



For the future of every student

**REGULAR PERSONNEL COMMISSION MEETING**  
**SEPTEMBER 15, 2021**

The Personnel Commission holds their meetings on the third Wednesday of each month at 4:30 p.m. unless otherwise noticed.

The Personnel Commission may consider and act on an agenda item in a different order or an item may be considered earlier or later than the estimated time. Additionally, discussion of the agenda items may be postponed to a future meeting.

**PUBLIC ACCESS/COMMENTS**

In accordance with Governor Newsom's Executive Order N-29-20 regarding COVID-19, members of the public will continue to have the right to observe the public meeting via <https://us02web.zoom.us/j/85256477257> and submit public comment in writing at [Classifiedhr@venturausd.org](mailto:Classifiedhr@venturausd.org) or live public comment via the Zoom Platform. Both written and live public comment requests are available for the Public Comment agenda item as well as the Public Comment on Closed Session agenda item. Public comment and live Public Comment requests will be accepted for a 24-hour period ending one hour prior to the start of the Opening Procedure of the meeting. (no later than 3:30pm on Wednesday, September 15, 2021). All written public comment received via the designated email address, referenced above, will be provided to the Personnel Commission prior to the start of the meeting for review. The written public comment will not be read or summarized, but will be made part of the minutes of the Personnel Commission meeting. **ANY REQUESTS RECEIVED FOR LIVE OR WRITTEN PUBLIC COMMENT BEFORE OR AFTER THE 24 HOUR PERIOD WILL NOT BE PROCESSED.** A member of the public may submit a request to provide live public comment also using the above-referenced email address. The request must be received during the 24-hour period referenced above. Once received, an email with a Zoom link will be provided with directions and the procedure to provide live public comment. Public comments are limited to three minutes.

**POSTING INFORMATION**

The agenda for the special Personnel Commission meetings will be posted 24 hours in advance. The Personnel Commission Agenda is posted at the following location:

- Ventura Unified School District, Education Service Center (Always)  
255 W. Stanley Avenue, Suite 100, Ventura, CA (Guard shack)  
This serves as the main posting location pursuant to the Brown Act, Government Code §54954.2(a)

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.

## PERSONNEL COMMISSION MEETING AGENDA – SEPTEMBER 15, 2021

### Public Access

### Public Streaming of the Personnel Commission Meeting at

<https://us02web.zoom.us/j/85256477257>

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. APPROVAL OF MINUTES
  - August 18, 2021 (Special Meeting)
- D. RETIREES
- E. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.
- F. INFORMATION ITEMS
  - 1. VESPA Report
  - 2. Director's Report
  - 3. Recruitment & Selection: Hiring Update
- G. ACTION AGENDA ITEMS
  - 1. Commission's Joint Appointment to the Personnel Commission: Announcement of Intended Appointee
  - 2. Revision to Personnel Commission Rules and Regulations, Section 50.2.6 (Examinations, Continuous Examinations) – Action Requested
  - 3. Approval of Revised Classification Specification: ASB Accounting Technician
  - 4. Approval of Revised Classification Specification: PE Equipment Attendant
  - 5. Reclassification of Position: Communications Coordinator to Director of Communications
  - 6. Request to Modify Salary Range Placement (PCRR 170.1) – Director of Food & Nutrition Services and Director of Fiscal Services
- H. CONSENT AGENDA ITEMS
  - 1. Personnel Transactions Report
- I. COMMISSION COMMENTS — No official action will be taken.
- J. CLOSED SESSION
  - 1. Public Employee Discipline/Dismissal/Release - Government Code §54957(b)
- K. REPORT OF ACTION TAKEN IN CLOSED SESSION
- L. ADJOURNMENT

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