

**Temple City Unified School District
PERSONNEL COMMISSION**

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

Unapproved Minutes – Regular Meeting of December 17, 2019

The regular meeting was called to order at 4:05 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, Associate Superintendent

Staff Members Present:

Lucy Lin, Personnel Technician
Lilia Marquez, Personnel Specialist

The pledge of allegiance was led by Monica Makiewicz

Pledge of Allegiance

Robin Penn, CSEA 105 President

**Individuals Wishing to
Address the
Commission**

We have a little problem going on where some of our job descriptions have been changed online, without going through Personnel Commission or being approved. We don't know how it's happening or what's being done about it.

Director – Robin informed me today that possibly two job descriptions were changed. I have not changed anything. We bring it to the Commission before we officially change anything. A few weeks ago, our website was updated with current job descriptions.

Member Aparicio – Were job descriptions sent to each employee for them to compare?

Director – Job descriptions were posted online.

Member Aparicio – Then there is a possibility that some changes were made?

Director – The job descriptions are in PDF read only file format. The

survey is due on Friday. Anyone that needs more time, they can just email me and I can send them a window of more time. The problem is all of our job descriptions are older and not accurate, I think that's fair, and everyone was directed on the survey to put in what they are actually doing, not what it states that they are doing.

Robin Penn – The problem is the LVN, it changed drastically from when she interviewed for the position.

Member Seitz – I understand how the LVNs were changed. We did not have LVNs until after 2017.

Robin Penn – Diapering is not the LVN's responsibility, it is usually done by instructional aides that are given a stipend. I did a PTR for our LVN and got Board approval for her to do diapering with a stipend because it is not in her job description.

Member Garner - In the original document it states the job title is School Health Assistant. In the last five days the job title has changed to Licensed Vocational Nurse. It includes the duties of toileting, catheterization, etc. The salary range is different too. The range for the School Health Assistant was at 18.

Personnel Technician - All School Health Assistants were reclassified to LVNs.

Member Garner - The salary range for LVNs are at 25. These two documents are completely different.

Personnel Technician - We will do a research of what was brought to Board as the proper job description and then we'll go with those.

Member Seitz – We are going to have to stay static until we have all the surveys done and they're ready to make a decision.

Director- All people have to do on the survey is to provide what they actually do. That's it.

Member Aparicio – Do we know what other job descriptions or positions have been changed?

Member Seitz – We don't know. We have to go in and look at all of them. I appreciate your bringing it to everybody's attention and I wish we had a better answer.

Director - I'm working to resolve this issue by tomorrow morning.

On a motion of Member Garner, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of November 19, 2019.

Approval of Minutes of Regular Meeting of November 19, 2019

On a motion of Member Seitz, seconded by Member Garner, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Cafeteria Assistant I – December 6, 2019.

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. 1920-09 – December 11, 2019.

Personnel Order

On motion of Member Garner, seconded by Member Seitz, and on a 3-0 vote the Personnel Commission elected Member Aparicio to serve as Chairperson for a period of one year.

Election of Officers

On motion of Member Garner, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission elected Member Seitz to serve as Vice Chairperson for a period of one year.

On motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission designated the Director of Classified Personnel as Secretary to the Personnel Commission.

On motion of Member Seitz, seconded by Member Aparicio and on a 3-0 vote, the Personnel Commission received the Annual Report of the Personnel Commission for 2018-2019 and authorized the release of the Annual Report to the Board of Education and the Public.

Business Matters

The Classified Job Study survey is not an easy survey to fill out and I know they have not been taking me up on my offers for help. If I open the survey longer we will be charged more money. I don't think there have been any changes to the job descriptions but I will double check everything in the morning. Let me do my homework and I will let you know.

Director's Report

None

Matters from the Commission

On motion of Member Garner, seconded by Member Seitz, and on a

Adjournment