

Special Meeting
Tuesday, May 5, 2015
3:45 pm – Open Public Session

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

I. OPENING PROVISIONS

- 1.1 Call to Order: Open session called to order by _____ at _____ pm
- 1.2 Pledge of Allegiance
- 1.3 Roll Call of Members:
 - ___ Nina Brandt, Chairperson; ___ Nathan Harimoto, Vice-Chairperson; ___ Rose Jeffery, Member
- 1.4 REPORT on actions taken in closed session: _____

II. GENERAL INFORMATION

- 2.1 Request for APPROVAL of the agenda for the special Personnel Commission meeting on May 5, 2015, *as submitted or amended.*

Discussion/Action: M ___ S ___ Vote ___
- 2.2 Request for APPROVAL of the official minutes for the regular meeting of April 15, 2015, *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 RATIFICATION of the employment eligibility lists as *submitted or amended.*

Exam #	Recruitment / Examination Title
14-411-2	Accounting Technician I
14-125-2	Administrative Assistant
14-182-3	Child Nutrition Assistant-Satellite
14-215-1	Custodian
14-383-2	School Outreach Assistant

Discussion/Action: M ___ S ___ Vote ___

4. NEW BUSINESS

- 4.1 PERSONNEL COMMISSION BUDGET, FISCAL YEAR 2015-2016 (First Reading/Information Only)

5. NEXT MEETING

Public Hearing Scheduled for: _____

6. ADJOURNMENT

ADJOURN the special 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 – APRIL 15, 2015

I. CLOSED SESSION:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel met in Closed Session on April 15, 2015, in the District Office Conference Room A. The meeting was called to order at 4:30 pm by Chairperson, Mrs. Nina Brandt.

1.2 ~ Public Employee Performance Evaluation, pursuant to Government Code Section 54957

Title: Director, Classified Personnel

1.3 ~ Adjourn Closed Session

Mrs. Brandt adjourned closed session at 4:58 pm.

I. OPENING PROVISIONS – OPEN SESSION:

2.1~ Call to Order

The Conejo Valley Unified School District Personnel met in Regular Session on April 15, 2015, in the District Office Conference Room A. The meeting was called to order at 5:01 pm by Chairperson, Mrs. Nina Brandt.

2.2 ~ Pledge of Allegiance

Mrs. Brandt led the Pledge of Allegiance.

2.3 ~ Roll Call of Members

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

III. GENERAL INFORMATION:

3.1 ~ Agenda Approval

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the agenda for April 15, as submitted.

3.2 ~ Approval of Minutes

On the motion of Mrs. Jeffrey, seconded by Mr. Harimoto and unanimously carried 3-0, the Commission approved the official minutes for March 18, 2015, as submitted.

3.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Ms. Mihalevsky reported that negotiations with CSEA will commence at the end of April. Ms. Mihalevsky advised the Commission that the Classified Personnel department will be impacted with extensive development of new job specifications for the Technology Department based on the proposal that will be submitted to the Board. Ms. Mihalevsky thanked Carol Magno for coordinating with Tisha Hiott, Custodial Supervisor to develop the first performance examination for the position of Custodian. Ms. Mihalevsky asked Mrs. Magno to briefly share about the development and administration process of the performance exam.
- B. Assistant Superintendent, Personnel Services – Mr. McLaughlin reported Certificated Personnel is busy filling vacant administrative positions, due to retirements and resignations, and then back-filling for those who promote.
- C. CSEA Representative – Mr. Matt Waldman, CSEA President, reported he is looking forward to negotiations this year and likes that a performance exam was given for Custodian. He would like to see more performance-based exams for the trade positions. Mrs. Magno responded that we envision developing some in the future, looking at the Groundskeeper as the next one.
- D. Commissioners – No report.

