

Temple City Unified School District  
PERSONNEL COMMISSION

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

**Unapproved Minutes – Regular Meeting of April 16, 2019**

The regular meeting was called to order at 4:01 p.m. by Ann Seitz

**Call to Order**

**Personnel Commission Members present:**

Gina Aparicio  
Maria Garner  
Ann Seitz

**Personnel Commission Member absent:**

None

**Administrative Officers Present:**

Monica Makiewicz, Assistant Superintendent

**Staff Members Present:**

Juris Burgos, Personnel Assistant  
Lucy Lin, Personnel Technician  
Lily Marquez, Personnel Specialist

The pledge of allegiance was led by Ann Seitz

**Pledge of Allegiance**

None

**Individuals Wishing to  
Address the  
Commission**

On a motion of Member Seitz, seconded by Member Aparicio on a 3-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of March 19, 2019.

**Approval of Minutes of  
Regular Meeting of  
March 19, 2019**

On a motion of Member Garner, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Clerk II – March 21, 2019.

**Eligibility List**

On a motion of Member Seitz seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 1819-12 – March 27, 2019.

**Personnel Order**

## **Business Matters**

Member Garner – The Personnel Commission Budget has a huge jump compared to two years ago.

Director- The budget was small and it did not allow for much training. I compared it to other districts with the same size and this is closer.

Member Garner – Are the operating expenses a typo?

Personnel Assistant – The operating expenses increased from \$10,000 to \$41,000 because we are now budgeting for classified employees' pre-employment physicals. This is to ensure that new employees are physically able to perform their job. In addition, this coming fiscal year, we will begin to utilize AESOP online time and attendance system for our classified employees and will be converting to electronic personnel files.

Director – It was not as expensive and we do not have to pay it all up front.

Personnel Assistant – Electronic files will be great. It will be easier for all of us to find information we need. No need to go to our warehouse for old documents. Electronic files are now considered legal files.

Member Seitz – Any further discussion on the budget?

Personnel Assistant – Once the board approves the budget we send it over to the county and the county of Superintendent will review it.

Member Seitz – Are you considered the Director of Personnel?

Director – Yes, it is both.

Member Seitz – Have they decided what they are going to do?

Director – It is going for discussion in closed session and then they will vote next time. The job they need me to do is to take over this job and oversee Ed. Services. I am getting an Assistant Superintendent of Instruction and Curriculum to help me. However, that person may not start until the next school year. They were many great candidates with good recommendations.

Personnel Assistant – We have been busy with interviews, summer school and adult school. We are flying 14 positions for adult school.

Member Seitz – Are these classes held at the high school?

Director – They are held at the adult school.

Director –We did a district assessment of what our needs are. LCAP survey came in and they listed class size and technology. We also considered what the Principal's want. We will go back to the staff meetings and ask for final input. Then we will put it all together in the District Strategic Plan. The areas that were identified were ELD, technology, Special Ed and tier 1 interventions for children.

**Director's Report**

Member Garner – At Emperor, the secretary said the attendance clerk is vacant. Will there be a position for that?

**Members from the Commission**

Director – We are doing position control. We are a little over staffed at some schools and understaffed at others. Nobody is losing his or her job. The contract says the ratio is 400 to 1 for clerical and 600 to 1 for community liaison. There might be some trades. We are also doing a job analysis. We have old job descriptions. We should be doing it every 2 years.

Member Garner – I think the communication piece to classified employees is not there or lost. People are making assumptions.

Director – I keep saying people are not losing their job. Everyone wants to stay at his or her current location. We have to wait for the final numbers to come out and that should be by May 7<sup>th</sup>. We did give a 4.5 % raise and therefore, we need to trim some stuff.

On motion of Member Seitz, seconded by Member Garner, and on a 2-0 vote, the Personnel Commission adjourned the meeting at 4:25 p.m.

**Adjournment**

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Maria Garner

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Ann Seitz

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Gina Aparicio