

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

Unadopted Minutes of the  
 Personnel Commission Meeting on  
 February 4, 2020

MEMBERS Donald LeMay  
 PRESENT: Teri Minoux  
 Luisa Stafford

STAFF Alaina Reede  
 PRESENT: William Meni  
 Irene Young

OTHERS PRESENT: Mireya Perez, Niko Leffler, Sannya Khajehmiraki, Leticia Robles, Danica Reed, Sharon De Salme, Marie Hovel, Mary Trompeter-Ermis, Elisa Jimenez

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 10, 2019:

\*M/S Mrs. Minoux / Ms. Stafford moved to approve the minutes as presented.

The motion was unanimously approved.

ADVANCED STEP PLACEMENT:

\*M/S Mrs. Minoux / Ms. Stafford 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>
Abrams, Aaron	546-508	Campus Assistant II	RBVHS	3
Alvarado, Agustin	632-526	Grounds Maintenance Worker	Grounds	2
Bosher, Linda	547-190	School Site Data Coordinator	Madison MS	3
Davis, Gloria	608-734	Nutrition Education & Training Superv.	CNS	3
DeJesus Lopez, Angelica	612-762	Instructional Assistant II-ELD/BB	VHS	3
Dwyer, Christa	602-417	Special Education Assistant IV- SH/PH	VATC	2
Garcia Martinez, Denisse	616-037	Instructional Assistant II-ELD/BB	VHS	3
Engel, Hannah	634-737	Instructional Asst-Behavioral Intervention	Mission Meadows	1
Hipolito Martinez, Dalia	536-077	Community Liaison	Vista HS	2
Lesko, Kimberly	530-312	Noon Duty Assistant	Monte Vista	3
Lopez, Maira	634-110	Instructional Assistant II-LH/CH/RSP	VHS	1
Nashed, Rehab	631-720	Special Education Assistant IV- SH/PH	VATC	1
Perez-Gonzalez, Amanda	538-920	Special Education Assistant IV- SH/PH	Monte Vista	3
Purnell, Lana	634-213	Instructional Assistant II LH/CH/RSP	Madison MS	3
Rodas, Francisca	548-241	Instructional Asst-Behavioral Intervention	Roosevelt MS	3
Rodriguez-Gonzalez, Yesica	630-944	Special Education Assistant IV- SH/PH	Madison MS	1
Saunders, Lindsey	534-547	Senior Health Services Technician	Student Serv.	1

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

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Dept/Site</u>	<u>Requested Step</u>
Sebamalai, Anne	617-170	Noon Duty Assistant	Alamosa Park	2
Velasquez, Carmen	633-886	School Age Child Care Activity Assistant	Vista Adult Ed	3

Ms. Reede explained that, in the past, she had only brought forward the recommendations to place new hires on advanced step to the Commission for approval. Ms. Reede stated that upon reviewing the Personnel Commission Rule, she believed that all of the requests should be brought to the Personnel Commission for approval, even the requests that had been denied by the Director. Mr. LeMay questioned why five new employees with Bachelor's degrees were denied a higher step. Ms. Reede explained that the candidates had no or limited experience as required by the classification description, but had greater education than that required by the classification description. Therefore, the candidate's higher level of education was considered in lieu of experience to qualify them for the position. Mr. LeMay said that he questioned that the employee with 2-4 years of education were not being granted advanced step placement. Ms. Stafford said she needed more information on the employees that were being recommended for step 1 placement. Ms. Minoux questioned why the candidates qualified to test but did not qualify for advanced step. Ms. Reede explained that the candidates had no or limited experience as required by the classification description, but had greater education than that required by the classification description. Therefore, the candidate's higher level of education was considered in lieu of experience to qualify them for the position.

Ms. Reede asked for direction from the Commission on how to proceed. Ms. Minoux asked if the candidates were aware that they needed to exceed the requirements to be considered for advanced step placement. Ms. Reede confirmed that it was clearly stated on the form they receive during orientation. Mr. LeMay stated that the District has always been fortunate to have good candidates, many with degrees. Mr. LeMay stated that more information about the employee's degrees was needed. It was decided that the Personnel Commission Rules pertaining to advanced step placement would be brought to the next Personnel Commission meeting for discussion. It was decided that all recommendations for Step 1 placement be tabled until the next meeting.

