process it turned out that we had an extra LVN and we weren't getting funds for that anymore. So we made the decision, at that time, not to fill a new position. So we're really strengthening our position control that starts with that form and we're monitoring closely in Cabinet. It starts with Personnel, but in Cabinet they want to know, who are we hiring, do we need to hire, where is that funding coming from? The number one thing is that it comes from the site. Also, the budget string of what is going to be funded, and a lot of times I'll take it to Cabinet and I'll run it by Monica and I'll say, "Monica, this is your department" and she'll say. "That's the wrong funding". There's a process that we're doing and we're really strengthening that position control. Right now we really feel it's appropriate to do that – to look at our staffing, are we over-staffed, and are we under-staffed? We are really paying close attention. We really want, when our new superintendent comes in, to have that confidence that we do have that process of checks and balances in hiring. The other thing I have to talk about is Lily and the Annual Conference.

Personnel Assistant – The Personnel Commission Annual Conference is going to be February 7th – 10th in Anaheim.

Member Garner – To reinvigorating the merit system

Director – I am trying to attend all the merit systems trainings and conferences. We have one next year.

The Director gave an update on the Personnel Specialist Position. It's not only going to be classified or certified, it's going to be both. Both are very different. There is a large need in a couple of areas and one of them is substitutes. Substitutes are critical to the success of a district, with teachers, custodians and instructional aides. The new Personnel Specialist is going to be working on that and exclusively working on recruiting and hiring subs and some Benefits. We were very busy with just two Personnel employees, especially with Open Enrollment this year.

The Director also addressed the District Receptionist position. The position is part of the bargaining unit, so it's not confidential. The position cannot help with filling or any other confidential paperwork, interviews, etc. The Personnel Specialist will be a back up to the District Receptionist.

Member Garner – Reading minutes from last meeting, I really appreciate Rachel bringing some things to light that needed to be said. Moving forward, with Facilities and Maintenance, I'd like to put on the table the education piece that she was talking about. How does everybody feel if they want to reclassify the position or the job or reclassify that whole department?

Matters from the Commission

Director – There is language in the contract that we are negotiating that has a career ladder that spells out everything. Since, last month, I haven't done a re-class study because I didn't get any requests from them to re-class. The request is the first step in the process. I wanted to iron that out and then communicate to facilities. I will be letting them know the next step in the process is for them to apply for re-class.

Member Seitz – That's not a difficult process for them. They do need to initiate it and they have to be the ones to initiate it.

Director – Yes, all re-classes are always initiated by the association.

On motion of Member Garner, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission adjourned the meeting at 4:50 p.m.

Adjournment

Maria Garner

Ann Seitz

Gina Aparicio