

**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)]

TESTING CENTER
1830 NOGALES STREET
ROWLAND HEIGHTS, CA 91748
4:30 P.M.

PLEASE CIRCULATE

June 4, 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	_____	_____
Jessica Landin, Personnel Analyst	_____	_____
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.

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
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 May 7, 2019. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

6.2 Approve the Personnel Commission's regular meeting schedule for 2019 – 2020. (Ref. 6.2)

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 Michael Tincup, Director of Special Education, to employ Applicant ID# 21702234 in the class of Personal Care Assistant at Step E of Range 14 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 Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 18171034 in the class of Office Assistant at Step C of Range 17 on the Classified Salary 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 Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 28083758 in the class of Plumber at Step E of Range 26.5 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

d. Consider approving the advanced salary step request from Ronald Gray, Risk Manager, to employ Applicant ID# 38195533 in the class of Campus Aide at Step B of Range 12 on the Classified Salary Schedule. (Ref. 7.1d) & (Ltd. Dist.)

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. Campus Aide (D-18/19-54)
- b. Computer Lab Technician (D-18/19-59)
- c. Computer Lab Technician – Bilingual (Spanish) (D-18/19-60)
- d. District Safety (D-18/19-58)
- e. Food Service Assistant I (D-18/19-55)
- f. Health Assistant (D-18/19-56)
- g. Health Assistant – Bilingual (Spanish) (D-18/19-57)
- h. Personal Care Assistant (D-18/19-61)

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 lists: (Ref. 8.3 Ltd. Dist.)

- a. Library Assistant (D-18/19-41)
- b. Library Assistant – Bilingual (Spanish) (D-18/19-42)
- c. School Bus Driver (D-18/19-04)
- d. Stock Delivery Worker (D-18/19-40)
- e. Structural Supervisor (D-18/19-38)

Motion by: _____
Second by: _____

Vote: Sabrina Lee _____
Judy Nieh _____
Sharon Fernandez _____

8.4 Removal of Names from the Eligibility List – Ratify the removal of a name from the following eligibility list: (Ref. 8.4)

- a. Office Assistant (D-18/19-12)
 - ID# 34859498 – PC Rule 6.1.10.3

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, JULY 2, 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 MAY 7, 2019**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:31 p.m., with the Pledge of Allegiance led by Ms. Sabrina Lee, Personnel Commissioner.

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

Members Absent: Andrea Low, Senior Personnel Technician

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

APPROVAL OF THE AGENDA

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

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

Ms. Judy Nieh, Personnel Commissioner, motioned to remove Item 10 – Closed Session.

INTRODUCTION OF GUESTS

- Maurice Curtis, Bus Driver Instructor
- Adriana Juarez, CSEA - Treasurer
- Roy Humphreys, Community Member

COMMUNICATIONS

- A. CSEA – Ms. Adriana Juarez, CSEA – Treasurer, shared that CSEA was invited by the Board of Education to attend a dinner along with Association of Rowland Educators (ARE).
- B. District Administration – None
- C. Audience Members – Mr. Roy Humphreys, Community Member, shared that he is letting the community know about the Personnel Commission and all the job opportunities that are available through social media. Mr. Humphreys suggested having job opportunities shown on the electronic message board sign in front of the District Office.

REPORT FROM THE PERSONNEL DIRECTOR

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

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

Open/Promotional Recruitments

- Behavior Support Assistant / Behavior Support Assistant – Bilingual (Spanish)
- Grounds Maintenance Worker
- Transportation Services Supervisor
- Campus Aide
- Food Service Assistant I

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

- Stock Delivery Worker – Written Test / Performance Test / Structured Interview
- Structural Supervisor – Technical Project / Structured Interview
- School Bus Driver – Performance Exam
- Library Assistant / Library Assistant – Bil (Spanish) – Written Test / Structured Interview
- Senior Account Clerk – Structured Interview

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

- Accompanist (Piano)
- Cafeteria Lead Worker
- Food Service Assistant I
- Instructional Assistant I
- Plumber
- Senior Account Clerk

New employees were processed into the following classifications since the last Commission meeting:

- 1 – Campus Aide
- 4 – Custodian Substitute
- 1 – Grounds Construction Worker
- 1 – Health Assistant
- 2 – Instructional Assistant I
- 2 – Instructional Assistant II
- 1 – Plumber
- 1 – School Bus Driver (Substitute)

Updates/Reminders/Remarks:

- Personnel Commission staff will attend a job fair organized by the East San Gabriel Valley AJCC in La Puente on Wednesday, May 8 from 9 a.m. to noon.
- The Rowland Unified School District Employee of the Year celebration will be held at the Diamond Bar Center on Wednesday, May 15, 2019.
- Personnel Commission staff will attend the Mt. San Antonio College Career Spring Fair on Thursday, May 16 from 10 a.m. to 1 p.m.
- The upcoming Annual Classified Employees Day, hosted by the Personnel Commission, will be held on Wednesday, May 22, 2019 from 11:30 to 2:30 p.m. and lunch will be served. The event is Pirate themed, “Ahoy Matey”, and a delicious lunch consisting of BBQ chicken, pulled pork, beans, coleslaw, and roasted vegetables will be served.

