

**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
December 5, 2017

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

2. Roll Call:	Present	Absent
Judy Nieh, Chair	_____	_____
Sharon Fernandez, Vice Chair	_____	_____
Sabrina Lee, Member	_____	_____
 Joan Stiegelmar, Personnel Director	 _____	 _____
Jessica Landin, Personnel Analyst	_____	_____
Andrea Low, Sr. Personnel Technician	_____	_____

3. **PRELIMINARY**

3.1 Pledge of Allegiance to the Flag

3.2 Take action to appoint Ms. Judy Nieh to the Personnel Commission as the District Appointee for a three year term from December 1, 2017 to December 1, 2020.

<i>Motion by:</i> _____	<i>Vote:</i> Sharon Fernandez _____
<i>Second by:</i> _____	Sabrina Lee _____

3.3 Oath of Office presented by Ms. Sharon Fernandez to Ms. Judy Nieh, District Appointee. (Ref. 3.3)

3.4 Take Action to nominate and elect a chairperson for the term from December 1, 2017 to December 1, 2018.

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

3.5 Take action to nominate and elect a vice-chairperson for the term from December 1, 2017 to December 1, 2018.

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

3.6 Consider approving or amending the agenda as submitted.

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

3.7 Introduction of Guests

3.8 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 November 16, 2017. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Zepure Hacopian, Director of Human Resources, to employ Applicant ID# 15886687 in the class of Instructional Assistant I at Step B of Range 15 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

7.2 Receive for information and discussion: Rule 6.1.5.1 – Duration of Eligibility Lists. (Ref. 7.2)

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. District Safety (D-17/18-25)

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

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

a. Credentials Technician (D-17/18-14)

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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

a. Food Service Assistant I (D-16/17-48)

- ID# 31576654, ID# 32252216, ID# 32361824, ID# 27971304 – PC Rule 6.1.10, 6.1.10.1

b. Custodian (D-16/17-47)

- ID# 8487147 – PC Rule 6.1.10, 6.1.10.1

c. Instructional Assistant I (D-17/18-03)

- ID# 31966551 – PC Rule 6.1.10, 6.1.10.1

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

9. INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

10. OTHER ITEMS

The joint dinner meeting with CSEA, hosted by CSEA, will be held immediately after the regular meeting of December 5, 2017 at Olive Garden, City of Industry.

11. 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: _____

12. **THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED ON TUESDAY, January 9, 2018 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

13. ADJOURNMENT

Time _____

Motion by: _____
Second by: _____

Vote: Judy Nieh _____
Sharon Fernandez _____
Sabrina Lee _____

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 NOVEMBER 16, 2017**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:33 p.m., with the Pledge of Allegiance led by Personnel Commissioner, Sabrina Lee.

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

Members Absent: Andrea Low, Sr. Personnel Technician

Staff Members Present: Joan Stiegelmar, Personnel Director
Jessica Landin, Personnel Analyst

APPROVAL OF THE AGENDA

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

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

Ms. Judy Nieh, Personnel Commissioner, motioned to remove Item 7.4 – Revised Class Description and Item 10 – Closed Session.

INTRODUCTION OF GUESTS

Dr. Julie Mitchell, Superintendent
Dennis Bixler, Assistant Superintendent – Human Resources
Alex Flores, Assistant Superintendent – Administrative Services
Zepure Hacopian, Director of Human Resources
Sharon Carrillo, CSEA-President
Belinda Anaya, CSEA-Secretary/Treasurer
Gina Garcia, Instructional Assistant II
Adriana E. Juarez, Instructional Assistant II – Bilingual/Biliterate (Spanish)
Lucia Paredes, Office Assistant

Ms. Sharon Carrillo, CSEA-President, announced that the Personnel Commission would be receiving an invitation to attend the annual joint Personnel Commission and CSEA dinner. The dinner will occur after the December 5, 2017 Personnel Commission meeting.

Dr. Julie Mitchell, Superintendent, shared that the Board of Education took an action to approve Judy Nieh as the Board representative to the Personnel Commission for a three year term on Tuesday, November 14, 2017, effective December 1, 2017. Dr. Mitchell expressed that she appreciated the opportunity to continue working with Ms. Nieh. Dr. Mitchell thanked Joan Stiegelmar, Judy Nieh, and Sharon Fernandez for attending the Board Meeting.

