

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

Unadopted Minutes of the
Personnel Commission Meeting on
October 15, 2019

MEMBERS Glen Hampton
PRESENT: Donald LeMay
 Teri Minoux

STAFF Alaina Reede
PRESENT: William Meni
 Irene Young

OTHERS PRESENT: Shari Fernandez, Sharon DeSalme, Hilda Reynoso, Raquel Rivera, Danica Reed, Luisa Stafford, Mary Trompeter-Ermis, Denice May, Ami Shackelford, Marie HovelIn, Nicole Leffler

CALL TO ORDER:

The meeting was called to order at 3:32 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON SEPTEMBER 10, 2019:

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

The motion was unanimously approved.

PUBLIC HEARING: APPOINTMENT OF PERSONNEL COMMISSIONER JOINT APPOINTEE:

At the September 10, 2019 PC meeting, it was announced the Luisa Stafford was the intended appointee for the joint Personnel Commissioner position becoming vacant in December 2019. The public hearing on the appointment of the joint Personnel Commission appointee was opened at 3:33 p.m. There were no comments. The Public Hearing was closed at 3:34 pm.

APPOINTMENT OF PERSONNEL COMMISSIONER JOINT APPOINTEE:

*M/S Mr. LeMay/Ms. Minoux moved to appoint Luisa Stafford as the joint Personnel Commissioner.

Luisa Stafford was appointed to be the joint Personnel Commissioner, replacing Dr. Glen Hampton. Her three-year term will run from December 1, 2019 through December 1, 2022.

The motion was approved 2-0, with Dr. Hampton abstaining.

ADVANCED STEP PLACEMENT:

*M/S Dr. Hampton / Mr. LeMay 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>
Allen, Lisa	630-269	Payroll Analyst	Fiscal Services	3
Bisson, Vanessa	631-462	Child Nutrition Services Assistant I	Bobier	3
Cortez, Eusebio	631-806	Printing Technician	Print Shop	3
D'Aries, Danielle	627-791	School Age Child Care Activity Assistant	T.H.E. Leadership	2
Davis, Amy	630-887	Library Media Technician II-Elementary	Lake	3
Eslinger, Maryn	630-033	Senior Health Services Technician	California Avenue	3
Espinoza, Norma	629-605	Special Education Asst IV – SH/PH	Madison MS	2
Esters, Randi	631-207	Child Nutrition Services Assistant II	RBVHS	3
Estevez, Mayra	630-043	School Support Secretary I	RBVHS	3
Filzer, Noah	623-465	Instructional Asst. II – LH/CH/RSP	VHS	2
Galiszewski-Edwards, Ryne	631-281	Instructional Asst.-Behavioral Intervention	VHS	2
Grieco, Lauren	631-459	Instructional Asst. II – LH/CH/RSP	RMMS	3
Hogan, Karla	630-392	Bus Driver	Transportation	3
Lopez Perez, Sonia	610-032	School Age Child Care Activity Assistant	T.H.E	2
Mendivel, Mario	630-943	CNS Lead II	VMMS	3
Mendoza, Brenda	618-129	School Age Child Care Leader	Beaumont	2
Pacheco-Cortez, Laura	601-721	Instructional Asst. II-ELD/BB	RBVHS	3
Pinto, Norman	627-881	Instructional Asst. II-ELD/BB	Vista High	3
Pudjarti, Cecilia	532-169	CNS Operations Assistant	Child Nutrition	3
Santiago, Ivan	630-961	Campus Assistant II	VHS	3
Trejo Lopez, David	630-664	Accountant	Fiscal Services	2
Villasenor, Marilu	623-969	Instructional Asst. II – LH/CH/RSP	Grapevine	2

Mr. LeMay commented that he is impressed by the quality of our recruitments, which is reflected in the amount of Advanced Step Placements that are being approved.

The motion was unanimously approved.

ELIGIBILITY LISTS:

*M/S Dr. Hampton / Mr. LeMay moved to approve the following Eligibility Lists:

FOR CERTIFICATION:

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

FOR RATIFICATION:

0075-19	Custodian	Continuous
0076-19	Noon Duty Assistant	Open
0077-19	School Age Child Care Leader	Open
0078-19	Child Nutrition Services Assistant I	Open
0079-19	Instructional Assistant II – LH/CH/RSP	Continuous
0080-19	Special Education Assistant IV - SH/PH	Continuous
0081-19	Campus Assistant II	Continuous
0082-19	Plant Lead II	Open
0083-19	Plant Lead I	Open
0084-19	Instructional Assistant I – After School Program	Continuous
0085-19	Community Liaison	Open
0086-19	Instructional Assistant II – LH/CH/RSP	Continuous
0087-19	Instructional Assistant Behavioral Intervention	Continuous
0088-19	Special Education Assistant IV - SH/PH	Continuous
0089-19	Athletic Trainer	Open
0090-19	Campus Assistant I	Open
0091-19	Campus Assistant II	Continuous
0092-19	Lead Special Education Instructional Assistant	Promotional
0093-19	Campus Assistant II	Continuous
0094-19	Staff Secretary I	Open
0095-19	School Support Secretary II	Open
0096-19	Child Development Assistant II	Open
0097-19	Accounting Assistant	Open
0098-19	School Age Child Care Activity Assistant	Continuous
0099-19	Instructional Assistant I – After School Program	Continuous
0100-19	Athletic Trainer	Open
0101-19	Staff Secretary II	Open
0102-19	Instructional Assistant II – LH/CH/RSP	Continuous
0103-19	Special Education Assistant IV - SH/PH	Continuous

The motion was unanimously approved.

