

Regular Meeting
November 12, 2014
3:45 p.m. – Closed Session, Board Conference Room
5:00 p.m. – Public Session, Conference Room F

District Office
South Building Area
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:
____ Rose Jeffery, Chairperson; ____ Nina Brandt, Vice-Chairperson; ____, Nathan Harimoto, 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 November 12, 2014, *as submitted or amended.*
Discussion/Action: M ___ S ___ Vote ___
- 3.2 Request for approval of the official minutes for the regular meeting of October 2, 2014, *as submitted or amended.*
Discussion/Action: M ___ S ___ Vote ___
- 3.3 Request for approval of the official minutes for the Special meeting of October 28, 2014, *as submitted or amended.*
Discussion/Action: M ___ S ___ Vote ___
- 3.4 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Personnel Services
 - C. CSEA Representative
 - D. Commissioners
- 3.5 HEAR Public on items not appearing on the Agenda **Speaker card required*

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.

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
14-125-1	Administrative Assistant	Dual Certification
14-272-2	Behavior Intervention Specialist	Continuous
14-199-1	Child Care Leader	Dual Certification
14-180-1	Child Nutrition Assistant I	Dual Certification
14-392-1	Early Care Assistant Teacher	Dual Certification
14-260-1	Groundskeeper	Dual Certification
14-425-1	School Office Manager I	Dual Certification
14-453-1	Sign Language Interpreter	Continuous

Discussion/Action: M ___ S ___ Vote ___

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

Exam #	Recruitment / Examination Title
14-125-1	Administrative Assistant
14-272-1	Behavior Intervention Specialist
14-005-S	Clerical Substitute
14-292-2	Paraprofessional/Bilingual-Spanish

Discussion/Action: M ___ S ___ Vote ___

V. NEW BUSINESS

- 5.1 PUBLIC HEARING ON JOINT-APPOINTEE APPOINTMENT FOR TERM OF OFFICE BEGINNING DECEMBER 1, 2014 – NOVEMBER 30, 2017 – ROSE JEFFERY, NOMINEE

Open Public Hearing for Comments _____P.M. – Close Public Hearing _____P.M

- 5.2 APPOINTMENT OF JOINT-APPOINTEE

Motion to approve the appointment of _____, to the Commission for the term of office beginning December 1, 2014 – November 30, 2017.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Wednesday, December 10, 2014, Closed Session: 4:00 pm, Open Session: 5:00 pm

Location: District Office, Conference Room A

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – OCTOBER 2, 2014

I. CLOSED SESSION

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Closed Session on October 2, 2014, in the South Board Conference Room. The meeting was called to order at 4:15 pm by Chairperson, Mrs. Rose Jeffery.

1.2 ~ Discussion Items

- Public Employee Performance Evaluation, pursuant to Government Code Section 54957

1.3 ~ Adjourn Closed Session

Mrs. Jeffery adjourned Closed Session at 5:05 pm

II. OPENING PROVISIONS – OPEN SESSION:

2.1 ~ Call to Order

The Conejo Valley Unified School District Personnel met for Regular Session on October 2, 2014, in the South Board Room. The meeting was called to order at 5:10 pm by Chairperson, Mrs. Rose Jeffery.

2.2 ~ Pledge of Allegiance

Mrs. Jeffery led the Pledge of Allegiance.

2.3 ~ Roll Call of Members

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

2.4 ~ Report on Closed Session

Mrs. Jeffery reported no actions were taken in closed session.

III. GENERAL INFORMATION:

3.1 ~ Agenda Approval

On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the agenda for October 2, 2014 as submitted.

3.2 ~ Approval of Minutes

On the motion of Mrs. Brandt, seconded by Mr. Harimoto and unanimously carried 3-0, the Commission approved the official minutes for the Special meeting of July 30, 2014.

3.3 ~ Approval of Minutes

On the motion of Mr. Harimoto, seconded by Mrs. Brandt and unanimously carried 3-0, the Commission approved the official minutes for the regular meeting of September 10, 2014 as submitted.

3.4 ~ Reports/Announcements

- A. Director, Classified Personnel – Mrs. Mihalevsky reported the seniority reports for classified personnel have been posted on the website. These reports are used for layoffs, but the district is not anticipating any layoffs this year.
- B. Assistant Superintendent, Personnel Services – Mr. McLaughlin gave no report.
- C. CSEA Representative – Mr. Waldman, CSEA President, welcomed Mrs. Jeffery back.
- D. Commissioners – Mrs. Brandt announced the Question and Answer session at Maintenance & Operations will be on Thursday, October 28, 2014, at 2:00 pm. She will inform staff to send questions to classified personnel in an inter-office envelope and also have a box set up at the site for the purpose of anonymity.

3.5 ~ Public Comments – Speaker Card Required

Mrs. Stella Cox announced her retirement from the position of Registrar and spoke to her disappointment of the reclassification from Senior Clerk Typist to Registrar not being approved at a higher range on the salary schedule. She emphasized the responsibility factors and technical expertise required in building transcripts, including orientation to detail, accuracy, and the consequences of error. She believes the position should be reevaluated.

