

**TEMPLE CITY UNIFIED SCHOOL DISTRICT
SPECIAL JOINT MEETING OF THE BOARD OF EDUCATION AND
PERSONNEL COMMISSION
DISTRICT OFFICE BOARDROOM
9700 LAS TUNAS DRIVE, TEMPLE CITY, CALIFORNIA**

**Approved Minutes of the Special Joint Meeting of the Board of Education and
Personnel Commission of
February 24, 2021**

Member Smith called the meeting to order at 5:05 p.m. and welcomed everyone.

Call to Order

Board Members Present

Roll Call

Matt W. Smith, President -Telephonically
Melissa Espinoza, Vice President – Telephonically
Mary Sneed , Board Clerk-Telephonically
Mike Lin, Member - Telephonically
Donna Georgino, Member- Telephonically
Nicole Le, Student Board Member-Telephonically

ROLL CALL: Espinoza, Georgino, Lin, Sneed, Smith

Administrators Present

Kimberly Fricker, Superintendent
Marianne Sarraill, Chief Business Official
Hannah Geddy, Executive Director Student Services and Technology

Personnel Commission Members Present:

Maria Garner, Chairperson
Ann Seitz, Vice Chairperson
Gina Aparicio, Member –Joined Late

Maria Garner, Personnel commission Chairperson led the flag salute.

Pledge of
Allegiance

There were no public comments.

Public
Comments

Hannah Geddy introduced Juris Burgos

**Discussion/
Information
Items**
Opening
comments

Presentation

Explanation of "Classified Employees" and number of classified employees in the district.

Merit System Overview

History of the Merit System

Merit System Principles

- Administered by the Personnel Commission-Independent body composed of three persons appointed for a three year staggered terms.
- Personnel Commission members and how appointed.
- Classified service employment & promotion are based on ability as shown by competitive examination

- Assures fair & equitable treatment in all personnel management
- Employees are encouraged to remain with and to promote from within the district
- Establishes written job descriptions and job classification relationships
- Provides fair and impartial rules to ensure the efficiency of the classified service
- Protects employees from arbitrary action, personal favoritism or political coercion
- Provides equitable compensation by recommending salary schedules consistent with "Like pay for like work"
- Provides for an open and neutral forum for classified employees' concerns

Personnel Commission Members

Maria Garner Chairperson, Joint Personnel Commission appointee term expires in 2021

Ann Seitz Vice Chair, nominated by CSEA bargaining units term expires 2022

Gina Aparicio Member appointed by the Board of Education term expires 2023

Employees of the Personnel Commission

Roles and Functions of the Board and Personnel Commission

Internal Roles of the Personnel Commission

- Prepares annual Personnel Commission budget; expends funds for training of Commission staff
- Appoints Classified Personnel Director
- Administers Classified Personnel System in accordance with Personnel Commission Rules and Regulations and Education Code
- Prepares annual Personnel Commission Report

Responsibilities & Functions: Personnel Administration

Reviewed the Personnel Commission Responsibilities, boards responsibilities and explained the Dual PC and Board Responsibilities and functions on:

Recruitment and Selection

Job Classifications

Wage, Salary and Benefits

Employee Relations

Hearings and Investigations

Regular Meeting of the Personnel Commission are held at the District Office or virtually on the 3rd Tuesday of each month with the exception of August when no meeting is held.

Maria Garner and Juris gave closing comments.

Member Georgino suggested sharing presentation information with new board members. Member Sneed had comments.

Classified Compensation Study Presentation-CPS Suzanne Ansari

Suzanne gave a presentation on the Base Compensation Study.

Scope of Work:

Base salary - not including benefits

32 benchmark classifications

12 labor market agencies

Salary range recommendations for all classifications

Internal pay equity analysis

Base salary study to include: Classified, Classified Management,

Unrepresented and non-certificated classifications

Base Salary Study Process

Study Goals

Base Salary Study Process

Compensation Strategic Goals

Base Salary Study Milestones

For questions contact TCUSD Personnel Services

Exchange-personnel@tcusd.net

Gina Aparicio and Maria Garner had questions about being updated throughout study.

Other Items Suggested by Board Members, Commission Members or Administrators

Member Espinoza had a question about Merit Academy.

Hannah Gaddy said she would like to better inform new and existing employees.

Matt Smith suggested sharing at the welcome back.

On motion of Member Sneed, seconded by Member Espinoza and on a 5-0-0 ROLL CALL vote, the meeting adjourned at 5:39 p.m.

Adjournment

Aye: Georgino, Espinoza, Sneed, Lin, Smith

Nay: None

Abstain: None

Absent: None



Mary Sneed, Clerk of the Board of Education

Future Board Meetings

March 10 and 24, 2021
April 28, 2021

May 12 and 26, 2021
June 9 and 23, 2021

Future Board
Meetings