

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

Unadopted Minutes of the
Personnel Commission Meeting on
March 12, 2019

MEMBERS Glen Hampton
PRESENT: Donald LeMay
 Teri Minoux

STAFF Alaina Reede
PRESENT: William Meni
 Bryanna Evans

OTHERS PRESENT: Bill Faust, Rachel D'Ambroso, Mary Trompeter-Ermis, Danica Reed, Sharon De Salme, Lisa Hoffman, Letha McWey, Elisa Jimenez, Dennis Snell, Jean Potter, Gail Valentin

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 FEBRUARY 5, 2019:

*M/S Mr. Hampton / Mr. LeMay moved to approve the minutes.

The motion was unanimously approved.

ADVANCED STEP PLACEMENT:

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

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Dept/Site</u>	<u>Requested Step</u>
Behnke, Marie	490-507	Campus Assistant I	Madison	3
Hildreth, Michelle	120-684	Noon Duty Assistant	Monte Vista	3

The motion was unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

FOR RATIFICATION:

0108-18 Grounds Maintenance Worker	Open
0109-18 Campus Assistant II	Continuous
0110-18 School Age Child Care Activity Assistant	Continuous
0111-18 Instructional Assistant I – After School Program	Continuous
0112-18 Campus Assistant I	Continuous
0113-18 Transportation Assistant	Continuous

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

0114-18 Senior Health Services Technician	Continuous
0115-18 Senior Health Services Technician	Continuous
0116-18 Noon Duty Assistant	Continuous
0117-18 Instructional Assistant I – After School Program	Continuous
0118-18 School Age Child Care Activity Assistant	Continuous
0119-18 Noon Duty Assistant	Continuous
0120-18 Campus Assistant I	Continuous
0121-18 Instructional Assistant IV – Workability	Open
0122-18 Custodian	Open

The motion was unanimously approved.

SECOND READING/APPROVAL OF REVISION TO PERSONNEL COMMISSION RULE 3.1.2 – PART-TIME PLAYGROUND POSITIONS

Personnel Commission Rule 3.1.2 specifically exempts “part-time playground positions” from the classified service. This revision would strike that portion of Rule 3.1.2 to include those positions as a part of the classified service and align with Education Code 45256. The recommended changes to Personnel Commission Rule 3.1.2 were brought to the Commission for first reading at the regular meeting on February 5, 2019. No changes have been made to the draft since the first reading.

Ms. Minoux asked about other exempt positions in the District. Ms. Reede stated that AVID Tutors, Student Workers, and Professional Experts all fall under this category.

*M/S Mr. Hampton / Mr. LeMay moved to approve.

The motion was unanimously approved.

CLASSIFICATION STUDY PROCESS AND TIMELINE:

Ms. Reede provided a short history of the classification study which began in 2014. Ms. Reede asked the Personnel Commission to provide direction on how to move forward with the study. She stated that the Classification Study Steering Committee has been reestablished and will be meeting once a month, typically the week prior to Commission meetings. Ms. Reede presented a proposed timeline for the Classification Study and proposed two different options for the Personnel Commission to consider. The first option is to complete the study in job family groups and bring the revised classification descriptions in job family groups to the Personnel Commission as each are completed. The second is to bring all job classifications to one meeting to approve all of the classification descriptions included in the scope of the study at the same time. Either option would result in completion of the study by March 2020. The Steering Committee recommended that revised classification descriptions are presented to the Personnel Commission as they are completed to show progress and see the study move forward. Ms. Minoux stated that she would like to hear from the audience.

Danica Reed explained that she was an original member of the Steering Committee when it was established in 2014. Ms. Reed stated that the EMS guidebook that the committee was provided at that time stated that the steering committee would be formed to agree on the purpose and scope of the classification study and to build consensus critical to success of the project. The last physical meeting was in April 2016 and Ms. Reed stated that at that meeting, Ms. Reede provided a recap of partial work that had been completed and explained that the next steps were to meet with

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the employees and supervisors and continue to hold focus groups. Ms. Reed stated that up until the February Board Meeting, she was under the impression that the Classification Study was still in progress. Ms. Reed explained that she was speaking on behalf of the ASC and site secretaries and the consensus was that the duties have drastically changed since the last meeting in 2016 and the drafts need to be reevaluated.

