

COVINA-VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Minutes - Regular Meeting  
May 14, 2024

Meeting was called to order by the presiding officer, Ms. North, at 4:45 p.m.

Members present: Judith North, President  
Elizabeth Reyes-Aceytuno, Vice President

Others present: Rod Zerbel, Director, Personnel Services

**Adoption of Agenda**

Motion by Mrs. Reyes-Aceytuno seconded by Mrs. North and unanimously carried, that the agenda be approved.

**Approval of Minutes**

Motion by Mrs. North, seconded by Mrs. Reyes-Aceytuno and unanimously carried, that the minutes for the regular meeting of April 9, 2024, be approved.

**Approval of Minutes**

Motion by Mrs. Reyes-Aceytuno, seconded by Mrs. North and unanimously carried, that the minutes for the special meeting of April 24, 2024, be approved.

**Director's Report**

Mr. Zerbel reported that recruitment efforts are ongoing. In April, the Personnel Department processed three resignations/retirements and welcomed ten new classified hires.

Information regarding the CTC grant for classified employees was also shared. Two classified employees are eligible for reimbursement for the Spring semester, and approximately eight individuals are expected to enroll in the Fall semester.

A reminder was issued for the Classified Appreciation Event, scheduled for Tuesday, May 21, 2024, at District Field. All commissioners are invited to attend.

Mr. Zerbel also announced that the District will begin recruiting for the position of District-Appointed Personnel Commissioner starting June 1, 2024. The incumbent's term will expire at midnight on November 30, 2024.

**Commission Members' Comments**

Mrs. North expressed her concerns regarding the selection process for the District-Appointed position on the Personnel Commission.

**2024-2025 Personnel Commission Budget**

A public hearing was opened at 5:00 p.m. to discuss the proposed operating budget of the Personnel Commission for the 2024-2025 school year and closed to the public at 5:07 p.m. with no comments.

**2024-2025 Personnel Commission Meetings**

Motion by Mrs. Reyes-Aceytuno, seconded by Mrs. North, and unanimously carried that the 2024-2025 Personnel Commission meeting schedule is approved.

**Salary Increase - Instructional Aide Classification**

Motion by Mrs. Reyes-Aceytuno, seconded by Mrs. North, and unanimously carried, that the salary increase for the Instructional Aides classification is approved.

**Work Year Increase - Registrar**

Motion by Mrs. North, seconded by Mrs. Reyes-Aceytuno, and unanimously carried, that the increased work year for the classification of Registrar, is approved.

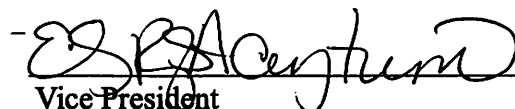
**Proposed Personnel Commission Budget**

Motion by Mrs. Reyes-Aceytuno, seconded by Mrs. North, and unanimously carried, that the operating budget for the Personnel Commission for the 2024-2025 school year is approved.

**Adjournment**

Motion by Mrs. Reyes-Aceytuno, seconded by Mrs. North,, and unanimously carried to adjourn the meeting at 5:17 p.m.

  
President

  
Vice President