

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

**AGENDA**

Regular Meeting  
Via Livestream  
4:45 p.m.

August 4, 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](http://www.c-vusd.org) and clicking on the “August 4, 2020, Personnel Commission Meeting” button. Public comments can be submitted by going to [www.c-vusd.org](http://www.c-vusd.org) and clicking on the “August 4, 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 8:00 a.m. and 10:00 a.m. on August 4, 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.

**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 Director, Personnel Services via email at [rzerbel@c-vusd.org](mailto:rzerbel@c-vusd.org), 48 hours prior to the beginning of such meeting.

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

Flag Salute

Introduction: New Superintendent, Elizabeth Eminhizer, Ed.D.

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 June 9, 2020, are submitted for approval. **Action**  
Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

## II - Public Comments

At this time public comments will be read by the Director of Personnel Services to 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 have their comment read and 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 have their comment read and 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, or correspondence, operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**

## IV - Action Item

7. **Certification of Limited Term Employees.** Recommendation is made that the following limited term position(s) be certified. (Ref. A) **Action**  
Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

**V – Closed Session**

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

**Discussion**

**VI- Adjournment**

**9. Adjournment.**\_\_\_\_\_p.m.

**Action**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

### **Limited Term Employees**

The district has classified positions that may be needed for limited duration, not to exceed six months. With fluctuating enrollment, the number of classroom and child care aides, food service workers, elementary school monitors, campus supervisors, school helpers and clerical assistants needed are subject to change. The Board of Education has requested that the Personnel Commission designate several positions that may be filled on a limited-term basis. The Personnel Director will certify the list from which these positions are filled. Employees being considered for a Limited-Term position will be notified what the term of the position is, that it is not a probationary nor permanent position, and whether it is full-time or part-time.

Up to 15 limited term employees for each of the following positions, not to exceed six months:

Instructional Aide/Classroom

Instructional Aide/Behavior

Instructional Aide/Specialized Program

Instructional Aide/1:1 Assistant

Child Care Aide EDC

Child Care Aide II

Food Service Worker I

Food Service Worker II

Elementary School Monitor

Campus Supervisor

School Helper

Clerical Assistant I

Clerical Assistant II

Clerical Assistant III