

CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA

**Regular Meeting**  
**January 16, 2013**  
**5:00 p.m. – Public Session**

**District Office, South Board Room**  
**South Facility, District Office**  
**1400 E. Janss Road, Thousand Oaks, CA 91362**

**I. OPENING PROVISIONS**

- 1.1 Call to Order: Meeting called to order by \_\_\_\_\_ at \_\_\_\_\_ pm
- 1.2 Pledge of Allegiance
- 1.3 Roll Call of Members:  
 \_\_\_ Nathan Harimoto, Chairperson; \_\_\_ Nina Brandt, Vice-Chairperson; \_\_\_ Rose Jeffery, Member

**II. GENERAL INFORMATION**

- 2.1 Request for approval of the agenda for the regular Personnel Commission meeting of January 16, 2013, as submitted or amended.  

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 2.2 Request for approval of the official minutes for the meeting of December 19, 2012, as submitted or amended.  

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 2.3 HEAR Reports / Announcements
  - A. Director, Classified Personnel
  - B. Assistant Superintendent, Personnel Services
  - C. CSEA Representative
  - D. Commissioners
- 2.4 HEAR Public on items not appearing on the Agenda *\*Speaker card required*

**III. CONTINUOUS BUSINESS**

- 3.1 Request for APPROVAL of the field of competition for active/future recruitments as submitted or amended.  

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

<b>Exam #</b>	<b>Recruitment / Examination Title</b>	<b>Field of Competition</b>
12-199-1	Child Care Leader	Promotional Only
12-215-1	Custodian	Open
12-382-1	Early Literacy Teacher	Open
12-284-4	Paraprofessional/Special Education	Open
12-490-1	Telephone Operator/Receptionist	Promotional Only

- 3.2 Request for RATIFICATION of the employment eligibility lists as submitted or amended.  

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

<b>Exam #</b>	<b>Recruitment / Examination Title</b>
12-392-2	Early Care Assistant Teacher
12-393-3	Early Care Teacher
12-505-1	High School Office Manager
12-291-1	Language Assessment & Development Facilitator/Spanish

**IV. NEW BUSINESS – ACTION ITEMS**

4.1 EMPLOYEE ADVANCE STEP PLACEMENT ON THE SALARY SCHEDULE

Request to approve step advanced for Kathleen Schrichten, Licensed Vocational Nurse, District Office, to Step E, Range 56, on the Classified Unit Salary Schedule retroactive to date of hire.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

**V. NEXT MEETING**

To be determined.

**VI. CLOSED SESSION**

ADJOURN to closed session at \_\_\_\_p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director, Classified Personnel

RECONVENE into open session at \_\_\_\_p.m.

REPORT on actions taken in closed session: \_\_\_\_\_

**VII. ADJOURNMENT**

ADJOURN the regular Personnel Commission meeting at \_\_\_\_\_.

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Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission, and that are public record not otherwise exempt from disclosure, will be available at the Classified Personnel Office – 1400 E. Janss Road, Thousand Oaks, CA 91362. Agenda may also be available on the CVUSD website: [www.conejousd.org](http://www.conejousd.org) – Departments/Personnel Services/Classified Personnel/Agenda Minutes Reports.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible to the attention of the Director, Classified Personnel.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**MINUTES – DECEMBER 19, 2012**

**I. OPENING PROVISIONS:**

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**1.1 ~ Call to Order**

The Conejo Valley Unified School District Personnel Commission met in Regular Session on December 19, 2012, in the District Office Board Room. The meeting was called to order at 5:01 pm by Chairperson, Mrs. Rose Jeffery.

**1.2 ~ Pledge of Allegiance**

Mrs. Jeffery led the Pledge of Allegiance.

**1.3 ~ Roll Call of Members**

Present were Personnel Commissioners Mrs. Rose Jeffery, Chairperson; Mr. Nathan Harimoto, Vice-Chairperson; and Mrs. Nina Brandt, Member. Also present was Mrs. Marina Mihalevsky, Director, Classified Personnel.

**II. GENERAL INFORMATION:**

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**2.1 ~ Agenda Approval**

On the motion of Nate Harimoto, seconded by Rose Jeffery, and carried 2-0, the Commission approved the agenda as submitted.

**2.2 ~ Approval of Minutes**

On the motion of Nate Harimoto, seconded by Rose Jeffery, and carried 2-0, the Commission approved the minutes of November 15, 2012 as submitted.

