

**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**  
**October 3, 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 Consider approving or amending the agenda as submitted.

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

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 September 12, 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 Rosana McLeod, Director of Purchasing Services, to employ Applicant ID# 30909282 in the class of Reprographics Technician at Step E of Range 18.5 on the Classified Salary Schedule. (Ref. 7.1a) & (Ltd. Dist.)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

7.2 Reallocation

a. Consider approving the recommended reallocation from Mitch Brunyer, Principal of Rowland High School, of a vacant Instructional Assistant II – Bilingual / Biliterate (Korean) to Instructional Assistant II – Bilingual / Biliterate (Mandarin). (Ref. 7.2a)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

b. Consider approving the recommended reallocation from Mari Bordona, Director of Student Services, of a vacant Health Assistant to Health Assistant – Bilingual (Spanish). (Ref. 7.2b)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

c. Consider approving the recommended reallocation from Arnold Tovar and Jeanne Davis, Interim Directors of SELPA, of a vacant Senior Account Clerk to Senior Office Assistant. (Ref. 7.2c)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

7.3 Class Specifications

a. Consider approving the revised job description for the classification of Security Officer and changing the title to District Patrol. (Ref. 7.3a)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

7.4 Rules

- a. Receive for second reading and consider approving the proposed amendments to Rule 6.1.10 - Removal of Names From Eligibility Lists. (Ref. 7.4a)

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

- b. Receive for first reading the proposed amendments to Rule 6.1.5.1 – Duration of Eligibility Lists. (Ref.7.4b)

7.5 Duration of Eligibility Lists:

Consider approving the establishment of the eligibility list for a period of six (6) months for the classification of District Patrol.

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

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. Credentials Technician (D-17/18-14)
- b. Instructional Assistant II (D-17/18-09)
- c. Instructional Assistant II – Bilingual (Spanish) (D-17/18-10)
- d. Instructional Assistant II – Bilingual / Biliterate (Spanish) (D-17/18-11)
- e. Instructional Assistant II – Bilingual (Mandarin) (D-17/18-12)
- f. Instructional Assistant II – Bilingual / Biliterate (Mandarin) (D-17/18-13)
- g. Lead Stock Delivery Worker (D-17/18-19)
- h. Office Assistant (D-17/18-15)
- i. Office Assistant – Bilingual (Spanish) (D-17/18-16)
- j. Office Assistant – Bilingual / Biliterate (Spanish) (D-17/18-17)
- k. Office Assistant – Bilingual / Biliterate (Mandarin) (D-17/18-18)
- l. Senior Account Clerk (D-17/18-20)

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. Instructional Assistant II – Bilingual (Mandarin) (D-16/17-52)
- b. Instructional Assistant II – Bilingual / Biliterate (Mandarin) (D-16/17-53)
- c. Senior Office Assistant (D-16/17-57)
- d. Senior Office Assistant – Bilingual (Spanish) (D-16/17-58)
- e. Senior Office Assistant – Bilingual / Biliterate (Spanish) (D-16/17-59)
- f. Speech-Language Pathology Assistant (D-17/18-04)

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. Custodian (D-16/17-47)
  - ID# 22465864 – PC Rule 6.1.10, 6.1.10.4
- b. Food Service Assistant I (D-16/17-48)
  - ID# 32274083 – PC Rule 6.1.10, 6.1.10.3

Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

Vote: Judy Nieh \_\_\_\_\_  
Sharon Fernandez \_\_\_\_\_  
Sabrina Lee \_\_\_\_\_

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 NOVEMBER 7, 2017 AT 4:30 P.M., DISTRICT OFFICE – BOARD ROOM.**

12. 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 SEPTEMBER 12, 2017**

The meeting of the Personnel Commission of the Rowland Unified School District was called to order at 4:30 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:

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

**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. Sabrina Lee, Personnel Commissioner, motioned to remove Item 9 - Closed Session. Ms. Sharon Fernandez, Personnel Commissioner, modified her motion to remove the Closed Session.

Ms. Joan Stiegelmar, Personnel Director, stated that Item 7.3a needed to be corrected to read "new job description" instead of "revised job description".

**INTRODUCTION OF GUESTS**

Dennis Bixler, Assistant Superintendent – Human Resources  
Alex Flores, Assistant Superintendent – Administrative Services  
Rosana McLeod, Director of Purchasing Services  
Zepure Hacopian, Director of Human Resources  
Sharon Carrillo, CSEA-President  
Mary Casian, CSEA-Vice President  
Rodrigo Blanquel, CSEA-2<sup>nd</sup> Vice President/Chief Union Steward  
Carlos Martinez, Purchasing Assistant  
Crystal Vahimarae, Personnel Technician  
Rigo Jacobo, Stock Delivery Worker  
Roy Humphreys, Community Member

Mr. Roy Humphreys, Community Member, shared that information on the District website regarding the Personnel Commission meeting time was incorrect. Ms. Judy Nieh, Personnel Commissioner apologized for the misinformation. Mr. Humphreys shared statistics for YouTube videos that he posts about Rowland Unified School District.

Mr. Dennis Bixler, Assistant Superintendent – Human Resources gave an update regarding the classification and compensation study for the classified positions within the District. Mr. Bixler stated that six firms were invited to participate in the bid process and out of the six firms, two firms presented their proposals and the committee was able to narrow it down to one firm. The committee will be visiting sites and conducting reference checks in order to make sure that the best firm is selected to meet the needs of the District. Mr. Bixler stated that the firm is comfortable with completing the classification and compensation study within 12 months. He also shared that the firm would like to have a joint meeting with the governing board and the Personnel Commission before the process starts and at the completion of the study. Mr. Bixler stated that they anticipate bringing the classification and compensation study to the Board of Education meeting in October.

Mr. Alex Flores, Assistant Superintendent – Administrative Services, stated that there was another firm that showed interest in working with Rowland Unified School District. This other firm was not available to interview at the scheduled date and time. Mr. Flores stated that they are currently working on scheduling the other firm so that both firms could be interviewed at the same time. Mr. Flores stated that the committee narrowed it down to one firm and they will do the site visits for that firm, but if they conclude that they do not want to work with the first firm, they will look into the other firm.

Ms. Nieh stated her appreciation for the update and that she believes the entire District is looking forward to getting started on the classification and compensation study.

Ms. Sharon Carrillo, CSEA-President, stated that she is concerned with the Health Assistant positions and their lack of coverage at the school sites. Ms. Carrillo asked if there was an expiring Health Assistant list. Ms. Stiegelmar stated that there is a current recruitment for Health Assistant that is closing soon. Ms. Stiegelmar stated that she has been in contact with the School Office Managers and Principals who have the Health Assistant vacancies. Current Office Assistant substitutes and one employee who meets the minimum qualifications are covering the Health Assistant vacancies.

Ms. Nieh stated that due to this topic not being an item on the agenda, Ms. Stiegelmar would collect the information and report back at the next Personnel Commission meeting.

Ms. Carrillo stated that she does not agree with using Office Assistants as Health Assistants. Mr. Rodrigo Blanquel, CSEA-2<sup>nd</sup> Vice President, wanted confirmation that there is a current Health Assistant list, but that it is going to expire. Mr. Blanquel asked when the Personnel Commission received the requisition for Health Assistants and how Office Assistant is the same classification as Health Assistant. Ms. Nieh referred this item to staff to report out at the next Personnel Commission meeting

## **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**

- Food Service Assistant III
- Health Assistant
- Health Assistant – Bilingual (Spanish)
- Instructional Assistant II
- Instructional Assistant II – Bilingual (Mandarin)
- Instructional Assistant II – Bilingual (Spanish)
- Instructional Assistant II – Bilingual / Biliterate (Mandarin)
- Instructional Assistant II – Bilingual / Biliterate (Spanish)
- Personnel Technician
- Speech Language Pathology Assistant

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

- Benefits Technician – Written test
- Instructional Assistant II – Bilingual (Mandarin) – Written test and Structured Interview
- Instructional Assistant II – Bilingual / Biliterate (Mandarin) – Written Test and Structured Interview
- School Office Manager – Written Test, Computer testing, and Structured Interview
- Senior Office Assistant – Written Test, Computer testing, and Structured Interview
- Senior Office Assistant – Bilingual (Spanish) – Written test, Computer testing, and Structured Interview
- Senior Office Assistant – Bilingual / Biliterate (Spanish) – Written Test, Computer testing, and Structured Interview

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

- Computer Lab Technician
- Custodian (2)

