

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

Adopted Minutes of the  
Personnel Commission Meeting on  
May 5, 2015

MEMBERS Don Le May  
PRESENT: Teri Minoux  
Glen Hampton

STAFF BethAnn Arko, Director  
PRESENT: Bill Meni

OTHERS  
PRESENT: Alicia Evilsizer and Elaine Alexandres

CALL TO ORDER:

The meeting was called to order at 3:50 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE MEETING ON April 14, 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:

- Anthony Boyd – Instructional Assistant Behavioral Intervention, Step 2
- Maria Garcia - School Age Child Care Activity Assistant, Step 2
- Maryam Pirouzfar – Instructional Assistant II – LH/CH/RSP, Step 3
- Ashley Rosario – Special Education Assistant IV SH/PH, Step 2

The motions were unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

0101-14	School Secretary – Secondary	Open
---------	------------------------------	------

FOR RATIFICATION:

0094-14	Instructional Assistant Behavioral Intervention	Continuous
0095-14	Special Education Assistant IV SH/PH	Continuous
0096-14	School Support Secretary II	Open
0097-14	Inventory Control Technician	Promotional
0098-14	Campus Assistant II	Continuous
0099-14	Community Liaison Aide	Open
0100-14	Instructional Assistant I – After School Program	Continuous

The motion was unanimously approved.

SECOND READING P.C. BUDGET 2015-2016:

Ms. Arko presented the proposed Personnel Commission budget for 2015-2016. Based on recommendations from the Commission, changes from the first reading to the budget include additional monies for Travel and Conference attendance along with some reallocation of training expenses. To offset the additional increases, Ms. Arko proposed a reduction in expenses in Advertising/Legal Ads advertising. The proposed additional HR Assistant position will be added once the District's staffing budget has been approved in June.

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

\*M/S Mr. Hampton / Ms. Minoux moved to approve the Personnel Commission Budget in the amount of \$528,194 which reflects all of the proposed increases. The motion was unanimously approved.

#### RECRUITMENT REPORT:

Mr. Meni reported that the department surpassed 100 eligibility lists for the 2014-2015 school year. Currently, testing is proceeding in several high profile clerical positions. In the Transportation Department, applicants for School Bus Drivers are being sought out. Additional outreaches to other possible recruitment sources are being looked into (i.e. Employment Development Dept., Inland and Coastal Career Centers, Military transition agencies, etc...). Transportation Department also continues to offer the classroom instruction program to candidates interested in becoming drivers. The Vista Adult Education Center will be hosting a Career Fair on May 13th which will be attended by a representative of the department.

#### BOARD REGISTER:

Information Only

#### CSEA UPDATE:

Ms. Evilsizer informed the Commission that it is a very busy time for staff as the year is now winding to an end. Ms. Marie Hovel recently attended a Para-Educator conference and upon her return has already completed a learning module for staff to attend. Labor negotiations will begin with the District this Thursday, May 7<sup>th</sup>. Transportation subcommittee meetings have recently been completed as well. A new handbook is also being developed for processes and procedures. Ms. Evilsizer stated that she is working closely with Special Education for an onboarding process for new hires, teaming new hires with current staff members to help in the new hire transition.

#### DISTRICT UPDATE:

Ms. Alexandres will be participating at a Job Fair on May 16<sup>th</sup>, letting participants know of classified and certificated opportunities with the District. Recruitment efforts are in full force for certificated in preparation for the 2015-2016 school year. Mandated trainings will be rolling out soon, 100% participation is required to be compliant with the law. Ms. Alexandres noted that 99% is not enough to be in compliance.

#### DIRECTOR'S REPORT:

Ms. Arko reported that 25 classified retirements have been submitted so far this year and there will be a special recognition, prior to the next School Board Meeting, on May 21<sup>st</sup> to honor the retirees. Ms. Minoux has been registered to attend a conference on June 5<sup>th</sup>.

#### ITEMS FROM THE FLOOR:

None

#### ITEMS FROM THE COMMISSION:

Mr. LeMay asked the question regarding compensation levels for certificated substitutes. Ms. Alexandres reported back that substitutes are paid \$114.00 daily for four or more hours worked. With the recent water restrictions upcoming, a question was asked on the District's plan for cutting back usage. Ms. Arko stated that the Grounds Department is currently working on some procedural changes. Daily power washing of the elementary lunch areas will be adjusted and other cleaning techniques will need to be used. Potable water usage is being examined for landscaping as well.

#### CLOSED SESSION:

The Commission went into closed session at 4:20 p.m., action was taken. An appeal from applicant G.T. was moved and seconded to deny the appeal based on information presented. A vote was held, 3-0, in favor of the denial for an appeal. A letter will be sent to the applicant for the denial of the appeal.

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

The next regular Personnel Commission meeting will be on Tuesday, June 9, 2015, at 3:30 p.m., in the ASC Boardroom.

#### ADJOURNMENT:

The meeting was adjourned at 4:40 p.m.