

**Regular Meeting**  
**Wednesday, February 21, 2018**  
**4:00 p.m. – Closed Session – Conference Room B2**  
**5:00 p.m. – Public Session – Conference Room B2**

**District Office**  
**North Facility**  
**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:  
\_\_\_\_Nina Brandt, Chairperson; \_\_\_\_ Rose Jeffery, 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 February 21, 2018, as *submitted or amended*.

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

- 3.2 Request for APPROVAL of the minutes for the regular Personnel Commission meeting on January 17, 2018 as *submitted or amended*.

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

- 3.3 HEAR Reports / Announcements
  - A. Director, Classified Personnel
  - B. Deputy Superintendent, Human Resources
  - C. CSEA Representative
  - D. Commissioners

- 3.4 HEAR Public on items not appearing on the Agenda *\*Speaker card required*

**IV. CONTINUOUS BUSINESS**

- 4.1 VACANCY REPORT

4.2 ESTABLISHING FIELD OF COMPETITION FOR CURRENT/UPCOMING RECRUITMENTS

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

<b>Exam #</b>	<b>Recruitment / Examination Title</b>	<b>Field of Competition</b>
17-421-3	Purchasing Specialist	
17-456-2	Systems Administrator	
17-199-2	Child Care Leader	
17-212-1	Credentials Technician	
17-456-2	Systems Administrator	

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

4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

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

<b>Exam #</b>	<b>Recruitment / Examination Title</b>
17-421-2	Purchasing Specialist
17-301-1	Instructional Media Technician
17-305-1	Intermediate Clerk Typist
17-411-1	Accounting Technician I
17-272-1	Behavior Intervention Specialist
17-198-1	Child Care Assistant
17-199-1	Child Care Leader
17-392-1	Early Care Assistant Teacher
17-393-1	Early Care Teacher
17-278-1	Licensed Vocational Nurse
17-421-1	Purchasing Specialist
17-456-1	Systems Administrator

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

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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.

4.4 RECLASSIFICATION REQUEST REPORT

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Benefits Technician	DO/HR	Elizabeth Jacobs	Robert lezza, Deputy Sup, HR	09/29/16	RC 12/16/16 – not affirmed Appeal Request submitted 2/10/17 PC Business Order 2/15/17 Postponement Extra-duty stipend issued Pending evaluation for department configuration – function assignment

**V. NEW BUSINESS – DISCUSSION / ACTION ITEMS**

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**VI. NEXT MEETING**

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Regular meeting:

Closed Session March 21, 2018, 2017 4:00 p.m. – Location: DO / Building B – Conf Rm B2

Open Session: March 21, 2018 5:00p.m. – Location: DO / Building B – Conf Rm B2

**VII. ADJOURNMENT**

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ADJOURN the regular Personnel Commission meeting at \_\_\_\_\_.

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MINUTES – January 17, 2017**

**I. CLOSED SESSION**

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**II. OPENING PROVISIONS – OPEN SESSION:**

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**2.1 Call to Order**

The Conejo Valley Unified School District Personnel met in Open Session on January 17, 2017 in the District Office Board Room. The meeting was called to order at 5:00 pm by Chairperson, Nina Brandt.

**2.2 Pledge of Allegiance**

Mrs. Jeffery led the Pledge of Allegiance.

**2.3 Roll Call of Members**

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

**2.4 Actions Taken in Closed Session**

None.

**III. GENERAL INFORMATION:**

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**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 January 17, 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 December 20, 2017, as submitted.

**3.3 Reports/Announcements**

A. Director, Classified Personnel, Marina Mihalevsky

Ms. Mihalevsky made the following announcement:

- The Ventura County Office of Education will be starting the process for the Classified Employee of the Year program. An announcement will be made in the upcoming weeks for employees to submit their nominations.

B. Deputy Superintendent, Human Resources

Bob Iezza shared that the Board of Education would be announcing the new Principal for Thousand Oaks High School at the upcoming board meeting.

C. CSEA Representative – Angela Sommer

Ms. Sommer announced that negotiations for the new CSEA contract would be underway.

D. Commissioners – No Announcements

**3.4 Public Comments**

No Comments

**IV. CONTINUING BUSINESS:**

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**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 amended 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 ratified the employment eligibility lists as submitted.

