

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

Unadopted Minutes of the
Personnel Commission Meeting on
November 15, 2016

MEMBERS Don Le May
PRESENT: Glen Hampton

STAFF Alaina Jankly
PRESENT: William Meni
Ellen Luckow
Bryanna Putignani

OTHERS

PRESENT: Marie Hovel, Alicia Evilsizer, and Kyle Ruggles

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 OCTOBER 25, 2016:

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

The motion was unanimously approved.

ADVANCE STEP PLACEMENT:

*M/S Mr. Le May/Mr. Hampton moved to approve the following advance step placements:

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Requested Step</u>
Fortin, Yvonne	475-617	Staff Data Technician	2
Gonzalez, Maria	608-308	Child Nutrition Services Assistant I	2
Hogan, Feartatious	608-632	Instructional Assistant I - After School Program	2

The motions were unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

0078-16 Instructional Assistant I – After School Program Continuous

FOR RATIFICATION:

0071-16 Human Resources Specialist Open
0072-16 Special Education Assistant IV - SH/PH Continuous
0073-16 Instructional Assistant I – After School Program Continuous

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

0074-16 Community Liaison	Open
0075-16 Campus Assistant II	Continuous
0076-16 Child Nutrition Lead I	Promotional
0077-16 Buyer	Open

Ms. Jankly noted that in the 2013-14 school year, the department conducted 73 recruitments total, and as of November 15, 2016, the department had completed 78 recruitments.

The motion was unanimously approved.

PROPOSED 2017 PERSONNEL COMMISSION MEETING DATES:

Ms. Jankly stated the proposed 2017 meeting dates are for information purposes only and will be included in next month's agenda for approval. January 17th could be changed to January 10th and possibly canceled due to inactivity during the holiday break.

APPROVAL OF ATTENDANCE AT 2017 CSPCA STATEWIDE CONFERENCE, SAN FRANCISCO:

*M/S Mr. Le May/Mr. Hampton moved to approve the attendance of Ms. Minoux, Mr. Hampton, Mr. Le May, and Ms. Jankly at the 2017 CSPCA Statewide Conference from January 26 through 29, 2017, in San Francisco, California.

Ms. Jankly has reserved hotel rooms and will submit registration paperwork in a timely manner to receive the early registration rate. Mr. Hampton and Mr. Le May will make their own travel arrangements. Ms. Jankly will communicate with Ms. Minoux about her travel plans.

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni reported that since the last meeting we have opened eight recruitments with 78 eligibility lists now completed for the year. There have been several promotions to fill open positions such as Buyer, Attendance Accounting Specialist, and Human Resources Specialist and we are now running replacement recruitments. Some are closing the first week of December and we are working to test before next year. Mr. Meni stated that he is pleased with the positive effects from recent job fairs for Instructional Assistants. Palomar College's next job fair is in the spring and he is checking with Mira Costa about their schedule.

BOARD REGISTER:

No questions.

CSEA REPORT:

Ms. Hovel stated they are accepting nominations for all CSEA e-board positions tomorrow at their monthly meeting. If there are contested positions with two or more nominations for the same position, elections would be in December with positions beginning in January.

DISTRICT REPORT:

Dr. Ruggles reported a shift in the school board members after elections—Rosemary Smithfield and Cipriano Vargas were elected and Rich Alderson was re-elected. Elizabeth Jaka and Angela Chunka were thanked for their eight years of service. Rosemary Smithfield has been a teacher in the District for the past twenty-two years and is currently teaching at Grapevine Elementary. Cipriano Vargas is a graduate of Vista Unified, has taught kindergarten in San Antonio, Texas and currently serves on the Alumni Board for California State University, San Marcos. Rich Alderson was first elected to the Board in 2012, has spent almost forty years in education, and was the Principal at Rancho Buena Vista High School from 1999 to 2006. Dr. Ruggles thanked Ms. Jaka and Ms. Chunka for their outstanding service.

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

Dr. Ruggles informed the Commission that the HR department sends out an employee newsletter and Dr. Ruggles develops a certificated substitute newsletter as additional communication resources. Dr. Ruggles reported that the District is beginning professional development for substitute teachers.

Dr. Ruggles congratulated the Human Relations Department who won the District Halloween contest with a 50's malt shop theme complete with an Elvis back drop and juke box.

DIRECTOR'S REPORT:

Ms. Jankly announced the promotion of Bryanna Putignani to fill the Human Resources Specialist position. The Classified Personnel Staff Development day will be held on Friday, January 13, 2017 at Vista High School. The Leadership Development Program to support employees interested in moving into management is ongoing and the Facilities and Operations departments will present to employees on November 30, 2016. Ms. Jankly will present the Personnel Commission Annual Report at the December Board meeting. The election of Personnel Commission officers, 2017 Personnel Commission meeting dates, and the Director evaluation will be on the December Personnel Commission agenda.

ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

None.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting is scheduled for Tuesday, December 13, 2016, at 3:30 p.m. in the ASC Board Room.

ADJOURNMENT:

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