

Regular Meeting
May 8, 2013
5:00 p.m. – Public Session

District Office
North Facility, Conference Room A
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 May 8, 2013, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___
- 2.2 Request for approval of the official minutes for the meeting of April 10, 2013, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___
- 2.3 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Deputy 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
12-232-1	Director, Maintenance & Operations	Continuous
12-284-5	Paraprofessional/Special Ed	Open

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

Discussion/Action: M ___ S ___ Vote ___

Exam #	Recruitment / Examination Title
12-110-2	Account Clerk
12-125-1	Administrative Assistant
12-291-3	Language Assessment & Development Facilitator/Spanish
12-425-2	Secretary/School Office Manager (Bilingual Stipend)

IV. NEW BUSINESS – ACTION ITEMS

4.1 PUBLIC HEARING FOR THE 2013/2014 PROPOSED PERSONNEL COMMISSION BUDGET

OPEN the public hearing at: _____

CLOSE the public hearing at: _____

Discussion/Action: M ___ S ___ Vote ___

4.2 PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2013/2014

Motion to APPROVE and ADOPT the 2013-2014 Personnel Commission budget for the amount of \$350,000 as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

V. NEXT MEETING

Wednesday, June 12, 2013, 5:00 pm, South Board Conference Room

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 – APRIL 10, 2013

I. OPENING PROVISIONS:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on March 13, 2013, in the North Facility, Conference Room A. The meeting was called to order at 5:02 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 of April 10, 2013 as submitted.

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 March 13, 2013 as submitted.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Mrs. Marina Mihalevsky announced the Classified Employee Service Awards and Retirement Ceremony will be held on May 14, 2013 at the University Multipurpose Room. Ms. Mihalevsky also announced that the week of May 19th is designated the Classified Employee Week and the Board passes an official resolution to recognize it as such. Part of the recognition of classified employees is the long district practice administering the Classified Employee Outstanding Achievement Awards, with award recipients to be recognized during the Board Meeting of May 21, 2013.
- B. Deputy Superintendent, Personnel Services – Mr. Tim Carpenter stated we are still waiting for the May State budget revise to inform us of the expected funding for the 2013-2014 school year. Mr. Carpenter also advised the Commissioners that District staff along with various collective bargaining representatives have been doing presentations on the health benefit changes proposed by the Health Benefits Committee in order to balance the District's self-funded health benefits fund. Mr. Carpenter briefly discussed some of the proposed changes to employee contributions in the District's self-funded PPO plan, as well as the Anthem BlueCross HMO.
- C. CSEA Representative – Mrs. Karen Meyer reported that CSEA and the High School Plant Managers had a productive meeting regarding overtime procedures. Mrs. Meyer shared the concerns of classified employees for how expensive the PPO and HMO options may become and that employees may have select Kaiser as their health plan for affordability. Michelle Kim, CSEA Labor Representative shared that there is shift of increasing employee contributions towards health benefits across districts.
- D. Commissioners – No comments

2.4 ~ Public Comments – Speaker Card Required

Mrs. Karen Meyer addressed the Personnel Commission regarding concerns over the participation of the Director, Classified Personnel in employee disciplinary meeting, citing a recent attendance by the Director at an informal employee complaint meeting. Mrs. Meyer expressed CSEA's believe that a director in a Merit System district should be abstaining from disciplinary type meetings in order not to bias or prejudice the Personnel Commission.

RESPONSE/DISCUSSION: Ms. Mihalevsky addressed the Commissioners relative to the speakers comments and objections. Ms. Mihalevsky advised the Commission that she would provide them with a legal analysis of the Education Code statutes cited by the speaker as well as case law, in order for all to have a better understanding of the legal provisions and to what extent the law limits the duties that can be legally assigned to the Director. Ms. Mihalevsky pointed out that she has in the past made it clear that she would abstain from advising the Commission during disciplinary appeal hearings, if she continues to be involved in disciplinary matters so that the Commissioners can discharge their responsibilities free of prejudice.

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 Intermediate Clerk Typist and Licensed Vocational Nurse as submitted.

IV. NEW BUSINESS

4.1 ~ Class Specification Revision

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission adopted the changes to the job specification of Administrative Assistant as submitted.

4.2 ~ Personnel Commission 2013 / 2014 Budget (1st Reading) – Mrs. Mihalevsky reviewed the Personnel Commission budget worksheet both with regard to the different areas being budgeted and the proposed amounts.

4.3 ~ Schedule Public Hearing for the 2013 / 2014 Personnel Commission Budget.

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission scheduled the Public Hearing to coincide with the Regular Meeting on May 8, 2013, 5:00 pm, Conference Room A.

V. NEXT MEETING

Wednesday, May 8, 2013, District Office, Conference Room A

VI. CLOSED SESSION

No Closed Session

VII. ADJOURNMENT

The commission adjourned the meeting at 6:52 pm.