

COVINA-VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Minutes - Regular Meeting

December 8, 2020

Meeting was called to order by the presiding officer, Mr. McNaught, at 4:54 p.m. via Livestream.

Members present: Dennis McNaught, President
Judith C. North, Vice President
Reggie Alderete, Member

Others present: Rod Zerbel, Director, Personnel Services

Oath of Office

Mr. McNaught administered the oath of office to CSEA Appointee, Mr. Alderete.

Adoption of Agenda

Motion by Ms. North, seconded by Mr. McNaught and unanimously carried, that the agenda be approved as amended.

Approval of Minutes

Motion by Mr. McNaught, seconded by Ms. North, and unanimously carried to approve the minutes of the regular meeting of November 10, 2020.

Public Comments on Non-Agendized Items

CSEA President wanted to wish everyone a Happy Holiday Season and shared the return of classified staff returning to the school sites with lingering concerns of exposure from employees.

Public Comments on Agendized Items

CSEA President wished to welcome Mr. Alderete to the Personnel Commission as CSEA's appointed commissioner.

CSEA President addressed Action Items IV, line items 8-12, Revised Salary Classifications, airing concern for those Child Care Aides which CSEA believes continues to complete the work of that of an Instructional Aid and feel they have not been properly compensated.

Director's Report

Mr. Zerbel welcomed the return of close to 500 Special Education students to the classroom for in-person learning with all Special Education teachers and all classified support staff resuming day to day in-class instruction as of December 1, 2020. The district is continuing to fill both permanent and substitute positions to ensure staffing is at 100% once the state has determined schools can begin the reopening to a larger group of students. Currently, the district has hired 25 new classified employees from September 1 - November 30 of this year.

Mr. Zerbel shared that effective November 16, 2020, all employees, students, and visitors are required to complete a Daily Health Survey via their personal device or by scanning a QR code prior to entering campus.

Mr. Zerbel shared information related to classified employees during the two weeks of Winter Break. The week before Christmas (December 21 - 23, 2020), the District Office will be closed. Employees are being requested to use his/her vacation time during this time. This practice has been going on for some time now to allow for employees to enjoy time spent with family. The District will be utilizing training modules/videos, for employees to allow for remote working on the days which fall before the New Year's Eve holiday (December 28-30, 2020). Classified employees will have training links pushed out by the Personnel Department during the week of December 14, 2020, which they may take in lieu of physically working at a site/department.

Commission Members' Report

Mr. McNaught welcomed Mr. Alderete to the Personnel Commission.

Ms. North wished everyone a safe and happy, holiday season.

Election of Officers

Motion by Mr. McNaught, seconded by Mr. Alderete and unanimously carried, that Ms. North is elected to serve as President of the Commission.

Motion by Mr. McNaught, seconded by Ms. North and unanimously carried, that Mr. Alderete is elected to serve as Vice President of the Commission.

Certification of Eligibility List

Motion by Ms. North, seconded by Mr. McNaught, and unanimously carried, that the eligibility list for Instructional Aide - Specialized Programs, be certified as presented.

Revised Salary Classifications

Motion by Ms. North, seconded by Mr. McNaught and unanimously approved that items 8-12, Revised Salary Classifications, be approved.

Closed Session

Mr. McNaught adjourned the meeting to a closed session at 5:19 p.m. Mr. McNaught resumed the open session at 5:23 p.m. with no action taken.

Adjournment

Motion by Mr. McNaught, seconded by Mr. Alderete, and unanimously carried to adjourn the meeting at 5:24 p.m.

President

Vice President