

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

**Agenda**

Covina-Valley Unified School District  
Personnel Department  
519 E. Badillo St  
Covina, CA 91723  
4:45 p.m.

July 9, 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 - 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 June 11, 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**

## V – Action Items

7. **Extension of job postings.** Recommendation is made that the recruitment and job postings for the below positions, be extended and remain ongoing through the 2024-2025 school year (Ref A) **Action**

- Food Service Worker I
- Instructional Aide 1:1 Assistant
- Instructional Aide - Behavior
- Instructional Aide - Classroom
- Instructional Aide - Early Childhood
- Instructional Aide - Specialized Programs

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

8. **Approval of Eligibility List.** Recommendation is made that the eligibility list for the below Classified Management position be approved (Ref B) **Action**

- Technology Support Systems Manager

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_, Vote \_\_\_\_\_

9. **2024-2025 Personnel Commission Meeting Location.** Recommendation is made that the previously approved Personnel Commission meetings for the 2024-2025 school year be relocated from the Hanes Professional Development Center to the District Office (Ref C) **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 \_\_\_\_\_

## **Extension of job postings**

To ensure vacancies are filled, it is recommended that the recruitment and job postings for the following positions be extended and remain open through the 2024-2025 school year.

- Food Service Worker I
- Instructional Aide 1:1 Assistant
- Instructional Aide - Behavior
- Instructional Aide - Classroom
- Instructional Aide - Early Childhood
- Instructional Aide - Specialized Programs

### **Approval of Classified Management Eligibility List**

A recommendation is made that the eligibility list for the Technology Support Systems Manager position be approved as submitted.

- Candidate, Rank 1
- Candidate, Rank 2
- Candidate, Rank 3
- Candidate, Rank 3

### **2024-2025 Personnel Commission Meeting Location**

The Personnel Commission's meeting dates were unanimously approved at the June 11, 2024, meeting. Effective at the August meeting, it is recommended that the 2024-2025 Personnel Commission meetings be moved to the District Office, Personnel Department indefinitely.