

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

Unadopted Minutes of the
Personnel Commission Meeting on
May 16, 2017

MEMBERS	Teri Minoux	STAFF	Alaina Reede
PRESENT:	Glen Hampton	PRESENT:	Bill Meni Ellen Luckow

OTHERS

PRESENT: Alicia Evilsizer, John Baird, Mary Trompeter-Ermis, Kyle Ruggles

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 APRIL 18, 2017:

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

The motion was unanimously approved.

ADVANCED STEP PLACEMENT:

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

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Requested Step</u>
Hychko, John	609-280	Bus Driver	2

The motions were unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

FOR RATIFICATION:

0145-16	Instructional Assistant I – Behavioral Intervention	Continuous
0146-16	Special Education Assistant IV – SH/PH	Continuous
0147-16	Instructional Assistant II – LH/CH/RSP	Continuous
0148-16	Campus Assistant II	Continuous
0149-16	Child Nutrition Services Assistant I	Continuous

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

0150-16	Budget Analyst	Open
0151-16	School Age Child Care Activity Assistant	Continuous
0152-16	Equipment Operator	Promotional
0153-16	HVAC & R Mechanic	Open
0154-16	School Secretary – Secondary	Open
0155-16	Senior Buyer	Open
0156-16	Aquatics Specialist	Open
0157-16	Plant Lead I	Open
0158-16	Accountant	Promotional

The motion was unanimously approved.

RECLASSIFICATION: ROBIN PETERSON (HAWKINS)

Ms. Reede requested this item be tabled due to a concern raised by the CSEA Field Director. Ms. Reede will communicate with Ms. Peterson about deferred action.

SECOND READING OF 2017-2018 PERSONNEL COMMISSION BUDGET

Mr. Hampton opened the public hearing of the 2017-2018 Personnel Commission Budget for comments at 3:35 pm. Ms. Reede stated there were not any changes made since the first reading. No public comments were made and the public hearing was closed at 3:36 pm.

*M/S Ms. Minoux/Mr. Hampton moved to adopt the 2017-18 Personnel Commission Budget as proposed.

RECRUITMENT REPORT:

Mr. Meni complimented the Classified Human Resources team for their hard work on completing recruitments due to the amount of retirements. Many positions have not been posted for 15 to 20 years, which requires the development of updated examination materials. Mr. Meni has attended three job fairs at Palomar College, Vista Adult Education, and the Employment Development Department Workforce Partnership. We have seen a positive impact from the banners advertising Vista Unified School District as an employer.

BOARD REGISTER:

Information Item only.

CSEA REPORT:

Ms. Evilsizer reported she had the pleasure of attending Palomar College during the job fair and was pleased to see Vista Unified School District promoting interest. CSEA is wrapping up the end of the year and is celebrating employee recognition week with a breakfast for evening staff and barbeque dinner for all other staff. It is another great year and CSEA is happy to be part of the district's success.

DISTRICT REPORT:

Dr. Ruggles welcomed Ms. Evilsizer back. CSEA classified appreciation week has been a great hit. Ms. Hoveln has been visiting different school sites and departments greeting employees distributing badges, pins, and candy.

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

DIRECTOR'S REPORT:

Ms. Reede echoed Mr. Meni's comments about how well the team is working. In preparation of retirees leaving, we have filled a number of key positions such as School Secretary, Plant Leads, and Budget Analyst.

There is a CSPCA planning meeting Monday, May 22 at 2:00 p.m. that Ms. Reede and Mr. Meni will be attending.

The retirement function was held at the Morris Vance Community Center for all of our retirees. It was well attended with over 100 retirees attending with family, friends, and coworkers. Ms. Reede delivered certificates and thanked retirees unable to attend at their work locations.

Ms. Reede thanked John Baird, Personnel Commissioner from San Dieguito School District and SDCPCA Regional Director, for visiting.

ITEMS FROM THE FLOOR:

Ms. Evilsizer announced what a pleasure it has been to develop positive relations with the District and to work with everyone. Dr. Ruggles commended Ms. Evilsizer for cultivating positive relations between CSEA and the District long before Ms. Reede and he arrived. He thanked her for her help and support in developing today's teamwork environment. Mr. Hampton also said how much he has enjoyed working with her and will miss her.

Mr. Baird provided flyers about the upcoming CSPCA conference for those who may be interested. Mr. Baird congratulated Bridget Savin from San Dieguito who was selected as the Classified Employee of the year for the State.

ITEMS FROM THE COMMISSION:

None.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting is scheduled for Tuesday, June 13, 2017, at 3:30 p.m. in the ASC Board Room.

ADJOURNMENT:

The meeting was adjourned at 3:50 p.m.