

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

Unadopted Minutes of the
Personnel Commission Meeting on
April 14, 2020

MEMBERS Donald LeMay
PRESENT: Teri Minoux
 Luisa Stafford

STAFF Alaina Reede
PRESENT: William Meni
 Bryanna Evans

OTHERS PRESENT: DeWayne Cossey, Marcela Ramos, Nicole Leffler, Danica Reed, Marie Hovel, Cathleen Hanson

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 approved 2-0, with Ms. Stafford abstaining.

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>Recommended Step</u> |
|----------------------|----------------|-------------------------------------|------------------|-------------------------|
| Diego Sanchez, Alex | 618-524 | Custodian | Breeze Hill ES | 1 |
| Gray, Melissa | 632-554 | Inst. Asst.-Behavioral Intervention | Empresa ES | 1 |

The motion was unanimously approved.

ELIGIBILITY LISTS:

*M/S Mrs. Minoux / Ms. Stafford moved to approve the following Eligibility Lists:

FOR CERTIFICATION:

FOR RATIFICATION:

| | | |
|---------|--|------------|
| 0186-19 | Transportation Assistant | Continuous |
| 0187-19 | Campus Assistant I | Continuous |
| 0188-19 | Noon Duty Assistant | Continuous |
| 0189-19 | Instructional Assistant II – LH/CH/RSP | Continuous |
| 0190-19 | Instructional Assistant Behavioral Intervention | Continuous |
| 0191-19 | Special Education Assistant IV - SH/PH | Continuous |
| 0192-19 | Instructional Assistant I – After School Program | Continuous |

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

| | | |
|---------|---|------------|
| 0193-19 | School Age Child Care Activity Assistant | Continuous |
| 0194-19 | Instructional Assistant II – LH/CH/RSP | Continuous |
| 0195-19 | Instructional Assistant Behavioral Intervention | Continuous |
| 0196-19 | Special Education Assistant IV - SH/PH | Continuous |
| 0197-19 | Purchasing Technician | Open |
| 0198-19 | Child Nutrition Services Assistant I | Open |
| 0199-19 | Campus Assistant II | Continuous |
| 0200-19 | District Interpreter/Translator | Continuous |

The motion was unanimously approved.

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

Campus Assistant I

Campus Assistant II

Senior Health Services Technician (Licensed Vocational Nurse (LVN))

Ms. Reede stated that there have been no changes to the classification description drafts presented in March and she had received no suggestions or feedback from current incumbents. The Personnel Commission packet, including the draft classification descriptions were emailed to the incumbents with an invitation to attend this meeting.

Mrs. Minoux asked about the requirement for Campus Assistant I and II classifications requiring fine-finger dexterity as part of the work environment. Ms. Reede explained that this means you need to have the ability to use your hands for typing reports, using a cellphone, responding to emails, picking up small objects, etc., all of which require fine-finger dexterity. Mrs. Minoux stated that this should apply to other descriptions as well. Ms. Reede assured the Commission that most positions have a similar requirement.

Mr. LeMay expressed that he was pleased to see that the Campus Assistants are required to have First Aid and CPR certification and wondered if this was offered through the District. Ms. Reede explained that First Aid/CPR certification used to be offered as a class on Classified Professional Development Day, but the District now offers the class once a month for current employees.

The motion was unanimously approved.

FIRST READING OF THE 2020-2021 PERSONNEL COMMISSION BUDGET

Ms. Reede presented the 2020-2021 Personnel Commission budget for first reading. Ms. Reede explained that there were no changes to the overall budget amount from the 2019-2020 school year. Ms. Reede explained that as with previous years, we have been asked to rebate money back to the district. She has asked the District for one more year to give 30% of the operating expenses budget back to the District when the budget is approved so she is in alignment with other departments.

Ms. Reede expressed concern over giving funds back to the District in case there is a need for a hearing and anticipated increases in costs of some of our services. For example, CODESP, the examination development agency we work with, has increased their rates. In addition, we will have a new Commissioner in December and she would need to send the new Commissioner to the CSPCA conference and/or other training.

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

Mrs. Minoux mentioned that in the past there was some discussion about making the Director of Classified Human Resources funded 100% out of Personnel Commission funds. Mrs. Minoux stated that she would really like to see the position become funded entirely by the Personnel Commission. Ms. Reede expressed that she would like to explore the pros and cons of becoming 100% Personnel Commission funded.

Mr. LeMay explained that there are certain functions that HR needs to do in conjunction with the Personnel Commission and that working with the district has caused no difficulties and it has even helped to facilitate decisions. Mrs. Minoux stated that she personally believed that it would be hard for anyone to serve two sides. Ms. Reede stated that everywhere she has worked in has been in a dual hat position between HR and Personnel Commission functions. She explained that it can sometimes be difficult, for instance in a hearing she must remain neutral, and that she handles all leaves, evaluations, and professional development. Ms. Reede asked if she should add this topic to the next Commission agenda. Mrs. Stafford and Mr. LeMay believe that it is best left for future discussion and to not add it to the agenda at this time.

Mr. LeMay recommended not rebating the 30% of operational funds back to the District if possible. Mr. LeMay added that the District and Commission have been fortunate the last thirty years to have an attorney on the Commission and that has saved a lot of money.

RECRUITMENT REPORT:

Mr. Meni stated that prior to the District's closure, staff had completed 200 recruitments for the 2019-20 school year. Currently, all examinations and interviews are on hold. Staff are contacting any applicants to let them know we will contact them as soon as possible once we are able to start testing and interviewing again.

Ms. Minoux questioned some of the numbers on the recruitment reports. Mr. Meni explained that some individuals participate in some parts of the testing process and then withdraw their application.

BOARD REGISTER:

Informational only.

CSEA REPORT:

None.

DISTRICT REPORT/DIRECTOR'S REPORT:

Ms. Reede reported for the District. She explained that the District is closed until further notice and that we are doing what we can for students and families. Some employees are still working on site, including some staff in Child Nutrition Services, Fiscal Services, Custodial, Grounds, and Maintenance. Ms. Reede mentioned that most classified employees are working remotely.

Ms. Reede stated that departments are still answering phone calls remotely to support employees and families. Ms. Reede commented that Dr. Doyle has been providing excellent communication and updating our employees and families regularly both through email and on the website.

Child Nutrition Services has been distributing a weeks' worth of food to students every Wednesday at six different sites. Employees and administrators have been helping to distribute the food and there is a lot of protection in place for both employees and families. Ms. Reede recognized the Child Nutrition Services leaders and staff for their hard work.

Devices for were distributed to students and staff for Vista's Virtual Learning. Ms. Reede assisted at Vista Magnet Middle School and the site handled this distribution very well.

Mr. LeMay asked if the virtual learning is conducted through Zoom. Ms. Reede stated that Zoom and Google Classroom are both being used. She also explained that some teachers record videos to communicate with their students. Ms. Reede explained that currently our Instructional Assistants are being asked to support teachers in the virtual classrooms. Mr. LeMay commented that it was a learn as you go situation and he is very impressed. Ms. Reede agreed that universally the amount of support has been wonderful to see.

Mr. LeMay mentioned that it will be great next month to see the perspective of classified employees through CSEA and if necessary discuss the help and support they may need. Ms. Reede explained that from her perspective CSEA have been very supportive.

ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

Ms. Stafford thanked Ms. Reede for keeping them informed. Mrs. Minoux stated that Zoom was a good alternative for the meeting.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, May 12, 2020 at 3:30 p.m. and will be a teleconference meeting on Zoom.

ADJOURNMENT:

The meeting was adjourned at 4:42 p.m.