

Regular Meeting
Wednesday, September 9, 2015
4:15 p.m. – Closed Session, Board Room
5:00 p.m. – Public Session

District Office
South Facility, Board Room
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 September 9, 2015, as *submitted or amended*.
Discussion/Action: M ___ S ___ Vote ___
- 3.2 Request for approval of the official minutes for the regular meeting of August 11, 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
15-198-2	Child Care Assistant	Continuous
15-199-1	Child Care Leader	Dual Certification
15-182-1	Child Nutrition Assistant-Satellite	Continuous
15-215-S	Custodian – Substitute	Dual Certification
15-391-2	Early Care Aide	Dual Certification
15-392-1	Early Care Assistant Teacher	Continuous

15-291-1	Language Assessment & Development Facilitator/Spanish	Dual Certification
15-278-1	Licensed Vocational Nurse	Dual Certification
15-370-1	Maintenance Worker II	Promotional Only
15-292-2	Paraprofessional/Bilingual-Spanish	Continuous
15-454-1	Site Computer Technician II	Dual Certification

Discussion/Action: M ___ S ___ Vote ___

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

Exam #	Recruitment / Examination Title
15-272-1	Behavior Intervention Specialist
15-190-1	Child Care Supervisor
15-170-1	Child Nutrition Manager
15-305-1	Intermediate Clerk Typist
15-292-1	Paraprofessional/Bilingual-Spanish
15-395-1	Payroll Clerk
15-440-1	Senior Clerk Typist
14-452-1	Site Computer Technician I

Discussion/Action: M ___ S ___ Vote ___

IV. NEW BUSINESS – ACTION ITEMS

None.

V. NEXT MEETING

Wednesday, October 14, 2015, 5:00 PM – 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 – AUGUST 11, 2015

I. OPENING PROVISIONS – OPEN SESSION:

1.1~ Call to Order

The Conejo Valley Unified School District Personnel met in Regular Session on August 11, 2015, in the District Office South Board Room. The meeting was called to order at 5:00 pm by Chairperson, Mrs. Nina Brandt.

1.2 ~ Pledge of Allegiance

Mrs. Brandt 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. 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. Jeffery, and unanimously carried 3-0, the Commission approved the agenda for August 11, 2015, as submitted.

2.2 ~ Approval of Minutes

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto and unanimously carried 3-0, the Commission approved the official minutes for July 8, 2015, as submitted.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel, Marina Mihalevsky, informed the Commissioners and the audience that the revision to Merit System Rules, Article 33 – Discipline and Appeal Procedures has been posted on the Classified webpage, as has the new CSEA Contract. Ms. Mihalevsky will send an email to all staff with a link on where to find this information.
- B. Assistant Superintendent, Personnel Services, Mark McLaughlin, let the Commission know that his office is in the process of verifying student enrollment numbers, and will still be filling some positions.
- C. CSEA Representatives – JoAnn Flowers, Secretary, reminded Ms. Mihalevsky that it was agreed that two (2) hard copies of the contracts would be available at each site. Ms. Mihalevsky said final formatting is necessary before sending the contract for print.
- D. Commissioners – No comments

2.4 ~ Public Comments – Speaker Card Required

No comments

III. CONTINUING BUSINESS:

3.1 ~ 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.

3.2 ~ 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 Child Care Assistant, Child Nutrition Assistant I, Early Care Aide, Early Literacy Teacher, Graphics Technician, Maintenance Plumber, Site Computer Technician II, and Systems Technician as submitted.

IV. NEW BUSINESS

4.1 ~ Establishment of New Job Classification / Reclassification of Position

- A. On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the commission established a new classification, Printing Services Coordinator, and approved the job specification as submitted.

4.1 ~ Establishment of New Job Classification / Reclassification of Position - Continued

- B. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously passed 3-0, the Commission allocated the job class of Printing Services Coordinator to salary range 75 (\$3,700-\$4,515) on the Classified Unit Salary Schedule as submitted.

- C. On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the commission reclassified the position of Lynn Stroud, Graphics Technician II/Warehouse Assistant to Printing Services Coordinator (new classification) without further competitive examination in accord with Education Codes 45285 and Personnel Commission Rule 6.14, effective immediately as submitted.

4.2 ~ Revision to Job Specification / Job Class Title Change

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously passed 3-0, the Commission approved revisions to the job specification of Graphics Technician I, including Change in Title to Printing Services Technician, as submitted.as submitted.

V. NEXT MEETING

Wednesday, September 9, 2015, 5:00 pm – Board Room.

VI. ADJOURNMENT

Mrs. Brandt adjourned the regular Personnel Commission meeting at 5:30 pm.

**Personnel Commission Examination Statistics
2015-2016**

Exam #	Recruitment	Eligibility List Expiration Date	Applications Received	Did not qualify	Invited to written/performance exam	Did not appear for written/performance exam	Did not pass written/performance exam	# recommended for oral exam	Did not appear for oral exam	Did not pass oral exam	# placed on eligibility list	# on merged eligibility list
15-272-1	Behavior Intervention Specialist	8/18/2016	42	37	n/a			5	0	1	4	7
15-190-1	Child Care Supervisor	8/10/2016	26	9	17	5	5	7	0	1	6	
15-170-1	Child Nutrition Manager	8/12/2016	6	3	3	0	0	3	0	0	3	
15-305-1	Intermediate Clerk Typist	8/27/2016	69	4	65	21	20	24	4	3	17	
15-292-1	Paraprofessional/Bilingual Spanish	8/14/2016	27	3	24	8	2	14	4	0	10	15
15-395-1	Payroll Clerk	8/27/2016	78	43	35	11	12	12	0	3	9	
15-440-1	Senior Clerk Typist	8/13/2016	37	4	33	9	9	15	2	2	11	
14-452-1	Site Computer Technician I	8/4/2016	86	59	27	8	9	10	0	0	10	