

COVINA-VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Minutes - Regular Meeting  
December 10, 2024

Meeting was called to order by the presiding officer, Mrs. Reyes-Aceytuno, at 4:46 p.m.

Members present: Elizabeth Reyes-Aceytuno, Vice President  
David Bonilla, Member  
Sonia Frasquillo, Member

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

**Administration of Oath of Office for Sonia Frasquillo**

Mrs. Reyes-Aceytuno administered the oath of office to District Appointee, Sonia Frasquillo.

**Adoption of Agenda**

Motion by Mr. Bonilla seconded by Mrs. Frasquillo 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 November 14, 2024 be approved.

**Public Comments on Agenda Items**

CSEA expressed concerns regarding the proposed increase in bus driver assignments (Action Item 10) and the creation of the Instructional Aide – Mandarin position (Action Item 11).

**Director's Report**

Mr. Jacobsen provided an update on recruitment and staffing, highlighting that four resignations occurred as of November 30, 2024. Additionally, a total of three new hires have been onboarded.

On December 10, 2024, the Personnel Department distributed a Google survey to all classified staff to gather input regarding professional development needs and interests.

Mr. Jacobsen also outlined the winter holiday schedule, detailing the days the district office will be closed to the public. He noted that certain departments, including child care, athletics, food service, and maintenance, will operate under exceptions to ensure continued support and services.

An overview of the new ASCIP Learning Management digital platform was shared, which will provide employees with online training opportunities.

Additionally, Mr. Jacobsen reported on classified employees participating in the district grant program. One employee will begin student teaching in January while continuing their employment with the district, using grant funds to offset their living expenses. Another employee is awaiting university clearance to start student teaching.

The Employee of the Month recognition was awarded to Shari Tavarez, an Instructional Aide in Early Childhood at Merwin Elementary. Shari has been a dedicated employee of Covina-Valley since 2006.

### **Commission Members' Comments**

Mrs. Reyes-Aceytuno welcomed Mrs. Frasquillo to the Personnel Commission and expressed enthusiasm about collaborating with her in the future.

Mrs. Frasquillo shared that she is honored to serve on the Personnel Commission and looks forward to engaging with classified staff.

Mr. Bonilla also welcomed Mrs. Frasquillo back to Covina-Valley Unified, noting their previous experience working together on the school board.

### **Election of Officers**

Motion by Mrs. Frasquillo, seconded by Mr. Bonilla and unanimously carried, that Mrs. Reyes-Aceytuno is elected to serve as President of the Commission.

Motion by Mrs. Reyes-Aceytuno, seconded by Mrs. Frasquillo and unanimously carried, that Mr. Bonilla is elected to serve as Vice President of the Commission.

### **Election of Personnel Commissioner for the Rules and Regulations Committee**

Motion by Mr. Bonilla, seconded by Mrs. Frasquillo and unanimously carried, that Mrs. Reyes-Aceytuno is elected to serve as the Personnel Commission representative for the Personnel Commission Rules and Regulations Committee.

### **Increased Assignment, Bus Driver**

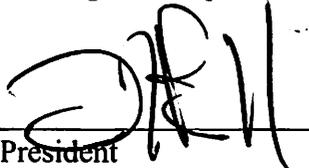
Motion by Mr. Bonilla, seconded by Mrs. Frasquillo and unanimously carried, that the position of Bus Driver be increased from 7 hours to 8 hours per day.

### **New Job Description**

Motion by Mr. Bonilla, seconded by Mrs. Frasquillo and unanimously carried, that the new position of Instructional Aide - Mandarin be approved.

### **Adjournment**

Motion by Mr. Bonilla, seconded by Mrs. Frasquillo and unanimously carried to adjourn the meeting at 5:13 p.m.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Vice President