

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 15, 2020

The regular meeting was called to order at 4:08 p.m. by Gina Aparicio

Call to Order

Personnel Commission Members present:

Gina Aparicio
Ann Seitz
Maria Garner

Administrative Officers Present:

Hannah Geddy, Executive Director of Student Services & Technology

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 Maria Garner

Pledge of Allegiance

Marlo Antonio-Teet – Site Tech Support Technician

**Individuals Wishing to
Address the
Commission**

Ms. Teet – I have been at this position for seven years. I was told by the Associate Superintendent that there would be a Salary Study that followed, to compare salaries with other districts. My position has evolved from an Instructional Technology Specialist to a technology position under technology services. My position changed significantly in the past few years. I believe my position is more aligned with the old position Technology Support Technician. I request that the Personnel Commission look at my position to see if a salary change is appropriate.

On a motion of Member Garner, seconded by Member Seitz on a 3-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of November 17, 2020

**Approval of Minutes of
Regular Meeting of
November 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 Irrigation Specialist – November 23, 2020.

Eligibility List

On a motion of Member Seitz seconded by Member Garner, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 2021-08 – November 18, 2020.

Personnel Order

On a motion of Member Garner seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 2021-09 – December 9, 2020.

Election of Officers

On motion of Member Seitz, seconded by Member Aparicio, and on a 2-0 vote the Personnel Commission elected Member Garner to serve as Chairperson for a period of one year.

On motion of Member Aparicio, seconded by Member Garner, and on a 2-0 vote, the Personnel Commission elected Member Seitz to serve as Vice Chairperson for a period of one year.

The election of Secretary to the Personnel Commission was postponed until January 2021.

Business Matters

On motion of Member Seitz, seconded by Member Garner and on a 3-0 vote, the Personnel Commission received the Annual Report of the Personnel Commission for 2019-2020 and authorized the release of the Annual Report to the Board of Education and the Public.

On motion of Member Garner, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission approved the Salary Reallocation for the College and Career Technician.

The commission reviewed the attached data, compared the salary of other districts to our district, and reviewed the job description. The commission approved the salary reallocation.

On motion of Member Garner, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission approved to retain the title and salary allocation for the District Accompanist Classification with extra duty pay as needed.

The commission reviewed the data provided which resulted in retaining the title and salary as listed.

On motion of Member Aparicio, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission approved title change of Coordinator of Personnel Services to Director of Personnel Services.

On motion of Member Aparicio, seconded by Member Garner, and on a 3-0 vote, the Personnel Commission approved salary allocation of Director of Personnel Services.

The commission reviewed the data provided. When comparing job description and salary, our district was at the lower end. The commission approved the title change and salary allocation.

The Coordinator of Personnel Services, Juris Burgos reported that TCUSD staff have been working remotely from home beginning December 9th because of the drastic increase in COVID cases. Our sites and offices were closed as a necessary precaution to keep staff safe.

Director's Report

She shared that the Personnel department continues to work on the credential assignment monitoring for the Commission on Teacher Credentialing and CDE- this report is due on December 31st, benefits open enrollment data entry and paperwork, Affordable Care Act audit, processing of staff credentials, leaves, and daily employee requests and needs.

Last December 10th, the classified and management staff were given a professional development opportunity. The topic was Professionalism and Excellence in the workplace. Ms. Barbara Ginsberg of AALRR Atkinson, Andelson, Loya, Ruud & Romo effectively presented it. She did wonderful job.

Comprehensive Salary Study - we are still reviewing vendor proposals. We should have a selection soon and will present in January.

I have been checking the CSPCA website for information regarding the Annual PC conference and so far, there are no updates yet.

I'd like to wish everyone a safe and happy holiday season. Thank you to the Commission for their support and the Personnel Commission staff, Lucy Lin and Lilia Marquez for their hard work and dedication. Last but not least, thank you to Ms. Hannah Geddy for assisting the Personnel Department.

Member Garner – I am glad Member Seitz will be attending the Merit Academy. It is very informative.

Matters from the Commission

Member Seitz – It is very interesting, they have speakers from different school districts.

No action was taken in Closed Session.

Unapproved Minutes for the Regular Meeting of December 15, 2020

On a motion of Member Aparicio, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission adjourned the meeting at 5:13 pm.

Adjournment

Ann Seitz

Gina Aparicio

Maria Garner