

Regular Meeting
March 13, 2013
5:00 p.m. – Public Session

District Office
South Facility, Board Room
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 March 13, 2013, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___
- 2.2 Request for approval of the official minutes for the meeting of February 13, 2013, 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 ___

Exam #	Recruitment / Examination Title	Field of Competition
12-305-2	Intermediate Clerk Typist	Open
12-278-2	Licensed Vocational Nurse	Open
12-222-1	Translator-Interpreter	Open

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

Discussion/Action: M ___ S ___ Vote ___

Exam #	Recruitment / Examination Title
12-199-1	Child Care Leader
12-005-1	Clerical - Substitute
12-215-1	Custodian
12-382-1	Early Literacy Teacher
12-490-1	Telephone Operator/Receptionist
12-490-2	Telephone Operator/Receptionist (Bilingual Stipend)

IV. NEW BUSINESS – ACTION ITEMS

No New Business

V. NEXT MEETING

Wednesday, April 10, 2013, 5:00 pm, Conference Room A

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

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 – 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 – FEBRUARY 13, 2013

I. OPENING PROVISIONS:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on February 13, 2013, in the District Office Conference Room A. The meeting was called to order at 5:01 pm by Chairperson, Mr. Nathan Harimoto.

1.2 ~ Pledge of Allegiance

Mr. Harimoto led the Pledge of Allegiance.

1.3 ~ Roll Call of Members

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

II. GENERAL INFORMATION:

2.1 ~ Agenda Approval

On the motion of Rose Jeffery, seconded by Nina Brandt, and carried 3-0, the Commission approved the agenda as amended to reflect Tim Carpenter as Deputy Superintendent, and the meeting location to North Facility, Conference Room A.

2.2 ~ Approval of Minutes

On the motion of Nina Brandt, seconded by Rose Jeffery, and carried 3-0, the Commission approved the minutes of January 16, 2013 as submitted.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Mrs. Marina Mihalevsky announced that Tim Carpenter, Deputy Superintendent has announced his retirement. Commissioner Nina Brandt will be attending the annual CSPCA conference and Shirley Koeritz will be attending a Saturday luncheon at the conference where she will receive an award for 15 years of service on the Commission. Mrs. Mihalevsky will attend on Friday only.
- B. Deputy Superintendent, Personnel Services – Mr. Tim Carpenter stated there is still no new information on the budget except that the legislature is not enamored with the Governor's proposal. Mr. Carpenter also mentioned that the district's health care costs have continually risen.
- C. CSEA Representative – Mr. Ron Meyer also stated that the budget situation is frustrating as the information to prepare and plan is not there. The next issue of the CSEA newsletter is a bit delayed due to Mrs. Lori Rhoades having had shoulder surgery. Mr. Meyer, Mrs. Meyer, and Mrs. Rhoades completed the Merit System Academy and the learning experience was very valuable.
- D. Commissioners – Mrs. Nina Brandt asked a few questions as follows:
 - *Would it be possible to receive emails for district-wide events or other pertinent information?* Mrs. Mihalevsky suggested that they be added to the All Classified email group and Mrs. Magno will forward pertinent emails as well.
 - *Is there a state mandate or district policy that we have to have a bilingual person at each site?* Mr. Carpenter stated that in the California Education Code there is a mandate that if 15% of the student population speaks any language, there must be a bilingual employee of that language. Management also has the right to request that a position be bilingual if they deem the need, and the Union has the right to negotiate what the pay rate will be for bilingual services. The district would like to fill positions in the front office, whenever it is deemed necessary to be bilingual, by attrition instead of by forced transfer. Mrs. Mihalevsky stated that in comparison to other school districts with our demographics, we have fewer bilingual positions. In this district, we have some specialized bilingual job classes like Intermediate Clerk Typist (ICT)/Bilingual, School Office Manager/Bilingual, etc. The district is moving away from specialized classes and supports giving a stipend for bilingual services instead as there

are disadvantages to the employees in the case of specialized bilingual job classes rather than having an extra duty stipend. In the case of a lay-off situation, if an ICT/Bilingual position was eliminated, that employee could not bump into a less senior ICT position, unless they had permanency as an ICT. So even though they have the skill set, if they never had permanency in the ICT classification, they would be laid off. Also, currently the bilingual classifications are 3 salary ranges on the Classified Salary Schedule above the non-bilingual range (e.g., ICT = 40, ICT/Bilingual = 43; School Office Manager = 55, School Office Manager/Bilingual = 58). Depending upon the placement on the salary schedule, one bilingual classification may receive a larger percentage differential than another classification for utilizing their bilingual skills. The CSEA Labor Relations Representative, Michelle Kim, supports having bilingual stipends in lieu of the specialized classifications.

