

Temple City Unified School District
PERSONNEL COMMISSION

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

Unapproved Minutes – Regular Meeting of October 19, 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:

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 Ann Seitz

Pledge of Allegiance

None

**Individuals Wishing to
Address the
Commission**

On a motion of Member Garner, seconded by Member Seitz on a 2-0 vote, the Personnel Commission approved the opening of public hearing to discuss the appointment of Maria Garner to the Personnel Commission.

**Opening of Public
Hearing**

On a motion of Member Seitz, seconded by Member Aparicio on a 2-0 vote, the Personnel Commission approved the closing of public hearing to discuss the appointment of Maria Garner to the Personnel Commission.

**Closing of Public
Hearing**

On a motion of Member Seitz, seconded by Member Aparicio on a 2-0 vote, the Personnel Commission approved the appointment of Maria Garner to the Personnel Commission.

**Appointment of the
Joint Commissioner**

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 September 21, 2021.

**Approval of Minutes of
Regular Meeting of
September 21, 2021**

On a motion of Member Aparicio, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Assistant Superintendent of Business Services – September 8, 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 Paraprofessional – September 14, 2021.

On a motion of Member Aparicio, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for LVN – September 14, 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 Child Care – September 17, 2021.

On a motion of Member Aparicio, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Grounds Maintenance Worker – September 28, 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 Behavior Intervention Aide – October 7, 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 2122-04 – September 22, 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 2122-05 – October 13, 2021.

Director of Personnel: Congratulations to Maria Garner for being reappointed. We are very appreciative of all that you do.

Director's Report

The Assistant Superintendent of Business Services has been filled and has officially started yesterday, October 18, 2021. We would like to give a warm welcome to Connie Wu. She comes to us with a wealth of experience.

The Benefits Open Enrollment has ended on October 15, 2021. The work to process the selection will begin next. We are also working on transitioning with changing vendors for dental and vision for the 2022 calendar year.

Classified Recruitment Report

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

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- Will be flown:
 - Lead Grounds Maintenance Worker
 - Extra Assignment – Campus Security Monitor
 - Child Care Instructor
 - Site Office Manager
 - Paraprofessional Childcare I
 - Noon Duty Aide
- Posted on Edjoin.org and/or In-House
 - Paraprofessional Child Care Substitutes
 - Paraprofessional Child Care I
 - Custodial Substitutes
 - Cafeteria Assistant Substitutes
 - Brailist – TCHS
 - LVN
 - Director of Fiscal Services
 - Director of Maintenance and Operations
 - Behavior Intervention Aide
 - Paraprofessional
 - Paraprofessional Substitutes
 - District Receptionist
 - Utility Worker I
- Screening
 - Paraprofessional PE
 - Community Liaison
 - Child Care Instructor II
- Testing
 - Substitute positions (Custodial, Grounds, Cafeteria Assistant, etc.)
- Interview
 - Noon Duty Aide
- Scheduling Start Date
 - Behavior Intervention Aide (4)
 - Paraprofessional (2)
 - Noon Duty Aide @ Longden
 - Grounds Maintenance Worker (Promotion)
 - Paraprofessional PE @ Longden
 - Paraprofessional Child Care I (2)
 - LVN @ Cloverly
 - LVN @ Longden
 - Accounting Assistant II (Business Services)

Assistant Superintendent of Personnel:

There are just a few more items I would like to add.

The positions of Director of Fiscal Services and Director of Maintenance and Operations both report to the Assistant Superintendent of Business Services. These two positions are still open because we wanted to be able to have more qualified candidates to apply and to give the Assistant Superintendent of Business Services to start, review her staff and be able to have a say

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in what she thinks is needed for her department.

Staff Development will be held on November 1, 2021. On this day, we have online training planned for our staff, such as training in First Aide, CPR, customer services, etc. Vector Solutions is a system that is utilized to assign and track these virtual training. We will be sending out details in the next few days.

October 15, 2021 Vaccine Mandate – as of last Friday our staff is to upload their vaccine status or once a week they have to be tested and update their information on a portal.

We have testing setup at the parking of the district office on Tuesdays and Thursdays.

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 4:31 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 4:41 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 4:41 pm.

Adjournment

Ann Seitz

Gina Aparicio

Maria Garner