

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

Regular Meeting

Agenda

District Office, Old Board Room
519 E. Badillo St, Covina, CA 91723
4:45 p.m.

December 13, 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

Administration of Oath of Office for Mr. David Bonilla

Roll Call:

Reggie Alderete President

Judith C. North, Vice President

David Bonilla, 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 November 8, 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.

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 Items

7. **Election of Officers.** Election of President and Vice President of the Commission for the current term of office to end at noon, December 1, 2025. (Ref. A) **Action**

President: _____
Motion by _____, Seconded by _____, Vote _____

Vice President: _____
Motion by _____, Seconded by _____, Vote _____

8. **2023 Annual California School Personnel Commission Association Conference.** Recommendation is made that the Personnel Commissioners, along with One representative from CSEA and one representative from District, attend the annual California School Personnel Commission Association Conference being held January 23, 2023 – January 24, 2023, in Long Beach, CA. (Ref. B) **Action**

Motion by _____, Seconded by _____, Vote _____

V – Closed Session

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

VI - Adjournment

10. **Adjournment.** _____ p.m. . **Action**

Motion by _____, Seconded by _____, Vote _____

Election of Officers

Personnel Commission Bylaw 8150 provides that the officers of the Commission shall consist of a President and a Vice President. These officers shall be elected annually at the first meeting held on or after December 1.

The previous year's President shall act as the temporary presiding officer at the election meeting until the election is completed. If the previous year's President is not present, the previous year's Vice President shall act as the temporary presiding officer.

2023 Annual California School Personnel Commissioners Association Conference

Recommendation is made that the Personnel Commissioners, along with one representative from CSEA and one representative from District, attend the annual California School Personnel Commission Association Conference being held January 23, 2023 - January 24, 2023, in Long Beach, CA. The cost per registrant is \$699 with a total for all recommended registrants of \$3,495 to be paid from the Personnel Commission budget.

(Ref. B)

2023 Annual CSPCA Conference

Sunday, January 22nd - Tuesday, January 24th

Westin Hotel in Long Beach 333 E Ocean Blvd, Long Beach, CA 90802

Bridging The Gap with Merit: How Merit Systems Create Value Through Collaboration



Keynote Speakers



Hilda Sugarman
Board Trustee
Fullerton SD



John Garcia, Ph.D.
Superintendent
Downey USD



Kristine Kwong, J.D.
Attorney
Musick Peeler

PRESENTATION TRACKS

Merit 101 - Includes the fundamentals of what the Merit System is and its limitations. This track outlines the purpose and mission of a Merit System and a Personnel Commission and the functions of its office and staff.

Merit 201 - Includes the subtleties of best practices for a successful Merit System. It includes in-depth discussions regarding leadership, networking, communication, collaborative decision-making, and creating buy-in with all interested parties.

Technical - Includes the best practices for process and procedures of the technical work of the Personnel Commission staff. It details the procedural and analytical work of the Personnel Commission office.

Peer Panel / Round Table Discussion - Serves to facilitate a guided discussion amongst colleagues and other partners of the Merit System.

Early Bird Registration: \$699 until December 16, 2022
Regular Registration : \$799

REGISTRATION IS OPEN TODAY AT: <https://www.eventcreate.com/e/cspcalongbeach>



Hotel Reservations at the Westin Long Beach is [here](#).

Special Room Rates are available.

