

Thursday, April 23, 2020, 4:00 p.m.

Pursuant to Governor Newsom's Executive Order N-29-20, the Personnel Commission's regular meeting will be held via teleconference. You may listen to the public sessions of the meeting by Zoom Meeting:

<https://cajonvalley.zoom.us/j/97214782207?pwd=QnB0RUROSVVuWGVVSU05wcG5aSTBLQT09>

Dial in: 1-669-900-9128

Meeting ID: 972 1478 2207

Password: 296262

If you have public comments, please send your comments to diazm@cajonvalley.net no later than 10:00 a.m. on April 23, 2020.

The Personnel Commission will accommodate individuals with disabilities who desire to submit public comments. If you require accommodation, please contact Maritza Diaz at (619) 588-3050.

REGULAR MEETING AGENDA

1. **REGULAR MEETING OPEN SESSION**

- a. Call to Order
- b. Roll Call/Establishment of Quorum
 - i. Virginia Levenson, Chairperson; Victor Garcia, Co-Chairperson; Timothy McKay, Member
- c. Salute to Flag

2. PUBLIC COMMENT – Members of the public shall have the opportunity to address the Personnel Commission regarding items on the agenda or matters directly related to the Commission's business. In accordance with the Brown Act, the Commissioners may not act upon, or engage in a discussion of, non-agenda items or issues raised during public comment except to: 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

3. **APPROVAL OF PROPOSED AGENDA**

4. **APPROVAL OF MINUTES**

- a. Approval of Minutes of February 27, 2020 Meeting
- b. Approval of Minutes of April 14, 2020 Special Meeting

5. REPORTS/COMMUNICATION

- a. Commission Members' Report(s)
- b. Personnel Director Report
- c. Cajon Valley Union School District Report(s)
- d. CSEA

6. ACTION ITEMS

- a. Approval of CSPCA 2020-2021 membership dues

7. DISCUSSION/INFORMATION ITEMS

- a. Discussion Regarding Proposed 2020-2021 Personnel Commission Budget.
- b. Reclassification Requests
 - i. SECA at Sevick Pre-School
 - ii. Administrative Assistant I at Long Range Planning
 - iii. School Office Managers
- c. Vacancies/Recruitments/Personnel Activity
 - i. Staff will provide information on current vacancies, ongoing recruitment, and establishment and status of eligibility lists.
- d. Negotiations Activity
 - i. Staff will provide information on current negotiations with CSEA.

8. ADJOURN TO EXECUTIVE SESSION

- a. Public Employee Discipline, Dismissal, Release, Complaints – Pursuant to Government Code section 54957(b)

9. RECONVENE TO OPEN SESSION

- a. Call to Order

10. REPORT OUT OF EXECUTIVE SESSION

11. NEXT PERSONNEL COMMISSION MEETING

- a. May 28, 2020

12. ADJOURNMENT

CAJON VALLEY UNION SCHOOL DISTRICT

Minutes of the Regular Meeting

P E R S O N N E L C O M M I S S I O N

Date: February 27, 2020 Education Center, District Board Room

MEMBERS PRESENT: Virginia Levenson, Commission Chair
Victor Garcia, Vice Chair
Timothy McKay, Member

STAFF REPORTING: Michelle Hayes, Assistant Superintendent/Director
Maritza Diaz, Personnel Specialist-Classified
Kerrie E. McNally, Attorney, Adams Silva & McNally, Counsel to the
Commission

The February Personnel Commission meeting was called to order at 4:00 p.m., by Virginia Levenson, member. She welcomed the audience and invited their participation. The Pledge of Allegiance was led by Timothy McKay.

APPROVAL OF MINUTES:

The minutes of the meeting for January 23, 2020 were presented for approval.
Motion was made to approve minutes for January 23, 2020.

Motion: Victor Garcia
Second: Timothy McKay
Vote: Unanimous

The minutes of the special meeting for January 23, 2020 were presented for approval.
Motion was made to approve minutes for January 23, 2020.

Motion: Timothy McKay
Second: Victor Garcia
Vote: Unanimous

The minutes of the special meeting for February 5, 2020 were presented for approval.
Motion was made to approve minutes for February 5, 2020.

