

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

Regular Meeting

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

March 8, 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 _____
2. **Approval of Minutes.** Minutes of the regular meeting of February 8, 2022, are submitted for approval. **Action**

Motion by _____, Seconded by _____, Vote _____
3. **Approval of Minutes.** Minutes of the special meeting of February 15, 2022, 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

8. **Increase in Assignment.** The increase in assignment for the position of Cafeteria Manager II, is presented for information. (Ref. A) **Info**

V- Action Item

9. **Combination of Eligibility List.** Recommendation is made that the eligibility list for, **Action**
Clerical Assistant III be combined with the existing recruitment listing, including
prior written examination scores (Education Code Section 45291). (Ref. B)

Motion by _____, Seconded by _____, Vote _____

VI- Closed Session

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

VII - Adjournment

11. **Adjournment.** _____ p.m. **Action**

Motion by _____, Seconded by _____, Vote _____

Increase in Assignment

The annual assignment for the position of Cafeteria Manager II will be increased from a ten-month to an eleven-month position. This would improve summer meal program supervision, as well as operational preparation for the following school year.

Combination of Eligibility List

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