



Phone: (619) 588-3050
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Thursday, June 25, 2020, 4:00 p.m.

Pursuant to Governor Newsom’s Executive Order N-29-20, the Personnel Commission’s regular meeting will be held virtually, and all Commissioners will attend the meeting via teleconference. Members of the public may participate in the meeting via Zoom, as follows:

<https://cajonvalley.zoom.us/j/98561089876?pwd=MUIpNW9UTDVqcmpST3pZRis3Z3BEUT09>

Dial in: 1-669-900-9128

Meeting ID: 985 6108 9876

Password: 555983

Employees and the public may comment regarding items on this agenda or matters related to Commission business. Please email comments to bishopa@cajonvalley.net no later than 10:00 a.m. on June 25, 2020. Comments will be read aloud to the Personnel Commission during the Public Comment section of the agenda.

The Personnel Commission will accommodate individuals with disabilities who wish 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/Pledge of Allegiance
- b. Roll Call/Establishment of Quorum

Virginia Levenson, Chairperson	<input type="checkbox"/> present	<input type="checkbox"/> absent
Victor Garcia, Co-Chairperson	<input type="checkbox"/> present	<input type="checkbox"/> absent
Timothy McKay, Member	<input type="checkbox"/> present	<input type="checkbox"/> absent

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

- a. Approve the agenda of the Regular Meeting on June 25, 2020

Motion by:_____, **Seconded by**_____. **Vote:**_____

4. APPROVAL OF MINUTES

- a. Approve the unadopted minutes of the Regular Meeting on May 28, 2020

Motion by:_____ , Seconded by_____ . Vote:_____

5. ACTION ITEMS

- a. Consideration and Approval of Professional Services Contracts

1. Adams, Silva & McNally – Counsel to the Commission

Motion by:_____ , Seconded by_____ . Vote:_____

2. Eric Hall & Associates – Classification Study of Administrative Assistant I – Long Range Planning Department

Motion by:_____ , Seconded by_____ . Vote:_____

- b. Consideration and Approval of Classification Study Recommendation

1. Retitle/Reallocate School Office Manager to School Administrative Assistant, effective date July 1, 2019.

Motion by:_____ , Seconded by_____ . Vote:_____

2. Retitle/Reallocate School Office Manager-Bilingual to School Administrative Assistant-Bilingual, effective date July 1, 2019

Motion by:_____ , Seconded by_____ . Vote:_____

6. DISCUSSION/INFORMATION ITEMS

- a. Rules and Regulations Update/Revision

1. First Reading of Proposed Revision to Rule 10.100, Definitions, General (Probationary Period) and Rule 60.100.1, Duration of Probation

- b. Requests for New/Revision/Reinstatement of Position Classifications

1. Grounds Supervisor
2. Manager – Extended Day Program
3. Instructional Assistant/Special Education Classroom Assistant

- c. Vacancies/Recruitments/Personnel Activity

1. Staff will provide information on current vacancies, ongoing recruitment, and establishment and status of eligibility lists.
2. Classified Personnel Reports

- d. Negotiations Activity

1. Staff will provide information on current negotiations with CSEA
-

Cajon Valley Union School District Personnel Commission Meeting

June 25, 2020

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7. REPORTS/COMMUNICATION

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

8. ADJOURN TO EXECUTIVE SESSION

- a. Public Employee Discipline, Dismissal, Release, or Complaints [Gov. Code §54957(b)]
- b. Conference with Legal Counsel – Consideration of Initiation of Litigation: One Case [Gov. Code §54956.9(d)(4)]

9. RECONVENE TO OPEN SESSION

- a. Call to Order

10. REPORT OUT OF EXECUTIVE SESSION

11. NEXT PERSONNEL COMMISSION MEETING

- a. July 23, 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: May 28, 2020

Zoom Meeting

MEMBERS PRESENT:

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

STAFF REPORTING:

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

The May 28, 2020 Personnel Commission meeting was called to order at 4:09 p.m., by Virginia Levenson, Chair. She welcomed the audience.

PUBLIC COMMENTS:

Maritza Diaz read out public comment from Patricia Bosvay, Counseling Technician at Hillsdale Middle School, as follows:

“The Counseling Techs have many concerns about the SECA being reclassified as an Office Tech. The Counseling Clerks have been working since 2016 trying to get a reclassification. At one of our meetings we were told by the DO that the Office Technician is a District position, not a school site. Counseling Techs are ranked as 17 and we feel the workload does not warrant that low of a rank. To see someone who seems to be doing what OA1 and OA 2's do in other school offices why was it not classified as an OA II.”

APPROVAL OF PROPOSED AGENDA:

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

Motion: Victor Garcia
Second: Tim McKay
Vote: Unanimous

APPROVAL OF MINUTES:

The minutes of the meeting for April 23, 2020 were presented for approval.

Motion was made to approve minutes for April 23, 2020

Motion: Tim McKay
Second: Victor Garcia
Vote: Unanimous

The minutes of the Special Meeting for April 28, 2020 were presented for approval.

Motion was made to approve minutes for April 28, 2020.

Motion: Tim McKay
Second: Victor Garcia
Vote: Unanimous

PUBLIC HEARING – COMMISSION BUDGET 2020-2021

Virginia Levenson opened the Public Hearing at 4:13 p.m. for the Second Reading of the 2020-2021 Personnel Commission budget and invited comments from the audience.

No comments from the public.

Motion to adopt the Personnel Commission Budget for the 2020-2021 school year.

Motion: Victor Garcia
Second: Tim McKay
Vote: Unanimous

Public hearing on the 2020-2021 Personnel Commission budget adjourned at 4:14 p.m.

REPORTS/COMMUNICATION

- a. Commission Members' Report(s) – No report/comments
- b. Personnel Director Report:
Michelle Hayes shared a video of the Chase Elementary - Emergency Child Care Program provided to children of District essential workers. Ms. Hayes reported the District is looking to expand this program across the District for the new school year and use this model throughout the year to provide childcare in conjunction with an instructional program.

Mrs. Levenson commented that she had seen the video and the program is impressive.

- c. Cajon Valley Union School District Report(s) – No report/comments.
- d. CSEA:
Mark Reagles, CSEA Chapter 179 President, thanked the Commission for expediting the School Office Manager reclassification study.

Mrs. Levenson responded that the Commission was glad to be of help in expediting this matter.

ACTION ITEMS

- a. Reclassification of Position – Special Education Classroom Assistant (SECA), Sevick Preschool

Kerrie McNally, Counsel to the Commission, shared an initial reclassification request and study was completed in November 2019. The recommendation was that the position be reclassified, along with the incumbent, from SECA, Range 16 to an Office Technician, Range 19.

Ms. McNally requested Ms. Hayes provide an update on the negotiation aspect of the reclassification. Ms. Hayes commented the reclassification was negotiated with CSEA and an MOU was approved through the CSEA 610 process. Ms. Hayes asserted that the SECA position at issue is a unique situation and is not representative of the majority of work all other SECA's do. The duties performed by this specific employee in facilitating work for Orthopedic Impairment (OI) support and is not performed by individuals across the classification.

Tim McKay, Commissioner, inquired if the classification of SECA would be removed. Ms. Hayes reported that the classification would not be removed and other SECA positions would remain unchanged. Mr. McKay expressed concern with the length of time this employee had been working out-of-classification. Ms. Hayes clarified it was a gradual accretion of duties, and the employee has been paid for the out-of-class work. Ms. Hayes reiterated this was a unique situation and that the District does the best to support its employees while maintaining an environment in which employees are intended to be working within their classification. She stated these situations are few and the District has committed to CSEA that they will do their best to ensure employees are working within their classification.

A public comment was made through Zoom chat: "Can the Counseling Technicians get a response to their concern before the vote."

Ms. McNally commented that if Counseling Technicians feel they have a basis for reclassification due to a general accretion of their duties, they could submit a reclassification request. She went on to say that as it relates to this specific SECA position, the study demonstrated this particular position and individual should be reclassified, not all other SECA positions.