Motion: Virginia Levenson
Second: Victor Garcia
Vote: Unanimous

CORRESPONDENCE

Motion to approve invoice from Biddle, which provides the software used to conduct skills (OPAC) testing for clerical, accounting and a variety of other job classifications.

Motion: Timothy McKay

Second: Victor Garcia
Vote: Unanimous

ROUTINE CLASSIFIED ITEMS

No comments.

EMPLOYEE PRESENTATION

Tysen Brodwolf, Director – Transportation.

CONSIDERATION AND APPROVAL OF PROFESSIONAL EXPERT

Reclassification Study - School Office Manager.

Public comments were made by Patti Paine-Toma, Jennifer Gall, Stephnie Nelson, Joni Malecek, Christina Deesen, and Laura Corbin.

Kerrie E McNally, Attorney, informed on consultants considered; Ross Hessler of Eric Hall & Associates, Patricia Hill and TR Linn, Ph.D.

DIRECTOR'S REPORT:

Michelle Hayes reported on the following activities for the month of February:

- Spent day with Special Education Classroom Assistant (SECA) at Chase.
- Met with some SECA and Behavior Intervention Specialist (BIS) employees to discuss career path into Teaching.
- Met with CSEA Chapter 179 President, Mark Reagles and Job Steward, Paulette Dole.

Virginia Levenson asked Maritza Diaz if she would like to provide an update on Commission activities. Ms. Diaz reported:

- Attended a Family and Community Engagement (FACE) parent outreach meeting at Anza, informing on the application process.
- Served as an oral exam panel member for La Mesa Spring Valley School District; Human Resources Analyst and Human Resources Technician recruitments.
- Hosted Edjoin.org onsite training for the recently updated applicant tracking system, used for both classified and certificated hiring.

OPEN DISCUSSION:

David Miyashiro, Ed.D., Superintendent, commented regarding the School Office Manager reclassification.

Mark Reagles, President, CSEA Chapter 179, commented regarding the School Office Manager reclassification.

Tim McKay, commented regarding the School Office Manager reclassification.

ADJOURNMENT:

The open session of the meeting was adjourned at 4:31 p.m.

EXECUTIVE SESSION

An Executive Session was called to order at 4:32 p.m., by Virginia Levenson, Commission Chair.

RECONVENE TO OPEN SESSION

The meeting was reconvened to Open Session at 5:28 p.m., by Virginia Levenson, Commission Chair.

The Commission reported out the unanimous decision to appoint Ross Hessler of Eric Hall & Associates, to conduct the School Office Manager reclassification study. The contract approval will go to the Governing Board Meeting on March 10th.

ADJOURNMENT:

The meeting was adjourned at 5:29 p.m.

Respectfully submitted,



Michelle Hayes, Assistant Superintendent/Director



Virginia Levenson, Commission Chair



Maritza Diaz, Recording Secretary

CAJON VALLEY UNION SCHOOL DISTRICT

Minutes of the Special Meeting

P E R S O N N E L C O M M I S S I O N

Date: April 14, 2020

Zoom Meeting

MEMBERS PRESENT:

Virginia Levenson, Commission Chair
Victor Garcia, Vice Chair
Timothy McKay, Member

STAFF REPORTING:

Michelle Hayes, Assistant Superintendent/Director
Maritza Diaz, Personnel Specialist-Classified
Kerrie E. McNally, Attorney, Adams Silva & McNally, Counsel to the
Commission

The April 14, 2020 Personnel Commission special meeting was called to order at 3:00 p.m., by Virginia Levenson, member. She welcomed the audience and invited their participation. The Pledge of Allegiance was led by Michelle Hayes.

OPEN DISCUSSION:

No comments

ADJOURNMENT:

The open session of the meeting was adjourned at 3:02 p.m.

EXECUTIVE SESSION

An Executive Session was called to order at 3:03 p.m., by Virginia Levenson, Commission Chair.

RECONVENE TO OPEN SESSION

The meeting was reconvened to Open Session at 4:14 p.m., by Virginia Levenson, Commission Chair. The Commission reported that no action was taken in open session.

ADJOURNMENT:

The meeting was adjourned at 4:15 p.m.

