

**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

August 7, 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 | _____ | _____ |
| Jessica Landin, Personnel Analyst | _____ | _____ |

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 – None

6. PERSONNEL COMMISSION

6.1 Approve the minutes of the regular meeting of July 10, 2018. (Ref. 6.1)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

6.2 Announce 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. (Ref. 6.2)

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

7. ITEMS FOR DISCUSSION AND/OR ACTION

7.1 Advanced Salary Step Placement

a. Consider approving 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. (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 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. (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 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. (Ref. 7.1c) & (Ltd. Dist.)

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. Campus Aide (D-18/19-03)

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

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. 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) (D-17/18-44)
- 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 by: _____
 Second by: _____

Vote: Sharon Fernandez _____
 Sabrina Lee _____
 Judy Nieh _____

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

- a. School Office Manager (D-16/17-55 & D-16/17-56)
 - ID #32018438 – 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, SEPTEMBER 11, 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 JULY 10, 2018**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:34 p.m., with the Pledge of Allegiance led by Personnel Commissioner, Judy Nieh.

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

Members Absent: Jessica Landin, Personnel Analyst

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

APPROVAL OF THE AGENDA

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

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

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

INTRODUCTION OF GUESTS

Shoshana Yudin, Director of Human Resources
Mateo Buenaluz, Electronic Repair Technician
Roy Humphreys, Community Member

COMMUNICATIONS

- A. CSEA – No Executive Board Members from CSEA present.
- B. District Administration – None
- C. Audience Members – Mr. Roy Humphreys, Community Member, commented that the Personnel Commission meetings are receiving more views on YouTube than Board meetings. Spoke on bond oversight committee.

Mr. Mateo Buenaluz, Electronic Repair Technician, asked if there was going to be a cap on the number of promotional applicants before the position of Director of Maintenance and Operations is opened to the public. Ms. Joan Stiegelmar, Personnel Director, stated that four qualified promotional applicants are usually required to move forward with a promotional recruitment. Mr. Buenaluz asked the Commission if they thought there would be enough promotional applicants to keep the position promotional only. Mr. Buenaluz cited the difficulty he saw in recruiting for an Executive Director of Building Services. Ms. Stiegelmar stated that there were several applicants on the Executive Director list and that it was recruited as an open recruitment. Ms. Stiegelmar further explained that the Executive Director was an unranked senior management list, but the District chose not to select a person to fill the position at the time. Ms. Stiegelmar shared that until the applications are reviewed, it is unknown if the position will be opened to the public.

REPORT FROM THE PERSONNEL DIRECTOR – Removed

PERSONNEL COMMISSION

A. Recommendation: To approve the minutes of the regular meeting of June 5, 2018.

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

B. Recommendation: To approve the minutes of the special meeting of June 12, 2018.

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To consider approving the advanced salary step request from Annette Ramirez, Principal at Ybarra, to employ Applicant ID# 23588631 in the class of Office Assistant at Step E 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 |

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

- a. Community Liaison – Bilingual (Mandarin) (D-17/18-60)
- b. Cook (D-17/18-57)
- c. Director of Maintenance and Operations (D-17/18-58)
- d. Instructional Assistant I (D-17/18-56)
- e. Library Assistant (D-17/18-61)
- f. Library Assistant – Bilingual (Spanish) (D-17/18-62)
- g. Speech Language Pathology Assistant (D-17/18-59)

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

D. Recommendation: To ratify the following eligibility lists:

- a. Campus Aide (D-17/18-40)
- School Bus Driver (D-17/18-47)

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

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

- a. District Safety (D-17/18-25)
 - ID #17484634 – PC Rule 6.1.10, 6.1.10.2, 4.4.16
 - ID #1346409, ID #33390468 – PC Rule 6.1.10, 6.1.10.1
- b. Personal Care Assistant and Instructional Assistant II (D-17/18-09 & D-17/18-22)
 - ID# 772178 – PC Rule 6.1.10, 6.1.10.2, 4.4.11

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

- A. Ms. Judy Nieh, Personnel Commissioner, commented to stay cool.
- B. Ms. Sharon Fernandez, Personnel Commissioner, reiterated Ms. Nieh’s comment to stay cool.

CLOSED SESSION – Recessed to Closed Session to discuss:

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

Recessed to Closed Session at 4:45 p.m.
Reconvened to Open Session at 5:46 p.m.

ADJOURNMENT

To adjourn meeting at 5:47 p.m.

| | | | | |
|-----------------|-------------|-------|------------------|-----|
| Motion made by: | Sabrina Lee | Vote: | Sharon Fernandez | Yes |
| Seconded by: | Judy Nieh | | 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, AUGUST 7, 2018 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.