**4.3 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
Benefits Technician	DO/HR	Elizabeth Jacobs	Mark McLaughlin	9/29/16	RC 12/16/16 – not affirmed Appeal Request submitted 2/10/17 PC Business Order 2/15/17 Postponement Extra-duty stipend issued Pending evaluation for department configuration – function assignment

**V. NEW BUSINESS**

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**VI. NEXT MEETING**

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The regular meeting was announced as follows:

Wednesday February 21, 2018, 4:00 pm (Closed session) - Location: DO / Building B – Conf Rm B2

Wednesday February 21, 2018, 5:00 pm (Open session) – Location: DO / Building B – Conf Rm B2

**VII. ADJOURNMENT**

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Mrs. Brandt adjourned the Personnel Commission meeting at 5:25 pm.

**Personnel Commission Examination Statistics  
2017-2018**

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
17-421-2	Purchasing Specialist	1/19/2019	32	17	15	5	4			6		4		2	3
17-301-1	Instructional Media Technician	1/26/2019	30	9	21	6	5			10	1	1		8	
17-305-1	Intermediate Clerk Typist	2/15/2019	63	16	47	12	16			19	1	1		17	
17-411-1	Accounting Technician I	12/20/2018	61	26	35	10	12			13	2	1		10	
17-272-1	Behavior Intervention Specialist	12/18/2018	21	9	0	0	0			12	7	1		4	7
17-199-1	Child Care Leader	9/8/2018	76	45	31	14	5			12		5		7	
17-392-1	Early Care Assistant Teacher	8/25/2018	61	27	34	0	0			34	22	1		11	
17-393-1	Early Care Teacher	8/25/2018	35	22	13	0	0			13	4			9	
17-278-1	Licensed Vocational Nurse	12/13/2018	12	2	10	0	0			10	5			5	
17-421-1	Purchasing Specialist	12/19/2018	24	8	16	8	4			4		3		1	
17-456-1	Systems Administrator	1/19/2019	15	3	12	0	0			12	2	8		2	

Personnel Commission 2/21/2018

Job Classification	Number of Positions		Assignment Term	Location	Date of Vacancy	Status	Funding
	To Be Filled	ON-HOLD					
Account Clerk	1		10 mo / 3.75	TOHS	12/20/2017	Pending recruitment/eligibility list	
Child Care Assistant	5		209 days/ 3.5hrs	University/various sites	present	Continuous recruitment/Hiring Interviews/Processing	Child Care
Child Care Leader	1		ST/5.0 HR	Wildwood	present	pending hiring decision	
Child Nutrition Assistant I		3	ST/3.75 hrs	Various Sites	present	Continuous recruitment/Hiring Interviews/Processing	ChildNutr
Child Nutrition Assistant II		1	ST/3.5 hours	DO	4/3/2017	HOLD	
Clerk Typist		1	ST/3	Various Sites	8/28/2017	Unassigned	General Fund
Custodian	1		12 mo / 4 hr	Sequoia	1/8/2017	pending hiring interviews	
Early Care Aide		1	10/3.5	NfL	present	on hold	ChildDev
Early Care Assistant Teacher	1	1	10 mo / 3.75	Early Care / NfL	present	pending hiring decision	ChildDev
Instructional Media Technician	1		11 mo / 5 hr	Sycamore Canyon	2/1/2018	pending hiring decision	
LVN		1	209/ 3.5	Acacia		Pending oral panel / est elig list	Gen Fund
Paraprofessional/ Special Ed	11		ST / 3.0 Hr.	DO/Special Ed	present	Continuous recruitment	General Fund
	1		ST / 3.5 Hr				
	2		ST / 5.5				
Purchasing Specialist	1		12 Mo / 8 Hr	Bus Srvces / Purchasing	present	pending hiring decision	General Fund
Site Computer Technician I		1	11 mo / 8 hr	Technology Svcs	present	on-hold / service need? / funding	Gen Fund
Systems Administrator	1		12 mo /8 hr	Technology Svcs	present	Pending recruitment/eligibility list	Gen Fund
School Outreach Assistant		1	ST/3	Glenwood	8/22/2017	on-hold / funding	Title I/NGF

Upcoming Board Meetings - Positions to be Established						
Job Classification			Positions/Type	Location	Funding Source	Recruitment Type