



For the future of every student

MINUTES  
DECEMBER 19, 2019

- CALL TO ORDER The regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Einstein Room, 255 West Stanley Avenue, Ventura, California on December 19, 2019. Mr. Kirby, Chairperson, called the meeting to order at 4:30 p.m.
- Present: Commissioners Kirby, Lacey and Stallings. 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 and supported by the Chair, the agenda for the December 19, 2019 Personnel Commission meeting was adopted as presented by a vote of 2-0. (Ayes – 2/Lacey, Kirby; Nay 0; Abstain 0)
- APPROVAL OF MINUTES On a motion by Mr. Lacey, seconded and supported by the Chair, the minutes of November 20, 2019 were approved as presented by a vote of 2-0. (Ayes – 2/Lacey, Kirby; Nay 0; Abstain 0)
- PUBLIC COMMENTS None
- ITEM E1 VESPA REPORT  
None
- ITEM E2 DIRECTOR'S REPORT  
Ms. Crouch reported:
- 1) The last day of school before winter break is tomorrow, December 20<sup>th</sup>.
  - 2) Winter break officially starts on Monday, December 23 through January 3; school resumes on January 6<sup>th</sup>. The Classified HR department will remain open, but minimally staffed based on vacation schedules.
  - 3) Reina Murillo will be rejoining our department as the Human Resources Specialist on January 6.
  - 4) The district and VESPA met this week for their first session of negotiations; it was a great meeting with good dialogue. We were able to come to a tentative agreement on two articles. The next negotiations meeting is scheduled for February 7<sup>th</sup>.
- ITEM F1 ADMINISTRATION OF OATH OF OFFICE – VESPA'S APPOINTEE, CATHI STALLINGS  
Mr. Rich Kirby, Commission Chairperson, welcomed Ms. Cathi Stallings as a new member to the Personnel Commission and administered the oath of office. Ms. Stallings was approved by the Board of Education as the Ventura Education Support Professionals Association's appointee to the Personnel Commission at the Board meeting held on October 8, 2019. She was appointed to a three-year term to the Personnel Commission effective at noon on December 1, 2019.
- ITEM F2 ANNUAL ORGANIZATION OF PERSONNEL COMMISSION  
On a motion by Mr. Kirby, seconded by Ms. Stallings, Commissioner Lacey was appointed Chairperson for a one-year term by a vote of 3-0. (Ayes – 3/Kirby, Stallings, Lacey; Nay 0; Abstain 0)
- On a motion by Mr. Lacey, seconded by Mr. Kirby, Commissioner Stallings was appointed Vice-Chairperson for a one-year term by a vote of 3-0. (Ayes – 3/Lacey, Kirby, Stallings; Nay 0; Abstain 0)
- Commissioner Lacey then continued the meeting as Chairperson.
- ITEM F3 FINAL READING AND APPROVAL OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 20.2.7, AMENDMENTS, DELETIONS, OR ADDITIONS TO RULES:  
After a brief discussion, on a motion by Mr. Kirby, seconded by Ms. Stallings, and supported by the Chair, the Personnel Commission approved the revisions to PCRR 20.2.7 as presented by a vote of 3-0. (Ayes – 3/Kirby, Stallings, Lacey; Nay 0; Abstain 0)

- ITEM F4                    FINAL READING AND APPROVAL OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 50.2.12.4, EXAMINATION PROCEDURES:  
After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Kirby, and supported by the Chair, the Personnel Commission approved the revisions to PCRR 50.2.12.4 as presented by a vote of 3-0. (Ayes – 3/Stallings, Kirby, Lacey; Nay 0; Abstain 0)
- ITEM G1                    PERSONNEL TRANSACTIONS REPORT  
On a motion by Mr. Kirby, seconded by Ms. Stallings, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/ Kirby, Stallings, Lacey; Nay 0; Abstain 0)
- NEXT MEETING            The Personnel Commission scheduled its regular meeting for the month of January. The PC will meet on Wednesday, January 15, 2020 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 Ms. Stallings, seconded by Mr. Kirby, and supported by the Chair, the meeting adjourned at 4:44 p.m.