Ms. Lucia Paredes, Office Assistant, shared that she has missed some job opportunities due to correspondence being sent to her work email address during the summer. According to Ms. Paredes because she is a 10 month employee and does not work during the summer, she did not receive the emails in time to schedule the interviews. Ms. Paredes stated that this is an unfair practice and a disadvantage to anybody who does not work during the summer months. Ms. Paredes requested that the procedure be changed so that those who do not work during the summer would have an opportunity to interview. Ms. Nieh thanked Ms. Paredes for her comment and stated that Ms. Stiegelmar will look into the matter and take necessary action.

REPORT FROM THE PERSONNEL DIRECTOR

A. An update on Commission staff’s activities since the last meeting was presented by Joan Stiegelmar.

Recruitments opened since the last Commission meeting includes the following classifications:

Open/Promotional Recruitments

- District Patrol
- Personal Care Assistant
- Mechanic
- Stock Delivery Worker

Since the last Commission meeting, examinations were conducted for the following classifications:

- Credentials Technician – Written Test
- District Patrol – Written Test, Technical Project, and Structured Interview
- Food Service Assistant III – Structured Interview
- Health Assistant – Bilingual (Spanish) - Written Test, Computer Testing, and Structured Interview
- Health Assistant – Written Test, Computer Testing, and Structured Interview
- Instructional Assistant II – Written Test
- Instructional Assistant II – Bilingual (Mandarin) – Written Test
- Instructional Assistant II – Bilingual (Spanish) – Written Test
- Instructional Assistant II – Bilingual/Biliterate (Mandarin) – Written Test
- Instructional Assistant II – Bilingual/Biliterate (Spanish) – Written Test
- Lead Stock Delivery Worker – Technical Project and Structured Interview
- Office Assistant – Written Test
- Office Assistant – Bilingual (Spanish) – Written Test
- Office Assistant – Bilingual/Bilingual (Mandarin) – Written Test
- Office Assistant – Bilingual/Biliterate (Spanish) – Written Test
- Personnel Technician – Written Test, Computer Testing, and Structured Interview
- Senior Account Clerk – Written Test, Computer Testing, and Structured Interview

Referral Lists were issued for the following classifications since the last Commission meeting:

- Benefits Technician
- District Patrol (5)
- Food Service Assistant I (9)
- Food Service Assistant III (Sub)
- Grounds Maintenance Worker
- Grounds Maintenance Worker (Sub)
- Health Assistant – Bilingual (Spanish) (3)
- Instructional Assistant I (7)
- Lead Stock Delivery Worker
- School Bus Driver (Sub) (2)
- Senior Office Assistant

New employees were processed into the following classifications:

- 1 – Benefits Technician
- 1 – Campus Aide
- 1 – Custodian
- 2 – Custodian - Substitute
- 1 – Food Service Assistant I
- 1 – Grounds Maintenance Worker
- 6 – Instructional Assistant I
- 1 – Office Assistant – Bilingual (Spanish) - Substitute
- 2 – Personal Care Assistant
- 1 – Personnel Technician – Provisional
- 1 – Senior Office Assistant – Bilingual (Spanish)
- 1 – Speech Language Pathology Assistant

Updates/Reminders:

- Mt. San Antonio College Career and Transfer Services hosted a Career Fair on Tuesday, October 24, 2017 from 10 a.m. to 1 p.m. Ms. Andrea Low attended and passed out recruitment bulletins and information complete an interest card for future vacancies. She also made a connection with a professor that was interested in recruiting students for the part-time Instructional Assistant I, II, and Personal Care Assistant vacancies.
- Holiday Basket Program Site Planning – Food Donation Collection starts on Monday, November 27 to Wednesday, December 13. A memorandum is in the Commissioner's correspondence folder. Monetary Donation Collection will be from Monday, November 27 to Friday, December 8.
- The Annual RUSD Holiday Boutique is scheduled for Thursday, December 7 from 9 a.m. to 4 p.m. This year the boutique will feature a Taco Man from 11 a.m. to 2 p.m.
- Judy Nieh, Personnel Commission chair, was announced at the Board Meeting on Tuesday, November 14, 2017 as the reappointed Board of Education Commissioner. Ms. Nieh will serve another term from December 1, 2017 to December 1, 2020 and will take an Oath of Office at the December 5 Personnel Commission meeting. Congratulations Ms. Nieh!

Ms. Stiegelmar thanked Jessica Landin, Personnel Analyst and the Personnel Commission staff for running the Personnel Commission office while she was out on jury duty.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of October 3, 2017.

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the advanced salary step placement request from Zepure Hacopian, Director of Human Resources, to employ Applicant ID# 4794107 in the class of Benefits Technician at Step E of Range 20.5 on the Classified Salary Schedule.

