

**Regular Meeting
June 11, 2014**

**4:00 p.m. – Closed Session, Board Conference Room
5:00 p.m. – Public Session, Board Room**

**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 June 11, 2014, *as submitted or amended.*
Discussion/Action: M ___ S ___ Vote ___
- 3.2 Request for approval of the official minutes for the regular meeting of May 21, 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.*

Exam #	Recruitment / Examination Title	Field of Competition
13-180-2	Child Nutrition Assistant I	Dual Certification
14-440-1	Senior Clerk Typist	Dual Certification
13-453-1	School Outreach Assistant	Dual Certification

Discussion/Action: M ___ S ___ Vote ___

IV. CONTINUOUS BUSINESS – Continued

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

Exam #	Recruitment / Examination Title
13-277-1	Health Clerk
13-425-2	Secretary / School Office Manager (Bilingual Stipend)
13-440-1	Senior Clerk Typist (Bilingual Stipend)

Discussion/Action: M ___ S ___ Vote ___

V. NEW BUSINESS – ACTION ITEMS

5.1 CHANGE IN ASSIGNMENT TERM – HUMAN RESOURCES TECHNICIAN

Request to approve the increase of the part-time Human Resources Technician position from 6 hours/day to 7 hours/day effective immediately, in accord with CSEA Contract Article 12.4.

Discussion/Action: M ___ S ___ Vote ___

5.2 PROPOSED MEETING DATES FOR FISCAL YEAR 2014 / 2015

Proposed DATES / TIMES		Locations	Confirmed Date/Times
July 9, 2014	4:00 Closed Session 5:00 Open Session	Board Conference Room Board Room	
August 6, 2014	4:00 Closed Session 5:00 Open Session	Board Conference Room Board Room	
September 10, 2014	4:00 Closed Session 5:00 Open Session	Board Conference Room Board Room	
October 1, 2014	4:00 Closed/5:00 Open	Both - Board Room	
October 29, 2014	4:15 Closed/5:00 Open	Both - Conf Room A	
November 12	4:15 Closed/5:00 Open	Both - Conf Room A	
December 10	4:15 closed/5:00 open	Both - Conf Room A	
January - June 2015 TBD			

VI. NEXT MEETING

Wednesday, July 9, 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 _____.

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 – MAY 21, 2014

I. CLOSED SESSION

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Closed Session on May 21, 2014, in the South Facility, 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:
Title: Director, Classified Personnel

1.3 ~ Adjourn Closed Session

Mrs. Jeffery adjourned Closed Session at 4:45 pm.

II. OPENING PROVISIONS – OPEN SESSION:

2.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met for Regular Session on May 21, 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:

3.1 ~ Agenda Approval

On the motion of Mr. Harimoto, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the agenda of May 21, 2014 as submitted.

3.2 ~ Approval of Minutes

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and carried 3-0, the Commission approved the minutes of the regular meeting of April 23, 2014 as submitted.

3.3 ~ Reports/Announcements

- A. Director, Classified Personnel – Ms. Marina Mihalevsky announced that at last night's board meeting, the following seven classified employees received the Outstanding Achievement Award for 2013/2014: Joy Brutto, Intermediate Clerk Typist, Lang Ranch Elementary School; Marie Gluck, Senior Clerk Typist, District BTSA Office; Kelly Greer, Paraprofessional/Special Ed, Conejo Valley High School; Rick Kelman, Custodian, Westlake High School; Michele Lauterman, Instructional Media Technician, Lang Ranch Elementary School; Lauren Lukes, Secretary, Thousand Oaks High School; and Doris Padilla, Maintenance Worker II, Newbury Park High School. She also announced that Dr. Jon Sand was appointed to the position of the Assistant Superintendent, Business Services beginning next year.
- B. Assistant Superintendent, Personnel Services – Mr. Mark McLaughlin stated this has been a great first year and he has enjoyed working at CVUSD. There will be many certificated management vacancies due to retirements and promotions.