Motion to reclassify position #7048, along with incumbent, employee #404885, from Special Education Classroom Assistant (Range 16) to Office Technician (Range 19).

Motion: Tim McKay
Second: Victor Garcia
Vote: Unanimous

b. Discussion and action on reclassification study request – Administrative Assistant I, Long Range Planning

Ms. McNally informed the Commission that in June 2018 a request for reclassification was received. In January 2019 the classification was studied by Patricia Hill, Consultant, in January 2019, which resulted in no change. Additional subsequent conversations occurred, and the study was revisited in March 2019. At the conclusion of the subsequent review, no change was recommended. Most recently, in May 2020, another reclassification study was requested by the incumbent.

Ms. McNally recommends the study be conducted, and asked the Commission if they would like the reclassification to be completed internally or by Eric Hall & Associates.

Mrs. Levenson suggested that Eric Hall & Associates conduct the study. Mr. McKay expressed concern with cost and asserted the study could be conducted internally. Victor Garcia, Co-Chair, also expressed concern about the cost of a study by Eric Hall & Associates asked how much the study would cost if conducted by the consultant. Mrs. Levenson suggested that information on cost be requested from the consultant and brought back to the next meeting; Mr. Garcia and Mr. McKay affirmed their agreement.

DISCUSSION/INFORMATION ITEMS:

- a. Reclassification Requests
 - i. Ms. McNally reported that Ross Hessler, associate with Eric Hall & Associates completed the report on May 19, 2020. The report was provided to the Commissioners, the District, and School Office Managers, and is currently pending negotiations with CSEA within the next few weeks. Once negotiations are finalized the item will be brought to the Commission.
- b. Vacancies/Recruitments/Personnel Activity
 - i. Current vacancies, ongoing recruitment, and establishment and status of eligibility lists:

Maritza Diaz, Personnel Specialist, reported that there were no changes in vacancies reported from the previous month, no current recruitments or eligibility lists established after March/April 2020; eligibility list information reflected removal of any expired lists.

- ii. CI Assisted Personnel Reports:
Ms. Diaz reported hiring and pre-employment continued during the closure; the Board reports reflect one new hire as well as several retirements, resignations and leaves of absences.

c. Negotiations Activity

- i. Ms. Hayes updated the Commission on current negotiations with CSEA.
- ii. Probationary Period Memorandum of Understanding (MOU):
Ms. Hayes presented an MOU with CSEA regarding the period of probationary employment. Ms. Hayes described the challenges in observing and providing performance feedback to some newly hired staff who may not be performing work specific to their classification due to COVID-19 facility closures. Ms. Hayes explained the process identified in the MOU of the supervisor and probationary employee entering into an agreement to extend probationary period.

Ms. Hayes asked for input, and for the Commission's support of the MOU or rule change. Mr. McKay inquired as to the end date for the probationary extension; Ms. Hayes stated that the extensions would go through November 20, 2020 to allow staff to demonstrate proficiency, with the goal of all staff achieving permanent status. Mrs. Levenson recognized action could not be taken on this information item and inquired as to an end date of no more than six months. Ms. Hayes indicated the District the intention was for extension of no more than three months. Mr. McKay and Mr. Garcia wanted to ensure communication with employees is constant.

Mr. Reagles, stated the MOU has gone through the CSEA 610 process.

- iii. Eliminations:
Board approved eliminations were presented by Ms. Hayes. Ms. Hayes reported that some eliminations were categorical positions for which sites did not have sufficient budget to continue next year. She also spoke to the temporary Personnel Assistant I vacancy elimination, which was funded with one-time funds to modernize processes. With the promotion of one of the incumbents, the intent of the vacancy elimination is to extend the position of the second Personnel Assistant I.

ADJOURN TO EXECUTIVE SESSION:

The Commission adjourned to Executive Session at 4:49 p.m.

RECONVENE OPEN SESSION

The meeting was reconvened to Open Session at 5:11 p.m., by Virginia Levenson, Commission Chair.

REPORT OUT OF EXECUTIVE SESSION

The Commission reported that no action was taken in Executive Session.

NEXT PERSONNEL COMMISSION MEETING:

May 28, 2020

ADJOURNMENT:

The meeting was adjourned at 5:12 p.m.

Respectfully submitted,



Michelle Hayes, Assistant Superintendent/Director



Virginia Levenson, Commission Chair



Maritza Diaz, Recording Secretary



ADAMS SILVA & McNALLY LLP

LEGAL SERVICES AGREEMENT

THIS LEGAL SERVICES AGREEMENT is effective July 1, 2020, by and between the Cajon Valley Union School District Personnel Commission (“Client”) and the law firm of Adams Silva & McNally LLP (“Law Firm,” together with Client, “Parties”). In consideration of the promises and the mutual agreements hereinafter contained, Client and Law Firm agree as follows:

1. Law Firm Services. Client hires Law Firm as its legal counsel with respect to matters the Client specifically refers to Law Firm. Law Firm shall provide legal services as reasonably required to represent Client in such matters, take reasonable steps to keep Client informed of significant developments, and respond to Client’s inquiries regarding those matters. In addition to regular telephone, mail and other common business communication methods, Client authorizes Law Firm to use facsimile transmissions, cellular telephone calls and email, and other computer transmissions in communicating with Client. Unless otherwise instructed by Client, any such communications may include confidential information. Client understands that Law Firm cannot guarantee any particular result, including the costs and expenses of representation.

2. Billing Practices. Law Firm agrees to bill Client in units of one tenth (.1) of an hour at the billing rates established in the attached rate schedule. Client agrees to pay actual transportation and other costs of required out-of-town travel by Law Firm personnel. Other third-party services, such as investigators, process servers, court reporter fees, legal research, and witness fees (including expert witness’ fees) shall be charged to Client at the actual costs paid to the service provider by Law Firm or incurred on Client’s behalf and shall not be subject to a fee multiplier, such as a processing or administrative fee. Law Firm does not maintain a financial interest in any other third-party service provider and obtains no financial benefit from Client’s use of any such service provider. Agreements for legal fees on special projects other-than-an-hourly basis may be made by mutual agreement of the Parties.

3. Payment. Law Firm shall send Client a statement for fees and costs incurred every calendar month. Statements shall set forth the amount, rate and description of services provided. Client shall pay Law Firm’s statements within thirty (30) days after receipt. Client agrees and is encouraged to communicate any billing concerns to Law Firm. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due.

4. Termination and Withdrawal. Client may discharge Law Firm at any time by written notice. Unless otherwise agreed, and except as required by law, Law Firm will provide no further services hereunder after receipt of such notice. Law Firm may withdraw its services hereunder with Client’s consent, upon good cause, or as allowed or required by law, upon ten (10) days’ written notice. Good cause includes any breach of this Agreement and/or any circumstance that would render Law Firm’s continued representation of Client unlawful or in

violation of any ethical rules. Upon discharge or withdrawal, Law Firm shall transition all outstanding legal work and services to others as Client shall direct.

5. Arbitration. The Parties agree all disputes that arise between Client and Law Firm shall be resolved through binding arbitration. In the case of a fee dispute, arbitration shall occur in accordance with the California State Bar rules for arbitration of disputes regarding attorneys' fees. The Parties waive their respective rights to a jury trial and an appeal. The terms of this provision shall survive the termination of this Agreement.

6. Severability. In the event any provision or portion of a provision in this Agreement is deemed unenforceable, the remainder of this Agreement and, if applicable, that provision, shall remain enforceable.

7. Client Responsibilities. Client agrees to cooperate with Law Firm, provide accurate information and documentation to Law Firm, and fully inform Law Firm of any developments that could affect Law Firm's representation of Client. Client agrees to attend all required appearances, such as hearings, and make its employees available to Law Firm as necessary for Law Firm to perform its services described under this Agreement.

8. Miscellaneous Provisions. In accordance with the requirements of the California Rules of Professional Conduct, Law Firm hereby provides notice to Client that it maintains errors and omissions insurance coverage applicable to the services to be rendered to Client by Law Firm pursuant to this Agreement. Upon the closure of an active matter, Client may request, and Law Firm agrees to provide following receipt of such request, the file related to that matter.

