

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
AGENDA**

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office, 1830 Nogales Street, Rowland Heights, CA 91748.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Personnel Director at (626) 854-8380 at least 24 hours in advance of the meeting. [Government Code 54954.2 (a) (1)]

BOARD ROOM
1830 NOGALES STREET
ROWLAND HEIGHTS, CA 91748
4:30 P.M.

PLEASE CIRCULATE

January 15, 2019

1. Meeting called to order by the Presiding Chair _____ at ____ p.m.

| | | | |
|--------------------------|--|---------|--------|
| 2. Roll Call: | | Present | Absent |
| Sabrina Lee, Chair | | _____ | _____ |
| Judy Nieh, Vice Chair | | _____ | _____ |
| Sharon Fernandez, Member | | _____ | _____ |

| | | | |
|---|--|-------|-------|
| Joan Stiegelmar, Personnel Director | | _____ | _____ |
| Andrea Low, Senior Personnel Technician | | _____ | _____ |

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Consider approving or amending the agenda as submitted.

| | |
|-------------------------|--------------------------------|
| <i>Motion by:</i> _____ | <i>Vote:</i> Sabrina Lee _____ |
| <i>Second by:</i> _____ | Judy Nieh _____ |
| | Sharon Fernandez _____ |

3.3 Introduction of Guests

3.4 **COMMUNICATIONS**

Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission. A maximum of twenty (20) minutes, unless extended by the Personnel Commission, is allocated for each subject discussed. Ordinarily, Personnel Commissioners will not respond to comments and no action can be taken. However, the Personnel Commission may give direction to Staff following a comment.

A. CSEA

B. District Administration

C. Audience members who filed a request to speak on an item not on the agenda

Questions from the floor on items that are on the agenda will be entertained at the time the item is under consideration. Remarks are limited to three (3) minutes, unless extended further or limited by vote of the Personnel Commission.

4. REPORT FROM THE PERSONNEL DIRECTOR

Receive an update on Commission staff's activities during the last month.

5. HEARINGS - None

6. PERSONNEL COMMISSION

6.1 Approve the minutes of the regular meeting of December 4, 2018. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Kevin Despard, Director of Student Services, to employ Applicant ID# 28292525 in the class of Community Liaison – Bilingual (Spanish) at Step E of Range 17.5 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

b. Consider approving the advanced salary step request from Dr. Julie Mitchell, Superintendent, to employ Applicant ID# 18780326 in the class of Executive Secretary at Step E of Range 23.5 on the Confidential/Supervisory Schedule. (Ref. 7.1b) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

c. Consider approving the advanced salary step request from Kevin Despard, Director of Student Services, to employ Applicant ID# 36632732 in the class of Health Assistant – Bilingual (Spanish) at Step C of Range 17.5 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

7.2 Reallocation

a. Consider approving the recommended reallocation from Michael Hoon, Principal of Hollingworth, of a vacant Office Assistant position to Office Assistant – Bilingual (Spanish) position. (Ref. 7.2)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8. EXAMINATIONS/ELIGIBILITY LISTS

8.1 Exam Review and Recruitment Bulletins (Ref. 8.1)

Receive for information, a summary of the following examinations and recruitment bulletins:

- a. Grounds Construction Worker (D-18/19-32)
- b. Instructional Assistant I (D-18/19-35)
- c. Primary Intervention Assistant (D-18/19-33)
- d. Primary Intervention Assistant – Bilingual (Spanish) (D-18/19-34)

8.2 Employee Selection Results – Receive the results of examinations held. (Ref. 8.2 Ltd. Dist.)

8.3 Ratification of Eligibility Lists – Ratify the following eligibility list(s): (Ref. 8.3 Ltd. Dist.)

- a. Administrative Secretary (D-18/19-21)
- b. Administrative Secretary – Bilingual (Spanish) (D-18/19-22)
- c. Campus Aide (D-18/19-23)
- d. Instructional Assistant II (D-18/19-15)
- e. Instructional Assistant II – Bilingual (Spanish) (D-18/19-16)
- f. Office Assistant (D-18/19-12)
- g. Office Assistant – Bilingual (Spanish) (D-18/19-13)
- h. Office Assistant – Bilingual / Biliterate (Spanish) (D-18/19-14)
- i. Personal Care Assistant (D-18/19-18)
- j. Playground Supervision Aide (D-18/19-30)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.4 Removal of Names from the Eligibility List – Ratify the removal of names from the following eligibility lists: (Ref. 8.4)

- a. Campus Aide (D-18/19-03)
 - ID #31186931 – PC Rule 6.1.10, 6.1.10.2, 4.4.11
- b. Instructional Assistant I (D-17/18-56)
 - ID #31227269 – PC Rule 6.1.10, 6.1.10.6
- c. Personal Care Assistant (D-18/19-18)
 - ID# 17367516 – PC Rule 6.1.10, 6.1.10.2, 4.4.11

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

9. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

10. CLOSED SESSION

Recess to closed session to discuss:

- Employee Performance Evaluation – Personnel Director - Government Code 54954.5 (e)

Time Recessed: _____ Time Reconvened to Open Session: _____

11. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, FEBRUARY 5, 2019 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

12. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

Consistent with merit system principles, the mission of the Rowland Unified School District Personnel Commission is to provide the District with the best qualified candidates, reflective of the cultural diversity of the community, to serve the present and future needs of the District and its educational program.

