

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

Regular Meeting

Via Livestream

4:45 p.m.

March 9, 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 “March 9, 2021, Personnel Commission Meeting” button. Public comments can be submitted by going to www.c-vusd.org and clicking on the “March 9, 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 March 9, 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 the 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 February 9, 2021, 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. **New Job Description.** Recommendation is made that the position, District Receptionist, be placed on Range 139 (\$3,160.29 - \$3,848.10) of the classified salary schedule (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 _____