

Temple City Unified School District
PERSONNEL COMMISSION
Regular Meeting
9700 Las Tunas Drive
Temple City, California 91780

Board Room
May 18, 2021
4:00 p.m.

AGENDA

Public Participation

Pursuant to the Governor's Executive Order N-29-20 dated June 22, 2020, the Personnel Commission is authorized to hold this meeting via teleconferencing and to make this meeting accessible electronically to all members of the public seeking to observe and address the Board. For purposes of observing the meeting, members of the public may do so via video and audio livestream at <https://tcusd-net.zoom.us/j/82440088377?pwd=WGJrNGZnQkU2bUhqOUltdWpMNjVIZz09>. The livestream will become available at the start of the Personnel Commission meeting and will end following adjournment of the meeting.

Other than the video and audio livestream, if you would like to listen to the Personnel Commission meeting via telephone, please email the District at jburgos@tcusd.net and a list of phone numbers will be emailed to you 30 minutes prior to the start of the meeting. Members of the public are welcome to participate through the public comment process. If you wish to comment on an item on the agenda or within the subject matter jurisdiction of the Board, please e-mail your comments in advance to Juris Burgos, at jburgos@tcusd.net. The public comment window for email submissions will open at 8:00 a.m. on May 17, 2021, and closes at 3:30 p.m. on May 18, 2021. Public comments will be compiled and processed prior to the start of the Personnel Commission meeting to the greatest extent possible.

Public comments received via email will be compiled, presented to the Personnel Commission members for review prior to or during the meeting, read aloud by the Personnel Commission at the meeting during the designated public comment period, and included in the minutes for the meeting when published. If any member of the public wishes to comment on a specific agenda item, the member of the public must include the agenda item in the subject line of the email. Public comments that are outside of the Personnel Commission's subject matter jurisdiction will be excluded. Procedures applicable to public participation as including, but not limited to, speaker time limits, shall be enforced to the greatest extent possible.

The above temporary procedures will modify the usual public comment procedures published in the Agenda until further notice. In compliance with the Americans with Disabilities Act, those requiring special assistance to access the livestream of the meeting, to access written documents being discussed at the Personnel Commission meeting, or to otherwise participate at Personnel Commission meetings; please contact Juris Burgos, Director of Personnel, at jburgos@tcusd.net. Notification at least 48 hours prior to the meeting, when feasible, will enable the District to make reasonable arrangements to ensure accessibility to the Personnel Commission meeting and to provide any required accommodations. Public materials associated with the Board meeting are publicly available on our YouTube Live Channel or at TCUSD.NET

Regular Meeting of the Personnel Commission – May 18, 2021

1. Call to Order
2. Pledge of Allegiance led by Ann Seitz
3. Individuals Desiring to Address the Personnel Commission
4. Approval of Minutes
 - a. Minutes of Regular Meeting of April 20, 2021
5. Eligibility List
 - a. Utility Worker I – April 19, 2021
 - b. ELD Instructional Coordinator – April 21, 2021
6. Personnel Order
 - a. Personnel Order 2021-16 – April 28, 2021
 - b. Personnel Order 2021-17 – May 12, 2021
7. Business Matters
 - a. Reclassification – Office Assistant I
 - b. Confidential Position Designation
 1. Executive Assistant I
 2. Executive Assistant II
 3. Executive Assistant III
 4. Personnel Technician I
 5. Personnel Technician II
8. Report from the Director
9. Matters from the Commission
10. Disclosure of Items to be Discussed in Closed Session
 - a. Personnel Matters (Government Code 54954 / 54957)
 - i. Discussion of Personnel Matters
 - b. MOTION TO ADJOURN TO CLOSED SESSION
 - c. BY: _____ SECONDED BY: _____
 - d. AYES: _____ NAYS: _____
 - e. ABSENT: _____ ABSTENTIONS: _____
 - f. OPENING TIME: _____
11. Closed Session
 - a. MOTION TO RECONVENE TO OPEN SESSION
 - b. BY: _____ SECONDED BY: _____
 - c. AYES: _____ NAYS: _____
 - d. ABSENT: _____ ABSTENTIONS: _____
 - e. CLOSING TIME: _____
12. Reconvening to Open Session
 - a. Announcement of Action(s) Taken in Closed Session, If Any

13. Adjournment

- a. MOTION TO ADJOURN
- b. BY: _____ SECONDED BY: _____
- c. AYES: _____ NAYS: _____
- d. ABSENT: _____ ABSTENTIONS: _____
- e. Adjournment at ____ p.m.