

**Temple City Unified School District
PERSONNEL COMMISSION**

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

Unapproved Minutes – Regular Meeting of June 20, 2019

The regular meeting was called to order at 4:02 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 Gina Aparicio

Pledge of Allegiance

Effie Yang, CSEA Labor Relations Representative was present. She wanted to attend the meeting and addressed the Commission regarding her concerns:

**Individuals Wishing to
Address the
Commission**

- How do you build an eligibility list? Is there a testing?

Personnel Technician – We always start with testing. We then move onto an oral interview in Round 1. The Personnel Office always conducts round 1. We then keep that list for one year; unless it is exhausted, then we start with testing again.

- Is that the same process for substitutes?

Personnel Assistant – Substitutes are not on an eligibility list. We do test them and make sure they are qualified to perform the job.

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 May 21, 2019.

**Approval of Minutes of
Regular Meeting of
May 21, 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 Child Care Assistant I – May 30, 2019.

Eligibility List

On a motion of Member Seitz, seconded by Member Garner, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Child Care Instructor I – May 30, 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 Instructional Aides – June 6, 2019.

On a motion of Member Seitz seconded by Member Garner, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 1819-15 – May 22, 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. 1819-16 – June 12, 2019.

Member Garner – Have we hired from the Eligibility List?

Business Matters

Personnel Assistant – The Eligibility List is good for one year. We have not hired anyone from this list yet.

Member Garner – There are 2 Sarrail's. Is there any relation to Ms. Sarrail?

Personnel Technician – They are nephews. We were having a difficult time getting substitutes for the extra hours. We offered overtime and still had no employees. It was an on call position for a couple of days. We had employees sign paperwork that they refuse to take the overtime.

Director – We have some changes in Personnel. Mr. Williams is no longer with the District. There are no plans to rehire that position. We just hired the High School Principal and it will be board approved next week. We hired a Director of Student Services as well.

Director's Report

Member Garner – Will Oak have an Assistant Principal?

Director – They will. Once we figure out all the moves, we will move forward.

Personnel Assistant – Personnel has been busy hiring and finishing out the year.

Director - If we do need any extra help in Personnel, I will let you know. Dr. Fricker is working on the budget.

Member Garner- Is there a reason why Mr. Williams left?

**Members from the
Commission**

Director – Not one that I can share. He was very far from home.

Member Aparicio- Where is the Personnel conference this year?

Personnel Assistant – It is going to be in San Francisco in February. Let me know if your schedule permits it.

On motion of Member Seitz, seconded by Member Garner, and on a 2-0 vote, the Personnel Commission adjourned the meeting at 4:21 p.m.

Adjournment

Maria Garner

Ann Seitz

Gina Aparicio