

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

Unadopted Minutes of the  
Personnel Commission Meeting on  
October 25, 2016

MEMBERS Don Le May  
PRESENT: Glen Hampton  
Teri Minoux

STAFF Alaina Jankly  
PRESENT: Ellen Luckow  
Bryanna Putignani

OTHERS

PRESENT: Marie HovelN, Alicia Evilsizer, Hilda Reynoso, and Kyle Ruggles

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 13, 2016:

\*M/S Mr. Hampton/Mr. Le May moved to approve the minutes.

The motion was unanimously approved.

APPROVAL OF THE UNADOPTED MINUTES OF THE SPECIAL MEETING ON SEPTEMBER  
26, 2016:

\*M/S Mr. Le May/Ms. Minoux moved to approve the minutes.

The motion was unanimously approved, with Mr. Hampton abstaining.

PUBLIC HEARING: APPOINTMENT OF JOINT PERSONNEL COMMISSIONER:

Ms. Minoux opened the public hearing regarding the appointment of the Joint Personnel Commissioner at 3:33 p.m. Ms. Evilsizer commented that CSEA approves the recommendation of the reappointment of Glen Hampton as Joint Personnel Commissioner. The public hearing was closed at 3:35 p.m.

ANNOUNCEMENT OF JOINT PERSONNEL COMMISSIONER APPOINTMENT:

\*M/S Mr. Le May/Ms. Minoux moved to approve the reappointment of Glen Hampton as Joint Personnel Commissioner.

The motion was unanimously approved, with Mr. Hampton abstaining.

**ADVANCE STEP PLACEMENT:**

\*M/S Mr. Hampton/ Mr. Le May moved to approve the following advance step placements:

<b><u>Employee Name</u></b>	<b><u>Empl ID</u></b>	<b><u>Classification</u></b>	<b><u>Requested Step</u></b>
Arias, Laura	547-096	Custodian	2
Burgos, Joaquin	607-016	Instructional Assistant I - After School Program	2
Domark, Martin	537-956	Instructional Assistant I - After School Program	2
Gonzales, Fernando	135-317	Special Education Assistant IV-SH/PH	3
Hernandez, Hortencia	607-555	Instructional Assistant I - After School Program	2
Hourani, Victor	498-757	Instructional Assistant-Behavioral Intervention	2
Keiley, Kimarie	608-103	Instructional Assistant-Behavioral Intervention	2
Lemieux, Lauren	123-001	Instructional Assistant II - LH/CH/RSP	3
Lowell, Travis	608-164	Special Education Assistant IV-SH/PH	2
Mangini, Leslie	607-497	Special Education Assistant IV-SH/PH	3
Montero, Stacey	607-309	School Finance Technician	2
Morgan, Michelle	545-140	Instructional Assistant-Behavioral Intervention	2
Perez, Alma	390-661	Attendance Worker	3
Phillips, Jaime	607-433	Director, Child Nutrition Services	4
Prentiss, Rachel	606-155	Special Education Assistant IV-SH/PH	2
Robertson, Jennifer	607-411	Instructional Assistant-Behavioral Intervention	2

The motions were unanimously approved.

**ELIGIBILITY LISTS:**

\*M/S Mr. Hampton/ Mr. Le May moved to approve the following Eligibility Lists:

**FOR CERTIFICATION:**

0064-16	Instructional Assistant – Behavioral Intervention	Continuous
0065-16	Instructional Assistant I – After School Program	Continuous
0066-16	School Age Child Care Activity Assistant	Continuous
0067-16	Instructional Assistant – Behavioral Intervention	Continuous
0068-16	Special Education Assistant IV - SH/PH	Continuous
0069-16	Instructional Assistant II LH/CH/RSP	Continuous
0070-16	Vehicle and Equipment Mechanic	Open

**FOR RATIFICATION:**

0046-16	Instructional Assistant I – After School Program	Continuous
0047-16	Special Education Assistant IV - SH/PH	Continuous
0048-16	Instructional Assistant – Behavioral Intervention	Continuous
0049-16	School Support Secretary I	Open

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

0050-16	Administrative Secretary I	Open
0051-16	Instructional Assistant I – After School Program	Continuous
0052-16	Special Education Assistant IV - SH/PH	Continuous
0053-16	Instructional Assistant – Behavioral Intervention	Continuous
0054-16	School Age Child Care Activity Assistant	Continuous
0055-16	Campus Assistant II	Continuous
0056-16	Staff Data Technician	Open
0057-16	Senior Health Services Technician	Continuous
0058-16	Child Nutrition Services I	Continuous
0059-16	Lead Vehicle & Equipment Mechanic	Open
0060-16	School Age Child Care Leader	Open
0061-16	Instructional Assistant I – After School Program	Continuous
0062-16	Grounds Maintenance Worker	Open
0063-16	Health/Attendance Technician	Open

The motion was unanimously approved.