IN WITNESS WHEREOF, the parties have signed this Legal Services Agreement.

**Cajon Valley Union School District
Personnel Commission**

Adams Silva & McNally LLP



Virginia Levenson
Cajon Valley Union School District
Personnel Commission

Kerrie McNally
Partner
Adams Silva & McNally LLP

Date: _____

Date: May 13, 2020



ADAMS SILVA & McNALLY LLP

PROFESSIONAL RATE SCHEDULE

(Effective July 1, 2020, for the 2020-2021 School Year)

1. **HOURLY PROFESSIONAL RATES**

Client agrees to pay Law Firm by the following standard hourly rate:

Partner / Senior Counsel / Of Counsel	\$275-285 per hour
Associate	\$240-260 per hour
Paralegal/Law Clerk	\$140 per hour

Time is billed in increments in units of one tenth (.1) of an hour, rounded up to the nearest increment. Law Firm shall charge its hourly rate for round-trip travel time from our office to the destination required by the Client. Computerized legal research is billed at cost. Additionally, actual travel expenses as described below will be billed.

2. **COSTS AND EXPENSES**

In-Office copying	\$0.20 per page
Incoming/Outgoing Facsimile	\$0.20 per page
Postage	Actual Usage
Mileage	IRS Standard Rate

Other services, such as investigators, process servers, court reporter fees, transcription costs, and witness fees (including expert witness' fees) shall be charged to Client at the actual costs paid to the service provider by Law Firm.

Other costs, such as messenger, airfare, and lodging, shall be charged on an actual and necessary basis with prior approval from Client.



Professional Services Agreement **Cajon Valley Union School District**

This Agreement for consulting services is entered into on July 1, 2020, by and between the Cajon Valley Union School District herein referred to as the “District” and Eric Hall & Associates, a California Limited Liability Company, referred to as the “Consultant,” who agrees to provide services to the District under the terms, conditions and scope of services as described herein.

SCOPE OF SERVICES

Consultant promises and agrees to furnish all labor, materials, tools, equipment, services and incidental and customary work necessary to fully and adequately supply the professional consulting services necessary for the services as more particularly described as the work plan and scope of services in Exhibit A, attached hereto and incorporated herein by reference. The Consultant and District agree that the work performed as identified in Exhibit A is of a highly specialized nature, does not require any Associate or Consultant to possess a credential issued by the California Commission on Teacher Credentialing. The Consultant and District agree that employees in the District are not experienced or qualified to perform these tasks and as such the work performed qualifies as an independent contractor assignment and is not subject to earnings limitations and the time is not reportable to CalPERS or CalSTRS. The District declares that the work of EH&A is free from District control and direction and that the scope of services is outside the usual course of the District’s expertise and that EH&A is an independently established business providing services to local educational agencies.

TOBACCO-FREE FACILITY

The District and its facilities are tobacco-free environments. Tobacco use is prohibited at all times on all District properties.

FUND AVAILABILITY

Funding of this Agreement is contingent upon appropriation and availability of funds. Work performed in advance of contract approval shall be done at the sole risk of Consultant.

COMPENSATION/COSTS AND PAYMENT SCHEDULE

Consultant shall receive compensation, including reimbursements, for all services rendered under this Agreement at the rates set forth in Exhibit B, attached hereto and incorporated herein by reference. With prior approval of the District, the Consultant may sub-contract with other firms for specific legal, financial, demographic or other support, as necessary.



CONFIDENTIALITY OF SERVICES OR WORK

All correspondence and dialogue between the parties, as well as documentation prepared by either party in conjunction with services performed under this Agreement shall remain confidential.

OWNERSHIP OF DOCUMENTS OR WORK

All documents prepared by Consultant pursuant to the scope of services of this Agreement shall be the property of the District. Consultant may use the content and form of such documents for other work performed by Consultant for other parties, so long as references to the District are only included upon express written consent of the District.

CONSULTANT & DISTRICT CONTACT NAMES & ADDRESSES

FOR THE CONSULTANT:

Eric J. Hall
President
Eric Hall & Associates, LLC
5245 Avenida Encinas, Suite A
Carlsbad, CA 92008
760.602.9352
eric@ehanda.com

FOR THE DISTRICT:

Scott Buxbaum
Assistant Superintendent, Business Services
Cajon Valley Union School District
750 E Main St.
El Cajon, CA 92020
619.588.3061
buxbaums@cajonvalley.net

TERMINATION

This Agreement may be terminated by either party with a thirty (30) day written notice. In the event that the Agreement is terminated prior to the completion of the work as identified in Exhibit A, the Consultant shall be compensated for the work completed on a prorated basis.

INDEPENDENT CONTRACTOR

It is expressly understood that at all times, while rendering the services described herein, and in complying with any terms and conditions of this Agreement, the Consultant is acting as an independent contractor and not as an officer, agent or employee of the District. The Consultant shall not be required to keep specific work hours, equipment or a specific office, and shall use independent means and methods for performing the tasks as identified in the scope of services.



HOLD HARMLESS

Consultant agrees to hold harmless, defend and to indemnify the District, its officers, agents and employees against all claims, demands and causes of action by Consultant, employees or third parties on account of personal injuries or death or on account of property damages arising out of the work to be performed by the Consultant as identified in the scope of this Agreement and resulting from the negligent act or omissions of the Consultant, its agents, employees or subcontractors.

AUDIT

Consultant agrees to maintain and preserve, until three (3) years after termination of the Agreement with the District and to permit the State of California or any of its duly authorized representatives, to have access to and to examine and audit any pertinent financial documents, books, papers and records related to this Agreement.

NON-SOLICITATION

District agrees that during the term of this Agreement and for a period expiring one (1) year after the date of termination of this Agreement, District will not directly or indirectly solicit, hire or contract with any employees or independent contractors of Consultant for District's own benefit, or for the benefit of any other party. This one-year period shall be tolled for any time period that District is in violation of this paragraph.

The parties agree that the District will be liable to Consultant for liquidated damages for each violation of this paragraph, as follows: District shall pay the Consultant an amount equal to the greater of (a) one hundred percent (100%) of the gross amounts paid to the employee or independent contractor who was involved in the violation of this paragraph during the one-year period commencing as of the date the employee or independent contractor first receives payment as a result of District's violation of this paragraph or (b) one hundred percent (100%) of the gross revenues for the one-year period preceding the termination of this Agreement.

The parties agree that these measures of damages are reasonable compensation for Consultant's interest and investment in its business, employees, independent contractors and proprietary information. The provisions of this paragraph shall survive the termination of this Agreement.

INSURANCE REQUIREMENTS

Consultant shall maintain and shall cause each subcontractor to maintain General Liability and Property Damage Insurance to protect them and the District from all claims for personal injury, including accidental death, as well as from all claims for property damage arising from the operations under this Agreement. The minimum amounts of such insurance shall be as hereinafter set forth.

Amounts of Insurance:

Commercial General Liability	\$2,000,000 per occurrence
Professional Liability	\$2,000,000 per occurrence
Auto Liability for owned and non-owned vehicles	\$2,000,000 per occurrence



Upon request by the District, the Consultant shall provide, Certificates of Insurance indicating a thirty-day (30) cancellation notice and naming the District as an additional insured.

GOVERNING LAW/VENUE

In the event of litigation, the Agreement and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in San Diego County.

COMPLIANCE WITH LAW

Consultant shall be subject to, and shall comply with, all Federal, State and local laws and regulations applicable with respect to its performance under this Agreement including, but not limited to: licensing, employment, purchasing practices, wages, hours and conditions of employment, including nondiscrimination.

FINAL APPROVAL

This Agreement is of no force or effect until approved by the Board of Trustees of the District and executed by a District official delegated the responsibility by the Board.

