

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

Unadopted Minutes of the  
Personnel Commission Meeting on  
February 5, 2019

MEMBERS      Glen Hampton  
PRESENT:      Donald LeMay  
                    Teri Minoux

STAFF          Alaina Reede  
PRESENT:      William Meni  
                    Irene Young Lamaku

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

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 DECEMBER 13, 2018:

\*M/S Mr. Hampton / Mr. LeMay moved to approve the minutes.

The motion was unanimously approved.

ADVANCED STEP PLACEMENT:

\*M/S Mr. Hampton / Mr. Le May 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>
Bellefeuille, Shelley	497-016	Noon Duty Assistant	Casita	3
Berenschot, Robert	620-035	Bus Driver	Transportation	2
Hayes, Christine	522-655	Campus Assistant I	VIDA	3
Kuhl, Donna	404-558	Campus Assistant I	Madison	3
Morgan, Dawn	429-569	Noon Duty Assistant	Maryland	3
Pak, Steven	609-851	Systems Support Technician	Information Tech.	3
Paopao Jr., Eric D	610-381	Instructional Asst.-Behavioral Intervention	RMMS	2
Robinson, Jennifer	157-445	Accountant	Fiscal Services	2
Steffens, Dawn	456-230	Noon Duty Assistant	Casita	3
Todd, Mark	627-142	School Age Child Care Leader	Alamosa Park	3
Vitulli, Elizabeth	264-151	Noon Duty Assistant	Breeze Hill	3
Woodson, Kenneth	625-913	Adult Education Testing Technician	Adult Ed	3

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 / Mr. LeMay moved to approve the following Eligibility Lists:

FOR CERTIFICATION:

FOR RATIFICATION:

0088-18	Noon Duty Assistant	Continuous
0089-18	Campus Assistant I	Open
0090-18	Instructional Assistant I – After School Program	Continuous
0091-18	School Age Child Care Activity Assistant	Continuous
0092-18	District Interpreter/Translator	Continuous
0093-18	Transportation Assistant	Continuous
0094-18	Noon Duty Assistant	Continuous
0095-18	Instructional Assistant I – After School Program	Continuous
0096-18	School Age Child Care Activity Assistant	Continuous
0097-18	Noon Duty Assistant	Continuous
0098-18	Instructional Assistant I – After School Program	Continuous
0099-18	Child Nutrition Services Assistant I	Continuous
0100-18	Instructional Assistant Behavioral Intervention	Continuous
0101-18	Campus Assistant II	Continuous
0102-18	Campus Assistant I	Continuous
0103-18	School Age Child Care Activity Assistant	Continuous
0104-18	Instructional Assistant I – After School Program	Continuous
0105-18	School Secretary – Elementary	Open
0106-18	Noon Duty Assistant	Continuous
0107-18	Executive Assistant	Open

The motion was unanimously approved.

REVISED CLASSIFICATION: ASSISTANT SUPERINTENDENT – BUSINESS SERVICES

Ms. Reede presented a revised classification description for Assistant Superintendent of Business Services. The current incumbent is retiring and the classification description was last updated in 1992. The proposed revisions to the classification description clarify the purpose of the position, the essential duties, and the skills, knowledge, abilities, and responsibilities of incumbents, but do not add additional duties not currently being performed by the incumbent. The revised draft was reviewed and is supported by the incumbent and Cabinet.

\*M/S Mr. Hampton / Mr. LeMay moved to approve. The motion passed 2-1, with Ms. Minoux opposed.

REVISED CLASSIFICATION: BUS DRIVER TRAINER

Ms. Reede presented a revised classification for Bus Driver Trainer. The current incumbent is retiring and the classification description was last updated in 1992. The proposed revisions to the classification description clarify the purpose of the position, the essential duties, and the skills, knowledge, abilities, and responsibilities of incumbents, but

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do not add additional duties not currently being performed by the incumbent. The revised draft was reviewed and is supported by the incumbent, the Director of Transportation, Cabinet, and CSEA.

