

**Regular Meeting**  
**August 5, 2014**  
**4:00 p.m. – Closed Session, Board Conference Room**  
**5:00 p.m. – Public Session, Board Room**

**District Office**  
**Conference Room A**  
**1400 E. Janss Road**  
**Thousand Oaks, CA 91362**

**I. 4:00 PM CLOSED SESSION**

- 1.1 Call to Order: Closed session called to order by \_\_\_\_\_ at \_\_\_\_\_ pm
- 1.2 Public Employee Discipline/Dismissal/Release, pursuant to Government Code Section 54957
- 1.3 Public Employee Performance Evaluation, pursuant to Government Code Section 54957  
Title: Director, Classified Personnel
- 1.4 ADJOURN Closed session at \_\_\_\_\_ p.m.

**II. 5:00 PM OPENING PROVISIONS**

- 2.1 Call to Order: Open session called to order by \_\_\_\_\_ at \_\_\_\_\_ pm
- 2.2 Pledge of Allegiance
- 2.3 Roll Call of Members:  
\_\_\_\_ Rose Jeffery, Chairperson; \_\_\_\_ Nina Brandt, Vice-Chairperson; \_\_\_\_, Nathan Harimoto, Member
- 2.4 REPORT on actions taken in closed session: \_\_\_\_\_

**III. GENERAL INFORMATION**

- 3.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on August 5, 2014, *as submitted or amended.*  
**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 3.2 Request for approval of the official minutes for the regular meeting of July 9, 2014, *as submitted or amended.*  
**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 3.3 HEAR Reports / Announcements
  - A. Director, Classified Personnel
  - B. Assistant Superintendent, Personnel Services
  - C. CSEA Representative
  - D. Commissioners
- 3.4 HEAR Public on items not appearing on the Agenda *\*Speaker card required*

**IV. CONTINUOUS BUSINESS**

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

<b>Exam #</b>	<b>Recruitment / Examination Title</b>	<b>Field of Competition</b>
14-185-1	Child Nutrition Assistant II	Dual Certification
14-278-1	Licensed Vocational Nurse	Dual Certification

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

**IV. CONTINUOUS BUSINESS – Continued**

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

<b>Exam #</b>	<b>Recruitment / Examination Title</b>
13-392-2	Early Care Assistant Teacher
13-39-3	Early Care Teacher
14-207-1	Human Resources Technician

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

**V. NEXT MEETING**

Wednesday, September 10, 2014

Location: Closed Session, 4:00 PM – Board Conference Room  
Open Session, 5:00 PM – Board Room

**VI. 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 – JULY 9, 2014**

**I. OPEN / CLOSED SESSION**

**1.1 ~ Call to Order**

The Conejo Valley Unified School District Personnel Commission met in Open Session on July 9, 2014, in the South Facility, Board Room. The meeting was called to order at 4:00 pm by Chairperson, Mrs. Rose Jeffery.

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

Ms. Janet Fleming, Director, Neighborhood for Learning addressed the Commission on the matter of closed session item.

Mr. Ron Meyer, read a statement on behalf of Patricia Shannon, on the matter of closed session item.

Several Neighborhood for Learning employees turned in written statements in support of Patricia Shannon.

**1.3 ~ Adjourn to Closed Session at 4:20 pm**

**1.4 ~ Call to Order**

The Conejo Valley Unified School District Personnel met for Closed Session on July 9, 2014, in the South Facility, Board Conference Room. The meeting was called to order at 4:22 pm by Chairperson, Mrs. Rose Jeffery.

**1.5 ~ Discussion Items**

Public employee performance evaluation, pursuant to Government Code Section 54957:

**1.6 ~ Adjourn Closed Session**

Mrs. Jeffery adjourned Closed Session at 5:18 pm and Re-opened Open Session at 5:20 pm..

**II. OPENING PROVISIONS – RETURN TO OPEN SESSION:**

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**2.1 ~ Pledge of Allegiance**

Mrs. Jeffery led the Pledge of Allegiance.

**2.2 ~ Roll Call of Members**

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

**2.3 ~ Report on Closed Session**

Mrs. Jeffery reported that another meeting would be scheduled regarding the Performance Evaluation Appeal request in accord with the Brown Act

**III. GENERAL INFORMATION:**

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**3.1 ~ Agenda Approval**

On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the agenda of July 9, 2014 as submitted.