ENTIRE AGREEMENT

This Agreement represents the entire Agreement and understandings of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary the provisions hereof. This Agreement may not be amended in any way except by a writing duly executed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be duly executed, such parties acting by their representatives being thereunto duly authorized.

DISTRICT: Cajon Valley Union School District

CONSULTANT: Eric Hall & Associates, LLC

By: Scott Buxbaum
Assistant Superintendent, Business Services

By: Eric J. Hall, President

Handwritten signature of Eric J. Hall

Print Name: _____

Print Name: Eric J. Hall

Date: _____

Date: June 15, 2020
Tax Payer Identification # 20 464 1725



***Cajon Valley Union School District
Job Class Description Review
Exhibit A***

Scope of Services and Work Plan

Eric Hall & Associates has been asked by the Cajon Valley Union School District to review and update the Administrative Assistant in Long Range Planning.

The following are the overall project goals:

- Recommendations as to content of job class description of position reviewed;
- Draft update to job class description (as needed);
- Determine whether current job classification is appropriate for the position;
- Report findings in writing to the Personnel Commission.



***Cajon Valley Union School District
Job Class Description Review
Exhibit B***

Compensation and Payment Terms

The services provided by EH&A shall be compensated on a time and expense basis and services shall be paid at the following rates:

Administrative Support, \$50 per hour
Associate, \$125 to \$195 per hour
Senior Associate, \$210 per hour
Vice President, \$220 per hour
President, \$245 per hour

The not to exceed amount shall be \$975 unless approved by the District.

The Consultant shall be reimbursed for reasonable mileage, meals and other customary expenses if necessary. The mileage reimbursement shall be at the IRS rate.

The Consultant shall submit an itemized invoice within the first five days of the month. Monthly invoices shall detail the date of work performed, a description of the tasks and days or portions of days worked shall be specified.

The District shall process and pay invoices within 30 days of receipt.



HELPING SCHOOL DISTRICTS MEASURE UP

***Cajon Valley Union School District
Job Description Review Project
Exhibit C (1 page)***

JOB CLASS TITLE	# Employees	# Interview Sessions
1 Administrative Assistant Long Range Planning	1	2

CLASSIFICATION STUDY

School Office Manager / School Office Manager-Bilingual

In March 2020, the Governing Board and the Personnel Commission contracted with Eric Hall & Associates (EH&A) to conduct a classification study of the School Office Manager and School Office Manager-Bilingual classifications.

Attached is an abridged copy of the consultant's report, which outlines the scope of the study, and provides analysis, salary survey data, and recommendations.

The recommendations and proposed job descriptions have been negotiated and agreed upon through a Memorandum of Understanding (MOU) between the District and the Classified School Employees' Association (CSEA) and its Chapter 179 (Association).

All incumbents have had a gradual accretion of duties, and, therefore, meet the Education Code requirement for reclassification with the position.

Based upon the negotiated effective date of July 1, 2019, action to waive Personnel Commission Rule 30.300.2, must be taken:

30.300.2 Effective Date of Reclassification

Reclassification of a position shall be effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for examinations to be completed, but for not more than three months.

Based on the findings detailed in the consultant's report, the following recommendations are submitted for your consideration.

ADMINISTRATIVE RECOMMENDATION:

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

1. Retitle School Office Manager to School Administrative Assistant and approve proposed job description as negotiated; and,
2. Retitle School Office Manager-Bilingual to School Administrative Assistant-Bilingual and approve proposed job description as negotiated; and,
3. Reallocate the salary range for the School Administrative Assistant from range 26 to range 28 on the Classified Employees' Salary Schedule; and,
4. Reallocate the salary range for the School Administrative Assistant-Bilingual from range 28 to range 30 on the Classified Employees' Salary Schedule; and,
5. In accordance with negotiated agreement, waive Rules 30.300.2 and 70.300.6 of the Personnel Commission Rules and Regulations; and,

6. Reclassify positions, along with the incumbents, effective July 1, 2019, as follows:

<u>POS ID #</u>	<u>EMPL ID#</u>	<u>RECOMMENDED JOB CLASS</u>
5645	543001	School Administrative Assistant
5649	178723	School Administrative Assistant
5644	172835	School Administrative Assistant
5661	545784	School Administrative Assistant
5674	506891	School Administrative Assistant
5650	357319	School Administrative Assistant
5662	319634	School Administrative Assistant
5655	459952	School Administrative Assistant
5660	202235	School Administrative Assistant
5642	613804	School Administrative Assistant
9988	406013	School Administrative Assistant
5665	347670	School Administrative Assistant
5652	484031	School Administrative Assistant
5664	336882	School Administrative Assistant
5648	282892	School Administrative Assistant
5647	202205	School Administrative Assistant
5657	525562	School Administrative Assistant
9989	359820	School Administrative Assistant
5653	446891	School Administrative Assistant
5687	478178	School Administrative Assistant-Bilingual
5677	313147	School Administrative Assistant-Bilingual
5670	118975	School Administrative Assistant-Bilingual
5673	234203	School Administrative Assistant-Bilingual
5656	538543	School Administrative Assistant-Bilingual
5676	281975	School Administrative Assistant-Bilingual



Introduction

In March 2020, the Cajon Valley Union School District (CVUSD) contracted with Eric Hall and Associates (EH&A) to provide a classification study of their School Office Manager (SOM) classification. Associate Ross Hessler with EH&A would conduct the study. The decision to seek the assistance of a consultant came as a result of action by the district's Personnel Commission at their meeting of February 5, 2020.

Scope of Study

To accomplish the goals of the study, EH&A undertook the following tasks:

- Conducted a preliminary meeting over Zoom on March 30, 2020. In attendance were several SOMs and principals, along with Assistant Superintendent, Personnel Services, Michelle Hayes and Counsel to the Personnel Commission Kerrie McNally. The steps and timeline of the study were introduced and questions were answered.
- An introductory email was sent out by Ms. Hayes to all SOMs on April 1, followed by an email from Ross Hessler to all incumbents and principals shortly afterwards. This email included the first steps in the process and the overall timeline. A Classification Study Questionnaire was attached for office managers to complete. Incumbents were given over three weeks to return the questionnaire via email. (There were two weeks of overlap with the district's spring break.)
- Conduct interviews with incumbents, as well as principals and members of the CSEA team.
- Revised job descriptions and sent out a first draft to all incumbents and principals
- Reviewed and revised first draft of job descriptions
- Drafted this Report for the District, the Personnel Commission and the bargaining unit for review, discussion and forwarding to the Board of Trustees for review and action.

Information Reviewed and Research Conducted

- Job descriptions
- Employee Request for Classification Review forms
- Employee Classification Study Questionnaires
- District salary schedules
- Salary survey of SOMs in comparable school districts in San Diego county
- Personnel Commission Rules and Regulations

Incumbent Interviews

Following review of the returned questionnaires, interviews were scheduled with interested incumbents, as well as several others. This resulted in interviews with 12 SOMs, five principals, and two members of CSEA leadership. The participation of all those involved, especially the SOMs, was very helpful, with thorough and insightful information and comments. Most of the submittals included extra attachments, to better present the information.

Upon completion of these interviews, all the notes taken were reviewed and information considered for incorporation into the revisions of the job descriptions. The current job descriptions (for SOM and SOM



-Bilingual) were presented in “track changes” format to ensure the proposed changes stood out. The amount of editing done ended up being quite significant. Though much of it was done to clarify and note minor changes, there were more significant changes made also. These reflect areas of gradual accretion of significant duties over the past nine years, when the last job description update was performed.

Both incumbents and principals were sent out copies of the job descriptions through email. A one week deadline, to May 13, was given to return proposed changes.

Feedback was received by seven incumbents and two principals. Messages from SOMs sometimes referred to discussions with others, so it appears that at least a few, to possible many more, SOMs were involved in the reviews and sharing requested changes. Several of the suggestions, though not all, were incorporated in the final draft.

