

Regular Meeting
April 15, 2015
4:00pm – Closed Session; 5 p.m. – Open Public Session

District Office, Conference Room A
1400 E. Janss Road
Thousand Oaks, CA 91362

I. CLOSED SESSION

- 1.1 Call to Order: Closed session called to order by _____ at _____ pm
- 1.2 Public Employee Performance Evaluation, pursuant to Government Code Section 54957
Title: Director, Classified Personnel
- 1.3 ADJOURN Closed session at _____ p.m.

II. OPENING PROVISIONS

- 2.1 Call to Order: Open session called to order by _____ at _____ pm
- 2.2 Pledge of Allegiance
- 2.3 Roll Call of Members:
____ Nina Brandt, Chairperson; ____ Nathan Harimoto, Vice-Chairperson; ____ Rose Jeffery, Member
- 2.4 REPORT on actions taken in closed session: _____

III. GENERAL INFORMATION

- 3.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on April 15, 2015, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___
- 3.2 Request for APPROVAL of the official minutes for the regular meeting of March 18, 2015, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___
- 3.3 Hear Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Personnel Services
 - C. CSEA Representative
 - D. Commissioners
- 3.4 Hear Public on items not appearing on the Agenda **Speaker card required*

IV. CONTINUOUS BUSINESS

- 4.1 Request for APPROVAL of the field of competition for active/future recruitments as submitted or amended.

Exam #	Recruitment / Examination Title	Field of Competition
14-411-2	Accounting Technician I	Dual Certification
14-245-1	Child Nutrition Production Supervisor	Dual Certification
14-236-1	Construction Supervisor	Dual Certification
14-284-2	Paraprofessional/Special Education	Dual Certification/Continuous
14-419-1	Project Manager	Dual Certification
14-451-2	Warehouse Specialist	Dual Certification

Discussion/Action: M ___ S ___ Vote ___

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.

4.2 Request for RATIFICATION of the employment eligibility lists as *submitted or amended*.

Exam #	Recruitment / Examination Title
14-198-2	Child Care Assistant
14-291-2	Language Assessment & Development Facilitator - Spanish
14-470-1	Warehouse Technician

Discussion/Action: M ___ S ___ Vote ___

5. NEW BUSINESS

5.1 REVISION TO JOB SPECIFICATIONS

Request for motion to ADOPT the changes to the job specification for Assistant Director, Neighborhood for Learning, including **Title Change** to **Assistant Director, Early Education**, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

5.2 MODIFY MANAGEMENT SALARY SCHEDULE / SALARY REALLOCATION

A. Establish new salary range on the management salary schedule – Range 106

STEP A		STEP B		STEP C		STEP D		STEP E	
\$ 4,849	\$ 58,188	\$5,137	\$61,641	\$5,425	\$ 65,094	\$5,712	\$68,547	\$6,000	\$72,000

Discussion/Action: M ___ S ___ Vote ___

B. Request for motion to RE-ALLOCATE the job class of Assistant Director, Neighborhood for Learning or Assistant Director, Early Education (if title approved in Agenda item 5.1) from salary range 002 (\$4,967) to salary range 106 (\$4,849-\$6,000) on the Management Salary Schedule.

Discussion/Action: M ___ S ___ Vote ___

5.4 SCHEDULE SPECIAL MEETING – ANNUAL BUDGET

Discussion/Action: M ___ S ___ Vote ___

6. NEXT MEETING

Wednesday, May 20, 2015, open session 5:00 pm, District Office, Conference Room A.

7. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – MARCH 18, 2015

I. OPENING PROVISIONS – OPEN SESSION:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel met for Regular Session on March 18, 2015, in the Board Room. The meeting was called to order at 3:16 pm by Chairperson, Mrs. Nina Brandt.

1.2 ~ Pledge of Allegiance

Mrs. Brant led the Pledge of Allegiance.

