

Thursday, May 28, 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/94445626262?pwd=Sjh5c0swaDRDWGZJcHB3RkVkVUtEUT09>

Dial in: 1-669-900-9128

Meeting ID: 944 4562 6262

Password: 159917

If you have public comments, please send your comments to diazm@cajonvalley.net no later than 10:00 a.m. on May 28, 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

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 April 23, 2020 Meeting
- b. Approval of Minutes of April 28, 2020 Special Meeting

5. PUBLIC HEARING – COMMISSION BUDGET 2020-2021

- a. Public Comment
- b. Review and adoption of Personnel Commission Budget for the 2020-2021 School Year.

6. REPORTS/COMMUNICATION

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

7. ACTION ITEMS

- a. Reclassification of Position
Special Education Classroom Assistant, Sevick Preschool
- b. Discussion and action on reclassification study request
Administrative Assistant I at Long Range Planning

8. DISCUSSION/INFORMATION ITEMS

- a. Reclassification Requests
 - i. School Office Managers
- b. Vacancies/Recruitments/Personnel Activity
 - i. Staff will provide information on current vacancies, ongoing recruitment, and establishment and status of eligibility lists.
 - ii. Classified Personnel Reports
- c. Negotiations Activity
 - i. Staff will provide information on current negotiations with CSEA
 - ii. Probationary Period Memorandum of Understanding
 - iii. Eliminations

9. ADJOURN TO EXECUTIVE SESSION

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

10. RECONVENE TO OPEN SESSION

- a. Call to Order

11. REPORT OUT OF EXECUTIVE SESSION

12. NEXT PERSONNEL COMMISSION MEETING

- a. June 25, 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: April 23, 2020

Zoom Meeting

MEMBERS PRESENT:

Virginia Levenson, Commission Chair
Victor Garcia, Vice Chair
Timothy McKay, Member, attended meeting at 4:07 p.m.

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 23, 2020 Personnel Commission special 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 Mark Reagles.

PUBLIC COMMENTS:

No comments

APPROVAL OF PROPOSED AGENDA:

Motion was made to approve proposed agenda for April 23, 2020 Personnel Commission meeting.

Motion: Victor Garcia
Second: Virginia Levenson
Vote: Unanimous

APPROVAL OF MINUTES:

The minutes of the meeting for February 27,2020 were presented for approval.

Motion was made to approve minutes for February 27,2020

Motion: Victor Garcia
Second: Virginia Levenson
Vote: Unanimous

The minutes of the special meeting for April 14,2020 were presented for approval.

Motion was made to approve minutes for April 14,2020.

Motion: Victor Garcia
Second: Virginia Levenson
Vote: Unanimous

REPORTS/COMMUNICATION

- a. Commission Members' Report(s) – No report/comments
- b. Personnel Director Report – No report/comments
- c. Cajon Valley Union School District Report(s) – No Report/comments
- d. CSEA – No reports/comments

ACTION ITEMS

CSPCA 2020-2021 membership invoice was presented.

Motion was made to approve the CSPCA 2020-2021 membership dues.

Motion: Victor Garcia

Second: Virginia Levenson

Vote: Unanimous

DISCUSSION/INFORMATION ITEMS:

- a. Discussion Regarding Proposed 2020-20201 Personnel Commission Budget. – Michelle Hayes presented the proposed budget, adjustments were discussed.
- b. Reclassification Requests
 - i. Michelle Hayes reported on the SECA at Sevick Preschool. The study was completed. The District is scheduled to negotiate with CSEA regarding this position on April 29, 2020 and will bring the recommendation to the Commission on May 28, 2020.
 - ii. Michelle Hayes reported on the Administrative Assistant I at Long Range Planning reclassification request. A request was submitted in June 2018. In early 2019, the study was completed and two reports were generated. Information was not formally communicated to the incumbent. The District would like to request that the study be redone. Ms. McNally informed Ms. Hayes that if the District wanted the study to be redone, a request for reclassification form should be completed.
 - iii. Kerrie McNally informed and presented on the School Office Managers request. A kick-off meeting was conducted by Ross Hessler with several School Office Managers. Ross Hessler distributed the questionnaires to all School Office Managers and requested that they be returned by April 27, 2020. All matters with the classification study are running on schedule.
- c. Vacancies/Recruitments/Personnel Activity
 - Maritza Diaz presented reports for current vacancies, ongoing recruitment, and establishment and status of eligibility lists.
- d. Negotiations Activity
 - Michelle Hayes informed on current negotiations with CSEA. District and CSEA met to discuss MOU during campus closures. Met again to discuss what things look like when return. Discussion focus on food distribution and child care for emergency workers.

