

**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.

November 12, 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 _____

Brock Jacobsen, Director, Personnel Services _____

I - Recognition

1. **Recognition of Judi North.** The Covina-Valley Unified School District will recognize Judith North for her years of servitude as Personnel Commissioner and her involvement in the Citizens Bond Oversight Committee.

II - Preliminary

2. **Adoption of Agenda.** Recommendation is made that the agenda be adopted as submitted. **Action**

Motion by _____, Seconded by _____, Vote _____

3. **Approval of Minutes.** Minutes of the regular meeting of October 8, 2024, are submitted for approval. **Action**

Motion by _____, Seconded by _____, Vote _____

III - 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**

IV - 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**

V – Action Item

8. **2025 Annual California School Personnel Commission Association Conference.** Recommendation that the Personnel Commissioners, along with two representatives from the California School Employees Association (CSEA) and one representative from the District, attend the annual California School Personnel Commissioners Association (CSPCA) Conference, scheduled for March 16–18, 2025, in Napa, CA. (Ref. A) **Action**

Motion by _____, Seconded by _____, Vote _____

9. **Personnel Commission, Rules, and Regulations Committee.** Recommendation **Action**
is made that The Personnel Commission, in collaboration with the District and the
California School Employees Association (CSEA) will establish a committee to develop
and formalize rules and regulations governing the Personnel Commission. This committee will
ensure that all policies are clearly defined, aligned with best practices, and reflective of the
collective commitment to a fair and efficient personnel management process. (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 _____

2025 Annual California School Personnel Commissioners Association Conference

The Personnel Commissioners, along with two representatives from CSEA and one representative from the District, are recommended to attend the annual California School Personnel Commission Association Conference, which will be held March 16 - March 18, 2025, in Napa, CA. The cost per registrant is \$799, with a total for all recommended registrants of \$4,794, exclusive of hotel accommodations, per diem, and travel expenses to be paid from the Personnel Commission budget.

Personnel Commission, Rules and Regulations Committee

The Personnel Commission, in partnership with the District and the California School Employees Association (CSEA), will form a committee dedicated to developing and formalizing rules and regulations governing the Personnel Commission. The District will provide dates, timelines, and guidelines to support this process. This committee will work to ensure that all policies are clearly defined, aligned with best practices, and reflect a shared commitment to a fair and effective personnel management process.