

Regular Meeting
Tuesday, October 23, 2018

District Office
1402 E. Janss Road
Thousand Oaks, CA 91362

5:00 p.m. – Public Session – DO / Board Room

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 regular Personnel Commission meeting on October 23, 2018, as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___
- 2.2 Request for APPROVAL of the minutes for the regular Personnel Commission meeting on September 19, 2018 as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___
- 2.3 Request for APPROVAL of the minutes for the special Personnel Commission meeting on October 8, 2018 as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___
- 2.4 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Human Resources
 - C. CSEA Representative
 - D. Commissioners
- 2.5 HEAR Public on items not appearing on the Agenda **Speaker card required*

III. CONTINUOUS BUSINESS

- 3.1 VACANCY REPORT

3.2 ESTABLISHING FIELD OF COMPETITION FOR CURRENT/UPCOMING RECRUITMENTS

Request for APPROVAL of the field of competition for active/future recruitments as *submitted or amended*.

Exam #	Recruitment / Examination Title	Field of Competition
18-005-S2	Clerical Substitute	Open
18-212-1	Credentials Technician	Open
18-215-S	Custodian Substitute	Open
18-216-1	Curriculum and Assessment Technician	Open
18-292-1	Paraprofessional/Bilingual Spanish	Open
18-370-1	Maintenance Worker II	Open
18-391-S	Early Care Aide Substitute	Open
18-440-1	Senior Clerk Typist	Open

Discussion/Action: M ___ S ___ Vote ___

3.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

18-212-1	Credentials Technician
----------	------------------------

Discussion/Action: M ___ S ___ Vote ___

3.4 RECLASSIFICATION REQUEST REPORT

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Paraprofessional	Century Academy	Lisa Alviani	Martin Manzer, Principal / Yulia Reznikova, Assistant Principal	7/2/2018	Reclassification Committee Review – 10/19/2018
Adult School Classroom Aide	Adult Ed	Alejandra Hernandez	Michael Sanders, Director, Adult Education	10/17/2018	Reclassification Committee Review – 10/19/2018

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. NEW BUSINESS – DISCUSSION / ACTION ITEMS

4.1 SALARY REALLOCATION – Lead Behavior Intervention and Student Support Specialist

APPROVE and RECOMMEND to the Board of Education salary reallocation for the job class of Lead Behavior Intervention and Student Support Specialist, current *range 81 (\$4,584-\$6,711) to range 94 (\$5,927- \$8,206)* on the Classified Supervisory Salary Schedule.

Discussion/Action: M ___ S ___ Vote ___

4.2 CLASSIFIED SUPERVISORY SALARY SCHEDULE MATRIX - DISCUSSION ONLY

4.3 JOB CLASSIFICATION TITLE CHANGES - DISCUSSION ONLY

V. NEXT MEETING

Regular meeting:

Closed Session November 21, 2018, 4:00 p.m.

Location: DO – 1402 E. Janss Road / Board Room

Open Session: November 21, 2018 5:00p.m

Location: DO - 1402 E. Janss Road / Board Room

VI. 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 – September 19, 2018**

I. CLOSED SESSION

No closed session.

II. OPENING PROVISIONS – OPEN SESSION:

2.1 Call to Order

The Conejo Valley Unified School District Personnel met in Open Session on September 19, 2018 in the District Office Board Room. The meeting was called to order at 5:02 pm by Chairperson, 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.

2.4 Actions Taken in Closed Session

None.

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 the meeting September 19, 2018, as submitted.

3.2 Approval of Minutes

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the minutes for the regular meeting on August 16, 2018, as submitted.

3.3 Reports/Announcements**A. Director, Classified Personnel, Marina Mihalevsky**

Ms. Mihalevsky made several announcements as follows:

- The Maintenance and Operations reorganization is going well. The M&O department is in the process of hiring a Grounds Supervisor.
- Staff are working on finalizing the proposed CSEA Contract for the new term.

B. Assistant Superintendent, Human Resources, Jeanne Valentine

Ms. Valentine made several announcements as follows:

- The Certificated HR department is in the process of hiring of a new Credentials Technician.
- Certificated managers have completed a training for the online evaluation system.

C. CSEA Representative – Not Present**D. Commissioners – No Announcements****3.4 Public Comments****IV. CONTINUING BUSINESS:**

4.1 Vacancy Report

Ms. Mihalevsky reviewed the vacancy report.

4.2 Establishing Field of Competition for Current/Upcoming 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 as submitted on the meeting agenda.

4.3 Ratification of Employment Eligibility Lists

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the ratification of employment eligibility lists as submitted on the meeting agenda.

4.4 Reclassification Request Report

The Commissioners discussed the status of the specified reclassification requests in que.

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Paraprofessional	Century Academy	Lisa Alviani		7/2/2018	Pending Reclassification Committee Review

V. NEW BUSINESS**5.1 REVISION TO JOB SPECIFICATION – DIRECTOR, MAINTENANCE AND OPERATIONS**

- A. On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved changes to the job specification of Director, Maintenance and Operations as submitted.