Ms. Reed stated that the proposed timeline to complete the study by March 2020 is truly unacceptable for all job families, especially since classified management and confidential positions have been brought to the Personnel Commission and approved. She asked what oversight is provided to make sure all classified positions are treated equally. Ms. Reed urged a classification review cycle that would run simultaneously to the current classification study. Ms. Reed explained that a classification review cycle is an intentional effort to ensure that duties and responsibilities are reviewed on a periodic basis and classified staff can rely on an efficient and comprehensive review taking place in a planned year which ensures that all classified job families are treated equally.

Lisa Hoffman read a prepared statement outlining her perception of the classification study timeline and quoted information from the current classification description for Library Media Technician II-Elementary. She expressed the need to make the study a priority and stated that this presented timeline is not acceptable to her.

Dennis Snell stated that he came to a meeting over ten years ago with concerns regarding his job classification and was told by the Personnel Commission at that time to be patient. Mr. Snell explained that he has been patient long enough and stated that he felt he would have been entitled to an increase in his salary if the study had been completed sooner.

Mary Trompeter-Ermis explained that the last time the job descriptions have been updated was in 2001. She asked the Commission to think of the technology used during that time. She stated that as the Chief Union Job Steward for CSEA Chapter 389, she uses the job descriptions for everything, including reasonable accommodation meetings, evaluations, and discipline proceedings. Ms. Trompeter-Ermis specified that one of the duties of the Personnel Commission is job descriptions. She urged the Commission to vote "no" on this proposed timeline and would like it at minimum cut in half. She insisted the Commission to do their job so that she can do hers.

Elisa Jimenez added that the feeling of dissatisfaction and unease that the study has not been completed makes it hard to focus on the children. Ms. Jimenez stated that she feels that there is an inner noise that is always in the background which makes it difficult to go about her job. Ms. Jimenez explained that we serve the children, parents, school, and district.

Ms. Minoux advised all present at the Personnel Commission meeting to sign in. Ms. Minoux stated that she has brought this item up at almost every meeting. She explained that the Commission has been given different timelines. Ms. Minoux wanted to express that she understands the concerns and frustrations, and having been a classified employee, she knows just how daunting the process is and how it feels not having closure.

Mr. Hampton advised that he would like to see the timeline progress expedited if possible.

Ms. Reede explained that she could bring forward the draft classification descriptions provided by EMS immediately but she would not be able to support them in their current form, because they do not accurately reflect the duties and responsibilities of the incumbents. Ms. Reede stated that it was necessary to take time to review each draft carefully and meet with employees and supervisors to obtain their input before bringing proposed classification descriptions to the Commission for approval. Ms. Reede reiterated that she has other responsibilities to all employees of the District. Ms. Reede explained that the District provided additional funding during the 2018-19 school year for assistance from a

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consultant. However, most of the funds will be returned to the District due to the consultant being unable to assist further with the project for personal reasons. Ms. Jimenez asked if the money could be used to hire additional staff to help speed up the described timeline. Ms. Reede stated that the remaining money is not enough to hire another employee. If the District were to hire another permanent employee to support the study, it would require another Human Resources Analyst and the District does not have the money for that. Ms. Trompeter-Ermis asked if the allotted money was still accessible. Ms. Reede explained that the proposed timeline doesn't include the need for additional funding and that any funds remaining would be given back to the District at the end of the 2018-19 school year. Ms. Trompeter-Ermis argued that the money could be used to hire a consultant. Ms. Jimenez asked when the money was given. Ms. Reede stated that it was one-time funding for the 2018-19 school year.

Danica Reed suggested that each job description can be a template that can be filled in by each employee. She protested that the issue is having control over the study. Ms. Reede stated that input from employees is essential to the process but that due to the differences within classification descriptions, a template would not serve each classification. Ms. Reede stated that each classification description will need to encompass the duties and responsibilities of all the incumbents in the classification, and gave an example of Special Education Assistant IV-SH/PH positions and how the job duties can vary depending on where the position was assigned to work but that the description was the same for all of them.

Bill Meni interjected that while he is not defending Ms. Reede, he would like to share some information. When Ms. Reede was hired in 2016, the county had already made the decision to move to the PeopleSoft payroll system. This required extensive training for Ms. Reede and her staff so that they could help and train other employees. Mr. Meni expressed that this was a big undertaking. He stated that the following year, the District offered a retirement incentive and our office actively recruited and hired for all of the employees that retired. He continued that there were layoffs and Ms. Reede met with each employee independently. After that, the District made the transition to Digital Schools, which required more training for staff. Mr. Meni explained that Ms. Reede is one of the administrators of this program, and worked on the implementation and training process for all staff on Digital Schools. Mr. Meni stated that Ms. Reede continues to support that system and users on a daily basis, in addition to assisting all employees with a variety of issues and concerns. He concluded by explaining that this year, the District is offering another retirement incentive.

