

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

Unadopted Minutes of the  
Personnel Commission Meeting on  
April 10, 2018

MEMBERS      Glen Hampton  
PRESENT:      Donald LeMay  
                    Teri Minoux

STAFF         Alaina Reede  
PRESENT:      William Meni  
                    Shari Fernandez  
                    Bryanna Evans

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

CALL TO ORDER:

The meeting was called to order at 3:30 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON MARCH 13, 2018:

\*M/S Mr. Hampton / Ms. Minoux moved to approve the minutes.

The motion was unanimously approved.

ADVANCED STEP PLACEMENT:

\*M/S Mr. Hampton / Ms. Minoux moved to approve the following advanced step placements:

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Dept/Site</u>	<u>Requested Step</u>
Ayala, Diana	620-394	Special Education Asst. IV-SH/PH	Roosevelt	2
Ondersin, Damian	620-508	Instructional Asst.-Behavioral Intervention	Casita Center	2
Seinfeld, Vanessa	606-697	Special Education Asst. IV-SH/PH	Lake	2
Warner, Sharlyn	257-173	Instructional Asst.-Behavioral Intervention	Hannalei	3
Whitty, Lloyd	617-881	Campus Assistant I	Roosevelt	2
Williams, Michele	615-775	Instructional Asst. I-After School Program	RMMS	2

The motion was unanimously approved.

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

ELIGIBILITY LISTS:

\*M/S Mr. Hampton / Ms. Minoux moved to approve the following Eligibility Lists:

FOR RATIFICATION:

0137-17	Aquatic Specialist	Open
0138-17	Instructional Assistant – Behavioral Intervention	Continuous
0139-17	Special Education Assistant IV - SH/PH	Continuous
0140-17	Senior Health Services Technician	Continuous
0141-17	Instructional Assistant – Behavioral Intervention	Continuous
0142-17	Special Education Assistant IV - SH/PH	Continuous
0143-17	Instructional Assistant II LH/CH/RSP	Continuous

The motions were unanimously approved.

FIRST READING OF THE 2018-19 PERSONNEL COMMISSION BUDGET:

Ms. Reede presented the first reading of the 2018-2019 Personnel Commission budget to the Commission. The proposed budget included increased costs for staff salaries and benefits.

Ms. Reede informed the Commission that all departments had been asked to reduce discretionary budgets by 20% for the 2018-19 school year. Ms. Reede stated that the Personnel Commission budget would not be reduced, but \$6,000 (approximately 20%) would be rebated back to the District for the 2018-19 school year to align with other departments' reductions.

The proposed budget will be brought back for public hearing and second reading/approval at the next Personnel Commission meeting on May 8, 2018.

RECRUITMENT REPORT:

Mr. Meni reported that recruitment has slowed nearing the end of the school year. Mr. Meni stated that he attended a recruitment event at Vista Adult School as well as a “pop-up” job fair at Foothill Oak Elementary School to reach out to parents dropping their kids off at school. He explained that there was a good turnout and response from the pop-up job fair. Mr. Meni stated that there are two upcoming job fairs at Palomar College and that one is geared specifically for Veterans.

The Bus Driver Training class is scheduled to begin in June. This class is forty hours of classroom work and upon successful completion the individuals that pass can apply to be a Bus Driver Trainee. Mr. Meni explained that hopefully this will enhance our candidate pool and get more drivers to apply.

Mr. LeMay asked about recruiting events that are held at high schools. Mr. Meni stated that he attended a job fair for Vista High School but that he hasn't heard of one for the other high schools as of yet.

CSEA REPORT:

Marie Hovel reported that there are three members receiving union jackets this month. She announced that Mary Trompeter-Ermis was ratified as Chief Job Steward. Ms. Hovel also stated that the Classified School Employee Week planning is going ahead at full steam. She explained that they did sandwiches during the day last year but plan to add a taco bar at night for the employees who work later in the day.

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

Ms. Hovel also reported that the next CSEA chapter meeting will be held on Wednesday, April 18<sup>th</sup>. This meeting will be information only with no vote but depending on what the school board decides on Thursday there may be a special meeting called.

DISTRICT REPORT:

Shari Fernandez reported that the last Leadership series will be this week and will be hosted by Alaina Reede and Bill Meni to discuss Classified Human Resources. Ms. Fernandez also stated that there will be Interpreting and Translating training on April 13<sup>th</sup> and April 27<sup>th</sup>. There are twenty seven employees scheduled to attend the training.

DIRECTOR'S REPORT:

Ms. Reede informed the Commission that the Governing Board would be considering a resolution to reduce classified positions at the next regular meeting on April 12, 2018. If the resolution passes, Ms. Reede and CSEA will be meeting with employees individually to discuss their rights and answer their questions. She stated that the effects of that decision will follow the regular lay off process.

Ms. Reede commented that she is excited to have a consultant to help with the Classification Study. She explained that if things go as planned the report should be ready for negotiations by the end of next school year.

Ms. Reede provided an update about Digital Schools.

At the May 8, 2018 Personnel Commission meeting, Ms. Reede will bring the second reading of the 2018/2019 Personnel Commission budget.

ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

Ms. Minoux expressed her unhappiness that the classification study has taken so long. She stated that she wished the district hired the consultant sooner.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, May 8, 2018, at 3:30 pm in the District Office Board Room.

ADJOURNMENT:

The meeting was adjourned at 4:00 p.m.