

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

Adopted Minutes of the  
Personnel Commission Meeting on  
December 17, 2014

MEMBERS      Don Le May  
PRESENT:      Teri Minoux  
                    Glen Hampton

STAFF              BethAnn Arko, Director  
PRESENT:         Bill Meni

OTHERS  
PRESENT:         Alicia Evilsizer and Elaine Alexandres

CALL TO ORDER:

The meeting was called to order at 4:30 p.m. followed by the Pledge of Allegiance.

OATH OF OFFICE:

Mr. Hampton swore in Ms. Mioux as the newest Personnel Commissioner. Ms. Minoux recited the Oath of Office.

ORGANIZATIONAL ELECTION OF COMMISSION OFFICERS:

Mr. Hampton moved to appoint Mr. Le May as chairperson of the commissioners and Ms. Minoux seconded the motion. Mr. Hampton moved to appoint Ms. Minoux as vice chairperson and Mr. Le May seconded the motion.

The motions were unanimously approved.

PROPOSED MEETING DATES FOR 2015:

Mr. Hampton moved to accept the proposed meeting dates and Ms. Minoux seconded the motion.

Discussion: Ms. Arko asked if the January meeting date could be darkened because of the upcoming winter break. With only one working week in December and one in January before the commissioner reconvene, little activity would be reported in January. Mr. Hampton moved to postpone the January meeting date until February 10, 2015 and Ms. Minoux seconded the motion. Mr. Le May moved to amend the May 12, 2015 meeting to May 5, 2015 and Mr. Hampton seconded the motion. Ms. Minoux moved to amend the November 10, 2015 meeting to November 3, 2015 and Mr. Hampton seconded the motion.

The motions were unanimously approved.

APPROVAL OF THE UNADOPTED MINUTES OF THE MEETING ON November 18, 2014:

Mr. Hampton moved to approve the minutes and Ms. Minoux seconded the motion. The motion was unanimously approved.

ADVANCE STEP PLACEMENT:

Mr. Hampton moved to approve and Ms. Minoux seconded the motion for the following advance step placements:

- Hall, Robin – Instructional Assistant II LH/CH/RSP, Step 3
- Machado, Ana - Accountant, Step 3
- Nielsen, Karen – Purchasing Technician, Step 2

Two typographical errors were noted; Ms. Hall's last name in the body of the recommendation was noted as Ms. Nagano. Ms. Nielsen step two recommendation was noted as the numerical character 2 but was typed as three.

The motions were unanimously approved.

ELIGIBILITY LISTS:

Mr. Hampton moved to approve the Eligibility Lists as submitted and Ms. Minoux seconded motion. The motion was unanimously approved.

FOR CERTIFICATION:

0052-14	Campus Assistant II	Continuous
0053-14	Staff Secretary I	Open
0054-14	Child Nutrition Services Assistant I	Continuous
0055-14	Instructional Assistant – Behavioral Intervention	Continuous
0056-14	Special Education Assistant IV – SH/PH	Continuous

FOR RATIFICATION:

0043-14	Bus Driver	Continuous
0044-14	Accountant	Open
0045-14	Instructional Assistant I – After School Program	Continuous
0046-14	Instructional Assistant – Behavioral Intervention	Continuous
0047-14	Special Education Assistant IV – SH/PH	Continuous
0048-14	Child Development Center Lead	Promotional
0049-14	Child Development Attendant	Open
0050-14	School Secretary Elementary	Open
0051-14	Attendance Technician	Open

RECRUITMENT REPORT:

Mr. Meni stated that there was a strong finish to the recruitment for the year. The team was able to complete several recruitments two weeks prior to the winter break. This timing allows the hiring authorities, if time permitted, to conduct final interviews one week prior to the winter break so that the selected candidates can transition into their new roles at the return from the winter break.

BOARD REGISTER:

None presented

CSEA UPDATE:

Ms. Evilsizer informed the commission that former president of the district's CSEA, Ms. Michelle Bell, was on leave doing work for CSEA. It was reported that Ms. Marie Hoveltn was elected president of the district's CSEA for 2015.

DISTRICT UPDATE:

Ms. Alexandres stated that the finishing touches are being done for the upcoming Professional Development Day on Friday, January 16, 2015. Sessions being offered range from job growth and learning to individual health and wellness. There has already been a large response from the classified staff enrolling into sessions. The event is being held at Vista High School beginning at 8:00am and the commissioners were invited to attend.

DIRECTOR'S REPORT:

Ms. Arko informed the commission that she and Ms. Hoveltn will be presenting during the Professional Development Day on the topic of the role of the Personnel Commission and contract rights. She shared that the classification study's first review of the job duties was recently completed. This review gave the supervisors an opportunity for feedback on the input received from the incumbents. The first draft of the job descriptions are anticipated to be completed the first two weeks of January. The Blueprint strategy five was discussed. The strategy deals with the recruitment and retaining of staff members. Conversations on how we are to achieve these goals are ongoing. Mr. Le May inquired if the recruitment for Administrators is a struggle. Ms. Alexandres responded that the Multiple Subject credentialed individuals applicant pools were in good condition but there has been a struggle with the Math and Science applicants.

ITEMS FROM THE FLOOR:

None

ITEMS FROM THE COMMISSION:

None

CLOSED SESSION:

No closed session occurred.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on Tuesday, February 10, 2015, at 4:30 p.m., in the Boardroom.

ADJOURNMENT:

The meeting was adjourned at 5:07 p.m.