3.4 ~ Public Comments – Speaker Card Required

No comments

IV. CONTINUING BUSINESS:

4.1 ~ Active/Future Recruitments

On the motion of Mr. Harimoto, 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 Mr. Harimoto, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Child Care Assistant, Language Assessment & Development Facilitator/Spanish, and Warehouse Technician as submitted.

V. NEW BUSINESS

5.1 ~ Revision to Job Specifications

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0; the commission adopted the changes to the job specification for Assistant Director, Neighborhood for Learning, including the title change to Assistant Director, Early Education as submitted.

5.2 ~ Modify Management Salary Schedule / Salary Reallocation

- A. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0; the commission established a new salary range on the Management Salary Schedule – 106 as submitted.
- B. On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0; the commission re-allocated the job class of Assistant Director, Early Education from salary range 002 (\$4,967) to salary range 106 (\$4,849-\$6,000) on the Management Salary Schedule as submitted.

5.3 ~ Schedule Special Meeting for Annual Budget

The commission agreed upon the date of Wednesday, May 6, 2015, 3:00 pm, location TBD, for the 1st reading of the Personnel Commission budget 2015/2016.

VI. NEXT MEETING

The next regular meeting is scheduled for Tuesday, May 26, 2015, at 5:00 pm in the District Office, Conference Room A.

VII. ADJOURNMENT

Mrs. Brandt adjourned the regular Personnel Commission meeting at 5:29 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
14-411-2	Accounting Technician I	4/27/2016	56	9	47	15	22	10	1	1	8	10
14-125-2	Administrative Assistant	4/15/2016	176	150	26	7	12	7	1	1	5	7
14-182-3	Child Nutrition Assistant-Satellite	4/16/2016	14	7	7	3	0	n/a			4	6
14-245-1	Child Nutrition Production Supervisor	4/17/2016	21	12	n/a			9	0	4	5	
14-215-1	Custodian	4/10/2016	96	31	65	22	2	41	5	12	24	
14-383-2	School Outreach Assistant	4/29/2016	30	13	17	11	3	3	0	0	3	4

Personnel Commission Meeting 5/5/15

To: Personnel Commission
From: Marina Mihalevsky, Director, Classified Personnel
Date: May 5, 2015 (First Reading/Information)

SUBJECT: PERSONNEL COMMISSION BUDGET, FISCAL YEAR 2015-2016

Issue:

The Personnel Commission must adopt a budget for its operation for the 2015-2016 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 2014-2015, projected actual expenses for 2014-2015, and two proposals for consideration in adopting the 2015-2016 budget.

Proposal I is a budget proposal which reflects an increase over the 2014-2015 adopted figures based on the following key changes:

- On salary schedule increases in employee compensation as adopted by the Board of Education for 2015-2016 fiscal year;
- increases to employee payroll benefits (3200, 3300, 3400, 3500, 3600) that are a set percentage of employee compensation;
- An increase in the CalPERS employer contribution rate from 11.77% to 11.87%;
- An increase from \$13,855 to \$14,058 for each employee's health insurance package;
- Allocation for additional hours and/or overtime during peak recruitment, examination activity;
- An Increase to the budget allocation for Proctor compensation based on proctor utilization in 2014-2015.

Proposal II is a budget proposal which reflects an increase over the 2014-2015 adopted figures based on all the changes aforementioned in Proposal I, as well as following proposed changes:

- Implementation of reclassification, with Commission approval, to the Human Resources Specialist-Confidential position. Incumbent has submitted a reclassification request that is pending administrative review.
- Staff anticipate a significant increase in recruitment and examination, and employee transaction processing activity, and in all likelihood the increase will be steady and continuous, requiring increasing the HR Technician allocation from 7.0 hrs. to 8.0 hrs. per day as part of a regular assignment term.

Staff recommends that the public hearing on the budget and its adoption be held at the regular Personnel Commission meeting on May 26, 2015, at 5:00 p.m., in the District Office Conference Room A.

