

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

Adopted Minutes of the  
Personnel Commission Meeting on  
June 24, 2014

MEMBERS	Glen Hampton	STAFF	BethAnn Arko, Director
PRESENT:	Don Le May	PRESENT:	Bill Meni
	John Land (via telephone)		

OTHERS  
PRESENT: Michelle Bell, Alicia Evilsizer, Elaine Alexandres, Dewayne Cossey

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 May 13, 2014:

Mr. Land moved to approve the minutes and Mr. Le May seconded the motion. The motion was unanimously approved.

Mr. Le May requested a change to the minutes to reflect his statement made during the "Items From The Commission" regarding the Instructional Assistants. Mr. Le May stated that the Instructional Assistants were not "licensed" where the minutes reflected the word "certificated". Minutes were changed to reflect this adjustment.

ADVANCE STEP PLACEMENT:

Mr. Land moved to approve and Mr. Le May seconded the motion for the following advance step placements:

- Aurelio Cerda – Custodian, Step 3
- Joy Danielson – Special Education IV SH/PH, Step 3
- Trisha Davis – School Age Child Activity Assistant, Step 3
- Sheri Herstein - School Age Child Activity Assistant, Step 3
- Sharon Mayberry - Special Education IV SH/PH, Step 3
- Sydney Montjoy - Instructional Assistant I – After School Program, Step 2
- Lisa Myers – School Support Secretary I, Step 3
- Jody Partin – Registrar, Step 2
- Elizabeth Siqueira – School Support Secretary I, Step 3
- Melita Wilde – Instructional Assistant – Behavior Intervention, Step 2

Discussion:

Mr. Le May requested clarification on step placement and what criteria denotes the step placement. Ms. Arko explained the reasoning on the step placement, verification of related employment experience and additional education above the minimum required, would qualify individuals for advance step placement. Mr. Le May stated that he just wanted confirmation that the same criteria was being used for all employees.

The motions were unanimously approved.

ELIGIBILITY LISTS:

Mr. Land moved to approve the Eligibility Lists as submitted and Mr. Le May seconded motion. The motion was unanimously approved.

FOR CERTIFICATION:

0074-13	Library Media Technician II	Open
0075-13	Campus Assistant II	Continuous

FOR RATIFICATION:

0069-13	Child Nutrition Services Assistant I	Open
0070-13	School Support Secretary I	Open
0071-13	School Support Secretary II	Open

0072-13	School Finance Technician	Open
0073-13	Senior Services Health Technician	Continuous

NEW CLASSIFICATION: INFORMATION TECHNOLOGY SERVICE DESK TECHNICIAN:

Ms. Arko presented the background information and the recommendation of a new classification for Service Desk Technician. With the reorganization of the Information Technology Department a help desk was created. This position will report to the Director, or a designee, and be paid at a salary range of 52. This range is comparable to a School Secretary based on the duties and requirements. The position is an entry level allowing for a career path in Information Technology.

Mr. Le May stated that he thought this was a good idea. This new classification would allow the System Support Specialist additional time for more extensive computer problems. Mr. Le May requested two changes in the language on the job description. In the essential functions change the wording from "Accommodates" to "Respond" and the word "List" to "Inventory".

Mr. Land moved to approve the new classification and Mr. Le May seconded motion. The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni thanked the department in their efforts this year with all of the recruitments. The staff was able to manage 75 new eligibility lists. Comparing those to prior years; 2012-2013 62 lists and 2011-2012 50 lists. The Job Fair at Vista Adult Education was attended and information about career opportunities were given to approximately 200 attendees. The initial program of reaching out to the graduating senior class of job opportunities was somewhat successful. Twelve individual applied for different classifications. Also mentioned was once the pay ranges are updated, showing new amounts effective July 1, 2014, the website and posting will be updated to reflect the updated information.

BOARD REGISTER:

Information only

CSEA UPDATE:

Ms. Bell thanked the commissioners for attending the CSEA BBQ. There was a good turn out from members and CSEA Representatives. The October learning session will have a member from CalPERS, Mr. Rob Fechner. Mr Fechner will talk about retirement planning. Also happening in October, Maria Hoveln will be the recipient of the Humanitarian award presented at CSEA meeting. Ms. Bell and Ms. Arko went and spoke personally to the members who were being laid off or having their hours reduced. They also spoke to the members on how their benefits will be impacted. ESY began on June 23<sup>rd</sup>, Ms. Bell has taken the opportunity to speak to the Instructional Assistants about the professional development being offered.

Mr. Land offered his congratulations on the contract negotiations.

DISTRICT UPDATE:

Ms. Alexandres informed the PC that with the strong possibility of the LCAP passing, at the Board meeting occurring June 26, 2014, the District is planning on hiring 132 more positions which is a combination of classified and certificated personnel. Student priorities will determine what positions will be filled first.

DIRECTOR'S REPORT:

Ms. Arko informed the Commission that the Feeding Summer Program has begun and that CNS will be feeding at 21 sites plus serving the ESY sites. There will be a new program starting, "We Tip". A confidential reporting system on bullying and harassing for individuals to report such activities. Ms. Arko stated that she met with the four (4) staff members from AM/PM program whose hours will be reduced along with two (2) bus drivers who will be laid off due to the District's change in program for the kindergarten students.

ITEMS FROM THE FLOOR:

None to report.

ITEMS FROM THE COMMISSION:

Mr. Le May mentioned after sitting on the commission board for several years it was nice to see the District moving in a controlled growth.

The open meeting was closed at 5:37pm for a closed session. Closed session was recessed until Thursday, June 26, 2014, at 2:00pm.

CLOSED SESSION: PERSONNEL MATTER

No action taken.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on August 12, 2014, at 4:30p.m in the Board Room.

ADJOURNMENT:

The meeting was adjourned at 3:45 p.m Thursday June 26, 2014.