

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

Unadopted Minutes of the  
Personnel Commission Meeting on  
August 11, 2015

MEMBERS      Don Le May  
PRESENT:      Glen Hampton  
                    Teri Minoux

STAFF              BethAnn Arko, Director  
PRESENT:          Bill Meni

OTHERS  
PRESENT:      Marie Hovel, 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 MEETING ON July 14, 2015:

\*M/S Mr. Hampton / Ms. Minoux moved to approve the minutes. The motion was unanimously approved.

ADVANCE STEP PLACEMENT:

\*M/S Mr. Hampton / Ms. Minoux for the following advance step placements:

- Floripe Barclay - Child Nutrition Services Assistant I, Step 3
- Andrea Bautista - Instructional Assistant I – After School Program, Step 3
- Tasha Courtright - Child Nutrition Services Assistant I, Step 2
- Chad Danielson- Instructional Assistant-Behavioral Intervention, Step 3
- Ana Escamilla – Receptionist, Step 3
- Karen Vargo - School Age Child Care Leader, Step 3

DISCUSSION: Ms. Minoux questioned the reason why newly hired candidates advance step placements are retroactive, sometimes several weeks prior, after they have begun to work. Ms. Arko responded that all employees are hired at step one and then when/if approval is received for advanced step placement it is retroactive to the start date.

The motions were unanimously approved.

ELIGIBILITY LISTS:

\*M/S Mr. Hampton / Ms. Minoux for the Eligibility Lists.

FOR CERTIFICATION:

0021-15	Instructional Assistant – Behavioral Intervention	Continuous
0022-15	Senior Health Services Technician	Continuous
0023-15	Instructional Assistant I – After School Program	Continuous
0024-15	School Age Child Care Leader	Open

FOR RATIFICATION:

0014-15	School Support Secretary I	Open
0015-15	Receptionist	Open
0016-15	School Support Secretary I	Open
0017-15	Human Resources Technician	Open
0018-15	Instructional Assistant I – After School Program	Continuous
0019-15	School Age Child Care Leader	Open
0020-15	Bus Driver	Continuous

The motion was unanimously approved.

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

#### RECRUITMENT REPORT:

Mr. Meni reported the recruitments for the current school year has been very strong with over 20 eligibility lists created in the past two (2) months. It is anticipated that a slight slowing will be occurring with the start of the school year, on August 17<sup>th</sup>, and other districts who we rely upon for interview raters will also beginning in the next few weeks. Securing raters will be slightly difficult, but we hope to maintain the momentum. A slight increase has been noticed with applicants applying from Cal State San Marcos. This could be attributed to students returning for the Fall Semester. Instructional Assistants, in both the Special Education and After School Program, are needed with several individuals being promoted to the School Age Child Care Lead position and others resigning.

#### BOARD REGISTER:

Information Only

DISCUSSION: Ms. Minoux asked why effective dates for some employees (i.e. noon duty and substitutes) were just now showing on the Board Register when indicated and effective date for April. Ms. Arko said a possible reason was that a timecard was submitted in late and not processed in a timely fashion but she would investigate.

#### CSEA UPDATE:

Ms. Hovel reported that three (3) members attended the CSEA Conference in Las Vegas. The State CSEA officers were elected and Ms. Hovel reported that the officers will remain the same. There will be a chapter meeting held on Tuesday, August 25, at 4:30p.m. at Vista High School where members will vote on a M.O.U. for a 2.19% pay increase. With a number of changes in structure and management, Ms. Hovel requested a copy of an organizational chart so members would know the supervisory line of the District.

#### DISTRICT UPDATE:

There was no representation at the meeting but Ms. Arko reported that 115 new certificated employees have been hired. A large number were teachers but also coordinators, counselors and administrators.

#### DIRECTOR'S REPORT:

Ms. Arko reported that Richard Rodriguez, long time VUSD employee who retired a few years ago, was involved in a tragic accident that claimed his life. Service information will be sent out as soon as more information is made available. Newly hired faces at the District were introduced; Receptionist Ana Escamilla and Human Resources Technician Bryanna Putignani. A legal opinion was sought out regarding the new law for public learning institutions requiring training on child abuse reporting. The opinion recommended that the Personnel Commission Officers and School Board Members would be exempt from this mandatory training requirement.

#### ITEMS FROM THE FLOOR:

None

#### ITEMS FROM THE COMMISSION:

None

#### CLOSED SESSION:

No Closed Session

#### THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on Tuesday, September 8, 2015, at 3:30 p.m., in the ASC Boardroom.

#### ADJOURNMENT:

The meeting was adjourned at 4:02 p.m.