

Regular Meeting
Wednesday, September 20, 2017
4:00 p.m. – Closed Session – Board Room
5:00 p.m. – Public Session – Board Room

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:
____ 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 September 20, 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 August 16, 2017 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 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
17-279-1	Behavioral Health Clinician I	Open
17-292-1	Paraprofessional/Bilingual Spanish	Open

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
17-165-1	Child Nutrition Delivery Worker
17-279-1	Behavioral Health Clinician I

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 submitted 2/10/17 PC Business Order 2/15/17 Postponement Extra-duty stipend issued pending Risk Manager selection

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5.1 ADVANCE STEP PLACEMENT REQUEST

Request to approve the appointment of Armond Sarkis to the position of Risk Manager at Range 111, step E (\$8,227/mo; \$98,721/annually) on the Classified Management Salary Schedule, retroactive to the date of hire (September 11, 2017)

Discussion/Action: M ___ S ___ Vote ___

5.2 REVISION TO JOB SPECIFICATION

APPROVE the revisions to the job specification of Special Education Data Technician as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

5.3 JOB SPECIFICATION REVISION REPORT – DISCUSSION ONLY

VI. NEXT MEETING

Regular meeting:

Closed Session: October 18, 2017 4:00 p.m. – Location: Building B – Conference Room B2

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.

Open Session: October 18, 2017 5:00p.m. – Location: Building B – Conference Room B2

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.

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**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES – August 16, 2017**

I. CLOSED SESSION: No Closed Session

1.1 Call to Order

The Conejo Valley Unified School District Personnel met in Closed Session on August 16, 2017, in the District Office Conference Room C. The meeting was called to order at 4:05 pm by Chairperson, Mrs. Rose Jeffery.

1.2 Public Employee Performance Evaluation

Pursuant to Government Codes Section 54957 – Director, Classified Personnel

1.3 Adjourn

Mrs. Jeffery adjourned Closed Session at 5:05 pm

II. OPENING PROVISIONS – OPEN SESSION:

2.1 Call to Order

The Conejo Valley Unified School District Personnel met in Open Session on August 16, 2017, in the District Office Board Room. The meeting was called to order at 5:07 pm by Chairperson, 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. 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. Brandt, and unanimously carried 3-0, the Commission approved the agenda for the meeting August 16, 2017, as submitted.

3.2 Approval of Minutes

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the minutes for the regular meeting on June 21, 2017, as submitted.

3.3 Reports/Announcements

- A. Director, Classified Personnel, Marina Mihalevsky
 - Ms. Mihalevsky congratulated the HR staff who were successful in passing the Society for Human Resources Certified Professional Exam.
- B. Assistant Superintendent, Personnel Services, Mark McLaughlin
 - Mr. McLaughlin shared board meeting updates.
- C. CSEA Representative – Not Present
- D. Commissioners –No Announcements

3.4 Public Comments

No 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. Brandt, 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. Brandt, 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 Risk Manager selection

V. NEW BUSINESS**5.1 PROPOSED MEETING DATES FOR 2017-2018**

Date/Times	Locations	Confirmed Date/Times
September 20, 2017	5:00 pm Open Session DO / Board Room	Confirmed
October 18, 2017	5:00 pm Open Session DO / Building B – Conf Rm B2	Confirmed
November 15, 2017	5:00 pm Open Session DO / Building B – Conf Rm B1	Confirmed
December 20, 2017	5:00 pm Open Session DO / Board Room	Confirmed
January 17, 2018	5:00 pm Open Session DO / Building B – Conf Rm B2	Confirmed
February 21, 2018	5:00 pm Open Session DO / Building B – Conf Rm B2	Confirmed
March 21, 2018	5:00 pm Open Session DO / Building B – Conf Rm B2	Confirmed
April 18, 2018	5:00 pm Open Session DO / Building B – Conf Rm B2	Confirmed
May 16, 2018	5:00 pm Open Session DO / Building B – Conf Rm B2	Confirmed
June 20, 2018	5:00 pm Open Session DO / Board Room	Confirmed

5.2 ADVANCE STEP PLACEMENT REQUEST

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the appointment of Colleen Darrow and Tara Kim to the position of School Occupational Therapist at Range 121, step E (\$44.32/hr; \$7,682) on the Classified Unit Salary Schedule, upon initial date of hire.

5.3 NEW CLASSIFICATION

On the motion of Mrs. Brandt, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission established a new classification, School Audiometrist, approved the job specification, and ALLOCATE the job class of School Audiometrist to salary range 106 (\$31.37-\$38.25) on the Classified Employees Salary Schedule.

VI. NEXT MEETING

The regular meeting was announced as follows:

Wednesday September 20, 2017, 4:00 pm (Closed session) - Location: TBD

Wednesday September 20, 2017, 5:00 pm (Open session) – Location: TBD

VII. ADJOURNMENT

Mrs. Jeffery adjourned the Personnel Commission meeting at 5:40 pm.