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

B. Recommendation: To consider approving the advanced salary step placement request from Zepure Hacopian, Director of Human Resources, to employ Applicant ID# 25239437 in the class of Instructional Assistant I at Step B of Range 15.0 on the Classified Salary Schedule.

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

C. Recommendation: To consider approving the advanced salary step placement request from Zepure Hacopian, Director of Human Resources, to employ Applicant ID# 26021217 in the class of Instructional Assistant I at Step B of Range 15.0 on the Classified Salary Schedule.

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

D. Recommendation: To consider approving the advanced salary step placement request from Zepure Hacopian, Director of Human Resources, to employ Applicant ID# 33424081 in the class of Instructional Assistant I at Step B of Range 15.0 on the Classified Salary Schedule.

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

- E. Recommendation: To consider approving the advanced salary step placement request from Zepure Hacopian, Director of Human Resources, to employ Applicant ID# 33311605 in the class of Instructional Assistant I at Step B of Range 15.0 on the Classified Salary Schedule.

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

- F. Recommendation: To consider approving the advanced salary step placement request from Zepure Hacopian, Director of Human Resources, to employ Applicant ID# 30770742 in the class of Instructional Assistant I at Step B of Range 15.0 on the Classified Salary Schedule.

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

- G. Recommendation: To consider approving the advanced salary step placement request from Alex Flores, Assistant Superintendent – Administrative Services, to employ Applicant ID# 27183109 in the class of Grounds Maintenance Worker at Step C of Range 19.0 on the Classified Salary Schedule.

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

- H. Recommendation: To consider approving the recommended reallocation from Maria Davila, Director of Nutrition Services, of a vacant Food Service Assistant II to Food Service Assistant I.

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

- I. Receive input from District administration and CSEA regarding a new class description for District Safety.

Ms. Lee expressed her concern over the job title for District Safety and it did not sound like a complete title. Ms. Lee suggested adding personnel, security, or officer to the end of the job title. Dr. Mitchell stated that administration worked with the Board of Education on this new job description and job title. Dr. Mitchell stated that there were distinct interests from the Board of Education regarding the title for the position and that the job description and the job title were approved at the November 14, 2017 Board of Education meeting. Dr. Mitchell stated that the Board of Education and administration feel that the job title sufficiently matches the expectations of the position and respectfully requests that the job description remain as presented.

Dr. Mitchell explained that the District is engaged in making sure that the students and staff are safe. District Safety is an appropriate title to ensure the safety of students and employees.

Ms. Lee asked if the District Safety employee would be required to have a P.O.S.T. certificate due to the way the job description reads. Ms. Lee suggested changing the job description to read that the P.O.S.T certificate “can substitute” for one year of required experience, instead of “can be” substituted for one year of required experience. Dr. Mitchell stated she believes that the job description reads fine and that either way would not change the meaning or intent. Dr. Mitchell pointed out that the wording is identical and consistent with the District Patrol experience section in the job description that was approved at the October PC meeting. Ms. Sharon Carrillo stated that the current job description reads clear.

Ms. Lee stated that the job description states under the Skills, Knowledge, Ability, and Traits section that the employee would need to “Recognize and detect unauthorized activities, weapons, and controlled substances.” Ms. Lee asked how this person would be able to detect these things. Dr. Mitchell stated that there are ways to detect these things by recognizing warning signs, visual cues, and detect behaviors through training. Dr. Mitchell stated that she would be amenable to changing the wording from “recognize and detect” to “recognize and respond.”

Ms. Lee asked about comparing and distinguishing the class descriptions of District Safety and School Police Officer. Ms. Nieh stated that some of the District Safety duties overlap with School Police Officer and wanted to know if this would cause a conflict or other issues when it came to performing the job duties. Dr. Mitchell stated that the positions do seem similar, but have distinctly different requirements for fulfilling the position and fall under different levels of leadership. Dr. Mitchell stated that the School Police Officer position has been challenging to fill and that the District is looking to create a comprehensive safety program. Ms. Lee asked about having all the job descriptions on our website. Ms. Stiegelmar stated that all the job descriptions are currently located on the District website.

Ms. Carrillo stated that CSEA has worked closely with the District on the District Safety and District Patrol positions. Ms. Carrillo stated that CSEA is very happy and pleased with the positions and in knowing that the District will have 24/7 coverage.

Ms. Nieh asked about the direction and coordination of communicating to students when the District Safety position consults and advises with students who violate the rules and regulations.

