

Temple City Unified School District
PERSONNEL COMMISSION

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

Unapproved Minutes – Regular Meeting of April 19, 2022

The regular meeting was called to order at 4:02 p.m. by Ann Seitz

Call to Order

Personnel Commission Members present:

Maria Garner
Ann Seitz
Gina Aparicio

Staff Members Present:

Juris Burgos, Director of HR
Lucy Lin, Personnel Technician II
Lily Marquez, Personnel Technician II

The pledge of allegiance was led by Maria Garner.

Pledge of Allegiance

None

**Individuals Wishing to
Address the
Commission**

On a motion of Member Aparicio, seconded by Member Garner on a 3-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of March 15, 2022.

**Approval of Minutes of
Regular Meeting**

On a motion of Member Aparicio, seconded by Member Garner on a 3-0 vote, the Personnel Commission ratified the eligibility list for Behavior Intervention Aide – March 14, 2022.

Eligibility List

On a motion of Member Aparicio, seconded by Member Garner on a 3-0 vote, the Personnel Commission ratified the eligibility list for Utility Worker I – March 24, 2022.

Personnel Order

Personnel Order

On a motion of Member Garner, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission received Personnel Order No.2122-13 March 23, 2022.

Business Matters

On a motion of Member Garner, seconded by Member Aparicio on a 3-0 vote, the Personnel Commission ratified the opening of a public hearing to discuss the adoption of the 2022-2023 Personnel Commission Budget.

Director of Personnel discussed her meeting with the Director of Fiscal Services to review the budget. She also looked into the concern that Member Aparicio had brought up in the last meeting, which is that there are no amounts allocated for contingencies. The budget is pretty tight for the coming year. The amount is derived from looking at the trend from past years and as a whole, the projected budget is only about \$1,000 less for the coming year. If there is a need for more funding for specific items, we may tap into the HR general fund.

On a motion of Member Aparicio, seconded by Member Garner on a 3-0 vote, the Personnel Commission closed the public hearing.

On a motion of Member Garner, seconded by Member Aparicio on a 3-0 vote, the Personnel Commission approved the adoption of the 2022-2023 Personnel Commission Budget.

The director shared that she is happy to be back. There are several items and projects that are happening. Preparation for Summer School has been underway for classified and certificated staffing. HR will be working with Special Education and Ed Services to fill the assignments.

We are also working on preparing for Employees of the Year. There are deadlines to be met for LACOE.

We are also working closely with Mickie Wong, the Director of Child Development, on job descriptions and new positions, in preparing for the opening of our Preschool.

Member Aparicio, Member Garner and Member Seitz would like to have more information regarding the Preschool.

Current Recruitment:

Noon Duty Aides

Brailist

LVN

Behavior Intervention Aide

Paraprofessional

Work Experience Coordinator

ELD Coordinator

Office Assistant II

Paraprofessional I – Child Care

Business Matters

**Public Hearing –
Adoption of the
Personnel Commission
Budget**

**Report from the
Director**

Unapproved Minutes for the Regular Meeting of April 19, 2022
Child Care Instructor
Library/Media Assistant

The director acknowledges that the Commission would like to look into the process of revising the Personnel Commission rules and regulations, as proposed by Member Garner. This will be a long process and will reach out to other school districts as well as research other sources.

Matters from the Commission

On a motion of Member Garner, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission adjourned the meeting at 4:22 pm.

Adjournment

Ann Seitz

Gina Aparicio

Maria Garner