#### 2015-16 ANNUAL REPORT OF THE PERSONNEL COMMISSION

Ms. Jankly presented the Annual Report of the Personnel Commission.

#### DISCUSSION:

Ms. Minoux appreciated the annual report that Ms. Jankly provided stating she was very impressed by the recruitment numbers. Ms. Jankly explained that she would be presenting the Annual Report to the Board of Trustees on November 17, 2016, and pamphlets will go to the Board Members and school sites and departments as well as to other districts.

\*M/S Mr. Hampton/Mr. Le May moved to approve the 2015-16 Annual Report of the Personnel Commission.

The motion was unanimously approved.

#### RECRUITMENT REPORT:

Ms. Jankly informed the Commission that Classified Human Resources has completed seventy-one recruitments since July 2016 with more scheduled for this week. Mr. Bill Meni attended a job fair at Cal State San Marcos and immediately after there was an increase in Instructional Assistant applicants. Ms. Jankly stated the need to continue to look for new ways to attract people to apply for this district.

#### CSEA REPORT:

Ms. Evilsizer informed the Commission that Ms. Minoux helped bring the Merit System to the Vista Unified School District. Ms. Minoux stated that she was not alone, but part of a group to establish the Merit System. Ms. Evilsizer informed the Commission that the vote on the 1.9% increase in retro pay had a 100% acceptance rate. Ms. Hovel acknowledged she has never seen that happen before.

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

Ms. Evilsizer and Ms. Hoveln attended the Ron Bennett Budget Workshop and appreciated the invitation and the knowledge gained from being invited to events like this. Ms. Evilsizer stated that all positions are open on the CSEA Executive Board and if needed the elections will be in December.

#### DISTRICT REPORT:

Dr. Ruggles complimented CSEA for their attendance at the Ron Bennett Budget Workshop. Dr. Ruggles informed the Commission that more than once did the leaders in attendance compliment CSEA on the work and effort they put forth learning and understanding what's right and important for the district and all employees.

Dr. Ruggles also extended a compliment toward Classified Human Resources for the work and effort processing a large number of applications.

Dr. Ruggles informed the Commission about the newsletter to all substitute teachers. He stated the need for substitute teachers to understand how valuable they are and that they have support from the District. Dr. Ruggles was not able to attend the Festival of Arts that took place on Saturday, October 15, 2016 in downtown Vista, but heard it went very well.

#### DIRECTOR'S REPORT:

Ms. Jankly discussed the Wave of Excellence. Each month, one employee from each of the classified and certificated units who exemplifies our District values is recognized in a newsletter that is sent to all employees. Ms. Jankly explained that the Wave of Excellence also has information about employee related issues and is used to highlight and recognize our staff.

Ms. Jankly stated that she attended the ACSA Personnel Institute in Sacramento with Ms. Alexandres and Dr. Ruggles. Ron Bennett was the Keynote speaker. Ms. Jankly commented that she learned quite a bit.

Ms. Jankly mentioned the upcoming CSPCA Conference and verified that Ms. Minoux, Mr. LeMay, and Mr. Hampton are all planning on attending, but there is no registration information yet.

#### ITEMS FROM THE FLOOR:

Ms. Reynoso wanted to discuss planning periodic meetings for School Support Secretaries and other concerns. Ms. Jankly stated that her concerns were Human Resources issues and not a Commission matter. Ms. Jankly offered to discuss with her further after the meeting.

#### ITEMS FROM THE COMMISSION:

None.

#### THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting is scheduled for Tuesday, November 15, 2016, at 3:30 p.m. in the ASC Board Room.

#### ADJOURNMENT:

The meeting was adjourned at 4:10 p.m.

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