

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

Unadopted Minutes of the
Personnel Commission Meeting on
September 18, 2018

MEMBERS Glen Hampton
PRESENT: Teri Minoux
 Donald LeMay

STAFF Alaina Reede
PRESENT: William Meni
 Shirley Indegno

OTHERS PRESENT: Marie Hovel, Laura Zirino, Mary Trompeter Ermis, Marcela Ramos, Lisa Contreras

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 AUGUST 14, 2018:

*M/S Ms. Minoux / Mr. Hampton 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>
Anderson, Gina	622-155	School Secretary – Elementary	Hannalei	3
Aquino, Anthony	607-624	Adult Education Testing Technician	Adult Education	2
Browne, Helene	268-579	Instructional Asst. II – LH/CH/RSP	VMMS	3
Herman, Andrea	624-116	Instructional Asst. – Behavioral Intervention	Beaumont	2
Nay, Heidi	624-116	Instructional Asst. I – After School Program	Empresa	3
Soto, Marin	623-289	Special Education Asst. IV – SH/PH	VHS	2
Zamora, Vanessa	618-841	Instructional Asst. – Behavioral Intervention	California Ave.	2

The motion was unanimously approved.

ELIGIBILITY LISTS:

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

FOR RATIFICATION:

0028-18	Child Nutrition Services Assistant I	Continuous
0029-18	Instructional Assistant II – LH/CH/RSP	Continuous

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

0030-18	Instructional Assistant – Behavioral Intervention	Continuous
0031-18	Special Education Assistant IV – SH/PH	Continuous
0032-18	Instructional Assistant I – After School Program	Continuous
0033-18	Senior Health Services Tech	Continuous
0034-18	Instructional Assistant II – ELD/BB	Open
0035-18	Instructional Assistant II – LH/CH/RSP	Continuous
0036-18	Instructional Assistant – Behavioral Intervention	Continuous
0037-18	Special Education Assistant IV – SH/PH	Continuous
0038-18	Instructional Assistant II – LH/CH/RSP	Continuous
0039-18	Instructional Assistant – Behavioral Intervention	Continuous
0040-18	Special Education Assistant IV – SH/PH	Continuous
0041-18	Bus Driver	Continuous
0042-18	Instructional Assistant I – After School Program	Continuous
0043-18	School Age Child Care Activity Assistant	Continuous
0044-18	Instructional Assistant- Behavioral Intervention	Continuous
0045-18	Special Education Assistant IV - SH/PH	Continuous
0046-18	Child Nutrition Services Assistant I	Continuous

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni reported that there has been a significant response to the banners displayed at school sites advertising that Vista Unified is hiring. Mr. Meni attended a job fair recently hosted by a local manufacturing company that was closing. He stated that Transportation would be hosting a Bus Driver training class in November.

CSEA REPORT:

Marie Hovelin stated that three new members were elected to the CSEA Executive Board during the August meeting. Ms. Hovelin provided an updated copy of CSEA's publication 313 covering the Merit System to the Commissioners. She stated that over the summer the CSEA bulletin boards at sites and departments were redone. Ms. Hovelin would like to recommend that Teri Minoux be reappointed to the Personnel Commission for another three year term. Mr. LeMay commended the CSEA for the Community Forum they hosted. He encouraged CSEA to ask questions of potential School Board Members regarding their opinions regarding Personnel Commissions. Ms. Reede added that the role of a School Board member in a district with a Personnel Commission is different from the role of a School Board member in a district that doesn't have a Personnel Commission.

DISTRICT REPORT:

Ms. Reede introduced Lisa Contreras as the new Director of Communication.

DIRECTOR'S REPORT:

Ms. Reede reported that the 2018-2019 school year is off to a great start. Ms. Reede commended Mr. Meni, Shirley Indegno, and the Special Education team for their efforts to staff the Special Education instructional aide vacancies. Classified HR staff have been collaborating with the Special Education Department to fill vacancies and make sure students are supported. Digital Schools is being implemented district wide. This program will make absence management and payroll more efficient with the assistance of Arazale Salazar, the Budget Analyst. Ms. Reede has been working on training and feels things are progressing well.

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

It was announced that an Early Retirement Incentive is being considered. Eligible employees were sent packets to review. The deadline for interested participants is November 2, 2018. After the deadline, it will be determined if this incentive will be implemented. This incentive is open to Classified as well as Certificated staff.

Regarding the recommendation from CSEA to reappoint Ms. Minoux, there will be a public hearing at the Board Meeting, possibly in October. Ms. Reede will inform the Commission of the date of the hearing.

Ms. Reede would like to send Mr. Meni to the Merit System Academy. This was approved by Cabinet. It is unlikely she will be able to send another member of her staff as the District has asked departments to reduce costs for travel. She will be able to attend at no cost, as she is a previous attendee.

The classification study is underway. She is being assisted by a Professional Expert.

ITEMS FROM THE FLOOR:

Mary Trompeter-Ermis asked about employees working Out Of Class as District Translators/Interpreters. Ms. Reede responded to the concern. According to the Memorandum of Understanding regarding Classified Bilingual Spanish Translation/Interpretation, an employee who has passed the District's Bilingual Exam may be called up on periodically to translate/interpret as needed.

Ms. Minoux discussed Bill AB 2160 that was recently signed including Noon Duty Assistants as part of the Classified Bargaining Unit effective January 1, 2019. Ms. Reede stated that she would look into how to incorporate Noon Duty Assistants as Classified members.

ITEMS FROM THE COMMISSION:

Mr. Hampton and Mr. LeMay will not be able to attend the next scheduled Personnel Commission meeting. It will be determined if the meeting can be moved to October 16, 2018.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting was scheduled for Tuesday, October 9, 2018, at 3:30 pm in the District Office Board Room. The meeting was rescheduled for Tuesday, October 16, 2018, at 3:30 pm in the Special Education Conference Room, located at the District Office.

ADJOURNMENT:

The meeting was adjourned at 4:15 p.m.