

COVINA-VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Minutes - Regular Meeting
June 10, 2025

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

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

Others present: Brock Jacobsen, Director, Personnel Services
Michele Doll, Assistant Superintendent, 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 Mr. Bonilla, seconded by Mrs. Frasquillo and unanimously carried, that the minutes for the regular meeting of May 13, 2025, be approved.

Director's Report

Mr. Jacobsen provided updates on personnel changes for May, reporting 4 resignations/retirements, 1 exhaustion of benefits, 1 probationary release, 1 employee passing, and two new hires.

The Classified Employees of the Month for May were:

- Joanna Tarula - Secretary I at Children's Center
- Blanca Cornejo - Instructional Aide at Manzanita

Dr. Jacobsen announced that the position of Joint Appointee to the Personnel Commission is now open. The recruitment period is scheduled from June 1 through June 30, 2025. Applications must be hand-delivered to the Personnel Department by 4:00 p.m. on June 30, 2025. The position has been advertised on the San Gabriel Valley Tribune website, as well as the District's website and social media platforms.

Additionally, a recap of Chapters 2 through 5 of the Personnel Commission Rules and Regulations was submitted to the Commissioners for their review. Dr. Jacobsen encouraged Commissioners to reach out with any questions or concerns. He noted that Chapter 1, which contains key definitions, will be addressed after the remaining chapters have been reviewed.

Dr. Jacobsen also acknowledged the recent passing of a long-time classified instructional aide at Cypress Elementary School, following a brief illness. He honored her memory and years of dedicated service to the District.

Commission Members' Comments

Mrs. Reyes expressed her appreciation for the Classified Employee Appreciation event and shared her positive experiences working with other districts in various capacities. She noted that Covina-Valley excels in recognizing and valuing its employees.

Mr. Bonilla echoed Mrs. Reyes's sentiments regarding the appreciation luncheon. He extended congratulations to the Class of 2025 and recognized the May Employees of the Month. He also offered his condolences to the Cypress Elementary School community on the loss of their colleague.

Mrs. Frasquillo expressed her gratitude to the members of the Rules and Regulations Committee for their thorough and detailed work. She seconded the nomination of Ms. Tarula as one of the May Employees of the Month, sharing that she has previously worked with Ms. Tarula and has had only positive experiences. She also noted her enjoyment of the Classified Employee Recognition event.

Certification of Eligibility List

Motion by Mr. Bonilla, seconded by Mrs. Frasquillo, and unanimously carried, that the eligibility list for the position of Director, Purchasing and Warehouse is approved.

Adjournment

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

President

Vice President

