

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

Adopted Minutes of the
Personnel Commission Meeting on
January 21, 2014

MEMBERS Glen Hampton
PRESENT: Don Le May

STAFF BethAnn Arko, Director
PRESENT: Bill Meni

ABSENT: John Land

OTHERS
PRESENT: Alicia Evilsizer, Marie Hovlen

CALL TO ORDER:

The meeting was called to order at 4:33 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE MEETING ON December 3, 2013:

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

ADVANCE STEP PLACEMENT:

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

- Lourdes Arellano – Special Education Assistant IV SH/PH, Step 2
- Michelle L. Bell – Human Resources Technician, Step 3
- Kristina Carrigan – Instructional Assistant - Behavioral Intervention, Step 3
- Carmen Casillas – Instructional Assistant - Behavioral Intervention, Step 2
- Cynthia Maloney – Instructional Assistant II LH/CH/RSP, Step 3
- Bobby Dizon - Instructional Assistant - Behavioral Intervention, Step 2
- Alyssa Hall – Instructional Assistant – Behavioral Intervention, Step 2
- Carolyn Moore - Instructional Assistant - Behavioral Intervention, Step 3
- Carl Wickam - Carpenter, Step 3

Discussion:

Mr. Le May had a question wondering if an Associate's Degree met the minimum qualifications for the No Child Left Behind (NCLB) requirements. Ms. Arko confirmed that it would and she went on to explain that if applicants do not possess the proof of higher education applicants would be invited to participate in a rigorous examination that they were required to pass.

The motions were unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

0035-13	Senior Health Services Technician	Continuous
0036-13	Campus Assistant II	Continuous
0037-13	School Age Child Care Activity Asst.	Continuous

FOR RATIFICATION:

0029-13	Human Resources Technician	Dual
0030-13	Carpenter	Dual
0031-13	Community Liaison Aide	Dual
0032-13	Child Development Assistant I	Promotional
0033-13	Plant Lead II	Promotional
0034-13	Instructional Asst. I After School Program	Continuous

ORGANIZATIONAL-ELECTION of OFFICERS

Ms. Arko stated that this agenda item was missed on the December agenda which is the reason it appeared on January's agenda. Mr. Hampton asked if the commission would like to continue the current roles of the members. Mr. Le May responded that there were no issues continuing the officers in the same roles. No action taken.

PROPOSED 2014 MEETING DATES

Mr. Hampton moved to approve the proposed 2014 meeting dates for the Personnel Commission with one deletion. The February 11, 2014 meeting date was removed because of the timing of the January Personnel Commission meeting along with the annual conference of the CSPCA (California School Personnel Commission Association). Mr. Le May seconded the motion. The 2014 meeting dates of the Personnel Commission Meetings will be on the second Tuesday of each month except November due to Veteran's Day: March 11th, April 8th, May 13th, June 10th, July 8th, August 12th, September 9th, October 14th, *November 18th, and December 9th.

RECRUITMENT REPORT

Mr. Meni stated that the recruiting efforts are moving forward with several eligibility lists created since the last meeting, noting that the Human Resources Team was working very hard in the process. Also, Mr. Meni reported that he had the opportunity to attend a network meeting of other Merit School District Analysts to continue to build a collaborative rapport with them. Ideas were exchanged during this network opportunity on recruitment strategies and eligibility list storage.

Mr. Le May commented that there was a positive "buzz" in the community regarding the Dr. Vodicka creating a good atmosphere about the school district.

BOARD REGISTER:

Information only

CSEA UPDATE:

Ms. Evilsizer reported that CSEA held an election of officers in December and that Michelle Bell will continue as president, other officers 1st VP Marie Hovel, 2nd VP Patricia Valdez, Chapter Secretary Brian Gabaldon, Treasurer Lisa Lee and Public Relations Officer Gina Kinney. CSEA shares the excitement created by Dr. Vodicka and supports the vision he has for the District.

DISTRICT UPDATE:

None

DIRECTOR'S REPORT:

Ms. Arko reported that the Classified Staff participated in the annual Staff Development Day-Best Practices at Vista High School. This was where one entire day was devoted in the educational enrichment of classified staff members. Staff members were able to select learning sessions based on interest and need. Some of these sessions were CPR Training, Team Building, Conflict Resolution, Customer Service, Stress Management, Good Eating Habits, etc....Also, on the same day, approximately 600 staff members attended training at Mission Vista High School. There was a large amount of positive feedback from attendees at both events. Ms. Evilsizer stated that the CPR training was excellent because of the smaller class size compared to holding the session in the gymnasium where you don't receive the same individualized training. Mr. Le May commented that he would like to see the continued expansion of the automated defibrillators for school use.

Ms. Arko shared a video clip of the Empresa Choir singing a song written by their music teacher, "We Are Vista Every Day". Ms. Arko reported that the district was a recipient of the Golden Bell Award for math that was presented by the California School Board Association. The association also asked members of the certificated and classified staff to present at upcoming conferences regarding the changes happening in Vista.

Ms. Arko noted that all reservations have been made for the annual CSPCA.

ITEMS FROM THE FLOOR:

None

ITEMS FROM THE COMMISSION:

None

RECESS TO CLOSED SESSION

No action taken

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on March 11, 2014, at 4:30p.m in the Board Room.

ADJOURNMENT:

The meeting was adjourned at 5:40 p.m.