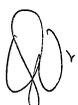
Respectfully submitted,



Michelle Hayes, Assistant Superintendent/Director



Virginia Levenson, Commission Chair



Maritza Diaz, Recording Secretary



California School Personnel Commissioners Association
Supporting Education Through Merit

Annual Association Dues Invoice

Invoice #7-2020-21

Date: April 2020

Bill To:	Send Payment To:
Cajon Valley UESD 750 East Main Street El Cajon, CA 92020 Angela Bishop, Director bishopa@cajonvalley.net (619) 588-3050	CSPCA Treasurer BethAnn Arko 9588 El Tambor Ave. Fountain Valley, CA 92708 Email: barko@dusd.net Phone: 562-469-6641

Please pay by check payable to CSPCA and include a copy of this invoice.

Dues Year	Number of Classified Employees	Dues Amount
2020-21	855	\$1,100.00

Please update any information for your district or Personnel Commissioners so we may update our records.

	Board Appointee	Employee Appointee	Joint Appointee
Name	Victor Garcia	Timothy McKay	Virginia Levenson
Year Appointed	2002	2019	1977

Thank you for your continued membership with CSPCA.

CLASSIFIED PERSONNEL REPORT

March 10, 2020- Board Meeting

New Hires

1. **Shawanna De Benedetto**, Special Education Classroom Assistant Trainee / Sevick, effective 03/10/20
2. **Nahara Guerrero**, Special Education Classroom Assistant Trainee / Blossom Valley, effective 02/12/20
3. **Janeth Guerrero Bustos**, Health Assistant / Meridian, effective 03/04/20
4. **Nidra Laso**, Instructional Assistant / Meridian, effective 02/24/20
5. **Anelise Smosna**, Behavior Intervention Specialist / WD Hall, effective 03/09/20
6. **Adrienne Stutes-Cottrell**, Office Assistant II / Madison, effective 02/24/20

Promotions

1. **Leticia Beltran**, Transportation Operations Assistant / Transportation to Transportation Scheduler/Dispatcher / Transportation, effective 02/24/20
2. **Anne Humerickhouse**, Campus Aide / Crest to Special Education Classroom Assistant Trainee / Crest, effective 02/20/20
3. **Abril Soto**, Extended Day Program Aide / Greenfield to Extended Day Program Site Lead / Naranca, effective 03/02/20

Retirement

1. **Jenny Earle**, Child Nutrition Worker I / Greenfield, effective 02/25/20 after 10 years

Resignations

1. **Suzanne Aschinger**, Child Nutrition Worker I / Hillsdale, effective 02/21/20
2. **Dana Carter**, Day Custodian / Magnolia, effective 02/21/20
3. **Helen Logan**, Special Education Classroom Assistant / Rios, effective 01/21/20
4. **Kristin Study**, Campus Aide w/Contract / Cajon Valley, effective 02/20/20

Granting of Permanent Status

1. **Christina Begley**, Mental Health Clinician II / Special Education, effective 03/16/20
2. **Lynn Benson**, Special Education Classroom Assistant / Flying Hills, effective 03/18/20
3. **Tysen Brodwolf**, Transportation Director / Transportation, effective 03/04/20
4. **Charlotte Case**, Special Education Classroom Assistant / Lexington, effective 03/12/20
5. **Cecilia Chavez**, Library Media Technician I- Bilingual (Spanish) / Fuerte & Bostonia, effective 03/04/20
6. **Triston Flowers**, Behavior Intervention Specialist / WD Hall, effective 03/18/20
7. **Lindsey Grodzicki**, Mental Health Clinician I / Special Education, effective 03/13/20
8. **Mawj Hasan**, English Language Development Assistant- Bilingual (Arabic) / Chase, effective 03/25/20
9. **Andrea Hernandez**, Special Education Classroom Assistant / Greenfield, effective 03/18/20
10. **Maria Hill**, Day Custodian / Rancho San Diego, effective 12/25/19
11. **Sahar Matti**, Child Nutrition Worker I / Child Nutrition Services, effective 03/10/20
12. **Brian Place**, Mental Health Clinician I / Special Education, effective 03/12/20
13. **Alana Roberts**, Child Nutrition Worker I / Hillsdale, effective 03/13/20
14. **Carmen Taylor**, Mental Health Clinician I / Special Education, effective 03/11/20
15. **Larah Touckley**, Mental Health Clinician I / Special Education, effective 03/19/20
16. **Jassalyn Trujeque**, Extended Day Program Aide / Fuerte, effective 03/04/20
17. **David Ward**, Extended Day Program Aide / Jamacha, effective 03/13/20
18. **Carrie Yerdon**, Mental Health Clinician I / Special Education, effective 03/13/20
19. **Jocelyn Young**, Night Custodian / Maintenance & Operations, effective 03/09/20

