

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

Agenda

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

April 15, 2025

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:

Elizabeth Reyes-Aceytuno, President	_____
David Bonilla, Vice President	_____
Sonia Frasier, 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 January 14, 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 – Public Hearing

7. **2025-2026 Personnel Commission Budget.** A public hearing will be held regarding the proposed operating budget of the Personnel Commission for the 2025-2026 school year. **Info**

Public Hearing Open _____

Public Hearing Closed _____

8. **Revised Job Description.** The revised job description for Nutrition Services District Supervisor is presented for information. **Info**

V – Action Items

9. **Proposed Personnel Commission Budget.** Recommendation is made that the operating budget of the Personnel Commission for the 2025-2026 fiscal year be adopted. (Ref. A) **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 _____

Revised Job Description
Nutrition Services District Supervisor

Under the direction of the Director of Nutrition Services, plan, organize, supervise, implement and monitor multiple state and federally funded child nutrition programs; comply with state, federal nutrition standards and food safety requirements; utilize various software systems; procure, prepare, and implement recipes and menus; sell meals for compliance purposes to meet District Nutrition Service needs; assure smooth and efficient operations; monitor and, inspect school site food service activities; prepare and maintain related records and reports; train and provide work direction to assigned Nutrition Services staff.



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

Revised Job Description
Personnel Commission: April 12, 2025
Board Approval: May 22, 2025

Nutrition Services District Supervisor

Definition

Under the direction of the Director of Nutrition Services, plan, organize, supervise, ~~and~~ implement and monitor multiple state and federally funded child nutrition programs; ~~District food service operations and activities; coordinate personnel, communications, computerized cashiering functions, the preparation, distribution, cooking and, selling of food items~~ comply with state, federal nutrition standards and food safety requirements; utilize various software systems; procure, prepare, and implement recipes and menus; sell meals for compliance purposes to meet District ~~N~~utrition ~~S~~ervice needs; assure smooth and efficient ~~activities~~ operations; monitor and, inspect school site food service activities; prepare and maintain related records and reports; train and provide work direction to assigned Nutrition Services staff ~~and guidance to assigned personnel.~~

Essential Duties and Responsibilities:

- Plan, organize, ~~coordinate, and~~supervise, implement, and monitor multiple state and federally funded District ~~N~~utrition ~~S~~ervices ~~operations~~ programs and activities;
- Assist to establish quality control procedures to ensure sanitary and safe food preparation in adherence to local, state and federal requirements;
- Assist in establishing and maintaining District-wide ~~N~~utrition ~~S~~ervices timelines and priorities;
- ~~Assist in assuring District food service functions comply with safety and sanitation regulations, established laws, rules, regulations, policies and procedures.~~
- Utilize various computerized software systems, including menu analysis software
- ~~Coordinate personnel, communications, computerized cashiering functions;~~
- Procure, ~~P~~reparation, distributeion, sell, and cooking, and selling of food cook food items to meet District ~~food~~ ~~Nutrition~~ ~~S~~ervices needs;
- Effectively communicate with vendors to procure and maintain quality menu items in meal programs;
- Apply dietary modifications to program menus and recipes for students with medical needs;
- Meet and coordinate with District Health Services staff to implement, monitor, and clarify special meal accommodations
- Assure smooth and efficient operations~~activities~~;
- ~~Monitor and inspect school site food service activities to assure food quality, sanitation practices, nutrition standards, and safety conditions meet established requirements.~~

- Train and provide work direction and guidance to Nutrition Services staff, District Personnel, and dietetic interns regarding the successful implementation of multiple child nutrition programs assigned personnel;
- Participate in applicant interviews; provide input concerning employee hiring, discipline, and evaluations as directed;
- ~~Review and verify employee time sheets;~~
- ~~Review staff work for compliance with established requirements and procedures, and assist with processing vacation requests and sick leave.~~
- Assure adequate supplies, equipment, and personnel are available to meet operational school site cafeteria needs;
- ~~Coordinate response to employee absences by arranging for substitute employees or adjusting employee schedules as directed;~~
- Oversee the distribution of food items to designated school sites;
- ~~Arrange equipment maintenance and repairs as needed.~~
- Serve as a technical resource to Nutrition Services personnel concerning food preparation, sanitation, storage, nutrition, menus, computerized cashiering functions, and related activities;
- Respond to inquiries;
- Provide detailed and technical information;
- Assure staff understanding regarding related standards, requirements, specifications, techniques, practices, policies, and procedures;
- Compile information and prepare and maintain a variety of records, reports, and files related to food service operations, inspections, injuries, safety, food storage and distribution, complaints, personnel, attendance, production, and assigned activities;
- Assure mandated reports are completed according to established timelines;
- ~~Process various forms and worksheets;~~
- ~~Monitor activities and personnel to assure food service needs are being met;~~
- ~~Related facilities equipment and utensils are maintained in a clean and sanitary condition;~~
- Monitor, inspect, and review food preparation and serving areas to assure appropriate health and safety standards are maintained;
- Provide technical information and assistance to the Director of Nutrition Services regarding food service operations, personnel, equipment, and related activities, needs, and issues;
- Contribute to the development of Nutrition Services newsletters and program promotion activities;
- Assist the Director with identifying and resolving food issues, discrepancies, complaints and conflicts;
- Operate standard office equipment including a computer and assigned software;
- ~~Oversee computerized cash register operations and coordinate related installation, training and repair functions;~~
- Drive a vehicle to conduct work;
- Communicate with personnel, administrators, and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns;

- Attend and participate in various meetings assigned;
- Perform related duties as assigned.