- C. CSEA Representative – Mr. Matt Waldman, Chapter 620 President, expressed his appreciation for the cooperative working relationship with Mr. McLaughlin.
- D. Commissioners – Mrs. Brandt suggested writing congratulatory letters to the Outstanding Achievement Award recipients, the other commissioners agreed.

3.4 ~ Public Comments – Speaker Card Required

None.

IV. CONTINUING BUSINESS:

4.1 ~ Active/Future Recruitments

On the motion of Mr. Harimoto, seconded by Mrs. 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 Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission ratified the employment eligibility lists of Assistant Superintendent, Business Services, Behavioral Health Clinician II, Intermediate Clerk Typist, Maintenance Worker II, Pool Operator, School Office Manager III, and Sprinkler Repair Worker.

V. NEW BUSINESS

5.1 ~ Public Hearing for the 2014 – 2015 Personnel Commission Budget

Mrs. Jeffery opened the public hearing at 5:15 pm. There were no public speakers. Mrs. Jeffery closed the public hearing at 5:16 pm.

5.2 ~ Personnel Commission Budget for 2014 / 2015 Fiscal Year

On the motion of Mr. Harimoto, seconded by Mrs. Brandt and unanimously carried 3-0, the Commission approved and adopted the 2014 / 2015 Personnel Commission budget in the amount of \$364,178 as submitted.

5.3 ~ Title Change and Revision of Classification Specification

On the motion of Mrs. Brandt, seconded by Mr. Harimoto and unanimously carried 3-0, the Commission adopted changes to the job specification including proposed title change from Special Education Instructional Assistant Supervisor to Supervisor, Special Education Paraprofessionals as submitted.

5.4 ~ Proposed Meeting Date for June 2014

The date of June 11, 2014 with a 4:00 pm Closed Session in the Board Conference Room and a 5:00 pm Open Session in the South Board Room was agreed to on consensus.

VI. NEXT MEETING

The next meeting is scheduled for Wednesday, June 11, 2014, in the District Office South Building.

Closed Session - 4:00 pm in the Board Conference Room

Open Session – 5:00 pm in the Board Room

VII. ADJOURNMENT

Mrs. Jeffery adjourned the meeting at 5:28 pm.

**Personnel Commission Examination Statistics
2013-2014**

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
13-277-1	Health Clerk	6/2/2015	47	0	47	12	12	23	2	1	20	
13-425-2	Secretary / School Office Manager (Bilingual Stipend)	5/28/2015	19	15	4	0	0	4	0	0	4	17
13-440-1	Senior Clerk Typist (Bilingual Stipend)	5/28/2015	34	16	18	4	10	4	0	0	4	

Personnel Commission Meeting 6/11/14

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: June 11, 2014 (Action)

SUBJECT: Agenda Report 5.1 – Change in Assignment Term-Human Resources Technician

ISSUE:

Should the Personnel Commission approve the change in position allocation for Human Resources Technician allocated to the Personnel Commission budget?

BACKGROUND:

Over the last two fiscal years it has become apparent that the workload relative to employment transactions, recruitment and selection activities in the Classified Personnel department has risen substantially – creating workload that cannot be successfully or reasonably managed by the current level of position assignment allocation.

The incumbent in the part-time (6.0hr/day) Human Resources Technician position has had to render additional hours of service on a continuous basis in order to sustain the very minimum levels of service in personnel support services to the sites. The additional hours for the 2013-2014 fiscal year have surpassed 120 days, and thus in accord with CSEA Contract Article 12.4, the incumbent is entitled to have their permanent assignment allocation changed to reflect the increased work hours.

Funding for the remainder of 2013-2014 for a change from 6.0 hrs/day to 7.0 hrs/day is available through one time monies. Funding for the 2014-2015 fiscal year has been budgeted and approved in the 2014-2015 Personnel Commission budget.

RECOMMENDATION:

Approve agenda item 5.1 as submitted.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel