

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

Unadopted Minutes of the
Personnel Commission Meeting on
June 13, 2017

MEMBERS	Teri Minoux	STAFF	Alaina Reede
PRESENT:	Glen Hampton	PRESENT:	Bill Meni
	Donald LeMay		Shirley Indegno

OTHERS

PRESENT: Alicia Evilsizer, Marie Hovelh, Laura Zirino

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 MAY 16, 2017:

*M/S Ms. Minoux /Mr. Hampton moved to approve the minutes.

Mr. LeMay abstained from the vote as he did not attend the previous meeting.

The motion was approved, with Mr. LeMay abstaining.

ADVANCED STEP PLACEMENT:

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

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Requested Step</u>
Rogers, Erin	603-860	School Secretary – Secondary	2
Salazar, Arazele	493-911	Budget Analyst (Confidential)	3

The motions were unanimously approved.

ELIGIBILITY LISTS:

*M/S Mr. LeMay/ Ms. Minoux moved to approve the following Eligibility Lists:

FOR CERTIFICATION:

0177-16	District Interpreter/Translator	Open
0178-16	Transportation Assistant	Continuous
0179-16	Instructional Assistant I – After School Program	Continuous

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

FOR RATIFICATION:

0159-16	Special Education Assistant IV - SH/PH	Continuous
0160-16	Instructional Assistant – Behavioral Intervention	Continuous
0161-16	Instructional Assistant II LH/CH/RSP	Continuous
0162-16	Staff Secretary I	Open
0163-16	Staff Secretary II	Open
0164-16	Senior Health Services Technician	Continuous
0165-16	Instructional Assistant I – After School Program	Continuous
0166-16	Campus Assistant II	Continuous
0167-16	Child Nutrition Lead I	Open
0168-16	School Secretary – Elementary	Open
0169-16	Senior Health Services Technician	Continuous
0170-16	Child Nutrition Operations Supervisor	Promotional
0171-16	School Support Secretary I	Open
0172-16	Library Media Technician II - MS/HS	Open
0173-16	Aquatic Specialist	Open
0174-16	School Age Child Care Activity Assistant	Continuous
0175-16	Storekeeper	Open
0176-16	Custodian	Continuous

The motions were unanimously approved.

RECLASSIFICATION: ROBIN PETERSON (HAWKINS)

Ms. Reede presented the recommendation for reclassification for Robin Peterson (Hawkins). Ms. Peterson is an Instructional Assistant II – LH/CH/RSP at Rancho Buena Vista High School. Ms. Reede invited Ms. Peterson and her supervisor to attend the Personnel Commission meeting, but they were not able to attend. For the past eight years, Ms. Peterson has performed the duties that are more aligned with the job classification of a Special Education Instructional Assistant IV – SH/PH. Ms. Reede stated that when she met with Ms. Peterson, it was evident that she cared deeply for her students and was willing to whatever the students needed, whether or not it was within the Instructional Assistant II – LH/CH job description. Ms. Reede visited her site and performed a "desk audit", including observing her in the classroom, and found that her duties were more indicative of a Special Education Instructional Assistant IV – SH/PH. Based on the information gathered during the reclassification process, and with support of the incumbent, site administration, Cabinet, and CSEA leadership, Ms. Reede recommends the Personnel Commission act to reclassify Robin Peterson, Instructional Assistant II - LH/CH/RSP to the classification of Special Education Assistant IV-SH/PH at the appropriate salary step, with an effective date of June 1, 2017.

Ms. Minoux asked if the job classifications mentioned above are a part of the classification study that is currently in progress. Ms. Reede stated that the Special Education Instructional Assistant IV – SH/PH job description is a part of the study, but even with revision, Ms. Peterson's job description would still align with Special Education Instructional Assistant IV – SH/PH. Mr. LeMay shared his concern that this happened. If she was hired as an Instructional Assistant II – LH/CH/RSP, then she should have not been

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placed in this classroom eight years ago. He feels that someone should be held responsible for the fact that she has worked out of class for eight years. Ms. Reede agreed that her placement in a classroom that needed a Special Education Instructional Assistant IV – SH/PH was not appropriate. Even if the job duties evolved over time, the site should have contacted the Human Relations Department to inform them that their needs had changed. Ms. Reede assured the group that she and the Special Education Department are currently educating the administrators at the sites of the duties of each classification. Ms. Reede feels that she and the Special Education Department are in partnership with the sites and are assisting them in the staffing process. Mr. LeMay felt that there should possibly be a yearly review process of these types of staffing. He said that he wants to ensure the district is not taking advantage of employees.

