

**Regular Meeting**  
**Wednesday, July 6, 2016**  
**4:00 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 July 6, 2016, as *submitted or amended*.

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

- 3.2 Request for APPROVAL of the minutes for the regular Personnel Commission meeting on June 8, 2016, 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>
16-125-1	Administrative Assistant	Dual Certification
16-198-1	Child Care Assistant	Dual Certification
16-199-1	Child Care Leader	Dual Certification
16-160-1	Director, Child Nutrition	Dual Certification
16-449-1	Lead Behavior Intervention & Support Services Specialist	Dual Certification

**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>
15-110-2	Account Clerk
15-182-2	Child Nutrition Assistant-Satellite
16-231-1	Executive Director, Facilities, Maintenance, and Operations
16-247-1	Fiscal Services Supervisor
16-277-1	Health Clerk
16-385-1	School Occupational Therapist
15-211-1	Systems Analyst
16-490-1	Telephone Operator/Receptionist

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

4.3 RECLASSIFICATION REQUEST REPORT

<b>Job Class</b>	<b>Work Location</b>	<b>Employee Name</b>	<b>Supervisor</b>	<b>Date of Request</b>	<b>Status</b>
No Requests in Queue					

**V. NEXT MEETING**

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Regular meeting: Wednesday, August 17, 2016  
Closed Session: 4:00 p.m. – Board Conference Room  
Open Session: 5:00p.m. – Board Room

**VI. ADJOURNMENT**

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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 – JUNE 8, 2016**

**I. CLOSED SESSION:**

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**1.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Closed Session on June 8, 2016, in the District Office Board Conference Room. The meeting was called to order at 3:05 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 5:01 pm

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

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**2.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Regular Session on June 8, 2016, in the District Office Board Room. The meeting was called to order at 5:05 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:**

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**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 meeting on June 8, 2016, as submitted.

**3.2 Approval of Minutes**

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

**3.3 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 May 11, 2016, as submitted.

**3.4 Approval of Minutes**

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

**3.5 Reports/Announcements**

A. Director, Classified Personnel, Marina Mihalevsky, announced the Board appointed Dr. Victor Hayek to Assistant Superintendent, Business Services. He has a diverse and extensive background, and recently relocated from the East Coast to the Conejo Valley specifically for the caliber of our school district. He is currently the Assistant Superintendent, Business Service at Saugus Union district and a transition plan is in effect. The Board also appointed Renelle (Elle) Welch as the Executive Administrative Assistant in the Superintendent's Office. Elle has experience as a paralegal and an Executive Administrative Assistant. We are currently recruiting for Executive Director, Facilities, Maintenance & Operations, and expect it to be a busy summer with many recruitments to staff the beginning of the school year. We are currently welcoming and training our new HR Technician's Sallie Kleingarn and

Stephani Matweyew. Sallie was promoted from Secretary in Special Education and Stephani was an Office Manager for Pine Crest School.

- B. Assistant Superintendent, Personnel Services – Not present.
- C. CSEA Representative – Not present.
- D. Commissioners – Mrs. Brandt asked for an update on the relocation of Conejo Valley High School. Ms. Mihalevsky responded that Mark McLaughlin is chairing an Ad Hoc committee that will make recommendations to the Superintendent and the Board.

### 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 Proposed Meeting Dates for 2016/2017

On the motion of Mrs. Jeffrey, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the Personnel Commission meeting times referenced below.

Date/Times		Locations
July 6, 2016	4:00 pm Closed Session 5:00 pm Open Session	Board Conference Room Board Room
August 17, 2016	4:00 pm Closed Session 5:00 pm Open Session	Board Conference Room Board Room
September 14, 2016	4:00 pm Closed Session 5:00 pm Open Session	Board Conference Room 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

## VI. NEXT MEETING

Wednesday, August 17, 2016, 4:00 pm (Closed session) - Location: Board Conference Room  
 Wednesday, August 17, 2016, 5:00 pm (Open session) – Location: Board Room

## VI. ADJOURNMENT

Mr. Harimoto adjourned the Personnel Commission meeting at 5:26 pm.

**Personnel Commission Examination Statistics  
2016-2017**

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
15-110-2	Account Clerk	6/6/2017	75	21	54			27	14	13	1	1	11	
15-182-2	Child Nutrition Assistant-Satellite	Varies	25	6	19	11	0			8	0	1	7	8
16-231-1	Executive Director, Facilities, Maintenance, and Operations	6/24/2017	20	15	5					5	1	1	3	
16-247-1	Fiscal Services Supervisor	6/21/2017	18	10	8	2	0			6	0	2	4	
16-277-1	Health Clerk	7/5/2017	41	0	41			14	11	16	2	0	14	
16-385-1	School Occupational Therapist	6/10/2017	4	3	n/a					1	0	0	1	
15-211-1	Systems Analyst	6/28/2017	31	20	11	3	4			4	0	0	4	
16-490-1	Telephone Operator/Receptionist	6/23/2017	95	43	52			19	15	18	1	1	16	

Personnel Commission Meeting 7/06/16