Analysis

The position is involved in so many areas within the school operations, that it is difficult to capture everything and not have the job description be overly long. As was shared by several SOMs, “no two days are alike.” That keeps the job interesting and part of what makes it both challenging and rewarding. Several less important or less often performed duties were left off, as always happens in the process. Keeping at the level of duties, providing examples where appropriate, and not getting into detailed tasks was important in the effort. The leading “action verbs” which describe the level of responsibility in performing the tasks was carefully reviewed. There were changes made there also, sometimes reflecting a higher level of responsibility or independence in performance. The principal’s review and input here was important as well to provide confirmation. Likewise, the knowledge, skill and abilities section was expanded to include additional necessary items, keeping with the growth of the job.

Overall, the essential duties were added to and the analysis shows an increase in several areas. First, in independence and responsibility level, as there has been a move to more autonomy in decision making by the SOM over time. The principal’s focus is on the classroom – in teaching and learning – which now puts them in the classroom more often, about half of the time. In addition, there has been an increase in complexity of the job as more elements have been added. The impact of their work, consequence of error, and accountability has grown significantly. The increased level is in both administrative responsibility and overall scope of work on the campus. In total, these changes rise to the level of significance to warrant a reclassification.

In considering a possible break out of the elementary and middle SOM classes, there did not seem to be a significant difference to warrant creating two separate classifications. The revised job description encompasses SOMs at primary and secondary schools of all levels of enrollment. Also, the bilingual class continues to be separate. There are currently four employees in this class. The additional duties involving bilingual support such as translating and interpreting, remain the same.

In conclusion, a reclassification of the SOM to a modest degree is warranted and recommended. The analysis of the appropriate degree or level of salary reallocation is reviewed below.



Salary Reallocation

The determination of an appropriate adjustment to the salary for this classification is moderated by the scope of the project. Looking at one class in isolation is difficult when attempting to maintain internal alignment between classes in the same job family, or similar group of job classes. The focus must be on the level of gradual accretion of higher level duties over time.

First, for comparison purposes, a brief review of salaries for SOMs in 14 other comparable districts in San Diego County is helpful. It shows that CVUSD is at the median – right in the middle - when looking at top step monthly pay.

In CVUSD, the SOM is part of the secretarial job family. The SOM currently is at range 26, with the SOM- Bilingual at range 28. The Administrative Assistant II (AAII) is also at the top of list at range 28, with Secretary at the bottom at range 21 (the ranges are approximately 2.5% apart). The amount of increase considered appropriate is either one or two ranges. A two range move would put the SOM class at the top of the group, equivalent to the AAII. By way of comparison, the job description for the AAII class is very similar to that of the SOM, but reports to a director, and has very similar minimum qualifications. Oftentimes, these two classes are very closely related, and it is not unusual to see them compensated at the same range. Consideration of the level of increase is tempered by the level of supervisors. Traditionally, a higher level administrator receives a higher level administrative support position. This would lend more support for just a one range increase, which could be supported also; however, it is thought that the changes in the position described above warrant putting the SOM at the same level as AAII. The same two range increase for the bilingual SOM class is appropriate. The result is a recommended move for each class, to ranges 28 and 30, respectively. For reference purposes, the difference in the three ranges (on the 2019-20 salary schedule) from first to fifth step, are as follows: Range 26 - \$3,810 - \$4,642; Range 28 - \$4,003 - \$4,877; and Range 30 - \$4,206 - \$5,124.

Title Change

The current title indicates a more limited scope of responsibility than exists. The title SOM could be interpreted to mean that the class is only involved in school office activities. We know this is not the case, so there may be more appropriate titles to consider. The significant secretarial and administrative responsibilities of the SOM far exceeds the school office. While there are still significant responsibilities and activities in the office, the administrative support role in this district is critical for this position. In addition, the support provided school-wide, including in the education process, with involvement and interaction with the teaching staff, is significant. Last, there has been a long-term move away from the SOM title. The more commonly used term recently is “Administrative Assistant.” As this title is already in use in the district, its use would help in title consistency. Lastly, bringing the salary range up to the level of Administrative Assistant II, use of a similar title is also warranted. Therefore, a title change to reflect the administrative assistant level work being performed is recommended with a change to School Administrative Assistant.



Recommendations

1. Retitle the classification of School Office Manager to School Administrative Assistant.
2. Retitle the classification of School Office Manager - Bilingual to School Administrative Assistant - Bilingual.
3. Reallocate the salary range for the classification of School Administrative Assistant from range 26 to range 28.
4. Reallocate the salary range for the classification of School Administrative Assistant - Bilingual from range 28 to range 30.



Appendix C: Salary Survey for School Office Manager

SALARY SURVEY SCHOOL OFFICE MANAGER

DISTRICT	POSITION TITLE	MONTHLY SALARY	COMMENTS
SOUTH BAY	Administrative School Asst	\$3,649 - \$4,890	Step 7, eff 7/1/19
NATIONAL	Admn Asst - School	\$3,892 - \$4,754	Eff 7/1/19
CHULA VISTA	School Secretary	\$3,736 - \$4,732	Step 6, eff 1/1/19
VISTA	School Secretary - Elem School Secretary - Middle	\$3,836 - \$4,673	Eff 7/1/18
SAN DIEGUITO	Administrative Asst I	\$3,482 - \$4,668	Eff 9/13/18
LA MESA/SPR VALLEY	School Office Manager	\$3,657 - \$4,653	Eff 7/1/19
SANTEE	Secretary II – School	\$3,787 - \$4,602	Eff 7/1/18
CAJON VALLEY	School Office Manager	\$3,699 - \$4,507	Eff 7/1/18; 19/20 negotiations pending
LEMON GROVE	Secretary – School Lead	\$3,678 - \$4,471	Eff 1/1/19
ESCONDIDO	School Office Mgr - Elem School Office Mgr - Middle	\$3,358 - \$4,286 \$3,528 - \$4,503	Step 6, eff 7/1/19
POWAY	School Admin Asst - Elem School Admin Asst - Middle	\$3,602 - \$4,388 \$3,692 - \$4,498	Eff 7/1/18
CARLSBAD	School Admn Asst - Elem School Admn Asst - Sec	\$3,525 - \$4,284 \$3,614 - \$4,393	Step 5-9; eff 7/1/18
OCEANSIDE	School Secretary	\$3,063 - \$4,100	Step 11, eff 7/1/18
SAN YSIDRO	School Administrative Asst	\$3,414 - \$4,086	
LAKESIDE	School Secretary	\$3,161 - \$4,030	Step 7, 18/19; 2% eff 7/1/19; reclass pending
GROSSMONT	N/A		No Elem/Middle schools
	MEDIAN SALARY	\$4,537	



Report on the Classification Review of
School Office Manager

	CVUSD	\$4,507	
	+/-	- .01%	

CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT ~~OFFICE~~ MANAGER

BASIC FUNCTION:

Under the general direction of the Principal, perform a wide variety of responsible clerical ~~and~~ secretarial, and administrative support duties to coordinate school office and other school activities, and assist the Principal in administrative tasks; support the educational process by assisting in securing substitute staff and providing student and parent support; train and provide ~~work direction and~~ procedural guidance to office staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate the overall office activities to assist the Principal in administrative tasks; assist staff with individual student needs (e.g., students sent to office for discipline purposes, student helpers); compile information, prepare and maintain a variety of reports, records, logs and files relating to students, staff, programs, operations and activities, including those of a confidential nature.

Serve as secretary to the Principal; meet regularly to review office and school activities, projects, and priorities; maintain Principal's calendar; prepare letters and compose correspondence independently; prepare, revise, verify, proofread, edit, type and distribute communications and other documents, including website updates; schedule conferences, appointments and meetings; receive, open, prioritize and distribute mail.

Coordinate a variety of school activities (e.g., safety training, assemblies, celebrations, year-end events); manage several calendars covering a variety of school activities and programs; secure rooms for meetings or special groups; assist with management of certificated and classified employee absences and securing substitutes and arranging alternate coverage; submit work orders to maintenance department and follow up as needed.

