

**Temple City Unified School District  
PERSONNEL COMMISSION**

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

**Unapproved Minutes – Regular Meeting of January 15, 2019**

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  
Lily Marquez, Personnel Specialist

The pledge of allegiance was led by Maria Garner

**Pledge of Allegiance**

None

**Individuals Wishing to  
Address the  
Commission**

On a motion of Member Seitz, seconded by Member Garner on a 3-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of December 18, 2018.

**Approval of Minutes of  
Regular Meeting of  
January 15, 2019**

On a motion of Member Seitz, seconded by Member Garner, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for P.E. Aide – December 18, 2018.

**Eligibility List**

On a motion of Member Seitz seconded by Member Garner, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 1819-07 – January 9, 2019.

**Personnel Order**

On a motion of Member Seitz seconded by Member Garner, and on a 3-0 vote, the Personnel Commission approved the Annual Report of the Personnel Commission for 2017-2018.

## **Business Matters**

Member Aparicio – Asked why it says 2017-2018. Is it supposed to be 2018-2019?

Personnel Assistant – Confirmed that it was the prior year.

Member Aparicio - Asked if next year, we will get the current year?

Personnel Assistant – Yes, this is last year's Annual Report. It's a year behind. This why we still have the previous Director on the report.

The Director shared that our Superintendent, Dr. Kimberly Fricker started this week. We had a leadership meeting with our administrators and we are excited to have her on board.

## **Director's Report**

The Director reported that he along with the Personnel Assistant and Personnel Technician attended the first session of the Personnel Commission Merit Academy last January 12<sup>th</sup> at Poway Unified School District in San Diego county. The presenters gave a historical background of the Merit System and overview of the Merit Rules and Regulations. We have four more Saturdays left.

Personnel Assistant – We were very fortunate to be given a chance to attend the Merit Academy. I highly recommend our members to attend next year's sessions if their schedule permits it.

Member Garner – Last year I remember it was somewhere in our vicinity.

Member Aparicio – Yes it was, they brought it up when we went to the Personnel Commissioners Conference. It was somewhere nearby.

Director – It was really neat. It was a mix with a lot of Personnel Commissioners, Board Members and Personnel staff. I am looking forward to the next four Saturdays.

Personnel Assistant – It was all good and much needed information.

Director – Yes there was a lot of discussion. It was very beneficial. The Merit System came from the 1930's, the spoil system.

The Director gave an update on the new Personnel Specialist, Lily Marquez. It has been 2 – 3 weeks since she started.

Member Garner – How is it going?

Personnel Specialist – It's going good.

Member Garner – We are happy that you are here.

Member Garner – Is concerned with Emperor and the Food Services department. It is not our jurisdiction to oversee this, but I want to make a case in point that we are aware. It pertains to Anna Mc Kinnis and her transfer to Longden. I want to keep an eye on the fair and equal treatment of employees. Anna was never approached for her opinion and she has been with the district for 28 years, 26 of them at Emperor. She is going to retire soon and she has never been at Longden. She feels her placement there does not benefit her in any way or Longden. Looking forward, it would be better to train someone at Longden. She can be the person to train. It's good to have Anna's input because she knows a lot.

## **Matters from the Commission**

Member Seitz – We wanted to know why it seems so arbitrary. Someone is just moved and there is no warning or discussion. That was really hard for Anna. There was no reason given, just a switch that didn't make much sense.

Director – The request came from Marisol, Director of Food Services. They needed her skills set at Longden. They wanted to make that change because of her experience. That was brought to me.

Member Seitz – It would have been a good thing, if somebody would have discussed that with her, in that way. I don't think anyone approached her with that.

Director – Before we went on winter break, Marisol had the conversation with her. After the break, the Association came to me with her. I sat down with Jesse and Robin. We discussed the communication piece. I took responsibility of the communication, going forward. The resolution was to move her in 2 weeks to finish off at Emperor. I'm not sure what Marisol said to her originally. The idea was to explain that to Anna. When we met with the Association and her, we did explain the reason. It was the greatest need for the District, taking her skills to Longden. That is why the decision was made.

Member Garner – She is going to be retiring soon. That is just a quick fix. What is going to happen after she is done? You will still have that same problem if you don't have somebody trained at Longden.

Director – That is a factor that I was not aware of, her retiring. I had conversations with her, and she never mentioned it.

Member Aparicio – I don't blame her for being upset. She has been at one location. Being switched to a different site after so many years is tough. She wasn't talked to; she was told she was going to move. As an employee, if they were going to switch me, I would ask did I do something wrong. If they told me, we really like what you do and we want you to share it with other schools. I would understand much better.

