

Regular Meeting
Wednesday, June 8, 2016
3:00 p.m. – Closed Session – Board Conference Room
5:00 p.m. – Public Session – Board Room

District Office
South Facility
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:
____ Nathan Harimoto, Chairperson; _____, Rose Jeffery, Vice- Chairperson____ Nina Brandt, 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 June 8, 2016,
as *submitted or amended*.
Discussion/Action: M ___ S ___ Vote ___
- 3.2 Request for APPROVAL of the minutes for the special Personnel Commission meeting on May 10, 2016,
as *submitted or amended*.
Discussion/Action: M ___ S ___ Vote ___
- 3.3 Request for APPROVAL of the minutes for the regular Personnel Commission meeting on May 11, 2016,
as *submitted or amended*.
Discussion/Action: M ___ S ___ Vote ___
- 3.4 Request for APPROVAL of the minutes for the special Personnel Commission meeting on May 24, 2016,
as *submitted or amended*.
Discussion/Action: M ___ S ___ Vote ___
- 3.5 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Personnel Services
 - C. CSEA Representative
 - D. Commissioners
- 3.6 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
15-131-1	Assistant Superintendent, Business Services	Dual Certification
16-215-S	Custodian Substitute	Continuous
16-231-1	Executive Director, Facilities, Maintenance, and Operations	Dual Certification
16-247-1	Fiscal Services Supervisor	Dual Certification
16-277-1	Health Clerk	Dual Certification
16-291-1	Language Assessment & Development Facilitator/Spanish	Continuous
16-292-1	Paraprofessional/Bilingual-Spanish	Continuous
16-248-1	Paraprofessional/Special Ed	Continuous
16-385-1	School Occupational Therapist	Continuous
16-490-1	Telephone Operator/Receptionist	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
15-131-1	Assistant Superintendent, Business Services
15-198-2	Child Care Assistant
15-392-1	Early Care Assistant Teacher
15-393-1	Early Care Teacher
15-485C-2	Executive Administrative Assistant-Confidential
15-431-1	Senior Accountant
15-452-1	Site Computer Technician I

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.

V. NEW BUSINESS – ACTION ITEMS

5.1 PROPOSED MEETING DATES FOR 2016 / 2017

Date/Times		Locations	Confirmed Date/Times
July 6, 2016	5:00 pm Open Session	Board Room	
August 17, 2016	5:00 pm Open Session	Board Room	
September 14, 2016	5:00 pm Open Session	Conference Room A	
October 12, 2016	5:00 pm Open Session	Conference Room A	
November 16, 2016	5:00 pm Open Session	Conference Room A	
December 21, 2016	5:00 pm Open Session	Board Room	
January 18, 2017	5:00 pm Open Session	Conference Room A	
February 15, 2017	5:00 pm Open Session	Conference Room A	
March 15, 2017	5:00 pm Open Session	Conference Room A	
April 19, 2017	5:00 pm Open Session	Conference Room A	
May 17, 2017	5:00 pm Open Session	Conference Room A	
June 21, 2017	5:00 pm Open Session	Board Room	

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Regular meeting: Wednesday, July 6, 2016, 5:00 PM – Location: District Office Board Room
(pending approval)

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – MAY 10, 2016

I. OPENING PROVISIONS:

1.1 Call to Order

The Conejo Valley Unified School District Personnel Commission met in Special Session on May 10, 2016, in Conference Room A. The meeting was called to order at 4:30 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. Rose Jeffery, Vice-Chairperson, and Mrs. Nina Brandt, Member. Ms. Marina Mihalevsky, Director, Classified Personnel was also present.

1.4 Agenda Approval

On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the agenda for the special meeting on May 10, 2016, as submitted.

II. PUBLIC COMMENTS:

No comments.

III. CLOSED SESSION:

The Commission adjourned to closed session at 4:03 pm.

3.1 Public Employee Performance Evaluation

Pursuant to government Code Section 54957 – Director, Classified Personnel

IV. CLOSED SESSION ACTION:

No action was taken.

VI. NEXT MEETING

Regular Meeting – Wednesday, May 11, 2016

Closed Session: 3:00 pm – Building B

Open Session: 5:00 pm – Building F

VII. ADJOURNMENT

Mr. Harimoto adjourned the Personnel Commission meeting at 5:35 pm.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – MAY 11, 2016

I. CLOSED SESSION:

Closed session was not held; rescheduled for 3:00 pm, May 24, 2016.

II. OPENING PROVISIONS – OPEN SESSION:

2.1 Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on May 11, 2016, in the District Office Conference Room F. The meeting was called to order at 5:02 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.

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 May 11, 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 regular meeting on April 16, 2016, as submitted.

3.3 Approval of Minutes

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the minutes for the special meeting on March 11, 2016, as submitted.

3.4 Approval of Minutes

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the minutes for the special meeting on March 23, 2016, as submitted.

3.5 Reports/Announcements

- A. Director, Classified Personnel, Marina Mihalevsky. Ms. Mihalevsky was unable to provide reports or announcements due to laryngitis.
- B. Assistant Superintendent, Personnel Services, Mark McLaughlin. Mr. McLaughlin stated that the program for retirees and service awards recipients was held the day prior and went very well.
- C. CSEA Representative, Matt Waldman. Mr. Waldman commented that it is his favorite event of the year. CSEA will be meeting with M & O staff for its job family meetings. He also announced that the CSEA picnic is next weekend. The Membership Unit Program (MUP) is working towards prioritizing member concerns.
- D. Commissioners: Mrs. Brandt would like to be registered for the CSPCA Annual Conference in Reno Nevada in October 2016.

