

Temple City Unified School District  
PERSONNEL COMMISSION

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

Unapproved Minutes – Regular Meeting of November 19, 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 Maria Garner

**Pledge of Allegiance**

Yvonne Wong, Classified Payroll Clerk

**Individuals Wishing to  
Address the  
Commission**

Mrs. Wong would like clarification on leaves and who determines the absent. Do all classified people have 60 days based on Personnel Commission? If workers compensation is denied, does that person have 60 days of industrial leave?

Member Aparicio – Do you want to confirm that your sick leave is not being touched?

Mrs. Wong – Yes. My workers comp case was in 2015. Workers comp has 90 days to determine an outcome. They put me on an industrial leave and I do have a doctor's note. At the time, my supervisor approved my time card with workers comp time. However, they charged it to my sick time. I did not realize that until I came back to work in November 2015. In August 2019, we had a meeting with workers comp. They mentioned that the industrial leave is applied to all classified people and they should have 60 days of industrial leave. I tried to work it out with my supervisor but I was not successful. I decided to come to the Personnel Commission. I think I should be entitled to industrial leave and not personal sick time.

Director – We will address this in closed session on our next meeting.

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 October 15, 2019.

**Approval of Minutes of  
Regular Meeting of  
October 15, 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 Aide – October 29, 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 Secretary – October 30, 2019.

On a motion of Member Aparicio seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 1920-07 – October 23, 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. 1920-08 – November 13, 2019.

Member Garner – Was the Secretary position filled?

**Business Matters**

Personnel Technician – There were three people hired from this list.

Member Garner – There has been a lot of movement with Ms. Gonzalez. Did Mr. Hauge quit?

Personnel Technician – He declined the Instructional Resource Specialist offer.

Member Seitz- Has there been any discussion of increasing the number of months for this position?

Director – I will talk about that in the Classified Study.

Director – I wanted to congratulate Ann for being selected for another three-year term. The unions have appointed Ann Seitz as their representative.

**Director's Report**

We have to stay on top of our term limits. A representative should be elected every year. On December 1, 2020, we will begin to stagger the elections and be on track.

Personnel Assistant – Every year in December, we have to re-elect an officer. Next month we will do that.

Director – Our Annual Report will be out next month. We will begin to write the terms of our members on the report.

We are kicking off the classified study. We have a classified orientation on December 5<sup>th</sup>. They will get information on the study. We will then send out an email to all classified employees. This will be a survey on job description and duties. We will also have an interview process. It has been a while since we have done a classified study. The outside company will help us re-write the job descriptions, if necessary. They let us know what categories are out of date or need to be updated. Before they become final, we will present them to you. They should provide us with information in March.

Personnel Assistant – the previous director completed a compensation study in 2016. It was to align us with other districts around the area.

Director – As far as compensation, LACOE does an extensive compensation study and they tell us how we rank among other districts.

Member Garner – How do we compared to other districts?

Director – We are average on salary but on the lower end with benefits and welfare.

We are currently working on stipends and we have converted some of them to hourly. We are currently discussing those in negotiations.

**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 4:31 p.m.

**Adjournment**

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Maria Garner

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Ann Seitz

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Gina Aparicio