1.3 ~ Roll Call of Members

Present were Personnel Commissioners Mrs. Nina Brandt, Chairperson Mr. Nathan Harimoto, Vice-Chairperson; and Mrs. Rose Jeffery, Member (after agenda item 2.2). Ms. Marina Mihalevsky, Director, Classified Personnel was also present.

II. GENERAL INFORMATION:

2.1 ~ Agenda Approval

On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 2-0, the Commission approved the agenda for March 18, 2015, as submitted.

2.2 ~ Approval of Minutes

On the motion of Mrs. Brandt, seconded by Mr. Harimoto and unanimously carried 2-0, the Commission approved the official minutes for February 11, 2015, as submitted.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Ms. Mihalevsky reported that the District has completed salary negotiations with UACT and CVPPA. Negotiations with CSEA will commence in April. Ms. Mihalevsky advised the Commission that the Classified Personnel department will be highly impacted in the next few months with recruitment, selection and classification activities to support additional positions that will arise out of Bond Technology initiatives. In addition to the impact on classified personnel, a number of other departments, including purchasing, fiscal services, maintenance, and warehouse will also be heavily impacted with activities related to processing the purchase of new equipment, and subsequently delivery, installation, and security of this equipment.
- B. Assistant Superintendent, Personnel Services – Mr. McLaughlin reported that a tentative agreement was reached with UACT for a 3% retroactive increase to July 1, 2014, and a 1% increase retroactive to January 1, 2015. It is going forward for ratification.
- C. CSEA Representative – No report.
- D. Commissioners – Mrs. Brandt asked if the district is following California Association of School Business Officials (CASBO) Custodial Staffing and Service Time Standards. Ms. Mihalevsky briefly discussed the nature of CASBO guidelines and that the decision to follow the guides is made locally, and may or may not be followed. The district has used the CASBO custodial allocation formula in part. Management and employees generally work together to establish realistic work schedules. The restoration of a custodial supervisor position has been instrumental in helping management establish appropriate work schedules.

3.1 ~ Public Comments – Speaker Card Required

No comments

3.2 ~ Meet & Greet – Question and Answer Session

No questions

III. CONTINUING BUSINESS:

4.1 ~ Active/Future Recruitments

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the field of competition for the active/future recruitments submitted on the meeting agenda.

4.2 ~ Ratification of Eligibility Lists

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Early Care Assistant Teacher as submitted.

IV. NEW BUSINESS

5.1 ~ Revision to Job Specification

Discussion: A speaker asserted that per his training at the Merit System Academy, he believes the Commission should postpone making changes to the job specification until the Board of Education acts to establish the position. Ms. Mihalevsky advised the Commission that the Superintendent and management are the Board's designees when it comes to prescribing job duties, and as thus, it is efficient for the Commission to classify positions or make changes to the job specifications on the basis of management's recommendations.

- A. On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0; the commission adopted the changes to the job specification for Child Nutrition Production Supervisor as submitted.
- B. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0; the commission adopted the changes to the job specification for Construction Supervisor, as submitted.

5.2 ~ Establish New Classification

- A. On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0; the commission established a new classification Project Manager and approved the job specification as submitted.
- B. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0; the commission established a new range 118 (\$6,550-\$8,632) on the Classified Management Salary Schedule and allocated the job class of Project Manager to salary range 118 as submitted.

5.3 ~ Salary Reallocation – Information Only

Information regarding possible reallocation of the salary of Director, Planning and Construction to salary range 130 (\$7,324-\$9,352).

5.4 ~ Revision to Merit System Rule, Article VIII, E.1 – Information Only

Ms. Mihalevsky advised the Commission that it would be best to consider a revision to Merit System Rule, Article 8.E.1 that would allow candidates to retest after 3 months instead of 6 months. She stated that the 3 months waiting period is most common amongst other merit system school districts, and will benefit job applicants, who improve their skill sets through testing.

5.5 ~ Implications of AB1611 – Information Only

Mark Love, CSEA Field Representative, briefly discussed the implications of AB1611 and the intent to work with Ms. Mihalevsky and Mr. McLaughlin to establish a notification process.

