

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

Unadopted Minutes of the  
Personnel Commission Meeting on  
July 13, 2017

MEMBERS      Glen Hampton  
PRESENT:      Donald LeMay

STAFF            Alaina Reede  
PRESENT:       Shirley Indegno

OTHERS

PRESENT: Alicia Evilsizer, Marie Hovelh

CALL TO ORDER:

The meeting was called to order at 3:33 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON JULY 13, 2017:

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

The motion was approved.

ADVANCED STEP PLACEMENT:

Ms. Reede stated that Penny Capra who is on the agenda for an advanced step placement has recently submitted new information that will need to be verified. She is pulling Ms. Capra's application for advanced step placement for this meeting and will resubmit it for the next Personnel Commission meeting in August. Ms. Capra was informed of this decision.

\*M/S Mr. LeMay / 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>
Farrell, Nancy	489-959	Child Nutrition Lead I	2
O'Neill Carson, Christopher	612-942	HVAC & R Mechanic	3

The motions were unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

FOR RATIFICATION:

0001-17	Special Education Assistant IV - SH/PH	Continuous
0002-17	Instructional Assistant – Behavioral Intervention	Continuous
0003-17	Data and Assessment Technician	Open
0004-17	Instructional Assistant II – LH/CH/RSP	Continuous
0005-17	Bus Driver	Continuous
0006-17	Child Nutrition Assistant II	Promotional
0007-17	Instructional Assistant – Behavioral Intervention	Continuous
0008-17	Special Education Assistant IV – SH/PH	Continuous
0009-17	Transportation Scheduler/Dispatcher	Promotional
0010-17	School Age Child Care Activity Assistant	Continuous
0011-17	School Support Secretary II	Open
0012-17	Campus Assistant II	Continuous

The motions were unanimously approved.

RECRUITMENT REPORT:

Ms. Reede stated that the Human Relations Department has been quite busy this summer. There are currently about seventy nine vacancies, most of which are Special Education Instructional Assistants. She expects many of these vacancies to be filled prior to the start of school. The Human Resources department is making great strides to advertise that the Vista Unified School District is hiring. Although incoming applications have slowed for the summer, she expects the number of applications to rise in August.

Mr. LeMay asked about the banners that have been placed at some school sites. Ms. Reede said that banners have been placed at all school sites in a location visible to parents and the community. She feels it is important to recruit from the local community. They have a stake in this community based organization.

CSEA REPORT:

Ms. Hovel said that she wanted to thank Ms. Reede for her assistance in the process for grants given to classified employees looking to obtain their credentials to become teachers. Ms. Reede said that twenty five employees were given this grant in the County of San Diego and seven of those employees were from the Vista Unified School District. Ms. Reede also stated that our employees were only given a five day notice, two of which were weekend days to compile the information needed to apply for the grant. She hopes that this year, our employees will be given more time. The County of San Diego informed Ms. Reede that the information given to them on the behalf of our employees was the most organized that they received. Mr. LeMay inquired if most of the employees given the grant were Special Education Instructional Assistants. Ms. Reede said that most were, but there were other classifications represented as well.

Ms. Hovel said that she will attend the CSEA Annual Conference at the end of July.

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

Ms. Hoveln stated that she has been attending many interviews for School Administration. She was recently on the panel for Middle School Principals and High School Assistant Principals. She will be attending interviews for Middle School Assistant Principals.

DISTRICT REPORT:

Ms. Reede announced that Rachel D'Ambroso will start next week as the new Director of Certificated Human Resources to replace Dr. Kyle Ruggles, who was promoted to Executive Director of Student Services. Ms. D'Ambroso has been the principal at Breeze Hill Elementary.

DIRECTOR'S REPORT:

Ms. Reede also stated that she is still working on the Classification study. She will be meeting with Ms. Hoveln and Maintenance staff members in the upcoming weeks.

Ms. Reede informed the Commission that she will be traveling to Sacramento to present at the Unemployment Insurance Conference at the end of September.

A CSPCA Conference planning meeting will be held this week and Ms. Reede and Mr. Meni will attend. Mr. Meni and Ms. Reede will be in charge of Registration. Ms. Reede will give a presentation on Leaves of Absence. She feels the Co-Chairs are doing a great job. She feels the Conference in the past has been very well put together and well attended.

ITEMS FROM THE FLOOR:

None

ITEMS FROM THE COMMISSION:

Mr. LeMay said that he may not be able to attend the next Personnel Commission meeting scheduled for August 8, 2017. Ms. Reede said that Ms. Minoux will not be able to attend. If Mr. LeMay is unable to attend, then the meeting will need to be rescheduled or cancelled. Mr. LeMay said he plans on attending, but if he is unable, he will inform Ms. Reede.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting will be held Tuesday, August 8, 2017, at 3:30 pm. (This meeting was later cancelled and the next regular meeting of the Personnel Commission will be held Tuesday, September 5, 2017 at 3:30 p.m.).

ADJOURNMENT:

The meeting was adjourned at 3:55 p.m.