CLASSIFICATION STUDY – FIRST READING OF CLASSIFICATION DESCRIPTIONS

The classification study is currently focused on the Accounting, Information Systems, and Secretarial Job Families. The proposed drafts have been reviewed and are supported by the incumbents, supervisors of the positions, Cabinet, and CSEA.

ACCOUNTING JOB FAMILY:

Accountant
Accounting Assistant

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

Attendance Accounting Specialist
School Finance Technician

INFORMATION SYSTEMS JOB FAMILY:

School Site Data Coordinator

SECRETARIAL JOB FAMILY:

Administrative Secretary
School (Administrative) Secretary – Elementary
School Support Secretary II
Staff Secretary I
Staff Secretary II

Ms. Reede stated that two classifications in the Secretarial Job Family were not being brought before the Commission for first reading at this meeting. Ms. Reede stated that she had been asked by the incumbents in the School Support Secretary I and School Secretary-Secondary classifications for more time to review the draft descriptions. Ms. Reede states that she was working with the incumbents and supervisors of the incumbents in the School Support Secretary I classification to determine if there were significant differences between the responsibilities of positions at the Elementary and Secondary levels.

Ms. Reede recommended that the classification title of "School Secretary-Elementary" be revised to "School Administrative Secretary-Elementary" based on recommendations from the incumbents to clarify that incumbents in this classification provide administrative support to Principals in addition to the other job functions. Ms. Minoux stated that she thought "Administrative" Secretaries were only at the District level and questioned why it would be at a site. Ms. Reede replied that at the District level, Administrative Secretaries provide Directors and Assistant Superintendents with administrative support in addition to their other job functions. Mr. LeMay commented that the schools have evolved a lot since he was a Principal and he agreed that the secretaries at the school sites played an administrative role.

The School Site Data Coordinator classification description under the Information Systems Job Family was discussed. Mr. LeMay asked if all sites had School Site Data Coordinators. Ms. Reede replied that School Site Data Coordinators were at middle and high schools and at the District office. Mr. LeMay pointed out that in the knowledge portion of the draft description, it didn't include language regarding knowledge of relational databases. Ms. Reede agreed and stated that she would work with the incumbents and supervisors before bringing the draft back for a second reading.

Ms. Hilda Reynoso, a School Support Secretary I, noted that the draft of the School Support Secretary II classification description included language that incumbents would perform the duties of the school secretary and disagreed with the language. Ms. Reede stated that earlier in the day, she and Ms. Reynoso had discussed similar language in the draft of the School Support Secretary I classification description, and said she agreed with the proposed change to the language. Ms. Reede stated that she would make the change and would work with the incumbents and supervisors before bringing the draft back for a second reading. Ms. Reede stated that School Secretaries may delegate work to other office staff but should not pass on jobs and tasks that are clearly their responsibility.

Ms. Minoux asked whether School Secretaries are trained in administering health services. Ms. Reede replied that they are provided training on basic first aid and administer medication within established guidelines. Ms. Reede stated that in the case of an emergency, all employees would call 911. Ms. Minoux was concerned that employees should not perform medical tasks without training or it could lead to legal issues that we cannot afford. Mr. LeMay stated that the kids have not changed and they need employees who are prepared to assist them. Mary Trompeter-Ermis, CSEA Chapter 389 Chief Job Steward, confirmed that it is hard to defend an employee if they are supposed to do something

but proper training is not provided. Nicole Leffler, School Secretary-Elementary, stated that she was provided the training and stated that it was recommended to her that three employees in every school office receive the training.

Sharon DeSalme, Administrative Secretary I, stated that the Staff Secretary II draft description states that incumbents support a Coordinator or Director, but some do not. Ms. Reede said she would make the correction that incumbents in this classification report to an assigned administrator.

Raquel Rivera, School Support Secretary I, said that she would like to request that the School Support Secretary I and II titles be changed back to School Secretary I and II. Ms. Rivera stated that the titles were changed years ago and their jobs have evolved and it is more than just a support position. Ms. Reede stated that the description for School Support Secretary I is not on the agenda but that she would look into it. Danica Reed, Administrative Secretary I, said that she wanted to encourage the Commission that after this study is done, the classification descriptions should be reviewed regularly to review changes - maybe on a 5-year cycle. Mr. LeMay stated that, although that may be ideal, it is a very time-consuming and expensive project. Ms. Reede stated that at the present time, the only cost to the district was her own salary, since she was performing the remainder of the study in-house with support from the incumbents, supervisors, and steering committee.

