



For the future of every student

MINUTES
JULY 8, 2020

- CALL TO ORDER A regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Multipurpose Room, 255 West Stanley Avenue, Ventura, California on July 8, 2020. Ms. Stallings, Chair, called the meeting to order at 4:30 p.m.
- Present: Commissioners Kirby, Stallings and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director and Belen Gonzalez, HR Analyst, Classified (Confidential).
- ADOPTION OF AGENDA On a motion by Mr. Kirby, seconded by Ms. Stallings, the agenda for the July 8, 2020 Personnel Commission meeting was adopted as presented by a vote of 2-0. (Ayes – 2/Kirby, Stallings; Nay 0; Abstain 0)
- ITEM C ADMINISTRATION OF OATH OF OFFICE – JOINT APPOINTEE, JOHN WALKER
Ms. Cathi Stallings, Commission Chairperson, welcomed Mr. John Walker as a new member to the Personnel Commission and administered the oath of office to Mr. Walker. He was appointed to continue as the Commission’s Joint Appointee to finish out Mr. Lacey’s term to the Personnel Commission effective June 24, 2020 through December 1, 2021.
- APPROVAL OF MINUTES On a motion by Mr. Kirby, seconded by Ms. Stallings, the minutes of June 24, 2020 were approved by a vote of 2-0 with 1 abstention. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 1/ Walker)
- PUBLIC COMMENTS Mr. Stuart Lilly gave kudos to the District for finding alternate placement to the employees affected by layoff. He said, “excellent job, many people appreciated it!”
- ITEM F1 VESPA REPORT
Carol Peek provided VESPA’s report, and shared that she appreciates the School Board of Education for seeking VESPA’s input on the re-opening of schools. VUEA President, Dan Nelson and she have been very active in giving input on how classified members and teachers would be affected with the re-opening of schools. In addition, she has been sitting in on the layoff/bumping meetings and was happy to share that everyone was offered an alternate placement for the upcoming school year.
- ITEM F2 DIRECTOR’S REPORT
Ms. Crouch reported:
- 1) The BOE held a study session on July 7 and July 8 on re-opening of schools, in which the Superintendent, Educational Services, Business Services and Human Resources had an opportunity to discuss options, plans and next steps. A survey will be distributed to employees for further input, and VESPA and the District continue to collaborate on a MOU and the possible repurposing of some classifications.
 - 2) Bumping meetings have continued to be held with employees whose positions have been eliminated or reduced. HR and VESPA representatives have participated in these meetings with the employees.
 - 3) New Legislation was recently passed (SB98) in which school districts were temporarily prevented from laying off employees or positions within Custodial, Transportation, and Food & Nutrition Services for the 2020-21 school year; therefore, we were able to rescind four layoff notices.
 - 4) Last month the Personnel Commission approved the new PC meeting schedule; the next meeting is scheduled for August 26, 2020.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- o Next Board of Education Meeting, July 21, 2020
- ITEM G1 APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: FACILITIES MANAGER
After some discussion, on a motion by Mr. Kirby, seconded by Mr. Walker, and supported by the Chair, the proposed classification specification for Facilities Manager was approved as presented, and allocated to salary range 085 on the Management Salary Schedule by a vote of 3-0. (Ayes – 3/ Kirby, Walker, Stallings; Nay 0; Abstain 0)

- ITEM G2 APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: INFORMATION AND SYSTEMS MANAGER
After some discussion, on a motion by Mr. Walker, seconded by Mr. Kirby, and supported by the Chair, the proposed classification specification for Information and Systems Manager was approved as presented, and allocated to salary range 091 on the Management Salary Schedule by a vote of 3-0. (Ayes – 3/ Walker, Kirby, Stallings; Nay 0; Abstain 0)
- ITEM G3 (ITEM REMOVED FROM AGENDA) APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: LEAD MECHANIC
Due to SB98, on a motion by Mr. Kirby, seconded by Mr. Walker, and supported by the Chair, this item was pulled from the agenda by a vote of 3-0. (Ayes – 3/ Kirby, Walker, Stallings; Nay 0; Abstain 0)
- ITEM G4 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: BRAILLE TRANSCRIBER
After some discussion, on a motion by Mr. Walker, seconded by Mr. Kirby, and supported by the Chair, the revised classification specification for Braille Transcriber was approved as presented by a vote of 3-0. (Ayes – 3/ Walker, Kirby, Stallings; Nay 0; Abstain 0)
- ITEM G5 REVIEW AND APPROVAL OF PARAEDUCATOR TIERS: PARAEDUCATOR I, II, III AND LEAD PARAEDUCATOR
After a lengthy discussion, on a motion by Mr. Walker, seconded by Mr. Kirby, and supported by the Chair, the proposed classification structure, and classification specifications for Paraeducator I, II, and III were approved as presented, and allocated to the appropriate ranges on the Classified Represented & Confidential Salary Schedule by a vote of 3-0. (Ayes – 3/ Walker, Kirby, Stallings; Nay 0; Abstain 0)
- ITEM H1 PERSONNEL TRANSACTIONS REPORT
On a motion by Mr. Kirby, seconded by Mr. Walker, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/ Kirby, Walker, Stallings; Nay 0; Abstain 0)
- ITEM I COMMISSION COMMENTS
Mr. Kirby wanted to clarify the annual organization for term of office, since Ms. Stallings stepped into the Chair seat in April. Mr. John Walker thanked the Commissioners for their vote of confidence in selecting him and he looks forward to serving classified employees.
- ITEM J CLOSED SESSION:
It was decided that Closed Session was not needed at this time.
- ITEM K REPORT OF ACTION TAKEN IN CLOSED SESSION
There was no Closed Session.
- ADJOURNMENT On a motion by Mr. Kirby, seconded by Mr. Walker, and supported by the Chair, the meeting adjourned at 5:51 p.m.