

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

Adopted Minutes of the  
Personnel Commission Meeting on  
April 14, 2015

MEMBERS Don Le May  
PRESENT: Teri Minoux  
Glen Hampton

STAFF BethAnn Arko, Director  
PRESENT: Bill Meni

OTHERS  
PRESENT: Alicia Evilsizer, Cheri Borger, Shane Borger and Elaine Alexandres

CALL TO ORDER:

The meeting was called to order at 4:30 p.m. followed by the Pledge of Allegiance.

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

\*M/S Mr. Hampton / Ms. Minoux moved to approve the minutes. The motion was unanimously approved.

ADVANCE STEP PLACEMENT:

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

- Holly De La Fuente - Special Education Assistant IV SH/PH, Step 2
- Karen Miller - Special Education Assistant IV SH/PH, Step 3
- Ignacio Ramirez Lazos - Special Education Assistant IV SH/PH, Step 2
- Mecah Welch – School Age Child Care Activity Assistant, Step 2

The motions were unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

0092-14	Child Development Assistant I	Open
0093-14	Child Development Assistant II	Promotional

FOR RATIFICATION:

0085-14	Senior Health Services Technician	Continuous
0086-14	Campus Assistant II	Continuous
0087-14	Special Education Assistant IV SH/PH	Continuous
0088-14	Instructional Assistant Behavioral Intervention	Continuous
0089-14	School Age Child Care Activity Assistant	Continuous
0090-14	Instructional Assistant I – After School Program	Continuous
0091-14	School Age Child Care Activity Assistant	Continuous

The motion was unanimously approved.

FIRST READING P.C. BUDGET 2015-2016:

Ms. Arko presented the proposed budget for 2015-2016. She stated that the expenses for payroll and benefits were not finalized as the projected numbers were not completed by the time of the meeting. Under the payroll portion of the budget, a proposed staff increase to the Classified Human Relations Department was indicated. The position would be shared,

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

with the responsibilities of 50% to the Personnel Commission and 50% to the District. An explanation was given on two additional line items, CNS and Training. The CNS line item will be for projected interview panel lunches for raters who assist in interviews longer than four (4) hours. The training line item was included to provide additional assistance to classified staff members for improvement in their classification along with providing training for promotional opportunities.

Mr. Le May questioned the allocation amounts to the budget and asked if the budget should be increased. Ms. Arko stated that the department has been very prudent in the expenditures and that the dollar amount allocated to the future budget should be sufficient.

Both Mr. Le May and Ms. Minoux commented on their support of the training budget to allow for cross training and promotional training for staff members.

#### RECRUITMENT REPORT:

Mr. Meni reported that despite two weeks of loss time in recruiting, due to the Spring Break and County training on the new people management system, nine (9) eligibility lists were still created. Staff attended a recent Job Fair at Cal State San Marcos providing information on job opportunities and the process to apply. Mr. Meni shared that several retirement notifications have been submitted. Recruitment has begun to start replacing those soon to be vacant positions.

#### CSEA UPDATE:

Ms. Evilsizer informed the commission that Classified Employee Week will be occurring May 18th – 22<sup>nd</sup>. During this week managers, administrators, directors, etc. will have the opportunity to job shadow a staff member for the day/part of day to have a prospective of what they do. She also shared that Michelle Bell, past local president of CSEA, has a new position with CSEA as their Regional Labor Relations Representative.

#### DISTRICT UPDATE:

Ms. Alexandres stated that she will be participating on a shadow day during the Classified Employee Week. The District is bringing forward the sunshine proposals to the Board regarding the CSEA and VTA bargaining units. There is a recent assembly bill requiring agencies to train and track the training of mandatory reporting for school employees. The District is working with Keenan and Associates to develop the training and tracking.

#### DIRECTOR'S REPORT:

Ms. Arko reported that the annual CSPCA conference netted a profit of \$5,000 for the organization. Also, the local SDCSPCA is looking to fill leadership roles for their upcoming open leadership positions. During the monthly School Board Meeting in April, there will be a proclamation recognizing the hard work of classified, certificated and substitutes. A classified and certificated substitute will be recognized that evening. An announcement was made, that on June 5<sup>th</sup> there will be a conference in Anaheim, Working Together to Support Merit. Classification study remarks have been submitted in by the incumbents and are being reviewed. There was a change in the approval process with CSEA regarding the classification study. CSEA has requested that all of the classifications being updated be brought to them so they can be voted on for approval by the members, after the adoption of the Personnel Commission. Ms. Arko made a suggestion, several people have indicated they would like to see if the start time, for the Personnel Commission meetings, can be at 3:30pm in the future. Since there were no objections, Ms. Arko will be investigating the possibility of changing the meeting times.

#### ITEMS FROM THE FLOOR:

None

#### ITEMS FROM THE COMMISSION:

Ms. Hampton reported that the state conference for CSPCA will be held in Anaheim, February 24-26, 2016. There will also be an opportunity for an additional mini conference in October 10-11, 2015 in Reno. Ms. Minoux suggested that the budget be increased to allow attendance to the mini conference in the event someone would like to attend.

#### CLOSED SESSION:

None.

#### THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on Tuesday, May 5, 2015, time to be determined, in the Business Service Conference Room.

#### ADJOURNMENT:

The meeting was adjourned at 5:05 p.m.

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