

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

Unadopted Minutes of the
Personnel Commission Meeting on
May 12, 2020

MEMBERS Donald LeMay
PRESENT: Teri Minoux
 Luisa Stafford

STAFF Alaina Reede
PRESENT: William Meni
 Ellen Luckow

OTHERS PRESENT: Mary Trompeter-Ermis, Marie Hovel, Mireya Perez, Marcela Ramos, Demetra Wilkerson

CALL TO ORDER:

The meeting was called to order at 3:38 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON APRIL 14, 2020:

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

The motion was unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

FOR RATIFICATION:

0201-19	Instructional Assistant I – After School Program	Continuous
0202-19	School Age Child Activity Assistant	Continuous

The motion was unanimously approved.

PUBLIC HEARING: SECOND READING OF THE 2020-2021 PERSONNEL COMMISSION BUDGET

*M/S Mrs. Minoux / Ms. Stafford moved to approve the second reading of the 2020-2021 Personnel Commission Budget.

The proposed 2020-2021 Personnel Commission budget was presented for first reading at the April 14, 2020 Personnel Commission meeting. In accordance with Education Code 45253 and Personnel Commission Rule Section 2.5, the attached budget is submitted for approval. The public hearing on the 2020-2021 Personnel Commission Budget was opened at 3:45 p.m.

Ms. Reede presented the 2020-2021 Personnel Commission budget for second reading. Ms. Reede explained that at the first reading of the budget in April, there was a discussion about rebating 30% of the operating expenses budget to the District, due to the potential of costs for hiring an attorney for hearings, as well as training costs for a new Commissioner in December. Ms. Reede explained that she discussed these concerns with the Assistant

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

Superintendent of Business Services. It was determined that the Personnel Commission would not rebate the 30% of the operating expenses budget back to the District. If circumstances change at a later time, rebating funds could be re-addressed. Ms. Reede reported that the remaining balance for each year's budget is returned to the District.

The motion was unanimously approved.

CLASSIFICATION STUDY: FIRST READING/APPROVAL OF CLASSIFICATION DESCRIPTIONS

Accounting Job Family

Budget Analyst

Human Resources Job Family

Director, Classified Human Resources

Employee Benefits Technician

Human Resources Analyst – Certificated

Human Resources Analyst – Classified

Human Resources Technician

Ms. Reede noted that these classification descriptions are the last of the descriptions included in the classification study. The drafts have been reviewed by the incumbents, supervisors, Cabinet, and CSEA. Ms. Reede requested the Personnel Commission's input for the Director of Classified Human Resources position.

Ms. Minoux asked why the Budget Analyst classification description was updated again when it was last revised three years ago and the other classifications were last revised many years ago. Ms. Reede explained the Budget Analyst classification description was included in the study and had been updated when the current incumbent was hired, and needed revisions due to changes in software systems and processes. Ms. Stafford asked why the Budget Analyst was a confidential position. Ms. Reede defined a confidential position as one providing negotiations support for one or more unions. Ms. Reede explained that the Budget Analyst position is not part of the bargaining unit because duties include preparing documentation used in the negotiation process which could be a conflict of interest for the incumbent.

Mr. LeMay commented on the tremendous level of complexity and responsibility to these positions. He is pleased that they are following the new concise and thorough format. Mr. LeMay complimented all persons involved in the review and compilation of the classification descriptions.

Ms. Reede expressed her goal of reviewing classification descriptions which were not included in the study, but would like to wait until employees are back to work for better coordination of meetings with incumbents, supervisors, and CSEA.

RECRUITMENT REPORT:

Mr. Meni stated that this is the shortest recruitment list in the last eight years. The two eligibility lists were completed March 13, 2020, prior to the District's closure. 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.

BOARD REGISTER:

Informational only.

CSEA REPORT:

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None.

DISTRICT REPORT:

Ms. Reede reported for the District. She explained that the District is closed until further notice. Most employees are working remotely from home. Some end of year work must be done at the school sites and management is working on coordination. Some employees are still working on site, including some staff in Child Nutrition Services, Fiscal Services, Custodial, Grounds, Information Technology, and Maintenance. Ms. Reede is awaiting decisions about extended school year programs and what extra work assignments are available for employees.

DIRECTOR'S REPORT:

Ms. Reede presented the annual report of the Personnel Commission to the Board at their last meeting on May 7, 2020. She is very proud of her team completing 202 recruitments in nine months in the 2019-2020 school year.

Ms. Reede stated that the Classified Human Resources department continues to work remotely from home, answering phone calls and emails 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.

Ms. Stafford asked about information regarding possible layoffs. Ms. Reede replied that she does not have any details at this time.

There was a discussion about COVID-19 pandemic concerns and safety and procedures for staff. Ms. Reede will provide information to the Commissioners as it becomes available.

ITEMS FROM THE FLOOR:

Ms. Reede read a comment from Marcela Ramos, District Interpreter/Translator. Ms. Ramos responded in writing to Mr. LeMay's employee feedback request at the April Personnel Commission meeting asking how employees are adapting to the new way of providing students and their families with language and translation services. Four District Interpreter/Translators, two for the District and two for Special Education Department, have translated 139 documents (610 pages) from March 16 until May 8, 2020. Translated documents include lesson plans, superintendent community updates and Vista Working For You videos, among other projects. District Interpreter/Translators translate IEPs remotely and for virtual townhall meetings.

Ms. Minoux thanked the interpreters for the work they do, stating they are essential workers whose work is not always seen. Mr. LeMay appreciated their feedback, stating that if the interpreters are as well versed in Spanish as they are in English then the District is well served.

ITEMS FROM THE COMMISSION:

Ms. Minoux announced that Jenny Batiste, a Personnel Commissioner from Bay area and former 2018 CSPCA President, passed away on May 7, 2020, at the age of 81. Mr. LeMay commented on the Commissioners new skill with virtual meeting and thanked all those involved with our technology support.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, June 9, 2020 at 3:30 p.m. and will be a teleconference meeting on Zoom.

ADJOURNMENT:

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