Alternatives:

1. Approve the scheduling of the public hearing on the adoption of the 2015-2016 Personnel Commission budget in accordance with Education Code Sections §45253 on Tuesday, May 26, 2015, 5:00 p.m., District Office, Conference Room A.
2. Approve and schedule the date/time/location of the public hearing on the adoption of the 2015-2016 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, 2015. 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

PERSONNEL COMMISSION BUDGET		FISCAL YEAR	2014-2015	2014-2015	2015-2016	2015-2016		
2000	CLASSIFIED SALARIES-1		ACTUAL	Status Quo	PROPOSED			
2300	Administrative Personnel	\$	112,224.00	\$	116,072.00	\$	116,746.63	
	Commission Members-2	\$	2,000.00	\$	2,000.00	\$	2,000.00	
2400	Clerical & Other Office	\$	97,650	\$	95,487	\$	107,380	
	<i>additional comp (add hrs/ out-of-class)</i>			\$	5,754	\$	3,500	
2900	Other- proctors		600	\$	2,200.00	\$	2,500.00	
	Sub-Total	\$	211,874	\$	221,513	\$	219,991	
3000	EMPLOYEE BENEFITS							
3100	Certificated Employee Retirement							
3200	PERS	\$	24,555.26	\$	24,746.00	\$	25,529.00	
3300	OASDI & Medicare	\$	16,055.36	\$	16,526.00	\$	16,676.28	
3400	Health & Welfare Benefits	\$	83,130.00	\$	82,803.00	\$	84,348.00	
3500	SUI	\$	1,049.37	\$	1,097.00	\$	1,089.00	
3600	Worker's Compensation	\$	4,344.39	\$	4,773.00	\$	4,512.00	
3700	Retirement	\$	-	\$	1,403.00	\$	-	
3800	PERS Reduction	\$	-	\$	-	\$	-	
3900	Other Benefits	\$	-	\$	-	\$	-	
	Sub-Total	\$	129,134	\$	131,348	\$	132,154	
4000	SUPPLIES							
4300	Other Supplies							
	Literature, Periodicals							
	Office Supplies	\$	500		\$	250	\$	250
	Examinations Purchase							
	Printing & Forms	\$	500		\$	500	\$	500
	Postage							
	Other							
4400	Non-Capitalized Equipment	\$	7,000	\$	7,000	\$	7,000	
	Sub-Total	\$	8,000	\$	7,000	\$	7,750	
5000	SERVICES & OTHER OPERATING EXPENSES							
5200	Travel & Conference							
	Mileage (local)	\$	4,020	\$	4,020	\$	4,020	
	Expense Allowance	\$	1,000	\$	750	\$	1,200	
	Conference	\$	2,500	\$	500	\$	1,500	
5300	Dues & Membership	\$	3,000	\$	3,000	\$	3,000	
5500	Utilities & Housekeeping							
5600	Rentals, Leases & Repairs							
5700	District Cost Transfer							
5800	Other Services and Operating Expenses							
	Advertising							
	Salary Classification Surveys							
	Physical Examination							
	Fingerprinting							
	Other Recruitment Expense							
	Legal Expenses	\$	3,500	\$	500	\$	3,000	
	Contracted Testing							
	Contracted Personnel Services							
	Other							
5900	Communications							
	Telephone/Fax							
	Postage	\$	250	\$	145	\$	250	
	Other							
	Sub-Total	\$	14,270	\$	8,915	\$	12,970	
6000	EQUIPMENT							
6400	New Equipment							
	Office Furniture							
	Office Equipment	\$	300					
	Other							
6500	Equipment Replacement							
	Sub-Total	\$	300	\$	-	\$	-	
			ADOPTED	Actual Projected	Status Quo	PROPOSED		
			2014-15	2014-15	2015-16	2015-16		
	Annual PC Budget	\$	363,578	\$	368,776	\$	372,865	
		\$		\$		\$	384,044	