

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA

Regular Meeting
October 24, 2012
5:00 p.m. – Public Session

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

I. OPENING PROVISIONS

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

II. GENERAL INFORMATION

- 2.1 Request for approval of the agenda for the regular Personnel Commission meeting of October 24, 2012, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___
- 2.2 Request for approval of the official minutes for the meeting of September 19, 2012, 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.

Discussion/Action: M ___ S ___ Vote ___

Exam #	Recruitment / Examination Title	Field of Competition
12-205-1	Clerk Typist (Bilingual Stipend)	Open
12-278-1	Licensed Vocational Nurse	Open
12-292-2	Paraprofessional/Bilingual-Spanish	Open

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

Discussion/Action: M ___ S ___ Vote ___

Exam #	Recruitment / Examination Title
12-150-1	Adult School Program Specialist
12-195-1	College & Career Guidance Specialist
12-393-2	Early Care Teacher
12-454-1	Site Computer Technician II

IV. NEW BUSINESS – ACTION ITEMS

4.1 ESTABLISHMENT OF NEW JOB CLASSIFICATION

A. ESTABLISH a new classification, SYSTEMS ADMINISTRATOR and ADOPT a related job specification *as submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

B. ALLOCATE the salary placement of SYSTEMS ADMINISTRATOR (new classification) to salary range 120 (\$5,455-\$6,636) of the Classified Employees' Salary Schedule.

Discussion/Action: M ___ S ___ Vote ___

4.2 REVISE JOB SPECIFICATION

A. APPROVE revisions to the job specification of Payroll Clerk *as submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

V. NEXT MEETING

Thursday, November 15, 2012, 5:00 pm, District Office, Conference Room A.

VI. NEXT MEETING

ADJOURN to closed session at _____ p.m., pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director, Classified Personnel

RECONVENE into open session at _____ p.m.

REPORT on actions taken in closed session: _____.

VII. NEXT MEETING

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 – SEPTEMBER 19, 2012

I. OPENING PROVISIONS:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on September 19, 2012, in the District Office Board Room. The meeting was called to order at 5:03 pm by Chairperson, Mrs. Rose Jeffery.

1.2 ~ Pledge of Allegiance

Mrs. Jeffery led the Pledge of Allegiance.

1.3 ~ Roll Call of Members

Present were Personnel Commissioners Mrs. Rose Jeffery, Chairperson; Mr. Nathan Harimoto, Vice-Chairperson; and Mrs. Shirley Koeritz, Member. Also present was Mrs. Marina Mihalevsky, Director, Classified Personnel.

II. GENERAL INFORMATION:

2.1 ~ Agenda Approval

On the motion of Rose Jeffery, seconded by Nate Harimoto, and carried 3-0, the Commission approved the amended agenda to reflect the next regular meeting date as October 24, 2012.

2.2 ~ Approval of Minutes

On the motion of Nate Harimoto, seconded by Shirley Koeritz, and carried 3-0, the Commission approved the minutes as submitted for the regular meeting of August 15, 2012.

2.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Mrs. Marina Mihalevsky announced and congratulated Shirley Koeritz for her 15 years of dedicated service as a Personnel Commissioner for the Conejo Valley Unified School District. Shirley will be honored with this award at the next California School Personnel Commissioners Association conference in February 2013. Mrs. Mihalevsky also announced that CVUSD will have a new CSEA labor representative, Michael Breyette. The scheduled disciplinary hearing may have to be rescheduled to accommodate the new representative.
- B. Assistant Superintendent, Personnel Services – Not present.
- C. CSEA Representative – Mr. Ron Meyer, Mrs. Karen Meyer, and Mrs. Lori Rhoades attended the first session of the Merit System Academy. There are a total of five (5) different sessions held once a month giving information on different aspects of the Merit System within school districts. Mr. Meyer also mentioned that the new labor representative may be temporary as the previous labor representative is out on leave due to illness. Mr. Meyer stated that at the last labor committee meeting, Dr. Baarstad said if Proposition 30 does not pass, there will be probable cuts to classified staff. CSEA is also endorsing the defeat of Proposition 32 as passing of Prop 32 will silence union voices.
- D. Commissioners – None

2.4 ~ Public Comments – Speaker Card Required

Public comments were heard at the beginning of each Action Item.

III. CONTINUING BUSINESS:

3.1 ~ Active/Future Recruitments

On the motion of Nate Harimoto, seconded by Shirley Koeritz, 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 Rose Jeffery.

3.2 ~ Ratification of Eligibility Lists

On the motion of Nate Harimoto, seconded by Shirley Koeritz, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Account Clerk, Child Nutrition Assistant I and Paraprofessional/Special Education as submitted.

IV. NEW BUSINESS

4.1 ~ ESTABLISHMENT OF NEW JOB CLASSIFICATION

A few speakers spoke on the action of establishing a new classification, Systems Administrator. The recommendation of the speakers was to delay voting until after the November elections due to the budget. Also discussed was whether this item should go before the Board of Education first or the Personnel Commission first. Mrs. Mihalevsky commented that she has proceeded both ways and there is no rule regarding order of presentation. Mrs. Jeffery called for a motion; no motion was given.

4.2 ~ RECLASSIFICATION/COMPENSATION STUDIES – INFORMATION/DISCUSSION ONLY

Several speakers spoke on this item, identifying reasons why the reclassifications should be made. Mrs. Mihalevsky presented the background of the requests and the preliminary findings. Mrs. Mihalevsky also noted that the District administration and CSEA are working to bring forward a preferred course of action.

V. NEXT MEETING

The next regularly scheduled Personnel Commission meeting will be on Wednesday, October 24, 2012, 5:00 pm, in Conference Room A.

VI. CLOSED SESSION

Closed session was scheduled, but due to the length of the meeting it was postponed.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:30 pm.