Ms. Minoux was concerned that Ms. Peterson worked for our District for seventeen years and hadn't spoken up for the past eight years regarding the fact that she worked out of class. Ms. Reede stated that the former Human Relations Directors as well as CSEA were unaware that this was occurring. When Ms. Peterson brought it to CSEA's attention, CSEA and the Human Relations Department took the proper steps to rectify the situation. Ms. Reede said the actions taken at this point are different than the actions that would have been taken if this had been caught after eight weeks. At this point, she wants to correct the situation. Ms. Minoux brought up the fact that Ms. Peterson may need to be compensated for the previous years of working out of class. Ms. Evilsizer said that she advised Ms. Peterson that she may be owed compensation. Ms. Peterson is not seeking compensation for previous years, but wants to move forward. As she is approaching retirement, she wants the classification to be corrected for her remaining time at the Vista Unified School District.

*M/S Mr. LeMay/ Ms. Minoux moved to approve the recommendation for reclassification of Robin Peterson Hawkins from Instructional Assistant II - LH/CH/RSP to the classification of Special Education Assistant IV-SH/PH at the appropriate salary step, with an effective date of June 1, 2017.

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni stated that there is a positive response in applications since recruitment methods, including hanging banners on the fences at school sites, have been implemented. He also stated that the last supervisory position in the Child Nutrition Department has been filled. Due to the fact that this position was filled with current staff, there are additional vacancies within the department that will need to be filled.

CSEA REPORT:

Ms. Hovelin said that she really appreciated Ms. Reede and Mr. Meni for their job performance. She felt that they were doing an excellent job. She was especially appreciative for the way that Ms. Reede was keeping staff informed of transfers. She said that this allowed staff to make plans for the following school year knowing their new schedules. Ms. Reede said that there may be more transfers to come. Ms. Hovelin stated that sites were having a busy summer. There were one hundred and twenty five Instructional Assistants at training yesterday for Behavioral Intervention at Casita Center Elementary. She has a meeting with the Transportation Department tomorrow. There are a lot of trainings, deep cleaning of school sites as well as transportation vehicles occurring throughout the district. She felt that it was a positive accomplishment to be able to perform maintenance at the sites without compromising the safety of the students. She would like to be proactive, rather than reactive. Mr. LeMay said that those who work in Education are constantly asked what employees do all summer. This is an example of how busy educators and education staff are during the summer.

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DISTRICT REPORT:

None

DIRECTOR'S REPORT:

Ms. Reede stated that Dr. Ruggles will be transitioning into his new role as the Executive Director of Student Support Services. He will be replacing Steve Hargrave who is retiring this month. Ms. Reede stated her appreciation for getting to work with Dr. Ruggles as well as Ms. Alexandres and Ms. Gosnell in Human Relations. Dr. Ruggles sent his regrets that he was not able to attend today's meeting due to participating in negotiations.

Ms. Reede said that the last day of school went well. She visited four sites: Vista High School, Mission Vista High School, Mission Meadows Elementary, and Empresa Elementary. Summer work assignments have begun for Curriculum and Instruction programs. Extended school year is beginning next week.

Ms. Reede praised Mr. Meni and the rest of her team for all of their hard work. Mr. Meni has been instrumental in the extensive outreach to recruit for open positions, including having banners placed at the school sites. She was happy to be fully staffed and to have her team work so hard daily to support the students and staff of the Vista Unified School District. Last school year, 160 recruitments were completed with 2,582 applications received and reviewed. This school year, 179 recruitments were completed and 3,594 applications were received and reviewed.

Ms. Reede reminded the Commission about the SD-CSPCA meeting at 11:00 am at the Poway Unified School District on Thursday, June 15, 2017. On Monday, July 17, 2017, a CSPCA conference planning meeting will be held at 2:00 pm at the Poway Unified School District.

It was determined that the September 2017 Personnel Commission meeting would be rescheduled to September 5, 2017, at 3:30 pm.

ITEMS FROM THE FLOOR:

None

ITEMS FROM THE COMMISSION:

Ms. Minoux reflected on a story regarding a car ride with her granddaughter. They were driving by Monte Vista Elementary School and her granddaughter asked why there were so many cars in the parking lot if school was no longer in session. Ms. Minoux explained to her granddaughter all of the work that staff perform to prepare for the upcoming school year.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting will be held Tuesday, July 11, 2017, at 3:30 pm.

CLOSED SESSION:

The Personnel Commission moved to closed session at 4:08 p.m. to discuss the evaluation of the Director of Classified Human Resources. The Personnel Commission returned to open session at 4:45 p.m. and reported out that no action was taken during closed session.

ADJOURNMENT:

The meeting was adjourned at 4:46 p.m.