



For the future of every student

MINUTES  
November 17, 2021

- CALL TO ORDER A regular meeting of the Personnel Commission of the Ventura Unified School District was held in person on November 17, 2021. Ms. Stallings, Chair, called the meeting to order at 4:32 p.m.
- Present: Commissioners Stallings, Walker and Campbell. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director, Belen Gonzalez, Human Resources Supervisor, and Reina Murillo, Human Resources Analyst.
- ADOPTION OF AGENDA On a motion by Mr. Walker, seconded by Ms. Campbell, the agenda for the November 17, 2021 Personnel Commission meeting was adopted by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- APPROVAL OF MINUTES On a motion by Ms. Campbell, seconded by Mr. Walker, the minutes of the October 20, 2021 Personnel Commission meeting were approved by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
- PUBLIC COMMENTS None
- ITEM E1 VESPA REPORT  
Mr. Stuart Lilly, VESPA Director:
- Today, November 17, 2021, is National ESP day. VESPA celebrated by Directors delivering treats and snacks to all Classified staff at sites.
  - VESPA is happy to share that the District agreed to an additional 1% increase for classified staff and the offer is scheduled to be ratified by members soon.
- ITEM E2 DIRECTOR'S REPORT  
Ms. Crouch reported.
- 1) Classified HR is actively making progress in filling positions, both in recruiting subs and filling vacancies.
  - 2) HR continues to partner with Risk Management in monitoring and reaching out to any Classified employees not in compliance with submitting their COVID test results or proof of vaccination. HR notifies both the Supervisor and Employee of non-compliance. The employee then has 3 days to submit their test results or proof of vaccination. If the information is not received, the employee is not able to report to work until test results or proof of vaccine is submitted.
  - 3) Both Classified and Certificated HR hosted a recruitment booth at the School of Choice Night hosted by Buena High School. Approximately 200-300 people attended. This attendance was a bit lower than in past years, as there were other competing events happening in the area. However, we were able to spread the word that we are actively hiring and recruiting for various positions, and we did receive some expressed interest in opportunities available.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Non-Student Contact day, Wednesday, November 24<sup>th</sup>. For most classified employees, this is a non-assigned work day.
  - Thanksgiving Break, Thursday, November 25<sup>th</sup> and Friday, November 26<sup>th</sup>, both holidays and non-working days.
  - Next regular Board of Education Meeting, Tuesday, December 14, 2021.
- ITEM E3 RECRUITMENT & SELECTION: HIRING UPDATE  
Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. She shared in January 2022, the Human Resources Department is planning to host a large job fair to recruit candidates for any current vacancies and all substitute positions.
- An update of various classifications was provided:
- Qualification Appraisal Interviews were conducted this week for both Paraeducator IIs and IIIs. We hope to fill some of our vacant positions with these eligible candidates.

- Qualification Appraisal Interviews will be conducted for our Custodian recruitment after we return from Thanksgiving break. We have two custodian vacancies to fill.
- Food & Nutrition Services filled their vacant positions with transfer candidates, and as a result of those awarded transfers there are new vacant positions needing to be filled.
- Fiscal Services has several vacant positions for a Fiscal Technician I and one vacant position for a Purchasing Specialist. There is an established eligibility list for the Fiscal Technician vacancies and Fiscal Services will be conducting final interviews soon. We are hoping to fill the Fiscal Technician I vacancies by winter break.

- ITEM E4                    Next Regular PC Meeting: December 15, 2021  
After some discussion it was decided that the Personnel Commission will remain meeting in-person.
- ITEM F1                    PRESENTATION OF PERSONNEL COMMISSION ANNUAL REPORT  
After brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, the 2020/21 Personnel Commission Annual Report was approved as presented by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM F2                    APPROVAL OF REVISED CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: SPECIAL PROJECTS TECHNICIAN  
After brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, the new classification specification for Career and Technical Education Support Specialist (formerly Special Projects Technician) was approved as presented and allocated to salary range 230 on the Classified Represented salary schedule, as presented by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM F3                    APPROVAL OF REVISED CLASSIFICATION SPECIFICATION FOR REGISTERED ASSOCIATE, AND EXPANSION OF ASSOCIATE LEVELS (INTERN, LICENSED AND SUPERVISOR)  
After brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, the revised classification specification for Registered Associate, and expansion of associate levels (intern, licensed and supervisor) was approved as presented with the Registered Associate allocated to salary range 310 on the Classified Represented salary schedule, as presented by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM G1                    PERSONNEL TRANSACTIONS REPORT  
On a motion by Ms. Campbell, seconded by Mr. Walker, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
- ITEM H                    COMMISSION COMMENTS  
Mr. Walker expressed his appreciation for the Brown Act Training he attended. He felt it was very helpful and insightful.  
Ms. Stallings shared she received good feedback from employees about all employees being sent the email regarding the upcoming Personnel Commission Meeting and Agenda.
- ITEM I                    PUBLIC COMMENT ON CLOSED SESSION ITEMS  
None
- 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. Walker, seconded by Ms. Campbell, and supported by the Chair, the meeting adjourned at 5:32 p.m.