V. NEXT MEETING

The next meeting is scheduled for Wednesday, April 15, 2015, at 5:00 pm in the District Office, Conference Room A.

VI. ADJOURNMENT

Mrs. Brandt adjourned the regular Personnel Commission meeting at 4:45 pm.

**Personnel Commission Examination Statistics
2014-2015**

Exam #	Recruitment	Eligibility List Expiration Date	Applications Received	Did not qualify	Invited to written exam	Did not appear for written exam	Did not pass written exam	# recommended for oral exam	Did not appear for oral exam	Did not pass oral exam	# placed on eligibility list	# on merged eligibility list
14-470-1	Warehouse Technician	3/17/2016	32	29	3	0	0	3	0	0	3	
14-198-2	Child Care Assistant	3/26/2016	36	7	29	12	6	n/a			11	16
14-291-2	Language Assessment & Development Facilitator/Spanish	3/31/2016	9	3	6	2	1	3	0	0	3	5

Personnel Commission Meeting 4/15/15

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: April 15, 2015

SUBJECT: REVISION TO JOB SPECIFICATION / CHANGE IN JOB TITLE / SALARY REALLOCATION

ISSUE:

Consideration of proposed changes to the job specification and salary reallocation for the Assistant Director, Neighborhood for Learning job classification.

BACKGROUND:

District administrative staff with oversight responsibility for the Neighborhood for Learning/State Preschool program have been evaluating options for an optimal leadership structure to support the program, following the departure of the Director, NfL in December 2014. Staff have worked closely with the CVUSD First 5 Executive Board to garner support for a staffing proposal that involves bringing the NfL/State Preschool program under the leadership of Amie Mills, Director of Child Development (certificated), and re-establishing the services of an Assistant Director (classified) in order to provide sufficient day to day administrative oversight and support for both programs, together serving nearly 1,300 children. Staff will present its proposal to the Board of Education on April 21, 2015 relative to the elimination and establishment of positions to service the NfL/State Preschool program.

The job class of Assistant Director, Neighborhood for Learning was established by the Personnel Commission in September 2008, and had not been abolished to date, albeit no positions had been assigned to the class since 2009-2010. Should the Board of Education authorize a position in the job class of Assistant Director, staff are seeking Personnel Commission's approval of changes to the existing job specification to the Assistant Director, Neighborhood for Learning. The proposed changes (attachment 1) will more appropriately reflect the vision for the job concept going forward, as well as minimum entrance qualifications as recommended by the current Director, Elementary Education. Also, the changes encompass a proposal for a title change from Assistant Director, Neighborhood for Learning to Assistant Director, Early Education, as in addition to the First 5 Neighborhood for Learning programs, the positions oversees preschool programs associated with the California State Preschool Grant.

Additionally, staff request that the Personnel Commission re-allocate the Assistant Director job class from a 1-step salary range (002 - \$4,967 monthly; \$59,606 annually) to a 5-step salary range on the Management salary schedule. The Commission took similar action in March 2009 relative to the Director job class, as such was consistent with other neighboring NfLs and with the District's pay structure. The five step salary range will provide for salary increases on the basis of years of service and incentivize competition from promotional applicants.

Salary Allocation:

The Director, Classified Personnel, recommends establishing a new range 106 (\$4,849-\$6,000) on the Management salary schedule in order to reallocate the Assistant Director job class to a 5-step salary range.

STEP A		STEP B		STEP C		STEP D		STEP E	
\$ 4,849	\$ 58,188	\$5,137	\$61,641	\$5,425	\$ 65,094	\$5,712	\$68,547	\$6,000	\$72,000

*The salary range does not reflect the pending salary increase approval by the Board of Education for classified management, supervisory or confidential job classes.

