

Temple City Unified School District
PERSONNEL COMMISSION

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

Unapproved Minutes – Regular Meeting of October 15, 2019

The regular meeting was called to order at 4:00 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

None

**Individuals Wishing to
Address the
Commission**

On a motion of Member Garner, seconded by Member Aparicio on a 3-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of September 17, 2019.

**Approval of Minutes of
Regular Meeting of
September 17, 2019**

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Accountant – October 2, 2019.

Eligibility List

On a motion of Member Aparicio, seconded by Member Garner, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Instructional Resource Specialist – October 3, 2019.

On a motion of Member Seitz seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 1920-04 – September 25, 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. 1920-05 – September 28, 2019.

On a motion of Member Seitz seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 1920-06 – October 9, 2019.

Member Garner – Who was hired for the accountant position?

Business Matters

Personnel Technician – Ms. Ly was offered the position. She will begin at the end of the month.

Member Garner – Who was hired for the Instructional Resource Specialist?

Personnel Technician – We are still in the process. We will offer the position to Mr. Hauge. We had many strong candidates for this position.

Member Garner – In the Personnel Order 1920-04 was the job re-classified for Daniel Bradley. Did he go from technician to lead?

Director – That was part of the agreement with the previous Director and Mr. Tauer. There were three employees that moved, but Mr. Bradley was working out of class, so he moved last.

Member Seitz – Why the decrease in FTE for Ms. Bustillos?

Personnel Technician - When she was originally offered the position, she wanted to stay at one school. They gave her two shifts for P.E. and extra hours for Tiger Club.

Member Aparicio – What are the temporary increases in FTE?

Director – We initially wanted 6 P.E. aides for each teacher. Some of them were given the option to work up to 26 hours, but not all of them wanted the extra hours. Some of them chose Tiger Club and some chose to work at a different location. However, we will re-group on P.E. aides.

Member Aparicio – What are these extra duty responsibilities?

Unapproved Minutes for the Regular Meeting of September 17, 2019

Personnel Technician – It is for a diaper stipend or a long-term substitute.

Member Seitz – The names under C (Correction to Job Re-Classification date) are the ones we dealt with while in transition.

Director – The first time I put them through, I put them through for 2019. However, that was not the agreement.

Member Seitz – Does it goes back over a year?

Director – It was supposed to be completed by last January.

Member Seitz – Will their increase be effective in July?

Director – Yes, that is what I had to fix.

Member Garner – Did the previous Director and Mr. Tauer approved this?

Director – Yes with the union. It was before my time and I was not in those meetings. I did not realize it had not been brought to board or to the commission, but It is all fixed.

Member Garner – Is this retroactive for a year?

Director – Yes it will be a year and half before it goes in.

Member Garner – But the previous director was not here a year and half ago.

Member Seitz – Yes he was.

Director – He was for a very short time. He was here the previous summer.

Personnel Assistant – He started September 2018 through January 2019.

Director – The compensation study is in the process. They will start interviewing staff. We hired CPS for the study. They will also help re-write the job descriptions.

Director's Report

The department has been working hard to hire more substitutes and fill the positions of accountant and media clerk. We also have to fill in the Special Ed Secretary position. We just hired the Longden

Principal. We will now hire the Athletic Director and the Assistant Principal for the high school. We also have to hire an LVN and a Spanish Liaison.

Personnel Assistant - We are working on the employee of the year luncheon on November 14th. In addition, I wanted an update on who can go to the conference next year.

Member Garner – Can we also get information on the Merit Academy for next year?

Personnel Assistant – Yes, when I get more information I will let you know. It will be one Saturday a month and will start from January through May.

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 4:21 p.m.

Adjournment

Maria Garner

Ann Seitz

Gina Aparicio