Voluntary Demotion

1. **Blanca Gomez**, Special Education Classroom Assistant- Bilingual (Spanish) / Cajon Valley to Special Education Classroom Assistant / Cajon Valley, effective 03/02/20

Leave of Absence

1. **Natale Bolos**, Extended Day Program Aide / Chase, extended 01/11/20 through 04/01/20

Separation from Service

1. **Anastacia Driver**, Special Education Classroom Assistant / Montgomery, effective 02/07/20

CLASSIFIED PERSONNEL REPORT

March 24, 2020- Board Meeting

New Hires

1. **Leena Al Shaha**, Special Education Classroom Assistant Trainee / Naranca, effective 03/02/20
2. **Ivonne Alcaraz Sanchez**, Community Liaison- Bilingual (Spanish) / Family & Community Engagement, effective 03/09/20
3. **Malaak Alaqrawi**, Campus Aide / Meridian, effective 03/12/20
4. **Idalis Anaya**, Special Education Classroom Assistant Trainee / Cajon Valley, effective 03/13/20
5. **Marielle Anderson**, Health Care Specialist / Special Education, effective 03/18/20
6. **Michael Brown**, Behavior Intervention Specialist / Empower, effective 03/16/20
7. **Kianna Carson**, Special Education Classroom Assistant Trainee / WD Hall, effective 03/18/20
8. **Rafael Corral**, Special Education Classroom Assistant Trainee / Emerald, effective 03/23/20
9. **Pamela Espinoza**, Office Assistant II- Bilingual (Spanish) / Sevick, effective 03/20/20
10. **Raghdah Healu**, Office Assistant II- Bilingual (Arabic) / Chase, effective 03/02/20
11. **Naomi Najera**, Special Education Classroom Assistant Trainee / Montgomery, effective 03/11/20
12. **Luz Ramirez**, Special Education Classroom Assistant Trainee / Blossom Valley, effective 02/28/20
13. **Brenda Ramos**, Special Education Classroom Assistant Trainee / Greenfield, effective 03/17/20
14. **Erin Wash**, Behavior Intervention Specialist / Emerald, effective 03/09/20

Promotions

1. **Theresa Barnes**, School Bus Driver I / Transportation to Transportation Safety & Training Supervisor / Transportation, effective 03/09/20
2. **Jose Lagarda Reyes**, Extended Day Program Assistant / Bostonia Language Academy to Extended Day Program Site Lead / Johnson, effective 03/09/20

Retirement

1. **Laurelle Heilig**, Child Nutrition Worker I / Greenfield, effective 03/02/20, after 14 years
2. **Ruth Lakhany**, Special Education Classroom Assistant / Rancho San Diego, effective 02/28/20, after 14 years
3. **Maria Williams**, Child Nutrition Worker I / Child Nutrition Services, effective 03/02/20, after 12 years

Resignations

1. **Jamie Brooks**, Extended Day Program Aide / Madison, effective 03/09/20
2. **Raghdah Healu**, Office Assistant II- Bilingual (Arabic) / Chase, effective 03/02/20
3. **Cassandra Polley**, Child Nutrition Worker I / Child Nutrition Services, effective 03/05/20
4. **Summer Valentine**, Special Education Classroom Assistant / Rancho San Diego, effective 03/06/20

Granting of Permanent Status

1. **Charlotte Case**, Special Education Classroom Assistant / Lexington, effective 03/12/20, **Redact**
2. **Dale Simpson**, Mental Health Clinician II / Special Education, effective 03/31/20
3. **Alex Wimberly**, Extended Day Program Aide / Vista Grande, effective 03/27/20

Leave of Absence

1. **Coleman Alameda**, Special Education Classroom Assistant / Anza, effective 02/03/20 through 04/17/20

