

**Regular Meeting**  
**April 23, 2014**  
**4:00 p.m. – Closed Session**  
**5:00 p.m. – Public Session**

**District Office**  
**South Facility, Board Room**  
**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. 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:  
\_\_\_\_ 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 April 23, 2014, *as submitted or amended.*  
**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 3.2 Request for approval of the official minutes for the regular meeting of March 19, 2014, *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>
13-277-1	Health Clerk	Dual Certification
13-305-1	Intermediate Clerk Typist	Promotional
13-370-1	Maintenance Worker II	Promotional
13-505-1	School Office Manager III	Promotional
13-440-1	Senior Clerk Typist	Promotional
13-460-1	Sprinkler Repair Worker	Promotional

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

**IV. CONTINUOUS BUSINESS – Continued**

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

<b>Exam #</b>	<b>Recruitment / Examination Title</b>
13-182-3	Child Nutrition Assistant-Satellite
13-215-1	Custodian
13-284-3	Paraprofessional/Special Ed

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

**V. NEW BUSINESS – ACTION ITEMS**

5.1 PERSONNEL COMMISSION 2014 / 2015 BUDGET (1<sup>st</sup> Reading)

**Discussion Only**

5.2 SCHEDULE PUBLIC HEARING FOR THE 2014 / 2015 PERSONNEL COMMISSION BUDGET

Scheduled For:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

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

**VI. NEXT MEETING**

Wednesday, May 21, 2014

Location: Closed Session, 4:00 PM – Board Conference Room  
Open Session, 5:00 PM – Board Room

**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 – MARCH 19, 2014**

**I. CLOSED SESSION**

**1.1 ~ Call to Order**

The Conejo Valley Unified School District Personnel Commission met in Closed Session on March 19, 2014, in the South Facility, Board Room. The meeting was called to order at 4:05 pm by Chairperson, Mrs. Rose Jeffery.

**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 for Regular Session on March 19, 2014, in the South Facility, Board Room. The meeting was called to order at 5:04 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 that no action was taken in closed session.

**III. GENERAL INFORMATION:**

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**3.1 ~ Agenda Approval**

On the motion of Nathan Harimoto, seconded by Nina Brandt, and unanimously carried 3-0, the Commission approved the agenda of March 19, 2014 as submitted.

**3.2 ~ Approval of Minutes**

On the motion of Nina Brandt, seconded by Nathan Harimoto, and carried 3-0, the Commission approved the minutes of the regular meeting of February 27, 2014 as submitted.

**3.3 ~ Reports/Announcements**

A. Director, Classified Personnel – Ms. Marina Mihalevsky reported positive news that classified employees are receiving a 2% salary increase and a one-time 1% bonus. In addition, classified staff may participate in professional development training to earn an additional day of pay. The training hours required for a full day of pay is two-thirds of the regular work shift. There are several options: training by department heads particular to job families, web based training, Risk Manager led sessions, and other job-related training that is approved by their supervisor. All training must be outside of the regular work day and completed prior to May 16, 2014. In addition, all paraprofessionals will receive additional training days before the 2014-2015 school year for common core professional development. Ms. Mihalevsky also announced that the Personnel Commissioners Association of Southern California is having a one day workshop on May 16, 2014.

- B. Assistant Superintendent, Personnel Services – Mr. Mark McLaughlin said he will be attending the next session of the Merit System Academy coming up on Saturday [March 23, 2014].
- C. CSEA Representative – Mr. Matt Waldman, Chapter 620 President, invited the Personnel Commissioners to a retirement lunch on March 28, 2014 for the purpose of getting to know the staff and a question and answer session.
- 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 Nathan Harimoto, seconded by Nina Brandt, 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 Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Account Clerk, Lead Groundskeeper, Paraprofessional/Bilingual-Spanish, and Shipping and Receiving Clerk.

## **V. NEW BUSINESS**

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### **5.1 ~ Proposed Remaining Meeting Dates for April 2014**

On the motion of Nina Brandt, seconded by Nathan Harimoto and unanimously carried 3-0, the commission adopted the date of April 23, 2014, in a conference room to be determined, for the regular Personnel Commission meeting.

### **5.2 ~ Approval of Advanced Step Placement – Behavior Intervention Specialist**

One (1) Public Statement Card was submitted for the official record on this agenda item.

The speaker spoke against the advanced step placement; stating that although appreciative of the raise and the bonus that classified staff received, 100% of the teachers will be able to receive 2 extra paid days, while 75% of the classified staff will not receive 2 days extra compensation; and yet, once again a new employee is coming into the district and is asking to be paid the higher salary; the difference being \$8,400 per year from Step A to Step D. It's frustrating as the new employees have not been here through the hard times and classified employees are still suffering the effects of the reduction, some needing to work two jobs. There are current employees that took a pay cut to join CVUSD because of the stability, protection, and benefits.

