

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

Unadopted Minutes of the  
Personnel Commission Meeting on  
February 14, 2017

MEMBERS  
PRESENT: Teri Minoux  
Glen Hampton  
Don Le May

STAFF  
PRESENT: Alaina Jankly  
William Meni  
Bryanna Putignani  
Ellen Luckow

**OTHERS**

PRESENT: Marie Hovel, Alicia Evilsizer, Hilda Reynoso, Mary Trompeter-Ermis, 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 JANUARY 10, 2017:**

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

The motion was unanimously approved.

**ADVANCE STEP PLACEMENT:**

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

<b><u>Employee Name</u></b>	<b><u>Empl ID</u></b>	<b><u>Classification</u></b>	<b><u>Requested Step</u></b>
LoTempio, Stephen	609-861	Campus Assistant II	3
Mason, Christine	478-807	Special Education Assistant IV-SH/PH	2
McCann, Courtney	610-188	Purchasing Technician	2
McGrier, Shequita	609-859	Instructional Assistant-Behavioral Intervention	2
Mendoza, Lourdes	610-655	Attendance Worker	3
Pak, Steven	609-857	Service Desk Technician	3
Palomera, Wendy	610-124	Special Education Assistant IV-SH/PH	2
Smith, Katherine	538-537	Attendance Technician	2
Sutherland, Steven	609-860	Campus Assistant II	3
Wilson, Brianna	610-461	Instructional Assistant I-After School Program	2

Ms. Minoux questioned why Lourdes Mendoza was recommended at step three rather than step two. Ms. Jankly answered that we typically give one step for education above the requirements and another step for a minimum of two years' experience above the requirements. Ms. Mendoza has a degree and nine years' experience, qualifying her for step three.

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

Discussion: Mr. Le May commented that in the past, hiring managers made recommendations for advanced step. Ms. Jankly clarified that based on the rule change for discussion tonight, she anticipates the verbiage and format will change slightly. If the rule is approved, the format will change.

The motions were unanimously approved.

**ELIGIBILITY LISTS:**

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

**FOR CERTIFICATION:**

None

**FOR RATIFICATION:**

0103-16	Lead Special Education Instructional Assistant	Open
0104-16	Bus Driver	Continuous
0105-16	Bus Driver	Continuous
0106-19	Child Development Assistant I	Open
0107-16	Special Education Assistant IV - SH/PH	Continuous
0108-16	Instructional Assistant – Behavioral Intervention	Continuous
0109-16	Instructional Assistant II LH/CH/RSP	Continuous
0110-16	Senior Health Services Technician	Continuous
0111-16	Instructional Assistant I – After School Program	Continuous
0112-16	School Age Child Care Activity Assistant	Continuous
0113-16	Attendance Technician	Open
0114-16	Transportation Assistant	Continuous
0115-16	School Age Child Care Activity Assistant	Continuous
0116-16	Special Education Assistant IV – SH/PH	Continuous
0117-16	Instructional Assistant – Behavioral Intervention	Continuous
0118-16	Instructional Assistant II LH/CH/RSP	Continuous
0119-16	Instructional Assistant I – After School Program	Continuous
0120-16	Executive Director of Fiscal Services	Open

The motion was unanimously approved.

**SECOND READING/APPROVAL OF REVISION TO PERSONNEL COMMISSION RULE 17.2 – ADVANCED STEP PLACEMENT:**

Ms. Jankly stated that at the last meeting on January 10, 2017, the first reading of this rule revision was presented and no changes or recommendations were made. The revisions were reviewed with and are supported by CSEA and Cabinet. The revisions are being recommended to inform and clarify the way we inform new employees of the possibility of starting above step one and to gather appropriate information in order to make a decision about advanced step placement. Ms. Jankly has developed a form which would require the employee to provide specific information about how their previous experience and education applies to the job and also would provide a release to verify the information with the previous employer. The process will take longer than our current process, but Ms.

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Jankly believes that this will allow the employees an opportunity to be informed of the process and also to provide all relevant information before a determination is made.

