

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

Unadopted Minutes of the
Personnel Commission Meeting on
June 9, 2020

MEMBERS Donald LeMay
PRESENT: Teri Minoux
 Luisa Stafford

STAFF Alaina Reede
PRESENT: William Meni
 Irene Young

OTHERS PRESENT: Mary Trompeter-Ermis, Marie Hoveln

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 MAY 12, 2020:

*M/S Ms. Stafford / Mrs. Minoux moved to approve the minutes as presented.

The motion was unanimously approved.

CLASSIFICATION STUDY: SECOND READING/APPROVAL OF CLASSIFICATION DESCRIPTIONS

Accounting Job Family

Budget Analyst

Human Resources Job Family

Director, Classified Human Resources
Employee Benefits Technician
Human Resources Analyst – Certificated
Human Resources Analyst – Classified
Human Resources Technician

Ms. Reede noted that these classification descriptions were presented for first reading at the May 12, 2020 Personnel Commission meeting and are the last of the descriptions included in the classification study.

Ms. Minoux had questions about the Director, Classified Human Resources classification description. The draft states that the Director will conduct leave and accommodation meetings. Ms. Minoux thought this was done by the Certificated HR Director. Ms. Reede clarified that the Certificated HR Director is responsible for leave and accommodation meetings for certificated employees but that the Classified HR Director is responsible for the leave and accommodation meetings for classified employees. Ms. Minoux asked for clarification of the role of the Classified HR Director in negotiations. Ms. Reede stated that the Director participates in the negotiation process as a resource for both parties, providing information and clarification on items being negotiated as a neutral party. Ms. Minoux requested a revision to the draft classification description that the Director “participates in the collective bargaining process as a resource at the bargaining table for the purpose of assisting in the negotiation of labor agreements.” Ms. Reede agreed that the language on the description would be revised.

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

*M/S – Ms. Minoux/Ms. Stafford moved to approve classification descriptions with modifications as specified to the Director of Classified Human Resources description.

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni stated that due to the District closure, there were no eligibility lists. Mr. Meni stated that the department is recruiting for a few classifications on a limited term basis. Ms. Reede stated that limited term assignments are defined in the Personnel Commission rules. Because we are unable to test candidates in person at the present time, using provisional/limited term assignments ensure that the District has coverage for essential work that is needed in the Maintenance department.

BOARD REGISTER:

Informational only.

CSEA REPORT:

Ms. Trompeter Ermis stated that there was nothing to report at this time. CSEA is waiting to hear updates on what is happening with returning to school in the fall.

DISTRICT REPORT/DIRECTOR'S REPORT:

Ms. Reede reported for the District. The District is waiting for the state budget so we can have a better idea on what will be happening in the upcoming year. Ms. Reede stated that the AM/PM program opened for a summer program beginning June 8, 2020. The AM/PM program is taking safety precautions to ensure the safety of employees, students, and their families. The District will be holding virtual summer programs for students from June 22, 2020 through July 17, 2020. Schools have been receiving books and devices returned from students. Schools are also doing virtual graduations. Human Resources is looking at staffing for next year. At the present time, we are only filling essential positions until we know more about our budget. Human Resources staff has been coming into the office as needed but they are taking the necessary social distancing precautions.

Mr. LeMay talked about contingency planning if students do not return to school as usual. Ms. Reede said that some parents may be keeping their kids home and having them do virtual school. Ms. Stafford said she has spoken with some parents and many are looking at not re-enrolling at Vista schools, but she did advise the parents to stay and wait to see what happens. Ms. Reede said she hopes parents share their concerns at forums and meetings. Mr. LeMay pointed out that the District has done well with communications to families and staff. He also stressed that it is critical to have a contingency plan in case the enrollment drops.

Mr. LeMay expressed concern that the work load for keeping schools clean and safe will fall heavily upon custodians because of sanitation. Ms. Reede said the District is moving forward with filling vacant Custodian and Plant Lead positions. Ms. Reede stated that the recruitment for the current vacancy for Plant Lead II has been done remotely and we have a plan in place to process new hires. Mr. LeMay voiced concerns about our substitute list. Ms. Reede said that one of the things we did was pay many substitutes who were scheduled to work even though they were not able to. Mr. LeMay stated that the situation is fluid and he worries and is concerned about enrollment and staffing. Ms. Reede is concerned too, but we will need to see what happens and how we can take care of the situation.

ITEMS FROM THE FLOOR:

Ms. Trompeter Ermis announced that CSEA gave out 11 scholarships to students of chapter members. CSEA was also able to give out gift cards for groceries through their Disaster Relief fund.

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

Ms. Minoux had questions about testing and asked if we could do computer testing like we do our Keenan training. Ms. Reede said that we have discussed online testing, but it would not be like Keenan due to issues with test security. If the examination is given remotely, we need to ensure that the applicant is the one taking the test. Some of our tests are performance tests, where the candidate would need to physically show competency in certain areas. Ms. Reede stated that we are looking at all options.

ITEMS FROM THE COMMISSION:

Ms. Minoux said that the next CSEA conference will be done virtually. Normally, they have 1,500-2,000 people who participate. She is curious to see how this will work for voting and other items. Ms. Reede stated that she has been participating in many virtual meetings. It seems more people are able to attend, especially for meetings attended by employees from multiple districts, so there is some good in holding remote meetings. Mr. LeMay said we have to rise to the challenge – we have no choice.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, July 14, 2020 at 3:30 p.m. and will be a teleconference meeting on Zoom.

ADJOURNMENT:

The meeting was adjourned at 4:27 p.m.