

FOR CERTIFICATION:

FOR RATIFICATION:

0066-17	Attendance/Records Assistant	Open
0067-17	Child Nutrition Lead II	Promotional
0068-17	Community Liaison	Open
0069-17	Instructional Assistant – Behavioral Intervention	Continuous
0070-17	Instructional Assistant II LH/CH/RSP	Continuous
0071-17	Special Education Assistant IV - SH/PH	Continuous
0072-17	Instructional Assistant I – After School Program	Continuous
0073-17	District Interpreter/Translator	Open
0074-17	Instructional Assistant – Behavioral Intervention	Continuous
0075-17	Special Education Assistant IV - SH/PH	Continuous
0076-17	Instructional Assistant II LH/CH/RSP	Continuous
0077-17	Instructional Assistant I – After School Program	Continuous
0078-17	District Interpreter/Translator	Open
0079-17	Campus Assistant I	Open
0080-17	School Age Child Care Leader	Open
0081-17	Bus Driver	Continuous
0082-17	Instructional Assistant – Behavioral Intervention	Continuous
0083-17	School Age Child Care Activity Assistant	Continuous
0084-17	Special Education Assistant IV – SH/PH	Continuous

The motions were unanimously approved.

APPROVAL OF ATTENDANCE AT 2018 CSPCA STATEWIDE CONFERENCE, SAN DIEGO:

The 2018 California School Personnel Commissioners Association (CSPCA) Statewide Conference is scheduled to be held Thursday, February 1, 2018, through Sunday, February 4, 2018, in San Diego. Ms. Reede reported that she and Mr. Meni are very involved in the planning. There is a staff half-day training on Thursday, February 1st which Ms. Reede is requesting attendance for the entire department. In addition, Ms. Reede requested full conference attendance for commissioners, Mr. Meni and herself. Ms. Reede will be presenting and Mr. Meni and she will be handling registration as well as other assignments. The information about the conference has been provided to CSEA for their possible interest in attending. The attendance information was amended to include two nights at the hotel for Mr. Le May.

* M/S Mr. LeMay/Mr. Hampton moved to approve attendance at the 2018 CSPCA San Diego Conference as amended.

The motion was unanimously approved.

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

FIRST READING OF 2018 PERSONNEL COMMISSION MEETING DATES:

Ms. Reede presented tentative dates for the 2018 calendar year of the Personnel Commission. She spoke with Ms. Minoux about the schedule and she was fine with the dates except for possible conflict when CSEA holds their annual conference later in the year.

RECRUITMENT REPORT:

Mr. Meni stated that it has been four years in the making to have all the open recruitments filled and thanked all the classified human resources staff. Ms. Reede attended the job fair at Cal State San Marcos University with many interested in the part-time instructional assistant positions. Typically, we lose several in December because their college schedule conflicts with their work schedule.

Mr. Meni reported that four of ten individuals just completed Bus Driver training coursework and have moved on to behind-the-wheel training. Once that is completed, we can offer trainees jobs as Bus Drivers or Substitute Bus Drivers.

CSEA REPORT:

Ms. Evilsizer announced that CSEA is in the process of filling officer positions with nominations accepted last month. There were several new people "stepping up" to serve which was exciting to see. Nominations will be accepted again at November's chapter meeting and if there is more than one person per office, elections will be held at December's meeting. Ms. Evilsizer complimented and thanked the department for amazing work filling vacancies, especially with all the retirements that occurred the end of last year.

DISTRICT REPORT:

Rachel D'Ambroso stated that she spends a lot of time supporting Administration and Classified Employees who are serving probation periods. She is collaborating on several agreements concerning employee needs ensuring contract language is clear.

DIRECTOR'S REPORT:

Ms. Reede reported that the classified human resources office has been very busy. She is also working with Mrs. D'Ambroso on pending agreements and assisting employees and administrators with probationary evaluations. We have many new administrators and school secretaries requiring support and instruction with procedures so they will know how best to assist their staff.

In addition, Ms. Reede is reviewing a new human resources software data base system, Digital Schools, which will benefit our staff with managing/tracking employee information. Implementation is estimated for the beginning of 2018, requiring current employee data cleanup and system training quickly.

The professional development day for classified employees is Friday, January 12, 2018, at Vista High School. Employees were sent out a survey asking about their training interests and coursework was determined from that feedback. A great keynote speaker has been scheduled and a variety of coursework options are available. Online registration is underway.

ITEMS FROM THE FLOOR:

There was a discussion about retroactive pay for employees working out-of-class and resulting in reclassification between special education assistant classifications—Instructional Assistant II-LH/CH/RSP, Special Education Assistant IV-SH/PH and Instructional Assistant-Behavioral Intervention.

ITEMS FROM THE COMMISSION:

None.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, December 12, 2017, at 3:30 pm. Ms. Reede announced she will bring the annual report for approval in December and expects to present it to the Board in January 2018. She also reminded the Commission that December is time for her annual evaluation.

ADJOURNMENT:

The meeting was adjourned at 4:17 p.m.