Ms. Minoux explained that she has brought this topic up multiple times and this is the first time she has been given a timeline. Ms. Reede stated that she can only apologize for the delay and move forward and reiterated that this is the timeline she plans to follow with the Commission's direction on how to bring the completed descriptions forward for approval. When asked how this could be prevented from happening again, Ms. Reede explained that she is focused on the study and will use the timeline as a guide. Ms. Reede stated that the timeline is public, as are the Commission meetings, which means the process is transparent. Ms. Reede stated if anyone believes she is falling behind, they are welcome to come to a Personnel Commission meeting and speak to the Commission.

Rachel D'Ambrosio added that there is a timeline now and it will be followed. Mr. Hampton stated that if the timeline was followed, it would be transparent as all classifications would come before the Commission for approval.

*M/S Mr. Hampton / Mr. LeMay moved to direct Ms. Reede to bring the draft classifications to the Personnel Commission for a first reading followed by a second reading/approval in job family groups as established by the proposed Classification Study Timeline.

The motion was approved 2-1, with Ms. Minoux opposed.

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RECRUITMENT REPORT:

Mr. Meni reported that the department is working on recruitments to fill positions that will become open due to the retirement incentive. Mr. Meni explained that Human Relations is proactively trying to establish lists for future openings so that there are eligibility lists for the hiring authorities once the open positions have been approved. Mr. Meni also stated that he attended a job fair at Vista High School and there will be more job fairs in April at the nearby community colleges and Cal State San Marcos.

BOARD REGISTER:

Information only.

CSEA REPORT:

Mr. Faust stated that CSEA's initial proposal to the District to negotiate the CSEA Contract is in process and members would be voting on the initial proposal this week. He also explained that the CSEA board is currently in the planning stages of elections. Mr. Faust stated that he is actively trying to recruit classified school employees to be job stewards.

DISTRICT REPORT:

Rachel D'Ambrosio informed the Commission that the ESY MOU is finished and that the Bilingual Committee is working on the MOU that is set to expire in June. Ms. D'Ambrosio spoke about the next class in the Wellness Program series, Mental Health Awareness, on Tuesday, March 19, 2019. She stated that we recently had a Leadership training on Caring for Older Adults which many classified staff attended. Ms. D'Ambrosio explained that the next Leadership training is for certificated staff looking to promote into certificated management positions. The next CPR class for staff is scheduled for March 21, 2019.

DIRECTOR'S REPORT:

Ms. Reede presented at the CSPCA conference to discuss the implementation of Noon Duty Assistants as permanent employees. Ms. Reede also presented regarding Personnel Commission Rules at the Merit Academy on February 23, 2019. Ms. Reede will be meeting with Principals all next week to discuss Special Education staffing for the 2019-20 school year. Ms. Reede stated that she would bring the proposed 2019-20 Personnel Commission Budget to the next meeting for first reading.

ITEMS FROM THE FLOOR:

Ms. McWey stated that this would be a prime opportunity for cyclical job reviews. She also heard that some newly hired Noon Duty Assistants were granted almost a \$5.00 increase when hired. Ms. McWey stated that this is part of the issue she has with employees not wanting to continue to be Child Nutrition Services Assistants when they can be paid more to be a Noon Duty.

Ms. Reede explained that any increase in pay from the starting range and step is due to Advanced Step Placement, which is an option for all new and promoting employees. Ms. McWey asked if that was based on years of service and education and Ms. Reede agreed but stated that the CNS Assistant I starts at a higher range than Noon Duty Assistants.

Ms. Reed clarified that the Classification Study is to update classification descriptions and does not include a compensation study.

ITEMS FROM THE COMMISSION:

Ms. Minoux provided information regarding the California School Personnel Commissioners Association (CSPCA) scholarships and stated that they are available to any 12th grade children of classified employees working in a Merit

System district. Ms. Reede asked to be provided with information about the scholarships so it can be emailed to all classified employees.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, April 9, 2019 at 3:30 pm in the District Office Board Room.

ADJOURNMENT:

The meeting was adjourned at 4:22 p.m.