



Ventura Unified School District

PERSONNEL COMMISSION

MINUTES
JANUARY 18, 2017

- 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 January 18, 2017. Ms. Rice, Chairperson, called the meeting to order at 4:30 p.m.
- Present: Commissioners Rice, Lacey, and Kirby. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director and Belen Gonzalez.
- ADOPTION OF AGENDA** On a motion by Mr. Kirby, seconded by Mr. Lacey, and supported by the Chair, the agenda for the January 18, 2017 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Mr. Lacey, seconded by Mr. Kirby, and supported by the Chair, the minutes of December 14, 2016 were approved as presented by a vote of 3-0. (Ayes – 3/Lacey, Kirby, Rice; Nay 0; Abstain 0)
- RETIREES** Ms. Crouch reported that the following retirees could not be present at the meeting but their Certificate of Appreciation would be mailed to them:
- Sandra Blanks, Paraeducator Special Education, 26 Years
 - Gail Davidson, Director of Transportation, 27 Years
 - Maria Teresa Gerry, School Support Secretary, 15 Years
 - Laurie Kaminski, Child Nutrition Manager - Elementary, 20 Years
 - Archina Scott, Job Placement Specialist, 22 Years
 - Mark Van Cleve, Lead Building Trades Mechanic, 30 Years
 - Susan Wilson, Child Nutrition Assistant III, 22 Years
- In addition, the following retirees were present at the meeting and received a Certificate of Appreciation from the Commission for their many years of service with the District:
- Sylvia (Bebe) Kushner, Administrative Specialist I, 11 Years
 - Marilyn Van Leeuwen, Paraeducator Special Education, 11 Years
- PUBLIC COMMENTS** None
- ITEM F1** VESPA REPORT
- None
- ITEM F2** DIRECTOR'S REPORT
- Ms. Crouch informed the Commission of the following: 1) The HR Departments have started working on Summer School preparations, and meetings are in the works to establish the summer session and identify staffing needs.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: the next regular Board meeting is scheduled for Tuesday, January 24; Lincoln's Birthday Observed, Monday, February 13; President's Day, Monday, February 20; and Festival of Talent at VHS, Saturday, February 25.

- ITEM G1 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: DISTRICT RECEPTIONIST
- After brief discussion, on a motion by Mr. Kirby, seconded by Mr. Lacey, and supported by the Chair, the revised classification specification for District Receptionist was approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice; Nay 0; Abstain 0)
- ITEM G2 REQUEST TO DISCONTINUE CONTINUOUS RECRUITMENT FOR PARAEDUCATOR SPECIAL EDUCATION
- After brief discussion, on a motion by Mr. Lacey, seconded by Mr. Kirby, and supported by the Chair, the request to discontinue continuous recruitment for Paraeducator Special Education was approved by a vote of 3-0. (Ayes – 3/Lacey, Kirby, Rice; Nay 0; Abstain 0)
- ITEM H1 PERSONNEL TRANSACTIONS REPORT
- On a motion by Mr. Kirby, seconded by Mr. Lacey, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice; Nay 0; Abstain 0)
- NEXT MEETING The next regular Personnel Commission meeting will be Wednesday, February 15, 2017 at 4:30 p.m.
- ITEM I COMMISSION COMMENTS
- None
- ITEM J 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 K REPORT OF ACTION TAKEN IN CLOSED SESSION
- There was no Closed Session.
- ADJOURNMENT On a motion by Mr. Kirby, seconded by Mr. Lacey, and supported by the Chair, the meeting adjourned at 4:49 p.m.