

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

Unadopted Minutes of the  
Personnel Commission Meeting on  
March 9, 2021

MEMBERS Teri Minoux  
PRESENT: Luisa Stafford  
Christine Bullard

STAFF Corey Nabonne  
PRESENT: William Meni  
Shirley Indegno

OTHERS PRESENT: Rachel D'Ambroso, Shari Fernandez, Adam Weinberger, Marcela Ramos, Michael Breyette

CALL TO ORDER:

The meeting was called to order at 3:31 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON FEBRUARY 9, 2021:

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

\*\*C The motion was unanimously approved.

ADVANCED STEP PLACEMENT:

\*M/S Ms. Stafford / Ms. Bullard moved to approve the Advanced Step Placements:

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Dept/Site</u>	<u>Recommended Step</u>
Vargs, Sandy	612-238	Instructional Assistant II – LH/CH/RSP	Hannalei	3
Schnedar, Brooke	639-305	Instructional Assistant II – LH/CH/RSP	MVHS	2
Basile, Lindsay	638-458	Noon Duty Assistant	Empresa	3

\*\*C The motion was unanimously approved.

ELIGIBILITY LISTS:

\*M/S Ms. Bullard / Ms. Stafford moved to approve the following Eligibility Lists:

FOR CERTIFICATION:

0102-02 Grounds Maintenance Worker

FOR RATIFICATION:

0092-20	Transportation Assistant	Continuous
0093-20	Noon Duty Assistant	Continuous
0094-20	Fiscal Services Technician	Open
0095-20	School Age Child Care Leader	Open
0096-20	Instructional Assistant I – After School Program	Continuous

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0097-20	Instructional Assistant – Behavioral Intervention	Continuous
0098-20	Noon Duty Assistant	Continuous
0099-20	Instructional Assistant – Behavioral Intervention	Continuous
0100-20	Special Education Assistant IV – SH/PH	Continuous
0101-20	Instructional Assistant I – After School Program	Continuous

\*\*C The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni explained the difference between Certification and Ratification of the eligibility lists. Classifications on the Certification eligibility lists represent lists that are not yet being used by the hiring authorities. Classifications on the Ratified eligibility lists are those lists that are currently being utilized by the hiring authorities. Mr. Meni stated that there are some virtual job fairs hosted by local colleges that he plans on attending. He explained that applications for entry level positions have slowed after the stimulus package was approved by the Federal government and the continued unemployment payments.

BOARD REGISTER:

Informational only.

CSEA REPORT

Mr. Weinberger is a Classified employee from Perris, California that has been appointed to represent CSEA Unit #389. He stated he has had a positive experience working with Vista Unified School District. He said that the pandemic has been a great example as to how important the Classified staff is to the educational system. He looks forward to working with Vista Unified School District.

DISTRICT REPORT:

Ms. Fernandez stated her appreciation for Cheree McKean who has joined the District Office team in a temporary capacity to help with Covid and safety. There is an OSHA reporting form on the district website that employees can complete if they discover a hazard at their site. There is a team that includes the principal, CSEA and VTA when necessary to investigate the OSHA hazard report. Ms. Fernandez explained that with more students reporting to campus, there are more employees being called back to site who have been telecommuting. She was happy to report that COVID rates have gone down significantly. She said that COVID vaccines are now available to all employees through VEBA who would like one. Vaccines are voluntary. If an employee chooses to participate in the Covid vaccination they will not have to take the mandatory COVID test for three months after their second dose. If an employee does not choose to be vaccinated, they will need to continue to be COVID tested bimonthly. Ms. Fernandez shared that Spring Break this year is from March 29<sup>th</sup> through April 2<sup>nd</sup> and the school sites will be closed.

DIRECTOR'S REPORT

Mr. Nabonne agreed with Ms. Fernandez that COVID related situations have been improving. He has been one of the department leaders participating in COVID investigations and has gone to several sites. He thanked Mr. Weinberger for coming to the Personnel Commission meeting. Mr. Nabonne discussed the improvements that have occurred with his staff. The general Classified HR department email has been a success. Each of the members of the staff are taking turns checking and responding to emails. The Classified HR staff has also been in the process of cross training and sharing knowledge and information. There are staff meetings that are held on Tuesdays and this has been an incredible opportunity to introduce group learning via presentations made by staff and has helped to further knowledge. Mr. Nabonne explained that he is in the process of desk audits for the Classified HR team. It has been an opportunity for him to see what is on his staff members' desks and to use the information to facilitate cross training. He stated that

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next month he will present the first reading of the 2021-2022 Personnel Commission budget. The second reading and adoption will occur in May or June. He stated that Commissioners Christine Bullard and Luisa Stafford, and HR staff members Bryanna Evans and Shirley Indegno will be attending the CSPCA Merit Academy this year.

Mr. Nabonne introduced Rachel D'Ambroso to discuss the salary increase that occurred in January as a response to the law increasing minimum wage. Ms. D'Ambroso stated that on January 1<sup>st</sup> the increase in minimum wage to \$14.00 an hour took effect. This impacted Classified employees that previously earned less than \$14.00 an hour. The classifications that were paid at range 32 were increased to range 33. The classifications that were at range 33 were moved to range 34. The district and the CSEA have discussed moving classifications Attendance Worker and Child Nutrition Assistant I to range 35 and this will be presented to the Board. The Board can set the salary schedule as long as it doesn't disrupt the difference in pay between the ranges. Ms. Minoux asked if this increase would be paid retroactively. Ms. D'Ambroso stated that it would not. If approved this increase would take effect the month after the Board meeting. The increase of ranges for those classifications needed to be in compliance with the new minimum wage law have already been implemented. The additional increase for the two classifications would be paid in April if approved in March.

#### ITEMS FROM THE FLOOR

None.

#### ITEMS FROM THE COMMISSION

None.

#### CLOSED SESSION

No action taken

#### THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, April 13, 2021, at 3:30 p.m. and will be a teleconference meeting on Zoom.

#### ADJOURNMENT:

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

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