5.2 REVISION TO JOB SPECIFICATION – DIRECTOR, TECHNOLOGY SERVICES

- A. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved changes to the job specification of Director, Technology Services as submitted.

5.3 REVISION TO JOB SPECIFICATION – LICENSED VOCATIONAL NURSE

- A. On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved changes to the job specification of Licensed Vocational Nurse, including title change to Licensed Nurse (LVN/RN) as submitted.

VI. NEXT MEETING

Meeting was announced as follows:

Closed Session October 23, 2018, 4:00 p.m. Location: DO – 1402 E. Janss Road / Board Conference Room

Open Session: October 23, 2018 5:00p.m Location: DO - 1402 E. Janss Road / Board Conference Room

VII. ADJOURNMENT

Mrs. Brandt adjourned the Personnel Commission meeting at 5:46 pm.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES – October 8, 2018**

I. OPENING PROVISIONS – OPEN SESSION:

2.1 Call to Order

The Conejo Valley Unified School District Personnel met in Open Session on October 8, 2018 in the District Office Board Room. The meeting was called to order at 3:34 pm by Chairperson, 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, and Mrs. Rose Jeffery, Member. Ms. Marina Mihalevsky, Director, Classified Personnel was also present.

2.4 Actions Taken in Closed Session

No closed session.

II. GENERAL INFORMATION:

2.1 Agenda Approval

On the motion of Mrs. Jeffery, seconded by Nina Brandt, and unanimously carried 2-0, the Commission approved the agenda for the special meeting October 8, 2018, as submitted.

2.2 Reports/Announcements

A. Director, Classified Personnel, Marina Mihalevsky

Ms. Mihalevsky announced that at a future meeting she will be providing a classification structure recommendation for Campus Supervisor Staff in accordance with the amendment of Ed Code 45256.

B. Assistant Superintendent, Human Resources, Jeanne Valentine, Not Present

C. CSEA Representative – Debbie Hanna

Ms. Hanna made several announcements as follows:

- CSEA is planning for Classified Staff Appreciation day in which staff can work a day in a Classified position of their choosing.
- CSEA is working on scheduling New Employee orientations every other month for new classified employees.
- A Paraeducator Conference will be taking place in the near future. CSEA would like to work with the Director of Classified Personnel and the Assistant Superintendent of Student Support Services to determine which Paraeducators would be eligible to attend.

D. Commissioners – No Announcements

2.3 Public Comments

Several Paraeducator staff addressed the Commissioners concerning the Paraeducator reorganization process.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

3.1 Mrs. Jeffery made a modified motion, which was seconded by Mrs. Brandt, and unanimously carried 2-0, the Commission approved the appointment of Gretl Miller to the position of Credentials Technician at Range 71, step D on the Classified Employees Salary Schedule, upon initial date of hire.

3.2 Mrs. Jeffery's motion as stated on the agenda did not receive a second, with the motion failing. Mrs. Brandt made a modified motion, seconded by Mrs. Jeffery, and unanimously carried 2-0, the Commission approved the appointment of David Riccardi to the position of Director, Maintenance and Operations at Range 122, step D on the Classified Management Salary Schedule, upon initial date of hire.

3.3 On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 2-0, the Commission approved the ratification of eligibility list for Director, Technology Services #18-226-1 as Unranked, contingent

on the Board of Education designating the job class/position as Senior Management in accord with Education Code 45256.5.

VI. NEXT MEETING

Meeting was announced as follows:

Closed Session October 23, 2018, 4:00 p.m. Location: DO – 1402 E. Janss Road / Board Conference Room

Open Session: October 23, 2018 5:00p.m Location: DO - 1402 E. Janss Road / Board Conference Room

VII. ADJOURNMENT

Mrs. Brandt adjourned the Personnel Commission meeting at 4:39 pm.