- Instructional Assistant I
- Instructional Assistant II
- Instructional Assistant II – Bilingual (Spanish)
- Library Assistant
- Reprographics Technician
- Speech Language Pathology Assistant

New employees were processed into the following classifications:

- 1 – Administrative Secretary
- 1 – Benefits Technician (Provisional)
- 1 – Custodian (Substitute)
- 6 – Food Service Assistant I
- 1 – Health Assistant – Bilingual (Spanish)
- 2 – Instructional Assistant I
- 3 – Instructional Assistant II
- 2 – Instructional Assistant II Bilingual (Spanish)
- 2 – Instructional Assistant II – Bilingual / Biliterate (Mandarin)
- 1 – Office Assistant Bilingual (Spanish)
- 2 – School Bus Driver (Substitute)
- 1 – Speech/Language Pathology Assistant
- 1 – Speech/Language Pathology Assistant (Provisional)
- 1 – Guidance Technician – Bilingual (Spanish)

Updates/Reminders:

- Annual Open Enrollment for benefits is scheduled for Wednesday, September 26, 27, and 28 at both Nogales High School and the District office-Conference Room 4. The last day to make changes to your benefit plan is September 28<sup>th</sup>, 2017.
- The Personnel Commissioners Association of Southern California is having a special workshop entitled “Are Leaders Born or Made?” on Friday, October 20, 2017 from 11:30 a.m. to 3 p.m. at the Rio Hondo Event Center in Downey. Registration is \$30.00 for PCASC members.

**PERSONNEL COMMISSION**

A. Recommendation: To approve the minutes of the regular meeting of August 1, 2017.

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

B. The Personnel Commission received information regarding the Personnel Commissioner Appointment – Board Appointee by the Board of Education.

C. Recommendation: To consider approving the Personnel Commission’s Annual Report for the 2016 – 2017 school year for distribution.

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 John Martinez, Principal of Rowland Elementary, to employ Applicant ID# 28917310 in the class of Office Assistant – Bilingual (Spanish) at Step E of Range 17.5 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 receive input from District administration and CSEA, regarding the classification study for the Lead Stock Delivery Worker.

- a. Establish the new classification of Lead Stock Delivery Worker.
- b. Allocate one new position in the classification of Lead Stock Delivery Worker.
- c. Place the new classification of Lead Stock Delivery Worker in the Warehouse Series.

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

Ms. Sharon Fernandez, Personnel Commissioner, stated that this item was tabled in August due to CSEA not being able to give their input at the previous Personnel Commission meeting due to being at a CSEA conference.

Ms. Carrillo stated that CSEA's concern was that the position would essentially have supervisory duties, but be paid at a lower rate. Ms. Carrillo shared that CSEA was told that the Director of Purchasing Services would assume the supervisory duties such as completing performance evaluations. Ms. Carrillo stated that CSEA supports this classification and would be interested in the position being flown as promotional.

Ms. Stiegelmar explained that the way a recruitment is flown is determined after a new classification is approved at the Personnel Commission meeting, approved by the Board of Education, and after a requisition is received. Ms. Carrillo asked if the Commission would consider running the recruitment as either promotional or open and promotional, with promotional taking precedence. Ms. Stiegelmar stated that the Commission would consider opening the recruitment as promotional.

Mr. Rigo Jacobo, Stock Delivery Worker, stated that he is leaning towards seeing the recruitment ran as promotional. Mr. Jacobo explained that someone who already has a knowledge of the inner workings of that specific site should fill the lead position.

Ms. Nieh stated that part of the reason this item was tabled was because the Commission did not have input from CSEA. Ms. Nieh stated that after hearing all of the input, the Commission now had the information needed to take action on the item.

C. Recommendation: To consider approving the new job description for the classification of Lead Stock Delivery Worker.

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 revised job description for the classification of Credentials Technician.

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 salary recommendation for the classification of Lead Stock Delivery Worker, at Range 22.5 on the Classified Salary Schedule.

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



F. Recommendation: To consider approving the reclassification of a Purchasing Assistant, and the current incumbent, to a Buyer.

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

Ms. Carrillo stated that CSEA fully supports the reclassification of its current member in the position of Buyer.

G. Recommendation: To receive for first reading and consider approving the proposed amendments to Rule 6.1.10 – Removal of Names From Eligibility Lists.

