

**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 2, 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	_____	_____
Jolene Wilson, Administrative Secretary (Retired)	_____	_____

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 September 11, 2018. (Ref. 6.1)

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 Ronald Gray, Risk Manager, to employ Applicant ID# 19921088 in the class of District Patrol at Step D of Range 19 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 Scott Jensen, Director of Special Education, to employ Applicant ID# 32523032 in the class of Speech Language Pathology Assistant at Step B of Range 24.5 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 Mitch Brunyer, Principal of Rowland High School, to employ Applicant ID# 36661407 in the class of Accompanist (Piano) at Step C of Range 18.5 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 Ronald Gray, Risk Manager, to employ Applicant ID# 442534 in the class of District Safety at Step E of Range 20 on the Classified 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 Ronald Gray, Risk Manager, to employ Applicant ID# 23707899 in the class of District Safety at Step B of Range 20 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 Maria Davila, Director of Nutrition Services, of a vacant Food Service Assistant II position to a Food Service Assistant I position. (Ref. 7.2)

Motion by: _____
Second by: _____

Vote: Sharon Fernandez _____
Sabrina Lee _____
Judy Nieh _____

7.3 Rules

Receive for first reading the proposed amendments to Chapter 15 by adding Rule 15.21 – Unpaid Leave of Absence Related to Inability to Perform Essential Job Duties. (Ref. 7.3)

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. Community Liaison – Bilingual (Spanish) (D-18/19-10)
- b. Executive Secretary (D-18/19-11)

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. Air Conditioning and Heating Mechanic (D-17/18-54)
- b. Grounds Construction Worker (D-17/18-52)
- c. School Bus Driver (D-18/19-04)

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. Custodian (D-17/18-48)
 - ID #36452833 – PC Rule 6.1.10, 6.1.10.2
- b. Grounds Maintenance Worker – PC Rule 6.1.10, 6.1.10.4
 - ID #21239936 – 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, NOVEMBER 6, 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 SEPTEMBER 11, 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 the Chairman of the Personnel Commission, Sharon Fernandez.

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

Members Absent: Andrea Low, Sr. Personnel Technician
Jessica Landin, Personnel Analyst

Staff Members Present: Joan Stiegelmar, Personnel Director
Jolene Wilson, Administrative Secretary (Retired)

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:	Sabrina Lee		Sabrina Lee	Yes
			Judy Nieh	Yes

Ms. Sabrina Lee, Personnel Commissioner, motioned to remove Item 10 – Closed Session.

INTRODUCTION OF GUESTS

- Adriana E. Juarez, CSEA – Treasurer
- Phil George, Director of Technology Services
- Roy Humphreys, Community Member
- Scott Jensen, Director of Special Education
- Shay Lohman, ARE President

COMMUNICATIONS

A. CSEA - None

B. District Administration – None

C. Audience Members

Mr. Roy Humphreys, Community Member, spoke about a new age minimum for voters to cast a vote for school board members.

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

- Community Liaison – Bilingual (Spanish)
- Computer Lab Technician
- Computer Lab Technician – Bilingual (Spanish)
- Health Assistant

- Health Assistant – Bilingual (Spanish)
- Mechanic
- School Bus Driver

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

- Community Liaison – Bilingual (Mandarin) – Written Test / Structured Interview
- Cook – Structured Interview
- Instructional Assistant I – Written Test / Structured Interview
- Library Assistant – Structured Interview / Computer Testing
- Library Assistant – Bilingual (Spanish) – Structured Interview / Computer Testing
- Personal Care Assistant – Structured Interview
- School Bus Driver – Performance Test
- School Office Manager – Computer Testing
- School Office Manager – Bilingual (Spanish) – Computer Testing

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

- Campus Aide
- Community Liaison – Bilingual (Mandarin)
- Cook
- Custodian
- Grounds Maintenance Worker
- Health Assistant – Bilingual (Spanish)
- Instructional Assistant I
- Instructional Assistant II (2)
- Library Assistant (2)

New employees were processed into the following classifications:

- 1 – Accompanist (Piano)
- 1 – Campus Aide
- 1 – Custodian
- 3 – Custodian – Substitute
- 1 – Director of Maintenance and Operations
- 1 – Director of Transportation Services
- 1 – District Patrol
- 1 – Food Service Assistant I
- 1 – Mechanic
- 1 – School Bus Driver – Substitute
- 1 – Speech-Language Pathology Assistant
- 1 – Sr. Personnel Technician – Provisional

Updates/Reminders/Remarks:

- Annual Open Enrollment for benefits is scheduled for the beginning of October. Information regarding benefits will be sent out in the new few weeks.
- The Personnel Commissioners Association of Southern California is having a special workshop entitled “Following the Janus Decision” on Friday, November 2, 2018 from 11:30 a.m. to 3 p.m. at the Rio Hondo Event Center in Downey. Registration is \$35.00 for PCASC members.

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 4:43 p.m.

Hearing Closed 4:44 p.m.

No comments were made during the hearing.

PERSONNEL COMMISSION

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

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

6.2 Recommendation: To approve the minutes of the regular meeting of August 7, 2018.

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

6.3 Recommendation: To approve the Personnel Commission's Annual Report for the 2017 – 2018 fiscal year and approve for distribution.

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

ITEMS FOR DISCUSSION AND/OR ACTION

A. Recommendation: To approve 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.

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 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.

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 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.

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

D. Recommendation: To approve 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.

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

E. Recommendation: To approve 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.

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

F. Recommendation: To approve the reallocation request from Scott Jensen, Director of Special Education, of a vacant Administrative Secretary position to an Administrative Secretary – Bilingual (Spanish) position.

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

G. The Personnel Commission received 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)

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

I. Recommendation: To ratify the following eligibility lists:

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

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

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

INPUT OR COMMENTS FROM PERSONNEL COMMISSIONERS

Judy Nieh, Personnel Commissioner, welcomed all who attended the meeting. She commented on how the Rowland Heights Chinese Association lost a member, Regina Chang, who passed away due to cancer last week. She thanked the Personnel Commission staff for collecting the information on the Annual Report, and how much work was completed last year.

Sabrina Lee, Personnel Commissioner, thanked the Commissioners for the reappointment. She commented that it has been an honor and a pleasure to work together with the other Commissioners. She spoke of the importance of the Merit system, and how it ensures the best qualified candidates are placed in vacant positions.

Sharon Fernandez, Personnel Commissioner, welcomed Jolene Wilson and thanked Sabrina Lee for accepting another term as a Personnel Commissioner. Ms. Fernandez asked for a moment of silence to remember the 9/11 Attacks in order to pay respect to the people who passed away on that day, and to memorialize all employees at Rowland USD that have passed away this year.

ADJOURNMENT

To adjourn meeting at 5:02 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, OCTOBER 2, 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.