**PERSONNEL COMMISSION
ROWLAND UNIFIED SCHOOL DISTRICT
MINUTES OF THE REGULAR MEETING OF DECEMBER 4, 2018**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:32 p.m., with the Pledge of Allegiance led by Ms. Joan Stiegelmar, Personnel Director.

Members Present: Sharon Fernandez, Chair
Sabrina Lee, Vice Chair
Judy Nieh, Member

Members Absent: None

Staff Members Present: Joan Stiegelmar, Personnel Director
Andrea Low, Senior Personnel Technician

PRELIMINARY

- A. Take action to appoint Ms. Sabrina Lee to the Personnel Commission as the Joint-Appointee for a three year term from December 1, 2018 to December 1, 2021.

| | | | | |
|-----------------|------------------|-------|------------------|---------|
| Motion made by: | Judy Nieh | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Sharon Fernandez | | Sabrina Lee | Abstain |
| | | | Judy Nieh | Yes |

- B. Oath of office presented by Ms. Sharon Fernandez to Ms. Sabrina Lee, Joint-Appointee.

- C. Take action to nominate and elect a chairperson for the term from December 1, 2018 to December 1, 2019.

The Personnel Commission elected Sabrina Lee as chairperson for a one year term.

| | | | | |
|-----------------|------------------|-------|------------------|---------|
| Motion made by: | Judy Nieh | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Sharon Fernandez | | Sabrina Lee | Abstain |
| | | | Judy Nieh | Yes |

- D. Take action to nominate and elect a vice-chairperson for the term from December 1, 2018 to December 1, 2019.

The Personnel Commission elected Judy Nieh as vice-chairperson for a one year term.

| | | | | |
|-----------------|------------------|-------|------------------|---------|
| Motion made by: | Sharon Fernandez | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Sabrina Lee | | Sabrina Lee | Yes |
| | | | Judy Nieh | Abstain |

APPROVAL OF THE AGENDA

- A. The Personnel Commission took action to approve the agenda as amended.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Sharon Fernandez | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Judy Nieh | | Sabrina Lee | Yes |
| | | | Judy Nieh | Yes |

Ms. Sabrina Lee, Personnel Commissioner, motioned to remove Item 4 – Report from the Personnel Director and Item 11 – Closed Session.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Sharon Fernandez | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Judy Nieh | | Sabrina Lee | Yes |
| | | | Judy Nieh | Yes |

INTRODUCTION OF GUESTS

- Shoshana Yudin, Director of Human Resources
- Sharon Carrillo, CSEA-President
- Belinda Anaya, CSEA-Secretary
- Adriana Juarez, CSEA-Treasurer
- Cindy Humphreys, Community Member
- Roy Humphreys, Community Member
- Henry Chung, Guest
- Michael Chung, Guest

COMMUNICATIONS

- A. CSEA – Ms. Sharon Carrillo, CSEA President, stated that CSEA was thankful and looking forward to enjoying dinner with the Personnel Commission after the meeting.
- B. District Administration – None
- C. Audience Members – Mr. Roy Humphreys, Community Member, spoke on the importance of transparency of government agencies.

HEARINGS - None

PERSONNEL COMMISSION

- A. Recommendation: To approve the minutes of the regular meeting of November 6, 2018.

| | | | | |
|-----------------|------------------|-------|------------------|---------|
| Motion made by: | Sharon Fernandez | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Sabrina Lee | | Sabrina Lee | Yes |
| | | | Judy Nieh | Abstain |

ITEMS FOR DISCUSSION AND/OR ACTION

- A. Recommendation: To consider approving the advanced salary step request from Scott Cavanias, Principal at Alvarado, to employ Applicant ID# 30198725 in the class of Library Assistant at Step B of Range 17 on the Classified Salary Schedule.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Sharon Fernandez | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Judy Nieh | | Sabrina Lee | Yes |
| | | | Judy Nieh | Yes |