Ms. Joan Stiegelmar, Personnel Director, thanked Ms. Sharon Fernandez, Personnel Commissioner and her family for their hard work and support in providing the food for the Annual Classified School Employee Luncheon.

HEARINGS

The public hearing on the proposed Personnel Commission Budget for the Fiscal Year 2019 – 2020 opened at 4:39 p.m.

Ms. Stiegelmar summarized the proposed Personnel Commission Budget for the Fiscal year 2019 – 2020. Ms. Stiegelmar shared that she prepared the budget and presented it to Fiscal Services in order to reconcile budget figures. Ms. Stiegelmar shared that the requested discretionary budget remained the same. Ms. Stiegelmar explained that there is a 1.78% overall budget increase due to step and column increases for existing staff and increases in the CalPERS contribution.

Ms. Stiegelmar shared that the budget was sent to both CSEA Leadership and to the Board of Education to review and to advise of the hearing. The budget will be a discussion item at the May 9, 2019 Board meeting.

The public hearing on the proposed Personnel Commission Budget for the Fiscal Year 2019 – 2020 closed at 4:40 p.m.

PERSONNEL COMMISSION

A. Recommendation: To adopt the Personnel Commission Budget for 2019 – 2020.

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

B. Recommendation: To approve the minutes of the regular meeting of April 2, 2019.

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

C. Recommendation: To approve the minutes of the special meeting of April 23, 2019.

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

D. The Personnel Commission received the draft of the Personnel Commission's meeting schedule for 2019 – 2020.

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 33766499 in the class of Office Assistant – Bilingual (Spanish) at Step B of Range 17.5 on the Classified Salary Schedule.

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

B. Recommendation: To consider approving the advanced salary step request from Ron Gray, Risk Manager, to employ Applicant ID# 27141982 in the class of District Patrol at Step B of Range 19 on the Classified Salary Schedule.

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

C. Recommendation: To consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 12625218 in the class of Personal Care Assistant at Step B of Range 14 on the Classified Salary Schedule.

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

D. Recommendation: To consider approving the advanced salary step request from Kevin Despard, Director of Student Services, to employ Applicant ID# 33273101 in the class of Health Assistant at Step B of Range 17 on the Classified Salary Schedule.

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

E. Recommendation: To consider approving the advanced salary step request from Michael Tincup, Director of Special Education, to employ Applicant ID# 38038263 in the class of Instructional Assistant II at Step B of Range 16 on the Classified Salary Schedule.

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

F. Recommendation: To consider approving the advanced salary step request from Chris Ferraro, Director of Maintenance and Operations, to employ Applicant ID# 38631509 in the class of Grounds Construction Worker at Step B of Range 23 on the Classified Salary Schedule.

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

G. Recommendation: To consider approving the advanced salary step request from Amy Grigsby, Principal of Yorbita, to employ Applicant ID# 34891697 in the class of Instructional Assistant I at Step B of Range 15 on the Classified Salary Schedule.

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

EXAMINATIONS/ELIGIBILITY LISTS

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

- a. Behavior Support Assistant (D-18/19-50)
- b. Behavior Support Assistant – Bil (Spanish) (D-18/19-51)
- c. Grounds Maintenance Worker (D-18/19-52)
- d. Transportation Services Supervisor (D-18/19-53)

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

C. Recommendation: To ratify the following eligibility lists:

- a. Cafeteria Lead Worker I (D-18/19-20)
- b. Campus Aide (D-18/19-36)
- c. Personal Care Assistant (D-18/19-18)
- d. Plumber (D-18/19-37)
- e. Senior Account Clerk (D-18/19-39)

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

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

- a. Cafeteria Lead Worker I (D-18/19-20)
 - ID# 30301420 – PC Rule 6.1.10.1
- b. Campus Aide (D-18/19-36)
 - ID# 39229024 – PC Rule 6.1.10.3
- c. Campus Aide (D-18/19-03) (D-18/19-23) (D-18/19-36)
 - ID# 35820182, ID# 30330843, ID# 25427158, ID# 37836791, ID# 39190858 – PC Rule 6.1.10.4
- d. Custodian (D-18/19-31)
 - ID# 23750182 – PC Rule 6.1.10, 6.1.10.2, 4.4.11
- e. Health Assistant (D-18/19-07)
 - ID# 9909276 – PC Rule 6.1.10.4

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

- Ms. Fernandez shared that she is looking forward to the Annual Classified Appreciation Luncheon on May 22, 2019.
- Ms. Nieh shared that she is looking forward to attending the Employee of the Year event.
- Ms. Lee hopes that everyone continues to work hard towards success as the school year comes to a close.

ADJOURNMENT

To adjourn meeting at 4:51 p.m.

Motion made by:	Sharon Fernandez	Vote:	Sabrina Lee	Yes
Seconded by:	Judy Nieh		Judy Nieh	Yes
			Sharon Fernandez	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, JUNE 4, 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.