

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

Adopted Minutes of the  
Personnel Commission Meeting on  
May 13, 2014

MEMBERS        Glen Hampton  
PRESENT:        Don Le May  
                    John Land (via telephone)

STAFF            BethAnn Arko, Director  
PRESENT:        Bill Meni

OTHERS  
PRESENT:        Michelle Bell, Alicia Evilsizer, Lil Silva, Sandee Orozco, Victoria Orozco, Rachel Schmidt

CALL TO ORDER:  
The meeting was called to order at 4:31 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE MEETING ON April 8, 2014:  
Mr. Le May moved to approve the minutes and Mr. Hampton seconded the motion. The motion was unanimously approved.

CHANGE IN ORDER OF AGENDA:  
Mr. Hampton requested a change in the agenda to have the new classification of Attendance/Secretary addressed first because members of the audience had other commitments to attend to.

NEW CLASSIFICATION: ATTENDANCE/SECRETARY:  
Ms. Arko presented the background information and the recommendation of a new classification for Attendance/Secretary.

Mr. Land stated that he was under the impression that six (6) staff members would be moved to this new classification. Ms. Arko replied that only one individual was being considered at this time for reclassification, no others being proposed at this time.

Mr. Le May moved to approve the new classification, effective May 14, 2014, and Mr. Hampton seconded the motion. The motion was unanimously approved.

Discussion:  
Mr. Le May requested clarification and asked if the current classification, Health/Attendance Technician, would meet the job requirements. Mr. Le May further stated that it was not a question on workload but the duties that were being performed to justify a new classification. Also, at the elementary level there is a very low ADA compared to a high school.

Ms. Arko stated that California Avenue Elementary School site was performing more attendance duties than other elementary schools in the district. Cal Ave does not have the traditional elementary staffing model because of the special needs at the site, health services are be completed by a Senior Health Services Technician and the site does not have a position dedicated to the attendance duties.

Ms. Schmidt stated there were approximately 350 students on site, approximately 300 referrals for special services and adding children on a daily basis. Also, that this position, at Cal Ave, is unique because she is sending students to their homeschool for speech therapy and processing all the proper paperwork, responsible for attendance calls twice a day along with the daily communication to the transportation department. The site is unique in the support that is needed due to the fact that the vast majority of students receive transportation services.

Mr. Le May asked if the School Support Secretary would be replaced by this new classification. Ms. Arko stated that it would not and that this classification would supplement the clerical support at the school sites.

RECLASSIFICATION: SCHOOL SUPPORT SECRETARY I to ATTENDANCE/SECRETARY:  
Mr. Land moved to approve the reclassification and Mr. Le May seconded the motion. The motion was unanimously approved.

ADVANCE STEP PLACEMENT:

Mr. Land moved to approve and Mr. Le May seconded the motion for the following advance step placements:

- Sebastian Rossi – Systems Support Technician, Step 2
- Lacey Rowland – Instructional Assistant I After School Program, Step 2
- Michelle Sjuneson – Accounting Assistant, Step 3
- Elizabeth Vergara – Instructional Assistant I After School Program, Step 2

The motions were unanimously approved.

ELIGIBILITY LISTS:

Mr. Le May moved to approve the Eligibility Lists as submitted and Mr. Hampton seconded motion. The motion was unanimously approved.

FOR CERTIFICATION:

0067-13	Instructional Assistant I – After School Program	Continuous
0068-13	School Age Child Care Activity Asst.	Continuous

FOR RATIFICATION:

0059-13	Instructional Assistant I – After School Program	Continuous
0060-13	Child Development Assistant I	Promotional
0061-13	Instructional Assistant-Behavioral Intervention	Continuous
0062-13	Special Education Assistant IV SH/PH	Continuous
0063-13	Instructional Assistant I – After School Program	Continuous
0064-13	Attendance Worker	Open
0065-13	School Support Secretary I	Open
0066-13	School Support Secretary II	Open

SECOND READING OF P.C. BUDGET 2014-2015

Discussion:

Mr. Hampton opened the floor for discussion.

Ms. Arko wanted to bring to the attention some modifications from the first budget reading regarding salaries. Due to the new CSEA contract there was an increase to the salary levels of staff members.

Mr. Le May asked if the classification study budgeted amount of \$25k would be sufficient and suggested that an increase of an additional \$5k be added. Ms. Arko stated that the District is aware of the need of the classification study and said that the District would fund additional monies if needed. Mr. Le May requested that the budget be increased to represent the additional \$5k in the classification study.

Ms. Arko said she would readjust the budget to reflect the additional monies with a new budget amount of \$453,293.

Mr. Land made a motion to adjust the classification study budget by increasing an additional \$5k and Mr. Le May seconded motion. The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni stated that the recruiting efforts continue to move forward. The website has been posted with the newly approved salary increases and that current recruitment postings include the future increase of 5.6% wage increase. Also a reminder will be sent out to the high school Career Center Technicians to send out an e-mail blast to the graduating Senior Class of 2014 about job opportunities within the District. There is a job fair occurring on May 21<sup>st</sup> at the Vista Adult Education Center that we will be attending.

BOARD REGISTER:

Information only

CSEA UPDATE:

Ms. Bell informed the commission that on Wednesday, May 21, 2014 at 4:00pm, at Major General Raymond Murray High School there will be a Classified School Employees Celebration. Ms. Bell also indicated that there will be 3 classified staff members honored for classified employee of the year. Ms. Bell stated that the scholarship committee meet on Saturday and will be awarding 8 students scholarships from 5 different school sites at the celebration.

Ms. Bell stated that a meeting was held with Steve Davis, from Special Education, regarding the realignment of Instructional Assistants and that it was going well.

Ms. Bell informed the commission about a writing campaign for SB1137 to increase funding in transportation to help students with transportation needs.

Ms. Evilsizer said she met with transportation regarding the cutback in hours due to the cuts in Special Education and the all-day kindergarten class proposals. CSEA and the district are currently working with the transportation department, regarding other potential opportunities within the District.

Ms. Bell said the latest learning module, regarding safety, was well received and that Jeff Geyer, from VUSD and a representative from CSEA from San Jose gave the presentation.

DISTRICT UPDATE:

None to report.

DIRECTOR'S REPORT:

Ms. Arko informed the commission that there was a change occurring in Special Education, allowing students to be serviced at their homeschools, as well as all-day kindergarten classes for the 2014-2015 school year. This change would be effecting the transportation department as well as the AM/PM program at school sites.

Ms. Arko stated the department has been working with various departments regarding staffing allocations for the next school year.

Ms. Arko informed the commission that she has been elected to the CODESP Board. CODESP is the test generating agency that we use and they are currently expanding services by offering webinars on other HR related topics beyond recruitment.

ITEMS FROM THE FLOOR:

None to report.

ITEMS FROM THE COMMISSION:

Mr. Land thanked everyone for their support during his time away.

Mr. Le May indicated that a few years ago Instructional Assistants were looked at to be reclassified as Speech Language Pathologist. Instructional Assistants could not have that classification because they were not licensed.

Ms. Arko said that the Instructional Assistants are only assisting the Speech Therapists and not working independently.

The open meeting was closed and the closed session was opened at 5:40 p.m.

CLOSED SESSION: PERSONNEL MATTER

No action taken.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on June 24, 2014, at 4:30p.m in the Board Room.

ADJOURNMENT:

The meeting was adjourned at 5:55 p.m.