

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

Adopted Minutes of the
Personnel Commission Meeting on
March 10, 2015

MEMBERS Don Le May
PRESENT: Teri Minoux
Glen Hampton

STAFF BethAnn Arko, Director
PRESENT: Bill Meni

OTHERS
PRESENT: Marie Hovel, Alicia Evilsizer and Elaine Alexandres

CALL TO ORDER:

The meeting was called to order at 3:00 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE MEETING ON February 10, 2015:

Mr. Hampton moved to approve the minutes and Ms. Minoux seconded the motion. The motion was unanimously approved.

Discussion:

Ms. Minoux asked if the minutes could be modified from the current format of who moves for a motion and seconded, to a format indicating M/S then the first person listed as who moved, followed by the second person who seconded. Mr. LeMay indicated that the minutes are created for third party readers to understand what transpired. Ms. Arko stated that we can place a footnote to the meaning of M/S. The format was agreed upon for a change.

ADVANCE STEP PLACEMENT:

*M/S Mr. Hampton / Ms. Minoux for the following advance step placements:

- Alviso, Kathie – Instructional Assistant – Behavioral Intervention, Step 3
- Avila, Crescencio – Instructional Assistant I – After School Program, Step 2
- Danso, Joyce – Special Education Assistant IV SH/PH, Step 3
- De Alba, Judy – Transportation Assistant, Step 2
- Foote, Elizabeth - Instructional Assistant I – After School Program, Step 3
- Garcia, Monica – School Age Child Care Activity Assistant, Step 2
- Gonzales, Fernando - Special Education Assistant IV SH/PH, Step 3
- Knapp, Karen – Instructional Assistant II LH/CH, Step 2
- Lavender, Kaylena - Special Education Assistant IV SH/PH, Step 2
- Martinez, Rosa – CNS Assistant I, Step 3
- Mora, Gabriela – Office Assistant, Step 2
- Pelino, Hernanita – Instructional Assistant – Behavioral Intervention, Step 2
- Stringer, Alexander - Instructional Assistant – Behavioral Intervention, Step 2

The motions were unanimously approved.

ELIGIBILITY LISTS:

*M/S Mr. Hampton / Ms. Minoux for the Eligibility Lists.

FOR CERTIFICATION:

0084-14 Pool Specialist

Open

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

FOR RATIFICATION:

0071-14	Instructional Assistant I – After School Program	Continuous
0072-14	Instructional Assistant II – LH/CH/RSP	Continuous
0073-14	Instructional Assistant – Behavioral Intervention	Continuous
0074-14	Office Assistant	Open
0075-14	Senior Health Services Technician	Continuous
0076-14	Health/Attendance Technician	Open
0077-14	School Age Child Care Activity Assistant	Continuous
0078-14	Child Nutrition Services Lead I	Promotional
0079-14	Instructional Assistant I – After School Program	Continuous
0080-14	Bus Driver	Continuous
0081-14	Transportation Assistant	Continuous
0082-14	Instructional Assistant – Behavioral Intervention	Continuous
0083-14	Special Education Assistant IV SH/PH	Continuous

Discussion:

Ms. Minoux requested an explanation of the differences between eligibility list 0077-14 and 0079-14. Ms. Arko stated that that 0077-14 was for the AM/PM program and that 0079-14 was for a different classification for the After School Program.

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni reported that the team is beginning recruitment for the Extended Year School positions. The March recruitments will be slower due to the department will be involved in a week long training session at the County Office of Education for the new software operating system and Spring Break. The department is being proactive in recruiting for possible vacancies that may occur over the summer now to speed the process in filling those potential openings sooner than later.

BOARD REGISTER:

Ms. Arko stated that the format to the Board Register has been modified, based on the suggestion from Ms. Minoux. The listing is now alphabetical and sorted by group.

CSEA UPDATE:

Ms. Hovel reported that CSEA and the District are in current negotiations with the contract and the sunshine proposal was submitted. Two individuals will be attending the April ParaEducator Conference. When they return they will be hosting a learning module to share what they had learned. CSEA continues to participate in various LCAP committee meetings.

Ms. Evilsizer indicated that there has been very favorable feedback regarding the job description study and feels that the collaboration between members and administration is very good.

DISTRICT UPDATE:

Ms. Alexandres stated that it was a very busy time for the District with much attention to the Blue Print process. Also indicating that there could be additional staffing levels to the Classified members. Negotiations are set for April 16th with CSEA. Also reported was that Ron Bennett will be holding a Budget Workshop next week.

DIRECTOR'S REPORT:

Ms. Arko informed the commission that the classification review was e-mailed to incumbents and that the school secretaries were very helpful in distributing the information to the Instructional Assistants at their sites. A couple of individuals thought that the descriptions was the final version but were informed the process was still ongoing. The HR Department will be involved in a week long training session at the County Office of Education on the new MiTi system next week. She also reminded the Commissioners that the Form 700 is due April 1, 2015. Ms. Arko will be presenting to the Assistant Principal's meeting regarding working with their classified staff.

ITEMS FROM THE FLOOR:

None

ITEMS FROM THE COMMISSION:

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

Ms. Minoux read a thank you note from an attendee at the CSPCA conference regarding the action taken by Ms. Minoux and others from CSEA to give the leftover food from the CSPCA President's reception to the less fortunate.

CLOSED SESSION:

Went into closed session with no action taken.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on Tuesday, April 14, 2015, at 4:30 p.m., in the Boardroom.

ADJOURNMENT:

The meeting was adjourned at 3:37 p.m.