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

Unadopted Minutes of the
Personnel Commission Meeting on
June 21, 2016

MEMBERS PRESENT:	Don Le May Glen Hampton Teri Minoux	STAFF PRESENT:	Alaina Jankly Bill Meni

OTHERS
PRESENT: Alicia Evilsizer, Louie Gonzales, Elise Varnau, Marie Hoveln and Elaine Alexandres

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 MEETING ON MAY 25, 2016:
*M/S Mr. Le May/ Mr. Hampton moved to approve the minutes.

The motion was unanimously approved.

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

Employee Name	Classification	Requested Step
Caluory, Thomas	Child Nutrition Services Assistant I	2
Henry, Laura	Child Nutrition Services Assistant I	2
Jensen, Eric	Campus Assistant II	2
Martinez, Cynthia	Attendance Technician	2
Ramos, Marcela	District Interpreter/Translator	3
Weisberg, William	Director of Transportation	5

DISCUSSION: Ms. Minoux asked why the advance step for Mr. Weisberg was to step five (5). Ms. Jankly responded that the position being filled by Mr. Weisberg was a classified management position and that Mr. Weisberg was coming to the District with 23 years of experience within the transportation industry. The recommended salary step placement is in line with the competitive market in compensation.

The motions were unanimously approved.

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

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

FOR CERTIFICATION:

FOR RATIFICATION:

0153-15	School Age Child Care Activity Assistant	Continuous
0154-15	Instructional Assistant I – After School Program	Continuous
0155-15	Instructional Assistant – Behavioral Intervention	Continuous
0156-15	Special Education Assistant IV – SH/PH	Continuous
0157-15	Accountant	Promotional
0158-15	Custodian	Open
0159-15	Fire and Safety Systems Technician	Open
0160-15	Information Systems Support Specialist	Open

The motion was unanimously approved.

REVISED CLASSIFICATION – COMMUNITY LIAISON AIDE:
Ms. Jankly informed the Commission that she had met with the Community Liaison Aides, Principals, the Lead Community Liaison, and CSEA regarding the current duties of staff. The classification description was updated to clarify duties already being performed. It was also being recommended to revise the title of the classification to Community Liaison.

DISCUSSION: Ms. Minoux asked how many current staff members perform the duties. Ms. Jankly stated that there were currently 15 Community Liaison Aides with an anticipated 4 additional positions being added in the 2016-17 school year. Mr. Le May asked if the Skills, Knowledge and Ability section requirements could be listed in a bullet format for easier reading. Ms. Jankly said she had been keeping the style of new classification descriptions in the same format as EMS was doing all of the classification descriptions. However, she will begin changing the format to bullets.

*M/S Mr. Hampton/ Mr. Le May moved to approve the revised classification description for Community Liaison.

The motion was unanimously approved.

REVISED CLASSIFICATION – SCHOOL AGE CHILD CARE LEADER:
Ms. Jankly reminded the Commission regarding the recruitment efforts at the beginning of the 2015-2016 school year for School Age Child Care Leader positions in the ASES Program. These positions were once occupied by certificated staff and the District changed the program to classified staff. This required filling 14 vacancies quickly. During the recruitment, the educational unit requirements were lifted, allowing people to apply and test for the position, under the agreement that staff must have the educational units within a year of employment. This was not clearly communicated to employees, and several did not meet the requirements within one year. Ms. Jankly met with the

employees who did not meet the educational requirements to discuss options. Ms. Jankly researched the Title 22 requirements and found that there are alternative ways to meet the licensing requirements that are not listed on the current job description. Ms. Jankly has since met with the School Age Child Care Leaders and will be working with them on a deadline to achieve the educational requirements. The District is also in contact with community colleges and online institutions for class offerings. This information will be provided to staff as it becomes available. In the future, applicants must meet the educational requirements before being considered for the position.

DISCUSSION: Mr. Le May questioned the differences between the School Age Child Care Leader positions in the ASES and the AM/PM programs. Ms. Jankly stated the functions of the positions are nearly the same, which would allow for additional transfer options for staff. The main component that is different from the positions is that the AM/PM program is a fee-based program whereas the ASES is paid for through government funds. Leaders in the AM/PM program must handle money transactions where ASES Leaders do not.

