

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

Unadopted Minutes of the
Personnel Commission Meeting on
November 28, 2018

MEMBERS Glen Hampton
PRESENT: Donald LeMay
 Teri Minoux

STAFF Alaina Reede
PRESENT: William Meni
 Irene Young

OTHERS PRESENT: Marie Hovel, Mary Trompeter Ermis, Rachel D'Ambroso

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 OCTOBER 16, 2018:

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

The motion was approved 2-0. Mr. Hampton abstained.

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>
Arzate Tapia, Karen	623-287	Instructional Asst.-Behavioral Intervention	VATC	2
Chakrabarty, Sasha	625-869	School Age Child Activity Assistant	Foothill Oak	2
Estrada, Jose	625-881	Bus Driver	Transportation	2
Garcia, Adriana	625-482	Child Nutrition Services Assistant I	Central Kitchen	2
Gunther, Daisy	615-178	Special Education Asst. IV-SH/PH	Mission Meadows	2
Henderson, Angela	157-099	Instructional Asst.-Behavioral Intervention	RMMS	3
Jacobson, Rachel	625-841	Instructional Asst. III-Adapted P.E.	California Avenue	3
Nash, Christopher	625-082	Instructional Asst. I-After School Program	Alamosa Park	2
Rivera, Jodi	113-630	Special Education Asst. IV-SH/PH	California Avenue	2
Rodriguez, Lucia	624-960	Community Liaison	RMMS	2
Spear, Andrew	625-567	Campus Assistant II	Adult Ed	3
Trujillo, Tiffany	621-025	Senior Health Services Technician	Maryland	2
Vargas Navarro, Yesenia	533-349	Instructional Asst. I-After School Program	Vista High	2

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:

0074-18	Bus Driver	Continuous
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FOR RATIFICATION:

0060-18	Senior Health Services Technician	Continuous
0061-18	Instructional Assistant Behavioral Intervention	Continuous
0062-18	Instructional Assistant I – After School Program	Continuous
0063-18	School Age Child Care Leader	Open
0064-18	Bus Driver	Continuous
0065-18	District Interpreter/Translator	Continuous
0066-18	Campus Assistant II	Continuous
0067-18	Child Nutrition Services Assistant I	Continuous
0068-18	Instructional Assistant Behavioral Intervention	Continuous
0069-18	Child Development Assistant II	Open
0070-18	Instructional Assistant I – After School Program	Continuous
0071-18	District Interpreter/Translator	Continuous
0072-18	Systems Support Technician	Open
0073-18	Campus Assistant II	Continuous

The motion was unanimously approved.

FIRST READING OF 2019 PERSONNEL COMMISSION MEETING DATES

There was a discussion regarding cancelling the January Personnel Commission meeting, moving up the February Personnel Commission meeting, and rescheduling the May Personnel Commission meeting. The proposed 2019 meeting dates will be presented at the Personnel Commission meeting in December for review and approval.

RECRUITMENT REPORT:

Mr. Meni reported that Vista USD held a training course for School Bus Drivers. Mr. Meni reported that Noon Duty Assistant recruitments for the Elementary Schools and recruitments for Campus Assistant I positions for our Middle Schools were underway. Mr. Meni stated that renewed job flyers will be posted at the local community colleges and universities starting in January.

CSEA REPORT:

Marie Hoveln stated that the Chapter voted in November to send one member to the Merit System Academy in the spring. Ms. Hoveln stated that the Chapter will be voting on the nominees for CSEA Chapter President and Treasurer in December. Ms. Hoveln thanked the Commission staff for following the Personnel Commission rules and regulations. Ms. Hoveln stated that employee groups are organizing and will begin to attend Personnel Commission and Board meetings in support of completing the classification study. Ms. Hoveln stated that CSEA representatives will visit new administrators.

DISTRICT REPORT:

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

Rachel D'Ambrosio updated the Commission on the District's Leadership professional development series, wellness workshops available to all employees, and Classified Professional Development day on January 18, 2019. The District will be planning next year's Professional Development day at the end of January to encourage attendance.

DIRECTOR'S REPORT:

Ms. Reede announced that the public hearing for Ms. Minoux's reappointment to the Personnel Commission was held at the Board Meeting on Thursday, November 15, 2018, and was approved. Ms. Reede informed the Commissioners that she had been asked to present at the California School Personnel Commissioners Association (CSPCA) annual conference in February 2019. Ms. Reede asked the Commissioners if they wanted to attend the CSPCA Conference. All Commissioners stated they would not attend the conference in 2019. Ms. Reede reported that she is working on the classification study with the help of a professional expert.

Ms. Reede reported that the retirement incentive was approved. There are 86 classified staff members taking the incentive. The District is now reviewing how we will be filling the positions. There will be a law effective January 1st that will make all Noon Duty Assistants permanent employees. We just mailed Certified letters to inform all of our Noon Duties of the process.

Ms. Reede stated that at the next meeting in December 13, 2018, she would bring the 2019 Personnel Commission meeting dates for approval. In addition, the election of officers and a presentation of the Annual Report of the Personnel Commission for 2017-18 would occur.

ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

Ms. Minoux thanked CSEA for reappointing her to the Personnel Commission.

Mr. Hampton apologized for missing the Personnel Commission meeting on November 18, 2018.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Thursday, December 13, 2018, at 3:30 pm in the District Office Board Room.

ADJOURNMENT:

The meeting was adjourned at 3:55 p.m.