

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
PRESENT: Teri Minoux

STAFF Alaina Reede
PRESENT: Ellen Luckow

OTHERS PRESENT: Marie Hovel, 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:

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

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

DISTRICT REPORT:

Rachel D'Ambrosio 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.