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

- a. Instructional Assistant I (D-17/18-03)
- b. Speech Language Pathology Assistant (D-17/18-04)
- c. Personnel Technician (D-17/18-05)
- d. Health Assistant (D-17/18-06)
- e. Health Assistant – Bilingual (Spanish) (D-17/18-07)
- f. Food Service Assistant III (D-17/18-08)

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

J. Recommendation: To ratify the following eligibility lists:

- a. Campus Aide (D-16/17-50)
- b. Lead Mechanic (D-16/17-49)
- c. Personal Care Assistant (D-16/17-51)
- d. School Office Manager (D-16/17-55)
- e. School Office Manager – Bilingual (Spanish) (D-16/17-56)

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

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

- a. Custodian (D-16/17-47)
  - ID# 14977034 – PC Rule 6.1.10, 6.1.10.2
- b. Food Service Assistant I (D-15/16-71) (D-16/17-48)
  - ID# 28877298, ID# 18863475 – PC Rule 6.1.10, 6.1.10.4
- c. Health Assistant – Bilingual (Spanish) (D-16/17-12)
  - ID# 29061216 – PC Rule 6.1.10, 6.1.10.3
- d. Health Assistant – Bilingual (Spanish) (D-16/17-12)
  - ID# 29265893 – PC Rule 6.1.10, 6.1.10.6
- e. Instructional Assistant I (D-16/17-15)
  - ID# 22622643 – PC Rule 6.1.10, 6.1.10.4
- f. Instructional Assistant I (D-16/17-15)
  - ID#28860240 – PC Rule 6.1.10, 6.1.10.6
- g. Instructional Assistant II (D-16/17-42)
  - ID# 32235536 – PC Rule 6.1.10, 6.1.10.4
- h. Instructional Assistant II – Bilingual (Spanish) (D-15/16-66) (D-16/17-43)
  - ID# 27489075, ID# 32235536 – PC Rule 6.1.10.4
- i. Office Assistant – Bilingual (Spanish) (D-16/17-09)
  - ID# 27489075 – PC Rule 6.1.10, 6.1.10.6

- j. School Bus Driver (D-16/17-30)
  - ID# 31125267, ID# 31834614 – PC Rule 6.1.10.4

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

L. Ms. Fernandez thanked the Dr. Mitchell, Superintendent, for the Welcome Back assembly. Ms. Fernandez shared that the meeting was very enjoyable and that it started the year off right. She also stated that she is very glad that the classification and compensation study is moving forward and is willing to help CSEA with encouraging employees to fill out questionnaires regarding their jobs.

Due to this being the first public meeting since the beginning of school, Ms. Lee wished to welcome everyone back to school. Ms. Lee shared that she also attended the Back to School celebration, and that she was excited, and inspired by Dr. Julie Mitchell’s speech about using innovation and creative mindsets in everything we do when serving our students. Ms. Lee mentioned that she enjoyed the energizing dancing session at the Welcome Back celebration. Ms. Lee thanked the Personnel Commission staff for creating the annual report and stated that the annual report shows that the Personnel Commission is striving to provide the best caliber for each school site. She also stated that the annual report is used to communicate with other departments and employees about the Personnel Commission’s role and mission. Ms. Lee is very proud of the past year’s accomplishments under the direction of the Personnel Director’s leadership. Ms. Lee wanted to encourage the Personnel Commission staff to continue working together in the coming year.

Ms. Nieh apologized for not being able to attend the Welcome Back assembly and shared that she heard a lot of positive feedback about the event. Ms. Nieh stated that the annual report contains excellent information regarding how the Personnel Commission works and how hard the staff has worked to make positive changes. Ms. Nieh stated that she hears a lot of positive feedback regarding building relationships with other departments. She shared that if there are any questions or concerns, please let the Personnel Commission know. Ms. Nieh stated that the Personnel Commission is part of the District and wants to work with everyone. She is excited about the new school year and knows that Rowland Unified School District will thrive, not only in the community, but also in the entire state.

**ADJOURNMENT**

To adjourn meeting at 5:10 p.m.

Motion made by:	Sharon Fernandez	Vote:	Judy Nieh	Yes
Seconded by:	Sabrina Lee		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, OCTOBER 3, 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.*