Separation from Service

1. **Tanya Snow**, Extended Day Program Aide & Campus Aide with Contract / Blossom Valley, effective 03/11/20
2. **Jessica Taylor**, Child Nutrition Worker I / Child Nutrition Services, effective 03/05/20

7(c) Vacancies

Position Title:	Number of positions:	Hours and Sites:
Behavior Intervention Specialist	5	7.0-7.5 hours per day, Empower and Special Education
Bus Attendant	4	5.0 hours per day. Transportation
Campus Aide	16	.50-2.0 hours per day Anza, Bostonia, Crest, Cajon Valley, Emerald, Greenfield, Lexington, Los Coches Creek, Montgomery, Naranca and WD Hall
Campus Safety Lead	2	8.0 hours per day, Emerald and Hillsdale
Child Nutrition Worker I	10	2.5-3.5 hours per day, Child Nutrition, Greenfield, Hillsdale, Meridian, Montgomery and WD Hall
Day Custodian	1	8.0 hours per day, Magnolia
English Language Development Assistant Bilingual (Arabic)	2	3.0 hours per day, Anza Preschool and Chase Preschool
English Language Development Assistant Bilingual (Spanish)	5	2.0-7.0 hours per day, Johnson Preschool Los Coches Creek, and Educational Services
Extended Day Program Aide	12	1.5-3.2 hours per day, Blossom Valley, Flying Hills, Hillsdale, Lexington, Magnolia, Meridian, Naranca, and Vista Grande
Health Care Specialist	2	7.5 hours per day, Health Services (Special Education)
Instructional Assistant	1	2.0 hours per day, Meridian Preschool
Lead Heavy Duty Mechanic	1	8.0 hours per day, Transportation
Office Assistant II Bilingual (Spanish)	1	3.0 hours per day, Lexington
School Bus Driver I	1	5.0 hours per day, Transportation
Special Education Classroom Assistant / Trainee	18	3.5-6.5 hours per day, Chase, Cajon Valley, Flying Hills, Fuerte, Greenfield, Hillsdale, Jamacha, Montgomery, Naranca, Rios, Sevick, Special Education, and WD Hall.
Special Education Classroom Assistant / Trainee Bilingual (Arabic)	1	6.0 hours per day, Sevick
Special Education Classroom Assistant / Trainee Bilingual (Spanish)	1	6.0 hours per day, Cajon Valley
Special Education Classroom Assistant / Trainee Bilingual (American Sign Language)	1	6.0 hours per day, Special Education
Transportation Operations Assistant	1	8.0 hours per day, Transportation

7(c) Recruitments

Job Posting	Date Opened	Date Closed
Office Assistant II Bilingual Arabic	3-Mar-20	17-Mar-20
Office Assistant I	2-Mar-20	16-Mar-20
Transportation Operations Assistant	2-Mar-20	16-Mar-20
Extended Day Program Aide (Continuous)	30-Jan-20	13-Mar-20
Behavior Intervention Specialist (Continuous)	13-Mar-20	13-Mar-20
Campus Aide (Continuous)	30-Jan-20	13-Mar-20
English Language Development Assistant - Bilingual Spanish (Continuous)	26-Feb-20	13-Mar-20
Health Care Specialist (Continuous)	30-Jan-20	13-Mar-20
Special Education Classroom Assistant Trainee (SECA) (Continuous)	30-Jan-20	13-Mar-20
Special Education Classroom Assistant Trainee - Bilingual American Sign Language (ASL) (Continuous)	30-Jan-20	13-Mar-20
Campus Safety Lead	25-Feb-20	10-Mar-20
Lead Heavy Duty Mechanic	25-Feb-20	10-Mar-20

