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

Unadopted Minutes of the  
Personnel Commission Meeting on  
October 16, 2018

MEMBERS Donald LeMay  STAFF Alaina Reede
PRESENT: Teri Minoux PRESENT: Ellen Luckow

OTHERS PRESENT: Marie Hoveln, Mary Trompeter Ermis, Marcela Ramos, Rachel D'Ambroso

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 SEPTEMBER 18, 2018:  
*M/S Ms. Minoux / Mr. LeMay moved to approve the minutes.

The motion was unanimously approved.

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

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Empl ID</th>
<th>Classification</th>
<th>Dept/Site</th>
<th>Requested Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avelino Martinez, Gabriela</td>
<td>623-653</td>
<td>Child Nutrition Services Assistant I</td>
<td>Vista High</td>
<td>2</td>
</tr>
<tr>
<td>Childs, Jason</td>
<td>543-099</td>
<td>Special Education Asst. IV-SH/PH</td>
<td>Roosevelt</td>
<td>3</td>
</tr>
<tr>
<td>Fetterly, Heather</td>
<td>622-974</td>
<td>Instructional Asst.-After School Program</td>
<td>Casita Center</td>
<td>2</td>
</tr>
<tr>
<td>Mendoza, Celina</td>
<td>624-217</td>
<td>Adult Education Transition Advisor</td>
<td>Adult School</td>
<td>3</td>
</tr>
<tr>
<td>Ortega, Araceli</td>
<td>622-971</td>
<td>Instructional Asst.-After School Program</td>
<td>Foothill Oak</td>
<td>2</td>
</tr>
<tr>
<td>Padilla, Maria</td>
<td>212-367</td>
<td>Special Education Asst. IV-SH/PH</td>
<td>Vista High</td>
<td>2</td>
</tr>
<tr>
<td>Pérez, Carmen</td>
<td>354-707</td>
<td>Instructional Asst.-LH/CH/RSP</td>
<td>California Ave</td>
<td>3</td>
</tr>
<tr>
<td>Romine, Rebecca</td>
<td>619-262</td>
<td>School Age Child Activity Assistant</td>
<td>T.H.E. Leadership</td>
<td>2</td>
</tr>
<tr>
<td>Stahl, Angelica</td>
<td>624-183</td>
<td>School Age Child Activity Assistant</td>
<td>Empresa</td>
<td>2</td>
</tr>
</tbody>
</table>

The motion was unanimously approved.

*M/S – indicates who motioned for approval followed by the person who seconded the motion.
**ELIGIBILITY LISTS:**
*M/S Ms. Minoux / Mr. LeMay moved to approve the following Eligibility Lists:

**FOR RATIFICATION:**
0047-18 Instructional Assistant III – Adapted PE Open
0048-17 Instructional Assistant I – After School Program Continuous
0049-18 Instructional Assistant Behavioral Intervention Continuous
0050-18 Special Education Assistant IV - SH/PH Continuous
0051-18 School Age Child Care Activity Assistant Continuous
0052-18 Career Center Technician Open
0053-18 Campus Assistant II Continuous
0054-18 Transportation Assistant Continuous
0055-18 District Interpreter/Translator Continuous
0056-18 Instructional Assistant I – After School Program Continuous
0057-18 Instructional Assistant Behavioral Intervention Continuous
0058-18 Special Education Assistant IV - SH/PH Continuous
0059-18 Adult Education Testing Technician Open

The motion was unanimously approved.

**RECRUITMENT REPORT:**
Ms. Reede reported that recruitments had continued at a steady pace and that the department continually strives to refine recruitment practices and expand recruitment efforts.

**CSEA REPORT:**
Marie Hoveln stated CSEA was accepting nominations for CSEA Executive Board Members. CSEA is also awaiting data on the early retirement incentive. Ms. Hoveln reported that she was happy with the district’s process regarding meeting regularly with CSEA representatives for Labor Management meetings.

**DISTRICT REPORT:**
Rachel D’Ambroso updated the Commission on the District's Leadership professional development series, wellness workshops available to all employees, and Classified Professional Development day on January 18, 2019.

**DIRECTOR’S REPORT:**
Ms. Reede requested a change to the regular meeting of the Personnel Commission on Tuesday, December 11, 2018 to Thursday, December 13, 2018 at 3:30 pm. Ms. Reede announced that the public hearing for Ms. Minoux’s reappointment to the Personnel Commission would be held at the Board Meeting on Thursday, November 15, 2018. Ms. Reede reported that she would be presenting at an Unemployment Insurance Seminar on October 22-23, 2018 and would be attending a Digital Schools conference from November 4-6, 2018. Ms. Reede reported that she is working on the classification study with the help of a professional expert.

**ITEMS FROM THE FLOOR:**
Philomena Romo spoke on behalf of the Library Media Technician II-Elementary employees and requested information about the status of the update to their classification description. Ms. Reede explained the process of the classification study and received information from Ms. Romo about updated information about the duties of employees in this classification.

*M/S – indicates who motioned for approval followed by the person who seconded the motion.
ITEMS FROM THE COMMISSION:
Ms. Minoux announced that she had received the 25 year pin for CSEA at the state level.

Ms. Minoux stated that she would not be able to attend the November 13, 2018 Personnel Commission meeting. It was determined that the meeting would be kept on that day.

THE NEXT P.C. MEETING:
The next regular Personnel Commission Meeting is scheduled for Thursday, December 13, 2018, at 3:30 pm in the District Office Board Room.

ADJOURNMENT:
The meeting was adjourned at 4:20 p.m.