



MINUTES
JUNE 19, 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 June 19, 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 June 19, 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 May 23, 2019 were approved as presented by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the minutes of June 5, 2019 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:
- Anne Barks, Paraeducator-Special Education, 11 Years
 - Nina Bartel, Paraeducator-Special Education, 12 Years
 - Carol Ives, Paraeducator, 28 Years
 - Kitty Knox, Paraeducator, 40 Years
 - Sandra Park, Senior Office Assistant, 18 Years
- In addition, the following retiree was present at the meeting and received a Certificate of Appreciation from the Commission for her years of service with the District:
- Rachel Perez, Paraeducator & Parent Teacher Liaison, 29 Years
- PUBLIC COMMENTS** None
- ITEM F1** VESPA REPORT
None
- ITEM F2** DIRECTOR'S REPORT
Ms. Crouch reported:
- 1) The last day of school was last Thursday, June 13th.
 - 2) The Extended School Year started today, and high school summer session will begin July 1st.
 - 3) We received official notification from the Superintendent of Schools that the 2019/20 PC budget was approved as submitted.
 - 4) Classified HR is working on finishing up the meetings with employees who are going through the bumping process, and is gearing up for summer projects, staffing for the fall, and back-to-school events planned for August. The HR Department will also be undergoing some construction, so our offices will be temporarily relocated across the hall in the old Technology Department. We are scheduled to move next week, and will hopefully be back in our offices by the end of July.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Next regular Board meeting is scheduled for Tuesday, June 25

- ITEM G1 REQUEST FOR ADVANCED SALARY PLACEMENT – DIRECTOR, TRANSPORTATION
After some discussion, on a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, advanced salary placement for the Director of Transportation was approved from step 1 to step 4 on the Management Salary Schedule by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- ITEM G2 APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: LICENSED NURSE (NON-CREDENTIALIED)
After some discussion, on a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the proposed classification specification for Licensed Nurse (Non-Credentialed) was approved as presented, and allocated to a three-tiered salary approach based upon the possession of the required license/certification (ranges 300, 325, and 370 on the Classified Represented & Confidential Salary Schedule) 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 July. The PC will meet on Wednesday, July 17, 2019 at 4:30 p.m.
- ITEM J COMMISSION COMMENTS
None
- ITEM K CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE—GOVERNMENT CODE SECTION 54957(b)
It was decided that Closed Session was not needed at this time.
- ITEM L 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 4:58 p.m.