\*M/S Ms. Minoux/Ms. Stafford 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>
Abrams, Aaron	546-508	Campus Assistant II	RBVHS	3
Alvarado, Agustin	632-526	Grounds Maintenance Worker	Grounds	2
Bosher, Linda	547-190	School Site Data Coordinator	Madison MS	3
Davis, Gloria	608-734	Nutrition Education & Training Superv.	CNS	3
DeJesus Lopez, Angelica	612-762	Instructional Assistant II-ELD/BB	VHS	3
Dwyer, Christa	602-417	Special Education Assistant IV- SH/PH	VATC	2
Garcia Martinez, Denisse	616-037	Instructional Assistant II-ELD/BB	VHS	3
Hipolito Martinez, Dalia	536-077	Community Liaison	Vista HS	2
Lesko, Kimberly	530-312	Noon Duty Assistant	Monte Vista	3
Perez-Gonzalez, Amanda	538-920	Special Education Assistant IV- SH/PH	Monte Vista	3
Purnell, Lana	634-213	Instructional Assistant II LH/CH/RSP	Madison MS	3
Rodas, Francisca	548-241	Instructional Asst-Behavioral Intervention	Roosevelt MS	3
Sebamalai, Anne	617-170	Noon Duty Assistant	Alamosa Park	2
Velasquez, Carmen	633-886	School Age Child Care Activity Assistant	Vista 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 Mrs. Minoux / Ms. Stafford moved to approve the following Eligibility Lists:

**FOR CERTIFICATION:**

0160-19	Campus Assistant II	Continuous
0161-19	Campus Assistant I	Continuous
0162-19	Instructional Assistant I – After School Program	Continuous
0163-19	School Age Child Care Activity Assistant	Continuous
0164-19	Payroll Technician	Open
0165-19	Instructional Assistant II – LH/CH/RSP	Continuous
0166-19	Instructional Assistant-Behavioral Intervention	Continuous
0167-19	Special Education Assistant IV - SH/PH	Continuous

**FOR RATIFICATION:**

0131-19	Bus Driver	Continuous
0132-19	Instructional Assistant II – LH/CH/RSP	Continuous
0133-19	Instructional Assistant-Behavioral Intervention	Continuous
0134-19	Special Education Assistant IV - SH/PH	Continuous
0135-19	Instructional Assistant-Behavioral Intervention	Continuous
0136-19	Bus Driver	Continuous
0137-19	Campus Assistant II	Continuous
0138-19	School Age Child Care Activity Assistant	Continuous
0139-19	Custodian	Continuous
0140-19	Library Media Technician II – Elementary	Open
0141-19	Instructional Assistant-Behavioral Intervention	Continuous
0142-19	Special Education Assistant IV - SH/PH	Continuous
0143-19	School Administrative Secretary – Secondary	Open
0144-19	Instructional Assistant I – After School Program	Continuous
0145-19	Warehouse Worker/Delivery Driver	Open
0146-19	Attendance Worker	Open
0147-19	School Age Child Care Leader	Open
0148-19	Bus Driver	Continuous
0149-19	School Age Child Care Activity Assistant	Continuous
0150-19	Instructional Assistant II – LH/CH/RSP	Continuous
0151-19	Instructional Assistant-Behavioral Intervention	Continuous
0152-19	Special Education Assistant IV - SH/PH	Continuous
0153-19	Instructional Assistant I – After School Program	Continuous
0154-19	School Age Child Care Activity Assistant	Continuous
0155-19	Campus Assistant II	Continuous
0156-19	Campus Assistant I	Continuous
0157-19	Child Development Assistant II	Open
0158-19	Electrician	Open
0159-19	Bus Driver	Continuous

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

The motion was unanimously approved.

CLASSIFICATION STUDY – FIRST READING OF CLASSIFICATION DESCRIPTIONS:

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

Instructional Support Job Family

Attendance Technician

Attendance /Records Assistant

Career Center Technician (College and Career Center Technician)

Data and Assessment Technician

District Interpreter/Translator

Health Attendance Technician

Instructional Assistant – Behavioral Intervention

School Age Child Care Manager (Before and After School Program Manager)

Special Education Assistant IV – SH/PH

Ms. Reede stated that more time is needed for the review of the classification descriptions for Campus Assistant I, Campus Assistant II, and Senior Health Services Technician. It is anticipated that drafts of these classification descriptions will be brought to the Personnel Commission for first reading at the next Personnel Commission meeting.

Ms. Reede stated that it is being recommended that the title of Career Center Technician be changed to College and Career Center Technician to clarify the role that the incumbents serve to support students with both their educational and career pathways.

Ms. Reede stated that it is being recommended that the title of School Age Child Care Manager be changed to Before and After School Program Manager to clarify the responsibilities of the incumbent in this classification to manage before and after school programs that encompass more than child care programs.

Mr. LeMay asked how the Attendance Technician and Attendance/Records Assistant classifications were different because they seemed almost identical. Ms. Reede explained that Attendance Technician positions are at the high schools and Attendance/Records Assistant positions are at the middle schools. Attendance/Records Assistants are responsible for record keeping and maintenance of student records, which is assigned to another classification at the high school level and is not a function of Attendance Technicians. Elementary schools are staffed with Health Attendance Technicians. Mr. LeMay felt that the title should use a better word than “Assistant” and stated that the responsibility of attendance at any level is critical. Ms. Reede stated that she will discuss making a change in the classification title with the incumbents, supervisors, CSEA and the District and will bring her recommendation based on that feedback to the Commission at the next meeting. Ms. Minoux asked if the Attendance Technicians greet vendors. Ms. Reede explained that the language is general and they greet whoever comes to the office. Ms. Minoux said that Attendance Technicians do not schedule meetings or deal with permanent records. Ms. Reede stated that she would review the draft language and will bring her recommendation based on that feedback to the Commission at the next meeting.

