

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 20, 2020**

The regular meeting was called to order at 4:02 p.m. by Gina Aparicio **Call to Order**

**Personnel Commission Members present:**

Gina Aparicio  
Ann Seitz  
Maria Garner

**Administrative Officers Present:**

Monica Makiewicz, Associate Superintendent

**Staff Members Present:**

Juris Burgos, Coordinator of Personnel Services  
Lucy Lin, Personnel Technician II  
Lily Marquez, Personnel Technician I

The pledge of allegiance was led by Monica Makiewicz

**Pledge of Allegiance**

None

**Individuals Wishing to  
Address the  
Commission**

On a motion of Member Seitz, seconded by Member Garner on a 3-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of September 15, 2020

**Approval of Minutes of  
Regular Meeting of  
September 15, 2020**

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Network Systems Specialist – September 15, 2020.

**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 Technology Support Specialist – September 17, 2020.

On a motion of Member Garner, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Accounting Assistant II – October 5, 2020.

On a motion of Member Seitz seconded by Member Garner, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 2021-05 – September 23, 2020.

**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. 2021-06 – October 14, 2020.

Member Garner- Is the Technology Support Specialist position at the sites?

**Business Matters**

Director – Yes, that vacancy is for the school sites. We are testing to see how that works out, especially once we are back in school.

Member Seitz – Are there teachers teaching from the school sites?

Director – Yes, there are some teachers teaching from the sites.

Member Aparicio – Is there a site where employees can get technical support?

Director – Yes, we have a help desk email that supports our employees as well as parents.

Member Garner – Are the noon duty aides working?

Director – They are being re-purposed either with food services or as clerical support.

Director – We finished the Classified Study and a Compensation Study usually follows it. We can work off the LACOE numbers or hire an outside company. The Superintendent has asked for quotes from an outside company that looks at salaries, based on our new job descriptions. I have reached out to two companies and both companies were very costly. We will need to discuss that further.

**Director's Report**

Member Garner – Does LACOE have a salary schedule you can follow?

Director – LACOE only offers a list of jobs and salaries from other districts and it shows how our district’s salary aligns compared to other districts.

I have re-purposed some ELP employees to help cover the district’s front desk and check temperatures.

I am working on the credential audits. I was worried that we would have a significant amount of errors but we do not have too many.

Member Garner – Is it difficult to add a directory to the district’s main phone number?

**Matters from the Commission**

Director – I can check with the technology department.

Technology Director – We are able to add the directory to the main line.

On a motion of Member Garner, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission adjourned the meeting at 4:37 pm.

**Adjournment**

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Ann Seitz

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Gina Aparicio

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Maria Garner