

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

Adopted Minutes of the  
Personnel Commission Meeting on  
September 9, 2014

MEMBERS            Glen Hampton  
PRESENT:            Don Le May  
MEMBER  
ABSENT:             John Land

STAFF                BethAnn Arko, Director  
PRESENT:            Bill Meni

OTHERS

PRESENT:            Michelle Bell, Sherrie Goldstein, Teri Minoux, Lisa Hoffman, Michele Brown, Vicki Singer, Byron Diaz, Kim Heald, Patti Contreras, Philomena Romo, Georjine Smith, Valerie Weethee, Denice May and Elaine Alexandres

CALL TO ORDER:

The meeting was called to order at 4:30 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE MEETING ON August 12, 2014:

Mr. Le May moved to approve the minutes and Mr. Hampton seconded the motion. The motion was unanimously approved.

ADVANCE STEP PLACEMENT:

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

- Annett, Amy, IA-Behavioral Intervention, Step 3
- Bilka, Mary, Senior Health Services Technician, Step 3
- Davis, Marissa, IA-Behavioral Intervention, Step 2
- Galinda, Marianna, Community Liaison, Step 2
- Crystal Martinez, Community Liaison, Step 3
- Ross, Jane, IA-Behavioral Intervention, Step 2
- Smith, Rebecca, Community Liaison, Step 3
- Torrico, Susana, Community Liaison, Step 3

Discussion:

Ms. Arko explained to the audience what an Advance Step Placement was and how newly hired classified staff members were eligible. Ms. Arko noted that the CSEA Contract will only allow advanced step placement up to step 3.

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:

0020-14	Lead Painter	Promotion
0021-14	School Age Child Care Activity Assistant	Continuous

FOR RATIFICATION:

0010-14	School Age Child Care Activity Assistant	Continuous
0011-14	Senior Health Services Technician	Continuous
0012-14	Community Liaison Aide	Open
0013-14	Attendance/Records Assistant	Open
0014-14	Instructional Assistant – Behavioral Intervention	Continuous
0015-14	Special Education Instructional Assistant IV SH/PH	Continuous
0016-14	Service Desk Technician	Open
0017-14	Instructional Assistant – Behavioral Intervention	Continuous
0018-14	Senior Health Services Technician	Continuous
0019-14	Instructional Assistant I – After School Program	Continuous

SPOTLIGHT ON CLASSIFIED EMPLOYEES:

Ms. Bell invited several classified staff members to the meeting to share what issues are occurring at the district, specifically the School Secretary and Library Media Technicians classifications due to changes in responsibilities.

Ms. Michele Brown stated she is a School Secretary-Elementary and four (4) years ago, after deep cuts were made due to budget challenges, staff was eliminated. Ms. Brown shared her concerns about some support staff only being part-time. This causes turnover at the site and that communication to parents is suffering.

Several employees from Mission Vista High School spoke to their concerns about the current staffing levels at the site.

The Commissioners stated that they sympathize and appreciate the dedication of the classified staff but that the Personnel Commission has no control of staffing levels and budgets of the school sites. The Commissioners reiterated the role of the Personnel Commission as oversight over the hiring, promoting, and retention of the most qualified employees.

Mr. Hampton stated that the Commission has nothing to do with the budget and staffing levels. The staff should bring the concerns to the School Board. Mr. Hampton also stated that the district is doing a classification study and would like to encourage everyone to participate.

There was discussion about the upcoming EMS Classification Study and the Commissioners encourage the participation of the classified staff. The consultant that was selected came from a group collaboration effort between CSEA members and administration representatives. The consultants will be talking to individuals and groups of classified staff members during the process. Also, a steering committee is being formed to direct the project.

Mr. Hampton stated once the classification study is completed the Personnel Commission will make a recommendation to go to the Board. Mr. Le May stated that the Commission wants to make sure that the classifications are correct and representing the job duties being performed. Tonight's comments were more about the workload and that is two (2) separate issues.

RECRUITMENT REPORT:

Mr. Meni reported that recruitments continue to be very busy and that positions are being filled with highly qualified individuals as seen by the step placement recommendations. Also mentioned was a bilingual assessment that will be conducted to classified staff members, who would like to be assessed, to offer additional communication assistance at school sites.

BOARD REGISTER:

Information only

CSEA UPDATE:

Ms. Bell reported that there was a meeting with Mr. Land and that Mr. Land would not be appointed to the Personnel Commission for another term. CSEA announced that Ms. Teri Minoux will be nominated to the Board as the Classified Representative to the Personnel Commission. This announcement will be going to the next Board Meeting. Ms. Bell informed everyone that the Linda Rhoades Center will be having a grand opening on September 19<sup>th</sup> and everyone is invited. Ms. Bell stated that CSEA is very excited about the classification study being completed.

DISTRICT UPDATE:

Ms. Alexandres reported that the school year is off to a good start. The Human Relations Dept has been very busy with the hiring of certificated and classified employees. There was a transportation issue in routing of students but it was resolved within two days.

DIRECTOR'S REPORT:

Ms. Arko stated that the announcement of the new appointee to the Personnel Commission will happen in the September Board Meeting, and the public hearing will be held in October, with the appointment being effective December 1<sup>st</sup>. The California School Personnel Commission Association (CSPCA) quarterly meeting will be occurring in Escondido on October 8<sup>th</sup>.

ITEMS FROM THE FLOOR:

None to report.

ITEMS FROM THE COMMISSION:

None to report

CLOSED SESSION:

No closed session occurred.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on October 14, 2014, at 4:30 p.m in the Board Room.

ADJOURNMENT:

The meeting was adjourned at 6:08 p.m.