

**Temple City Unified School District
PERSONNEL COMMISSION**

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

Unapproved Minutes – Regular Meeting of May 21, 2019

The regular meeting was called to order at 4:04 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 Maria Garner

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 April 16, 2019.

**Approval of Minutes of
Regular Meeting of
April 16, 2019**

None

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. 1819-13 – April 17, 2019.

Personnel Order

On a motion of Member Seitz seconded by Member Garner, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 1819-14 – May 8, 2019.

Business Matters

Member Aparicio – What is unclassified and casual classified substitutes?

Personnel Assistant – They are not permanent employees. A substitute employee is both unclassified and casual employee. Classified employees are covered by the Personnel Commission rules. Substitutes are as needed employees.

Member Garner – Do substitutes still need to test?

Personnel Assistant – They still need to test to make sure they are qualified for the position.

Director – As of January 1st, Noon Duty Aides are now classified employees. We will release the employees and then re-hire with a 60 days' notice. I spoke to the principal's and told them all employees have to go through the hiring process.

Member Seitz – Will you release them at the end of the school year?

Director – They will have a 60-day notice. It will probably be before the new school year.

Director – We are working on position control. Classified employees will stay status quo until the job study is complete. There is a concern with some sites being over-staffed with classified employees. Once the study is complete, the Superintendent wants a committee to review all the positions.

Director's Report

Member Garner – Will the job study be all-encompassing?

Personnel Specialist – We are requesting a consultant.

Member Garner - The facilities and maintenance department has been under some confusion as to whether job descriptions are matching job titles.

Director – Their contract is a little strange as far as who is available for on call.

Personnel Specialist – The outside consultant will not just verify job description on paper. They will also job shadow. It is a full study.

Director – We are transitioning to online files for Personnel. We are also working on AESOP for classified employees for attendance and accountability.

Personnel Specialist – We will have different levels of approvals. We will have timekeepers and administrators.

Director – We are also working on instructional minutes. Some sites are not where they need to be and some sites are over. We are working on satisfying the states P.E. requirements. We are hiring two P.E. teachers that will be working with Instructional Aides. We also have our Classified Employees of the Year and Teachers of the Year. We are looking for a new high school principal, Director of Student Services and an Assistant Principal as well.

Every seven years there should be a curriculum adoption for every subject. We have not done that. The A.P. classes are fine but not the other classes. ELA adoption will go to board approval. We will pilot the high school with new books next year and purchase the following year.

**Members from the
Commission**

On motion of Member Seitz, seconded by Member Garner, and on a 2-0 vote, the Personnel Commission adjourned the meeting at 4:38 p.m.

Adjournment

Maria Garner

Ann Seitz

Gina Aparicio