- B. Recommendation: To consider approving the advanced salary step request from George Herrera, Principal at Villacorta Elementary, to employ Applicant ID# 3874011 in the class of Library Assistant at Step E of Range 17 on the Classified Salary Schedule.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Judy Nieh | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Sharon Fernandez | | Sabrina Lee | Yes |
| | | | Judy Nieh | Yes |

- C. Recommendation: To consider approving the advanced salary step request from Scott Jensen, Director of Special Education, to employ Applicant ID# 35972571 in the class of Instructional Assistant II at Step D of Range 16 on the Classified Salary Schedule.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Judy Nieh | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Sharon Fernandez | | Sabrina Lee | Yes |
| | | | Judy Nieh | Yes |

D. Recommendation: To consider approving the advanced salary step request from Kevin Despard, Director of Student Services, to employ Applicant ID# 25849622 in the class of Community Liaison – Bilingual (Mandarin) at Step B of Range 17.5 on the Classified Salary Schedule.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Judy Nieh | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Sharon Fernandez | | Sabrina Lee | Yes |
| | | | Judy Nieh | Yes |

E. Recommendation: To consider approving the advanced salary step request from Steve Bui, Director of Transportation Services, to employ Applicant ID# 35188155 in the class of School Bus Driver at Step D of Range 19.5 on the Classified Salary Schedule.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Sharon Fernandez | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Judy Nieh | | Sabrina Lee | Yes |
| | | | Judy Nieh | Yes |

F. Recommendation: To consider approving the advanced salary step request from Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 37203262 in the class of Air Conditioning Heating Mechanic at Step E of Range 27 on the Classified Salary Schedule.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Sharon Fernandez | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Judy Nieh | | Sabrina Lee | Yes |
| | | | Judy Nieh | Yes |

G. Recommendation: To consider approving the advanced salary step request from Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 32187434 in the class of Air Conditioning Heating Mechanic at Step E of Range 27 on the Classified Salary Schedule.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Sharon Fernandez | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Judy Nieh | | Sabrina Lee | Yes |
| | | | Judy Nieh | Yes |

EXAMINATIONS/ELIGIBILITY LISTS

A. The Personnel Commission received for information, a summary of the following examinations and recruitment bulletins:

- a. Custodian (D-18/19-31)
- b. District Patrol (D-18/19-29)
- c. Food Service Assistant I (D-18/19-27)
- d. Playground Supervision Aide (D-18/19-30)
- e. Textbook/Media Assistant (D-18/19-28)

B. The Personnel Commission received the results of the examinations held.

C. Recommendation: To ratify the following eligibility lists:

- a. Community Liaison – Bilingual (Spanish) (D-18/19-10)
- b. Executive Secretary (D-18/19-11)
- c. Mechanical Systems Supervisor (D-18/19-19)
- d. Personal Care Assistant (D-18/19-18)

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Sharon Fernandez | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Judy Nieh | | Sabrina Lee | Yes |
| | | | Judy Nieh | Yes |

D. Recommendation: To ratify the removal of names from the following eligibility lists:

- a. Food Service Assistant I (D-17/18-49)
 - ID #29065003 – PC Rule 6.1.10, 6.1.10.8
- b. Grounds Construction Worker (D-17/18-52)
 - ID #29866292 – PC Rule 6.1.10, 6.1.10.6
- c. Health Assistant – Bilingual (Spanish) (D-17/18-51)
 - ID #34135006 – PC Rule 6.1.10, 6.1.10.1
- d. Personal Care Assistant (D-17/18-45)
 - ID #7631777 – PC Rule 6.1.10, 6.1.10.8

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Sharon Fernandez | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Judy Nieh | | Sabrina Lee | Yes |
| | | | Judy Nieh | Yes |

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

- Ms. Sharon Fernandez commented that it is almost halfway through the school year and thanked everyone for working together. Ms. Fernandez wished everyone Happy Holidays.
- Ms. Nieh wished everyone Happy Holidays.
- Ms. Lee wished everyone a safe and joyful holiday with family.
- Ms. Stiegelmar shared that the Annual Holiday Boutique is being held on Friday, December 14, 2018 from 9:00 to 4:30 p.m.

ADJOURNMENT

To adjourn meeting at 4:55 p.m.

| | | | | |
|-----------------|------------------|-------|------------------|-----|
| Motion made by: | Sharon Fernandez | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Judy Nieh | | Sabrina Lee | Yes |
| | | | Judy Nieh | Yes |

Approved by: _____
 Sabrina Lee
 Chair
 Personnel Commission

Submitted by: _____
 Joan Stiegelmar
 Personnel Director
 Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, JANUARY 15, 2019 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

Consistent with merit system principles, the mission of the Rowland Unified School District Personnel Commission is to provide the District with the best-qualified candidates, reflective of the cultural diversity of the community, to serve the present and future needs of the District and its educational programs.