

Regular Meeting
Wednesday, March 9, 2016
5:00 p.m. – Public Session – Board Room

District Office, South Facility
1400 E. Janss Road
Thousand Oaks, CA 91362

I. OPENING PROVISIONS

- 1.1 Call to Order: Open session called to order by _____ at _____ pm
- 1.2 Pledge of Allegiance
- 1.3 Roll Call of Members:
 ___ Nathan Harimoto, Chairperson; ___, Rose Jeffery, Vice- Chairperson ___ Nina Brandt, Member

II. GENERAL INFORMATION

- 2.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on March 9, 2016, as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___
- 2.2 Request for approval of the official minutes for the regular meeting of February 17, 2016, 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*.

Exam #	Recruitment / Examination Title	Field of Competition
15-444-1	Adult School Program Specialist	Dual Certification
15-215-1	Custodian	Dual Certification
15-207-1	Human Resources Technician	Dual Certification

Discussion/Action: M ___ S ___ Vote ___

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

Exam #	Recruitment / Examination Title
15-444-1	Adult School Program Specialist
15-230-1	Assistant Director, Technology Services
15-281-1	Network Engineer

Discussion/Action: M ___ S ___ Vote ___

IV. NEW BUSINESS –ACTION/INFORMATION ITEMS

4.1 RECLASSIFICATION PROCEDURES – DISCUSSION ONLY

V. NEXT MEETING

Special Meeting – Friday, March 11, 2016

Location: Conference Room A

Time: 10:30am

Regular Meeting - Wednesday, April 13, 2016:

4:00 pm – Closed Session, Building C, Planning Conference Room

5:00 pm – Open Session, Conference Room A

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 – FEBRUARY 17, 2016

I. CLOSED SESSION:

1.1 Call to Order

The Conejo Valley Unified School District Personnel met in Closed Session on February 17, 2016, in the District Planning Conference Room. The meeting was called to order at 4:02 pm by Chairperson, Mr. Nathan Harimoto.

1.2 Public Employee Performance Evaluation

Pursuant to Government Codes Section 54957 – Director, Classified Personnel

1.3 Adjourn

Mr. Harimoto adjourned Closed Session at 5:00 pm

II. OPENING PROVISIONS – OPEN SESSION:

2.1 Call to Order

The Conejo Valley Unified School District Personnel met in Regular Session on February 17, 2016, in the District Office Conference Room A. The meeting was called to order at 5:08 pm by Chairperson, Mr. Nathan Harimoto.

2.2 Pledge of Allegiance

Mr. Harimoto led the Pledge of Allegiance.

2.3 Roll Call of Members

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

2.4 Actions Taken in Closed Session

None.

III. GENERAL INFORMATION:

3.1 Agenda Approval

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the agenda for the meeting on February 17, 2016, as submitted.

3.2 Approval of Minutes

On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the minutes for the meeting on January 13, 2016, as amended to reflect date changes.

3.3 Reports/Announcements

- A. Director, Classified Personnel, Marina Mihalevsky, discussed the vacancy report which included the new classification of Coordinator of Communications. We have received fifty five applications and should have a viable candidate pool resulting in highly qualified candidates to hire. Paraprofessional/Special Ed vacancies continue to be static as new employees are hired, older employees resign.
- B. Assistant Superintendent, Personnel Services, Mark McLaughlin, reported that all salary negotiations have been completed and that CSEA was first to sign the tentative agreement.
- C. CSEA Representative, Matt Waldman, stated negotiations went well, and that relations are improving.
- D. Commissioners, did not have any reports.

3.4 Public Comments

Alex Moore, CSEA Labor Representative, introduced himself and said that CSEA Executive Cabinet members Jo Ann Flowers and Jennifer Coates, and CSEA Labor Representatives Debbie Hanna and Jeanne Orth will be attending a three-day CSEA Leadership Institute. In addition, the Paraprofessional/Special Ed forum was well attended and their concerns will be shared at labor communications.

IV. CONTINUING BUSINESS:

4.1 Active/Future Recruitments

On the motion of Mrs. Brandt, 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 Mrs. Brandt, and unanimously carried 3-0, the Commission ratified the employment eligibility lists as submitted on the meeting agenda.

V. NEW BUSINESS

5.1 Personnel Commission Rules Revisions – 3rd Reading - Action**A. Article III – Personnel Commission Organization and General Provisions**

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the revisions to Article III – Personnel Commission Organization and General Provisions.

5.2 Reclassification of Position - Intermediate Clerk Typist (Breakthrough Program/Student Support Services Department)

A. On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission reclassified the Intermediate Clerk Typist position, salary range 40 (\$2,614-\$3,189), assigned to the Breakthrough Program/Student Support Services Department, to Secretary, salary range 55 (\$3,027-\$3,700), on the Classified Unit Salary Schedule.

B. On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission reclassified and reassigned Claudia Hughes, Intermediate Clerk Typist to Secretary, without further competitive examination on the basis of gradual accretion of duties and in accord with Personnel Commission Rule 6.14.

5.3 Salary Reallocation

On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the salary reallocation proposal for School Office Manager III from range 59 (\$3,160-\$3,844) to range 60 (\$3,189-\$3,890) on the Classified Unit Salary Schedule pending final approval by the Board of Education.

5.4 Reclassification Procedures – Discussion Only

Ms. Mihalevsky has proposed changes to the Reclassification Committee and reclassification process and is requesting the Personnel Commission define the scope of duties and purpose of the Reclassification Committee. Mr. Moore would like to research reclassification committees in other Merit System districts. It was agreed to research and discuss at the next Commission meeting.

VI. NEXT MEETING

Wednesday, March 9, 2016, 5:00 pm (open session) - Location: Board Room

Friday, March 11, 2016, 10:00 am (closed session) – Location: Conference Room A

VI. ADJOURNMENT

Mr. Harimoto adjourned the Personnel Commission meeting at 5:52 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
15-444-1	Adult School Program Specialist	2/3/2017	26	16	n/a			10	0	2	8	
15-230-1	Assistant Director, Technology Services	1/13/2014	13	7	n/a			6	2	2	2	
15-281-1	Network Engineer	1/12/2017	18	10	n/a			8	1	3	4	

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