

**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 17, 2023

The regular meeting was called to order at 4:05 pm by Gina Aparicio.

Call to Order

Personnel Commission Members present:

Gina Aparicio
Maria Garner
Ann Seitz

Staff Members Present:

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

The pledge of allegiance was led by Maria Garner.

Pledge of Allegiance

Three individuals wished to address the Commission on a topic, not in the agenda. No action may be taken by the Personnel Commission on matters not on the agenda unless Government Code 54954 is evoked by the Trustees. Natalie Galaz (CSEA Labor Relations Representative), Robin Penn (CSEA105 President), and Leigh Cobb were each given three minutes to speak regarding the reclassification from Office Assistant II to Office Assistant III at Temple City High School. Leigh Cobb had submitted a reclassification request in March, with the support of her supervisor. They would like to request that Leigh Cobb's reclassification be completed prior to the comprehensive district reclassification and compensation study that occurs every three years. They provided a brief history of the Office Assistant III positions at the high school and believe that Leigh Cobb is doing the exact same duties as other Office Assistant III staff.

**Individuals Wishing to
Address the Commission**

Member Aparicio thanked the three individuals for attending. No action can be taken at this time.

On a motion of Member Garner, seconded by Member Aparicio, on a 3-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of September 19, 2023.

**Approval of Minutes of
Regular Meeting**

Unapproved Minutes for the Regular Meeting October 17, 2023

On a motion of Member Garner, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission ratified the following Eligibility Lists:

- a) Lead Grounds Maintenance Worker – September 1, 2023
- b) Office Assistant II – August 18, 2023
- c) Paraprofessionals – September 29, 2023
- d) Skilled Maintenance Worker I – September 12, 2023

On a motion of Member Garner, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission received the Personnel Order 2324-05 – September 27, 2023.

On a motion of Member Garner, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission received the Personnel Order 2324-06 – October 11, 2023.

Member Aparicio noted that there are a lot of increases in FTEs and asked what is the process to increase hours? Dr. Kataroyan summarized that It is based on need and budget.

Personnel Commission Rules and Regulations Revision Sunshine Chapter 17

Juris Burgos reviewed and discussed the steps that will be taken in revising the Personnel Commission Rules and Regulations. No action is taken today.

- The first step is to identify a chapter to revise. Chapter 17 of the current Personnel Commission Rules and Regulations will be selected as the first Chapter to be revised.
- The three criteria to identify a rule/article for revision are:
 - Rule is out of compliance with current law
 - Rule is inconsistent with PC practice
 - Rule is ambiguous or vague.

Due to a new Ed Code regarding layoffs, Chapter 17 is currently out of compliance with the current law.

- The selected chapter will need to be sunshined at a PC meeting, which we are doing now.
- The PC staff will revise the rule and provide the proposed revision as a first draft to the PC Chairperson (Member Aparicio) and Superintendent for review, feedback and edits. The revised draft will next be presented to the Union Presidents for review and feedback.
- Next, the proposed rule revision will be presented to the public for discussion, feedback and additional input.
- The proposed rule revision will be sent to District Legal for review, feedback and additional input.
- The Personnel Commission will give final approval and the rule revision will be adopted.

Recruitment Report

Isaac Salazar provided the classified recruitment report and vacancies.

Eligibility List

Personnel Order

Business Matters

Report from the Director

Free Behavior Intervention Aide Certification

Dr. Kataroyan shared the new Behavior Intervention Aide recruitment efforts. It has been a struggle to hire qualified Behavior Intervention Aides. Now, once a month, free in-house training is provided to Behavior Intervention Aide applicants who are interested but are not certified.

Open Enrollment has officially ended. Now it is time to be working with our vendors to transfer the data and to ensure the changes will happen for January 2024.

Employees of the Year Luncheon

The event will be held on November 15, 2023. We will be sending the invitation to your TCUSD email account. Please save the date.

Comprehensive Compensation and Classification Study

We have sent out RFPs to get bids and proposals from a list of vendors. At the end of October, we should be able to receive enough bids and proposals to interview vendors.

CSPCA Conference Registration

CSPCA conference will be held from March 3, 2024 through March 5, 2024. We can register now to receive the Early Bird rates. Personnel Commission Members who would like to attend, please save the date and reach out to us to register.

Matters from the Commission:

The Personnel Commissioners gave special thanks to the Human Resources Team for their hard work and getting the Revision of Personnel Commission Rules and Regulations started.

On a motion of Member Garner, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission adjourned to closed session at 4:52.

Reconvened to Open Session at 5:05 pm. No action was taken during the closed session.

On a motion of Member Aparicio, seconded by Member Garner, and on a 3-0 vote, the Personnel Commission adjourned the meeting at 5:05 pm.

Matters from the Commission

Adjournment

Ann Seitz

Gina Aparicio

Maria Garner