Mrs. Brandt, having taken into account the speaker's concerns, proposed to modify staff's request for advanced step placement to be effective upon successful completion of employee probation, and not retroactive to the date of hire.

On the motion of Nina Brandt, seconded by Nathan Harimoto, and unanimously carried 3-0, the Commission approved the step placement of Megan Henderson, Behavior Intervention Specialist, at Step D Range, 98, on the Classified Unit Salary Schedule upon successful completion of the 130 day probation.

## **VI. NEXT MEETING**

The meeting is scheduled for Wednesday, April 23, 2014, in a location to be determined.

Closed Session - 4:00 pm

Open Session – 5:00 pm.

## **VII. ADJOURNMENT**

The commission adjourned the meeting at 5:33 pm.

**Personnel Commission Examination Statistics  
2013-2014**

<b>Exam #</b>	<b>Recruitment</b>	<b>Eligibility List Expiration Date</b>	<b>Applications Received</b>	<b>Did not qualify</b>	<b>Invited to written exam</b>	<b>Did not appear for written exam</b>	<b>Did not pass written exam</b>	<b># recommended for oral exam</b>	<b>Did not appear for oral exam</b>	<b>Did not pass oral exam</b>	<b># placed on eligibility list</b>	<b># on merged eligibility list</b>
13-182-3	Child Nutrition Assistant-Satellite	3/24/2015	8	2	6	1	0	5	0	0	5	6
13-215-1	Custodian	4/3/2015	78	8	70	23	4	43	6	5	32	
13-284-3	Paraprofessional/Special Ed	varies	83	5	78	34	5	n/a			39	43

Personnel Commission Meeting 4/23/14

To: Personnel Commission  
From: Marina Mihalevsky, Director, Classified Personnel  
Date: April 23, 2014 (First Reading/Information)

SUBJECT: PERSONNEL COMMISSION BUDGET, FISCAL YEAR 2014-2015

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Issue:

The Personnel Commission must adopt a budget for its operation for the 2014-2015 fiscal year.

Background:

Education Code §45253 provides that the Personnel Commission shall prepare an annual budget and hold a public hearing on its adoption, no later than May 30th of each year. As required, the Commission staff will forward a copy of the proposed budget to the governing board indicating the time, date, and place of the public hearing as a means of providing the Board and District administration an opportunity to voice their views. Following the public hearing, the adopted budget is submitted to the County Superintendent of Schools for approval. Following approval by the County Superintendent of Schools, one copy of the adopted budget will be returned to the Personnel Commission and one copy to the District, and shall be included by the Governing Board in the regular budget of the District.

Attachment 1 presents a worksheet that reflects the Personnel Commission's adopted financial figures for 2013-2014, and proposed figures for 2014-15.

Staff recommends that the public hearing on the budget and its adoption be held at the regular Personnel Commission meeting on May 21, 2014, at 5:00 p.m., in the District Office- Board Room.

Alternatives:

1. Approve the scheduling of the public hearing on the adoption of the 2014-2015 Personnel Commission budget in accordance with Education Code Sections §45253 on Wednesday, May 21, 2014, 5:00 p.m., District Office, Board Room.
2. Approve and schedule the date/time/location of the public hearing on the adoption of the 2014-2015 Personnel Commission budget in accordance with Education Code Sections §45253 on Date/Time – to be determined, Place – to be determined.

Recommendation:

Approve alternative #1

Rationale:

The Personnel Commission is required to hold a public hearing on the budget adoption no later than May 30, 2014. Notice of the public hearing will be forwarded to the Board of Education.