Knowledge of:

- Culturally diverse Recipe preparation, menu planning and analysis;
- Commodity management and bid preparation;
- Cost management in accordance with state and federal reimbursement guidelines
- Planning, organization, coordination, and implementation of District ~~food~~ Nutrition Services operations and activities including the preparation, cooking, serving, selling, distribution, and delivery of food items;
- Procurement and vendor management;
- Methods of preparing, cooking, and serving foods in large quantities;
- Food service quality, portion control, and meal appearance compliant with local, state, and federal standards-related to food items. Quality control techniques, practices, and procedures;
- Proper methods of storing equipment, materials, and supplies;
- Applicable laws, codes, regulations, policies, and procedures;
- Sanitation and safety practices related to preparing, handling, cooking, and serving food;
- Standard kitchen equipment, utensils, and measurements;
- Principles of training and providing work direction;
- Oral and written communication skills;
- Policies and objectives of assigned programs and activities;
- Interpersonal skills using tact, patience, and courtesy;
- Operation of a computer and assigned software;
- Health and safety regulations;
- Record-keeping and report preparation techniques.

Ability to:

- Plan, organize, coordinate, and implement District Nutrition Services ~~food service~~ operations and activities.
- ~~Coordinate personnel, communications, and computerized cashiering functions;~~
- Prepare, distribute, cook and sell food items to meet District Nutrition Service needs;
- Assure smooth and efficient activities;
- Monitor and inspect school site food service activities to assure food quality, sanitation practices, nutrition standards, and safety conditions meet established requirements;
- Train and provide work direction and guidance to ~~assigned personnel~~ Nutrition Services staff;
- Assure adequate supplies, equipment, and personnel to meet school site cafeteria needs;
- ~~Coordinate response to employee absences by arranging for substitutes or adjusting schedules;~~

- Serve as a technical resource to Nutrition Services personnel concerning food preparation, sanitation, storage, nutrition, menus, computerized cashiering functions, and related activities;
- Follow and assure compliance with nutrition, health and sanitation requirements;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Determine appropriate action within clearly defined guidelines;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Compile, ~~information and~~ prepare, and maintain a variety of records, reports, and files.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard;
- Seeing to read a variety of materials;
- Sitting or standing for extended periods of time;
- Employees in this classification stand, walk, sit, lift and carry objects up to 25 pounds;
- Carry, push, pull, stoop and bend repetitively, kneel, and reach overhead, repetitively;
- Use fingers, twist and or apply pressure with wrists or hands, simultaneously use both hands or both legs;
- Speak clearly, hear normal voice conversation;
- Have depth perception, and color vision and see small details;
- Operate kitchen and motorized equipment.

Training and Experience:

- Bachelor's degree from an accredited college or university with a major in institution management, dietetics, food and nutrition, hotel and restaurant management, business or public administration or, another related field is required;
- Two years of administrative or supervisory experience in institutional food preparation, distribution, and or service is required.

Required Qualifications:

- Current CPR and First Aid certification prior to starting the assignment and maintaining current certification at all times;
- Valid California Driver's License;
- Insurability by District's liability insurance carrier;
- Current and valid Los Angeles County Food Manager Serv-Safe certification or equivalent.

Preferred Qualifications:

- Bilingual, Spanish speaking preferred.

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

- Range 182X
- 12 months

Proposed Personnel Commission Budget
2025-2026

The proposed Personnel Commission operating budget for the 2025-2026 school year includes actual expenditures for 2024-2025 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 2025 - 2026

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

Expenditure by Object	2023 - 2024 Prior Year Actuals*	2024 - 2025 Current Year Actual or Estimated*	2025 - 2026 Upcoming Year Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 850.00	\$ 2,000.00	\$ 2,024.00
Director	138,353.34	137,487.00	137,195.00
Secretaries, Clerks	150,330.43	152,585.00	152,178.00
Other			
3000 Employee Benefits	137,115.77	145,079.00	149,559.00
Subtotal	426,649.54	437,151.00	440,956.00
4000 Supplies and Equipment Replacement	927.29	1,500.00	1,500.00
5000 Operating Expenses	16,707.30	13,988.00	15,000.00
6000 Equipment			
Subtotal	17,634.59	15,488.00	16,500.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 444,284.13	\$ 452,639.00	\$ 457,456.00
Variance from PY (DOLLARS)	\$	\$ 8,354.87	\$ 4,817.00
Variance from PY (%)		1.88%	1.06%

* 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.