\*M/S Mr. Le May/Ms. Minoux moved to approve the revisions to Personnel Commission Rules 17.2.1 and 17.2.2 – Advanced Step Placement.

The motion was unanimously approved.

#### RECRUITMENT REPORT:

Mr. Meni reported that there has been lots of movement this last month. The Executive Director of Fiscal Services has been selected and we are waiting for clearances. Child Nutrition Services has had a lot of internal movement with retirements, which provides promotion and transfer opportunities for staff. Mr. Meni stated that we continue to proactively recruit for special education aides at all levels. The Bus Driver training class registration concludes this week. From our last class in October/November, we hired six participants into Bus Driver positions and are hoping for the same success with this training class.

Mr. Meni attended a resource fair at Maryland Elementary to provide information to families about district job opportunities. He will be presenting regularly with the Coastal Career Center of the Employment Development Department.

#### BOARD REGISTER:

Information Item only.

#### CSEA REPORT:

Ms. Hovelin stated that the negotiations team met to discuss their contract openers and reported that it was a productive meeting. Ms. Hovelin understands that 89 employees have applied for early retirement. Ms. Hovelin introduced Ms. Mary Trompeter-Ermis from Vista High School who is working on her job steward training.

#### DISTRICT REPORT:

Dr. Ruggles stated that it is an honor and pleasure to work with CSEA. Ms. Hovelin and Dr. Ruggles attended the California Labor Management Initiative in Norco. It was a great opportunity to collaborate and learn more about how they can work even better together through the negotiation process. He looks forward to sustaining the excellent collaboration between CSEA and the District.

#### DIRECTOR'S REPORT:

Ms. Jankly reported that the State of California offered a grant for classified employees interested in becoming teachers, with an emphasis on "growing our own." San Diego County Office of Education and Orange County Department of Education joined together to offer this to employees in both counties. San Diego County had 25 grants of \$3,500 annually to award for employees continuing their education toward the goal of becoming a credentialed teacher. This grant includes counseling and support for employees. Vista had 29 employees submit an application for the grant and out of twenty-five possible grants for the whole of San Diego County, seven Vista Unified employees were offered the grant. There was a very quick turn-around for employees to submit their application. Ms. Jankly received the information on a Wednesday morning, and notified employees by that afternoon and applications were due the following Monday. Ms. Hovelin was pleased with how quickly Dr. Vodicka and Ms. Alexandres responded when she found out about the opportunity.

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Ms. Jankly reported that she and Dr. Ruggles attended a budget workshop with Ron Bennett from School Services of California this morning along with CSEA/VTA leadership and district management. The state budget is in development and we should know more in May when the Governor submits his second interim budget. It is interesting to see where we are compared to other districts and what the state projections look like at the moment.

The Personnel Commission meeting dates will continue as scheduled.

Ms. Jankly announced that our District is moving to a different personnel requisition system, the Personnel Action Form (PAF) using PeopleSoft. We will be training employees on that new system as the old system will be shut down by the county on April 1, 2017. HR and Payroll staff were trained on Friday and we will be training our site staff in March. The committee is meeting next week to define and develop the training for implementation April 1, 2017.

January 31, 2017 was the last day for employees to apply for the early retirement incentive. We had about 90 classified, supervisory, and management employees apply and the information will go to the Board on February 23, 2017. If it is approved, we will be seeing quite a bit more recruitment. We are currently recruiting for a Human Resources Technician. We look forward to completing our staffing.

Ms. Jankly sent an email to the Commissioners about completing the Form 700, which is required to be completed annually.

Ms. Jankly reminded the Commissioners that this Thursday is the San Diego CSPCA meeting to discuss the 2018 CSPCA conference, which will be held in San Diego.

ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

Mr. Le May commented that at the CSPCA conference in San Francisco, all of the workshops he attended were excellent.

CLOSED SESSION:

None.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting is scheduled for Tuesday March 14, 2017, at 3:30 p.m. in the ASC Board Room.

ADJOURNMENT:

The meeting was adjourned at 4:00 p.m.