

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

Unadopted Minutes of the
Personnel Commission Meeting on
January 23, 2018

MEMBERS Glen Hampton
PRESENT: Donald LeMay

STAFF Alaina Reede
PRESENT: William Meni
Irene Young

OTHERS PRESENT: Marie Hovel, Alicia Evilsizer, Mary Trompeter-Ermis, Hilda Reynoso

CALL TO ORDER:

The meeting was called to order at 3:32 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON DECEMBER 12, 2017:

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

The motion was unanimously approved.

ORGANIZATIONAL ELECTION OF COMMISSION OFFICERS FOR 2018

*M/S Mr. LeMay/Mr. Hampton moved to delay this item until the February 13, 2018 meeting, when all Commissioners could be present.

The motion to delay the item was unanimously approved.

ADVANCED STEP PLACEMENT:

*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>Dept/Site</u>	<u>Requested Step</u>
Anzalone, Alexandra	528-437	Instructional Asst.-Behavioral Intervention	Vista High	3
Falzone, Lawrence	613-410	Custodian	Adult Ed	2
Gose, Matthew	511-445	Instructional Asst.-Behavioral Intervention	Foothill Oak	3
Hypes, Wendy	521-056	Child Nutrition Services Assistant I	VIDA	2
Mai, Nicole	611-868	Instructional Asst.-Behavioral Intervention	Lake	2
Mendoza, Brenda	618-129	Instructional Asst. I-After School Program	Temple Heights	2
Mora, Moidhya	614-279	School Support Secretary I	Roosevelt	2
Smith, Elizabeth	617-307	Instructional Asst.-Behavioral Intervention	Empresa	2
Wilfert, Heather	218-817	Instructional Asst. II-LH/CH/RSP	Roosevelt	3

The motions were unanimously approved.

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

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

None

FOR RATIFICATION:

0092-17	Instructional Assistant I – After School Program	Continuous
0093-17	Special Education Assistant IV - SH/PH	Continuous
0094-17	Instructional Assistant – Behavioral Intervention	Continuous
0095-17	Campus Assistant II	Continuous
0096-17	Instructional Assistant – Behavioral Intervention	Continuous
0097-17	Special Education Assistant IV - SH/PH	Continuous
0098-17	School Age Child Care Leader	Open
0099-17	Instructional Assistant I – After School Program	Continuous
0100-17	Fiscal Services Technician	Open
0101-17	Campus Assistant II	Continuous
0102-17	Instructional Assistant – Behavioral Intervention	Continuous
0103-17	Instructional Assistant II LH/CH/RSP	Continuous
0104-17	Special Education Assistant IV - SH/PH	Continuous

The motions were unanimously approved.

RECRUITMENT REPORT:

Mr. Meni reported that he trained classified employees at the Professional Development Day informing our employees about employment procedures, the merit system, test preparation, and promotions/transfers. The information seemed well-received by the attendees. Mr. Meni attended the Hiring a Vet job fair on December 13, 2017. It was well attended by former military and their dependents. Mr. Meni will also be attending the Vista Adult Education job fair on February 6, 2018. He has reposted all of our open positions at the local colleges (Palomar, Mira Costa, and Cal State San Marcos).

CSEA REPORT:

Marie Hovel reported that the new Executive Board has been elected with new officers, with Ms. Hovel remaining as President. Ms. Hovel was pleased to announce that CSEA Chapter 389 would be sending two delegates to the full 2018 CSPCA Annual Conference, and four delegates attending the half-day training on Thursday, February 1, 2018. There will be voting on the MOUs for Transportation and Summer School Staffing tomorrow. CSEA Chapter 389 has two members that have started the Job Steward training program.

DISTRICT REPORT:

None.

DIRECTOR'S REPORT:

Ms. Reede reported that the Classified Staff Development was well-attended with over 700 people present. Our new Superintendent, Dr. Linda Kimble, spoke to employees in the opening address. Ms. Reede also taught a class on Classified Staff and the Merit System.

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

Ms. Reede congratulated Mr. LeMay on being reappointed by the Board of Trustees to the Personnel Commission for a three-year term. Ms. Reede stated that she will be presenting the Personnel Commission Annual Report at the next Board Meeting on Thursday.

The bilingual memorandum of understanding was ratified and approved at the last Board meeting. This allows office staff to get monthly stipends for translations and for other staff to get compensation for extra time worked for translations. Effective January 1, 2018, all classified employees received a 3% raise. The teachers union negotiated for a raise and classified employees get what teachers get – “Me Too” raise.

Ms. Reede is looking forward to the upcoming 2018 CSPCA Annual Conference. Ms. Reede stated that there is an amazing team putting it together with some good speakers and interesting subjects.

ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

Mr. Hampton thanked Mr. LeMay and congratulated him on being appointed to another term.

THE NEXT P.C. MEETING:

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

ADJOURNMENT:

The meeting was adjourned at 4:02 p.m.