

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

Unadopted Minutes of the  
Personnel Commission Meeting on  
August 14, 2018

MEMBERS        Glen Hampton  
PRESENT:        Teri Minoux  
                     Donald LeMay

STAFF            Alaina Reede  
PRESENT:        William Meni  
                     Irene Young

OTHERS PRESENT: Rachel D'Ambroso

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 JUNE 12, 2018:

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

The motion was approved. Mr. LeMay abstained.

APPROVAL OF THE UNADOPTED MINUTES OF THE SPECIAL MEETING ON JULY 27, 2018:

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

The motion was approved. Ms. Minoux abstained.

ADVANCED STEP PLACEMENT:

\*M/S Mr. Hampton / Ms. Minoux 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>
Jones, Debby	621-597	Accounting Assistant	MVHS	3

The motion was unanimously approved.

ELIGIBILITY LISTS:

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

FOR RATIFICATION:

0001-18	Instructional Assistant Behavioral Intervention	Continuous
0002-18	Special Education Assistant IV - SH/PH	Continuous
0003-18	Instructional Assistant I – After School Program	Continuous
0004-18	School Age Child Care Activity Assistant	Continuous

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

0005-18	Instructional Assistant I – After School Program	Continuous
0006-18	Bus Driver	Continuous
0007-18	Instructional Assistant I – After School Program	Continuous
0008-18	Senior Health Services Technician	Continuous
0009-18	Lead Systems Support Technician	Promotional
0010-18	Systems Support Technician	Open
0011-18	Child Nutrition Services Assistant I	Continuous
0012-18	Staff Secretary I	Open
0013-18	Campus Assistant I	Open
0014-18	Child Nutrition Services Lead I	Open
0015-18	Custodian	Continuous
0016-18	Bus Driver	Continuous
0017-18	Instructional Assistant Behavioral Intervention	Continuous
0018-18	Special Education Assistant IV - SH/PH	Continuous
0019-18	Bus Driver	Continuous
0020-18	Transportation Assistant	Continuous
0021-18	School Age Child Care Leader	Open
0022-18	School Age Child Care Activity Assistant	Continuous
0023-18	Adult Education Testing Technician	Open
0024-18	Adult Education Transition Advisor	Open
0025-18	Instructional Assistant III – Adapted PE	Open
0026-18	School Support Secretary II	Open
0027-18	Warehouse Worker/Delivery Driver	Open

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni reported that he has been busy with recruitments and that the department was still receiving resignations. Mr. Meni reported that there are currently about ten vacancies for Special Education aide positions this year and we had about 40 last year at this time. Mr. Meni will be attending a Job Fair at Palomar College. Recruitment information has just been sent to the colleges.

CSEA REPORT:

None

DISTRICT REPORT:

Rachel D'Ambroso reported that she has been busy organizing Professional Development events. CPR/First Aid classes are being offered monthly so employees can attend training during their work days at no cost to them. Ms. D'Ambroso reported that HR is working on the Leadership Academy trainings, which will include information on pathways to management positions in CNS, Transportation, Business Services/Fiscal Services and a training on Preparing for the Next Job Level. Ms. D'Ambroso is working on offering Wellness workshops on Meditation, Mental Illness, and Disaster Preparedness. Special Education is continuing to offer monthly Instructional Assistant professional development and California Avenue is having IBI trainings all year. HR and CSEA are currently reviewing the Summer School MOU and the Bilingual MOU.

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

DIRECTOR'S REPORT:

Ms. Reede reported that we have been kept busy with 27 recruitments. Classified HR has been working closely with Special Education to try to staff appropriately. District administrators will be doing school site visits on the morning of the first day of school to support the schools and the students. Ms. Reede reported that she will be meeting with a Professional Expert that is helping us with the Classification Study to work on a timeline, with the expectation that the report can be brought to the Personnel Commission for first reading by the end of the school year. We have had changes in staffing so we have been busy supporting and educating new employees and administrators. Staff are busy preparing for the first day of school and discussed concern regarding employees who resign at the last minute, causing an impact on students and co-workers.

ITEMS FROM THE FLOOR:

Mr. LeMay voiced concern about the last minute resignations. He suggested that the Union be proactive and explain to the members how it negatively impacts the whole district – students and staff. Ms. D'Ambroso mentioned that the Principals have helped by following up on "rumors" of resignations to help us prepare so we can try to cut back on the late summer resignations.

ITEMS FROM THE COMMISSION:

None

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, September 18, 2018, at 3:30 pm in the District Office Board Room.

ADJOURNMENT:

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