

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

Agenda

Hanes Professional Development Center
220 W. Puente St.
Covina, CA 91723
4:45 p.m.

May 14, 2024

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 _____

Elizabeth Reyes-Aceytuno, 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 April 9, 2024, are submitted for approval. **Action**

Motion by _____, Seconded by _____, Vote _____

3. **Approval of Minutes.** Minutes of the special meeting of April 24, 2024, 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 items **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 – Public Hearing

8. **2024-2024 Personnel Commission Budget.** A public hearing will be held regarding the proposed operating budget of the Personnel Commission for the 2024-2025 school year. **Info**

Public Hearing Open _____

Public Hearing Closed _____

V – Action Items

9. **2024-2025 Personnel Commission Meetings.** Recommendation is made for the 2024-2025 Personnel Commission meeting schedule be approved. (Ref. A) **Action**

Motion by _____, Seconded by _____, Vote _____

10. **Salary Increase - Instructional Aide Classification.** Recommendation is made that the salary for the below instructional aide classifications be increased effective July 1, 2024, as per the Memorandum of Understanding dually signed by the District and CSEA on March 28, 2024.(Ref. B) **Action**

- Instructional Aide - Classroom
- Instructional Aide 1:1 Assistant
- Instructional Aide - Clerical
- Instructional Aide - English Learner
- Instructional Aide - Adult School
- Instructional Aide - Early Childhood
- Instructional Aide - Behavior
- Instructional Aide - Specialized Programs
- Instructional Aide - Specialized Physical Health Aide
- Instructional Aide - Interpreter

Motion by _____, Seconded by _____, Vote _____

11. **Work Year Increase - Registrar.** Recommendation is made that the work year for all comprehensive high school registrars be increased from 10.5 months per year to 11.5 months per year effective July 1, 2024, as per the Memorandum of Understanding dually signed by the District and CSEA on March 28, 2024. (Ref. C) **Action**

- Covina High School
- Northview High School
- South Hills High School

Motion by _____, Seconded by _____, Vote _____

12. **Proposed Personnel Commission Budget.** Recommendation is made that the operating budget of the Personnel Commission for the 2024-2025 fiscal year be adopted. (Ref. D) **Action**

Motion by _____, Seconded by _____, Vote _____

VI – Closed Session

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

VII - Adjournment

14. **Adjournment.** _____ p.m. **Action**

Motion by _____, Seconded by _____, Vote _____

2024-2025 Personnel Commission
Meeting Schedule

A recommendation has been made that the 2024-2025 Personnel Commission meetings be held at 4:45 p.m., the second Tuesday of the month, unless otherwise noted, at the Hanes Professional Development Center.

Tuesday, July 9, 2024
Tuesday, August 13, 2024
Tuesday, September 10, 2024
Tuesday, October 8, 2024
Wednesday, November 13, 2024*
Tuesday, December 10, 2024
Tuesday, January 7, 2025
Wednesday, February 12, 2025*
Tuesday, March 11, 2025
Tuesday, April 15, 2025**
Tuesday, May 13, 2025
Tuesday, June 10, 2025

**denotes rescheduling due to the board meeting date*

***denotes rescheduling due to Spring Break*

Salary Increase
Instructional Aide Job Classification

Recommendation is made that the salary increase for the job classification, Instructional Aide, be increased effective July 1, 2024, per the Memorandum of Understanding dually signed by the District and CSEA on March 28, 2024.

**Memorandum of Understanding
By and Between the
Covina-Valley Unified School District and
California School Employees Association and its Covina-Valley Chapter #49**

Regarding Changes to Instructional Aide Classification Salary Ranges

The Covina-Valley Unified School District ("District") and the California School Employees Association and its Covina-Valley Chapter #49 ("CSEA") hereby enter the following Memorandum of Understanding ("MOU") in an effort to support the recruitment and retention of District employees within the various Instructional Aide classifications. of the Instructional Aide job family.

To that end, the The parties agree as follows:

1. Effective July 1, 2024, all Instructional Aide classifications within the Instructional Aide job family shall have their range placement on the District's classified salary schedule adjusted to reflect placement in an existing higher range that reflects as closely as possible to a minimum \$1.00 increase to the hourly rate of pay for the classification.

