

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

Unadopted Minutes of the
Personnel Commission Meeting on
June 12, 2018

MEMBERS Glen Hampton
PRESENT: Teri Minoux

STAFF Alaina Reede
PRESENT: William Meni
 Shirley Indengo

OTHERS PRESENT: Rachel D'Ambroso, Marie Hovel, Mary Trompeter-Ermis, Marcela Ramos, Alicia Evilsizer

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 8, 2018:

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

The motion was unanimously approved.

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>
Broadaway, Mindy	534-058	Instructional Assistant II – LH/CH/RSP	T.H.E. Academy	3
Hila, Martina	618-039	Instructional Assistant II – LH/CH/RSP	Foothill Oak	2
Hoffman, Elaine	619-837	Instructional Assistant – Behavioral Intervention	California Ave.	2
Mateo, Janet	619-960	School Age Child Activity Assistant	T.H.E. Academy	2
Phebus, Gregory	616-537	Instructional Assistant – Behavioral Intervention	Rancho Minerva	2
Ramos, Liliana	619-920	School Age Child Care Leader	Bobier	2
Rea, Christina	620-949	Special Education Assistant IV – SH/PH	Alamosa Park	2

The motion was unanimously approved.

ELIGIBILITY LISTS:

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

FOR RATIFICATION:

0152-17	School Age Child Care Activity Assistant	Continuous
0153-17	Instructional Assistant Behavioral Intervention	Continuous

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

0154-17	Special Education Assistant IV – SH/PH	Continuous
0155-17	Director of Communication	Open
0156-17	School Age Child Care Activity Assistant	Continuous
0157-17	Instructional Assistant – Behavioral Intervention	Continuous
0158-17	Special Education Assistant IV-SH/PH	Continuous
0159-17	Instructional Assistant – Behavioral Intervention	Continuous
0160-17	Special Education Assistant IV-SH/PH	Continuous
0161-17	Senior Health Services Technician	Continuous

The motions were unanimously approved.

RECRUITMENT REPORT:

Mr. Meni reported that 161 recruitments were completed during the 2017-18 school year. There are thirteen active recruitments as of today and more that will open next week. Mr. Meni stated that he attended a job fair at Palomar College for Military Veterans, as well as a job fair at the Employment Development Department Coastal Career Center. Job postings have been updated at Palomar College, Mira Costa College, and Cal State San Marcos University. Mr. Hampton asked whether Mr. Meni had reached out to the Palomar College satellite campus in Fallbrook. Mr. Meni stated that most of the job fairs held with Palomar College are held at the main campus, not the satellite campuses. He would reach out to his contact to inquire if there would be any upcoming job fairs at the satellite campus in Fallbrook.

CSEA REPORT:

Marcela Ramos said that Classified School Employees Week was a success. Ms. Ramos said that the CSEA President has reached out to Classified staff as there are three job families that are in need for nominations for the Negotiations Team for next school year. Ms. Ramos stated that seven delegates, six of which are new, will be attending the CSEA Annual Conference in Sacramento from July 29th through August 2nd.

DISTRICT REPORT:

Rachel D'Ambroso reported that CSEA members will receive a .74% raise on July 1, 2018.

DIRECTOR'S REPORT:

Ms. Reede stated that during Classified School Employees Week, she visited school sites and had the opportunity to shadow Suzanne Omori, School Support Secretary I at Mission Vista High School. She was impressed with the events at the site, especially a Peer leadership organization at the site, named PLUS, Peer Leaders Uniting Students.

At the moment, Ms. Reede is focused on training staff on Digital Schools. It is a system used by sites and departments that runs parallel to the PeopleSoft county payroll system.

Ms. Reede thanked her staff for their recruitment efforts.

Ms. Reede reported that management staff attended Active Shooter Training held by Business Support Services.

ITEMS FROM THE FLOOR:

Ms. D'Ambroso mentioned that during Classified School Employees Week, she shadowed Mary Trompeter-Ermis, an Instructional Assistant II – LH/CH/RSP at Vista High School.

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

ITEMS FROM THE COMMISSION:

Mr. Hampton received an email about the rescheduled CSPCA meeting on June 27, 2018.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, July 10, 2018, at 3:30 pm in the District Office Board Room. This meeting was later cancelled.

The next regular Personnel Commission Meeting is scheduled for Tuesday, August 14, 2018, at 3:30 pm in the District Office Board Room.

ADJOURNMENT:

The meeting was adjourned at 3:50 p.m.