

CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA

**Regular Meeting**  
**September 19, 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 September 19, 2012, as submitted or amended.  

**Discussion/Action: M \_\_\_\_\_ S \_\_\_\_\_ Vote \_\_\_\_\_**
- 2.2 Request for the approval of the official minutes for the meeting of August 15, 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>
12-393-2	Early Care Teacher	Open
12-150-1	Adult School Program Specialist	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>
12-110-1	Account Clerk
12-180-1	Child Nutrition Assistant I
12-284-2	Paraprofessional/Special Education

**IV. NEW BUSINESS – ACTION ITEMS**

**4.1 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 \_\_\_

**4.2 RECLASSIFICATION/COMPENSATION STUDIES – INFORMATION/DISCUSSION ONLY**

**V. NEXT MEETING**

Wednesday, October 17, 2012, 5:00 pm, District Office, Board Room

**VII. CLOSED SESSION**

ADJOURN to closed session at \_\_\_ p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director, Classified Personnel

RECONVENE into open session at \_\_\_ p.m.

REPORT on actions taken in closed session: \_\_\_\_\_

**VII. 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 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.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**MINUTES – AUGUST 15, 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 August 15, 2012, in the District Office Board Room. The meeting was called to order at 5:02 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 Nate Harimoto, seconded by Shirley Koeritz, and carried 3-0, the Commission approved the amended agenda to reflect removal of New Business-Action Item 4.2 for the regular meeting of August 15, 2012.

**2.2 ~ Approval of Minutes**

On the motion of Nate Harimoto, seconded by Shirley Koeritz, and carried 3-0, the Commission approved the minutes as submitted for the regular meeting of July 18, 2012.

**2.3 ~ Reports/Announcements**

- A. Director, Classified Personnel – A Moment of Silence was observed for the death of Tim Bradley, Groundskeeper. Mrs. Mihalevsky reported that the Annual CSPCA Conference will be held in Anaheim on February 21-24, 2013. Mrs. Mihalevsky, at the end of the meeting, also asked the Commissioners to hold the date of September 27, 2012 for a disciplinary hearing.
- B. Assistant Superintendent, Personnel Services – Mr. Tim Carpenter gave an update on the budget.
- C. CSEA Representative – Mrs. Lori Rhoades discussed the content of the CSEA Annual Conference that she and Ron Meyer attended. She said it was very enjoyable and informative. Mr. Ron Meyer also noted that the CSEA Conference was well worth while. CSEA will be looking at the candidates for the School Board and then making a recommendation on who they would endorse. CSEA is endorsing Proposition 30 and urging a “No” vote on Proposition 32.
- D. Commissioners – None

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

No Speakers

**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 Clerk Typist, Early Care Aide, Early Care Assistant Teacher, Early Care Teacher, Family Services Coordinator, Health Clerk, Instructional

Media Technician, Paraprofessional/Bilingual-Spanish, and Paraprofessional/Special Education as submitted.

#### **IV. NEW BUSINESS**

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##### **4.1 ~ RECLASSIFICATION – SITE COMPUTER TECHNICIAN I**

- A. On the motion of Nate Harimoto, seconded by Shirley Koeritz, and unanimously carried 3-0, the commission approved 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.

##### **4.2 ~ ESTABLISHMENT OF NEW JOB CLASSIFICATION**

- A. & B. Agenda Item pulled.

##### **4.3 ~ EMPLOYEE ADVANCE STEP PLACEMENT ON SALARY SCHEDULE**

- A. On the motion of Nate Harimoto, seconded by Shirley Koeritz, and unanimously carried 3-0, the commission approved appointment of Jeff Kropp, Behavioral health Clinician II, at Step D, Range 100 retroactive to initial hire date effective immediately.
- B. On the motion of Nate Harimoto, seconded by Shirley Koeritz, and unanimously carried 3-0, the commission approved 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**

On the motion of Shirley Koeritz, seconded by Nate Harimoto and unanimously carried 3-0, the commission adopted the Annual Report for 2010-2011 and 2011-2012 as submitted.

#### **V. NEXT MEETING**

The next regularly scheduled Personnel Commission meeting will be on Wednesday, September 19, 2012, in the District Office Board Room at 5:00 pm.

#### **VI. CLOSED SESSION**

None

#### **VII. ADJOURNMENT**

The commission adjourned the meeting at 6:00 pm.