

Temple City Unified School District
PERSONNEL COMMISSION

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

Unapproved Minutes – Regular Meeting of June 16, 2021

The regular meeting was called to order at 4:01 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 May 18, 2021.

**Approval of Minutes of
Regular Meeting of
May 18, 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 Childcare Instructor – May 27, 2021.

Eligibility List

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Brailist – June 2, 2021.

On a motion of Member Aparicio, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission received Personnel Order No. Personnel Order 2021-18 – May 26, 2021.

Personnel Order

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission received Personnel Order 2021-19 – June 9, 2021

Member Garner: The Noon Duty Aide, is that for the afternoon cohorts because of the in person learning. Was there a high volume of cohorts at Longden?

Interim Assistant Superintendent: We have need for staffing at various sites and Longden had more teachers willing to return and so we had the most kids at Longden.

Member Garner: What is the Classified Mentor stipend for Tim Rodriguez?

Director of Personnel:

The Classified Mentor is a negotiated stipend for CSEA105 members. Every year CSEA105 members can apply to be a mentor and up to two members can be selected. This year, Tim Rodriguez is the sole applicant for this year's application and he proposed to do a presentation on Cesar Chavez. He was the mentor last year as well.

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission approved the Title Change Only from Chief Business Official to Assistant Superintendent of Business Services.

Business Matters
7.a

Maria Garner: Is this the position being filled by Mercedes?

Interim Assistant Superintendent:

Yes, this is a change in title only. The reason is that the title of Chief Business Official title is not used commonly in the education industry. The Assistant Superintendent of Business Services is more in line with the position.

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission approved the Classification Specification Revisions for the three Executive Assistant series I, II and III.

7.b

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission approved the Reclassification – from Program Manager of Child Care to Director of Child Development Programs.

7. c

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission approved the Reclassification – from Personnel Technician I to Personnel Technician II.

7. d

Director of Personnel:

Director's Report

Summer is the busiest time for us. We are working on summer applications, staff assignments, processing end of year reports, resignations and leave of absences.

Helios, the paperless HR system, is now live. I am actively giving individual training to staff and departments. This will be a great help in streamlining workflows between HR, various sites and departments. This is still ongoing but we will get there. The next big project will be transitioning from paper timesheet to electronic. This will be a lot of work and there will be a kickoff meeting along with Business services. Lots of exciting projects to keep us busy. We also have a lot of work in benefits, part of which is in anticipation of the preparation for open enrollment.

Interim Assistant Superintendent:

We have a lot of great and exciting new ideas for Personnel. We are thinking of new ways to communicate and present information to our new hires and staff.

We have also been collaborating with our Benefits Committee and meeting with our benefits consultant. There may be opportunities for change. CalPERS Health premiums are expected to have a rather large increase. So, we want to look into finding better quotes for benefit plans to offer to our staff.

The Personnel Commission thanked the TCUSD staff and Administrators for their efforts in making the graduation and promotion events for the students so successful.

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 4:32 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 4:45 p.m. There was no action taken in closed session.

Reconvene to Open Session

On a motion of Member Garner, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission adjourned the meeting at 4:45 pm.

Adjournment

Ann Seitz

Gina Aparicio

Maria Garner