

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

Agenda

District Office, Personnel Department
220 W. Puente St.
Covina, CA 91723
4:45 p.m.

May 12, 2026

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:

Sonia Frasquillo, President _____

Nicholas Sanchez, Vice President _____

Elizabeth Reyes-Aceytuno, 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 April 14, 2026, 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. **2026-2027 Personnel Commission Budget.** A public hearing will be held regarding the proposed operating budget of the Personnel Commission for the 2026-2027 school year. **Info**

Public Hearing Open _____ Public Hearing Closed _____

V – Conference Item

8. **Personnel Commission Bylaws.** A discussion regarding proposed updates and/or revisions to the Personnel Commission Bylaws. **Info**

9. **Personnel Commission Rules and Regulations.** A review and discussion of Personnel Commission Rules and Regulations, including the possibility of adopting a schedule for ongoing review and updates. **Info**

VI – Action Items

10. **Proposed Personnel Commission Budget.** Recommendation is made that the operating budget of the Personnel Commission for the 2026-2027 fiscal year be adopted. (Ref. A) **Action**

Motion by _____, Seconded by _____, Vote _____

VII – Closed Session

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

VIII - Adjournment

12. **Adjournment.** _____ p.m. **Action**

Motion by _____, Seconded by _____, Vote _____

Proposed Personnel Commission Budget
2026-2027

The proposed Personnel Commission operating budget for the 2026-2027 school year includes actual expenditures for 2025-2026 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 2026 - 2027

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

Expenditure by Object	2024 - 2025 Prior Year Actuals*	2025 - 2026 Current Year Actual or Estimated*	2026 - 2027 Upcoming Year Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 1,450.00	\$ 2,400.00	\$ 2,850.00
Director	137,487.46	140,229.00	139,938.00
Secretaries, Clerks	153,621.53	156,307.00	155,191.00
Other			
3000 Employee Benefits	164,924.45	189,028.00	196,870.00
Subtotal	457,483.44	487,964.00	494,849.00
4000 Supplies and Equipment Replacement	188.71	1,500.00	1,500.00
5000 Operating Expenses	6,443.00	12,200.00	17,200.00
6000 Equipment			
Subtotal	6,631.71	13,700.00	18,700.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 464,115.15	\$ 501,664.00	\$ 513,549.00
Variance from PY (DOLLARS)	\$	\$ 37,548.85	\$ 11,885.00
Variance from PY (%)		8.09%	2.37%

* 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.