

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

Unadopted Minutes of the
Personnel Commission Meeting on
March 8, 2016

MEMBERS Don Le May
PRESENT: Glen Hampton
Teri Minoux

STAFF Alaina Jankly
PRESENT: Bill Meni

OTHERS
PRESENT: Marie Hovel, Donna Caperton, Elaine Alexandres, and Alicia Evilsizer

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 MEETING ON FEBRUARY 9, 2016:

*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 moved to approve the following advance step placements:

<u>Employee Name</u>	<u>Classification</u>	<u>Requested Step</u>
Ambriz, Shioban	Instructional Assistant-After School Program	2
Baker, Christina	Instructional Assistant-After School Program	2
Carmona-Mendez, Alberto	Instructional Assistant II – LH/CH/RSP	2
Christensen, Kathleen	Special Education Assistant IV - SH/PH	2
Hartdegen, Rachel	Instructional Assistant-Behavioral Intervention	2
Hernandez, Araseli	Instructional Assistant-Behavioral Intervention	3
Hogan, Erin	Instructional Assistant-Behavioral Intervention	2
Kaminaka, Katrina	Instructional Assistant II – LH/CH/RSP	2
Munoz, Karen	Instructional Assistant II – LH/CH/RSP	2
Ramos, Erica	Instructional Assistant-Behavioral Intervention	3
Rangel, Micah Ella	Instructional Assistant-Behavioral Intervention	2
Shihata, William	Instructional Assistant II – LH/CH/RSP	2
Texis, Nallely	Child Nutrition Services Assistant I	2
Webb, Gina	Staff Secretary I	2
Webber, Patricia	Receptionist	3

The motions were unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

0116-15	Campus Assistant II	Continuous
0117-15	Instructional Assistant – Behavioral Intervention	Continuous
0118-15	Special Education Assistant IV – SH/PH	Continuous
0119-15	Child Nutrition Services Assistant I	Continuous

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

FOR RATIFICATION:

0104-15	Instructional Assistant I – After School Program	Continuous
0105-15	Instructional Assistant – Behavioral Intervention	Continuous
0106-15	Special Education Assistant IV – SH/PH	Continuous
0107-15	Athletic Trainer	Open
0108-15	School Age Child Care Activity Assistant	Continuous
0109-15	Senior Health Services Technician	Continuous
0110-15	Staff Secretary I	Open
0111-15	Staff Secretary II	Open
0112-15	Transportation Assistant	Continuous
0113-15	Athletic Trainer	Open
0114-15	School Support Secretary I	Open
0115-15	Plant Lead I	Open

DISCUSSION: Mr. Hampton questioned the amount of applicants who did not successfully pass the School Support Secretary I examination. Mr. Meni explained that the examination was based on three criteria. The first being a multiple choice test followed by a competency assessment on proofreading. Successful candidates then proceeded to an oral qualification appraisal interview. Mr. Meni stated that the proofreading assessment is the part of the examination that candidates struggle with the most. The outcome of these assessments provide hiring authorities with the best qualified candidates.

The motions were unanimously approved.

REVISED CLASSIFICATION – DIRECTOR OF TRANSPORTATION:

Ms. Jankly stated that the current Director of Transportation will be retiring in June and this gave the opportunity for the job description to be reviewed and revised. Ms. Jankly met with the District as well as the incumbent regarding the essential functions of the position. Much of the responsibility and duties remained the same. A new job description draft was presented in the format that will be used for all classifications once the classification study is completed by EMS. The old format of the job description was also attached to allow for comparison of responsibility changes.

*M/S Mr. Hampton / Mr. Le May moved to approve the update to the job description for Director of Transportation.

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni reported that the team was catching up with the open positions but that this was also the beginning of the cycle where the department will be seeing more retirement and resignation notices as the school year comes to an end. Two recent openings have occurred and with eligibility lists still valid, the department was able to move to fill those vacancies quickly. Ms. Minoux asked if the new job classification study would negatively impact those on the eligibility list. Mr. Meni said they would not since those on the list were tested under the past job responsibilities.

BOARD REGISTER:

Information Only

CSEA UPDATE:

Ms. Hovel said that CSEA had the opportunity to attend the annual CSPCA conference for the second year in a row. The conference was a great learning opportunity for CSEA. Ms. Evilsizer stated that the final presenter at the CSPCA conference shared invaluable information regarding the roles of Personnel Commissioners and Board Members. There was also attendance at a health benefit conference hosted by VEBA, the current organization managing benefits for the District. Presentations were given regarding possible changes in benefit administration. CSEA members will be invited to vote on two (2) MOUs from the District. One MOU is to increase the work year for school support staff from 181 days to 183 days in the 2016-2017 school year. The other MOU is an agreement to eliminate one (1) District Interpreter/Translator position working 6 hours per day, 12 months and replace it with two (2) District Interpreter/Translator positions each working 8 hours per day, 10 months.

DISTRICT UPDATE:

Ms. Alexandres reported she also attended the annual CSPCA conference and found it to be very beneficial. Certificated Human Resources are now gearing up for recruitment needs for the 2016-2017 school year. Ms. Alexandres will be attending job fairs, at least one a week, for the next several weeks to extend our recruitment and diversity efforts. The department is working on retention and onboarding processes of staff members to determine what is working well and

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areas of possible improvement. The District will be holding Leadership Advance sessions, starting next week, in the hopes of growing our current staff to manager positions.

DIRECTOR'S REPORT:

Ms. Jankly stated that the HR Classified Staff had the opportunity to attend the CSPCA Conference on the Staff Development Day. Comments from staff found it to be beneficial. Ms. Jankly said the opportunity to join the conference was great to reconnect and network with different Directors. As a part of the Leadership Advance program, HR will present in April on the pathway to become a supervisor in HR. Ms. Jankly had the opportunity to participate in the Read Across America Day. At the April Personnel Commission meeting, the first reading of the annual budget will be presented. The Classification Study Steering Committee recently met and feedback has been reviewed from the staff and management regarding job descriptions. The next phase is to bring back the final draft to representatives from the family groups for approval. The smallest family groups will be reviewed first. This will allow for some understanding on how long the process will take before engaging with the larger family groups.

ITEMS FROM THE FLOOR:

Nothing stated.

ITEMS FROM THE COMMISSION:

Mr. Hampton stated that CSPCA is currently looking at sites for the conference to be held in 2018 in San Diego County. Ms. Minoux indicated that CSEA presented her with possible venues for the conference but all recommendations will be considered.

CLOSED SESSION:

No closed session.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on Tuesday, April 12, 2016, at 3:30 p.m., in the ASC Boardroom.

ADJOURNMENT:

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