

**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

September 11, 2018

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

2. Roll Call:	Present	Absent
Sharon Fernandez, Chair	_____	_____
Sabrina Lee, Vice Chair	_____	_____
Judy Nieh, Member	_____	_____
 Joan Stiegelmar, Personnel Director	 _____	 _____

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: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

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

In accordance with Education Code 45246, conduct a public hearing on the proposed reappointment of Sabrina Lee to the Personnel Commission as the joint appointee effective December 1, 2018.

Hearing Opened _____ p.m.

Hearing Closed _____ p.m.

6. PERSONNEL COMMISSION

6.1 Take action to re-appoint Sabrina Lee as the joint appointee to the Personnel Commission effective December 1, 2018. (Ref. 6.1)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Sabrina Lee _____

Judy Nieh _____

6.2 Approve the minutes of the regular meeting of August 7, 2018. (Ref. 6.2)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Sabrina Lee _____

Judy Nieh _____

6.3 Receive the Personnel Commission's Annual Report for the 2017 – 2018 fiscal year and consider approving the report for distribution. (Ltd. Dist.)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Sabrina Lee _____

Judy Nieh _____

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving the advanced salary step request from Gloria Lopez, Director of SELPA, to employ Applicant ID# 34437857 in the class of Health Assistant II at Step E of Range 22 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Sabrina Lee _____

Judy Nieh _____

b. Consider approving the advanced salary step request from Kevin Despard, Director of Student Services, to employ Applicant ID# 16960959 in the class of Health Assistant II at Step E of Range 22 on the Classified Salary Schedule. (Ref. 7.1b) & (Ltd. Dist.)

Motion by: _____

Second by: _____

Vote: Sharon Fernandez _____

Sabrina Lee _____

Judy Nieh _____

c. Consider approving the advanced salary step request from Yousef Nasouf, Principal of Nogales High School, to employ Applicant ID# 20802250 in the class of Custodian at Step E of Range 18 on the Classified Salary Schedule. (Ref. 7.1c) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- d. Consider approving the advanced salary step request from Alex Flores, Assistant Superintendent of Administrative Services, to employ Applicant ID# 8535814 in the class of Director of Transportation Services at Step E of Range 93 on the Management Salary Schedule. (Ref. 7.1d) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- e. Consider approving the advanced salary step request from Alex Flores, Assistant Superintendent of Administrative Services, to employ Applicant ID# 16483087 in the class of Mechanic at Step B of Range 26.5 on the Classified Salary Schedule. (Ref. 7.1e) & (Ltd. Dist.)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

7.2 Reallocation

Consider approving the recommended reallocation from Scott Jensen, Director of Special Education, of a vacant Administrative Secretary position to an Administrative Secretary – Bilingual (Spanish) position. (Ref. 7.2)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

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. Computer Lab Technician (D-18/19-05)
- b. Computer Lab Technician – Bilingual (Spanish) (D-18/19-06)
- c. Health Assistant (D-18/19-07)
- d. Health Assistant – Bilingual (Spanish) (D-18/19-08)
- e. Mechanic (D-18/19-09)
- f. School Bus Driver (D-18/19-04)

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. Cook (D-17/18-57)
- b. Community Liaison – Bilingual (Mandarin) (D-17/18-60)
- c. Director of Maintenance and Operations (D-17/18-58)
- d. Director of Transportation Services (D-17/18-53)
- e. Instructional Assistant I (D-17/18-56)
- f. Library Assistant (D-17/18-61)
- g. Library Assistant – Bilingual (Spanish) (D-17/18-62)
- h. School Bus Driver (D-17/18-47)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

