

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

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

MEMBERS Donald LeMay
PRESENT: Teri Minoux

STAFF Alaina Reede
PRESENT: William Meni
 Shirley Indegno

OTHERS PRESENT: Mireya Perez, Nicole Leffler, Leticia Robles, Danica Reed, Sharon De Salme, Marie Hovel, Mary Trompeter-Ermis, Kelly Oltarzewski, Michell Bell

CALL TO ORDER:

The meeting was called to order at 3:36 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON FEBRUARY 4, 2020:

*M/S Mrs. Minoux / Mr. LeMay moved to approve the minutes as presented.

The motion was unanimously approved.

DISCUSSION ITEM: PERSONNEL COMMISSION RULES 17.2.1 AND 17.2.2 – INITIAL SALARY PLACEMENT AND EVALUATION OF STEP PLACEMENT

Ms. Reede explained the protocol she has followed to determine if a new employee is being recommended to be paid at an advanced step. Ms. Reede stated that her goal for her process is to be fair and consistent. Mr. LeMay stated it is imperative that Ms. Stafford be present for this discussion. Mr. LeMay said that he has been impressed with the commitment to hiring the best employees. Mr. LeMay stated that he would like the value of a college degree to be discussed and how that impacts the decision to pay an employee at an advanced step, when Ms. Stafford is present. He asked if a change to protocol was implemented, would the change be retroactive. Ms. Reede stated that changes to Personnel Commission Rules are implemented moving forward. Further discussion was tabled.

ADVANCED STEP PLACEMENT:

*M/S Mrs. Minoux / 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>
Alvarado, Giancarlo	610-715	Campus Assistant II	Adult Ed	3
Engel, Hannah	634-737	Instructional Asst-Behavioral Intervention	Mission Meadows ES	1
Ferreras, Noel	635-386	Electrician	Maintenance	3
Hayes, Jennifer	617-961	Library Media Technician II – Elementary	Lake ES	3
Herman, Anita	631-039	Warehouse Worker/Delivery Driver	Warehouse	2
Lopez, Maira	602-417	Special Education Assistant IV- SH/PH	VHS	1
McKennis, Kahlil	635-027	Bus Driver	Transportation	3

*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>
Nashed, Rehab	631-720	Special Education Asst. IV – SH/PH	VATC	1
Petrova, Iskra	634-741	Bus Driver	Transportation	3
Rodriguez-Gonzalez, Yesica	630-741	Special Education Asst. IV – SH/PH	Madison MS	1
Sarmiento, Francisco	635-177	Instructional Asst.-Behavioral Intervention	VIDA	3
Saunders, Lindsey	534-547	Senior Health Services Technician	Student Services	1

Ms. Minoux felt that the wording on the advanced step placement cover sheet was misleading. After discussion, Ms. Reede said she would change the verbiage from “Requested Step” to “Recommended Step”.

The motion was unanimously approved.

ELIGIBILITY LISTS:

*M/S Mrs. Minoux / Mr. LeMay moved to approve the following Eligibility Lists:

FOR CERTIFICATION:

FOR RATIFICATION:

0168-19	Transportation Assistant	Continuous
0169-19	Senior Health Services Technician	Continuous
0170-19	Instructional Assistant I – After School Program	Continuous
0171-19	Campus Assistant II	Continuous
0172-19	Special Education Assistant IV – SH/PH	Continuous
0173-19	Instructional Assist-Behavioral Intervention	Continuous
0174-19	School Age Child Care Leader	Open
0175-19	Noon Duty Assistant	Open
0176-19	Director of Transportation	Open
0177-19	Instructional Assistant-Behavioral Intervention	Continuous
0178-19	Special Education Assistant IV – SH/PH	Continuous
0179-19	Campus Assistant II	Continuous
0180-19	Bus Driver	Open
0181-19	School Support Secretary I	Open
0182-19	District Interpreter/Translator	Continuous
0183-19	Child Nutrition Services Assistant I	Open
0184-19	Campus Assistant I	Open
0185-19	Instructional Assistant I – After School Program	Continuous

The motion was unanimously approved.

