



Ventura Unified School District

PERSONNEL COMMISSION

MINUTES – SPECIAL MEETING

FEBRUARY 26, 2018

- CALL TO ORDER** The special 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 February 26, 2018. Mr. Lacey, Chairperson, called the meeting to order at 4:30 p.m.
- Present: Commissioners Lacey, Kirby, and Rice. 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. Kirby, seconded by Ms. Rice, and supported by the Chair, the agenda for the February 26, 2018 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Kirby, Rice, Lacey; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the minutes of January 25, 2018 were approved as presented by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; Nay 0; Abstain 0)
- PUBLIC COMMENTS** None
- ITEM E1** VESPA REPORT
- Ms. Cathi Stallings reported on behalf of the Ventura Education Support Professionals Association (VESPA), and provided an update on the following activities of the Association since the last Personnel Commission meeting.
- 1) VESPA is currently accepting applications from its members for officer positions. 2) President Teri Roots is working with Andrea Crouch and Dr. Jeff Davis on clarifying the administrative support classifications in the Curriculum & Instruction Department as a result of the restructuring that took place at the beginning of the 2017/18 school year. Ms. Roots and Kim Mina, CTA Staff, will be meeting with both of them later this week.
- ITEM E2** DIRECTOR'S REPORT
- Ms. Crouch informed the Commission of the following: 1) The Tri-Counties School Personnel Association is planning its annual symposium. Ventura Unified is hosting the event, and it will be held in the McAuliffe Room on March 22 & 23. The theme is "Building Bridges for a Better Tomorrow." Classified and Certificated HR staff will be invited to attend. 2) Summer school planning is underway, and applications have been distributed. The deadline to apply is March 15th. In addition, Vicky Balint provided the Commissioners with an overview of the summer school programs that will be offered this year.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Next Board meeting is scheduled for Tuesday, February 27th
 - Festival of Talent, which is usually held on the last Saturday in February, will be held on Saturday, March 24th at 7pm. The theme is "Walking on Sunshine."

- ITEM F1 FIRST READING: REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 70.1.4, NEPOTISM
- Proposed revisions to PCRR 70.1.4, Nepotism were discussed. Ms. Crouch shared that she met with Ms. Roots, VESPA President, to collaborate on the proposed changes. After discussion regarding the revisions made since the last Commission meeting, and further direction given by the Commission regarding the clarification needed to define “direct line of supervision” before final approval, on a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the Personnel Commission approved setting final review and action to approve the revisions to PCRR 70.1.4 at its next scheduled Commission meeting by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; Nay 0; Abstain 0)
- ITEM F2 FIRST READING: REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 60.2.14, CERTIFICATION OF RELATIVES
- After a continuation of the above discussion regarding how the proposed revisions affect PCRR 60.2.14, on a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the Personnel Commission approved setting final review and action to approve the revisions to PCRR 60.2.14 at its next scheduled Commission meeting by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; Nay 0; Abstain 0)
- ITEM G1 PERSONNEL TRANSACTIONS REPORT
- On a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/Kirby, Rice, Lacey; Nay 0; Abstain 0)
- NEXT MEETING The next regular Personnel Commission meeting was scheduled for Wednesday, March 21, 2018 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 Ms. Rice, and supported by the Chair, the meeting adjourned at 4:55 p.m.