Job Classification	Number of Positions		Assignment Term	Location	Date of Vacancy	Status	Funding
	To Be Filled	ON-HOLD					
Administrative Assistant		1	12 mo / 8 hr	DO/Special Ed	6/4/2018	hold	
Child Care Assistant		1	209 days/ 3.5hrs	University/various sites	present	Continuous recruitment/Hiring Interviews/Processing	Child Care
Child Care Leader	1	1	ST/5	University/various sites	present	Continuous recruitment/Hiring Interviews/Processing	
Child Nutrition Production Sup	1		12 mo / 8 hr			pending recruitment/eligibility list	
Child Nutrition Assistant I	4		ST/3.5 hours	Park Oaks	present	Continuous recruitment/Hiring Interviews/Processing	
Clerk Typist		1	ST / 3 hr	Various Sites		hold	
Curriculum and Assessment Tech	1		12 mo / 8 hr	DO	present	pending recruitment/eligibility list	
Database Administrator		1	12 mo / 8 hr		3/1/2019	hold	
Early Care Aide	1		10 mo / 3.5			pending recruitment/eligibility list	
Early Care Assistant Teacher		3	10 mo / 3.75	Early Care / NfL	present	pending recruitment/eligibility list	ChildDev
Early Care Teacher		1	10/3.75	NfL		hold	
Grounds Supervisory	1		12 mo / 8 hr	M&O		pending hiring decision	
HVAC Mechanic	1		12 mo / 8 hr	M&O		pending recruitment/eligibility list	
Intermediate Clerk Typist		1	10 mo / 8 hr		9/8/2019	future posting	
LVN	1		209/ 3.5	Various Sites		Pending oral panel / est elig list	Gen Fund
Maintence Lead - Mech Sytems		1	12 mo / 8 hr	M&O		hold	Gen Fund
Maintenance Worker II		1	12 mo / 8 hr		Jan-19	hold	
Maintenance Painter		1	12 mo / 8 hr		Jan-19	hold	
Maintenance Lead		1	12 mo / 8 hr	M&O		to be eliminated following M&O reorg	Gen Fund
Paraeducator I	9	41	ST / 3.0 Hr.	DO/Special Ed	present	Continuous recruitment	General Fund
		6	ST / 3.5 hr				
		10	ST/3.75				
		1	ST/4				
		20	ST/5.5				
Paraeducator II	1	21	ST/6				
			ST/3				
Paraeducator III			ST/5.5				
	1		ST/6				
Paraprofessional/Bilingual SP			ST/3				
	5		ST/5.5				
School Office Manager	2		ST/6			pending recruitment/eligibility list	
Secretary	1	1	12 mo / 8 hr		2/1/2019	future posting	
Secretary	1		11 mo / 8 hr	Special Ed	1/1/2019	future posting	
Site Computer Technician I		1	11 mo / 8 hr	Technology Svcs	present	on-hold / service need? / funding	Gen Fund
School Outreach Assistant	1	1	ST/3	Various Sites	8/22/2017	pending transfer post	Title I/NGF
Senior Clerk Typist	1		11 mo / 8 hr	Adult Ed		pending recruitment/eligibility list	
Telephone Operator/Receptionist	1		12 mo / 8 hr	DO		recruitment/elig list est	

Upcoming Board Meetings - Positions to be Established

Job Classification			Positions/Type	Location	Funding Source	Recruitment Type

**Personnel Commission Examination Statistics
2018-2019**

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	Disqualified Material Fact	# placed on eligibility list	# on merged eligibility list
18-212-1	Credentials Technician	9/28/2019	12	1	11	0	0	3	2	6	0	3		3	3

Personnel Commission 10/23/2018

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: October 23, 2018 (ACTION)

SUBJECT: Classification Salary Reallocation – Special Education / Student Support Services

ISSUE:

Should the Personnel Commission reallocate the salary placement for the Lead Behavior Intervention and Support Services Specialist?

BACKGROUND:

Upon its establishment in 2016, the supervisory job class of Lead Behavior Intervention and Support Services Specialist was allocated to salary range 81 on the Classified Supervisory Schedule, approximately 8.5% above Behavior Intervention Specialist, a lower related job class. In November 2017, the Personnel Commission and the Board of Education approved the salary reallocation for Behavior Intervention Specialist to Range 121 (\$36.44-\$44.33) on the general Classified Employees Salary Schedule. Such action was taken in order to achieve a degree of competitiveness with the labor market in the field and provide for improved recruitment and retention outcomes. Such change in salary allocation has proved successful thus far.

With the implementation of the salary reallocation for the Behavior Intervention Specialist, it is necessary to make the adjustment to the salary allocation for the supervisory job class, as presently the relationship is reverse. Staff recommend salary reallocation from range 81 (\$4,584-\$6,711) to range 94 (\$5,927- \$8,206), which will provide for a 7% differential.

The fiscal impact of the proposed salary reallocation placement has been reviewed by the Superintendent's Executive Cabinet.

Education Code §45268 states that the following:

"The commission shall recommend to the governing board salary schedules for the classified service. The governing board may approve, amend, or reject these recommendations. No amendment shall be adopted until the commission is first given a reasonable opportunity to make a written statement of the effect the amendments will have upon the principle of like pay for like service. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the commission."

Should the Personnel Commission adopt a recommendation different than the request of the Superintendent and the Board of Education as to the salary placement of the Behavior Intervention Specialist (vacant), it is advisable for the Commission Chair to provide in writing to the Superintendent the basis for action that is contrary to their request. Such would allow the Board to consider the various factors which form the basis of the Commission's recommendation action prior to the Board considering taking action to amend or reject the Commission's recommendation.

STAFF RECOMMENDATION(S)

The following recommendations are placed on the agenda item # 4.1:

Staff recommends salary re-allocation for the job class of Lead Behavior Intervention and Support Services Specialist from salary range 81 (\$4,584-\$6,711) to range 94 (\$5,927- \$8,206) on the Classified Supervisory Salary Schedule.

ALTERNATIVE ACTIONS

- A. Recommend an alternate salary placement for the job class of Behavior Intervention Specialist.
- B. Recommend status quo on salary allocation.

Respectfully submitted,

Marina Mihalevsky
Director, Classified Personnel