7(c) Eligibility Lists

Position:	Type of Recruitment:	Expiration:
Accounting Assistant I	Promotional / Open	May 2020, September 2020
Accounting Assistant II	Promotional / Open	August 2020
Administrative Assistant I Bilingual (Spanish)	Promotional / Open	September 2020
Administrative Assistant I	Promotional / Open	November 2020
Alternative Learning Program Assistant	Promotional / Open	October 2020
Assistant Buyer	Promotional / Open	February 2021
Behavior Intervention Specialist	Dual	July 2020, August 2020, January 2021, March 2021
Bilingual-Bicultural Interpreter (Spanish)	Dual	October 2020
Bus Attendant	Promotional / Open	May 2020, November 2020
Campus Aide	Open	September 2020, October 2020, November 2020, December 2020, January 2021, February 2021, March 2021
Campus Safety Lead	Promotional / Open	September 2020 , January 2021
Child Nutrition Worker I	Promotional / Open	June 2020, July 2020, August 2020, February 2021
Child Nutrition Worker II	Promotional / Open	May 2021
Community Liaison Bilingual (Arabic)	Promotional / Open	July 2020
Community Liaison Bilingual (Spanish)	Promotional / Open	February 2021
Computer Support Technician	Promotional / Open	May 2020, September 2020
Counseling Technician	Promotional / Open	March 2020
Day Custodian	Promotional / Open	May 2020
Delivery Driver Warehouse Worker	Promotional / Open	March 2020
Director of Transportation	Dual	July 2020
District Receptionist	Promotional / Open	May 2020, January 2021
Early Childhood Program I	Promotional / Open	August 2020, September 2020
Extended Day Program Aide	Promotional / Open	June 2020, August 2020, November 2020, December 2020, January 2021, March 2021
Extended Day Program Assistant	Promotional / Open	June 2020, December 2020

Position:	Type of Recruitment:	Expiration:
Extended Day Program Site Lead	Promotional / Open	May 2020, June 2020, January 2021, February 2021
English Language Development Assistant (Arabic)	Promotional / Open	September 2020, October 2020
English Language Development Assistant (Spanish)	Promotional / Open	February 2021
Executive Assistant	Dual	July 2020
Graphic Arts Technician	Promotional / Open	March 2021
Graphics Assistant / Installer	Promotional / Open	April 2020
Groundskeeper II	Promotional / Open	March 2020, May 2020
Health Assistant	Promotional / Open	June 2020, January 2021
Health Assistant Bilingual (Spanish)	Promotional / Open	June 2020
Health Care Specialist	Promotional / Open	February 2021, March 2021
Heavy Duty Mechanic	Promotional / Open	November 2021
Instructional Assistant	Promotional / Open	September 2020
Lead Heavy Duty Mechanic	Promotional / Open	January 2021
Library Media Technician I	Promotional / Open	October 2020
Library Media Technician I Bilingual (Spanish)	Promotional / Open	April 2020
Mental Health Manager	Dual	July 2020
Mental Health Clinician I	Dual	July 2020
Mental Health Clinician II	Dual	July 2020
Night Custodian	Promotional / Open	May 2020
Office Aide	Promotional / Open	October 2020
Office Assistant II	Promotional / Open	September 2020, December 2020
Office Assistant II Bilingual (Arabic)	Promotional / Open	February 2021
Office Assistant II Bilingual (Spanish)	Promotional / Open	March 2020, February 2021
Personnel Assistant I	Dual	March 2020
Personnel Assistant II	Promotional / Open	January 2021
School Bus Driver	Promotional / Open	November 2020
School Office Manager	Promotional / Open	June 2020
School Office Manager Bilingual (Spanish)	Promotional / Open	June 2020
Special Education Classroom Assistant Trainee	Promotional / Open	April 2020, July 2020, August 2020, September 2020, November 2020, December 2020, January 2021, February 2021

Position:	Type of Recruitment:	Expiration:
Special Education Classroom Assistant Trainee Bilingual (Arabic)	Promotional / Open	November 2020
Special Education Classroom Assistant Trainee Bilingual (Spanish)	Promotional / Open	August 2020, January 2021
Secretary	Promotional / Open	November 2020
Speech-Language Pathology Assistant Bilingual (Spanish)	Promotional	August 2020
Storekeeper I	Promotional	May 2020
Systems Analyst / Programmer	Promotional / Open	March 2020
Transportation Operations Supervisor	Promotional	November 2020
Transportation Operations Assistant	Promotional / Open	July 2020
Transportation Safety & Training Supervisor	Promotional / Open	December 2020, February 2021
Van Driver – Student Transportation	Promotional / Open	September 2020

Note: Several positions have multiple eligibility lists associated with the position because multiple recruitments were run to ensure that a complete eligibility list was established.