

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA

Regular Meeting
August 15, 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 August 15, 2012, as submitted or amended.

Discussion/Action: M _____ S _____ Vote _____
- 2.2 Request for the approval of the official minutes for the meeting of July 18, 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 _____

<u>Exam #</u>	<u>Recruitment / Examination Title</u>	<u>Field of Competition</u>
12-110-1	Account Clerk	Open
12-180-1	Child Nutrition Assistant I	Open
12-454-1	Site Computer Technician II	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>
12-205-1	Clerk Typist
12-391-1	Early Care Aide
12-392-1	Early Care Assistant Teacher
12-393-1	Early Care Teacher

- 12-387-1 Family Services Coordinator
- 12-277-1 Health Clerk
- 12-301-1 Instructional Media Technician
- 12-292-1 Paraprofessional/Bilingual-Spanish
- 12-284-1 Paraprofessional/Special Education

IV. NEW BUSINESS – ACTION ITEMS

4.1 RECLASSIFICATION – SITE COMPUTER TECHNICIAN I

- A. Approve reassignment of David Hubbard to the position of Site Computer Technician II based on position reclassification and without any further qualifying examination, retroactive to July 18, 2012 in accord with Personnel Commission Rule 6.14.

Discussion/Action: M ___ S ___ Vote ___

4.2 ESTABLISHMENT OF NEW JOB CLASSIFICATION

- A. ESTABLISH a new classification, SYSTEMS ADMINISTRATOR and ADOPT a related job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- B. ALLOCATE the salary placement of SYSTEMS ADMINISTRATOR (new classification) to salary range 120 (\$5,455-\$6,636) of the Classified Employees' Salary Schedule.

Discussion/Action: M ___ S ___ Vote ___

4.3 EMPLOYEE ADVANCE STEP PLACEMENT ON SALARY SCHEDULE

- A. Approve appointment of Jeff Kropp, Behavioral Health Clinician II, at Step D, Range 100, retroactive to initial hire date, effective immediately.

Discussion/Action: M ___ S ___ Vote ___

- B. Approve appointment of Jeff Kropp, Behavioral Health Clinician II, at Step E, Range 100, retroactive to initial hire date, upon successful completion of probationary period.

4.4 ANNUAL REPORT FOR YEARS 2010-2011 AND 2011-2012

Approval and final review

Discussion/Action: M ___ S ___ Vote ___

V. NEXT MEETING

Wednesday, September 19, 2012, 5:00 pm, District Office, Board Room

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 - 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.

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:

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:

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:

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

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.