3.6 Public Comments

None

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 Revision to Job Specification – Assistant Superintendent, Business Services

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0 the Commission approved the revisions to the job specification of Assistant Superintendent, Business Services as submitted.

5.2 Establishment of New Job Classification/Reclassification of Position – Business Services/ Purchasing Department.

- A. On the motion of Mrs. Brandt, seconded by Mrs. Jeffery and carried 3-0, the commission established a new classification, Purchasing Services Coordinator, and approved the job specification as submitted.
- B. On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and carried 3-0, the commission allocated the job class of Purchasing Services Coordinator to salary range 85 (\$4,242-\$5,170) on the Classified Unit Salary Schedule as submitted.
- C. On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and carried 3-0, the commission reclassified the position of Purchasing Specialist to Purchasing Services Coordinator (new classification). Position incumbent must pass a qualifying examination to be reclassified with the position in accord with Education Code 45285 and Personnel Commission Rule 6.14, effective date of reclassification to be determined.

5.3 Reclassification of Position – Personnel Services/ Certificated Personnel Department

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the commission reclassified the position of Human Resources Assistant occupied by Alison Jane McGuigan to Human Resources Technician, without further competitive examination in accord with Education Codes 45285 and Personnel Commission Rule 6.14, effective immediately.

5.4 Personnel Commission Budget, Fiscal Year 2016-2017 (First Reading)

On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and carried 3-0, the commission scheduled the public hearing for the adoption of the annual budget on May 24, 2016 at 5:00 pm at the District Office.

VI. NEXT MEETING

Public Hearing – Tuesday, May 24, 2016:
5:00 pm – Open Session, Conference Room A

VII. ADJOURNMENT

Mr. Harimoto adjourned the Personnel Commission meeting at 5:25 pm.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – MAY 24, 2016

I. CLOSED SESSION:

1.1 Call to Order

The Conejo Valley Unified School District Personnel Commission met in Closed Session on May 24, 2016, in Conference Room A. The meeting was called to order at 3:25 pm by Chairperson, Mr. Nathan Harimoto.

1.2 Public Employee Performance Evaluation

Pursuant to government Code 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 Commission met in Special Session on May 24, 2016, in the District Office Conference Room A. The meeting was called to order at 5:04 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 Action Taken in Closed Session:

There was no action taken.

III. GENERAL INFORMATION:

3.1 Agenda Approval

On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the agenda for the special meeting on May 24, 2016, as submitted.

3.2 Reports/Announcements

- A. Director, Classified Personnel, Marina Mihalevsky. No comments.
- B. Assistant Superintendent, Personnel Services, Mark McLaughlin. No comments.
- C. CSEA Representative. Not present
- D. Commissioners: No comments

3.3 Public Comments

No comments

IV. NEW BUSINESS – ACTION ITEMS:

4.1 Public Hearing for the 2016-2017 Personnel Commission Budget

- Mr. Harimoto opened the Public Hearing for comments at 5:05 pm.
- There were no comments.
- Mr. Harimoto closed the Public Hearing at 5:06 pm.

4.2 Personnel Commission Budget for Fiscal Year 2016-2017

On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved and adopted the 2016-2017 Personnel Commission Budget in the amount of \$399,866 as submitted.

4.3 Establishment of New Job Classifications / Salary Allocation

- A. After the motion of Mrs. Brandt, seconded by Mrs. Jeffery, to establish a new classification, Executive Director, Facilities, Maintenance, and Operations, and to approve the job specification as submitted, Mrs. Brandt made the statement that she feels very strongly against creating a new position in light of the fact that hours and benefits to the classified staff from previous layoffs have not been restored. Mr. Harimoto called for a vote, the commission approved the motion 2-1, with Mrs. Brandt voting against.
- B. On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and carried 2-1, with Mrs. Brandt voting against, the commission allocated the job class of Executive Director, Facilities, Maintenance, and Operations, to Management Salary Schedule Range 136 (\$119,975 - \$139,417/annually), as submitted.
- C. On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the commission established a new classification, Lead Behavior Intervention and Support Services Specialist, and approved the job specification as submitted.
- D. On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and carried 3-0, the commission allocated the job class of Lead Behavior Intervention and Support Services Specialist, to Supervisory Salary Schedule Range 81 (\$4,407-\$6,451/month), as submitted.

V. NEXT MEETING

Regular Meeting – Wednesday, June 8, 2016

Location: District Office Board Room

Closed Session: 3:00 pm – Board Conference Room

Open Session: 5:00 pm – Board Room

VII. ADJOURNMENT

Mr. Harimoto adjourned the Personnel Commission meeting at 5:25 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 exam	Did not pass written exam	Did not appear for performance exam	Did not pass 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
15-131-1	Assistant Superintendent, Business Services	6/1/2017	11	5						6	2	3	1	
15-198-2	Child Care Assistant	Varies	130	33	97	58	5	n/a		n/a			34	35
15-392-1	Early Care Assistant Teacher	Varies	51	29	n/a			n/a		22	6	2	14	
15-393-1	Early Care Teacher	Varies	53	35	n/a			n/a		18	6	0	12	
15-485C-2	Executive Administrative Assistant-Confidential	5/19/2017	52	32	20	n/a		1	12	7	0	4	3	5
15-431-1	Senior Accountant	6/2/2017	25	9	16	n/a		3	6	7	0	0	7	
15-452-1	Site Computer Technician I	5/12/2017	75	37	38	13	9	1	5	10	0	5	5	7

Personnel Commission Meeting 6/08/16