

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

Special Meeting

Dr. Mary Hanes Professional Development Center
220 West Puente Avenue, Covina, CA 91723
4:45 p.m.

January 25, 2022

The Personnel Commission welcomes residents of the community to attend its meetings. Members of the public have the opportunity to address the Personnel Commission at each meeting. Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject. If you wish to address the Personnel Commission, please complete the "Request to Speak" card and hand it to the clerk prior to the start of the meeting.

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:

| | |
|------------------------------------------------------------|-------|
| Reggie Alderete, President | _____ |
| Judith C. North, 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_____

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.

2. **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**
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. **Classified Salary Increase.** Recommendation is made that the proposed salary increase for the position of Cafeteria Manager II be approved. (Ref. A) **Action**

Motion by _____, Seconded by _____, Vote_____

7. **Combination of Eligibility List.** Recommendation is made that the eligibility list for the position, Secretary I, be combined with the existing recruitment listing, including prior written examination scores (Education Code Section 45291).(Ref. B) **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 _____

Classified Salary Increase

Recommendation is made that the classified salary increase for the position, Cafeteria Manager II, be increased from the current salary range of \$3,788.25 - \$4,604.73 to the proposed salary range of \$4,242.84 - \$5,157.30 per month.

Combination of Eligibility List

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