

VISTA UNIFIED SCHOOL DISTRICT  
Classified Human Resources  
1234 Arcadia Avenue, Vista, CA 92084

Unadopted Minutes of the  
Personnel Commission Meeting on  
October 10, 2017

MEMBERS      Glen Hampton  
PRESENT:      Donald LeMay  
                  Teri Minoux

STAFF            Alaina Reede  
PRESENT:       William Meni  
                  Shirley Indegno

OTHERS PRESENT: Alicia Evilsizer, Marie Hovel, Shari Fernandez, Rachel D'Ambroso, Catherine Turner, Andrea Oleksy

CALL TO ORDER:

The meeting was called to order at 3:34 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON SEPTEMBER 5, 2017:

There was an error on page 3 of the September 5, 2017 minutes, and the following sentence was amended to read:

"Ms. Hovel also stated that there will be more money available from the state to fund ~~grands~~ grants that help our classified employees who are pursuing a degree to become a teacher."

\*M/S Ms. Minoux /Mr. LeMay moved to approve the minutes as amended.

The motion was approved.

APPROVAL OF THE UNADOPTED MINUTES OF THE SPECIAL MEETING ON SEPTEMBER 6, 2017

\*M/S Mr. LeMay /Ms. Minoux moved to approve the minutes.

The motion was approved.

ADVANCED STEP PLACEMENT:

\*M/S Mr. LeMay / Ms. Minoux moved to approve the following advanced step placements:

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Requested Step</u>
Adame Vega, Mayra	603-555	School Age Child Care Activity Assistant	2
Alvarado, Raquel	606-677	Instructional Asst. II-LH/CH/RSP	3
Arango, Jessica	611-423	Instructional Asst. II-LH/CH/RSP	2
Badillo, Linda	611-870	Custodian	2
Calhoun, Melanie	613-928	Instructional Assistant.-Behavioral Intervention	3
Gutierrez, Reyna	603-601	School Support Secretary I	2
Kajiyama, Kaela	615-276	Instructional Assistant.-Behavioral Intervention	2
Khoury, Joanna	605-062	Inst. Asst. III-Adapted PE	2
Loera, Elizabeth	607-063	Instructional Asst. II-LH/CH/RSP	2

\*M/S – indicates who motioned for approval followed by the person who seconded the motion.

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Requested Step</u>
Madriagal, Cathy	607-957	Instructional Assistant.-Behavioral Intervention	2
Miller, Rachelle	525-017	Instructional Assistant.-Behavioral Intervention	2
Muratella, Karla	616-436	Instructional Asst. II-LH/CH/RSP	2
Oleksy, Andrea	614-622	Special Education Asst. IV-SH/PH	3
Robinson, Jennifer	157-445	School Secretary-Elementary	3
Silva, Jill	388-028	Instructional Assistant-Behavioral Intervention	2
Solis, Laura	540-651	Special Education Asst. IV-SH/PH	2
Utter, Jennifer	613-159	School Secretary-Elementary	2
Yetman, Mercedes	613-758	Instructional Assistant-Behavioral Intervention	2

The motions were unanimously approved.

**ELIGIBILITY LISTS:**

\*M/S Mr. LeMay / Ms. Minoux moved to approve the following Eligibility Lists:

**FOR CERTIFICATION:**

**FOR RATIFICATION:**

0039-17	School Secretary Elementary	Open
0040-17	Senior Health Services Technician	Continuous
0041-17	School Age Child Care Lead	Open
0042-17	Instructional Assistant I – After School Program	Continuous
0043-17	Instructional Assistant – Behavioral Intervention	Continuous
0044-17	Special Education Assistant IV - SH/PH	Continuous
0045-17	Instructional Assistant II LH/CH/RSP	Continuous
0046-17	Attendance Worker	Open
0047-17	Child Nutrition Services Assistant I	Continuous
0048-17	Child Nutrition Lead III	Open
0049-17	Senior Health Services Technician	Continuous
0050-17	School Site Data Coordinator	Open
0051-17	School Age Child Care Activity Assistant	Continuous
0052-17	Special Education Assistant IV - SH/PH	Continuous
0053-17	Instructional Assistant II LH/CH/RSP	Continuous
0054-17	Health/Attendance Technician	Open
0055-17	Bus Driver	Continuous

\*M/S – indicates who motioned for approval followed by the person who seconded the motion.