\*M/S Mr. Hampton / Mr. LeMay moved to approve. The motion passed 2-1, with Ms. Minoux opposed.

#### RECRUITMENT REPORT:

Mr. Meni reported that we have been busy filling Noon Duty Assistant positions. We had about 81 total openings and we have 6 current openings. It was clarified that middle schools replaced their Noon Duty Assistant positions with the Campus Assistant I positions. Ms. Minoux said she heard a rumor that all Noon Duty Assistants were released on December 31<sup>st</sup> and then some rehired effective January 1<sup>st</sup>. Ms. Reede stated that some districts did it that way but we didn't. Our HR Specialist, Bryanna Evans, has returned from leave to our department and is helping with recruitments. Mr. Meni attended his first Merit Academy session and has 4 more to go. He will also be attending a Job Panel at Adult Education that helps the students in their job-seeking process.

#### BOARD REGISTER:

The Board Register from the December 13, 2018 Board Meeting was presented to the Commission.

#### CSEA REPORT:

Ms. Trompeter-Ermis presented the new officers for CSEA:

President: William Faust

1<sup>st</sup> Vice President – RuthLyn Adams

2<sup>nd</sup> Vice President – Elisa Jimenez

Secretary – Alejandra Hoffman

Public Relations Officer - Leticia Robles

Treasurer – Letha McWey

Webmaster – Marcela Ramos

Ms. Trompeter-Ermis attended the Merit Academy as well.

Ms. Trompeter-Ermis brought up the subject of the Director of the Personnel Commission and his/her involvement in negotiations. She felt that the Director should not represent the district in negotiations. Ms. Reede stated that the PC rules do not say that she cannot be in negotiations and she preferred to be there for clarification and to ensure accuracy. Mr. Hampton said he was not sure if there would be a conflict of interest and would need to think about it. He said he could see the Personnel Director being present for information but not a voting member. Ms. Minoux informed us that when she was a part of negotiations, the Director was called on just for clarification and information. The Director was not an actual part of negotiations. Ms. Reede said that she would like to be present to make sure things are done legally and does not violate Education Code or PC rules. She would like to be a part of the discussion but remain neutral. The District would make the ultimate decision on the part a Director would play in negotiations. Mr. LeMay stated that there needs to be a consensus and that the Director works for both the PC and the District and can be invaluable in negotiations.

Ms. Trompeter-Ermis stated that an upcoming issue of FOCUS (CSEA's publication) will have an article on Vista's CSEA Chapter 389 being instrumental in assisting an employee.

#### DISTRICT REPORT:

Rachel D'Ambroso spoke about the success of our Classified Professional Development Day. We had 509 register and 592 that attended. Ms. D'Ambroso discussed a modified hiring freeze for the District. We are still hiring after we

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get approvals to hire in certain positions. The next class in our Wellness Program series is on Caring for Older Adults on February 19, 2019. We recently had a Leadership Session training on Child Nutrition Services and Transportation, but only had 3 people attend. We have several committees set up, including ESY, a School Secretary Committee and a Bilingual Committee. VUSD negotiations with CSEA will begin soon.

DIRECTOR'S REPORT:

Ms. Reede informed the Commission that we are preparing for ESY staffing and applications for classified summer work opportunities should be available in early March. The Classified Professional Development Day was a success and went smoothly. Ms. Reede will be presenting at the Merit Academy in March. Ms. Reede will be attending the CSPCA Conference in February and will be helping with an app that they will be using and will also present at the conference. Ms. Reede would like to discuss the progress and process of the Classification Study at the next Personnel Commission meeting, and will include an agenda item for that purpose.

ITEMS FROM THE FLOOR:

Ms. Hovel was glad that CSEA Chapter 389 will be featured in the CSEA FOCUS magazine.

ITEMS FROM THE COMMISSION:

None

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, March 12, 2019 at 3:30 pm in the District Office Board Room.

ADJOURNMENT:

The meeting was adjourned at 4:12 p.m.