

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

Adopted Minutes of the
Personnel Commission Meeting on
October 14, 2014

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

STAFF BethAnn Arko, Director
PRESENT: Bill Meni

OTHERS
PRESENT: Teri Minoux, Emily Myers, Shane Borger, Marie Hovel, Alicia Evilsizer and Elaine Alexandres

CALL TO ORDER:

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

Mr. Hampton welcomed two (2) student observers and explained the role of the Personnel Commission.

APPROVAL OF THE UNADOPTED MINUTES OF THE MEETING ON September 9, 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 make a motion for the advanced step placement; stating that all of the advanced step placement recommendations by the Director be approved, unless any needed discussion. Mr. Hampton seconded the motion.

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

- Gayle Agg, School Age Child Activity Assistant, Step 2
- Denise Atteberry, School Age Child Activity Assistant, Step 2
- Ruth Canedo Zamudio, IA-Behavioral Intervention, Step 3
- Leticia Dominguez, Attendance Worker, Step 3
- Sonia Garcia, School Age Child Activity Assistant, Step 3
- Alyssa Hendren, IA-Behavioral Intervention, Step 3
- David Henry, Campus Assistant II, Step 3
- Ann Jensen, IA I – After School Program, Step 3
- Vanessa Molina, IA-Behavioral Intervention, Step 3
- Carlos Olguin, Campus Assistant II, Step 3
- Kinberly Port, IA IV – SH/PH, Step 3
- Lucila Ramirez, Attendance Technician, Step 2
- Kari Stevermer, IA 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:

0032-14	Electrician	Open
0034-14	Plumber	Open

FOR RATIFICATION:

0022-14	Senior Buyer	Open
0023-14	Campus Assistant II	Continuous
0024-14	Instructional Assistant I – After School Program	Continuous
0025-14	Instructional Assistant I – After School Program	Continuous
0026-14	Senior Health Services Technician	Continuous
0027-14	Special Education Assistant IV – SH/PH	Continuous
0028-14	Instructional Assistant – Behavioral Intervention	Continuous
0029-14	School Age Child Care Activity Assistant	Continuous
0030-14	Instructional Assistant I – After School Program	Continuous
0031-14	Staff Secretary II	Promotional

CLASSIFICATION STUDY UPDATE:

Ms. Arko reported that the steering committee, for the classification study, met on October 13th with Education Management Solutions (EMS). Beginning on October 14th focus groups will meet at various sites and over the course of the next three (3) days twenty-five planned meeting will occur with different focus groups. Ms. Evilsizer participated in one of the first focus groups and stated the professionalism and expertise offered from the consultant made the experience very positive. Ms. Arko also stated that all incumbents will have the opportunity to review the drafted job descriptions prior to finalization.

RECRUITMENT REPORT:

Mr. Meni reported that that bilingual assessments were recently completed on staff members, allowing those who pass the ability to assist in times of need, for example parent/teacher conferences. Also discussed were the continuous recruitments of several classifications. There seemed to be a positive shift with the vacancies being filled at a faster pace.

BOARD REGISTER:

Information only

CSEA UPDATE:

Ms. Evilsizer stated that she was very happy to be involved with the classification study and is very confident that EMS will produce a final product that will be beneficial. Ms. Hovel noted the elections for the Executive Board that will be occurring in the month of November. New elected members will take their positions in December.

DISTRICT UPDATE:

Ms. Alexandres reported that there were, currently, no open positions for teachers at the elementary, middle or high school sites. Ms. Alexandres also stated the department is very busy planning the Professional Development Day occurring in January for the Classified Staff. **Update to minutes to reflect Certificated Special Education vacancies still exist. 11-24-14**

DIRECTOR'S REPORT:

Ms. Arko reminded the commissioners of the annual conference for CSPCA occurring in January.

ITEMS FROM THE FLOOR:

Ms. Evilsizer stated that the District was recognized in Washington D.C. for innovation. She shared that Dr. Vodicka was able to attend a meal with President Obama, along with other attendees.

ITEMS FROM THE COMMISSION:

Mr. Hampton congratulated Ms. Minoux in her new appointment to the commission. Mr. Le May also offered his congratulations. Ms Minoux stated that there is a great relationship between CSEA and the Personnel Commission and is looking forward to continue the relationship.

CLOSED SESSION:

No closed session occurred.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on November 18, 2014, at 4:30 p.m in the Board Room.

ADJOURNMENT:

The meeting was adjourned at 5:06 p.m.