

Temple City Unified School District
PERSONNEL COMMISSION

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

Unapproved Minutes – Regular Meeting of September 21, 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
Lily Marquez, Personnel Technician II
Isaac Salazar, Personnel Technician I

The pledge of allegiance was led by Dr. Tamar Kataroyan

Pledge of Allegiance

None

**Individuals Wishing to
Address the
Commission**

On a motion of Member Aparicio, seconded by Member Seitz on a 3-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of August 17, 2021.

**Approval of Minutes of
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 Executive Assistant I – August 30, 2021.

Eligibility List

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 2022-02 – August 18, 2021.

**Personnel Order
6a.**

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 2022-03 – September 8, 2021.

6b.

Member Seitz: I see that Dale Shaffer is back from retirement. Is he here for the rest of the school year?

Director of Personnel: Yes. It's on an as needed basis to assist the MO department for the school year. Because he is a retiree, he is limited to work a certain number of hours.

Member Seitz: He is working until the position is filled?

Director of Personnel: This position is not vacant, as of yet, and Dale will only be helping on an as needed basis.

Establishment and Salary Allocation of Registered Nurse Classification

Business Matters 7.a

Assistant Superintendent of Personnel:

There has been a shortage of classified staff across the board and that includes LVNs. This position had always been tough to fill, it is especially difficult in this climate to find qualified applicants.

In preparation to be more competitive in recruiting health care applicants to service our students, we are proposing to create a temporary Classified Registered Nurse Classification. We may not need it if we are able to hire LVNs. But we want to be ready. Juris can talk more of the salary study.

Director of Personnel:

We have completed our research by reaching out to our surrounding school districts and compiled data on job description and salary range and steps. Our proposed minimum and maximum salary range is based on this data and in trying to keep within our district's budget. Like Dr. Kataroyan stated, this position is temporary, but we hope that it will attract candidates to help alleviate the shortage we have in LVN candidates.

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission approved the Establishment and Salary Allocation of the Registered Nurse Classification

On a motion of Member Seitz, seconded by Member Aparicio, and on a 2-0 vote, the Personnel Commission approved the announcement to reappoint Maria Garner as the Commissioner's Joint Appointee for a 3-year term.

Announcement of Commissioners' Joint Appointee

On a motion of Member Seitz, seconded by Member Aparicio, and on a 2-0 vote, the Personnel Commission approved to set the public hearing date to October 19, 2021.

Set the Public Hearing Date

Director of Personnel:

Director's Report

Open Enrollment has begun on September 20, 2021

Personnel is also serving as the benefits department for our school district. We have completed the preparation for the annual open enrollment event.

Classified Recruitment Report

You can tell how busy we have been just from the classified consent. Isaac Salazar will give you the most current Classified Hiring report:

- Will be flown:
 - Office Assistant II @ Emperor
 - Site Office Manager @ Longden
 - Noon Duty Aide @ Emperor
 - Community Liaison @ Emperor
 - Paraprofessional PE – Floater
 - Noon Duty Aide – Extra Hours
 - Paraprofessional Child Care I – Extra Hours
 - Custodial Subs
 - Cafeteria Assistant I Subs
- Posted on Edjoin.org
 - Paraprofessional Child Care I – Cloverly
 - Paraprofessional Child Care I – Emperor
 - Brailist – TCHS
 - LVN –
 - Child Care Instructor II
 - Behavior Intervention Aide (re-opening until filled)
- Posted in-house as Transfers
 - Paraprofessional
- Screening
 - Paraprofessional
- Testing
 - Grounds Maintenance Worker
- Scheduling Start Date
 - Noon Duty Aide
 - Paraprofessional PE

Member Garner: It looks like we are short on staffing all around.

Director of Personnel: Yes, that's correct. And on top of that we are also short on subs.

Assistant Superintendent of Personnel: Besides recruiting, we are also looking to outside agencies. A lot of districts are experiencing this as well, especially in the classified areas.

None

Matters from the Commission

Unapproved Minutes for the Regular Meeting of September 21, 2021

On a motion of Member Seitz, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission adjourned the meeting at 4:31 pm.

Adjournment

Ann Seitz

Gina Aparicio

Maria Garner