Ms. Minoux thanked everyone for providing their input regarding the first reading of the draft classifications.

CLASSIFICATION STUDY – SECOND READING/ APPROVAL OF CLASSIFICATION DESCRIPTIONS

*M/S Mr. LeMay / Dr. Hampton moved to approve the Child Nutrition Services job classification descriptions as presented.

Ms. Reede presented the proposed draft classification descriptions for the Child Nutrition Services job families. These drafts were brought for first reading at the Personnel Commission meeting on September 10, 2019.

CHILD NUTRITION SERVICES JOB FAMILY:

Central Kitchen Coordinator
Child Nutrition Operations Supervisor
Child Nutrition Services Assistant I
Child Nutrition Services Assistant II
Director of Child Nutrition Services
Nutrition Education and Training Supervisor

Ms. Reede stated that she is working with Jamie Phillips, Director of Child Nutrition Services, to look at staffing procedures between the CNS Lead I, CNS Lead II and CNS Lead III descriptions. Ms. Reede stated that she hopes to bring the drafts to the November 12, 2019 Personnel Commission meeting for second reading/approval. Ms. Reede stated that the delay in the approval process for these classifications was communicated to all incumbents, supervisors, and the steering committee member.

The motion was unanimously approved.

REVISED CLASIFICATION DESCRIPTION: CHILD NUTRITION SERVICES OPERATIONS MANAGER:

*M/S Dr. Hampton / Mr. Lemay moved to approve the revised classification description for Child Nutrition Services Operations Manager.

Ms. Reede proposed a revised classification description for Child Nutrition Services Operations Manager. The Child Nutrition Services Operations Manager has been unfilled for some time. In the 2018-2019 school year, it was recommended by auditors that CNS Management was understaffed. Ms. Reede worked with Ami Shackelford, Assistant Superintendent of Business Services and Mr. Phillips to revise the classification description. Ms. Reede stated that she was not recommending a change to the established salary range.

The motion was unanimously approved.

APPROVAL OF ATTENDANCE AT 2020 CSPCA STATEWIDE CONFERENCE:

*M/S Dr. Hampton / Mr. Lemay moved to approve attendance for Ms. Reede and Ms. Stafford to the 2020 CSPCA conference.

Ms. Reede is requesting approval for Ms. Reede and Ms. Stafford to attend the CSPCA conference in San Francisco in February 2020.

The motion was unanimously approved.

FIRST READING ON 2020 PERSONNEL COMMISSION MEETING DATES:

Ms. Reede proposed meeting dates for the Personnel Commission for 2020 and asked the Commissioners to review the dates and let us know if the dates worked. Ms. Minoux stated that she had conflicts for the March, September, and November proposed meeting dates. Ms. Reede stated that she would look for alternative dates and bring the revised proposed meeting dates to the November 12, 2019 Personnel Commission meeting for approval.

RECRUITMENT REPORT:

Mr. Meni stated that staff has been very busy with recruitments but it has slowed down a little. Mr. Meni stated that we are still struggling with the Instructional Assistant I – After School Program recruitments and are also trying hard to recruit for substitute District Interpreter/Translators.

BOARD REGISTER

Information Only

CSEA REPORT:

Ms. Trompeter-Ermis thanked the Commission and Director for the progress of the Classification Study and stated that it has been nice to have updated job descriptions. Nominations are being accepted for CSEA Board positions. CSEA will be rallying at the October 17, 2019 School Board meeting. Mr. Trompeter-Ermis stated that while CSEA appreciates the Merit System, many of the members do not fully understand the Merit system, and CSEA will be educating members at their chapter meetings. Ms. Trompeter-Ermis stated that they want the public to know that with the Merit System, we can get the best employees for our District.

DISTRICT REPORT:

Ms. Reede stated that the District is still trying to determine plans for the Classified Professional Development day in January 2020. Typically, classified staff meet at one site and certificated meet at one site for training. There is discussion that each site will manage their own professional development day for all employees, but this is still to be determined.

DIRECTOR'S REPORT:

Our department has been busy with hiring and Ms. Reede is busy working on the classification study. Ms. Reede introduced Ami Shackelford, our new Assistant Superintendent of Business Services. She also welcomed Luisa Stafford as our new Commissioner. Our next meeting will be Dr. Hampton's last meeting and we will have a little something for his service as a Commissioner.

ITEMS FROM THE FLOOR:

None

ITEMS FROM THE COMMISSION:

Dr. Hampton congratulated Ms. Stafford and said that he thinks attending the CSPCA Conference will be a good experience for her as a new Commissioner.

Ms. Minoux thanked everyone for attending and for Mr. and Ms. Stafford being in attendance.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, November 12, 2019 at 3:30 p.m. at the District Office Board Room.

ADJOURNMENT:

The meeting was adjourned at 4:40 p.m.