

Regular Meeting
June 12, 2013
5:00 p.m. – Public Session

District Office
South Facility, Board Room
1400 E. Janss Road, Thousand Oaks, CA 91362

I. OPENING PROVISIONS

- 1.1 Call to Order: Meeting called to order by _____ at _____ pm
- 1.2 Pledge of Allegiance
- 1.3 Roll Call of Members:
 ___ Nathan Harimoto, Chairperson; ___ Nina Brandt, Vice-Chairperson; ___ Rose Jeffery, Member

II. GENERAL INFORMATION

- 2.1 Request for approval of the agenda for the regular Personnel Commission meeting of June 12, 2013, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- 2.2 Request for approval of the official minutes for the meeting of May 8, 2013, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- 2.3 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Deputy 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 APPROVAL of the field of competition for active/future recruitments as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

Exam #	Recruitment / Examination Title	Field of Competition
12-419-1	Director, Construction & Planning	Open
12-306-1	Intermediate Clerk Typist/Bilingual	Open
12-440-1	Senior Clerk Typist	Open
12-425-1	School Office Manager / Secretary	Open

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

Discussion/Action: M ___ S ___ Vote ___

Exam #	Recruitment / Examination Title
12-110-2	Account Clerk
12-125-1	Administrative Assistant
12-244-2	Health Clerk
12-291-3	Language Assessment & Development Facilitator/Spanish
12-284-5	Paraprofessional/Special Ed
12-425-2	Secretary/School Office Manager

IV. NEW BUSINESS – ACTION ITEMS

4.1 ESTABLISH NEW JOB CLASSIFICATION AND SALARY ALLOCATION

Request for motion to APPROVE OR AMEND the following actions:

- A. Establish the new classification, Tobacco Use Prevention Education Coordinator and adopt the respective job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- B. Allocate the salary placement of Tobacco Use Prevention Education Coordinator (new classification) to salary range 98 (\$4381-\$5,349 on the Classified Unit Salary Schedule.

Discussion/Action: M ___ S ___ Vote ___

- C. Classify the new position established by the Board of Education on March 19, 2013 for the purpose of prescribing duties in support of the TUPE program as Tobacco Use Prevention Education Coordinator.

Discussion/Action: M ___ S ___ Vote ___

4.2 PROPOSED MEETING DATES FOR SCHOOL YEAR 2013 / 2014

Meetings proposed for the second Wednesday of each month at 5:00 pm, Location TBD

Proposed 2013 DATES	Confirmed Date	Proposed 2014 DATES	Confirmed Date
July 10		January 8	
August 14		February 12	
September 11		March 12	
October 9		April 9	
November 13		May 14	
December 11		June 11	

Discussion/Action: M ___ S ___ Vote ___

4.3 FORMAT FOR RATIFICATION OF ELIGIBILITY LISTS

Discussion/Information

V. NEXT MEETING

To be scheduled.

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 8, 2013

I. OPENING PROVISIONS:

1.1 ~ Call to Order

The Conejo Valley Unified School District Personnel Commission met in Regular Session on May 8, 2013 at the North Facility, Conference Room A. The meeting was called to order at 5:00 pm by Chairperson, Mr. Nathan Harimoto.

1.2 ~ Pledge of Allegiance

Mr. Harimoto led the Pledge of Allegiance.

1.3 ~ Roll Call of Members

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

II. GENERAL INFORMATION:

2.1 ~ Agenda Approval

On the motion of Rose Jeffery, seconded by Nina Brandt, and carried 3-0, the Commission approved the agenda of May 8, 13 as submitted.

2.2 ~ Approval of Minutes

On the motion of Nina Brandt, seconded by Rose Jeffery, and carried 3-0, the Commission approved the minutes of April 10, 2013 as amended to reflect correction of typos.

2.3 ~ Reports/Announcements

A. Director, Classified Personnel – Mrs. Marina Mihalevsky announced that Mark McLaughlin, who currently serves as the Certificated Human Resources Director of Fontana Unified School District was appointed to serve in the position of Assistant Superintendent of Personnel Services effective July 1, 2013. The selection process was rigorous with two interview panels consisting of 16 panelists. Two finalists moved forward from six who initially interviewed from twenty-five overall applicants.

Mrs. Mihalevsky reported that Jack Wilson, Director of Planning & Construction passed away suddenly while on vacation with his family. We will need to begin recruiting for this position in the near future. Mrs. Mihalevsky also invited the commissioners to the May 21, 2013 Board Meeting for the Classified Outstanding Achievement Awards that will be given to ten of our classified employees.

Mrs. Mihalevsky stated that she is looking forward to the site visit to Thousand Oaks High School next week to meet with classified employees.

Lastly, a reminder was made that the Classified Employee Service Awards and Retirement Ceremony will be on May 14, 2013 in the University Multipurpose Room.

B. Deputy Superintendent, Personnel Services – Mr. Tim Carpenter stated there are conflicting ideas in the legislature regarding implementing the local funding formula. As a result, there may be a one year delay in implementation. Mr. Carpenter reported that CVPPA and UACT have ratified the recommendation of the Health Benefits Committee to raise employee contributions for health benefits for the Anthem HMO and PPO while leaving Kaiser rates unchanged as a safety net for employees. Mr. Carpenter stated that CSEA has requested to negotiate over the District's proposal for increasing employee contributions, while the open enrollment period has been extended until June 14, 2013.

C. CSEA Representative – Mr. Ron Meyer invited the commissioners to the 3rd annual CSEA appreciation picnic. It will be on June 2, 2013 at the park by Thousand Oaks High School. The picnic is free to all and includes a catered lunch, fun, and games from 10:00 am-3:00 pm. Mr. Meyer recently attended the budget committee and reported that the budget situation is still wait and see, but there will be a probable elimination of furlough days for 2013-2014 and Dr. Baarstad stated there may be enough for a

1% bonus to the employees. Mr. Meyer explained that since CSEA is a statewide organization, any membership changes are required to be negotiated.

D. Commissioners – No comments

2.4 ~ Public Comments – Speaker Card Required

None

III. CONTINUING BUSINESS:

3.1 ~ Active/Future Recruitments

On the motion of Nina Brandt, seconded by Rose Jeffery, and unanimously carried 3-0, the Commission approved the field of competition for the active/future recruitments as specified on the meeting agenda and read aloud by Nathan Harimoto.

3.2 ~ Ratification of Eligibility Lists

The Eligibility List statistics were not included in agenda packet. This item was tabled for the next meeting.

IV. NEW BUSINESS

4.1 ~ Public Hearing for 2013 / 2014 Proposed Personnel Commission Budget

Mr. Nathan Harimoto opened the public hearing at 5:26 pm. There were no public comments. Mr. Harimoto closed the public hearing at 5:27 pm.

4.2 ~ Personnel Commission Budget for Fiscal Year 2013 / 2014

On the motion of Rose Jeffery, seconded by Nina Brandt, and unanimously carried 3-0, the Commission approved and adopted the 2013/2014 Personnel Commission budget for \$350,000 as submitted.

V. NEXT MEETING

Wednesday, June 12, 2013, District Office, Board Room

VI. CLOSED SESSION

No Closed Session

VII. ADJOURNMENT

The commission adjourned the meeting at 5:28 pm.