Director – I took it as an opportunity to really look at the communication piece, moving forward. That was the intent, that we really needed her at Longden. You never move anyone for punitive reasons. The contract and laws state that very clearly.

Member Seitz – I know that and you know that. When an individual is moved arbitrarily it feels that way to the individual.

Director – From having to make decisions, I have transferred everyone including principals and custodians. It is really difficult and people always look at it as though it is punitive, unless it is communicated effectively. Jesse's concern was the communication piece. I made a commitment to take this opportunity, moving forward, to make sure it is communicated effectively to the affected employee.

Lisa Sayphraraj, member of the public asked about the transfer procedure. If the manager wants to move someone, shouldn't they go through Personnel first?

Director – Yes and she did. Whenever there is a transfer request, we have a process. It's a request. Directors cannot just say I am moving this person.

Member Seitz – That request can be made by the individual that is being moved. It can be made by a variety of people.

Director – Yes, the request comes to me and I take it to Cabinet. We make that decision, whether or not we are going to approve that. That is where it starts. That was a request. She did have the conversation with the individuals being moved, the week before break. When they come to Personnel, I have to make sure the District is going to support that decision. I also have to make sure it's contractual. We looked at the best way to resolve this was to push this for two weeks to give her time for the transition.

Member Garner – Another thing, the contract with our Food Services consultant Debra Amos. When does that end? Why did we hire a Director and still have a consultant?

Director – This was done before I came in. We have had conversations with the Association. From talking to Jesse and Marianne, the contract ends in June. Marianne went through the process with Debra. She is going to go once a week and then towards the end it will be once a month. It was her original contract that she was it signed until June. It was a 2-year contract. It is limiting her time here.

Member Garner – Does that reflect her pay? Or is that written in the contract?

Director – I don't have the answer to that but I will check on it.

Member Aparicio – I have one more question. Someone approached me that applied for the position at the High School. They really thought they had the job but never heard anything. When she called the office to find out, they told her somebody has been selected. I want to know if you only contact the one person that gets the position and not the finalist.

Personnel Technician – I wait until the Live Scan is clear before I contact the rest of the candidates. If it is not clear, I don't want to convey that you were not our first pick. Usually I wait until it has been cleared. In that person's case, she called before I received all the paperwork clearance back.

Member Seitz – How long does that normally take?

Personnel Technician – It depends; it could be anywhere from one to thirty days.

Personnel Assistant – Or even longer. The most complicated thing is where there is a delay in fingerprints and we have no control over that. I have seen it on months' end. It can be due to a common name or their fingerprints are too light.

Director – Or there is something there. We need to be very careful.

Personnel Assistant – To answer your question, we notify them all. Whether or not they are selected, just not at the same time. We do reference checks as well. We notify the person that was selected first but that is pending clearance and it doesn't mean this person is hired. It's pending medical clearance, fingerprints and reference checks. We will wait and if number 1 does not clear then we go to number 2. But we do have that communication with all of our applicants.

Member Aparicio – I am glad to hear that.

Director – One of the Pros and Cons of using the Merit System is that it takes time. One position can sometimes take 30 days or longer.

Personnel Assistant – You have to fly the position for a specific number of days. It does take a long time but we do that because we are hiring the best candidate for the job.

Member Aparicio – I have been hired and then they say go get a Live Scan. I remember getting the Live Scan after them telling me I got the job.

Member Seitz – Except that if you would not have past the Live Scan, you wouldn't get the job. You haven't really been hired until that is completed.

Personnel Assistant – I say you are selected for the position, pending your clearance.

Member Seitz - They really can't hire you until you pass the clearance process.

Personnel Assistant –. Once we are ready, we would like to share our classified hiring work flow diagram with the members.

Director – We created that flow chart to educate people, not just the public but also our administrators. It's a good process, it does take time but at the end it ensures you have the best process.

Member Seitz - It's the best process for everybody.

Director – Sometimes you will not have enough candidates. So you have to repost it and we did that a couple of times with a couple positions. But at the end it ensures that we get the most qualified candidates.

Personnel Assistant asked if the members had a chance to see our personnel newsletters. We welcome our new employees through our newsletters. These could be accessed through our personnel webpage online. She also informed the members that they have been registered to attend the annual Personnel Commission conference in February.

Member Seitz – I assume we are not having a closed session.

Director – I don't have anything.

Member Seitz - Is there any further business to come before this commission?

Member Aparicio – Thank you ladies and Director for your answers.

Member Seitz – If there is no objection the meeting is adjourn.

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

**Adjournment**

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Maria Garner

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Ann Seitz

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Gina Aparicio