

**Temple City Unified School District
PERSONNEL COMMISSION**

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

Unapproved Minutes – Regular Meeting of May 17, 2022

The regular meeting was called to order at 4:03 p.m. by Gina Aparicio

Call to Order

Personnel Commission Members present:

Maria Garner
Gina Aparicio

Staff Members Present:

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

The pledge of allegiance was led by Gina Aparicio.

Pledge of Allegiance

None

**Individuals Wishing to
Address the Commission**

On a motion of Member Garner, seconded by Member Aparicio on a 2-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of April 19, 2022.

**Approval of Minutes of
Regular Meeting**

On a motion of Member Garner, seconded by Member Aparicio on a 2-0 vote, the Personnel Commission ratified the eligibility list for Paraprofessional I Child Care – May 4, 2022.

Eligibility List

On a motion of Member Garner, seconded by Member Aparicio, and on a 2-0 vote, the Personnel Commission received Personnel Order No.2122-14 April 27, 2022.

Personnel Order

On a motion of Member Garner, seconded by Member Aparicio, and on a 2-0 vote, the Personnel Commission received Personnel Order No.2122-15 May 11, 2022.

Member Garner voiced her concern with the number of vacancies, especially with the Special Education department. She wonders if it is due to lack of training.

Member Aparicio also agrees that the number of turnovers is a concern.

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The Personnel Director summarizes that since the pandemic there is a shortage of qualified certificated and classified staff. The classified employees receive two staff development days per Fiscal Year.

Mickie Wong is the Director of Child Development Programs

Preschool Presentation

She has worked with many departments all year long on this Preschool Project. The Preschool name is the Temple City Early Learning Academy (TCELA) and will be located at the site that was previously known as the Dr. Doug Sears Learning Center/ Adult School off of Pentland Avenue

There will be a total of 6 classrooms, two of which will be Special Education Services and four will be for Tuition Based Preschool Programs. An Application has been submitted for the facility to be licensed to accommodate up to 75 students.

According to a Survey of perspective families conducted in December, there is about 130 families who are interested. The Preschool will be offering a full day program and a half day program. A booth will also be set up at the Camelia Festival to provide more information for our Temple City Families regarding the Preschool, ELP and other programs. Different Administrators, Juris and Mickie will be manning the booth during various times.

Member Aparicio and Member Garner thanked Mickie for everything that she has done to make this project happen. Encourages her to reach out if she needs any other support.

The Program will need to be staffed with at least four instructors and four paraprofessionals. The program will also be looking into help for families who need tuition assistance.

Business Matters

Director of HR has worked with the Director of Child Development Programs in establishing the new classification of Paraprofessional - Preschool. What makes this classification different is that the Preschool Paraprofessionals encompasses Special Education student needs. It is different from our existing Paraprofessional because the job includes toileting. After surveying other comparable job descriptions of surrounding school districts, we want to be competitive in salary and that is what you will see in our recommended salary allocation for each of the two new job classifications.

Member Garner questions why the Paraprofessional – Preschool job description requires more experience than the Preschool Instructors.

Director of HR explains that it is due to the Instructor requiring 1 year of experience working with children and a valid Child Development Associate Teacher Permit or higher, with a preference of 3 years of

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early childhood experience.

The proposed revision of the Child Care Instructor II will allow the Child Care Instructor II to be able to serve both in the ELP and Preschool programs. They should also be able to serve as site supervisors.

The goal is to hire Preschool staff and secure them for the following school year.

On a motion of Member Garner, seconded by Member Aparicio on a 2-0 vote, the Personnel Commission approved the establishment and Salary Allocation of Paraprofessional - Preschool.

On a motion of Member Garner, seconded by Member Aparicio on a 2-0 vote, the Personnel Commission approved the establishment and Salary Allocation of Preschool Instructor.

On a motion of Member Garner, seconded by Member Aparicio on a 2-0 vote, the Personnel Commission approved the Job Description Revision – Child Care Instructor II.

Recruitment Update from Isaac Salazar

Screening

BIA - SPED

Paraprofessional - SPED

Paraprofessional - Emperor

Paraprofessional - Longden

Parapro PE - Floater

Childcare Instructor I - ELP Emperor

Childcare Instructor I - ELP Oak

Testing

Library/Media Assistant - Cloverly

Library/Media Assistant - Oak

ELD Instructional Coordinator - Longden x2

Campus Security Monitor - TCHS

Work Experience Coordinator - SPED

Noon Duty Aide - Longden

Noon Duty Aide - Emperor

Paraprofessional Childcare - ELP Emperor

Brailiist - TCHS

Interview

Office Assistant II - Cloverly

Director of Personnel discussed the filling of the ESY Summer positions are underway.

Report from the Director

HR has started researching the process of updating our PC Rules and Regulations. And it is a very involved and long project that will involve lots of planning, discussions, review of various policies, bargaining unit

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contracts etc. Also reviewed other merit school districts, as well as a model from the Merit Systems. We have to make sure that we are also following current labor laws. The last time that it was revised was 2005. Let's finish off the school year and start this process in the next school year.

Matters from the Commission

Member Garner and Member Aparicio wish to congratulate the certificated and classified Employees of the Year and express their gratitude for everyone's hard work.

Closed Session

On a motion of Member Aparicio, seconded by Member Garner on a 2-0 vote, the Personnel Commission adjourned to closed session at 4:40 PM.

On a motion of Member Aparicio, seconded by Member Garner on a 2-0 vote, the Personnel Commission reconvened to open session at 5:20 PM

Member Aparicio stated that no action was taken during closed session.

Adjournment

On a motion of Member Garner, seconded by Member Aparicio, and on a 2-0 vote, the Personnel Commission adjourned the meeting at 5:20 pm.

NA
Ann Seitz

Gina Aparicio

Maria Garner