Dr. Mitchell stated that if this position were placed at a school campus, the principal at that school site would most likely be the designee to communicate about consulting and advising students on the rules and regulations. Dr. Mitchell shared that this is similar to how the Campus Aides currently function in terms of the process of communication.

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

J. Recommendation: Consider approving the salary recommendation for the classification of District Safety, at Range 20 on the Classified Salary Schedule.

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

K. Recommendation: To receive for second reading and consider approving the proposed amendments to Rule 6.1.5.1 – Duration of Eligibility Lists.

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

Ms. Lee asked if a first reading was completed for this rule. Ms. Stiegelmar stated that the first reading was completed the previous month and clarified that a second reading was completed for another rule.

Ms. Lee asked if the Commission would be violating the education code if this rule were amended. Ms. Stiegelmar stated that she does not believe that this would violate the education code and that this was executed at the district she previously worked at. Ms. Stiegelmar stated that in order to make the process more efficient, lists that are continually merged would be made six-month lists. Ms. Stiegelmar stated that this information is contained in the job bulletins to inform applicants of how long a list is established. Ms. Nieh stated that she apologizes for not looking into this rule more and suggested to table the item in order to do more research as well as get a legal opinion for the next meeting.

Ms. Fernandez motioned to table the item until the Commission has a better understanding of the item.

Ms. Carrillo asked if the Commission would look into having a six-month list for the secretarial positions. Ms. Carrillo asked if this could be applied to any position and Ms. Stiegelmar confirmed that it could. Ms. Stiegelmar stated that she wants to make sure that the Commission is not violating the Education Code in any way.

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

- a. District Patrol (D-17/18-21)
- b. Mechanic (D-17/18-23)
- c. Personal Care Assistant (D-17/18-22)
- d. Stock Delivery Worker (D-17/18-24)

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

N. Recommendation: To ratify the following eligibility lists:

- a. Benefits Technician (D-17/18-02)
- b. District Patrol (D-17/18-21)
- c. Food Service Assistant III (D-17/18-08)
- d. Health Assistant (D-17/18-06)
- e. Health Assistant – Bilingual (Spanish) (D-17/18-07)
- f. Instructional Assistant I (D-17/18-03)
- g. Lead Stock Delivery Worker (D-17/18-19)
- h. Personnel Technician (D-17/18-05)
- i. School Bus Driver (D-17/18-01)

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

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

- a. Food Service Assistant I (D-16/17-48)
 - ID# 32242665 – PC Rule 6.1.10, 6.1.10.6
- b. Health Assistant (D-16/17-11)
 - ID# 17412690 – PC Rule 6.1.10, 6.1.10.2, 4.4.11
- c. Office Assistant – Bilingual (Spanish) (D-16/17-09)
 - ID# 23999149 – PC Rule 6.1.10, 6.1.10.1

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

P. Ms. Lee congratulated Ms. Nieh on her reappointment. Ms. Lee shared that she was thankful that she was able to attend the October 20, 2017 For Us Foundation National State Breakfast. Ms. Lee also thanked Ms. Fernandez for being involved with the selection of the company that would be conducting the classification and compensation study.

Ms. Fernandez stated that she was able to drop by the Personnel Commission office during the time that Ms. Landin and Ms. Stiegelmar were out of the office to see how everything was going.

Ms. Fernandez shared that it was to her understanding that the District was going to move forward with Ewing for the classification and compensation study, but an official vote has not been completed. Ms. Fernandez stated that there are questions that still needed to be answered. Ms. Fernandez hoped that Mr. Alex Flores, Assistant Superintendent – Administrative Services, was in attendance to clarify the next steps in the process. From what Ms. Fernandez can gather, the study will not begin until sometime next year.

Ms. Carrillo stated that she has a concern that the Personnel Commission would not be able to oversee Ewing due to a lack of time. She stated that when doing reference checks, Ewing did not receive rave reviews. Ms. Carrillo stated that the District supports and has agreed to fund the classification and compensation study. Ms. Carrillo does not believe Ewing is the greatest company and does not want to hire someone just to hire someone.

Ms. Nieh stated that she was able to attend the For Us Foundation breakfast and noted that it was fabulous, well organized and appreciated the information that was provided. Ms. Nieh stated that the more you know about the District, the teachers, and the programs, the more people are encouraged to participate and be in support of the District. Ms. Nieh is excited about the future of the District. Ms. Nieh is honored and grateful to be reappointed to the Personnel Commission and serve the District and the Rowland community.

ADJOURNMENT

To adjourn meeting at 5:37 p.m.

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

Approved by: _____
Judy Nieh
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, DECEMBER 5, 2017 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.