

COVINA-VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Minutes - Regular Meeting
January 14, 2024

Meeting was called to order by the presiding officer, Mr. Bonilla, at 4:45 p.m.

Members present: David Bonilla, Vice President
Sonia Frasquillo, Member

Others present: Michele Doll, Assistant Superintendent, Personnel Services
Brock Jacobsen, Director, Personnel Services

Adoption of Agenda

Motion by Mrs. Frasquillo seconded by Mr. Bonilla and unanimously carried, that the agenda be approved.

Approval of Minutes

Motion by Mrs. Frasquillo, seconded by Mr. Bonilla and unanimously carried, that the minutes for the regular meeting of December 10, 2024 be approved.

Public Comments on Non-Agenda Items

CSEA expressed their request for inclusive representation, noting that the Personnel Commission was not included in the District's Christmas card.

Director's Report

Mr. Jacobsen provided an update on recruitment and staffing, highlighting that nine resignations occurred as of December 31, 2024. Additionally, a total of five new hires have been onboarded.

Mr. Jacobsen acknowledged the impact of recent wildfires on 23 staff members, with one classified employee still under evacuation orders. He recognized the efforts of all employees in keeping Covina-Valley schools open, benefiting the community during this time.

He also provided an update on federal regulations, stating that mandatory Title IV training has been suspended, reverting to 2020 guidelines.

Following the December 10th Google survey on professional development, 88 classified staff members responded, with training's receiving an average rating of 4.7 out of 5 stars. Moving forward, the district will collaborate with CSEA leadership to expand professional development opportunities.

Additionally, Mr. Jacobsen shared that two CTC grant recipients are now entering their student teaching phase.

The December Employee of the Month recognition was awarded to Roxanne Mancuso, a longtime Elementary School Office Clerk at Ben Lomond, and Elizabeth Romero, a Clerical Assistant III at Covina High School's library.

Dr. Doll introduced Mrs. Zulma Ayala as the newest member of the Personnel Team. Mrs. Ayala joins Covina-Valley with many years of experience from another local district and will be stepping into the role of Administrative Secretary, directly supporting the Assistant Superintendent.

Commission Members' Comments

Mrs. Frasquillo expressed her shock and sadness upon learning of the passing of a longtime classified employee at Cypress Elementary and wished to extend her condolences to the family. She also thanked staff for their hard work and dedication during the wildfires, as well as their support for those affected.

Mr. Bonilla was pleased that Covina-Valley remained open during the fires, allowing staff to work and provide a safe space for students. He welcomed Mrs. Ayala to the team and shared his excitement for the upcoming CSPCA Conference and its breakout sessions in March.

Adjournment

Motion by Mrs. Frasquillo, seconded by Mr. Bonilla and unanimously carried to adjourn the meeting at 5:01 p.m.



President



Vice President