

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

Unadopted Minutes of the
Personnel Commission Meeting on
February 13, 2018

MEMBERS Glen Hampton
PRESENT: Donald LeMay
 Teri Minoux

STAFF Alaina Reede
PRESENT: William Meni
 Shirley Indegno

OTHERS PRESENT: Marie HovelIn, Marcela Ramos, Mary Trompeter-Ermis, Dr. Linda Kimble, Rachel D'Ambroso, Alicia Evilsizer

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 JANUARY 23, 2018:

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

The motion was approved, with Ms. Minoux abstaining.

ORGANIZATIONAL ELECTION OF COMMISSION OFFICERS FOR 2018

*M/S Mr. Hampton / Ms. Minoux made the motion to nominate Donald LeMay as Chairperson for 2018.

The motion was approved, with Mr. LeMay abstaining.

*M/S Mr. Hampton / Mr. LeMay made the motion to nominate Ms. Minoux for Vice-Chairperson for 2018.

The motion was approved, with Ms. Minoux abstaining.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

0118-17	District Interpreter/Translator	Continuous
0119-17	Campus Assistant II	Continuous
0120-17	Adult Education Testing Technician	Open
0121-17	Instructional Assistant II – LH/CH/RSP	Continuous
0122-17	Instructional Assistant – Behavioral Intervention	Continuous
0123-17	Special Education Assistant IV – SH/PH	Continuous

FOR RATIFICATION:

0105-17	School Age Child Care Supervisor	Promotional
0106-17	Maintenance and Grounds Manager	Promotional
0107-17	District Interpreter / Translator	Open

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

0108-17	Child Nutrition Assistant I	Continuous
0109-17	Instructional Assistant I – After School Program	Continuous
0110-17	School Age Child Care Activity Assistant	Continuous
0111-17	Bus Driver	Continuous
0112-17	Instructional Assistant – Behavioral Intervention	Continuous
0113-17	Instructional Assistant II – LH/CH/RSP	Continuous
0114-17	Special Education Assistant IV – SH/PH	Continuous
0115-17	Bilingual Testing Assistant	Open
0116-17	Bus Driver	Continuous
0117-17	Transportation Assistant	Continuous

The motions were unanimously approved.

RECRUITMENT REPORT:

Mr. Meni reported that he attended the Hire a Vet Job Fair on December 13, 2017. Mr. Meni also attended the Vista Adult Education Job Fair on February 6, 2018. He stated that he and other employers presented to teachers who were looking to prepare their students to be career ready.

Mr. Meni also reported that we have had an influx of retired employees that are coming back as substitutes in their previous classification.

CSEA REPORT:

Marie Hovel reported that the two Memoranda of Understanding, for Extended School Year and for Transportation, were ratified by their members. CSEA met with the District and Vista Teacher's Association at the Budget Workshop. CSEA will be voting on two additional Memoranda of Understanding at the next chapter meeting.

Ms. Hovel felt that the CSPCA conference was helpful.

Last week CSEA met with Transportation regarding the revised handbook. Ms. Hovel was appreciative that this is a "living document" that can be changed as needed.

DISTRICT REPORT:

Rachel D'Ambroso reported that the items that have been through the CSEA's approval process will be going before the Board on February 15, 2018.

Ms. D'Ambroso informed the Commission of the Leadership Series for the Classified Employees. These presentations provide insight into the pathways to management. The next Leadership Series presentation is on leadership within the Facilities and Maintenance department.

Dr. Linda Kimble introduced herself to the Commission.

Mr. LeMay approved of the Leadership Series as he has advocated for promotion for classified employees. He asked how the State budget was looking. Dr. Kimble stated that she is looking for reductions that might be made to the District budget. Ms. D'Ambroso offered to bring an update on the budget to the next Personnel Commission meeting on March 13, 2018.

Mr. LeMay welcomed Dr. Kimble as the new Superintendent.

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

DIRECTOR'S REPORT:

Ms. Reede reported that the CSPCA Conference went well. She is still gathering feedback from participants about their experience at the conference. The presentations from the conference are available on the Sched app indefinitely online to conference registrants.

Ms. Reede stated that in conjunction with Fiscal Services, Human Relations will be moving forward with the implementation of Digital Schools software. This system will streamline the process of the current PAF system and provide the opportunity for electronic time sheets. Joint training with Human Relations and the Fiscal Services department will begin in March to train the five pilot school sites/departments.

ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

Mr. Hampton commended Ms. Reede and Mr. Meni on all of their hard work to make the CSPCA conference successful. He appreciates all of the hard work from all staff that contributed to the conference's success.

Ms. Minoux echoed Mr. Hampton's appreciation of Ms. Reede and Mr. Meni's contribution to the success of the CSPCA conference. The feedback that Ms. Minoux received from attendees from the conference was that this was the best CSPCA conference they had ever attended.

Ms. Minoux would like to receive feedback on her presentation for the Classified Professional Development Day. Ms. Reede will look into what feedback was given and report back to Ms. Minoux.

Mr. LeMay was impressed with the seamless flow between administrators and employees at VUSD.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, March 13, 2018, at 3:30 pm in the District Office Board Room.

ADJOURNMENT:

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