

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

Adopted Minutes of the
Personnel Commission Meeting on
February 10, 2015

MEMBERS Don Le May
PRESENT: Teri Minoux
Glen Hampton

STAFF BethAnn Arko, Director
PRESENT: Bill Meni

OTHERS
PRESENT: Marie Hovel, Lisa Hoffman, Nancy Myhill and Elaine Alexandres

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 December 17, 2014:

Mr. Hampton moved to approve the minutes and Ms. Minoux seconded the motion. The motion was unanimously approved.

ADVANCE STEP PLACEMENT:

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

- Arsenian, Shelly – Bus Driver, Step 3
- Baskin, Barbara – Instructional Assistant I – After School Program, Step 2
- Domark, Martin – Instructional Assistant – Behavioral Intervention, Step 2
- Esqueda, Rosalba – Child Development Assistant I, Step 2
- Feraco, Nancy - Instructional Assistant – Behavioral Intervention, Step 3
- Hernandez, Treena – Transportation Assistant, Step 3
- Hornbuckle, Thomas - Instructional Assistant I – After School Program, Step 2
- Huston, Jessica – Special Education Assistant IV SH/PH, Step 3
- Marshall, Jeanene - Instructional Assistant – Behavioral Intervention, Step 3
- Ponce Escobedo, Salvador – Custodian, Step 3
- Schweizer, Mary – Bus Driver, Step 3
- Sprinkle, Kathleen – Instructional Assistant II LH/CH, Step 3
- Tong, Veronica - Instructional Assistant II LH/CH, Step 2

The motions were unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

FOR RATIFICATION:

0057-14	Custodian	Open
0058-14	Bus Driver	Continuous
0059-14	Transportation Assistant	Continuous
0060-14	Instructional Assistant I – After School Program	Continuous
0061-14	Transportation Assistant	Continuous
0062-14	Bus Driver	Continuous
0063-14	Instructional Assistant – Behavioral Intervention	Continuous

0064-14	School Age Child Care Activity Assistant	Continuous
0065-14	Instructional Assistant I – After School Program	Continuous
0066-14	Instructional Assistant – Behavioral Intervention	Continuous
0067-14	Bus Driver	Continuous
0068-14	Special Education Assistant IV – SH/PH	Continuous
0069-14	Instructional Assistant – Behavioral Intervention	Continuous
0070-14	Campus Assistant II	Continuous

CLASSIFICATION REVISION: POOL SPECIALIST

Mr. Meni reported that a long term employee, of 27 years, was retiring. A meeting was conducted with the Operations Supervisor and the employee to review the current job description of Pool Specialist. Based on the conversation, several recommendations were made for the Commissioners approval.

Mr. Hampton moved to approve the recommended changes to the job description Ms. Minoux seconded the motion. Ms. Hoffman asked if the recommended changes were brought to the CSEA for discussion. Ms. Arko stated that yes there had been a prior discussion with CSEA..

The motion was unanimously approved.

NEW CLASSIFICATION: INVENTORY CONTROL TECHNICIAN

Ms. Arko stated that a new classification is being recommended for approval by the Personnel Commission. The new classification of Inventory Control Technician will work in conjunction with the Warehouse and Child Nutrition Services. An example of an essential duty is in the area monitoring the minimum and maximum levels of inventory control. The position will work closely with Child Nutrition Services and the warehouse. This new position would trouble shoot discrepancies in orders placed and received. The position would be a communication line between the warehouse and the purchasing department.

Mr. Hampton moved to approve the recommended new job classification and Ms. Minoux seconded the motion. Ms. Hoffman asked if the classification needed to be ratified by CSEA and approved first. Ms. Hovlen stated that approval is needed when a classification is being removed. Ms. Hovlen said that she would verify this action with CSEA to confirm. Mr. Le May asked how the position is being filled currently and Ms. Arko responded that someone is working out-of-class to perform several of these duties.

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni reported that with approximately four and a half months to go in the school year, the department has already accomplished just as many eligibility lists that were done in the entire prior school year. Approximately 250 classified employees have been hired, up to this point for this school year, to support students and staff. With the upcoming vacancy of the Pool Specialist, some creative recruitment efforts have been executed. The department has contacted local pool supply companies to inform their clients of the District's current opportunity along with CraigsList.

BOARD REGISTER:

Ms. Minoux requested that the register, if it can be done, be sorted by site/department then by alphabetical of the employee's last name so that it would be easier to identify which areas are having the most transactions occurring. Ms. Arko stated that the system should allow for that capability and will look into the formatting possibility.

CSEA UPDATE:

Ms. Hoveln reported that she and two other members from CSEA recently attended the CSPCA annual conference held in San Diego. Ms. Hoveln, as well as the other attendees, said that the additional learning was beneficial. CSEA will be having a ratification vote on the new Classified Evaluation Form on February 18th. Ms. Hoveln stated that she was currently involved with the LCAP study and is very happy on the progression so far.

DISTRICT UPDATE:

Ms. Alexandres reported that approximately the same number of new Certificated employees have been hired this year as Classified. A meeting was recently conducted for a "true-up" in financial standings with the CSEA over the past negotiations period.

DIRECTOR'S REPORT:

Ms. Arko informed the commission that during the Professional Development day, 1/16/15, approximately 750 Classified employees attended and participated in a day of learning. Two general sessions occurred in the morning followed by breakout sessions that afternoon. The Annual CSPCA conference concluded recently and 224 individuals registered to attend the conference. The classification study Steering Committee will be meeting on 2/17/15 to discuss the distribution of draft job descriptions created by EMS. There will be a learning opportunity about the Brown Act and the Form 700 on 2/19/15, which all of the commissioners were invited to attend.

ITEMS FROM THE FLOOR:

None

ITEMS FROM THE COMMISSION:

Mr. Hampton commended Ms. Arko on the work she did in putting the CSPCA conference together. Ms. Minoux said the conference was a good learning experience. Ms. Minoux also stated she will be attending the Merit Academy being offered.

CLOSED SESSION:

No closed session

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on Tuesday, March 10, 2015, at 4:30 p.m., in the Boardroom.

ADJOURNMENT:

The meeting was adjourned at 5:13 p.m.