ADJOURN TO CLOSED SESSION:

The Commission adjourned to close session at 4:37 p.m.

RECONVINE OPEN SESSION

The meeting was reconvened to Open Session at 5:21 p.m., by Virginia Levenson, Commission Chair.

REPORT OUT OF EXECUTIVE SESSION

The Commission reported that no action was taken in open session.

NEXT PERSONNEL COMMISSION MEETING:

May 28, 2020

ADJOURNMENT:

The meeting was adjourned at 5:22 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 28, 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 28, 2020 Personnel Commission special meeting was called to order at 3:30 p.m., by Virginia Levenson, member. She welcomed the audience and invited their participation.

PUBLIC COMMENTS:

No comments

APPROVAL OF PROPOSED AGENDA:

Motion was made to approve proposed agenda for April 28, 2020 Personnel Commission meeting.

Motion: Timothy McKay

Second: Victor Garcia

Vote: Unanimous

DISCUSSION/INFORMATION ITEMS:

a. First Reading of Proposed 2020-2021 Personnel Commission Budget

Motion was made to approve the First Reading of Proposed 2020-2021 Personnel Commission Budget.

Motion: Victor Garcia

Second: Timothy McKay

Vote: Unanimous

NEXT PERSONNEL COMMISSION MEETING:

May 28, 2020

ADJOURNMENT:

The meeting was adjourned at 3:43 p.m.

Respectfully submitted,



Michelle Hayes, Assistant Superintendent/Director



Virginia Levenson, Commission Chair



Maritza Diaz, Recording Secretary

PERSONNEL COMMISSION BUDGET 2020-2021

SECOND READING

In accordance with Personnel Commission Rule 20.400.2, the proposed Personnel Commission Budget for the 2020-2021 was presented for the First Reading on April 28, 2020. Discussion took place regarding the overall budget and the public hearing was established for 4:05 p.m., May 28, 2020.

DIRECTOR'S RECOMMENDATION

It is recommended that the proposed budget for 2020-2021 be accepted, and adopted, as presented.

CAJON VALLEY UNION SCHOOL DISTRICT

PERSONNEL COMMISSION BUDGET

2020 – 2021

BUDGET CATEGORY	2018 - 2019 BUDGET (Adjusted)	2019 - 2020 BUDGET (Original)	2019-2020 BUDGET (Adjusted)	2020 - 2021 BUDGET
SALARIES/BENEFITS	\$335,568	\$351,293	\$360,893	\$381,961
MILEAGE	\$ 710	\$ 800	\$ 800	\$ 800
TRAVEL & CONFERENCE	\$ 119	\$ 4,000	\$ 4,000	\$ 3,000
SUPPLIES	\$ 280	\$ 375	\$ 375	\$ 375
POSTAGE	\$ 0	\$ 50	\$ 50	\$ 50
DUES/MEMBERSHIPS	\$ 3,200	\$ 3,350	\$ 3,350	\$ 3,350
SOFTWARE SUPPORT	\$ 1,099	\$ 3,395	\$ 3,395	\$ 3,395
ONLINE LEARNING	\$ 398	\$ 500	\$ 500	\$ 500
PRINTING & DUPLICATING	\$ 40	\$ 350	\$ 350	\$ 350
CONSULTANT	\$ 0	\$ 175	\$ 10,000	\$ 15,000
HEARING OFFICER	\$ 0	\$ 500	\$ 500	\$ 500
LEGAL COUNSEL	\$ 0	\$ 3,000	\$ 50,000	\$ 30,000
JOB ADVERTISEMENT	\$ 960	\$ 1,000	\$ 1,000	\$ 1,000
NON-CAPITALIZED EQUIPMENT	\$ 0	\$ 400	\$ 400	\$ 400
	\$ 342,374	\$ 369,188	\$ 435,613	\$ 430,681

RECLASSIFICATION OF POSITION

Special Education Classroom Assistant –

Sevick School

Per Commission Rules and Regulations, (30.300.1), the incumbent submitted a request, together with a statement of the reasons for the request to study her position at Sevick School.

A review of the duties was conducted by consultant Patricia Hill and the Director – Early Childhood Education confirmed the incumbent's responsibility for performing those duties, as follows:

The incumbent reports to the Director - Early Childhood Education, provides specialized clerical support and has an in-depth knowledge of the unique needs of the Special Education program, specifically related to the specialized equipment for students with unique needs. The incumbent works with Orthopedic Impairment (OI) teachers to support the regional OI program for all elementary districts in the East County Special Education Local Plan Area (SELPA), uses independent judgment to research and create, shares lists of specific equipment and materials, works with various vendors who specialize in adapted equipment, inputs a variety of data maintaining automated records and files, generates a variety of computerized lists and reports as requested, and communicates/collaborates with various departments and outside agencies. The work with the various vendors involves retrieving quotes, cost analysis, preparing purchase orders, submitting requisitions, tracking orders and delivery processes, monitoring inventory, and addressing questions from purchasing and other departments. The incumbent works independently to interpret procedures and policies, prioritize the workload, manage multiple demands, communicate with personnel and outside agencies to resolve issues or concerns, and solve problems with little direction.

