

Temple City Unified School District
PERSONNEL COMMISSION

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

Unapproved Minutes – Regular Meeting of January 26, 2021

The regular meeting was called to order at 4:05 p.m. by Maria Garner **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 Gina Aparicio

Pledge of Allegiance

None

**Individuals Wishing to
Address the
Commission**

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

**Approval of Minutes of
Regular Meeting of
December 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 ELD Instructional Coordinator – January 13, 2021.

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. 2021-10 – December 12, 2020.

Personnel Order

On motion of Member Seitz, seconded by Member Aparicio and on a 3-0 vote, the Personnel Commission approved the title change of the Secretary job classification to Department Office Manager without changes to the description.

Business Matters

Coordinator of Personnel Services –

Director’s Report

- Due to the surge in COVID cases, the closure of our campus and offices continues. The staff has limited access to the sites and district office. We use a sign-in system that allows us to go in on an appointment basis to ensure staff safety. Our M&O staff will continue to work on a modified schedule, and Food Services will continue to offer our meal services on Monday, Wednesday, and Friday.
- We have selected CPS to conduct our comprehensive compensation study, and we will bring it to the board for consideration at tomorrow’s meeting. CPS completed our job classification study last year, giving them an edge over the other vendor. They revised our job descriptions, and I have worked with their staff.
- The board requested a joint meeting with the Personnel Commission on February 24th at 4:00 pm. We will finalize the details soon and will keep you posted. The last Joint Meeting was held in 2008.
- Merit Academy - The schedule is finally out, and I have registered Ann to attend the upcoming Merit Academy in March. It will be a great learning experience for her.

Member Garner - Will we be electing a Secretary to the Personnel Commission?

Matters from the Commission

Director- We need to wait until next month to vote after board approval.

Adjournment

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission adjourned the meeting at 4:34 pm.

Ann Seitz Gina Aparicio Maria Garner