Lead the activities of the office staff as assigned; ~~providing~~ provide training and ~~work direction~~ procedural guidance to subordinate office staff; assure compliance with established procedures; provide support as needed including with solving problems; assist in setting work priorities; ~~and~~ provide input to performance evaluations.

Provide information to parents, students, staff and the public concerning school policies, procedures, actions, activities and schedules, as appropriate; ~~maintain Principal's calendar and school calendar of events~~; assist individual students and parents with questions and problems related to the school program and its staff; refer the more difficult problems to the principal or designated staff member.

~~Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel and student activities; prepare and maintain related records, files and logs.~~

Perform a variety of health office activities; update student health records; administer first aid/CPR

and dispense approved medication to students as prescribed by a physician and in accordance with organizational policy, ~~administer first aid/CPR and dispense medication as prescribed by a physician; as assigned;~~ provide specialized services (i.e., toileting, changing soiled clothing, etc.), during the absence of other trained staff; **assist in emergency medical situations including calling 9-1-1, as needed;** order supplies for the health office as necessary.

~~Maintain~~ **Collect, compile, organize and record** employee attendance records ~~and payroll~~ for certificated, classified and other personnel, as required; **prepare monthly payroll timesheets; record and** maintain accurate records of substitute teachers ~~and accounts to be charged~~ (**within the district sub system**), vendors, contractors and accounts to be charged; ~~receive and distribute paychecks.~~

~~Enroll, register and schedule new students; complete enrollment information;~~ **Perform or oversee enrollment, registration, and scheduling of new students;** complete records for the release or transfer of students; maintain confidentiality of student information as required.

~~Perform or~~ Oversee the student attendance function; **assist other office staff as needed with notifying** parents of absences **and with** inputting data and preparing related reports.

Collect and account for monies ~~collected~~ **received** in conjunction with school activities (**e.g., Chromebooks, camps, bus tickets, donations, PTA, ASB, etc.**) according to established procedures; coordinate and organize field trip activities as assigned; **file requisition for reimbursement or** maintain petty cash disbursements record for appropriate expenditures.

~~Assist in~~ Orienting **new** substitute personnel; provide keys and/or instructional materials, **as required,** and maintain related records; **organize welcome of new staff, including providing a site tour.**

~~Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.~~

Assist individual students and parents to relate to the school program and its staff; refer the more difficult problems of adjustments to the principal or designated staff member.

Assist with ensuring campus safety by overseeing check-in/screening of visitors; assist with setting up a lockdown and other emergency situations including calling 9-1-1 and filing police reports as needed; assist with drills and scheduling safety training for staff and students; manage key distribution and collection, including maintaining a log.

~~Maintain accurate and current student emergency release information and oversee~~ **Ensure** the release of students to authorized parent/guardian or **other** approved individual, **following child custody laws and information provided, including working with restraining orders.**

Coordinate workers' compensation process and required paperwork, ensuring timelines are met; follow up as needed with securing doctor's notes; and assist with consideration of

transitional work with accommodations if needed.

Operate a variety of office equipment including ~~typewriter~~, calculator, copier, computer and assigned software.

Monitor **various office and school** budgets and advise staff members of budget status.

Requisition, receive, **inventory**, store and distribute supplies and office **and classroom materials**; **provide necessary records to purchasing department.**

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Modern~~ **Current** office practices and procedures and **how to operate standard** equipment.

Basic arithmetic and statistics terms and usage.

Statistical recordkeeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Effective oral and ~~written~~ communication skills practices.

Interpersonal skills using tact, patience and courtesy.

Applicable state and federal regulations (e.g., California Education Code, Child Protective Services regulations, FERPA and HIPPA confidentiality requirements).

Telephone techniques and etiquette.

Organizational operations, policies and objectives, **including School Board policies.**

Effective supervisory/leadership practices.

Basic first aid techniques.

Specialized health care procedures.

Operation of a computer, **including operating systems, file management**, and assigned software.

ABILITY TO:

~~Perform a wide variety of clerical and secretarial duties to coordinate school office activities.~~

Perform public relations and communications services for the Principal.

Analyze complex situations and make appropriate decisions.

Handle emergency situations and difficult interactions with calm, reasoned actions.

Understand and follow oral and written directions.

Compose correspondence independently.

Complete work **and meet deadlines** with many interruptions.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Interact effectively and appropriately with students.

Type or input data at 40 words per minute from clear copy.

Learn, interpret, apply and explain rules, regulations, policies and procedures.

~~Operate a variety of office machines including typewriter, computer, calculator and copier.~~

Understand and work within the scope of authority.

Plan and organize work.

Train and provide **procedural guidance** to others.

Work confidentially with discretion.

Administer first aid **and handle other medical and physical care needs of students.**

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent supplemented by coursework in office procedures and three years of increasingly responsible and varied clerical experience involving public contact, including at least one year of secretarial experience in a large organization.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in cardiopulmonary resuscitation (CPR) issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Outside school grounds.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Sitting for extended periods of time.

Kneeling, stooping, and bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read, prepare and assure the accuracy of documents.

Pushing, pulling, lifting and carrying supplies and equipment, **and assist with injured students/staff.** ~~The employee must occasionally lift and move up to and exceeding 25 pounds.~~

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: SCHOOL OFFICE MANAGER

BASIC FUNCTION:

Under the direction of the Principal, perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in administrative tasks; train and provide work direction and guidance to office staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate the overall office activities to assist the Principal in administrative tasks; prepare and maintain a variety of reports, records and files relating to students, staff, operations and activities including those of a confidential nature.

Serve as secretary to the Principal; prepare letters and compose correspondence independently; prepare, type and distribute communications; schedule conferences, appointments and meetings; receive, open, prioritize and distribute mail.

Lead the activities of the office staff as assigned; providing training and work direction to subordinate staff, assure compliance with established procedures; assist in setting work priorities and provide input to performance evaluations.

Provide information to students, staff and the public concerning school policies, procedures, actions, activities and schedules as appropriate; maintain Principal's calendar and school calendar of events.

Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel and student activities; prepare and maintain related records, files and logs.

Perform a variety of health office activities; update student health records; administer first aid and dispense approved medication to students in accordance with organizational policy as assigned administer first aid/CPR and dispense medication as prescribed by a physician; provide specialized services, (i.e., toileting, changing soiled clothing, etc.), during the absence of other trained staff; order supplies for the health office as necessary.

Maintain employee attendance records and payroll for certificated, classified and other personnel as required; maintain accurate records of substitute teachers and accounts to be charged; receive and distribute paychecks.

Enroll, register and schedule new students; complete enrollment information; complete records for the release or transfer of students; maintain confidentiality of student information as required.

Perform or oversee the attendance function as directed; notify parents of absences; input data and prepare related reports.

Operate a variety of office equipment including typewriter, calculator, copier, computer and assigned

software.

Collect and account for monies collected in conjunction with school activities according to established procedures; coordinate and organize field trip activities as assigned; maintain petty cash disbursements record for appropriate expenditures.

Assist in orienting substitute personnel; provide keys and instructional materials and maintain related records.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.

Assist individual students and parents to relate to the school program and its staff; refer the more difficult problems of adjustments to the principal or designated staff member.

Maintain accurate and current student emergency release information and oversee the release of students to authorized parent/guardian or approved individual.

Monitor budget and advise staff members of budget status.

Requisition, receive, store and distribute supplies and office materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Organizational operations, policies and objectives.
- Basic first aid techniques.
- Operation of a computer and assigned software.

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities.
- Perform public relations and communications services for the Principal.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Complete work with many interruptions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Type or input data at 40 words per minute from clear copy.

Learn, interpret, apply and explain rules, regulations, policies and procedures.
Operate a variety of office machines including typewriter, computer, calculator and copier.
Understand and work within the scope of authority.
Plan and organize work.
Train and provide work direction to others.
Work confidentially with discretion.
Administer first aid.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent supplemented by coursework in office procedures and three years of increasingly responsible and varied clerical experience involving public contact, including at least one year of secretarial experience in a large organization.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in cardiopulmonary resuscitation (CPR) issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Sitting for extended periods of time.
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read, prepare and assure the accuracy of documents.
Pushing, pulling, lifting and carrying supplies and equipment.
Reaching overhead and above shoulders.
The employee must occasionally lift and/or move up to 25 pounds.

