

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA

Regular Meeting
December 19, 2012
5:00 p.m. – Public Session

District Office, South 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 _____ pm
- 1.2 Pledge of Allegiance
- 1.3 Roll Call of Members:
 ___ Rose Jeffery, Chairperson; ___ Nathan Harimoto, Vice-Chairperson; ___ Nina Brandt, Member

II. GENERAL INFORMATION

- 2.1 Request for approval of the agenda for the regular Personnel Commission meeting of December 19, 2012, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- 2.2 Request for approval of the official minutes for the meeting of November 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 ___

Exam #	Recruitment / Examination Title	Field of Competition
12-392-2	Early Care Assistant Teacher	Open
12-393-3	Early Care Teacher	Open
12-505-1	High School Office Manager	Promotional Only

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

Discussion/Action: M ___ S ___ Vote ___

Exam #	Recruitment / Examination Title
12-411-1	Accounting Technician I
12-278-1	Licensed Vocational Nurse
12-292-2	Paraprofessional/Bilingual-Spanish
12-284-3	Paraprofessional/ Special Education
12-395-1	Payroll Clerk

IV. NEW BUSINESS – ACTION ITEMS

4.1 OATH OF OFFICE – CSEA APPOINTEE - TERM OF OFFICE DEC, 2012 – NOV 30, 2015

4.2 PERSONNEL COMMISSION REORGANIZATION, 12/2012 – 11/2013

Chairperson _____ **Discussion/Action: M ___ S ___ Vote ___**

Vice-Chairperson _____ **Discussion/Action: M ___ S ___ Vote ___**

4.4 ESTABLISHMENT OF NEW JOB CLASSIFICATION AND SALARY ALLOCATION

Request for motion to APPROVE OR AMEND the following actions:

A. Establish the new classification, Early Literacy Teacher and adopt the respective job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

B. Allocate the salary placement of Early Literacy Teacher (new classification) to salary range 62 (\$3,063-3,738; \$17.68-\$21.57) on the Classified Unit Salary Schedule.

Discussion/Action: M ___ S ___ Vote ___

4.4 EMPLOYEE ADVANCE STEP PLACEMENT ON THE SALARY SCHEDULE

Request to approve step advanced for Bruce Gliniors, Site Computer Technician II, Newbury Park High School, to Step D, Range 78, on the Classified Unit Salary Schedule retroactive to date of hire.

Discussion/Action: M ___ S ___ Vote ___

V. NEXT MEETING

Wednesday, January 16, 2013, 5:00 pm, District Office, South Board Room.

VI. 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 _____.

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 – NOVEMBER 15, 2012

I. OPENING PROVISIONS:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on November 15, 2012, in the District Office Conference Room A. The meeting was called to order at 4:31 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.

2.2 ~ Approval of Minutes

On the motion of Nate Harimoto, seconded by Shirley Koeritz, and carried 3-0, the Commission approved the minutes of October 24, 2012 as amended to reflect that, on New Business Item 4.1 – Establishment of a New Job Classification, the Board of Education had previously approved the establishment of the Systems Administrator Classified position.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Mrs. Marina Mihalevsky thanked Shirley Koeritz for serving 5 terms (15 years) as a Personnel Commissioner. Mrs. Koeritz will also be recognized by the California School Personnel Commissioners Association in February 2013. A district reception honoring Shirley will coincide with the next board meeting on December 4, 2012 at 4:30 so the Board may thank and recognize Mrs. Koeritz' dedication and service. CSEA has submitted their nomination for the next three year term. Mrs. Nina Brandt, a retired classified employee, will be their representative on the Personnel Commission. Mrs. Mihalevsky also reported that we will be filling several critical vacancies prior to the winter break; one of them being Olie McClellan, Senior Clerk Typist, in Certificated Personnel. A retirement reception is planned for Mrs. McClellan on December 7, 2012 at Cisco's. As Proposition 30 passed, the district is breathing easier and has reduced the proposed 9 furlough days down to 2.
- B. Assistant Superintendent, Personnel Services – Mr. Tim Carpenter added that Business Services is in the process of paying back the previously deducted furlough days. The December paycheck will have no deductions and the January or February paycheck will refund those who are owed back pay. The budget news is better and the Governor will provide a budget in January. Mr. Carpenter recalled his first teaching job at Sequoia where Shirley Koeritz was the School Office Manager. Mr. Carpenter also shared a few stories that highlighted Mrs. Koeritz' caring nature and commended Mrs. Koeritz for serving well and admirably as a Commissioner.
- C. CSEA Representative – Mr. Ron Meyer invited everyone to the CSEA Chapter Meeting to be held after the Personnel Commission meeting in order to attend a reception in appreciation of Mrs. Koeritz' service. Mr. Meyer also stated that with the defeat of Proposition 32 and the passing of Proposition 30, CSEA is very happy, but acknowledged that we are still facing an uncertain future, although a brighter uncertain future. He also reported that CSEA Chapter 620 is applying for the Member Unity Program (MUP) through CSEA and if awarded it will enhance the chapter. Mr. Meyer reported that Mrs. Lori Rhoades has been named the Assistant Regional Representative for Region 59, which consists of Conejo Valley, Moorpark, and Simi Valley. He also indicated that he could not think of anyone more qualified than Mrs. Rhoades for that position.

- D. Commissioners – Mrs. Rose Jeffery shared that Mrs. Koeritz is a wonderful person to work with. Mrs. Koeritz has been fair, a good listener, thoughtful, and always tried to do the right thing. Her voice and opinions have been appreciated and valued and it has been a wonderful 15 years working with and learning from her. Mr. Nate Harimoto seconded the sentiment. Mrs. Koeritz said it has been a pleasure.

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 Clerk Typist (Bilingual Stipend) as submitted.

IV. NEW BUSINESS

No new business.

V. NEXT MEETING

The next regularly scheduled Personnel Commission meeting is scheduled for Wednesday, December 19, 2012, 5:00 pm District Office, South Board Room

VI. CLOSED SESSION

No closed session.

VII. ADJOURNMENT

The commission adjourned the meeting at 5:04 pm.