

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

Unadopted Minutes of the
Personnel Commission Meeting on
September 15, 2020

MEMBERS Donald LeMay
PRESENT: Teri Minoux
 Luisa Stafford

STAFF Alaina Reede
PRESENT: William Meni
 Ellen Luckow

OTHERS PRESENT: Marcela Ramos, Marie Hovel, Mary Trompeter-Ermis

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 AUGUST 18, 2020:

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

The motion was unanimously approved.

ADVANCED STEP PLACEMENT:

*M/S Ms. Stafford / Ms. Minoux moved to approve the advanced step placements as presented.

The motion was unanimously approved.

ELIGIBILITY LISTS:

Ms. Stafford asked about continuous recruitments. Ms. Reede explained that a continuous recruitment is when a job is posted without an end date to the recruitment, allowing more frequent testing and quicker turnaround time to add candidates to eligibility lists. It is typically used to recruit candidates for classifications that have many part-time positions that may experience higher turnover.

*M/S Ms. Stafford / Ms. Minoux moved to approve the eligibility lists as presented.

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni reported that the current number of recruitments has increased, in preparation for the return to student in-person learning on October 20, 2020. Many of the testing and interview processes and procedures have been modified to ensure the safety of staff and candidates. Mr. Meni stated he has had the first interview sessions with subject matter experts and candidates using Zoom meetings. Mr. Meni is evaluating whether to continue with recordings or conduct live Zoom interviews. Mr. Meni reported completing Custodian testing, incorporating safety guidelines including social distancing and conducting four different performance assessments. Mr. Meni stated Custodian and Grounds limited term recruiting will continue due to demand.

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

Mr. LeMay asked for clarification about COVID leaves. Ms. Reede clarified that when the District closed in March, employees were excused due to age and doctor's notes provided, complying with the CSEA MOU authorizing an excused absence for those employees. CSEA and the District have negotiated a new MOU and Ms. Reede is operating with those guidelines.

BOARD REGISTER:

Informational only.

CSEA REPORT:

Ms. Trompeter-Ermis thanked all the classified employees and HR, stating Ms. Reede has worked around the clock tirelessly with all the changes that have occurred this year. Ms. Trompeter-Ermis reported that she visited Madison Middle School today and stated that the Madison Principal told her that it felt like he and staff were first-year teachers learning new programs like Canvas for teaching virtually. Ms. Trompeter-Ermis complimented employees with their willingness to learn new processes and adapting to changes. Ms. Trompeter-Ermis has been visiting sites to see how it is going with the return to work. She is impressed with staff willingness to be flexible and adaptable with duties and cooperating with each other to get things done, such as unpacking textbooks, taking temperatures, aiding custodial staff, helping nurses, and packing lunches. Some employees are telecommuting, but most of the classified work cannot be done remotely. It puts some more pressure on the employees working on site when coworkers are on leave or telecommuting.

Ms. Trompeter-Ermis reported there are three job stewards now. Ms. Hovelh echoed what Ms. Trompeter-Ermis reported stating they are extremely busy communicating with members about being flexible. Ms. Hovelh stated that she is trying to take some of the burden off Ms. Reede by answering employee questions, providing information, and reaffirming Ms. Reede's directions.

Ms. Trompeter-Ermis announced that classified employees are enjoying learning new skills, and are enjoying the opportunity for them to explore different roles, like the Bus Driver working in Information Technology at the help desk and Campus Assistants assisting in attendance.

DISTRICT REPORT/DIRECTOR'S REPORT:

Ms. Reede thanked Ms. Trompeter-Ermis and Ms. Hovelh for their support of classified employees. Ms. Reede reported that she is also learning a lot of new things like telecommuting, new leave provisions and redirecting staff with different tasks. Ms. Reede reported about classified employees pitching in to do the work that needs to get done. We have some Bus Drivers working all over the district in a variety of areas. Some Bus Drivers were trained to get Food Handler certification so that they could help with Child Nutrition Services preparing and serving meals. Bus Drivers have also been distributing supplies and items to sites, helping with Grounds and Custodial departments, and assisting Information Technology. Campus Assistants and Noon Duty Assistants have also been doing a variety of work such as device distribution, assisting with social distancing, and light cleaning work.

Ms. Reede announced that we do have some students on site at Grapevine Elementary, Alamosa Park and Bobier with small groups beginning on September 9, 2020. This creates an opportunity to see how procedures work and can be improved before everyone returns on campus. Most teachers are on campus teaching from their classrooms with some support staff as well. Ms. Reede stated instructional aides are participating with online learning running small groups virtually and received positive feedback. Ms. Reede reported that California Avenue and Vista Adult Transition Center will bring some students on campus next week. Employees will be provided with additional personal protective equipment for increased safety as they assist physically challenged students.

Ms. Reede asked the Commissioners how they would like eligibility lists authorized since meetings have been held virtually since April. Mr. LeMay delegated authority to Ms. Reede to sign the physical copies of the eligibility lists on the Commissioners behalf after they have been approved at a meeting.

Ms. Reede discussed that many employees have been requesting to telecommute or take leaves, and has so far processed 250 telecommuting and leave agreements. These tasks and many discussions with employees have taken the majority of her time over the last weeks. Ms. Reede stated she has spent many hours assisting in the development of guidelines and procedures for employees to safely return to work.

Ms. Reede announced that the item on the Board meeting about appointing a new Personnel Commissioner was tabled until the Board meeting on October 15, 2020.

ITEMS FROM THE FLOOR:

None

ITEMS FROM THE COMMISSION:

Ms. Minoux commented on the outstanding work of the Human Resources staff during these difficult times with a gold star award. She thanked the union leadership for helping and supporting members.

Ms. Stafford agreed with every word that was said, thanking everyone for their great work.

Mr. LeMay also is appreciative of all the work done, imagining how everyone is scrambling with the situation. He stated it is encouraging and he feels a sense of professional pride with the classified staff's amount of cooperation and collaboration.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, October 13, 2020, at 3:30 p.m. and will be a teleconference meeting on Zoom.

ADJOURNMENT:

The meeting was adjourned at 4:12 p.m.