

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

Unadopted Minutes of the  
Personnel Commission Meeting on  
June 9, 2015

MEMBERS Don Le May  
PRESENT: Glen Hampton

STAFF BethAnn Arko, Director  
PRESENT: Michelle Bell

ABSENT: Teri Minoux

OTHERS  
PRESENT: Elaine Alexandres

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 MEETING ON May 5, 2015:

\*M/S Mr. Hampton / Mr. Le May moved to approve the minutes. The motion was unanimously approved.

ADVANCE STEP PLACEMENT:

\*M/S Mr. Hampton / Mr. Le May for the following advance step placements:

- Daysi Guerra – School Support Secretary II, Step 2
- Jessica Gutierrez – School Support Secretary I, Step 3
- Tasia McElroy – Instructional Asst II- LH/CH/RSP, Step 3
- Jennifer Rentz – Spec Ed Asst IV-SH/PH, Step 3
- Stephon Rhone – Bus Driver, Step 3
- Logan Ridgway – Inst Asst – After School Program, Step 2
- William Schmidt – Warehouse Worker/Delivery Driver, Step 3

The motions were unanimously approved.

ELIGIBILITY LISTS:

\*M/S Mr. Hampton / Mr. Le May for the Eligibility Lists.

FOR CERTIFICATION:

None

FOR RATIFICATION:

0102-14	School Age Child Care Activity Assistant	Continuous
0103-14	Administrative Secretary I	Open
0104-14	Senior Health Services Technician	Continuous
0105-14	Executive Assistant	Open
0106-14	Accounting Assistant	Promotional
0107-14	Fiscal Services Technician	Promotional
0108-14	Child Nutrition Services Assistant I	Continuous

The motion was unanimously approved.

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

RECRUITMENT REPORT:

Ms. Arko reported that we have recently filled several high profile clerical positions with internal candidates.

BOARD REGISTER:

Information Only

CSEA UPDATE:

No CSEA Representatives present. No update provided.

DISTRICT UPDATE:

Ms. Alexandres said that it has been a good year. Good communication with CSEA. The Special Education Department is planning monthly training for Instructional Assistants starting in the fall. They will be paid for 1.5 hours for each of these optional trainings. Mr. Le May asked how our salary schedule compared to other districts in the area. Ms. Arko said that our district is on the lower end of the scale.

DIRECTOR'S REPORT:

Ms. Arko reported that two of the internal promotions came from the department staff, Michelle Bell was promoted to Executive Assistant to the Superintendent and "The Face of the District Office" Ellie Navarro promoted to the Support Secretary position in Maintenance and Operations. They will be missed but we wish them well. Bill Meni is taking a much deserved vacation and will be out for two weeks. Ms. Arko reported that the department created a record breaking number of eligibility lists this fiscal year, the final number was 108!

ITEMS FROM THE FLOOR:

None

ITEMS FROM THE COMMISSION:

Mr. LeMay commented about how impressive the education and experience of our new hires has been in recent years. After reviewing the Eligibility List Summary, Mr. Hampton drew attention to the number of candidates tested and to the small amount of candidates that passed. Using the Executive Assistant position as an example, Ms. Arko explained that the tests are not too difficult, it's the attention to detail that's important. Many of the candidates failed the proofreading portion of the test. That's a very important part of the job. Mr. Hampton asked Ms. Arko if social media was helping with recruitment. She said that she didn't think so and that EdJoin and Govt Jobs were the best sources. Mr. Le May agreed that EdJoin was very important.

CLOSED SESSION:

No Closed Session

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on Tuesday, July 14, 2015, at 3:30 p.m., in the ASC Boardroom.

ADJOURNMENT:

The meeting was adjourned at 3:51 p.m.