When reviewing the Career Center Technician classification description, Mr. LeMay asked how many employees hold this position. It was clarified that they work in conjunction with the Counseling office and there is one at each high school. Mr. LeMay noted that there was no reference to the employee having a degree. Ms. Reede stated that there is no bona fide reason that an employee in that classification was required to obtain a degree and could not create an arbitrary barrier to applicants.

Mr. LeMay asked how many people hold the position of District Interpreter/Translator. Ms. Reede stated that there are a total of four positions – two positions are assigned to the Special Education department and two positions are assigned to the English Language Center. All of the current positions are bilingual/biliterate in Spanish and English. Ms. Robles questioned the testing process and its origin as to how we assess the skills of an applicant. Ms. Robles stated that she advocates education for the District Interpreter/Translator position and stated that when the classification requires only a high school diploma it makes her feel like an education is not important. Ms. Hoffman stated that translation in education is fairly new and people with a high school diploma may think they are qualified but the level of skill is much higher. Ms. Reede stated that no changes were made to the minimum requirements of the classification from the previous description, which states that education must be supplemented by training or college coursework. Ms. Reede stated that there is no bona fide reason that an employee in that classification was required to obtain a degree and could not create an arbitrary barrier to applicants. Ms. Perez stated that she felt that the minimum requirements should state that “college is required”. Mr. LeMay felt that the minimum requirements as stated currently meet the needs of the district.

Mr. LeMay questioned why Instructional Assistant – Behavioral Intervention was not titled as Special Education. Ms. Reede explained that some of the students are not Special Education, but have 504 plans and are monitored by Student Services.

Mr. LeMay inquired about listing specific software programs in some of the classification descriptions. Mr. LeMay asked if they shouldn't be generic. Ms. Reede answered that these are common programs unlikely to change in the near future and we want to be able to develop examinations specifically on Word or Excel.

#### PRESENTATION OF THE 2018-2019 ANNUAL REPORT OF THE PERSONNEL COMMISSION

Ms. Reede presented the 2018-2019 Annual Report of the Personnel Commission.

\*M/S Mrs. Minoux / Ms. Stafford moved to present Annual Report to the Board Meeting.

The motion was unanimously approved.

#### RECRUITMENT REPORT:

Mr. Meni stated that job postings have been updated at the local colleges and universities and we are starting to see some results. Mr. Meni reported that the department has completed 170 recruitments since the beginning of the school year.

#### BOARD REGISTER

Information only.

#### CSEA REPORT:

Ms. Danica Reed stated that two Skelly hearings had been held with the District. Ms. Reed stated that CSEA is excited about the scholarship money that we will be awarding this year, which will be between \$6,000 to \$7,000 dollars awarded to seniors in the district whose parent is a CSEA member.

#### DISTRICT REPORT:

Ms. Reede reported for the District. Classified Professional Development Day was different from how it had been done previously. It used to be at one site, but this year it was done at individual sites. All employees received Active Shooter

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Training and the afternoon trainings varied by sites and classifications. Ms. Reede presented on the Merit System during the Classified Professional Development Day, which was very well received.

DIRECTOR'S REPORT:

Ms. Reede is continuing to work on the classification study and hopes to complete the process by the April meeting. Ms. Reede, Ms. Minoux, and Ms. Stafford will be attending the CSPCA Conference in San Francisco from February 19-22, 2020. The status of the SROs came up and Ms. Reede said we are still unsure how this will affect our classified staff.

ITEMS FROM THE FLOOR:

Ms. Danica Reed asked if there were representatives for each classification in the Instructional Support job family classifications in the Steering Committee. She is concerned that the District Interpreter/Translators and Attendance Technicians were not represented by someone who really looked at the classification descriptions well to make changes. Ms. Reede said she asked for steering committee members for the subgroups in that job family and didn't receive any volunteers. Ms. Reede stated that the drafts were shared with all incumbents and their supervisors multiple times, and the process was as transparent as possible and open to all suggestions.

ITEMS FROM THE COMMISSION:

Ms. Minoux stated that the Merit System does not use the term "substitutes" and wanted to know if we are violating Education Code by not calling using the term "limited term". Ms. Reede said she would look into it but she doesn't think it is a violation.

Mr. LeMay asked to change the next Personnel Commission meeting to March 4, 2020. Ms. Reede asked all Commissioners regarding their availability and confirmed the date. Ms. Reede stated she would determine an available location and would send out a confirmation on the changed date.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Wednesday, March 4, 2020, at 3:30 p.m. in the District Office Board Room.

ADJOURNMENT:

The meeting was adjourned at 5:14 p.m.