



For the future of every student

MINUTES
NOVEMBER 20, 2019

- CALL TO ORDER** The regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Susan B. Anthony Room, 255 West Stanley Avenue, Ventura, California on November 20, 2019. Mr. Kirby, Chairperson, called the meeting to order at 4:30 p.m.
- Present: Commissioners Kirby, Rice and Lacey. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Vicky Balint, Assistant Director Classified Human Resources; and Belen Gonzalez, HR Analyst, Classified (Confidential).
- ADOPTION OF AGENDA** On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the agenda for the November 20, 2019 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the minutes of October 1, 2019 Special Meeting were approved as presented by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- RETIREEES** Ms. Crouch reported that the following retirees could not be present at the meeting but their Certificate of Appreciation would be mailed to them:
- Rebecca Bailey, Health Technician, 24 Years
Peggy Hughes, School Administrative Assistant I, 18 Years
- In addition, the following retirees were present at the meeting and received a Certificate of Appreciation from the Commission for their years of service with the District:
- Francisco Lopez, Bus Driver, 18 Years
Cathi Stallings, Administrative Specialist, 33 Years
- PUBLIC COMMENTS** Cathi Stallings thanked Commissioner Barbi Rice for everything she has done for the Association and for coming on board as a Personnel Commissioner when the Association really needed her to. Commissioner Rice made the following comment: It's been my pleasure, it really has! It's great to be able to give back to something that you really believe in. My grandkids attend Ventura Unified, so to be able to give something back to the students and most definitely the employees, is really good. Thank you!
- ITEM F1** VESPA REPORT
Ms. Carol Peek introduced herself to the Commission as the new appointed VESPA President. She is excited to start this new chapter and is looking forward to all the great work they are going to do and to make VESPA strong. She reported:
- 1) VESPA will be starting negotiations with the district next month, in December.
- ITEM F2** DIRECTOR'S REPORT
Ms. Crouch reported:
- 1) We just wrapped up fall break and are gearing up for Thanksgiving break. School will be in session Monday and Tuesday, a non-student day is scheduled for Wednesday and the holidays are on Thursday and Friday. We wish everyone a Happy Thanksgiving.
 - 2) After Thanksgiving week, we have three full weeks of school and work, and then it will be winter break, December 23, 2019 to January 3, 2020; school resumes on January 6.
 - 3) The District will be having their first negotiations session with VESPA in December. We will be sunshining the articles of interest at the next Board meeting on December 10.
 - 4) The calendar committee has also been busy planning the details of the calendar for the next two school years and hopefully it can be presented to the Board of Education for final approval in January.

5) Classified HR has been very busy with multiple recruitments. As we get closer to the winter break and holiday season, we take a little pause, as we don't get a lot of applicant interest during this time, however plans are already in the works for recruitments to open after the winter break in January.

ITEM F3 RECOGNITION OF COMMISSIONER RICE – 4 YEARS OF SERVICE AS VESPA'S APPOINTEE

Ms. Crouch presented Commissioner Rice with flowers and expressed appreciation for her years of service as a Commissioner.

Ms. Carol Peek, VESPA President, on behalf of VESPA, also presented Commissioner Rice with flowers and expressed appreciation for her service.

Commissioners Kirby and Lacey expressed that they have enjoyed working with Commissioner Rice and thanked her for her service.

Commissioner Rice thanked everyone and commented that she has enjoyed working with both Commissioners Kirby and Lacey; she has learned a lot and it was an honor for her to work with them.

ITEM G4 PRESENTATION OF PERSONNEL COMMISSION ANNUAL REPORT - THIS ITEM WAS MOVED UP ON THE AGENDA

After a brief discussion, on a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the 2018/19 Personnel Commission Annual Report was approved as presented by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)

ITEM G1 APPROVAL OF NEW CLASSIFICATION AND SALARY ALLOCATION: LANGUAGE ASSESSMENT SPECIALIST

After some discussion, on a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the proposed classification specification for Language Assessment Specialist was approved as presented, and allocated to salary range 220 on the Classified Represented & Confidential Salary Schedule by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)

ITEM G2 FIRST READING OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 20.2.7, AMENDMENTS, DELETIONS, OR ADDITIONS TO RULES:

Proposed revisions to PCRR 20.2.7, Amendments, Deletions, or Additions to Rules were discussed. Ms. Crouch shared that currently our rules require a first and second reading before the Personnel Commission can take action to approve any changes. We recently had to make a change to one of our rules in which we were facing a tight timeline, and because our rules didn't allow the Commission to waive a second reading, multiple meetings had to be scheduled in order to revise our rules to fit within the timeline we were working with. At that time, we discussed this potential revision to our rules to allow for flexibility and the ability to waive a second reading when deemed appropriate. Commissioners had a suggestion on the revision of the first paragraph. On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the Personnel Commission approved setting final review and action to approve the revisions as amended, to PCRR 20.2.7 at its next scheduled Commission meeting by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)

ITEM G3 FIRST READING OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 50.2.12.4, EXAMINATION PROCEDURES:

Proposed revision to PCRR 50.2.12.4, under Examination Procedures were discussed. Ms. Crouch shared that our current rule has a 90-calendar day waiting period for a candidate who was unsuccessful in an examination to retake the exam for the same classification. After discussions with the staff, we find that this is a barrier to getting candidates for positions (provided a couple of examples). It is felt that the waiting period of 90 days is too long; we are losing applicants because they lose interest, they forget or move on to another job. It was therefore recommended to change the waiting period to 30 calendar days. We feel that 30 days will allow them to practice and hopefully be successful the second time. On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the Personnel Commission approved setting final review and action to approve the revisions to PCRR 50.2.12.4 at its next scheduled Commission meeting by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)

ITEM H1 PERSONNEL TRANSACTIONS REPORT

On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/ Lacey, Rice, Kirby; Nay 0; Abstain 0)

NEXT MEETING The Personnel Commission scheduled its regular meeting for the month of December. The PC will meet on Thursday, December 19, 2019 at 4:30 p.m.

- ITEM K COMMISSION COMMENTS
Commissioner Rice again thanked the Commissioners, staff and VESPA for her time as the represented classified employees' appointee to the Personnel Commission.
- ITEM L CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISSMISSAL/RELEASE—GOVERNMENT CODE SECTION 54957(b)
It was decided that Closed Session was not needed at this time.
- ITEM M REPORT OF ACTION TAKEN IN CLOSED SESSION
There was no Closed Session.
- ADJOURNMENT On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the meeting adjourned at 5:17 p.m.