

Regular Meeting
December 18, 2013
4:00 p.m. – Closed Session
4:30 p.m. – Public Session

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

I. 4:00 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. 4:30 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 December 18, 2013, *as submitted or amended.*
Discussion/Action: M ___ S ___ Vote ___
- 3.2 Request for approval of the official minutes for the regular meeting of November 13, 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.*

Exam #	Recruitment / Examination Title	Field of Competition
13-170-1	Child Nutrition Manager	Promotional Only
13-211-1	Systems Analyst	Open
13-214-1	Custodial Services Supervisor	Open
13-272-1	Behavior Intervention Specialist	Open
13-284-2	Paraprofessional/Special Ed	Open
13-301-2	Instructional Media Technician	Open
13-425-2	Secretary / School Office Manager	Open
13-451-2	Site Computer Technician I	Open
13-457-1	Web Content Specialist	Open

Discussion/Action: M ___ S ___ Vote ___

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

Exam #	Recruitment / Examination Title
13-182-2	Child Nutrition Assistant-Satellite
13-391-2	Early Care Aide
13-393-2	Early Care Teacher
13-260-1	Groundskeeper
13-301-2	Instructional Media Technician
13-292-2	Paraprofessional/Bilingual-Spanish
13-284-2	Paraprofessional/Special Ed
13-420-1	Purchasing Expediter
13-381-1	School Occupational Therapist
13-425-2	Secretary / School Office Manager
13-454-1	Site Computer Technician II

Discussion/Action: M ___ S ___ Vote ___

V. NEW BUSINESS – ACTION ITEMS

5.1 Oath of Office – Board Appointee-Term of Office December 2013 – November 30, 2016

5.2 Personnel Commission Reorganization, 12/2013 – 11/2014

Chairperson _____ Discussion/Action: M ___ S ___ Vote ___

Vice-Chairperson _____ Discussion/Action: M ___ S ___ Vote ___

5.3 Establish New Job Classification, Behavior

A. ESTABLISH a new classification, **Behavioral Health Program Manager** and ADOPT a related job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

B. ALLOCATE the salary placement of Behavioral Health Program Manager (new classification) to **salary range 90 (\$4,754 - \$6,679) on the Classified Supervisor** salary schedule.

Discussion/Action: M ___ S ___ Vote ___

5.4 Position Reclassification – Pupil Services Department

A. Reclassify the position allocated to the job class of Senior Clerk Typist, Pupil Services Department, to the job class of Secretary, effective immediately.

Discussion/Action: M ___ S ___ Vote ___

B. Reclassify the incumbent, Karen McCarthy, with the position and without further competitive examination based on Personnel Commission Rule 6.14.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Wednesday, January 15, 2014, Location: South Board Room

Closed Session – 4:30 PM

Open Session – 5:00 PM

VII. 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 – NOVEMBER 13, 2013

I. CLOSED SESSION

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Closed Session on November 13, 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:

2.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on November 13, 2013, in the North Facility, Conference Room A. 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. 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:

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 November 13, 2013 as submitted.

3.2. ~ Approval of Minutes

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

3.3 ~ Reports/Announcements

A. Director, Classified Personnel – Mrs. Marina Mihalevsky reported that the Reclassification Committee has met a couple of times and has established protocols and procedures for the committee. Following establishing of protocols, the Committee held a second meeting where multiple employees serving in the job class of School Office Manager were interviewed. The recommendation of the committee will be brought forth to the Personnel Commission

B. Assistant Superintendent, Personnel Services – Mr. Mark McLaughlin thanked CSEA for their suggestions for the Reclassification Committee and commented that it is a clean and productive process incorporating recording the sessions and anonymous voting. If need be, adjustments can be made.

3.3 ~ Reports/Announcements - Continued

- C. CSEA Representative – Mr. Ron Meyer, Chapter 620 President, congratulated Nathan Harimoto on his nomination from the Board to the Personnel Commission. Mr. Meyer commented that communication with Mr. McLaughlin has been open and improved from previous years. The chapter is in the process of nominating officers. On March 22, 2014, the CSEA State Board meeting will be held in the Conejo Valley. The logistics and preparation for this meeting have been challenging. A venue capable of holding 15 board members and an anticipated audience of over 120 is needed. Mr. Meyer commented that collaboration is necessary when resolving problems, but it seems that the prevailing attitude is not how can we fix it, but who can we blame. CSEA looks forward to working with management to resolve problems.
- D. Commissioners – Mrs. Brandt commented that she has not received any questions from the classified staff at Newbury Park High School (NPHS) for the upcoming visit. Mrs. Mihalevsky said the NPHS site visit date moved to November 20, 2013, 3:00 pm. If questions are not submitted in advance, she will highlight the competitive examination process and certifying eligible candidates for vacancies plus any other questions that come up.