CLASSIFICATION STUDY – FIRST READING OF CLASSIFICATION DESCRIPTIONS:

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

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

Instructional Support Job Family

Campus Assistant I

Campus Assistant II

Senior Health Services Technician

Ms. Reede stated that it has been asked if Campus Assistant I and Campus Assistant II should be combined to one classification as the descriptions are similar, but after receiving feedback from incumbents, supervisors, and other districts, she determined they should remain two different classifications at this time. High Schools have a larger age range of students, more discipline issues, and some are able to drive which requires supervision of a student parking lot. These factors make the Campus Assistant II more complex than the duties of a Campus Assistant I at the Middle Schools.

Ms. Reede proposed a title change from Senior Health Service Technician to Licensed Vocational Nurse. Even though having a LVN license is a requirement currently of Senior Health Service Technician, the name change would better reflect what the job duties encompass. It would also help with recruiting efforts because the title would be more indicative of what the job requires and entails. Ms. Reede also recommended that the requirement of First Aid certificate be removed. The requirements and training of the LVN license surpass the First Aid requirement on the current description.

When reviewing the Campus Assistant I and Campus Assistant II job description, Mr. LeMay stated that he has worked at all levels of school from elementary to collegiate level and a lot of the same issues at the high school are also present in Middle and Elementary Schools. He would like to know if Campus Assistants are mandated to work school events that are after their regular hours. Ms. Reede clarified that Campus Assistants I and II are offered the opportunity to work after their regular work hours and are compensated for it. It is not required that they work additional hours for events. She also said that Campus Assistant II is a promotional opportunity for a Campus Assistant I.

Mr. LeMay stated that in regards to the title change for Senior Health Services Technician, the Licensed Vocational Nurse doesn't connote a job description at the school level. LVN is a job title at a hospital, as are BSNs and RNs. The duties at the school level are different than at a hospital. Mr. LeMay asked if School Nurses come in to take care of severe medical issues. Ms. Reede explained that there are nurses that rotate through the district, but the LVNs are on campus to attend to a student's immediate medical needs. There are also one on one LVNs that assist students who have a tracheostomy tube, gastrostomy bag, a need for insulin, have seizures, and other medical conditions. There are also other issues at schools such as drug overdoses and injuries.

Mary Trompeter-Ermis said that CSEA supports the change in title from Senior Health Services Technician to Licensed Vocational Nurse. Ms. Reede said that she did discuss the title change with CSEA, Cabinet, incumbents, and supervisors before she brought forth the recommendation.

These descriptions will be brought back to the Personnel Commission for second reading/approval at the next regular meeting.

CLASSIFICATION STUDY: SECOND READING/APPROVAL OF CLASSIFICATION DESCRIPTIONS

*M/S Mrs. Minoux / Mr. LeMay moved to approve the following classification descriptions:

Instructional Support Job Family

Attendance Technician

Attendance/Records Assistant (Attendance/Records Technician)

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

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 some of the drafts had been revised from the February 4, 2020 Personnel Commission meeting when they were brought forth for first reading.

It is being recommended that the title of Attendance/Records Assistant be changed to Attendance/Records Technician. This change clarifies the role that the incumbents serve as the primary employee at the site working with attendance and student records. At the February 4, 2020 Personnel Commission meeting, there was a discussion regarding the essential functions of this classification. Ms. Reede discussed concerns with the incumbents and supervisors of this classification and made some revisions based on this feedback.

At the February 4, 2020 Personnel Commission meeting, there was a discussion regarding the essential functions of Attendance Technicians. Ms. Reede made some revisions based on this feedback.

It is being recommended that the title of Career Center Technician be changed to College and Career Center Technician. This change clarifies the role that the incumbents serve to support students with both their educational and career pathways.

It is being recommended that the title of School Age Child Care Manager be changed to Before and After School Program Manager. This change clarifies the responsibilities of the incumbent in this classification to manage before and after school programs that encompass more than child care programs.