Respectfully submitted,

Marina Mihalevsky  
Director, Classified Personnel

MM  
Attachments

Agenda Report 5.1/5.2

PERSONNEL COMMISSION BUDGET	FISCAL YEAR	2012-2013	2013-2014	2014-2015	Difference	NOTES
<b>2000 CLASSIFIED SALARIES-1</b>						
2300	Administrative Personnel	\$ 110,000	\$ 110,000	\$ 112,224.00	\$ 2,224.00	<sup>1</sup> \$5500 increase accounts for 2% increase on salary schedule for Director, HR Specialist, HR Technician plus step advancement from step D to Step E on salary range 62 for HR Tech) - monies already reserved in the General Fund
	Commission Members-2	\$ 2,200	\$ 2,200	\$ 2,000.00	\$ (200.00)	
2400	Clerical & Other Office	\$ 86,369	\$ 91,500	\$ 97,650	\$ 6,150.00	
2900	Other					
	<b>Sub-Total</b>	<b>\$ 198,569</b>	<b>\$ 203,700</b>	<b>\$ 211,874</b>	<b>\$ 8,174.00</b>	
<b>3000 EMPLOYEE BENEFITS</b>						
3100	Certificated Employee Retirement					<sup>2</sup> \$2850 increase in salaries will allow to increase FTE for HR Technician 6hr/11 mo to 7hrs/11 mo
3200	PERS	\$ 21,692	\$ 23,000	\$ 24,555.26	\$ 1,555.26	
3300	OASDI & Medicare	\$ 15,182	\$ 16,000	\$ 16,055.36	\$ 55.36	<sup>3</sup> \$6,147 GF budgeted increase associated with salary increases and the need to fund health benefits at \$13850, increase of \$855 per person as compared to 2013-14
3400	Health & Welfare Benefits	\$ 75,228	\$ 78,000	\$ 83,130.00	\$ 5,130.00	
3500	SUI	\$ 2,185	\$ 2,400	\$ 1,049.37	\$ (1,350.63)	
3600	Worker's Compensation	\$ 3,356	\$ 3,600	\$ 4,344.39	\$ 744.39	
3700	Retirement	\$ -	\$ -	\$ 0	\$ -	
3800	PERS Reduction	\$ 4,164	\$ 3,171	\$ -	\$ (3,171.00)	
3900	Other Benefits	\$ -	\$ -	\$ 0	\$ -	
	<b>Sub-Total</b>	<b>\$ 121,807</b>	<b>\$ 126,171</b>	<b>\$ 129,134</b>	<b>\$ 2,963.38</b>	
<b>4000 SUPPLIES</b>						
4300	Other Supplies	\$ -	\$ -	\$ 0		<sup>4</sup> \$2000 proposed increase to provide for sufficient training opportunities to staff and commissioners
	Literature, Periodicals	\$ -	\$ -			
	Office Supplies	\$ 500	\$ 500	\$ 500		
	Examinations Purchase	\$ -	\$ -			
	Printing & Forms	\$ 3,000	\$ 500	\$ 500		
	Postage	\$ -	\$ -			
	Other		\$ -			
4400	Non-Capitalized Equipment	\$ 7,500	\$ 7,000	\$ 7,000		
	<b>Sub-Total</b>	<b>\$ 11,000</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>		
<b>5000 SERVICES &amp; OTHER OPERATING EXPENSES</b>						
<b>5200 Travel &amp; Conference</b>						
	Mileage (local)	\$ 4,020	\$ 4,020	\$ 4,020		<sup>4</sup> \$2000 proposed increase to provide for sufficient training opportunities to staff and commissioners
	Expense Allowance	\$ 1,000	\$ 1,000	\$ 1,000		
	Conference	\$ 500	\$ 500	\$ 2,500	\$ 2,000.00	
5300	<b>Dues &amp; Membership</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>		
5500	Utilities & Housekeeping	\$ -	\$ -	\$ -		
5600	Rentals, Leases & Repairs	\$ -	\$ -	\$ -		
5700	District Cost Transfer	\$ -	\$ -	\$ -		

PERSONNEL COMMISSION BUDGET		FISCAL YEAR		2012-2013	2013-2014	2014-2015	Difference	NOTES
5800	<b>Other Services and Operating Expenses</b>							
	Advertising	\$	-	\$	-	\$	-	
	Salary Classification Surveys	\$	-	\$	-	\$	-	
	Physical Examination	\$	-	\$	-	\$	-	
	Fingerprinting	\$	-	\$	-	\$	-	
	Other Recruitment Expense	\$	-	\$	-	\$	-	
	Legal Expenses	\$	2,000	\$	3,500	\$	3,500	
	Contracted Testing	\$	-	\$	-	\$	-	
	Contracted Personnel Services	\$	-	\$	-	\$	-	
	Other	\$	-	\$	-	\$	-	
5900	<b>Communications</b>							
	Telephone/Fax	\$	-	\$	-	\$	-	
	Postage	\$	1,250	\$	250	\$	250	
	Other	\$	-	\$	-	\$	-	
	<b>Sub-Total</b>	\$	<b>11,770</b>	\$	<b>12,270</b>	\$	<b>14,270</b>	<b>\$ 2,000.00</b>
6000	<b>EQUIPMENT</b>							
6400	<b>New Equipment</b>							
	Office Furniture	\$	-	\$	-	\$	-	\$ -
	Office Equipment	\$	300	\$	300	\$	300	\$ -
	Other	\$	-	\$	-	\$	-	\$ -
6500	<b>Equipment Replacement</b>							
	<b>Sub-Total</b>	\$	<b>300</b>	\$	<b>300</b>	\$	<b>300</b>	\$ -
			<b>ADOPTED 12-13</b>		<b>ADOPTED 13-14</b>		<b>PROPOSED 2014-15</b>	Diff btw 13-14 to 14-15
	<b>Annual PC Budget</b>	\$	<b>343,446</b>	\$	<b>350,441</b>	\$	<b>363,578</b>	<b>\$ 13,137.38</b>