

CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
**AGENDA**

**Regular Meeting**  
**July 18, 2012**  
**5:00 p.m. – Public Session**

**District Office 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 \_\_\_\_p.m.
- 1.2 Pledge of Allegiance
- 1.3 Roll Call of Members:  
 Rose Jeffery, Chairperson;  Nathan Harimoto, Vice-Chairperson;  Shirley Koeritz, Member

**II. GENERAL INFORMATION**

- 2.1 Request for approval of the agenda for the regular Personnel Commission meeting of July 18, 2012, as submitted or amended.

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

- 2.2 Request for the approval of the official minutes for the meeting of June 20, 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><u>Exam #</u></b>	<b><u>Recruitment / Examination Title</u></b>	<b><u>Field of Competition</u></b>
12-198-1	Child Care Assistant	Continuous
12-205-1	Clerk Typist	Open
12-391-1	Early Care Aide	Open
12-392-1	Early Care Assistant Teacher	Open
12-393-1	Early Care Teacher	Open
12-387-1	Family Services Coordinator	Open
12-277-1	Health Clerk	Open
12-301-1	Instructional Media Technician	Open
12-292-1	Paraprofessional/Bilingual-Spanish	Open
12-284-1	Paraprofessional/Special Education	Open
12-385-1	School Occupational Therapist	Open

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

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

<u>Exam #</u>	<u>Recruitment / Examination Title</u>
12-279-1	Behavioral Health Clinician II
12-182-1	Child Nutrition Assistant-Satellite
12-260-1	Groundskeeper
12-425-1	School Office Manager / Secretary

**IV. NEW BUSINESS – ACTION ITEMS**

**4.1 CLERICAL CLASSIFICATION STUDY**

For discussion, information only

**4.2 RECLASSIFICATION – SITE COMPUTER TECHNICIAN I**

- A. Reclassify the position (10 Month / 8 Hour) allocated to the job class of Site Computer Technician I occupied by David Hubbard to a job class of Site Computer Technician II as a result of a sudden change in assigned duties beginning 2011-2012, effective immediately.

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

- B. Approve reassignment of David Hubbard to the position of Site Computer Technician II based on position reclassification and without any further qualifying examination given the employee is listed on an active employment eligibility list for said job classification, effective immediately.

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

**4.3 ANNUAL REPORT FOR YEARS 2010-2011 AND 2011-2012**

For discussion, information only

**4.4 PROPOSED MEETING DATES FOR SCHOOL YEAR 2012 / 2013**

Meetings proposed for the third Wednesday of each month at 5:00 pm, Location TBD

<b>Proposed 2012 DATES</b>	<b>Confirmed Date</b>	<b>Proposed 2013 DATES</b>	<b>Confirmed Date</b>
September 19		January 16	
October 17		February 20	
November ?		March 20	
December 19		April 17	
		May 15	
		June 19	

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

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 Rd, Thousand Oaks, CA 91362. Agendas may also be available on the CVUSD website: [www.conejo.k12.ca.us](http://www.conejo.k12.ca.us) - 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.

**V. NEXT MEETING**

Wednesday, August 15, 2012, 5:00 pm, District Office, Board Room

**VII. CLOSED SESSION**

No items for closed session.

**VII. ADJOURNMENT**

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

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**MINUTES – JUNE 20, 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 June 20, 2012, in the District Office Board Room. The meeting was called to order at 5:05 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. Shirley Koeritz, 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 Shirley Koeritz, seconded by Nate Harimoto, and carried 3-0, the Commission approved the agenda as submitted for the regular meeting of June 20, 2012.

**2.2 ~ Approval of Minutes**

On the motion of Shirley Koeritz, seconded by Rose Jeffery, and carried 2-0, with Nate Harimoto abstaining, the Commission approved the minutes as submitted for the regular meeting of May 23, 2012.

**2.3 ~ Reports/Announcements**

- A. Director, Classified Personnel – Mrs. Mihalevsky stated that the draft Annual Report for the fiscal years 2010-2011 and 2011-2012 will be available for review at the next meeting.
- B. Assistant Superintendent, Personnel Services – No report
- C. CSEA Representative – Mr. Ron Meyer contributed that CSEA has reached a tentative agreement on next year's furlough days. CSEA negotiated to begin the year with the assumption that nine (9) furlough days will be necessary. The loss of wages will be equalized over the course of the school year. If the tax initiative passes in November, then seven (7) of the furlough days will be rescinded and classified employees would receive any back-pay owed to them.
- D. Commissioners – None

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

None

**III. CONTINUING BUSINESS:**

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**3.1 ~ Active/Future Recruitments**

On the motion of Nate Harimoto, seconded by Shirley Koeritz, 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**

On the motion of Shirley Koeritz, seconded by Nate Harimoto, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Intermediate Clerk Typist and Senior Clerk Typist as submitted.

**IV. NEW BUSINESS**

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**4.1 ~ PROPOSED MEETING DATES FOR SCHOOL YEAR 2012 / 2013**

After some discussion, consensus was reached on the July and August 2012 meeting dates. The remainder of the calendar will be tabled for the next meeting. On the motion of Nathan Harimoto, seconded by Shirley Koeritz, and unanimously carried 3-0, the Commission approved the July 18, 2012 and August 15, 2012 meeting dates, times, and locations as submitted.

**V. NEXT MEETING**

The next regularly scheduled Personnel Commission meeting will be on Wednesday, July 18, 2012, in the District Office Board Room at 5:00 pm.

**VI. CLOSED SESSION**

None

**VII. ADJOURNMENT**

The commission adjourned the meeting at 5:23 pm.