2. The classifications are subject to range adjustment and adjustments changes are the agreed-upon range as follows:

Instructional Aide – Classroom	Range 130 to Range 135
Instructional Aide – 1 to 1	Range 130 to Range 135
Instructional Aide – Clerical	Range 130 to Range 135
Instructional Aide – English Learner	Range 130 to Range 135
Instructional Aide – Adult School	Range 130 to Range 135
Instructional Aide – Early Childhood	Range 135 to Range 140
Instructional Aide – Behavior	Range 140 to Range 144
Instructional Aide – Special Program	Range 140 to Range 144
Instructional Aide – Specialized Physical Health Aide	Range 140 to Range 144
Instructional Aide – Interpreter	Range 146 to Range 150

3. These changes maintain the established relationships between classifications and occupational hierarchies within the Instructional Aide job family classification consistent with Education Code section 45256.

The parties acknowledge this Agreement is subject to ratification by the District's Governing Board, The Personnel Commission, and Covina-Valley Chapter #49 ("CSEA").

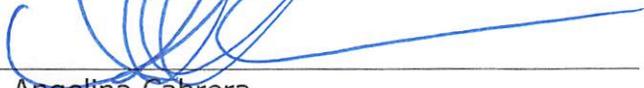
District to CSEA 03.28.2024
CSEA to District 03.28.2024



Michele Doll, Ed.D. Assistant
Superintendent, Personnel Services

3.28.24

Date



Angelina Cabrera
CSEA Chapter #49 President

03.29.2024

Date



Michelle Ruiz
CSEA Labor Relations Representative

03/29/24

Date

Registrar Work Schedule Increase

Recommendation is made that the salary increase for the job classification, Instructional Aide, be increased effective July 1, 2024, per the Memorandum of Understanding dually signed by the District and CSEA on March 28, 2024.

**Memorandum of Understanding
By and Between the
Covina-Valley Unified School District and
California School Employees Association and its Covina-Valley Chapter #49
Regarding Registrar Work Year**

The Covina-Valley Unified School District ("District") and the California School Employees Association and its Covina-Valley Chapter #49 ("CSEA") hereby enter into the following Memorandum of Understanding ("MOU").

The parties agree as follows:

1. Effective July 1, 2024, the work year for all comprehensive high school positions within the classification of Registrar (Range 146) shall be 11 ½ months per year. The change from 10 ½ to 11 ½ months will result in an increase in work year and annual compensation.
2. This change in work year will not apply to the position of Registrar at the continuation high school, which will remain at 10 ½ months.
3. This change from a 10 ½ month to an 11 ½ month work year will not result in any change to the hourly rate of pay, daily work hours, seniority, or any other term or condition of employment for any member of the CSEA bargaining unit.

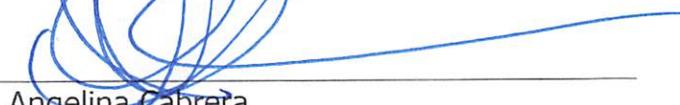
The parties acknowledge this Agreement is subject to ratification by the District's Governing Board, Personnel Commission, and Covina-Valley Chapter #49 ("CSEA").



Michele Doll, Ed.D. Assistant
Superintendent, Personnel Services



Date



Angelina Cabrera
CSEA Chapter #49 President



Date



Michelle Ruiz
CSEA Labor Relations Representative

03/29/24

Date

Proposed Personnel Commission Budget
2024-2025

The proposed Personnel Commission operating budget for the 2024-2025 school year includes actual expenditures for 2023-2024 and estimated expenditures for the current year.

While the Board of Education may no longer raise funds for the Personnel Commission budget through an override tax, it is still considered desirable to account for estimated Personnel Commission expenditures separately from regular school district expenditures.

Annual Financial and Budget Report Fiscal Year 2024-2025

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

Expenditure by Object	2022-2023 Actual*	2023-2024 Actual or Estimated*	2024-2025 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 1,000.00	\$ 1,550.00	\$ 1,800.00
Assist. Super/Director	136,230.40	139,958.00	138,080.00
Secretaries, Clerks	147,398.50	152,099.00	152,178.00
Other			
3000 Employee Benefits	133,161.14	137,747.00	143,325.00
Subtotal	417,790.04	431,354.00	435,383.00
4000 Supplies and Equipment Replacement		1,588.00	1,500.00
5000 Operating Expenses	1,527.73	12,870.00	9,988.00
6000 Equipment			
Subtotal	1,527.73	14,458.00	11,488.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 419,317.77	\$ 445,812.00	\$ 446,871.00
Variance from PY (DOLLARS)	55,771.97	\$ 26,494.23	\$ 1,059.00
Variance from PY (%)	13%	6%	0%

* 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.