

**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.

July 8, 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 Frasuquillo, 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 10, 2025 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 Items

7. **Update on Joint Appointee to the Personnel Commission.** A brief overview and status of the joint appointee selection process. (Ref. A) **Info**

8. **Memorandum of Understanding (MOU) between Covina-Valley Unified School District and the California School Employees Association (CSEA) and its Chapter 49 for the position of Instructional Aide Classroom - Bilingual.** Review of the Memorandum of Understanding between the Covina-Valley Unified School District and CSEA regarding the Instructional Aide Classroom - Bilingual position. (Ref. B) **Info**

9. **Memorandum of Understanding (MOU) between Covina-Valley Unified School District and the California School Employees Association (CSEA) and its Chapter 49 for the waiver of the existing instructional aide requirements in favor of a district-admitted proficiency exam.** Review and discussion of waiving current district requirements for the positions listed below, to be supplemented with a district-administered proficiency exam. (Ref. C) **Info**

- Instructional Aide 1:1 Assistant
- Instructional Aide - Behavior
- Instructional Aide - Classroom
- Instructional Aide Classroom - Bilingual
- Instructional Aide - Early Childhood
- Instructional Aide - Specialized Program

IV – Action Items

10. **New Job Description.** Recommendation is made that the position of Instructional Aide Classroom - Bilingual be placed on Range 139, \$3,912.21 - \$4,763.67 per month (pro-rated) of the Classified salary schedule. (Ref. D)

Motion by _____, Seconded by _____, Vote _____

11. **Instructional Aide 48 Unit Requirement.** Recommendation to remove the current requirement of 48 college units for the positions listed below, and replace it with a district-administered proficiency exam. (Ref. E)

- Instructional Aide 1:1 Assistant
- Instructional Aide - Behavior
- Instructional Aide - Classroom
- Instructional Aide Classroom - Bilingual
- Instructional Aide - Early Childhood
- Instructional Aide - Specialized Program

Motion by _____, Seconded by _____, Vote _____

12. **Meeting Dates for the 2025-2026 School Year.** Recommendation is made to approve the meeting dates for the 2025-2026 school year. (Ref. F)

Motion by _____, Seconded by _____, Vote _____

VI – Closed Session

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

VII - Adjournment

14. **Adjournment.** _____ p.m. **Action**

Motion by _____, Seconded by _____, Vote _____

Update on Joint Appointee to the Personnel Commission

The District opened recruitment for the Joint Appointed Personnel Commissioner position from June 1–30, 2025. A total of 3 applications were received. The position is currently held by Mr. David Bonilla, whose term is set to expire on November 30, 2025. Once filled, the new appointee will serve a three-year term beginning December 1, 2025, and concluding November 30, 2028.

Memorandum of Understanding
Instructional Aide Classroom - Bilingual

An MOU between the District and CSEA, Chapter 49, was established to create a new job description titled Instructional Aide Classroom – Bilingual. The position was approved by Chapter membership on June 25, 2025, and, pending Personnel Commission approval, will be presented to the Board of Education for final approval on August 14, 2025.

Memorandum of Understanding
Instructional Aide Minimum Qualification Adjustment

An MOU between the District and CSEA, Chapter 49, proposes the removal of the current district requirement of 48 college units for the instructional aide positions listed below. In its place, candidates will be required to pass a district-administered proficiency exam. This change is intended to broaden the applicant pool and support the timely filling of vacancies in these positions. The MOU was approved by Chapter membership on June 25, 2025, and, pending Personnel Commission approval, will be presented to the Board of Education for final approval on August 14, 2025.

- Instructional Aide 1:1 Assistant
- Instructional Aide - Behavior
- Instructional Aide - Classroom
- Instructional Aide Classroom - Bilingual
- Instructional Aide - Early Childhood
- Instructional Aide - Specialized Program

New Job Description
Instructional Aide Classroom - Bilingual

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.

Recommendation is made to place this position on the Range 139, \$3,912.21 - \$4,763.67 per month (pro-rated) of the classified salary schedule.

Proposed Revision to Minimum Qualifications
Instructional Aide Classifications

The District, in collaboration with CSEA, Chapter 49, is proposing to revise the minimum qualifications in the job descriptions for the instructional aide positions listed below. The proposed change would remove the current requirement of 48 college units and instead reflect: *"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 degree or higher or passing of a District-administered proficiency exam."*

- Instructional Aide 1:1 Assistant
- Instructional Aide - Behavior
- Instructional Aide - Classroom
- Instructional Aide Classroom - Bilingual
- Instructional Aide - Early Childhood
- Instructional Aide - Specialized Program

2025-2026
Personnel Commission Meeting Dates

A recommendation has been made that the 2025-2026 Personnel Commission meetings be held at 4:45 p.m., the second Tuesday of the month, unless otherwise noted, at the Hanes Professional Development Center.

August 12, 2025
September 9, 2025
October 14, 2025
November 12, 2025*
December 9, 2025
January 13, 2026
February 10, 2026
March 10, 2026
April 14, 2026
May 12, 2026
June 9, 2026

**denotes one day delay in meeting date due to Veterans Day holiday*

(Ref. F)