The scope of responsibility assigned to this position is a fit for the Office Technician classification. The incumbent has been performing these higher-level responsibilities consistently over the last several years, and, therefore, meet the Education Code requirement for reclassification with the position.

Based on the findings described above, the following recommendations are submitted for your consideration.

RECOMMENDATION

In accordance with Commission Rule 30.300.1 and 30.300.3 (A), the following recommendations are submitted for your consideration:

Reclassify position #7048, along with incumbent, employee #404885, from Special Education Classroom Assistant (Range 16) to Office Technician (Range 19), effective the date following Commission action.

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: OFFICE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized clerical support duties involving independent judgment and action within an assigned office and requiring in-depth knowledge of an organization-wide function or program; answer phones, perform basic research, special studies, and analyses.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform specialized clerical duties involving independent judgment and action within an assigned office and requiring in-depth knowledge of an organization-wide function or program; assist in assuring smooth and efficient office operations.

Compile information and prepare and maintain a variety of records and reports related to assigned programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; process and evaluate various forms and applications as needed.

Perform basic research, special studies, and analyses; collect information and data. Compile, organize, arrange, and analyze collected data and information.

Relieve assigned supervisor of routine administrative detail; compose correspondence; type, format and process a variety of records and documents related to assigned activities such as letters, legal documents, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; proofread completed typing assignments.

Provide specialized information to visitors, callers, and district staff regarding District, State, and County policies, procedures, rules, and regulations related to assigned programs or the work of the department.

Assist staff members with problem and procedures; communicate with personnel and outside agencies to exchange information and resolve issues or concerns; schedule meetings and appointments; process travel or conference plans and make reservations.

Monitor inventory levels of office supplies; order, receive and assure adequate inventory levels of office supplies. Open, sort, and distribute mail.

Establish and maintain complex records, files, and financial documentation. Compile and tabulate statistical and financial data.

Input a variety of data into an assigned computer system; maintain automated records and files; initiate queries and generate a variety of computerized lists and reports as requested; assure accuracy of input and output data.

Respond to inquiries regarding department or program functions interpreting procedures and/or policies as required.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; utilize two-way radio transmission equipment and other specialized equipment specific to program operation.

Attend meetings and take and transcribe minutes of meetings.

Receive visitors and refer calls and visitors to proper person/department.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Statistical and financial record keeping practices.
Modern office procedures, practices and equipment.
Policies and objectives of assigned programs and activities.
Record-keeping and report preparation techniques.
Business letter and report writing, editing and proofreading.
Proper telephone etiquette and letter and report writing. Basic research procedures.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling punctuation, and vocabulary.
Oral and written communication skills. Basic arithmetic.
Policies and objectives of assigned programs and activities.
Record-keeping and report preparation techniques.
Operation of a computer and assigned software.
Methods of collecting and organizing data and information.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic math.

ABILITY TO:

Perform specialized clerical support duties involving independent judgment and action within an assigned office.
Assemble data and prepare correspondence and reports.
Understand, follow, and apply oral and written instructions.
Conduct research and prepare reports.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Communicate effectively, both orally and in writing.
Assist in planning and organizing work.
Assist in training and providing work direction to others.
Maintain cooperative working relationships with those contacted during the course of work.
Work independently with little direction.
Type or input data at 35 words per minute from clear copy.
Meet schedules and time lines.
Operate a variety of office equipment including a computer and assigned software.

Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Compose correspondence and written materials independently or from oral instructions.
Complete work with many interruptions.
Meet schedules and timelines.
Receive, sort and distribute mail.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent, supplemented by clerical training and three years of increasingly responsible clerical experience involving public contact and including specialized technical assistance in support of a specific function in a large organization.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

8 (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

8(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
Day Custodian	Promotional / Open	May 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
Extended Day Program Site Lead	Promotional / Open	May 2020, June 2020, January 2021, February 2021

Position:	Type of Recruitment:	Expiration:
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
Groundskeeper II	Promotional / Open	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
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	February 2021
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	July 2020, August 2020, September 2020, November 2020, December 2020, January 2021, February 2021
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

Position:	Type of Recruitment:	Expiration:
Speech-Language Pathology Assistant Bilingual (Spanish)	Promotional	August 2020
Storekeeper I	Promotional	May 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.

