

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

Regular Meeting

Via Livestream

4:45 p.m.

April 13, 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 “April 13, 2021, Personnel Commission Meeting” button. Public comments can be submitted by going to www.c-vusd.org and clicking on the “April 13, 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 April 13, 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 March 9, 2021, are submitted for approval. **Action**
Motion by _____, Seconded by _____, Vote_____
3. **Approval of Minutes.** Minutes of the special meeting of March 30, 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.

4. **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**
5. **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

6. **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**
7. **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 - Conference Item

9. **2020-21 Personnel Commission Budget.** A discussion will be held regarding the proposed 2020-21 Personnel Commission Budget. (Ref. A) **Info**

V - Action Item

10. **Certification of New Eligibility Lists.** Recommendation is made that following eligibility list(s) be certified: **Action**

- a) Chief Business Officer
- b) Director, Fiscal Service

Motion by _____, Seconded by _____, Vote _____

VI - Closed Session

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

VII - Adjournment

12. **Adjournment.** _____ p.m. **Action**

Motion by _____, Seconded by _____, Vote _____

Personnel Commission Budget

Pursuant to Education Codes Sections 45253 and 88073, the Personnel Commission must prepare an annual budget; must hold a public hearing for that budget by May 30 of each year; and must consider the views of the District's Governing Board prior to the adoption of the Personnel Commission budget.

Prior to submitting the budget to the Governing Board for review and notification of the public hearing, the Personnel Commission will discuss the proposed 2021-22 Personnel Commission Budget.

**Annual Financial and Budget Report
Fiscal Year 2021-2022**

Name of Local Educational Agency: Covina Valley Unified School District

| Expenditure by Object | 2019-2020 Actual* | 2020-2021 Actual or Estimated* | 2021-2022 Budget* |
|---|------------------------------|---|------------------------------|
| 2000 Classified Salaries ⁽¹⁾ | | | |
| Commission Members ⁽²⁾ | \$ | \$ | \$ |
| Director | 112,833.11 | 111,425.00 | 111,425.00 |
| Secretaries, Clerks | 119,488.40 | 120,253.00 | 120,650.00 |
| Other | | | |
| 3000 Employee Benefits | 106,159.06 | 107,133.00 | 109,649.00 |
| Subtotal | 338,480.57 | 338,811.00 | 341,724.00 |
| 4000 Supplies and Equipment Replacement | 196.27 | 1,000.00 | 1,000.00 |
| 5000 Operating Expenses | | | |
| 6000 Equipment | | | |
| Subtotal | 196.27 | 1,000.00 | 1,000.00 |
| Appropriation for Contingencies ⁽³⁾ | | | |
| Total Expenditures | \$ 338,676.84 | \$ 339,811.00 | \$ 342,724.00 |

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees. **For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.