

**Covina-Valley Unified School District
Personnel Commission**

Regular Meeting
Via Livestream
4:45 p.m.

September 8, 2020

This meeting is being held pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 4, 2020. Any or all board members may attend the meeting by phone. Members of the public may attend the meeting via Livestream. The Livestream link can be accessed by going to www.c-vusd.org and clicking on the “September 8, 2020, Personnel Commission Meeting” button. Public comments can be submitted by going to www.c-vusd.org and clicking on the “September 8, 2020, Personnel Commission Meeting” button to submit comments which will be read during the meeting by a moderator up to the five-minute time limit. Comments must be submitted between 2:00 p.m. and 4:00 p.m. on September 8, 2020.

The Personnel Commission does not censor public comment, which may include criticisms about a specific employee, nor does the Commission require that such discussion not take place in public. The Commission encourages members of the community to make their public comments in a courteous and respectful manner so as to facilitate resolution of disputes involving matters under the Commission’s jurisdiction.

Reasonable Accommodations for Individuals with a Disability

Any individual with a disability who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the office of the Director, Personnel Services, 519 E. Badillo St., Covina, California 91723; (626) 974-7000; Fax (626) 974-7073.

Meeting called to order by the presiding officer _____ at _____ p.m.

Flag Salute

Roll Call:

Dennis McNaught, President _____

Judith C. North, Vice President _____

Deni Noble, Member _____

Michele Doll, Assistant Superintendent, Personnel Services _____

Rod Zerbel, Director, Personnel Services _____

I - Preliminary

1. **Adoption of Agenda.** Recommendation is made that the agenda be adopted as submitted. **Action**
Motion by _____, Seconded by _____, Vote _____
2. **Approval of Minutes.** Minutes of the regular meeting of August 4, 2020, are submitted for approval. **Action**
Motion by _____, Seconded by _____, Vote _____

II - Public Comments

At this time members of the public may address the Personnel Commission. State law prohibits the Commission from acting on any issue not included on the agenda. Due to time limits imposed for public comment, the Commissioners do not answer questions or respond to statements made during the public comment.

3. **Public Comments on Non-Agendized Items.** At this time any person wishing to speak on any item **not** on the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**
4. **Public Comments on Agenda Items.** Any person wishing to speak to any item **on** the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**

III - Director/Commission Member Comments

5. **Director's Report.** At this time the Director may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**
6. **Commission Members' Comments.** At this time Commission Members may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**

IV – Action Item

7. **Waiver of Written Exam for Instructional Aide - Classroom.** The recommendation for the Personnel Commission to waive the written exam requirements for the position of Instructional Aide - Classroom, between September 9, 2020, through December 31, 2020. (Ref. A) **Action**
Motion by _____, Seconded by _____, Vote _____

8. **Waiver of Written Exam for Instructional Aide - Behavior, Special Education.** The recommendation for the Personnel Commission to waive the written exam requirements for the position of Instructional Aide - Behavior, Special Education, between September 9, 2020, through December 31, 2020. (Ref. B)
Motion by _____, Seconded by _____, Vote _____ **Action**

9. **Waiver of Written Exam for Instructional Aide - Specialized Programs.** The recommendation for the Personnel Commission to waive the written exam requirements for the position of Instructional Aide - Specialized Programs, between September 9, 2020, through December 31, 2020. (Ref. C)
Motion by _____, Seconded by _____, Vote _____ **Action**

10. **Waiver of Written Exam for Instructional Aide - 1:1 Assistant.** The recommendation for the Personnel Commission to waive the written exam requirements for the position of Instructional Aide - 1:1 Assistant, between September 9, 2020, through December 31, 2020. (Ref. D)
Motion by _____, Seconded by _____, Vote _____ **Action**

11. **Waiver of Written Exam for Instructional Aide - Early Childhood.** The recommendation for the Personnel Commission to waive the written exam requirements for the position of Instructional Aide - Early Childhood, between September 9, 2020, through December 31, 2020. (Ref. E)
Motion by _____, Seconded by _____, Vote _____ **Action**

12. **Waiver of Written Exam for Child Care Aide EDC.** The recommendation for the Personnel Commission to waive the written exam requirements for the position of Child Care Aide EDC, between September 9, 2020, through December 31, 2020. (Ref. F)
Motion by _____, Seconded by _____, Vote _____ **Action**

13. **Waiver of Written Exam for Child Care Aide II.** The recommendation for the Personnel Commission to waive the written exam requirements for the position of Child Care Aide II, between September 9, 2020, through December 31, 2020. (Ref. G)
Motion by _____, Seconded by _____, Vote _____ **Action**

V - Closed Session

7. **Public Employee Discipline/Dismissal/Release** (Gov. Code 54957) **Discussion**

VI - Adjournment

8. **Adjournment.** _____ p.m. **Action**
Motion by _____, Seconded by _____, Vote _____

Waiver of Written Exam for Instructional Aide - Classroom

Due to school closures related to the Novel Coronavirus (COVID-19), the District is following guidelines outlined by the State of California and the Department of Health in relationship with social distancing.

The recommendation for the Personnel Commission to waive the written exam requirements for the position of Instructional Aide - Classroom between September 9, 2020, through December 31, 2020.

(Ref. A)

Waiver of Written Exam for Instructional Aide - Behavior, Special Education

Due to school closures related to the Novel Coronavirus (COVID-19), the District is following guidelines outlined by the State of California and the Department of Health in relationship with social distancing.

The recommendation for the Personnel Commission to waive the written exam requirements for the position of Instructional Aide - Behavior, Special Education between September 9, 2020, through December 31, 2020.

(Ref. B)

Waiver of Written Exam for Instructional Aide - Specialized Programs

Due to school closures related to the Novel Coronavirus (COVID-19), the District is following guidelines outlined by the State of California and the Department of Health in relationship with social distancing.

The recommendation for the Personnel Commission to waive the written exam requirements for the position of Instructional Aide - Specialized Programs between September 9, 2020, through December 31, 2020.

Waiver of Written Exam for Instructional Aide - 1:1 Assistant

Due to school closures related to the Novel Coronavirus (COVID-19), the District is following guidelines outlined by the State of California and the Department of Health in relationship with social distancing.

The recommendation for the Personnel Commission to waive the written exam requirements for the position of Instructional Aide - 1:1 Assistant between September 9, 2020, through December 31, 2020.

(Ref. D)

Waiver of Written Exam for Instructional Aide - Early Childhood

Due to school closures related to the Novel Coronavirus (COVID-19), the District is following guidelines outlined by the State of California and the Department of Health in relationship with social distancing.

The recommendation for the Personnel Commission to waive the written exam requirements for the position of Instructional Aide - Early Childhood between September 9, 2020, through December 31, 2020.

(Ref. E)

Waiver of Written Exam for Child Care Aide EDC

Due to school closures related to the Novel Coronavirus (COVID-19), the District is following guidelines outlined by the State of California and the Department of Health in relationship with social distancing.

The recommendation for the Personnel Commission to waive the written exam requirements for the position of Child Care Aide EDC between September 9, 2020, through December 31, 2020.

Waiver of Written Exam for Child Care Aide II

Due to school closures related to the Novel Coronavirus (COVID-19), the District is following guidelines outlined by the State of California and the Department of Health in relationship with social distancing.

The recommendation for the Personnel Commission to waive the written exam requirements for the position of Child Care Aide II between September 9, 2020, through December 31, 2020.