IV. CONTINUING BUSINESS:

4.1 ~ Active/Future Recruitments

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the field of competition for the active/future recruitments as submitted on the meeting agenda and read aloud by Mrs. Jeffery.

4.2 ~ Ratification of Eligibility Lists

On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of College & Career Guidance Specialist, Language Assessment & Development Facilitator/Spanish, Registrar, and Sign Language Interpreter.

V. NEW BUSINESS

5.1 ~ Public Announcement of Joint-Appointee for New Term of Office: December 1, 2014 – November 30, 2017

Mr. Harimoto, Board Appointee, announced Rose Jeffery, as his nominee to the Commission. Mrs. Brandt, CSEA Appointee, announced Rose Jeffery, as her nominee to the Commission.

Mrs. Jeffery, made a statement about her commitment to serving the District as a Commissioner and upholding the merit system principles.

5.2 ~ Classification Specification Revision and Change in Job Class Titles – Warehouse Job Family

A. On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the commission adopted the changes to the job specification and change in job title from Stock Clerk/Delivery Driver to Warehouse Technician as submitted.

B. On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the commission adopted the changes to the job specification and change in job title from Shipping and Receiving Clerk to Warehouse Specialist as submitted.

5.3 ~ Classification Specification Revision – Child Nutrition Job Family

One speaker made the following statements/comments pertinent to this agenda item: the change in minimum qualifications requiring a higher level certification should come with a pay increase; incumbents in the positions, should be given the opportunity at no charge to train and test for certification and be paid for the time to take the test; the employee(s) should be allowed to test in their native language.

In response to the speaker's comments, Mrs. Mihalevsky advised that incumbents may already have the appropriate level certification as mandated by the State, yet the lower level certification is specified on the job description. She stated that Mrs. Curwood, Director, Child Nutrition, administered the training and testing free of charge to the employees at the beginning of the year, and that only 3 out of 47 employees taking the test failed to pass. The District will negotiate with CSEA the timelines for those who didn't pass to comply with the job requirement. Ms. Mihalevsky also addressed why it is not reasonable to have the certification test administered in the employee's native language.

A. On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the commission adopted the changes to the job specification Child Nutrition Assistant II as submitted.

5.3 ~ Classification Specification Revision – Child Nutrition Job Family (Continued)

- B. On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the commission adopted the changes to the job specification Child Nutrition Assistant-Satellite as submitted.
- C. On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the commission adopted the changes to the job specification Child Nutrition Manager as submitted.

5.4 ~ Classification Specification Revision – Paraprofessional/Special Education

- A. On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the commission adopted the changes to the job specification Paraprofessional/Special Education as submitted.

VI. NEXT MEETING

The next meeting is scheduled for Wednesday, November 12, 2014. Closed Session at 4:00 pm and Open Session at 5:00 pm in District Office Conference Room A.

VI. ADJOURNMENT

Mrs. Jeffery adjourned the meeting at 6:14 pm.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

MINUTES – OCTOBER 28, 2014

I. OPENING PROVISIONS

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Open Session in a Special Meeting on October 28, 2014, at Maintenance & Operations in Newbury Park, CA. The meeting was called to order at 2:00 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, Mrs. Nina Brandt, Vice-Chairperson, and Mr. Nathan Harimoto, Member. Also present was Ms. Marina Mihalevsky, Director, Classified Personnel. (It was noted the proper Commission Titles were incorrect on the agenda.)

II. PUBLIC COMMENTS

None.

III. NEW BUSINESS

3.1 ~ Question and Answer Session

Ms. Mihalevsky and Mr. Mark McLaughlin, Assistant Superintendent, Personnel Services, responded to questions related to classified employment practices, District budget forecast/declining enrollment trend, and optimal communication approaches. Commissioners encouraged open communication between employees, Commissioners, Board members and district management.

IV. ADJOURNMENT

Mrs. Jeffery adjourned the Special Personnel Commission meeting at 3:40 pm.

**Personnel Commission Examination Statistics
2014-2015**

Exam #	Recruitment	Eligibility List Expiration Date	Applications Received	Did not qualify	Invited to written exam	Did not appear for written exam	Did not pass written exam	# recommended for oral exam	Did not appear for oral exam	Did not pass oral exam	# placed on eligibility list	# on merged eligibility list
14-292-2	Paraprofessional/Bilingual Spanish	10/7/2015	15	1	14	7		7	3		4	7
14-272-1	Behavior Intervention Specialist	10/30/2015	28	23	n/a			5	4		1	
14-005-S	Clerical Substitute	9/30/2016	42	4	38	22	4	n/a			12	35
14-125-1	Administrative Assistant	11/6/2015	116	94	22	3	11	8	0	2	6	

Personnel Commission Meeting 11/06/14