

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

Regular Meeting

Agenda

Hanes Professional Development Center
220 W. Puente St. Covina, CA
4:00 p.m.

March 14, 2023

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:

Judith C. North, President _____
David Bonilla, Vice President _____
Reggie Alderete, 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 14, 2023, are submitted for approval. **Action**

Motion by _____, Seconded by _____, Vote _____
3. **Approval of Minutes.** Minutes of the special meeting of February 14, 2023, 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. **2023-2024 Personnel Commission Budget.** A discussion will be held regarding the proposed 2023-2024 Personnel Commission Budget. (Ref A) **Info**

V – Action Items

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

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 _____

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 2023-2024 Personnel Commission Budget.

**Annual Financial and Budget Report
Fiscal Year 2023-2024**

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

Expenditure by Object	2021-2022 Actual*	2022-2023 Actual or Estimated*	2023-2024 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$	\$ 1,200.00	\$ 1,500.00
Director	115,680.90	136,806.00	129,957.00
Secretaries, Clerks	127,919.32	148,882.00	143,107.00
Other			
3000 Employee Benefits	118,115.45	133,439.00	134,244.00
Subtotal	361,715.67	420,327.00	408,808.00
4000 Supplies and Equipment Replacement	1,294.56	3,000.00	3,500.00
5000 Operating Expenses	535.57	4,000.00	7,000.00
6000 Equipment			
Subtotal	1,830.13	7,000.00	10,500.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 363,545.80	\$ 427,327.00	\$ 419,308.00

* 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.

Combination of Eligibility List

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