

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA

Regular Meeting
November 15, 2012
4:30 p.m. – Public Session

District Office, Planning Conference Room
North 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 _____ pm
- 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 November 15, 2012, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- 2.2 Request for approval of the official minutes for the meeting of October 24, 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 ___

Exam #	Recruitment / Examination Title	Field of Competition
12-411-1	Accounting Technician I	Open
12-291-1	Language Assessment & Development Facilitator/Spanish	Open
12-284-3	Paraprofessional/ Special Education	Open - Continuous
12-395-1	Payroll Clerk	Open
12-456-1	Systems Administrator	Open

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

Discussion/Action: M ___ S ___ Vote ___

Exam #	Recruitment / Examination Title
12-205-1	Clerk Typist (Bilingual Stipend)

IV. NEW BUSINESS – ACTION ITEMS

None

V. NEXT MEETING

Wednesday, December 19, 2012, 5:00 pm, District Office, South Board Room.

VI. 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 – OCTOBER 24, 2012

I. OPENING PROVISIONS:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on October 24, 2012, in the District Office Conference Room A. The meeting was called to order at 5:00 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 Nate Harimoto, seconded by Shirley Koeritz, and carried 3-0, the Commission approved the agenda as amended (See New Business Item 4.2).

2.2 ~ Approval of Minutes

On the motion of Shirley Koeritz, seconded by Nate Harimoto, and carried 3-0, the Commission approved the minutes as submitted for the regular meeting of September 19, 2012.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Mrs. Marina Mihalevsky mentioned that anxiety is very high as we wait for the election and the outcome of Proposition 30. Dr. Baarstad wrote a column in the Acorn and an email to all CVUSD employees explaining the possible ramifications if this Proposition does not pass.
- B. Assistant Superintendent, Personnel Services – Mr. Tim Carpenter stated that Dr. Baarstad cannot advise on how to vote, but can give the probable impact to the school district if it does or does not pass.
- C. CSEA Representative – Mrs. Karen Meyer reported that at the last Merit System Academy class they received instruction on the Brown Act. A question was asked about the availability of our Merit System Rules and it was discussed that the rules are on the Classified Personnel webpage and that an email would be sent to the Commissioners and to CSEA with the link.
- D. Commissioners – None

2.4 ~ Public Comments – Speaker Card Required

Public comments were heard at the beginning of each Action Item.

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 Adult School Program Specialist, College & Career Guidance Specialist, Early Care Teacher, and Site Computer Technician II as submitted.

IV. NEW BUSINESS

4.1 ~ ESTABLISHMENT OF NEW JOB CLASSIFICATION

- A. There was a public comment on delaying the vote until after the November elections due to the budget. Mr. Carpenter stated that the district needs this position now and that the Board of Education and the Superintendent are placing a strong emphasis on Technology regardless of the outcome of the election. On the motion of Nate Harimoto, seconded by Shirley Koeritz, and unanimously carried 3-0, the commission established a new classification, Systems Administrator and adopted the related job specification as submitted.

- B. On the motion of Nate Harimoto, seconded by Shirley Koeritz, and unanimously carried 3-0, the commission allocated the salary placement of Systems Administrator (new classification) to salary range 120 (\$5,455-\$6,636) on the Classified Employees' Salary Schedule.

4.2 ~ REVISE JOB SPECIFICATION

On the motion of Shirley Koeritz, seconded by Nate Harimoto, and unanimously carried 3-0, the commission approved the revisions to the job specification of Payroll Clerk as amended to reflect the current and correct salary placement of salary range 65 on the Classified Employee's Salary Schedule.

V. NEXT MEETING

The next regularly scheduled Personnel Commission meeting is scheduled for Thursday, November 15, 2012. The meeting time has been changed to 4:30 pm in order to accommodate CSEA members wanting to attend both the Commission meeting and the CSEA Chapter meeting. The meeting location has been changed to the Planning Conference Room in Building C.

VI. CLOSED SESSION

There was no closed session.

VII. ADJOURNMENT

The commission adjourned the meeting at 5:55 pm.