

**Regular Meeting**  
**November 13, 2013**  
**4:30 p.m. – Closed Session**  
**5:00 p.m. – Public Session**

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

**I. 4:30 PM 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. 5:00 PM 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; \_\_\_ Nina Brandt, 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 of November 13, 2013, *as submitted or amended.*

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

- 3.2 Request for approval of the official minutes for the regular meeting of October 9, 2013, *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.*

<b>Exam #</b>	<b>Recruitment / Examination Title</b>	<b>Field of Competition</b>
13-182-2	Child Nutrition Assistant-Satellite	Open
13-391-2	Early Care Aide	Open
13-260-1	Groundskeeper	Open
13-425-1	School Office Manager / Secretary	Open
13-292-2	Paraprofessional/Bilingual-Spanish	Open
13-284-2	Paraprofessional/Special Ed	Open

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

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

<b>Exam #</b>	<b>Recruitment / Examination Title</b>
13-199-1	Child Care Leader
13-205-1	Clerk Typist
13-284-1	Paraprofessional/Special Ed
13-381-1	School Occupational Therapist

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

## V. NEW BUSINESS – ACTION ITEMS

### 5.1 Personnel Commission Annual Report 2012 / 2013

Approval and final review.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

### 5.2 Approval of Advanced Step Placement – Director, Child Nutrition

Request to approve the appointment of Sandra Curwood, Director, Child Nutrition, at Step D, Range 122, on the Classified Management Salary Schedule retroactive to the date of hire, September 9, 2013.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

### 5.3 Establish New Job Classification, Web Content Specialist and Salary Allocation

A. ESTABLISH a new classification, Web Content Specialist and ADOPT a related job specification as submitted or amended.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

B. ALLOCATE the salary placement of Web Content Specialist (new classification) to salary range 78 (\$3,588.00 - \$4,381.87) on the General Classified Unit Salary Schedule.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

### 5.4 Establish New Job Classification, Behavior Intervention Specialist

A. ESTABLISH a new classification, Behavior Intervention Specialist and ADOPT a related job specification as submitted or amended.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

B. ALLOCATE the salary placement of Behavior Intervention Specialist (new classification) to salary range 95 (\$4,255-5,189) on the General Classified Unit Salary Schedule.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

## VI. NEXT MEETING

Wednesday, December 18, 2013, Location TBD

Closed Session – 4:30 PM

Open Session – 5:00 PM

## VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at \_\_\_\_\_.

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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](http://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 – OCTOBER 9, 2013**

**I. CLOSED SESSION**

**1.1 ~ Call to Order**

The Conejo Valley Unified School District Personnel Commission met in Closed Session on October 9, 2013, in the North Facility, Conference Room A. The meeting was called to order at 4:30 pm by Chairperson, Mr. Nathan Harimoto.

**1.2 ~ Discussion Items**

Public employee performance evaluation, pursuant to Government Code Section 54957:

Title: Director, Classified Personnel

**1.3 ~ Adjourn Closed Session**

The Commission adjourned Closed Session at 5:00 pm.

**II. OPENING PROVISIONS – OPEN SESSION:**

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**2.1 ~ Call to Order**

The Conejo Valley Unified School District Personnel Commission met in Regular Session on October 9, 2013, in the North Facility, 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. Nina Brandt, Vice-Chairperson, and Mrs. Rose Jeffery, Member. Also present was Mrs. Marina Mihalevsky, Director, Classified Personnel.

**2.4 ~ Report on Closed Session**

Mr. Harimoto reported that no action was taken in closed session.

**III. GENERAL INFORMATION:**

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**3.1 ~ Agenda Approval**

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission approved the agenda of October 9, 2013 as submitted.

**3.2. ~ Approval of Minutes**

- a. On the motion of Nina Brandt, seconded by Rose Jeffery, and carried 3-0, the Commission approved the minutes of the regular meeting of September 11, 2013 as submitted.
- b. On the motion of Rose Jeffery, seconded by Nina Brandt, and carried 3-0, the Commission approved the minutes of the special meeting of September 20, 2013 as submitted.

**3.3 ~ Reports/Announcements**

- A. Director, Classified Personnel – Mrs. Marina Mihalevsky noted that recruitment activity has not slowed down. We have had promotions and unexpected vacancies. She expressed congratulations to our classified staff on their promotions. The Question and Answer session at Newbury Park High School is scheduled for November 5<sup>th</sup> at 3:00 pm. Mrs. Mihalevsky is working on another newsletter; she would like to include more in-depth articles on eligibility lists and other areas of interest to our employees.
- B. Assistant Superintendent, Personnel Services – Mr. Mark McLaughlin appreciates the open communication.

**3.3 ~ Reports/Announcements - Continued**

- C. CSEA Representative – Mr. Ron Meyer, Chapter 620 President, said as we are still dealing with the aftermath of our economy, he will conduct a survey of classified employees for their thoughts and the direction they would like their chapter to take. Nominations will be accepted for the Chapter's Executive Board during the October and November meetings.
- D. Commissioners  
None

**3.4 ~ Public Comments – Speaker Card Required**

None.

**IV. CONTINUING BUSINESS:**

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**4.1 ~ Active/Future Recruitments**

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

**4.2 ~ Ratification of Eligibility Lists**

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Child Nutrition Assistant I, Custodian Substitute, Early Care Aide, Early Care Site Supervisor, Human Resources Assistant, Language Assessment & Development Facilitator/Spanish, Maintenance Leadworker, Purchasing Specialist, and Shipping & Receiving Clerk as submitted.

**V. NEW BUSINESS**

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**5.1 ~ Personnel Commission Annual Report 2012 / 2013 - Draft**

The consensus was to not include pictures of the Commissioners and some minor biographical information will be changed.

**5.2 ~ Approval of Advance Step Placement – Language Assessment & Development Facilitator/Spanish**

Kari Taketa, Coordinator of Pupil Services, explained that Mrs. Alvidrez is a long-time employee who exceeded her reinstatement rights, but had remained a valuable substitute, making Range 47-Step E pay, after separating from her regular assignment. Mrs. Alvidrez left her regular classified position in order to care for a family member.

On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission approved the appointment of Martha Alvidrez, Language Assessment & Development Facilitator/Spanish, at Step E, Range 47, on the General Classified Unit Salary Schedule retroactive to the date of hire, September 23, 2013.

**5.2 ~ Position Reclassification**

On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission reclassified the vacant position allocated to the job class of Intermediate Clerk Typist, Century Academy to the job class of Senior Clerk Typist, effective immediately.

**VI. NEXT MEETING**

Wednesday, November 13, 2013, 5:00 pm, District Office Conference Room A, North Facility.  
Closed Session - 4:30 pm  
Open Session - 5:00 pm.

**VII. ADJOURNMENT**

The commission adjourned the meeting at 5:31 pm.