**3.2 ~ Approval of Minutes**

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and carried 3-0, the Commission approved the minutes of the regular meeting of June 11, 2014 as submitted.

**3.3 ~ Reports/Announcements**

A. Director, Classified Personnel – No report.

B. Assistant Superintendent, Personnel Services – Mr. Mark McLaughlin reported he finished the Merit System Academy and received his certificate for attending five days over the past five months.

- C. CSEA Representative – No report.
- D. Commissioners – No report.

### 3.4 ~ Public Comments – Speaker Card Required

Four public speakers spoke and two public statement cards were submitted in support of Patricia Shannon. The speakers and statement cards requested the commission to address and rectify her probationary release.

## IV. CONTINUING BUSINESS:

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### 4.1 ~ Active/Future Recruitments

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

### 4.2 ~ Ratification of Eligibility Lists

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Child Nutrition Assistant I, Maintenance Electrician, Paraprofessional/Special Ed, School Outreach Assistant, and Supervisor, Special Education Paraprofessionals.

## V. NEW BUSINESS

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### 5.1 ~ Restructuring of Classification – Maintenance Lead Worker

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the following items:

- A. TITLE CHANGE from Maintenance Lead Worker to **Maintenance Lead-Buildings and Facilities** and ADOPT a related job specification as submitted.
- B. ESTABLISH a new classification, **Maintenance Lead-Mechanical Systems** and ADOPT a related job specification as submitted.
- C. ALLOCATE the salary placement of Maintenance Lead-Mechanical Systems (new classification) to salary range 88 (\$4,046-4,939) on the Classified Unit Salary Schedule.
- D. Reclassify the current eligibility list for Maintenance Lead Worker to Maintenance Lead-Buildings/Facilities AND Maintenance Lead-Mechanical Systems, as the administered tests of fitness utilized to promulgate the eligibility list encompassed subject matter knowledge pertinent to both the building maintenance trades and mechanical systems.
- E. Grant reinstatement rights to former employees who have vacated the Maintenance Lead Worker positions within the past 39 months and who continue to hold reinstatement rights to the Maintenance Lead Worker as follows:
  - Paul Bushong reinstatement rights to Maintenance Lead-Buildings and Facilities
  - Jim McGinley reinstatement rights to Maintenance Lead-Mechanical Systems

### 5.2 ~ Job Classification Title Change – Early Care Site Supervisor

On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission adopted changes to the job specification, including proposed title change from Early Care Site Supervisor to Early Care Program Supervisor as submitted.

### 5.3 ~ Approval of Advance Step Placement

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the appointment of Caren Jinich, Behavioral Health Clinician II, at Step D, Range 100 on the Classified Unit Salary Schedule.

**5.4 ~ Revision to Job Specification – Child Care Assistant**

On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission adopted changes to the job specification of Child Care Assistant as submitted.

**VI. NEXT MEETING**

The next meeting is tentatively scheduled for Tuesday, August 5, 2014, in the District Office South Building.

Closed Session – 4:00 pm in the Board Conference Room

Open Session – 5:00 pm in the Board Room

The October meeting will be held on October 2, 2014 immediately following the meet and greet at Maintenance & Operations in Newbury Park, CA.

**VII. ADJOURNMENT**

Mrs. Jeffery adjourned the meeting at 5:45 pm.

**Personnel Commission Examination Statistics  
2014-2015**

<b>Exam #</b>	<b>Recruitment</b>	<b>Eligibility List Expiration Date</b>	<b>Applications Received</b>	<b>Did not qualify</b>	<b>Invited to written exam</b>	<b>Did not appear for written exam</b>	<b>Did not pass written exam</b>	<b># recommended for oral exam</b>	<b>Did not appear for oral exam</b>	<b>Did not pass oral exam</b>	<b># placed on eligibility list</b>	<b># on merged eligibility list</b>
13-392-2	Early Care Assistant Teacher	Varies	58	41	n/a			17	4	1	12	13
13-393-3	Early Care Teacher	Varies	57	37	n/a			20	10	1	9	10
14-207-1	Human Resources Technician	7/21/2015	115	68	47	18	18	11	0	1	10	

Personnel Commission Meeting 8/05/14