- *What is the policy on filling a position that has not been advertised as bilingual, but then the hiring manager chooses a candidate based on the ability to be bilingual?* Mrs. Mihalevsky responded that if the position does not require bilingual skills, the top 3 ranks (both bilingual and non-bilingual) would be certified for the hiring interview. If the hiring manager chooses someone with bilingual skills and then it is determined that those skills are necessary in that position, they could request that a stipend be given. If it is not necessary, then the employee would not be required to use their bilingual skills. If it is determined that the position requires a bilingual candidate, it would be posted as such and then only the top 3 ranks who are bilingual will be certified for the hiring interview (selective certification as defined in the Education Code), which may actually result in rank 10, 13, and 15 being certified for the hiring interview. In this particular circumstance, we were not aware of the preference and after the fact spoke with the incumbent, who was also bilingual; to see if she used her bilingual skills in that assignment and she stated that she rarely had the need. As such, this was a preference of the hiring manager to have someone with bilingual skills and not a requirement. Classified personnel will follow-up with the newly hired employee regarding the use of her bilingual skills and will be more vigilant in the future whether a hiring manager would prefer or require bilingual candidates prior to certifying candidates to an interview. 4. Regarding reclassifications, how will it be determined who will be reclassified and what happens if the money allocated for reclassifications runs out? Mrs. Mihalevsky said that Tim Carpenter and she met with Dr. Baarstad, Superintendent regarding reclassifications and he indicated that District would only be able to afford around \$10,000/year. As a result of the limitations of the budget, the Reclassification Committee is being formed to establish priorities and recommendations to the Personnel Commission. Mr. Tim Carpenter stated that with health care costs rising and uncertain budgets, how to address these reclassification requests was challenging. He commended Mrs. Mihalevsky for spear heading this reclassification committee, which will be utilized as there are many reclassification requests and more may come forward. Mrs. Mihalevsky let the Personnel Commission know that as requested, CSEA attempted to recruit a more diverse (different sites and grade levels) committee, but they didn't receive the response from the members. In light of timeliness, Mrs. Mihalevsky recommends going forward with the CSEA committee members as they are. Mr. Ron Meyers commented that CSEA was more concerned with having the different job families represented, which they accomplished with clerical, custodial, and instructional services representing on this committee. Mr. Carpenter believes that there will be recommendations by the end of this fiscal year.

2.4 ~ Public Comments – Speaker Card Required

No comments.

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 Nathan Harimoto.

3.2 ~ Ratification of Eligibility Lists

On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Paraprofessional/Special Education and Systems Administrator as submitted.

IV. NEW BUSINESS

4.1 ~ Classification of Positions

- A. On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission approved the request to classify the new positions established by the Board of Education in support of middle school ASB bookkeeping function to the job class of Account Clerk, salary range 47 as submitted.

4.2 ~ Reclassification – Paraprofessional (Colina Middle School)

On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission:

- A. Approved the request to reclassify the position allocated to the job class of Paraprofessional occupied by Nancy Shelley to a job class of Account Clerk based on scope and breadth of prescribed duties, past, and future.
- B. Approved reassignment of Nancy Shelley to the position of Account Clerk based on position reclassification on the basis of gradual accretion of duties and without any further qualifying examination given the employee has already been deemed qualified through the competitive examination process, effective immediately.

4.2 ~ Personnel Commission Calendar Revisions

On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission moved the remaining Personnel Commission Regular meeting to the second (2nd) Wednesday of every month for the 2012/2013 school year.

V. NEXT MEETING

Wednesday, March 13, 2013, District Office Board Room

VI. CLOSED SESSION

ADJOURN to closed session at 5:45 pm pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director, Classified personnel

RECONVENE into open session at 6:45 pm

REPORT on action taken in closed session: None

VII. ADJOURNMENT

The commission adjourned the meeting at 6:46 pm.