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT OFFICE MANAGER - BILINGUAL

BASIC FUNCTION:

Under the **general** direction of the Principal, perform a wide variety of responsible clerical, and secretarial, **and administrative support** duties to coordinate school office **and other school** activities, and assist the Principal in administrative tasks; provide support in primary language as required; translate (both to proper English and primary language), a variety of written documents as well as interpret for conferences, meetings and phone calls; **support the educational process by assisting in securing substitute staff, and providing student and parent support**; train and provide ~~work direction and~~ **procedural** guidance to office staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate the overall office activities to assist the Principal in administrative tasks; **assist staff with individual student needs (e.g., students sent to office for discipline purposes, student helpers); compile information**, prepare and maintain a variety of reports, records, logs and files relating to students, staff, **programs**, operations and activities, including those of a confidential nature.

Serve as secretary to the Principal; **meet regularly to review office and school activities, projects, and priorities**; maintain Principal's calendar; prepare letters and compose correspondence independently; prepare, **revise, verify, proofread, edit**, type and distribute communications **and other documents, including website updates**; provide support in primary language as required; translate (both to proper English and primary language), a variety of written documents as well as interpret for conferences, meetings and phone calls; **schedule conferences, appointments and meetings**; receive, open, prioritize and distribute mail.

Coordinate a variety of school activities (e.g., safety training, assemblies, celebrations, year-end events); manage several calendars covering a variety of school activities and programs; secure rooms for meetings or special groups; assist with management of certificated and classified employee absences and securing substitutes and arranging alternate coverage; submit work orders to maintenance department and follow up as needed.

Lead the activities of the office staff, as assigned; providing training and ~~work direction~~ **procedural guidance** to subordinate **office** staff; assure compliance with established procedures; **provide support as needed including with solving problems**; assist in setting work priorities; ~~and~~ provide input to performance evaluations.

Provide information to **parents**, students, staff and the public, both in proper English and primary language, concerning school policies, procedures, actions, activities and schedules, as appropriate.; ~~maintain Principal's calendar and school calendar of events.~~

~~Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel and student activities; prepare and maintain related records, files and logs.~~

Perform a variety of health office activities; update student health records; administer first aid/CPR and dispense approved medication to students as prescribed by a physician and in accordance with organizational policy, as assigned; ~~administer first aid/CPR and dispense medication as prescribed by a physician~~; provide specialized services (i.e., toileting, changing soiled clothing, etc.), during the absence of other trained staff; **assist in emergency medical situations including calling 9-1-1, as needed**; order supplies for the health office, as necessary.

~~Maintain~~ **Collect, compile, organize and record** employee attendance records ~~and payroll~~ for certificated, classified and other personnel, as required; **prepare monthly payroll timesheets; record and** maintain accurate records of substitute teachers (**within the district sub system**), **vendors, contractors and** accounts to be charged; ~~receive and distribute paychecks.~~

~~Enroll, register and schedule new students; complete~~ **Perform or oversee** enrollment information, **registration, and scheduling of new students**; complete records for the release or transfer of students; maintain confidentiality of student information, as required.

~~Perform or~~ Oversee the **student** attendance function, ~~as directed~~; **assist other office staff as needed with notifying** parents of absences **and with** inputting data and preparing related reports.

Collect and account for monies received in conjunction with school activities (**e.g., Chromebooks, camps, bus tickets, donations, PTA, ASB, etc.**) according to established procedures; coordinate and organize field trip activities as assigned; **file requisition for reimbursement or** maintain petty cash disbursements record for appropriate expenditures.

~~Assist in orienting~~ **Orient new** substitute personnel; provide keys and/or instructional materials, **as required**, and maintain related records; **organize welcome of new staff including providing a site tour.**

~~Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, projects, and assigned duties; establish and maintain filings systems; revise, verify, proofread and edit a variety of documents.~~

Assist individual students and parents **with questions and problems** ~~to~~ related to the school program and its staff; refer the more difficult problems of adjustments to the principal or designated staff member.

Assist with ensuring campus safety by overseeing check-in/screening of visitors; assist with setting up and managing a lockdown and other emergency situations including calling 9-1-1 and filing police reports, as needed; assist with drills and scheduling safety training for staff and students; manage key distribution and collection, including maintaining a log.

~~Maintain accurate and current student emergency release information~~ **Ensure the release of** students to authorized parent/guardian or approved individual, **following child custody laws and information provided, including working with restraining orders.**

Coordinate workers' compensation process and required paperwork, ensuring timelines are met; follow up as needed with securing doctor's notes; and assist with consideration of

transitional work with accommodations, if needed.

Operate a variety of office equipment including ~~typewriter~~, calculator, copier, computer and assigned software.

Monitor **various office and school** budgets and advise staff members of budget status.

Requisition, receive, **inventory**, store and distribute supplies and office **and classroom materials; provide necessary records to purchasing department.**

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.

~~Modern~~ **Current** office practices **and** procedures **and how to operate standard** equipment.

Basic arithmetic and statistics terms and usage.

Statistical recordkeeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Effective oral and written communication practices skills.

Interpersonal skills using tact, patience and courtesy.

Applicable state and federal regulations (e.g., California Education Code, Child Protective Services regulations, FERPA and HIPPA confidentiality requirements).

Telephone techniques and etiquette.

Organizational operations, policies and objectives, **including School Board policies.**

Effective supervisory/leadership practices.

Basic first aid techniques.

Specialized health care procedures.

Operation of a computer, **including operating systems, file management, and** assigned software.

ABILITY TO:

~~Perform a variety of general clerical duties in support of an assigned office or program.~~

Facilitate communications between District personnel, non-English speaking parents and others.

Serve as an interpreter for conferences, meetings and other events.

~~Perform a wide variety of clerical and secretarial duties to coordinate school office activities.~~

Perform public relations and communications services for the Principal.

Analyze of complex situations and make appropriate decisions.

Handle emergency situations and difficult interactions with calm, reasoned actions.

Understand and follow oral and written directions.

Compose correspondence independently.

Complete work **and meet deadlines** with many interruptions.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Interact effectively and appropriately with students.

Type or input data at 40 words per minute from clear copy.

Learn, interpret, apply and explain rules, regulations, policies and procedures.
~~Operate a variety of office machines including typewriter, computer, calculator and copier.~~
Understand and work within the scope of authority.
Plan and organize work.
Train and provide ~~work direction~~ **procedural guidance** to others.
Work confidentially with discretion.
Administer first aid **and handle other medical and physical care needs of students.**

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent supplemented by coursework in office procedures and three years of increasingly responsible and varied clerical experience involving public contact, including **at least** one year of secretarial experience in a large organization, including experience translating materials and interpreting in English and a designated second language.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in cardiopulmonary resuscitation (CPR) issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required.
Maintain up-to-date certificates in first aid and CPR.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Outside school grounds.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Sitting for extended periods of time.

Kneeling, stooping, and bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read, prepare and assure the accuracy of documents.

~~Reaching overhead and above shoulders.~~

Pushing, pulling, lifting and carrying supplies and equipment **and assist with injured students/staff,** up to **and exceeding** 25 pounds.

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: SCHOOL OFFICE MANAGER-BILINGUAL

BASIC FUNCTION:

Under the direction of the Principal, perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in administrative tasks; provide support in primary language as required; translate (both to proper English and primary language), a variety of written documents as well as interpret for conferences, meetings and phone calls; train and provide work direction and guidance to office staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate the overall office activities to assist the Principal in administrative tasks; prepare and maintain a variety of reports, records and files relating to students, staff, operations and activities including those of a confidential nature.

Serve as secretary to the Principal; prepare letters and compose correspondence independently; prepare, type and distribute communications; schedule conferences, appointments and meetings; provide support in primary language as required; translate (both to proper English and primary language), a variety of written documents as well as interpret for conferences, meetings and phone calls; receive, open, prioritize and distribute mail.

