

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

Unadopted Minutes of the
Personnel Commission Meeting on
July 14, 2020

MEMBERS Donald LeMay
PRESENT: Teri Minoux
 Luisa Stafford

STAFF Alaina Reede
PRESENT: William Meni
 Shirley Indegno

OTHERS PRESENT: Carol Barr, Marie Hovel, Marcela Ramos, Danica Reed, Mary Trompeter-Ermis

CALL TO ORDER:

The meeting was called to order at 3:36 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON JUNE 9, 2020:

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

The motion was unanimously approved.

EXTENSION OF ELIGIBILITY LIST – GROUNDS MAINTENANCE WORKER

*M/S Ms. Stafford / Ms. Minoux moved to approve the extension of the Grounds Maintenance Worker Eligibility List

Ms. Reede stated that the eligibility list for Grounds Maintenance Worker was established as a six month eligibility list in October of 2019 and expired April 19, 2020. Due to the COVID-19 pandemic, the District closed March 13, 2020, and was not filling positions during the time when the eligibility list expired. There is a need to hire a Grounds Maintenance Worker, but the performance testing required is difficult to do with social distancing. Personnel Commission Rules 6.1.5, 6.1.5.1, and 6.1.8 allow for an eligibility list to be extended with approval of the Personnel Commission.

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni stated that the department is recruiting for a few classifications such as Grounds Maintenance Worker, Custodian, and Child Nutrition Assistant I. Because staff are unable to test candidates in person at the present time, recruiting for provisional/limited term assignments ensure that the District has coverage for essential work that is needed throughout the District on a temporary basis. Ms. Reede stated that anyone hired through this process is like a substitute and is not guaranteed work, but would only be eligible to accept assignments for a period of six months or less. Mr. Meni stated that the District is still recruiting for other positions in anticipation of filling them for the upcoming school year. Ms. Stafford asked why there would be a child care program open if the schools are considering not opening due to the pandemic. Mr. Meni and Ms. Reede explained that the AMPM program is an essential service as parents work and may not have other child care options. Ms. Reede acknowledged Cheri Borger who manages the AMPM program. Under her leadership, the child care program is running successfully with extensive cleaning, temperature monitoring, and limiting children in the program. Mr. LeMay said that the protocols being used to run this program may be an

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

indicator as to how schools may be run if they are held in person. He has confidence in the employees to be flexible and solution based.

BOARD REGISTER:

Informational only.

CSEA REPORT:

Ms. Trompeter-Ermis stated that she has concerns about how this upcoming school year will affect Classified employees. She referred to the previous Board Meeting where some Board members discussed having Noon Duty Assistants take students' temperatures and doing other work that is not in their current job description. She is concerned because Noon Duty Assistants are not part of the bargaining unit and do not have the same protection as other Classified staff. Ms. Reede said that while the Noon Duty Assistants do not belong to the union, they do fall under the Personnel Commission Rules which regulates work duties. Ms. Trompeter-Ermis said that her members are concerned about job security if the school year goes virtual as some jobs cannot be done virtually. Other members such as Special Education Assistant IV – SH/PH aides are concerned about social distancing with students if school is resumed in person. Ms. Stafford asked if the District would be hiring new Noon Duty Assistants if they were going to be asked to do more work. Ms. Trompeter-Ermis replied that no one can take the duties from one classification and give them to another classification without negotiation, but that overall, employees would rather be flexible and keep their jobs, versus losing their jobs.

DISTRICT REPORT/DIRECTOR'S REPORT:

Ms. Reede reported for the District. Ms. Reede stated that she is waiting for the July 23, 2020 Board meeting to determine how the school year will start; if students would be taught virtually or if schools would be opened to in person learning. Once that decision is made, she can move forward with a plan for classified staff. Currently she is assisting employees with questions on a variety of leaves as they are complex and can be confusing. Ms. Reede stated that she anticipated bringing some reclassification recommendations to the next Personnel Commission meeting.

ITEMS FROM THE FLOOR:

None

ITEMS FROM THE COMMISSION:

Ms. Minoux asked how to listen to the Board Meeting on July 23, 2020. Ms. Reede said that she would send information on that to all of the Commissioners. Ms. Stafford asked about the employees that were laid off and placed in other positions as well as what "working out of class" meant. Ms. Reede said that employees who were laid off had rights to a position if they had passed probation in a previous classification and there was a vacancy. She also explained that employees in one classification could work "out of class" in another classification. Typically, an employee working out of class is performing higher level duties and are compensated at the higher level for performing those duties.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, August 11, 2020 at 3:30 p.m. and will be a teleconference meeting on Zoom. This meeting was later rescheduled for Tuesday, August 18, 2020 at 3:30 p.m.

ADJOURNMENT:

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