

## MINUTES

of a Regular Meeting of the Personnel Commission  
of the GLENDORA UNIFIED SCHOOL DISTRICT

December 18, 2018

Board Room  
Educational Services Center  
500 North Loraine Avenue, Glendora

4:00 P.M.

### I -- PRELIMINARY

- A. CALL to ORDER: The meeting was called to order by Linda Shonk, at 4:00 p.m. in the Board Room at the District Office.
- B. PLEDGE of ALLEGIANCE: Teresa Ferri led the pledge of allegiance to the flag.
- C. ROLL CALL: Roll call indicated members in attendance as follows: Linda Shonk, Chairperson; Teresa Ferri, Vice Chairperson; Dr. Ed Potter, Member; Dominic DiGrazia, Ed.D, Commission Secretary/Assistant Superintendent of Personnel Services; Noel Carpenter, Human Resources Specialist.
- D. AGENDA (Motion #52): It was moved by Dr. Potter, seconded by Teresa Ferri, to adopt the agenda as presented.
- E. MINUTES: (Motion #53): It was moved by Dr. Potter, seconded by Teresa Ferri, to approve the minutes of the regular meeting of November 20, 2018.

### II-- COMMUNICATIONS

Dominic DiGrazia, Ed.D, Assistant Superintendent of Personnel Services, thanked the past Chairperson, Linda Shonk, for leading the Commission, and congratulated the new Chairperson, Teresa Ferri.

Dr. DiGrazia noted that Winter Break began last Friday with lots of activities for students, staff, and families. He indicated that the first semester also came to a close at the Middle and High Schools. The students will return to a fresh start.

Dr. DiGrazia informed the Commission that the Annual ASCA Speech Contest on 2/7/19 will begin at 3:00 pm at GHS, with the Personnel Commission Members serving as judges. The winner will receive \$100 and progress to the regional contest. The regional winners will receive \$700 each.

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III – COMMISSION SECRETARY'S REPORT

Dr. DiGrazia informed the Commission that the District is in the process of registering CSEA Members for the Annual Paraeducator Conference. The District received money from the state to assist with the cost of Classified Professional Development.

Dr. DiGrazia informed the Commissioners that the District continues to work on the recruitment for several classified positions, including Maintenance Specialist I – Structural.

Dr. DiGrazia discussed the ongoing process of Assembly Bill 2160, incorporating Noon Duty Supervisors into the Classified service. The employee changes will be effective upon their return from the Winter Break on 1/07/19.

IV -- FIRST HEARING PERIOD

None

V -- ITEMS for ACTION, STUDY, or INFORMATION

- A. ELIGIBILITY LISTS: (Motion #54) On a motion by Teresa Ferris, seconded by Linda Shonk, it was unanimously approved to ratify the eligibility lists for the classifications of Instructional Assistant – Independence Facilitator and Special Education, established November 16, 2018; and Nutrition Services Associate, established December 4, 2018.
- B. JOB DESCRIPTION REVISIONS & ADOPTIONS: (Motion #55) On a motion by Dr. Potter, and seconded by Linda Shonk, it was unanimously approved to ratify the revision of the new classified job description of Noon Duty Supervisor; as required by Assembly Bill 2160 and in compliance with changes to Education Code 45256 effective January 1, 2019.
- C. ADOPT SALARY SCHEDULE: (MOTION #56) On a motion by Dr. Potter, and Seconded by Linda Shonk, it was unanimously approved to ratify the new classified salary schedule for Noon Duty Supervisor, as required by Assembly Bill 2160 and in compliance with changes to Education Code 45256 effective January 1, 2019.
- D. ELECTION OF OFFICERS: In accordance with Merit System Rule 20.100.2, Dr. DiGrazia announced the election of Commission Chairperson, Vice Chairperson, and Member to serve from December 2018 to December 2019.

Chairperson: Teresa Ferri, moved by Dr. Potter, seconded by Linda Shonk  
Vice Chairperson: Dr. Potter, moved by Linda Shonk, seconded by Teresa Ferri  
Member: Linda Shonk, moved by Dr. Potter, seconded by Teresa Ferri

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VI -- SECOND HEARING PERIOD

None

VII -- MOTIONS TO RECONSIDER

None

VIII -- ITEMS of GENERAL DISCUSSION

None

IX -- CLOSED SESSION

Closed 4:15 pm  
Opened 4:23 pm


X -- ADJOURNMENT

Having no further business, the meeting was adjourned at 4:24 pm.

  
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Secretary to Commission

Approved and Entered into the Proceeding of the District.

January 22, 2019

  
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Chairperson of the Commission