Lead the activities of the office staff as assigned; providing training and work direction to subordinate staff, assure compliance with established procedures; assist in setting work priorities and provide input to performance evaluations.

Provide information to students, staff and the public both in proper English and primary language concerning school policies, procedures, actions, activities and schedules as appropriate; maintain Principal's calendar and school calendar of events.

Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel and student activities; prepare and maintain related records, files and logs.

Perform a variety of health office activities; update student health records; administer first aid and dispense approved medication to students in accordance with organizational policy as assigned administer first aid/CPR and dispense medication as prescribed by a physician; provide specialized services, (i.e., toileting, changing soiled clothing, etc.), during the absence of other trained staff; order supplies for the health office as necessary.

Maintain employee attendance records and payroll for certificated, classified and other personnel as required; maintain accurate records of substitute teachers and accounts to be charged; receive and distribute paychecks.

Enroll, register and schedule new students; complete enrollment information; complete records for the release or transfer of students; maintain confidentiality of student information as required.

Perform or oversee the attendance function as directed; notify parents of absences; input data and

prepare related reports.

Operate a variety of office equipment including typewriter, calculator, copier, computer and assigned software.

Collect and account for monies collected in conjunction with school activities according to established procedures; coordinate and organize field trip activities as assigned; maintain petty cash disbursements record for appropriate expenditures.

Assist in orienting substitute personnel; provide keys and instructional materials and maintain related records.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.

Assist individual students and parents to relate to the school program and its staff; refer the more difficult problems of adjustments to the principal or designated staff member.

Maintain accurate and current student emergency release information and oversee the release of students to authorized parent/guardian or approved individual.

Monitor budget and advise staff members of budget status.

Requisition, receive, store and distribute supplies and office materials.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.

Modern office practices, procedures and equipment.

Statistical record-keeping techniques.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Organizational operations, policies and objectives.

Basic first aid techniques.

Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of general clerical duties in support of an assigned office or program.

Facilitate communications between District personnel, non-English speaking parents and others.

Serve as an interpreter for conferences, meetings and other events.

Perform a wide variety of clerical and secretarial duties to coordinate school office activities.

Perform public relations and communications services for the Principal.

Understand and follow oral and written directions.
Compose correspondence independently.
Complete work with many interruptions.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Type or input data at 40 words per minute from clear copy.
Learn, interpret, apply and explain rules, regulations, policies and procedures.
Operate a variety of office machines including typewriter, computer, calculator and copier.
Understand and work within the scope of authority.
Plan and organize work.
Train and provide work direction to others.
Work confidentially with discretion.
Plan and organize work.
Administer first aid.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent supplemented by coursework in office procedures and three years of increasingly responsible and varied clerical experience involving public contact, including one year of secretarial experience in a large organization including experience translating materials and interpreting in English and a designated second language.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in cardiopulmonary resuscitation (CPR) issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Sitting for extended periods of time.
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read, prepare and assure the accuracy of documents.
Pushing, pulling, lifting and carrying supplies and equipment.
Reaching overhead and above shoulders.
The employee must occasionally lift and/or move up to 25 pounds.

RULES AND REGULATIONS UPDATE/REVISION

In accordance with Commission Rule 20.200.5, the following Personnel Commission Rule is being submitted for a First Reading. The recommended changes are being made to reflect the desire of the District, CSEA, and the Commission to provide probationary employees whose services were not observed and evaluated during the COVID-19 facility "shut down" additional time to demonstrate proficiency and obtain permanent employment status.

DEFINITIONS AND PRELIMINARY STATEMENT

10.100 DEFINITIONS, GENERAL

PROBATIONARY PERIOD

A trial period of six months **or 130 days of paid service, whichever is longer**, as determined by the Personnel Commission, immediately following an original or promotional appointment to a permanent position from an eligibility list.

60.100 PROBATIONARY PERIOD

60.100.1 Duration of Probation

- A. All appointments from open and/or promotional eligibility lists shall be for a probationary period of six months or 130 days of paid service, whichever is longer. This probationary period shall not include **all leaves of absence, paid or unpaid**, time served under emergency **appointment**, provisional **appointment**, substitute **status**, limited term status, but shall date from the beginning of service in a regular position.

A leave of absence for the purposes of determining the probationary period shall include any leave from an employee's regularly assigned duties caused by the temporary school facility closures which prevents the employee from performing his/her regular duties. This paragraph shall be effective March 13, 2020.

- B. A probationary employee assigned on a part-time, regular basis shall complete his probationary period upon serving six months of such part-time service and acquire permanent part-time status thereby.

RECOMMENDATION

It is recommended that the proposed changes to the Commission Rules and Regulations listed above be set for action at the next Commission meeting. The Personnel Director will refer the proposal to the District and CSEA for comment and recommendation to be received by the Personnel Director no later than July 13, 2020.

6 (c) Vacancies

Position Title:	Number of positions:	Hours and Sites:
Behavior Intervention Specialist	6	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	9	2.5-3.5 hours per day, Child Nutrition, Greenfield, Hillsdale, Meridian, Montgomery and WD Hall
Custodial Crew Leader	1	8.0 hours per day, Maintenance
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	13	1.5-3.2 hours per day, Blossom Valley, Flying Hills, Hillsdale, Lexington, Magnolia, Meridian, Naranca, and Vista Grande
Extended Day Program Site Lead	1	4.2 hours per day, Los Coches Creek
Health Care Specialist	2	7.5 hours per day, Health Services (Special Education)
Heavy Duty Mechanic	1	8.0 hours per day, Transportation
Instructional Assistant	1	2.0 hours per day, Meridian Preschool
Lead Heavy Duty Mechanic	1	8.0 hours per day, Transportation
Mental Health Clinician I/II	1	8.0 hours per day, Special Education
Occupational Therapist	2	8.0 hours per day, Special Education
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	21	3.5-6.5 hours per day, Anza, Cajon Valley, Emerald, Flying Hills, Fuerte, Greenfield, Hillsdale, Jamacha, Johnson, Madison, Magnolia, Naranca, Rancho San Diego, Sevick, 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

6 (c) Eligibility Lists

Position:	Type of Recruitment:	Expiration:
Accounting Assistant I	Promotional / Open	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	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
Community Liaison Bilingual (Arabic)	Promotional / Open	July 2020
Community Liaison Bilingual (Spanish)	Promotional / Open	February 2021
Computer Support Technician	Promotional / Open	September 2020
Director of Transportation	Dual	July 2020
District Receptionist	Promotional / Open	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	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
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

Position:	Type of Recruitment:	Expiration:
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
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
Speech-Language Pathology Assistant Bilingual (Spanish)	Promotional	August 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
June 9, 2020- Board Meeting

Retirement

1. **Patricia Paine-Thoma**, School Office Manager / Los Coches Creek, effective 12/18/20, after 22 years
2. **Paula Quethera**, Special Education Classroom Assistant / Avocado, effective 12/30/20, after 15 years
3. **Susan Sasena**, Child Nutrition Services Lead – Production/Serving Kitchen / Los Coches Creek, effective 12/17/20, after 36 years
4. **Paul Stephens**, Groundskeeper II / Maintenance & Operations, effective 11/29/20, after 26 ½ years

CLASSIFIED PERSONNEL REPORT
June 23, 2020- Board Meeting

Retirement

1. **Angela Bishop**, Director – Classified Personnel / Personnel Commission, effective 12/30/20 after 15 years
2. **Jeanne Goff**, Executive Assistant / Special Education, effective 12/30/20 after 20 years
3. **Tracy Mueller**, Payroll / Benefits Supervisor / Fiscal Services, effective 12/30/20, after 13 years
4. **Karen Turner**, Day Custodian / Maintenance & Operations, effective 12/30/20, after 30 years

Return from Leave of Absence

1. **Melissa Berry**, Special Education Classroom Assistant / Johnson, effective 06/19/20