3.4 ~ Public Comments – Speaker Card Required

None.

IV. CONTINUING BUSINESS:

4.1 ~ Active/Future Recruitments

On the motion of Rose Jeffery, seconded by Nina Brandt, 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 Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Child Care Leader, Clerk Typist, and Paraprofessional/Special Ed as submitted. School Occupational Therapist will be brought forward at the next meeting.

V. NEW BUSINESS

5.1 ~ Personnel Commission Annual Report 2012 / 2013

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission approved the Personnel Commission Annual Report 2012/2013 with the Change of Total Applications Evaluated for Minimum Entrance Qualifications from FY 2011/2012 to 2012/2013 percentage amended, located on page 9.

5.2 ~ Approval of Advance Step Placement – Director, Child Nutrition

Five Speaker Cards were presented for this agenda item.

- The first speaker spoke against the approval of advanced step placement, stating that such action by the Commission would affect employee morale and lead to a perception that there will be less money available for salary increases for all of classified employees. The speaker also commented that employees automatically assume that the cost of the position increase is charged to the General Fund.
- The second speaker spoke against the approval of the step increase, stating that if the information on the funding sources being other than General Fund was made available, it would not affect morale to the same degree. The speaker also commented that he does not want the Director of Child Nutrition to think that CSEA is against her and personally feels that she is the best thing that has happened to the department.
- The third speaker spoke in favor of the approval of advance step placement, acknowledging that morale is important, but there are legitimate reasons for this request. The speaker stated that the Child Nutrition department has had a deficit of \$550,000 over the last two years which did impact the General Fund. Mrs. Curwood has a proven track record as she accomplished a similar situation in her former district. We need someone who can come in and make changes quickly and stop the bleeding. She went into Ventura Unified with a deficit and left with a \$1.5 million balance. She is also well known throughout the state and sits on various boards. She came into Conejo Valley not only facing a deficit, but also an

audit by the state for incompliance. With her expertise she will be able to compensate for the increase in pay.

- The fourth speaker stated that he wanted to emphasize for the employees that this item was brought back on the agenda at the request of the Commissioners, in order to have Mrs. Bekey present for the item discussion.
- The fifth speaker asked if Mrs. Curwood was promised the advanced step and stated that employees would not begrudge her advanced placement if she proved herself rather than automatically beginning at the higher level.

The commissioners liked the idea of stating where effected positions were paid from in order to ease employees' concerns. Mrs. Mihalevsky expressed concerns about providing information on the budget source, as she expressed that should not be a consideration factor in evaluating the merit of the request for advanced step placement. Mrs. Mihalevsky stated that the issue of budget is under the Board's purview and the Commission's role is to determine if Management is bringing forward a request that meets the criteria for advanced step placement as enumerated in the Commission Rules and Regulations. The consensus was reached that it would be okay to identify the budget source, but it would not be taken into consideration when voting.

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission approved the placement of Sandra Curwood, Director, Child Nutrition, at Step D, Range 122, on the Classified Management Salary Schedule on January 9, 2013, upon the first evaluation meeting standards or higher.

5.3 ~ Establish New Job classification, Web Content Specialist and Salary Allocation

- A. On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission established a new classification, Web Content Specialist and adopted a related job specification as submitted.
- B. On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission allocated 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.

5.4 ~ Establish New Job classification, Behavior Intervention Specialist and Salary Allocation

- C. On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission established a new classification, Behavior Intervention Specialist and adopted a related job specification as submitted.
- D. On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission allocated the salary placement of Behavior Intervention Specialist (new classification) to salary range 95 (\$4,255 - \$5,189) on the General Classified Unit Salary Schedule.

VI. NEXT MEETING

Wednesday, December 18, 2013, District Office Conference Room A, North Facility.

Closed Session - 4:00 pm

Open Session – 4:30 pm.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:24 pm.