RECOMMENDATION:

The following recommendations are placed on the agenda, item # 5.1:

- A. ADOPT revisions to the job specification, including change in title as submitted or amended.
- B. ESTABLISH a new range 106 (\$4,849-\$6,000) on the Classified Management Salary Schedule and RE-ALLOCATE the job class of Assistant Director, NfL (or Early Education) to salary range 106.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel



Conejo Valley Unified School District
Personnel Commission

JOB DESCRIPTION

Job Family: Child Development

Salary Range:

Schedule: Mgmt

FLSA Status: Exempt Work Year: 12 Months

ASSISTANT DIRECTOR, NEIGHBORHOOD FOR LEARNING (NFL) EARLY EDUCATION

BASIC FUNCTION

Under the general direction of an assigned Director the Executive Director, Neighborhood for Learning (CV NFL), plan, coordinate and provide oversight in preschool curriculum development and quality assurance, early care and education training, and community outreach activities assist in the oversight, management and administration of a child development program, including ensure program compliance with District, federal and state regulations and policies, promote program enrollment through community outreach activities, and supervise, train, develop and evaluate program assigned staff.

REPRESENTATIVE DUTIES/RESPONSIBILITIES

Collaborate with the Director to develop written procedures and guidelines related in support of established standards in program operations and classroom management and be accountable for program quality assurance; continuously evaluate program effectiveness and existing practices, policies, and systems and provide findings and recommendations to the program director.

Participate and direct preschool early education curriculum design and implementation, including transitional plans to support child transitions from infant to toddler, and toddler to preschool classroom environment; oversee classroom activities and implementation of lesson plans in adherence with on-the-basis of adopted curriculum design;

Ensure daily classroom staffing ratios are in compliance with State licensing requirements by reviewing employee work schedules, daily absence reports and making arrangements for substitute coverage and/or making adjustments to employee's scheduled lunch or rest breaks;

Participate in evaluating staffing needs and making hiring decisions to fill program vacancies; provide on-the-job training and engage in performance management through on-site supervision of assigned staff; consult on more complex disciplinary or employee performance matters with the Director, and suggest employee performance improvement plans as appropriate.

Evaluate staff training and professional development needs, including employees' continuous education requirements to maintain appropriate Child Development Certification permits; develop and implement training plans, including workshops, and the use of one-on-one and/or team coaching to improve the quality of program curriculum and overall service delivery.

Review staffing assignments on day-to-day basis and ensure sufficient classroom coverage by making staffing adjustments as necessary.

Collaborate with Assist the Director to in developing community outreach strategies and organizing CV NFL marketing campaigns to generate student enrollment, including, but not limited to: design of marketing materials, program website, newsletters, advertisements, and awareness building posters; solicit public service announcement air time; and develop and distribute program informational packets.

Assist with the coordination and implementation of quality assurance activities and program assessment.

Develop Assist in the development of program budgets as assigned, including and the execution of service provisions in adherence with the State Preschool and First 5 Ventura County contract.

Evaluate and recommend purchase of instructional materials, classroom and office equipment, and general facility maintenance needs; review staff prepared purchase orders.

Review personnel matters and take appropriate action within the scope of authority; make recommendations and refer the more complex matters to the Executive Director.

Supervise, monitor, and evaluate job performance of NFL teaching staff.

Liaison and foster relationships with Child-Care Planning Council of Ventura County, Department of Health and Human Services, Child Development Resources of Ventura County, California Department of Social Services, Moorpark College Child Development Program, and any other value adding community and social services agencies.

Attend First 5, VCOE or District meetings as needed.

OTHER DUTIES:

Perform related duties and responsibilities as assigned.

KNOWLEDGE & ABILITY REQUIREMENTS

Knowledge of:

- Principles and methods in program and/or grant administration;
- Application of Title 5 Regulations of the California Education Code and Title 22 Regulations of the California Administrative Code as they pertain to preschool centers;
- Principles and methods of California Preschool Learning Foundations (CDE 2008), and developmentally appropriate research-based preschool curricula Instructional techniques in child care and development programs.
- Fundamentals in adult learning theories;
- ~~Instructional techniques in child care and development programs~~
- Fundamentals in early childhood education, and child development theories, and family service;
- Methods in survey design and related software applications; and quality assurance.
- Principles of employee supervision and performance management;
- ~~FRISK Documentation Model~~