- 8.4 Removal of Names from the Eligibility List – Ratify the removal of names from the following eligibility lists: (Ref. 8.4)
- a. District Safety (D-17/18-25)
 - ID #11492521 – PC Rule 6.1.10, 6.1.10.4
 - ID #28564580 and ID # 13388856 – PC Rule 6.1.10, 6.1.10.1
 - b. Food Service Assistant I (D-17/18-49)
 - ID #36568698 – PC Rule 6.1.10, 6.1.10.8
 - c. Health Assistant – Bilingual (Spanish) (D-17/18-26)
 - ID #339599309 – PC Rule 6.1.10, 6.1.10.4

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Judy Nieh _____

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, OCTOBER 2, 2018 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

12. ADJOURNMENT

Time _____

Motion by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Judy Nieh _____

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 AUGUST 7, 2018**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:35 p.m., with the Pledge of Allegiance led by CSEA President, Sharon Carrillo.

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

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

INTRODUCTION OF GUESTS

- Sharon Carrillo, CSEA President
- Phil George, Director of Technology Services
- Roy Humphreys, Community Member

COMMUNICATIONS

A. CSEA

Sharon Carrillo, CSEA President, commented about the Welcome Back for Rowland USD employees that was held today at the Pacific Palms Resort. Ms. Carrillo was happy that all employees, both certificated and classified, were invited to one Welcome Back event this year. Ms. Carrillo enjoyed the speaker, George Couros, who presented to all attendees. Ms. Carrillo shared flyers about the Los Angeles Dodger game on Friday, August 31 where they are having a Union Night and asked if we could help share the flyers to employees.

B. District Administration – None

C. Audience Members

Mr. Roy Humphreys, Community Member, commented that despite the heat he will be here to record the Personnel Commission meetings. Mr. Humphreys spoke on Sabrina Lee, Personnel Commissioner, being up for reappointment, and he commented that people are contacting him about the filling of positions, which he suggested that they should bring their concerns to a Personnel Commission meeting.

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

- Campus Aide
- Director of Maintenance and Operations (Extended)
- School Office Manager
- School Office Manager – Bilingual (Spanish)

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

- Accompanist (Piano) – Performance Test / Structured Interview
- Cook – Structured Interview
- Director of Transportation – Structured Interview
- District Patrol – Structured Interview
- Food Service Assistant I – Structured Interview
- Health Assistant – Structured Interview
- Health Assistant – Bilingual (Spanish) – Structured Interview
- Instructional Assistant II – Structured Interview
- Instructional Assistant II – Bilingual (Spanish) – Structured Interview
- Instructional Assistant II – Bilingual/Biliterate (Spanish) – Structured Interview
- Library Assistant – Written Test
- Library Assistant – Bilingual (Spanish) - Written Test
- Personal Care Assistant – Structured Interview
- School Bus Driver – Performance Test
- Speech Language Pathology Assistant – Structured Interview

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

- Accompanist (Piano)
- Campus Aide
- Computer Lab Technician
- Custodian
- Custodian (Sub)
- Director of Transportation
- District Patrol
- Food Service Assistant I
- Health Assistant - Bilingual (Spanish)
- Instructional Assistant II
- Mechanic
- Office Assistant
- School Bus Driver (Sub)
- Speech Language Pathology Assistant

New employees were processed into the following classifications:

- 1 – Grounds Maintenance Worker
- 2 – Health Assistant II
- 1 – Office Assistant
- 1 – Stock Delivery Worker (Sub)
- 1 – Technology Mobile Device & Accounts Associate

Updates/Reminders:

- The Welcome Back for Rowland USD employees was held today at the Pacific Palms Resort. It was remarkable to have all employees, both certificated and classified, attend the event. The keynote speaker George Couros, author of “The Innovator’s Mindset”, was inspirational and dynamic. He conveyed many important ideas including the following quote, “Change is an opportunity to do something amazing”.
- PC Staff has been busy getting ready for the new school year by running recruitments and getting new employees onboarded to start the new school year.

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of July 10, 2018.

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

B. The Personnel Commission announced the intent of the Commission to re-appoint Sabrina Lee as the joint-appointee to the Personnel Commission for a new three year term. Sabrina Lee has indicated her interest in reappointment.

