

Temple City Unified School District
PERSONNEL COMMISSION

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

Unapproved Minutes – Regular Meeting of April 20, 2021

The regular meeting was called to order at 4:03 p.m. by Maria Garner **Call to Order**

Personnel Commission Members present:

Gina Aparicio
Ann Seitz
Maria Garner

Administrative Officers Present:

Hannah Geddy, Interim Assistant Superintendent Personnel

Staff Members Present:

Juris Burgos, Director of Personnel Services
Lucy Lin, Personnel Technician II
Lily Marquez, Personnel Technician I
Isaac Salazar, 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 Meeting of March 16, 2021.

**Approval of Minutes of
Regular Meeting of
March 16, 2021**

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Personnel Technician I – March 11, 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. 2021-15 – March 24, 2021.

Personnel Order

Public Hearing on the 2021-2022 Personnel Commission Budget

Business Matters

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission opened a Public Hearing to discuss the adoption of the 2021-2022 Personnel Commission budget.

Member Garner: I noticed a big difference in Salaries between the 2020-2021 Actual or Estimated and the 2021-2022 Budget.

Director of Personnel: After consulting with LACOE and working with the Director of Fiscal Services to get the actual data, next year's budget will not include the salary of the Assistant Superintendent of Personnel. It will include fifty percent of the Personnel Director.

Member Seitz: Just what applies to Classified only. And it also includes the benefits.

Director of Personnel: Yes. In addition, we added a Personnel Technician I position. Another increase you will notice is in the Operating Expenses. Because of the pandemic, we did not schedule conferences or training. In the coming year, we have requested to budget more in anticipation of in person conferences and training for our Personnel staff.

On motion of Member Seitz, seconded by Member Aparicio and on a 3-0 vote, the Personnel Commission approved to adopt the 2021-2022 Personnel Commission budget.

Director of Personnel Services –

- Introduce Isaac Salazar, new Personnel Technician I. Isaac will be handling the Classified desk and will be giving you an update on the Classified Recruitment
- Helios System Update – It is an online HR system. We are nearing the final stages of completing the system setup and testing. Helios will bring Personnel closer to a paperless office environment and help streamline processes.

Director's Report

Personnel Technician Recruitment Update -

- Two positions are posted on EdJoin.org as Open/Promotional:
 - Library Media/Assistant (Longden)
 - Childcare Instructor (ELP-Cloverly)
- Checking References - Utility Worker I candidates
- Completed Written and Oral Testing and now Scheduling Interviews for the ELD Instructional Coordinator (Longden)

Interim Assistant Superintendent -

- Summer School –We are planning to provide Summer School and this will create summer jobs for our classified staff.
- Planning for Fall – We want to be prepared to return all staff to work in the fall and continue to follow social distance and CDC guidelines.

None

**Matters from the
Commission**

On motion of Member Seitz, seconded by Member Aparicio and on a 3-0 vote, the Personnel Commission adjourned to closed session at 4:27 p.m.

**Adjournment to Closed
Session**

On motion of Member Aparicio, seconded by Member Seitz and on a 3-0 vote, the Personnel Commission reconvened to open session at 5:00 p.m. There was no action taken in closed session.

**Reconvene to Open
Session**

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission adjourned the meeting at 5:00 pm.

Adjournment

Ann Seitz

Gina Aparicio

Maria Garner