*M/S Mr. Hampton/ Mr. Le May moved to approve the revised classification description for School Age Child Care Leader.

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni reported that the 2015-2016 recruitment year has come to an end with the completion of 160 eligibility lists for the year. The entire HR team worked very hard to provide hiring managers with good candidates to select from. Contact has been made with Cal State University San Marcos, Palomar, and MiraCosta Colleges regarding job opportunities. The Coastal Career Center has invited Mr. Meni to give a presentation to job seekers about the hiring process with the District. Ms. Hoveln asked about the recruitment for School Secretary-Elementary (Bilingual Required), wanting to know if this was a classification. After a discussion, it was determined that the bilingual requirement was a skill set needed by applicants to qualify for a position. It was not a classification that would be excluded for the bilingual stipend, which was agreed by the District and CSEA. Ms. Jankly stated that in the future, eligibility lists would be established and when needed, selective certification of bilingual candidates would be made.

CSEA UPDATE:

Ms. Evilsizer reported that the CSEA 610 process was completed on the Community Liaison and School Age Child Care Leader classifications. The CSEA Annual Conference will be occurring at the end of July and first part of August. CSEA would like to extend its appreciation to the new Director of Classified HR, Ms. Jankly. The Commissioners will be meeting to evaluate her and CSEA wanted to take this time to recognize the hard work she is doing and look forward to working with her in the future. Ms. Evilsizer also stated it was a pleasure working with Ms. Alexandres.

DISTRICT UPDATE:

Ms. Alexandres reported that the District will be using a new vendor, Work Partners, to administer the drug tests, physicals, and fingerprinting of new employees. In place of the current practice, employees will only need to go to one facility instead of two for pre-employment clearances. The District will also be using a card swipe reader for applicant payments as another option beyond money orders for pre-employment tests beginning in August 2016. The MOU between the District and CSEA for bilingual stipends will be valid from July 2016 until June 2017. At that time, the program will be evaluated. A new three year contact was been ratified between CSEA and the District. The LCAP is allowing for additional positions to be created for the 2016-2017 school year as well. Ms. Alexandres informed the Commission that she will be advancing to the position of Assistant Superintendent of Human Resources starting in July.

DIRECTOR'S REPORT:

Ms. Jankly congratulated the Classified HR team on the amount of recruitments that were accomplished this year, in the wake of the PeopleSoft implementation and transition to a new Director. Ms. Jankly informed the Commission that the 2016-17 Personnel Commission Budget was approved by the county. Ms. Jankly stated she would be presenting at the Leadership Advance about the Personnel Commission, Merit System, and classified employment in the District to managers. Meetings were held with Assistant Principals regarding the evaluation process. Ms. Jankly offered her congratulations and support to Ms. Alexandres in her new role.

ITEMS FROM THE FLOOR:

Ms. Varnau wanted to express her gratitude to Ms. Jankly on how she managed working with employees who do not meet the educational requirements for the School Age Child Care Leader. She felt respected during the meeting and Ms. Jankly was able to calm the fears of some, even when some individuals were angry.

ITEMS FROM THE COMMISSION:

Ms. Minoux, Mr. Hampton, and Mr. Le May all expressed congratulations to Ms. Alexandres for a job well done as Director and wished her continued success in her new position. Ms. Minoux informed the group that CSPCA, in January/February, will be offering scholarships to Merit District employees who have a dependent who will be a graduating senior. Ms. Minoux is the President of the 2018 CSPCA Conference and has asked all commissioners to assist with the planning and organizing of the conference. Ms. Minoux stated that the conference committee is a team of Commissioners and Directors and the burden to coordinate and plan the conference should not just rest on the shoulders of a few Directors.

THE NEXT P.C. MEETING:

The Personnel Commission meeting scheduled for Tuesday, July 12, 2016 at 3:30 p.m. was cancelled. The next regular Personnel Commission meeting is scheduled for Tuesday, August 9, 2016, at 3:30 p.m. in the ASC Board Room.

*M/S Mr. Hampton/ Mr. Le May moved the meeting to closed session at 4:45 p.m.

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

CLOSED SESSION – EVALUATION OF DIRECTOR:
No action taken

ADJOURNMENT:
The meeting was adjourned at 5:25 p.m.

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