CLASSIFIED PERSONNEL REPORT
May 12, 2020- Board Meeting

New Hires

1. **Nicholas Napier**, Graphic Arts Technician / Print Shop, effective 05/11/20

Retirement

1. **Kaarn Hopkins-Wolfe**, Extended Day Program Supervisor / Special Education, effective 07/22/20 after 18 years

CLASSIFIED PERSONNEL REPORT
May 26, 2020- Board Meeting

Retirement

1. **Bonnie Bertolucci**, Instructional Assistant / Sevick, effective 06/18/20, after 40 ½ years
2. **Patricia Olah**, Buyer / Purchasing, effective 12/30/20, after 30 years

Resignations

1. **Brianna Adams**, Special Education Classroom Assistant / Cajon Valley, effective 06/18/20
2. **Cynthia Bartlett**, Child Nutrition Worker I / Child Nutrition, effective 05/04/20
3. **Martin Marquez**, Special Education Classroom Assistant / Greenfield, effective 05/18/20

Leave of Absence

1. **Melissa Berry**, Special Education Classroom Assistant / Johnson, extended through 06/18/20

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

CAJON VALLEY UNION SCHOOL DISTRICT

AND THE

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), and it's Chapter 179

April 29, 2020

RECITALS

1. The District has determined the need to modify the probationary period during the COVID-19 school closures in light of the fact that it may be difficult to appropriately assess job performance in certain circumstances.
2. The purpose of this agreement is to give probationary employees additional time to demonstrate the proficiency in their job duties required to obtain permanent status.

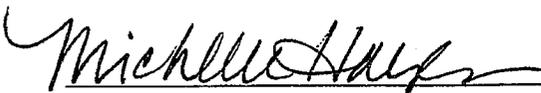
AGREEMENT

For the duration of the school closure period the parties agree to the following:

2. If it is determined by an employee's immediate supervisor that due to the school closures there has been insufficient time to properly assess the job performance of a probationary employee, the District may offer to extend the probationary period. The probationary period shall be mutually agreed to by the Parties as well as the individual employee.

Cajon Valley Union School District

California School Employee Association, Chapter 179









Due to the need to conduct negotiations virtually, the teams agreed to appoint the following individuals to represent their team.

CSEA: Mark Reagles, Chapter President, Joni Collins, CSEA Labor Relations Representative

CVEA: Michelle Hayes, Asst. Supt., Personnel, Scott Buxbaum, Asst. Supt. Business Services

DATE 4-29-20

DATE 4.29-2020

CAJON VALLEY UNION SCHOOL DISTRICT
EL CAJON, CALIFORNIA
RESOLUTION
MAY 12, 2020

In the Matter of the Elimination of]
Certain Classified Positions]
_____]

WHEREAS, the Governing Board of the Cajon Valley Union School District hereby determines that there is a lack of work or lack of funds, and therefore it is in the best interest of the District to lay off classified employees pursuant to relevant law and relevant rules;

NOW, THEREFORE, BE IT RESOLVED, that due to a lack of work, this Governing Board finds it is in the best interest of the District to discontinue the following services provided by classified employees:

- 1 English Language Development Assistant (Arabic)
- 1 Alternative Learning Program Assistant
- 1 Campus Safety Assistant
- 1 Vocational Education Technician
- 1 Personnel Assistant I
- 3 Certified Occupational Therapy Assistant
- 25 Special Education Classroom Assistant – Trainee

BE IT FURTHER RESOLVED, that the Governing Board regrets this action but finds it necessary to ensure the best learning environment for our students.

BE IT FURTHER RESOLVED, that the District will adhere to Article XIX A, entitled, "Impacts and Effects of Layoff," agreed to by the District and CSEA in October of 1992. The Superintendent, or designee, is hereby authorized and directed to give appropriate layoff notices pursuant to relevant law and relevant rules so that the affected classified employees shall be laid off effective in sixty days from the date of the notice, unless otherwise stated.

PASSED AND ADOPTED this May 12, 2020, by the Governing Board of the Cajon Valley Union School District in El Cajon, California, by the following vote:

AYES: BARTO, CLARK-MEJIA, MILLER, OTERO

NOES: NONE

ABSENT: ALEGRIA

STATE OF CALIFORNIA]
] ss
COUNTY OF SAN DIEGO]

I, David Miyashiro, Secretary of the Governing Board of the Cajon Valley Union School District in El Cajon, California, hereby certify the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at its regular place of meeting at the time and by the vote above stated, which resolution is on file in the office of the said Board.



David Miyashiro, Secretary of the Governing Board