Ability to:

- Apply subject-matter-expertise in child development and personnel management to plan, organize, direct, and coordinate a variety of educational and administrative activities;
- Understand, interpret, explain, apply and commit to working memory applicable State laws and licensing requirements, grant or contract obligations, and stay abreast with any changes.
- ~~Serve as a coordinator and develop preschool classroom curriculum~~
- Compile and analyze quantitative and qualitative data in preparation of narrative and statistical reports;
- Operate effectively under pressure managing multiple priorities to meet established contractual reporting or miscellaneous deadlines;
- Conceptualize and translate ideas and goals into practical work projects, setting short and long term program goals and objectives;
- Develop systems to maintain appropriate internal program controls, coordination, evaluation and reporting mechanisms;
- Apply principles of adult learning to develop and deliver training and professional development workshops for staff
- ~~Administer and supervise child development programs~~
- Utilize sound judgment in personnel management decisions, and responding to health and safety incidents Apply personnel principles to manage employees in technical and behavioral competency areas
- Communicate effectively orally and in writing with program constituents, staff, District administrators, social services personnel and all others encountered in the scope of work; build and foster effective working relationships with diverse populations groups

TOOLS/EQUIPMENT

In order to effectively perform the essential functions of the classification, an incumbent is subject to properly operating the following tools/equipment with or without reasonable accommodation and/or on-the-job training upon job entry.

Operate a variety of office equipment including a personal computer and job-specific software applications, and related peripheral equipment, including, but not limited to fax machine, copier, and printer.

ENTRANCE QUALIFICATIONS

Education

Graduation from a recognized college or university with a Bachelor's degree in Child Development, Education, Psychology or a closely related field, supplemented by training in the following assessment instruments: Early Childhood Environment Rating Scale (ECERS-R), Desired Results Development Profile-Revised. Master's Degree in one of the above mentioned fields is highly desirable.

Experience

At least three (3) years of experience servicing in supervisory or management level position overseeing a Child Development program, working with First 5 Ventura County Neighborhood for Learning (NfL) programs, participating in instructional program curriculum development, classroom oversight, and coordinating strategic outreach activities; ~~AND social services experience working with high risk children populations.~~

**Alternate variations of education/experience may be considered by Personnel Commission staff as acceptable to qualify for participation in the examination process resulting in an eligibility list. When appropriate additional work experience beyond the minimum requirement may be supplemented for required minimum education requirements.*

Licenses/Certifications/Special Requirements

- ✓ Child Development Site Supervisor ~~Program Director~~ Permit ~~must be attained within 3 months of employment~~
- ✗ ~~Josephson Institute on Ethics CHARACTER COUNTS! Certification~~
- ✓ Valid California Class C Driver's License

WORKING CONDITIONS

Physical Demands

Level - Minimal / The position duties/responsibilities are subject to: sporadic standing and walking requiring minimal cardio-respiratory endurance OR routinely *lifting, pushing, pulling, carrying, moving, and/or positioning* objects weighting up to 15 lbs and occasionally up to 35lbs; the position is subject to exercising continuous manual dexterity (ie. coordinated and/or precise movement of hands, arms and fingers) to operate job-related equipment (ie. machinery and tools); the position is not subject to prolonged physical exertion or fatigue.

Environment/Hazards

- ✓ Indoor office and outdoor work environment
- ✓ Routine visits to school sites
- ✓ Driving a vehicle to conduct work.

PRE-EMPLOYMENT REQUIREMENTS

- ✓ California Department of Justice fingerprint check
- ✓ Tuberculosis screening
- ✓ Back X-Ray
- ✓ Job knowledge/experience based selection tests to assess minimum job competency and placement on the eligibility list established for filling job vacancies in the job class.

DISCLAIMER: This classification description is not a complete statement of essential functions, duties/responsibilities, or requirements. Stated requirements are representative of the minimum technical and behavioral job competency requirements. District Administration reserves the discretion to add or modify typical duties of a position as necessary for effective department/site operation.