

**Temple City Unified School District
PERSONNEL COMMISSION**

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

Unapproved Minutes – Regular Meeting of September 17, 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

Albert Camargo, Utility I
Eduardo Henriquez Job Steward
Dave Niles, CSEA Representative

**Individuals Wishing to
Address the
Commission**

Mr. Henriquez – We are not going to address the commission today, we are just here to observe.

On a motion of Member Aparicio, seconded by Member Garner on a 3-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of August 27, 2019.

**Approval of Minutes of
Regular Meeting of
August 27, 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 I – September 9, 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 Media Clerk – September 10, 2019.

On a motion of Member Seitz seconded by Member Garner, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 1920-02 – August 28, 2019.

Personnel Order

On a motion of Member Aparicio seconded by Member Garner, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 1920-03 – September 11, 2019.

Member Garner – Is Genie Hau an employee here? On another list, she resigned.

Business Matters

Personnel Technician – She resigned from her permanent P.E position in order to be able to substitute while attending classes.

Member Garner – Did she have to take a test?

Personnel Technician – She had already taken a test and was on the eligibility list.

Member Garner – Who was hired for the position at Emperor?

Personnel Technician – Sofia Gonzalez, she was an Instructional Aide.

Member Garner – How many P.E. aides are there now?

Director – There is 12, 11 after Genie left.

Member Seitz – We have not discussed this among ourselves, so we have to discuss this re-classification.

Member Garner – When I was reviewing the job descriptions, I noticed the only difference was the school. I want to clarify the salary schedule.

Personnel Technician – We would look at his current pay rate.

Director – I try to increase from 3% to 5%. Usually step 3 is a good start.

Personnel Technician – He would move into a different job range for the new position. We determine the step depending on where he is in his current position.

Member Seitz – I would entertain a motion to recommend a change of classification to Project Facilitator II.

Member Garner – I Second. When will we start the job classification study?

Director – We start tomorrow. I will report timelines in our next meeting. They will be looking at all our job classifications and all of the salaries. We will also bring it to the unions.

Personnel Assistant – There is a team that is coming out. We have provided them with a list of information of our employees. They are focusing on compensation and benefits. We have not done an outside consultant in years.

CSEA Representative – 6 years ago, we had an outside company come in. Our job descriptions were created many years ago.

Member Seitz – I want to thank Mr. Camargo for bringing this to our attention. It is important that we keep up with these issues.

Director – We are down a principal at Longden. Ms. Lukesh will be the interim. Mr. Chang got a job really close to home. We did a search that did not go well but we will re-fly the position again.

Director's Report

We will have a lead custodial position open in December. We also have the Spanish Liaison interview coming up this week and the Accountant interview next week.

Classified compensation starts tomorrow. We are also working on Mandated Reporter. The next item is union negotiations.

Personnel Assistant – The CSPCA conference is coming up. Let me know if you ladies are interested in going.

Member Aparicio – I wanted to thank everyone for all the information. Mr. Camargo had his team and Personnel provided us with the job descriptions. We were able to see the big picture and were all in agreement to go forward.

**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 4:22 p.m.

Adjournment

Maria Garner

Ann Seitz

Gina Aparicio