

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

Unadopted Minutes of the
Personnel Commission Meeting on
May 8, 2018

MEMBERS Glen Hampton
PRESENT: Teri Minoux

STAFF Alaina Reede
PRESENT: William Meni
 Ellen Luckow

OTHERS PRESENT: Rachel D'Ambroso, Marie Hovel, Mary Trompeter-Ermis, Marcela Ramos, Beth Ewing

CALL TO ORDER:

The meeting was called to order at 3:35 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON APRIL 10, 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> |
|----------------------|----------------|--|--------------------|-----------------------|
| Aguayo, Brenda | 611-314 | Special Education Asst. IV-SH/PH | RBVHS | 2 |
| Agustin, Cindy | 531-967 | Instructional Asst. I-After School Program | Mission Meadows | 2 |

The motion was unanimously approved.

ELIGIBILITY LISTS:

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

FOR RATIFICATION:

| | | |
|---------|---|------------|
| 0143-17 | Pool Specialist | Open |
| 0144-17 | Child Nutrition Services Assistant I | Continuous |
| 0145-17 | Accounting Assistant | Open |
| 0146-17 | Instructional Assistant II LH/CH/RSP | Continuous |
| 0147-17 | Instructional Assistant I – After School Program | Continuous |
| 0148-17 | Senior Health Services Technician | Continuous |
| 0149-17 | Instructional Assistant – Behavioral Intervention | Continuous |
| 0150-17 | Instructional Assistant II LH/CH/RSP | Continuous |
| 0151-17 | Special Education Assistant IV-SH/PH | Continuous |

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

The motions were unanimously approved.

SECOND READING AND PUBLIC HEARING OF THE 2018-19 PERSONNEL COMMISSION BUDGET:

Ms. Reede presented the second reading of the 2018-2019 Personnel Commission budget to the Commission. There were no changes from the first reading of the budget, which was presented to the Personnel Commission at the April 10, 2018 meeting. The Personnel Commission opened the public hearing at 3:40 pm, and hearing no comment from the public, closed the public hearing at 3:41 pm.

*M/S Mr. Hampton / Ms. Minoux moved to approve the 2018-19 Personnel Commission Budget as presented.

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni reported that we continue to recruit for instructional assistants as well as other open positions. Mr. Meni stated that he attended a Palomar College job fair and made good contacts in spite of inclement weather. Mr. Meni stated that he will be attending an upcoming job fair at Palomar College specifically geared for Veterans.

The Bus Driver Training class is scheduled to begin in June with twelve enrolled thus far. After completing classroom instruction and behind-the-wheel training, participants will be eligible to be considered for open Bus Driver positions.

Mr. Meni attended a webinar for social media recruitment on how we can poise ourselves effectively on the internet with Twitter, Facebook, LinkedIn accounts, enticing "Millennials" and "GenXers" to apply.

CSEA REPORT:

Marie HovelIn announced that Classified School Employee Week (CSEW) is coming up and presented buttons for Commissioners. A luncheon is scheduled for Wednesday, May 23, 2018 from 11:00 am - 1:00 pm recognizing classified staff and an evening taco bar on Thursday, May 24, 2018 from 4:00 pm - 6:00 pm for evening employees. Mission Federal Credit Union is giving attendees four complimentary fair tickets.

Ms. HovelIn also reported that CSEA held a special election meeting on the MOU's for reduction in staff due to Olive Elementary closing and Teen Parent Program decreasing staff. Ms. HovelIn was very appreciative for Ms. Reede's planning and preparation to meet with every employee affected addressing their options, concerns, and questions. She reported that even though laying off can be a horrible action, several members sent "thank you" notes for the kindness and consideration extended to them.

CSEA is advertising the June Bus Driver training opportunity for its members. Ms. HovelIn referred some persons from Escondido at the Area K picnic.

Mary Trompeter-Ermis read a letter from Anthony Barela about translation inequities at Vista High School. According to the letter Ms. Trompeter-Ermis read, Mr. Barela requested hiring a full-time translator on site or replacing an Instructional Assistant position with a translator because of the number of special education students requiring translation services. Ms. Trompeter-Ermis supports the full-time translator option because processing out-of-class and extra time work with existing staff is labor intensive and inefficient. Plus, translating removes those persons from regular job duties. Mr. Hampton requested that Ms. Reede talk with Mr. Barela and administration to determine the best solution. Ms. Reede responded that she is aware of situation and has been working towards best action. She will report back next month.

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

DISTRICT REPORT:

Rachel D'Ambrosio reported that there is a retirement recognition at the Board meeting tonight with eight classified employees recognized. The Board will read a proclamation about classified employees acknowledging their contributions in honor of CSEW week.

DIRECTOR'S REPORT:

Ms. Reede stated that leadership advance is a program sponsored by HR offering sessions to inform participants about promoting. This last month Mr. Meni and Ms. Reede presented about getting into Human Resources management. HR had a biannual retreat for a half day focusing on customer service and ways to support one another.

The classified employee teacher grant was offered again this spring with twelve employees applying, which is the second time the grant was offered this year. Ms. Reede hand delivered the packets and thanked CSEA for emailing members about the opportunity. SDCOE will contact awardees directly by about May 18th.

Ms. Reede commented that administrative professionals were recognized on April 27th with a luncheon. Also, last week was Bus Driver appreciation day.

Ms. Reede stated she will include the Board Register again in the Personnel Commission agenda.

ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

None.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, June 12, 2018, at 3:30 pm in the District Office Board Room.

ADJOURNMENT:

The meeting was adjourned at 4:07 p.m.