

Temple City Unified School District
PERSONNEL COMMISSION

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

Unapproved Minutes – Regular Meeting of August 17, 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:

Tamar Kataroyan, ED. D, Assistant Superintendent Personnel

Staff Members Present:

Juris Burgos, Director of Personnel Services
Lucy Lin, Personnel Technician II
Isaac Salazar, Personnel Technician I

The pledge of allegiance was led by Maria Garner

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 June 16, 2021.

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

On a motion of Member Aparicio, seconded by Member Garner on 2-0 vote, the Personnel Commission approved the minutes of the Special Meeting of July 27, 2021.

**Approval of Minutes of
the Special Meeting of
July 27, 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 Library Media Assistant – June 24, 2021.

Eligibility List

On a motion of Member Aparicio, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Noon Duty Aide – August 3, 2021.

Unapproved Minutes for the Regular Meeting of August 17, 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 Paraprofessional PE – August 3, 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 Office Assistant I – August 4, 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 2021-20 – June 23, 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 No. Personnel Order 2021-21 – June 26, 2021.

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission received Personnel Order No. Personnel Order 2122-01 – July 28, 2021.

Director of Personnel: The incumbent being considered is Mr. Casey Chambers. The reclassification was requested by the incumbent and is supported by his supervisor, the Supervisor of Facilities and Maintenance. A study was conducted which includes interviews with his supervisor and co-workers. Union leadership was also consulted. The finding is that he has the skillset and took the lead in several successfully completed projects. I am recommending that Mr. Chambers be reclassified from Skilled Maintenance Worker I to Skilled Maintenance Worker II.

Business Matters 7.a

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

Director's Report

Director of Personnel Introduces New Assistant Superintendent of Personnel

I would like to officially introduce our new Assistant Superintendent of Personnel, Dr. Tamar Kataroyan. Dr. K is jumping in at such a busy and crucial time and we are happy to have her join our team. Let's give her a warm welcome.

Classified Recruitment Report

Isaac Salazar will give you the most current Classified Hiring report:

- Extending Posting Date
 - LVN @ Longden
- Posted on Edjoin.org as Promotional
 - Executive Assistant I – Ed Services
- Posted in-house as Transfers
 - Childcare Para-pro @ Emperor, Longden and La Rosa
 - Para-pro
 - Office Assistant II @ TCHS
 - Grounds Maintenance Worker
- Screening
 - Childcare Para-pro @ Cloverly
 - PIO/Webmaster
 - Brailist
- Checking References
 - Noon Duty Aide
 - Para-Pro PE
- Scheduling Start Date
 - Office Assistant I

2021-2022 Personnel Commission Meeting Dates

Director of Personnel recommends a change to one of the meeting dates from Dec 21, 2021 to December 14, 2021. The reason is that Dec 21, 2021 falls on a week where most of our staff are on vacation.

Members Garner, Seitz and Aparicio all agrees to the change.

Date of Public Announcement of Joint Commissioner Appointment

Member Garner's appointment will expire on December 1, 2021. Per Personnel Commission rules, *"by September 30, the appointee of the Board of Education and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint."*

By our next scheduled meeting, September 21, 2021, Member Seitz and Member Aparicio will announce their intended joint appointee.

Assistant Superintendent of Personnel:

We are getting to the endpoint of deciding if TCUSD are moving from or staying with CalPERS. The unions have just voted. We will find out and begin the work of preparing for Open Enrollment. But from the looks of it, the vote is leaning towards staying with CalPERS.

There has been news of neighboring school districts having minor breakouts of COVID. What are our policies or procedures for our school district? What will decide if our schools gets shut down?

Matters from the Commission

It depends on the specifics and depends on the situation. This is a multi-step process and is being implemented by the Director of Risk Management.

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

Adjournment

Ann Seitz

Gina Aparicio

Maria Garner