**2.3 ~ Reports/Announcements**

- A. Director, Classified Personnel – Mrs. Marina Mihalevsky welcomed Nina Brandt to the Personnel Commission. Mrs. Mihalevsky invited Mrs. Brandt to the California School Personnel Commissioners Association Conference to be held in February. Mrs. Mihalevsky informed the commission she is on a state-wide committee to standardize Personnel Commission Merit System Rules which has not been addressed since the 1980's. This committee will suggest general structure based upon the Education Code and model what comprehensive Merit System Rules for a school district should look like. Mrs. Mihalevsky also announced that the Certificated Sub desk formally held by Olie McClellan was filled by re-employing a current employee who was laid off (reduced) from a comprehensible position in 2011.
- B. Assistant Superintendent, Personnel Services – Not present
- C. CSEA Representative – Mr. Ron Meyer said the budget committee meeting was much better than prior meetings. He stated that they are waiting for COLA and/or deficit reduction information to be provided in January. Mr. Meyer also mentioned that at the last board meeting he addressed the Board Policy 4111, 4211, and 4311 where it stated that the Superintendent or his designee shall review the job description for the position "...". Mr. Meyer pointed out to the board that this policy was incorrect and that it was under the Personnel Commission purview. Mrs. Mihalevsky said that this was boilerplate policy and an oversight and that the policy will be amended.
- D. Commissioners – Mrs. Rose Jeffery would like to see the Board Policy for reference.

**2.4 ~ Public Comments – Speaker Card Required**

Mr. Ron Meyer addressed the commission as an "employee" and not in a CSEA officer capacity, to discuss hiring interview protocol. In a recent hiring interview, he was asked to perform another test and was concerned about the practice. Mr. Meyer appreciates the structure of establishing the eligibility list and didn't think that another test was in order. Per other employees, they have never had to take another test during a hiring interview. Mrs. Rhoades and Mrs. Safe concurred and were concerned there wouldn't be transparency in this practice.

Mrs. Mihalevsky stated that as long as the hiring authority did not violate any Title VII, anti-discrimination laws, it was legal to give a test or exercise to establish whether the candidate was a fit for the position. The

hiring authority has latitude within a hiring interview in regards to being unstructured. Different questions may be asked of different candidates and if a test is given, they may hire whoever they want as long as they are within the three ranks provided. Ultimately, it is up to the hiring manager to choose the new hire with any criteria as long as it does not infringe upon their civil rights.

Mrs. Jeffery stated she was concerned with the language that a "test" was given. After much discussion, it was decided to inform each candidate going forward to a hiring interview that the hiring interview/process may include additional exercises to assess their skill set, so they will not be caught off guard at the interview.

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#### **IV. NEW BUSINESS**

##### **4.1 ~ Oath of Office**

Mrs. Jeffery administered the Oath of Office to Nina Brandt for the term of office for December 19, 2012 to November 30, 2015.

##### **4.2 ~ Personnel Commission Reorganization, 12/2012 – 11/2013**

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission voted Nathan Harimoto as Chairperson.

On the motion of Nathan Harimoto, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission voted Nina Brandt as Vice-Chairperson.

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#### **III. CONTINUING BUSINESS:**

##### **3.1 ~ Active/Future Recruitments**

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission approved the field of competition for the active/future recruitments as specified on the meeting agenda and read aloud by Rose Jeffery.

##### **3.2 ~ Ratification of Eligibility Lists**

Mrs. Brandt asked if the eligibility lists are provided. Mrs. Mihalevsky stated that we do not provide it as a public document. Mrs. Brandt asked if the eligibility lists need to be approved before hiring interviews take place. Mrs. Mihalevsky stated it was past practice but if the commission wants to address this we could, but it would impact the turnaround of the certification process. Mrs. Mihalevsky assured the commission that if there was an appeal on the testing process, the position would not be certified until the appeal was resolved. The commission decided to remain status quo.

On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Accounting Technician I, Licensed Vocational Nurse, Paraprofessional/Bilingual-Spanish, Paraprofessional/Special Education, and Payroll Clerk as submitted.

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#### **IV. NEW BUSINESS**

##### **4.3 ~ Establishment of New Job Classification and Salary Allocation**

- A. On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission established the new classification, Early Literacy Teacher and adopt the respective job specification as submitted.
- B. On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission allocated the salary placement of Early Literacy Teacher (new classification) to salary range 62 (\$3,063-3,738; \$17.68-\$21.57) on the Classified Unit Salary Schedule.

##### **4.3 ~ Employee Advance Step Placement on the Salary Schedule**

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission approved step advancement for Bruce Gliniors, Site Computer Technician II, Newbury Park High School, to Step D, Range 78, on the Classified Unit Salary Schedule retroactive to date of hire.

**V. NEXT MEETING**

The next regularly scheduled Personnel Commission meeting is scheduled for Wednesday, January 19, 2013, 5:00 pm District Office, South Board Room.

**VI. CLOSED SESSION**

No closed session.

**VII. ADJOURNMENT**

The commission adjourned the meeting at 6:36 pm.