

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA

**Regular Meeting
February 13, 2013
5:00 p.m. – Public Session**

**District Office, South Board Room
North Facility, Conference Room A
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:
 ___ Nathan Harimoto, Chairperson; ___ Nina Brandt, Vice-Chairperson; ___ Rose Jeffery, Member

II. GENERAL INFORMATION

- 2.1 Request for approval of the agenda for the regular Personnel Commission meeting of February 13, 2013, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- 2.2 Request for approval of the official minutes for the meeting of January 16, 2013, 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
12-005-1	Clerical - Substitute	Open
12-490-2	Telephone Operator/Receptionist (Bilingual Stipend)	Open

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

Discussion/Action: M ___ S ___ Vote ___

Exam #	Recruitment / Examination Title
12-284-4	Paraprofessional/Special Education
12-456-1	Systems Administrator

IV. NEW BUSINESS – ACTION ITEMS

4.1 CLASSIFICATION OF POSITIONS

Request for motion to APPROVE OR AMEND the following actions:

- A. Classify the new positions established by the Board of Education in support of middle school ASB bookkeeping functions to the job class of Account Clerk, salary range 47 as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

4.2 RECLASSIFICATION – PARAPROFESSIONAL (Colina Middle School)

Request for motion to APPROVE OR AMEND the following actions:

- A. Reclassify the position allocated to the job class of Paraprofessional occupied by Nancy Shelley to a job class of Account Clerk based on scope and breadth of prescribed duties, past and future.
- B. Approve reassignment of Nancy Shelley to the position of Account Clerk based on position reclassification on the basis of gradual accretion of duties and without any further qualifying examination given the employee has already been deemed qualified through the competitive examination process, effective immediately.

Discussion/Action: M ___ S ___ Vote ___

4.3 PERSONNEL COMMISSION CALENDAR REVISIONS

Request to move remaining Personnel Commission Regular meetings to the second (2nd) Wednesday of every month for the 2012/2013 school year.

Proposed 2013 DATES	Confirmed Date
March 13 – Board Room April 10 – Conf. Room A May 8 – Conf. Room A June 12 – Board Room	

Discussion/Action: M ___ S ___ Vote ___

V. NEXT MEETING

To be determined by above action.

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.

VI. CLOSED SESSION

ADJOURN to closed session at _____ pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director, Classified personnel

RECONVENE into open session at _____

REPORT on action taken in closed session: _____

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – JANUARY 16, 2013

I. OPENING PROVISIONS:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on January 16, 2013, in the District Office Board Room. The meeting was called to order at 5:01 pm by Chairperson, Mr. Nathan Harimoto.

1.2 ~ Pledge of Allegiance

Mr. Harimoto led the Pledge of Allegiance.

1.3 ~ Roll Call of Members

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

II. GENERAL INFORMATION:

2.1 ~ Agenda Approval

On the motion of Rose Jeffery, seconded by Nina Brandt, and carried 3-0, the Commission approved the agenda as amended to reflect Nathan Harimoto as Chairperson, Nina Brandt as Vice-Chairperson, and Rose Jeffery as Member.

2.2 ~ Approval of Minutes

On the motion of Nina Brandt, seconded by Rose Jeffery, and carried 3-0, the Commission approved the minutes of December 19, 2012 as submitted.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Mrs. Marina Mihalevsky passed out vacancy reports that are given to CSEA at the monthly communication meetings. The report shows current classified vacancies and their status in the recruitment process. Mrs. Mihalevsky announced that the Classification Committee will be forming soon and will be addressing the reclassification requests from various employees and classifications. CSEA has proposed their members and management members are to be announced shortly. The first meeting will be a comprehensive overview on classification studies and how they are conducted. Mrs. Mihalevsky also announced that Nina Brandt is registered for the CSPCA conference, Mrs. Mihalevsky will be in attendance one of the days, and Shirley Koeritz will be recognized for her 15 years of service as a Personnel Commissioner at the conference.
- B. Assistant Superintendent, Personnel Services – Mr. Tim Carpenter commented on the Board Policy regarding hiring Classified employees and that language was added to clarify that in a Merit System, it would be the lawful designee instead of the Superintendent or designee.
- C. CSEA Representative – Mr. Ron Meyer and Mr. Carpenter attended a budget meeting regarding funding for California schools. Mr. Meyer reported that the Governor is proposing a Local Control Funding Formula that would give each district, in addition to a set amount per ADA, additional funding for English language learners and economically disadvantaged students. The problem with this funding formula for CVUSD is that the dollar amount per ADA is not sufficient to meet our current budget whereas other local school districts would receive more than their current budget. This extra funding would also be unrestricted so different school districts could spend it however they like. This may Mr. Carpenter added that the Governor's rationale is that communities that do not have a large population of English language learners or economically disadvantaged students will rally for their local school district and either fund-raise or pass a parcel tax. In a few weeks each district will receive their funding formula for grades K-2, 3-6, 7-8, and 9-12. Until that time, our actual funding amount is unknown.
- D. Commissioners – No report

2.4 ~ Public Comments – Speaker Card Required

No comments.

III. CONTINUING BUSINESS:

3.1 ~ Active/Future Recruitments

On the motion of Rose Jeffery, seconded by Nina Brandt, 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 Nathan Harimoto.

3.2 ~ Ratification of Eligibility Lists

On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Early Care Assistant Teacher, Early Care Teacher, High School Office Manager, and Language Assessment & Development Facilitator/Spanish as submitted.

IV. NEW BUSINESS

4.3 ~ Employee Advance Step Placement on the Salary Schedule

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission approved step advancement for Kathleen Schrichten, Licensed Vocational Nurse, District Office, to Step E, Range 56, on the Classified Unit Salary Schedule retroactive to date of hire.

V. NEXT MEETING

The next regularly scheduled meeting was moved to Wednesday, February 13, 2012, 5:00 pm – site to be determined.

VI. CLOSED SESSION

ADJOURN to closed session at 5:35 pm pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director, Classified personnel

RECONVENE into open session at 5:58 pm

REPORT on action taken in closed session: None

VII. ADJOURNMENT

The commission adjourned the meeting at 5:59 pm.