

Regular Meeting
Wednesday, January 18, 2017
4:30 p.m. – Closed Session – Conference Room A
5:00 p.m. – Public Session – Conference Room A

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:
____ Nathan Harimoto, Chairperson; _____, Rose Jeffery, Vice- Chairperson____ Nina Brandt, Member
- 2.4 REPORT on actions taken in closed session: _____
- 2.5 Oath of Office – Nathan Harimoto – Board Appointee for the Term of Office through November 30, 2019
- 2.6 Personnel Commission Reorganization, 01/2017 – 11/2017

Chairperson _____ **Discussion/Action: M ___ S ___ Vote ___**
 Vice-Chairperson _____ **Discussion/Action: M ___ S ___ Vote ___**

III. GENERAL INFORMATION

- 3.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on January 18, 2017, as *submitted or amended*.
Discussion/Action: M ___ S ___ Vote ___
- 3.2 Request for APPROVAL of the minutes for the regular Personnel Commission meeting on December 21, 2016 as *submitted or amended*.
Discussion/Action: M ___ S ___ Vote ___
- 3.4 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Personnel Services
 - C. CSEA Representative
 - D. Commissioners
- 3.5 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*.

Exam # Recruitment / Examination Title Field of Competition

- *All ongoing recruitments have previously been approved*

Discussion/Action: M ___ S ___ Vote ___

- 4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

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

Exam # Recruitment / Examination Title

Discussion/Action: M ___ S ___ Vote ___

- 4.4 RECLASSIFICATION REQUEST REPORT

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Benefits Technician	DO/HR	Elizabeth Jacobs	Mark McLaughlin	09/29/16	RC 12/16/16 – not affirmed Appeal Request Due by February 10, 2017
Secretary	DO/Child Nutrition	Betina San Martin	Virginia Beck	11/04/2016	RC 12/16/16 – affirmed for study Pending Administrative / Cabinet Review

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

VI. NEXT MEETING

Regular meeting: Wednesday, February 15, 2017 - Closed Session: 4:00 p.m. – Board Conference Room
Open Session: 5:00p.m. – 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 – December 21, 2016**

I. CLOSED SESSION:

1.1 Call to Order

The Conejo Valley Unified School District Personnel met in Closed Session on December 21, 2016, in the District Office Conference Room A. The meeting was called to order at 4:00 pm by Chairperson, Mr. Nathan Harimoto.

1.2 Public Employee Performance Evaluation

Pursuant to Government Codes Section 54957 – Director, Classified Personnel

1.3 Adjourn

Mr. Harimoto adjourned Closed Session at 5:06 pm

II. OPENING PROVISIONS – OPEN SESSION:

2.1 Call to Order

The Conejo Valley Unified School District Personnel met in Open Session on December 21, 2016, in the District Office Board Room. The meeting was called to order at 5:09 pm by Chairperson, Mr. Nathan Harimoto.

2.2 Pledge of Allegiance

Mr. Harimoto led the Pledge of Allegiance.

2.3 Roll Call of Members

Present were Personnel Commissioners: Mr. Nathan Harimoto, Chairperson, Mrs. Rose Jeffery, Vice-Chairperson, and Mrs. Nina Brandt, 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 Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the agenda for the meeting on December 21, 2016, as submitted.

3.2 Approval of Minutes

On the motion of Mrs. Jeffery, seconded by Mrs. Brandt, and unanimously carried 3-0, the Commission approved the minutes for the regular meeting on November 16, 2016, as submitted.

3.3 Approval of Minutes

On the motion of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the minutes for the special meeting on September 29, 2016, as submitted.

3.3 Reports/Announcements

A. Director, Classified Personnel, Marina Mihalevsky

Ms. Mihalevsky announced that all Human Resources Department staff will be participating in the SHRM certification training – 9 week course. She announced that Oscar Seman will replace Trudi Sobczak, as the Telephone Receptionist Operator. Ms. Mihalevsky notified the Commissioners that the District recently held a negotiation session with CSEA, however, no tentative agreements on any matter have yet been reached. Ms. Mihalevsky noted that the negotiating teams examined the criteria and implementation of contractual language on behavioral support stipends for paraprofessional/special education. Ms. Mihalevsky briefly discussed the context of the behavioral support stipends, and the variance between difference positions in special education, and pros and cons of a broad job classification versus breaking up the job class into a series of job classes.

B. Assistant Superintendent, Personnel Services, Mark McLaughlin - Not Present

C. CSEA Representative

Mr. Waldman complimented Ms. Mihalevsky on her work and the relationship with CSEA, expressing appreciation for her new role in negotiations. Mr. Waldman also touched base on the negotiations with the district to increase Paraprofessional rates.

D. Commissioners

No Announcements

3.4 Public Comments

None

IV. CONTINUING BUSINESS:**4.1 Vacancy Report**

Informational item attached to meeting agenda

4.2 Establishing Field of Competition for Current/Upcoming Recruitments

On the motion of Mrs. Brandt, 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.

4.3 Ratification of Employment Eligibility Lists

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

4.3 Reclassification Request Report

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Benefits Technician	DO/HR	Elizabeth Jacobs	Trevor Earle/ Mark McLaughlin	9/29/16	Pending notice of RC decision on 12/16/16
Secretary	DO/Child Nutrition	Betina San Martin	Virginia Beck	11/04/2106	Pending notice of RC decision on 12/16/16

V. NEW BUSINESS**5.1 REVISION OF JOB CLASS SPECIFICATION – CHILD NUTRITION SUPERVISOR**

On the motions of Mrs. Brandt, seconded by Mrs. Jeffery, and unanimously carried 3-0, the commission approved the certification of eligible on the 16-125C-1 Administrative Assistant Confidential list to fill vacancies in the Executive Administrative Assistant job class in accord with Personnel Commission Rule 6.20 as submitted.

Commissioners discussed the implication of certifying the Administrative Assistant Confidential eligibility list for a higher level job class. Ms. Mihalevsky advised the Commissioners that in order to ensure that no internal employees (2 incumbents) had been disenfranchised by such a proposal, she contacted them individually to inquiry if they would be interested in competing, in a promotional recruitment for Executive Administrative Assistant if one was opened. Based on the responses received from the employees, Ms. Mihalevsky felt it appropriate to proceed with the proposed certification, as there were no known adverse effects on district employees.

VI. NEXT MEETING

The regular meeting was announced as follows:

Wednesday January 18, 2017, 4:00 pm (Closed session) - Location: Conference Room A

Wednesday, January 18, 2017, 5:00 pm (Open session) – Location: Conference Room A

VII. ADJOURNMENT

Mr. Harimoto adjourned the Personnel Commission meeting at 5:50 pm.