

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

Unadopted Minutes of the
Personnel Commission Meeting on
December 13, 2018

MEMBERS Glen Hampton
PRESENT: Donald LeMay
 Teri Minoux

STAFF Alaina Reede
PRESENT: William Meni
 Shirley Indengo

OTHERS PRESENT: Marie Hovel, Rachel D'Ambroso

CALL TO ORDER:

The meeting was called to order at 3:33 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON NOVEMBER 28, 2018:

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

The motion was unanimously approved.

ORGANIZATIONAL ELECTION OF COMMISSION OFFICERS FOR 2019

*M/S Mr. Hampton / Mr. LeMay made the motion to nominate Ms. Minoux as Chairperson for 2019.

The motion was approved, with Ms. Minoux abstaining.

*M/S Mr. LeMay / Ms. Minoux made the motion to nominate Mr. Hampton for Vice-Chairperson for 2019.

The motion was approved, with Mr. Hampton abstaining.

ADVANCED STEP PLACEMENT:

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

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Dept/Site</u>	<u>Requested Step</u>
Ackerman, Pauline	611-717	Instructional Assist. I-After School Program	RMMS	3
Nasry, Engy	620-818	Special Education Asst. IV – SH/PH	Grapevine	3
Urbina, Ana	605-641	Attendance Worker	Vista High	3

The motion was unanimously approved.

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

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

FOR RATIFICATION:

0075-18	School Finance Technician	Open
0076-18	Instructional Assistant Behavioral Intervention	Continuous
0077-18	School Age Child Care Activity Assistant	Continuous
0078-18	Instructional Assistant I – After School Program	Continuous
0079-18	Health/Attendance Technician	Open
0080-18	Campus Assistant II	Continuous
0081-18	Custodian	Continuous
0082-18	District Interpreter/Translator	Continuous
0083-18	School Support Secretary I	Open
0084-18	Child Development Assistant II	Open
0085-18	Instructional Assistant – Behavioral Intervention	Continuous
0086-18	Transportation Assistant	Continuous
0087-18	Accountant	Promotion

The motion was unanimously approved.

2019 PERSONNEL COMMISSION MEETING DATES

*M/S Mr. Hampton / Ms. Minoux moved to approve the 2019 Personnel Commission meeting dates.

The motion was unanimously approved.

PRESENTATION OF THE 2017-18 ANNUAL REPORT OF THE PERSONNEL COMMISSION

Ms. Reede presented the 2017-18 Annual Report of the Personnel Commission. Ms. Reede stated if the report was approved, she would present it to the Board. *M/S Mr. Hampton / Ms. Minoux moved to approve the 2017-18 Annual Report as presented.

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni reported that Vista USD was offering a Retirement Incentive to eligible employees. Mr. Meni stated that there is a hiring freeze district wide, but that crucial positions needed would still be filled. The current job postings are being reposted at the colleges.

BOARD REGISTER:

The Board Register from the November 15, 2018 Board Meeting was presented to the Commission.

CSEA REPORT:

Marie Hovel stated that this would be the final Personnel Commission she would attend as president of CSEA Chapter 389. Elections for new officers will be held on Tuesday, December 18, 2018. CSEA will be contacting permanent and probationary Noon Duty Assistants to determine whether they would like to be a part of the Bargaining Unit. In order

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for them to be included, there would need to be a vote of more than fifty percent of all qualifying Noon Duty Assistants, not just the ones that attend the vote.

Ms. Hoveln was disappointed in the number of classified employees that were not attending the Professional Development day on January 18, 2019. She feels that the significant lack of participation could be due to the fact that it is the day preceding a three day weekend.

Ms. Hoveln addressed the hiring freeze happening in the District and the policy of not having substitute Classified employees sub for an employee for some positions until after the third day of absence. She feels that this could have the potential to affect CSEA members.

Ms. Hoveln informed the group that as of January 8, 2019, there would be seven new school bus routes added to the current schedule. She is pleased that transportation at Vista Unified is expanding.

In regards to the closure of Alta Vista High School, there are about ten classified positions. Ms. Hoveln stated that she hopes there will be vacancies throughout the District for them.

DISTRICT REPORT:

Rachel D'Ambrosio updated the Commission on the CPR classes offered to Special Education Aides during their work hours. She stated that 509 employees are scheduled to attend the Professional Development day on January 18, 2019. There are 420 classified employees that are not attending, and about 200 that have not yet responded. Ms. D'Ambrosio also felt that the lack of participation was tied to the fact that this day preceded a three day weekend. There are forty classes over four sessions. CSEA will provide lunch. Regarding the District Hiring freeze, Ms. D'Ambrosio said she would keep the Commission updated.

DIRECTOR'S REPORT:

Ms. Reede announced that the transition from Noon Duty Assistants from exempt employees to classified employees was going smoothly. There were multiple onboarding orientations held to hire Noon Duty Assistants. The Classified HR team is continuing to recruit and hire Noon Duty Assistants for some vacancies that were not able to be filled with existing staff. Ms. Reede discussed the District imposed hiring freeze. She announced that safety sensitive positions will continue to be filled after they go to Cabinet for approval. Ms. Reede said that she and Ms. Hoveln went to Alta Vista High School and Major General Murray High School to meet with staff and to address any concerns regarding the closure of Alta Vista High School.

ITEMS FROM THE FLOOR:

Ms. Hoveln stated that she thought the CPR/First Aid classes that are done during the Special Education Aides' hours are much better than having the aides take it only at Professional Development Day. Previously, Special Education Aides were not able to participate in other classes every other year at Professional Development. Now, they will be able to choose classes that interest them.

ITEMS FROM THE COMMISSION:

Ms. Minoux stated that the San Diego California School Personnel Commission Association was awarding two scholarships to the Merit Academy and one of those scholarships was being awarded to Mr. Meni.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, February 5, 2019 at 3:30 pm in the District Office Board Room.

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

ADJOURNMENT:

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