

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

Regular Meeting

Via Livestream

5:15 p.m.

January 12, 2021

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 “January 12, 2021, Personnel Commission Meeting” button. Public comments can be submitted by going to www.c-vusd.org and clicking on the “January 12, 2021, 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 January 12, 2021.

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:

Judith C. North, President _____

Reggie Alderete, Vice President _____

Dennis McNaught, 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 December 8, 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-Agenda Items.** Any person wishing to speak to 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. **Combination of Eligibility List.** Recommendation is made that the eligibility list for the position, Account Clerk III, be combined with the existing recruitment listing, including prior written examination scores (Education Code Section 45291). (Ref. A) **Action**
Motion by _____, Seconded by _____, Vote _____

8. **Combination of Eligibility List.** Recommendation is made that the eligibility list for the position, Campus Supervisor, be combined with the existing recruitment listing, including prior written examination scores (Education Code Section 45291). (Ref. B) **Action**
 Motion by _____, Seconded by _____, Vote _____
9. **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 January 1, 2021, through March 31, 2021. (Ref. C) **Action**
 Motion by _____, Seconded by _____, Vote _____
10. **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, Specialized Programs, between January 1, 2021, through March 31, 2021. (Ref. D) **Action**
 Motion by _____, Seconded by _____, Vote _____
11. **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 - Behavior, Specialized Programs, between January 1, 2021, through March 31, 2021. (Ref. E) **Action**
 Motion by _____, Seconded by _____, Vote _____
12. **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 January 1, 2021, through March 31, 2021. (Ref. F) **Action**
 Motion by _____, Seconded by _____, Vote _____
13. **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 January 1, 2021, through March 31, 2021. (Ref. G) **Action**
 Motion by _____, Seconded by _____, Vote _____
14. **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 January 1, 2021, through March 31, 2021. (Ref. H) **Action**
 Motion by _____, Seconded by _____, Vote _____

15. **Waiver of Written Exam for Child Care Aide II.** The recommendation **Action**
 for the Personnel Commission to waive the written exam requirements for the
 position of Child Care Aide II, between January 1, 2021, through March 31, 2021.
 (Ref. I)
 Motion by _____, Seconded by _____, Vote _____
16. **Waiver of Written Exam for Food Service Worker I.** The recommendation **Action**
 for the Personnel Commission to waive the written exam requirements for the
 position of Food Service Worker I, between January 1, 2021, through March 31,
 2021. (Ref. J)
 Motion by _____, Seconded by _____, Vote _____
17. **Waiver of Written Exam for Food Service Worker II.** The recommendation **Action**
 for the Personnel Commission to waive the written exam requirements for the
 position of Food Service Worker II, between January 1, 2021, through March 31,
 2021. (Ref. K)
 Motion by _____, Seconded by _____, Vote _____
18. **Waiver of Written Exam for Elementary School Monitor.** The recommendation **Action**
 for the Personnel Commission to waive the written exam requirements for the
 position of Elementary School Monitor, between January 1, 2021, through March
 31, 2021. (Ref. L)
 Motion by _____, Seconded by _____, Vote _____

V - Closed Session

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

VI - Adjournment

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

Combination of Eligibility List

Recommendation is made that the eligibility list for the position, Account Clerk III, be combined with existing recruitment listing, including prior written examination scores (Education Code Section 45291)

Combination of Eligibility List

Recommendation is made that the eligibility list for the position, Campus Supervisor, be combined with existing recruitment listing, including prior written examination scores (Education Code Section 45291)

(REF. B)

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 January 1, 2021, through March 31, 2021.

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 January 1, 2021, through March 31, 2021.

(Ref. D)

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 January 1, 2021, through March 31, 2021.

(Ref. E)

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 January 1, 2021, through March 31, 2021.

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 January 1, 2021, through March 31, 2021.

(Ref. G)

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 January 1, 2021, through March 31, 2021.

(Ref. H)

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 January 1, 2021, through March 31, 2021.

Waiver of Written Exam for Food Service Worker I

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 Food Service Worker I between January 1, 2021, through March 31, 2021.

(Ref. J)

Waiver of Written Exam for Food Service Worker 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 Food Service Worker II between January 1, 2021, through March 31, 2021.

(Ref. K)

Waiver of Written Exam for Elementary School Monitor

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 Elementary School Monitor between January 1, 2021, through March 31, 2021.

(Ref. L)