Prior to the Personnel Commission meeting but after the agenda and materials were published, Ms. Reede met with the four District Interpreter/Translators as well as Danica Reed, a member of the classification study steering committee, to discuss some additional changes to the requirements for the position of District Interpreter/Translator. Ms. Reede specified that the type of college coursework required needed to be in a second language. She added that while a certificate of training in interpreting/translating is not required, it is recommended. Ms. Reede provided the Commission and all audience members a revised draft of the District Interpreter/Translator classification specification.

Ms. Trompeter-Ermis states that she does not agree with this requirement. She felt that it would significantly reduce the chances that a new District Interpreter/Translator could qualify to be paid at an advanced step. Ms. Reede stated that the change in requirement was meant to clarify the type of college coursework required, not to add an extra requirement. Ms. Perez, a District Interpreter/Translator, stated she and the other District Interpreters/Translators feel that specification of college coursework is imperative.

The motion was unanimously approved.

PRESENTATION: BASICS OF THE BROWN ACT

This presentation was tabled until Ms. Stafford is able to attend.

RECRUITMENT REPORT:

Mr. Meni stated recruitment continues and has surpassed last year's recruitment numbers. There have been an uptick in applicants for Special Education Instructional aides. Mr. Meni plans to attend the Employment Development Department Coastal Career Center to recruit veterans and their dependents and to the Vista High School College and Career Fair next week. Mr. Meni plans to attend the upcoming career fairs at Palomar and Mira Costa Colleges.

BOARD REGISTER:

Informational only.

CSEA REPORT:

Ms. Trompeter-Ermis stated that CSEA has more scholarship money than ever before and has earmarked \$5,000 for CSEA week. CSEA has a full E-Board this year and a goal is to increase member engagement and increase communication, especially with their Latino members. CSEA will be keeping an eye on Campus Assistants as school resource officers have been eliminated. They want to make sure that the school resource officers' job duties are not being passed onto the Campus Assistants. CSEA would also like to provide safety training for employees. Ms. Trompeter-Ermis stated that the chapter has a great website now as they have three webmasters.

DISTRICT REPORT/DIRECTOR'S REPORT:

Ms. Reede reported for the District. She attended the CSPCA conference with Ms. Minoux and Ms. Stafford. She attended great sessions and Ms. Stafford was able to attend sessions and learn some new information that is pertinent to her new role as a Commissioner. Ms. Reede said there is a possibility of a committee forming to change Education Code to look at antiquated sections that may need to be updated. Ms. Reede said that the new Director of Transportation, Tracy Mangold, has been hired. Ms. Reede stated that the Extended School Year application is going out to classified staff on Monday. Ms. Reede stated that she will be presenting the Personnel Commission report at the next Board Meeting on April 9, 2020 and invited the Commission to attend.

At the next Personnel Commission meeting, Ms. Reede will bring back tabled items and will have the second reading of the classification descriptions that were brought forth for first reading today. Ms. Reede thanked everyone who has given feedback on the classification descriptions. There will be a first reading of the Human Resources job family classification descriptions and the Director evaluation will occur in June.

ITEMS FROM THE FLOOR:

Michell Bell introduced herself and former employee Kelly Oltarzewski. Ms. Oltarzewski shared some concerns that the Personnel Commission had no jurisdiction over. Mr. LeMay and Ms. Minoux stated they were grateful that CSEA and Ms. Reede were able to hear her concerns and asked Ms. Reede to address them at another time in a more appropriate format.

ITEMS FROM THE COMMISSION:

Ms. Minoux stated she was concerned about an issue that is happening outside the District. Ms. Minoux stated that if the Personnel Commission requests legal counsel, the attorney that would assist is the attorney or legal firm that is retained by the District. Ms. Minoux feels that this is a conflict of interest and would like to see legislature that would prevent this from happening. Ms. Reede informed the Commission that when there was a hearing last year, she contacted legal counsel from an attorney that was not retained by the District for that reason. Mr. LeMay stated that since the Personnel Commission sets their own budget, it is possible to incorporate outside legal fees in to the budget. He would like to thank everyone for attending the meeting.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, April 14, 2020 at 3:30 p.m. in the District Office Board Room.

ADJOURNMENT:

The meeting was adjourned at 5:06 p.m.