

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

Special Meeting

Agenda

District Office, Personnel Department
519 E. Badillo St, Covina, CA 91723 4:45 p.m.

May 3, 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- Conference Item

6. **2022-23 Personnel Commission Budget.** A discussion will be held regarding the proposed 2022-23 Personnel Commission Budget. (Ref. A) **Info**

V- Action Item

7. **Certification of New Eligibility List.** Recommendation is made that the following eligibility list be certified. (Ref. B) **Action**

Public Information Specialist

Motion by _____, Seconded by _____, Vote _____

VI- Closed Session

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

Discussion

VII - Adjournment

9. **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 2022-23 Personnel Commission Budget.



Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2022-2023
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Covina-Valley Unified School District

, Los Angeles County, California.

Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

District Office, Personnel Department, Covina, CA

(Place)

on **May 3**, 20**22** at **4:45** o'clock **P** M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission

Rod Zerbel

Print Name

Director, Personnel Services

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting **May 12**, 20**22**

Signature of Chairman or Director of Personnel Commission

Rod Zerbel

Print Name

Director, Personnel Services

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

**Annual Financial and Budget Report
Fiscal Year 2022-2023**

Name of Local Educational Agency: **Covina-Valley Unified School District**

Expenditure by Object	2020-2021 Actual*	2021-2022 Actual or Estimated*	2022-2023 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$	\$ 650.00	\$ 800.00
Director	115,495.16	114,026.00	115,452.00
Secretaries, Clerks	123,266.52	126,039.00	125,326.00
Other			
3000 Employee Benefits	108,715.20	117,186.00	126,346.00
Subtotal	347,476.88	357,901.00	368,924.00
4000 Supplies and Equipment Replacement	554.01	3,000.00	3,000.00
5000 Operating Expenses		3,000.00	3,000.00
6000 Equipment			
Subtotal	554.01	6,000.00	6,000.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 348,030.89	\$ 363,901.00	\$ 374,924.00

* 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.

Certification of New Eligibility List

Recommendation is made that the new eligibility list for the position of Public Information Specialist, be certified as presented.

(Ref. B)