

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

Adopted Minutes of the
Personnel Commission Meeting on
November 18, 2014

MEMBERS Glen Hampton
PRESENT: Don Le May
MEMBER
ABSENT: John Land

STAFF BethAnn Arko, Director
PRESENT: Bill Meni

OTHERS
PRESENT: Teri Minoux, Marie Hoveln, Alicia Evilsizer, Louie Gonzalez, Michelle Bell and Elaine Alexandres

CALL TO ORDER:

The meeting was called to order at 4:30 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE MEETING ON October 14, 2014:

Mr. Le May requested a correction to the minutes of the last meeting from the District Report to reflect that there were Certificated Special Education vacancies within the district. Minutes were updated to reflect the change.

Mr. Le May moved to approve the minutes and Mr. Hampton seconded the motion. The motion was unanimously approved.

ADVANCE STEP PLACEMENT:

Mr. Hampton stated that there was a consent document approval for the advance step placement recommended by the Classified Human Resources Director. All recommendations will be approved as a group in the future but a discussion can be held on any one recommendation if requested.

Mr. Le May requested to pull two recommendations for discussion. He requested confirmation regarding advance step placement for education on Ms. Olivia Nolan and Ms. Ramona Jones. Ms. Arko explained the process of advance step placement of applicants who exceeded the minimum education requirements with a Bachelors Degree by awarding the employee with one step on the pay range.

Mr. Hampton requested to pull Mr. Nathan Andersen advance step placement for discussion. Mr. Hampton questioned regarding the number of years of experience for Mr. Andersen and why he was only being recommended for step two placement. Ms. Arko explained that seven years of experience is "industry standard" for journeyman level experience. Since Mr. Andersen comes to the District with 11 years and each step is representative of two years of additional experience he was recommended for step two placement.

Mr. Le May moved to approve and Mr. Land seconded the motion for the following advance step placements:

- Anderson, Nathan - Electrician, Step 2
- Bargas, Monica - Instructional Assistant I-After School Program, Step 3
- Davis, Belinda - Instructional Assistant I-After School Program, Step 3
- Jeffery, Kimberly - Senior Health Services Technician, Step 3
- Jones, Ramona - Special Education Assistant IV-SH/PH, Step 2
- Nolan, Olivia - School Age Child Activity Assistant, Step 2
- Porter, Vianey - Instructional Assistant-Behavioral Intervention, Step 3
- Power, Leah - School Support Secretary II, Step 2
- Truman, Sarah - IA-Behavioral Intervention, Step 3
- Vicent, Robert - Plumber, Step 2
- Webb, Vickie - Instructional Assistant-Behavioral Intervention, Step 2

The motions were unanimously approved.

ELIGIBILITY LISTS:

Mr. Land moved to approve the Eligibility Lists as submitted and Mr. Le May seconded motion. The motion was unanimously approved.

FOR CERTIFICATION:

0042-14	Warehouse Worker Delivery Driver	Open
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FOR RATIFICATION:

0033-14	Instructional Assistant II – LH/CH	Open
0035-14	Campus Assistant II	Continuous
0036-14	Child Development Assistant I	Open
0037-14	Senior Health Services Technician	Continuous
0038-14	Instructional Assistant – Behavioral Intervention	Continuous
0039-14	Instructional Assistant I – After School Program	Continuous
0040-14	School Age Child Care Leader	Open
0041-14	Purchasing Technician	Open

RECRUITMENT REPORT:

Mr. Meni reported that that the recruitments are running smoothly. Open positions are being tested and interviewed. Continuous recruitments are also ongoing. Hiring authorities are stating they are impressed by the candidate qualities they are seeing for their vacancies.

BOARD REGISTER:

Information only

CELEBRATION OF JOHN LAND:

With the retirement of Mr. Land from the Personnel Commission Mr. Hampton read a proclamation from Mayor of the City of Vista. The proclamation identified Mr. Land's years of outstanding and dedicated service to the school district and the Personnel Commission. In Mr. Land's honor the City of Vista proclaimed November 18, 2014, as John Land's day. Mr. Hampton, Mr. Le May, Ms. Arko, Ms. Bell and Ms. Minoux all stated their appreciation of everything Mr. Land brought to the commission.

Mr. Land extended his appreciation to CSEA for giving him the opportunity to represent the classified staff members as a commissioner on the board.

CSEA UPDATE:

Ms. Bell informed the commission that she will be stepping down as president of CSEA as of Friday, November 21, 2014, at 5:00pm and Ms. Marie Hovel will be taking over the responsibilities. Ms. Bell reported that she was pleased that the district has included CSEA in the planning of the Professional Development Day happening in January. She also reported that CSEA will be the recipient of the Superintendent's Collaboration Award at the November Board Meeting.

DISTRICT UPDATE:

Ms. Alexandres thanked Ms. Bell in her professionalism while representing the members of CSEA and her involvement in the planning for the Professional Development Day. Ms. Alexandres noted that a survey was sent out regarding the naming of the Professional Development day that morning and 53 respondents had replied by that afternoon.

DIRECTOR'S REPORT:

Ms. Arko thanked Ms. Bell for her dedicated service to CSEA. She shared that the classification study interviews have been completed and drafts of the job descriptions should be forthcoming in the next few weeks. Ms. Arko reminded the commissioners of the annual conference for CSPCA occurring in January and spoke of overnight accommodations. The idea was discussed that the current commissioners would not stay over but recommended the new commissioner, Ms. Minoux, stay over for networking opportunities and learn more about the duties of a commissioner.

ITEMS FROM THE FLOOR:

None

ITEMS FROM THE COMMISSION:

None

CLOSED SESSION:

No closed session occurred.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on Wednesday, December 17, 2014, at 4:30 p.m in the Student Services Conference Room.

ADJOURNMENT:

The meeting was adjourned at 5:25 p.m.