

**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.

December 10, 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

Administration of Oath of Office for Sonia Fransquillo

Roll Call:

Elizabeth Reyes-Aceytuno, Vice President

David Bonilla, Member

Sonia Frasquillo, Member

Michele Doll, Assistant Superintendent, Personnel Services

Brock Jacobsen, 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 12, 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.

3. **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**

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 – Conference Item

7. **Personnel Commission, Remaining Meetings for 2024-2025.** The remaining meetings for the 2024-2025 Personnel Commission are presented for information. (Ref. A) **Info**

V – Action Item

8. **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. B) **Action**

President: _____

Motion by _____, Seconded by _____, Vote _____

Vice President: _____

Motion by _____, Seconded by _____, Vote _____

9. **Election of Personnel Commissioner for the Rules and Regulations Committee.** **Action**
Recommendation and election for the Personnel Commissioner seat on the Personnel Commission, Rules and Regulations Committee, in collaboration with the District and the California School Employees Association (CSEA). (Ref. C)

Personnel Commission Representative: _____

Motion by _____, Seconded by _____, Vote _____

10. **Increased Assignment, Bus Driver.** Recommendation is made that the position, Bus Driver, be increased from 7 to 8 hours per day. (Ref. D) **Action**

Motion by _____, Seconded by _____, Vote _____

11. **New Job Description.** Recommendation is made that the new position of Instructional Aide - Mandarin be placed on Range 135, \$3,657.75 - \$ 4,447.16 per month (pro-rated) of the Salary Classified schedule. (Ref. E) **Action**

Motion by _____, Seconded by _____, Vote _____

VI – Closed Session

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

VII - Adjournment

13. **Adjournment.** _____ p.m. **Action**

Motion by _____, Seconded by _____, Vote _____

2024-2025 Personnel Commission
Remaining Meeting Schedule

The remaining 2024-2025 Personnel Commission meetings are presented for information at 4:45 p.m., the second Tuesday of the month, unless otherwise noted, at the Hanes Professional Development Center.

Tuesday, January 14, 2025
Tuesday, February 11, 2025
Tuesday, March 11, 2025
Tuesday, April 15, 2025*
Tuesday, May 13, 2025
Tuesday, June 10, 2025

**denotes rescheduling due to Spring Break*

Election of Officers

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

The previous year's President shall be the temporary presiding officer at the election meeting until the election is completed. If the previous year's President is absent, the previous year's Vice President shall be the temporary presiding officer.

Election of Personnel Commissioner for the Rules and Regulations Committee

Recommendation and election for the Personnel Commissioner seat on the Personnel Commission, Rules and Regulations Committee, in collaboration with the District and the California School Employees Association (CSEA). 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.

Increased Assignment
Bus Driver

With the growing demand for student transportation driven by increased enrollment and expanded service needs, the District recognizes the necessity of adjusting Bus Drivers' current work hours. This increase will ensure adequate coverage, enhance route efficiency, and maintain our commitment to providing safe and reliable transportation for all students.

Recommendation is made that the position, Bus Driver be increased from 7 hours per day to 8 hours per day.

New Job Description
Instructional Aide - Mandarin

Under the direction of the site administrator, assists the classroom teacher or other certificated staff in performing instructional duties and supervising students. This position supports the academic, physical, social, and emotional growth of students by contributing to the instructional program. Employees in this role are assigned to classrooms within the Dual Mandarin Program, where they provide translation of written materials and oral instructions as needed.

This position will be paid in the classified salary schedule at the appropriate step.

- Range 135
- School Year
- Bilingual Stipend eligible, pursuant to the Collective Bargaining Agreement



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

New Job Description
Personnel Commission: December 10, 2024
Board Approval: January 9, 2025

Instructional Aide – Mandarin *Bilingual Stipend Eligible*

Definition

Under the direction of the site administrator, assists the classroom teacher or other certificated staff in performing instructional duties and supervising students. This position supports the academic, physical, social, and emotional growth of students by contributing to the instructional program. Employees in this role are assigned to classrooms within the Dual Mandarin Program, where they provide translation of written materials and oral instructions as needed.

Special Note

This position requires proficiency in a language other than English, in which case the incumbent may be required to:

- Assist the teacher to transition students from English to Mandarin by speaking, reading, and writing.
- Translate for the teacher, reinforcing the teacher's lesson plan and assisting the student to speak, read, and write Mandarin.
- Translate for Mandarin speaking parents at parent-teacher conferences.
- Assist with administering a variety of tests in Mandarin.

Essential Duties and Responsibilities

- Support instructional activities of individuals or groups of students as assigned.
- Supervises the activities of individuals or groups of students.
- Implement teacher-directed lessons in both Mandarin and English.
- Maintain routine informational records.
- Assists in arranging rooms and other materials to accommodate the daily schedule.
- Prepares instructional materials as directed.
- Supervises or assists students in getting to and from the school bus or other transportation and moving to and from activities.
- Guides children in recreational and learning games and activities.
- Prepare labels, charts, and displays as instructed.
- Assist in maintaining a neat and orderly environment.
- Attend a variety of meetings, workshops, and training courses as required.

Required Qualifications

- Current CPR and First Aid certification prior to starting the assignment and maintain current at all times.
- The equivalent of graduation from high school and either completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education or attainment of an Associate of Arts degree or higher.

- Bilingual in a designated language (Mandarin)
- A valid California Driver's License or state-issued identification.

Preferred Qualifications

- Completion of coursework at an accredited institution of higher education in child development, education.
- Experience leading youth activities in school, home, church, or community.

Ability to

- Read, write, and communicate proficiently in both English and Mandarin.
- Learn school policies, methods, and practices generally used with students in a classroom setting.
- Nurture a culturally sensitive environment where children can develop to their full potential.
- Project a warm and friendly manner and disposition.
- Use good judgment in a variety of circumstances and situations.
- Understand and follow oral and written directions.
- Establish and maintain cooperative, effective, safe working relationships with students and adults.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 135
- School Year
- Bilingual Stipend eligible, pursuant to the Collective Bargaining Agreement