A hearing will be held at the September 11, 2018 Personnel Commission meeting.

C. The Personnel Commission received a draft of the Annual Report for the 2017 – 2018 fiscal year to consider approving the report for distribution.

Commissioners will send any recommended changes to Ms. Stiegelmar.

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To approve the advanced salary step request from Phil George, Director of Technology Services, to employ Applicant ID#31573066 in the class of Technology Mobile Device and Accounts Associate at Step C of Range 24 on the Classified Salary Schedule.

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

B. Recommendation: To approve the advanced salary step request, from Chris Ferraro, Interim Director of Facilities, to employ Applicant ID# 35977961 in the class of Grounds Maintenance Worker at Step C of Range 19 on the Classified Salary Schedule.

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

C. Recommendation: To approve the advanced salary step request from Rocky Bettar, Director of Rowland Adult and Community Education, to employ Applicant ID# 31890723 in the class of Office Assistant at Step B of Range 17 on the Classified Salary Schedule.

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

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

- a. Campus Aide (D-18/19-03)
- b. Director of Maintenance and Operations (D-17/18-53) Extended
- c. School Office Manager (D18/19-01)
- d. School Office Manager – Bilingual (Spanish) (D-18/19-02)

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

F. Recommendation: To ratify the following eligibility lists:

- a. Accompanist (Piano) (D-17/18-55)
- b. Custodian (D-17/18-48)
- c. District Patrol (D-17/18-41)
- d. Food Service Assistant I (D-17/18-49)
- e. Health Assistant (D-17/18-50)
- f. Health Assistant – Bilingual (Spanish) (D-17/18-51)
- g. Instructional Assistant II (D-17/18-42)
- h. Instructional Assistant II – Bilingual (Spanish) (D-17/18-43)
- i. Instructional Assistant II – Bilingual/Biliterate (Spanish) (D17/18-44)
- j. Personal Care Assistant (D-17/18-45)
- k. School Bus Driver (D-17/18-47)
- l. Speech Language Pathology Assistant (D-17/18-59)

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

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

- a. School Office Manager (D16/17-55 & D-16/17-56)
ID #32018438 – PC Rule 6.1.10, 6.1.10.4

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Sabrina Lee, Personnel Commissioner, welcomed back all employees and looks forward to the new school year. She commented how great the keynote speaker was at the Welcome Back event today.

Judy Nieh, Personnel Commissioner, commented about the fantastic event this morning, and how it was so good to have both certificated and classified employees at the meeting. Ms. Nieh spoke about how the keynote speaker was very energized and encouraging. She was very impressed to see a Campus Security car at Alvarado and one of the passengers was our new Risk Manager, Ronald Gray. Ms. Nieh spoke regarding the Director of Maintenance and Operations recruitment and how it was initially opened as promotional. However, there was not enough qualified applicants, so the recruitment was opened to the public. Ms. Nieh also commented that she is very happy to have Ms. Lee return to the Personnel Commission as the joint appointee.

Sharon Fernandez, Personnel Commissioner, hopes for a successful new school year! Due to medical reasons, she regretted that she was unable to attend the Welcome Back event this morning.

CLOSED SESSION – Recessed to Closed Session to discuss:

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

Recessed to Closed Session at 5:00 p.m.
Reconvened to Open Session at 6:10 p.m.

No action was taken during the closed session.

ADJOURNMENT

To adjourn meeting at 6:11 p.m.

Motion made by: Sabrina Lee
Seconded by: Judy Nieh

Vote: Sharon Fernandez Yes
Sabrina Lee Yes
Judy Nieh Yes

Approved by: _____
Sharon Fernandez
Chair
Personnel Commission

Submitted by: _____
Joan Stiegelmar
Personnel Director
Personnel Commission

THE NEXT REGULAR PERSONNEL COMMISSION MEETING IS SCHEDULED FOR TUESDAY, SEPTEMBER 11, 2018 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.

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