0056-17	Transportation Assistant	Continuous
0057-17	Warehouse Worker/Delivery Driver	Open
0058-17	Campus Assistant II	Continuous
0059-17	HVAC & R Mechanic	Open
0060-17	Campus Assistant II	Continuous
0061-17	Instructional Assistant I – After School Program	Continuous
0062-17	Special Education Assistant IV - SH/PH	Continuous
0063-17	Instructional Assistant – Behavioral Intervention	Continuous
0064-17	Instructional Assistant II LH/CH/RSP	Continuous
0065-17	Senior Health Services Technician	Continuous

The motions were unanimously approved.

RECRUITMENT REPORT:

Mr. Meni stated that there were currently twenty six individual recruitments in various stages of the process. Mr. Meni feels that the outreach programs, including the banners hanging on the fences at the school sites, have been successful in bringing in applicants. During October, there are several job fairs that the Classified Human Relations staff will be attending. Some of the upcoming Job Fairs are being held at California State University San Marcos and Palomar College. In December, he will attend the “Honor a Hero, Hire a Vet Job & Resource Fair” at the Civic Center in Vista.

Mr. Meni said that some of the recruitments are challenging, especially the Special Education Instructional Assistant classifications. To better support the needs of the students in the district, Mr. Meni has begun recruitment for “Substitute Only” Special Education Instructional Assistants.

CSEA REPORT:

Ms. Hovel announced she was reappointed to the CSEA state committee on reclassifications. She stated that several members have attended trainings and become more union stewards.

There is a Pre-Retirement Seminar being held in Chula Vista this month. Nominations for CSEA board members are being held in October as well. Elections for board members will occur in December.

DISTRICT REPORT:

Rachel D’Ambrosio stated that she and the other Human Relations Directors attended the ACSA Personnel Institute. There was great information provided. She has been working with the Administration to support the Classified Employees. She informed the group that she is working with CSEA on a Memorandum of Understanding for AB 119 - California’s New Employee Orientation Law.

DIRECTOR’S REPORT:

Ms. Reede also attended the ACSA Personnel Institute. She stated that there are some legislative updates that we need to be made aware of. October 15, 2017 is the deadline for the Governor of California to sign bills that are on his desk. Legislative Bill AB-621 Classified School Employees Summer Furlough Fund was vetoed by the Governor. She informed the group that Bill AB 670 was signed by the Governor this morning. This bill would make the position of Noon Duty Assistant a permanent, classified position in non-Merit System districts.

Ms. Reede stated that Classified Human Relations is continuing to hire, support Administration with employee evaluations, and continue to support staff and employees of the district.

\*M/S – indicates who motioned for approval followed by the person who seconded the motion.

#### ITEMS FROM THE FLOOR:

There was a large group of students from Rancho Buena Vista High School attending the Personnel Commission meeting as part of a requirement for a class. Mr. Hampton asked the students if they had any questions about the Personnel Commission or the meeting.

Catherine Turner asked to discuss the Job Classification Study. Ms. Reede informed her that the Job Classification Study is a long term project. It is important to Ms. Reede that all feedback she is receiving regarding job classification is thorough and accurate and that all employees participating in this process are heard. At the next Personnel Commission meeting, Ms. Reede plans to present classification descriptions reviewed and revised from a single job family for a first reading. After obtaining feedback, she will revise if necessary, and present it for approval at a second reading at the following Personnel Commission meeting. There are one hundred seventy five classifications in this study and its accuracy is of utmost importance. She will issue invitations to the Classification Committee to these readings. She then explained what the Job Classification Study was to the students.

Alicia Evilsizer commented that the salary schedule will be reviewed after the entire Job Classification is completed in its entirety. Ms. Reede agreed. Ms. Minoux asked Ms. Evilsizer if the CSEA will ratify the position one at a time as they are presented or if they will wait until the Job Classification Study is complete to ratify the job classifications. Ms. Evilsizer does not have that information at this time.

#### ITEMS FROM THE COMMISSION:

Mr. LeMay and Mr. Hampton discussed the responsibilities of the Personnel Commission in conjunction with the Board of Education and the employee union, CSEA.

#### THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, November 14, 2017, at 3:30 pm. It may need to be rescheduled because Ms. Minoux will not be able to attend that date.

#### ADJOURNMENT:

The meeting was adjourned at 4:16p.m.