

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

Unadopted Minutes of the
Personnel Commission Meeting on
March 13, 2018

MEMBERS Glen Hampton
PRESENT: Donald LeMay
 Teri Minoux

STAFF Alaina Reede
PRESENT: William Meni
 Ellen Luckow

OTHERS PRESENT: Marie Hovel, Alicia Evilsizer, Laura Zirino, Mary Trompeter-Ermis, Donna Caperton, Rachel D'Ambrosio, Maria Mireles, Gavin Keeping, Trent Borger, Hilda Reynoso

CALL TO ORDER:

The meeting was called to order at 3:30 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON FEBRUARY 13, 2018:

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

The motion was unanimously approved.

ADVANCED STEP PLACEMENT:

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

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Dept/Site</u>	<u>Requested Step</u>
Gabriela Guerrero	415-661	Fiscal Services Technician	Fiscal Services	3

The motion was unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

0134-17	Instructional Assistant I – After School Program	Continuous
0135-17	School Age Child Care Activity Assistant	Continuous
0136-17	Bus Driver	Continuous

FOR RATIFICATION:

0124-17	Instructional Assistant I – After School Program	Continuous
0125-17	Instructional Assistant II – LH/CH/RSP	Continuous
0126-17	Special Education Assistant IV – SH/PH	Continuous
0127-17	Instructional Assistant – Behavioral Intervention	Continuous
0128-17	Bus Driver	Continuous
0129-17	School Age Child Care Leader	Open

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

0130-17	Transportation Assistant	Continuous
0131-17	School Age Child Care Leader	Open
0132-17	Instructional Assistant – Behavioral Intervention	Continuous
0133-17	Special Education Assistant IV – SH/PH	Continuous

The motions were unanimously approved.

RECRUITMENT REPORT:

William Meni reported that he attended recruitment events at Mira Costa College, Cal Sate University, San Marcos, and Vista High School. Mr. Meni held a “pop-up” job fair at Breeze Hill Elementary School to reach out to parents dropping their kids off at school. Mr. Meni has scheduled another pop-up job fair at Foothill Oak Elementary in April. He had help from the Community Liaison for communication and Plant Lead for setup in a high traffic area.

Mr. Meni informed that he is updating test assessments for some trade positions which have not been vacant in a long time.

Mr. LeMay asked about student interest in jobs when recruiting at events that are held at high schools. Mr. Meni said he talked with many about classified career opportunities such as IT, accounting, instructional assistants, custodial, secretarial and food service, in addition to teaching positions.

CSEA REPORT:

Marie Hovelv reported that the two Memoranda of Understanding for a raise and changes to the health insurance cap were ratified by their members. CSEA will vote on March 24, 2018, regarding a side letter for reduction of hours for a position at Mission Vista High School. The entire chapter board attended a Saturday leadership training at CSEA San Diego office on March 10, 2018. They were informed at labor management meeting today about some staff reductions for next school year and have scheduled a negotiation meeting.

Ms. Hovelv announced that at the next chapter meeting she plans to appoint Mary Trompeter-Ermis as a Chief Job Steward.

DISTRICT REPORT:

Rachel D'Ambroso reported that last meeting there were questions about the budget; therefore, Donna Caperton, Assistant Superintendent of Business Services, presented an overview of the second interim annual budget report.

Mr. LeMay thanked Ms. Caperton for the overview, stating it helps to understand the broad picture.

DIRECTOR'S REPORT:

Ms. Reede reported that we are moving forward with the Digital Schools software implementation. This system will streamline the process of the current PeopleSoft PAF system and provide an opportunity for electronic time sheets. Three schools and two departments are piloting the integration. If the pilot works well, we are hopeful to fully implement the Digital Schools system by the end of the school year.

At the April 10, 2018 Personnel Commission meeting, Ms. Reede will bring the first reading of the 2018/2019 Personnel Commission budget.

ITEMS FROM THE FLOOR:

None. Mr. LeMay welcomed the students attending.

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

ITEMS FROM THE COMMISSION:

Ms. Minoux inquired about the status of the classification study. Ms. Reede reported that she will be meeting with a consultant during the last week of March to get some assistance. Ms. Reede will provide an update at the April 10, 2018 Personnel Commission meeting.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, April 10, 2018, at 3:30 pm in the District Office Board Room.

ADJOURNMENT:

The meeting was adjourned at 3:57 p.m.