

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

**Regular Meeting**  
Via Livestream  
5:15 p.m.

December 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](http://www.c-vusd.org) and clicking on the “December 8, 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 “December 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 December 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

Administration of Oath of Office for Mr. Reggie Alderete

Roll Call:

Dennis McNaught, President \_\_\_\_\_

Judith C. North, Vice President \_\_\_\_\_

Reggie Alderete, 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 November 10, 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 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

4. **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**
5. **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

6. **Election of Officers.** Election of President and Vice President of the Commission for the current term of office to end at noon, December 1, 2021. **Action**  
(Ref. A)

President: \_\_\_\_\_  
Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Vice President: \_\_\_\_\_  
Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

- 7. **Certification of Eligibility List.** Recommendation is made that the eligibility list for the position, Instructional Aide - Specialized Programs, be certified (Education Code Section 45291). (Ref. B) **Action**  
Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote\_\_\_\_\_
  
- 7. **Revised Salary Classification.** Recommendation is made that the position, School Helper, be placed on Range 123 (\$2,605.80 - \$3,160.29) of the Classified Salary schedule. (Ref. C) **Action**  
Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote\_\_\_\_\_
  
- 8. **Revised Salary Classification.** Recommendation is made that the position, Elementary School Monitor, be placed on Range 123 (\$2,605.80 - \$3,160.29) of the Classified Salary schedule. (Ref. D) **Action**  
Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote\_\_\_\_\_
  
- 9. **Revised Salary Classification.** Recommendation is made that the position, Child Care Aide - EDC, be placed on Range 123 (\$2,605.80 - \$3,160.29) of the Classified Salary schedule. (Ref. E) **Action**  
Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote\_\_\_\_\_
  
- 10. **Revised Salary Classification.** Recommendation is made that the position, Food Service Worker I, be placed on Range 123 (\$2,605.80 - \$3,160.29) of the Classified Salary schedule. (Ref. F) **Action**  
Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote\_\_\_\_\_
  
- 11. **Revised Salary Classification.** Recommendation is made that the position, Child Care Aide II, be placed on Range 128 (\$2763.36 - \$3,363.30) of the Classified Salary schedule. (Ref. G) **Action**  
Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote\_\_\_\_\_

**V - Closed Session**

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

**VI - Adjournment**

- 14. **Adjournment.** \_\_\_\_\_ p.m. **Action**  
Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote\_\_\_\_\_

### **Election of Officers**

Personnel Commission Bylaw 8150 provides that the officers of the Commission shall consist of a President and a Vice President. These officers shall be elected annually at the first meeting held on or after December 1.

The previous year's President shall act as the temporary presiding officer at the election meeting until the election is completed. If the previous year's President is not present, the previous year's Vice President shall act as the temporary presiding officer.

**Certification of Eligibility List for Instructional Aide - Specialized Programs**

Recommendation is made that the eligibility list for the position, Instructional Aide - Specialized Programs, be certified. (Education Code Section 45300).

(REF. B)

**Revised Salary Classification**  
**School Helper**

In accordance with the recent rise in minimum wage, the District desires to change the salary classification of School Helper.

Recommendation is made that the position, School Helper, be changed from Range 114 (\$2,357.34 - \$2,864.36) to Range 123 (\$2,605.80 - \$3,160.29) of the classified salary schedule.

(REF. C)

**Revised Salary Classification**  
**Elementary School Monitor**

In accordance with the recent rise in minimum wage, the District desires to change the salary classification of Elementary School Monitor.

Recommendation is made that the position, Elementary School Monitor, be changed from Range 114 (\$2,357.34 - \$2,864.36) to Range 123 (\$2,605.80 - \$3,160.29) of the classified salary schedule.

(REF. D)

**Revised Salary Classification**  
**Child Care Aide - EDC**

In accordance with the recent rise in minimum wage, the District desires to change the salary classification of Child Care Aide - EDC.

Recommendation is made that the position, Child Care Aide - EDC, be changed from Range 115 (\$2,384.61 - \$2,897.69) to Range 123 (\$2,605.80 - \$3,160.29) of the classified salary schedule.

(REF. E)

**Revised Salary Classification**  
**Food Service Worker I**

In accordance with the recent rise in minimum wage, the District desires to change the salary classification of Food Service Worker I.

Recommendation is made that the position, Food Service Worker I, be changed from Range 120 (\$2,508.84 - \$3,052.22) to Range 123 (\$2,605.80 - \$3,160.29) of the classified salary schedule.

(REF. F)

**Revised Salary Classification**  
**Child Care Aide II**

In accordance with the recent rise in minimum wage, the District desires to change the salary classification of Child Care Aide II.

Recommendation is made that the position, Child Care Aide II, be changed from Range 120 (\$2,508.94 - \$3,052.22) to Range 128 (\$2,763.36 - \$3,363.30) of the classified salary schedule.

(REF. G)