



# Ventura Unified School District

## PERSONNEL COMMISSION

### MINUTES OCTOBER 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 October 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, Vicky Balint, and Belen Gonzalez.

**ADOPTION OF AGENDA** On a motion by Mr. Lacey, seconded by Mr. Kirby, and supported by the Chair, the agenda for the October 18, 2017 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Lacey, Kirby, Rice; Nay 0; Abstain 0)

**APPROVAL OF MINUTES** On a motion by Mr. Kirby, seconded by Mr. Lacey, and supported by the Chair, the minutes of September 20, 2017 were approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice; Nay 0; Abstain 0)

**RETIREEES** Ms. Crouch reported that the following retiree could not be present at the meeting but her Certificate of Appreciation would be mailed to her:

Elizabeth Gruber, Paraeducator, 27 Years

In addition, the following retiree was present at the meeting and received a Certificate of Appreciation from the Commission for his many years of service with the District:

Dana Eaton, Campus Supervisor, 16 Years

**PUBLIC COMMENTS** None

**ITEM F1** VESPA REPORT

None

**ITEM F2** DIRECTOR'S REPORT

Ms. Crouch informed the Commission of the following: 1) The Board of Education held the Public Hearing and approved reappointing Rich Kirby as its appointee to the Personnel Commission. His new three-year term will begin December 1, 2017 and is effective through December 1, 2020. 2) Dr. Davis and Sherry Manley from Certificated HR and she attended the ACSA Personnel Institute in Long Beach a few weeks ago. It was a three-day conference offering many valuable workshops on HR topics such as legal updates, managing leaves, negotiations, HR best practices. 3) Storyfest was held this past Saturday, October 14<sup>th</sup> here at the ESC from 9am-2pm. Classified HR attended the event, and set-up a booth to promote classified employment opportunities with the District. It was a great opportunity to reach out to our community, and we hope to attract parents to work in our schools. A special "Thank You" to Belen, Reina and Rita for spending time on their Saturday to promote and support our department. 4) Our office just completed two days of mass interviews to fill Special Education Paraeducator positions. Our hope is that job offers and on-boarding will be completed by the end of fall break, so that employees are ready to go when the break is over. A big "Thank You" to Jackie for coordinating and organizing these recruitment efforts. 5) As the Commissioners may have heard, the District and employee unions have declared impasse regarding negotiations for the 2016/17 and 2017/18 school years. Information is available on the district's website, and we encourage everyone to reference the information to stay updated on the current status of

negotiations. All parties agreed that they were unable to reach an agreement without the assistance of a mediator. As communicated via the district's website, this is just the next step and we need to trust the process. At this time, it is unknown when the mediation process will begin.

Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: Fall break is next week, October 23-27; Veteran's Day, November 10; Next Board meeting is scheduled for Tuesday, November 14.

ITEM G1 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: CHILD CARE TEACHER - INFANT/TODDLER

After a brief discussion, on a motion by Mr. Kirby, seconded by Mr. Lacey, and supported by the Chair, the revised classification specification for Child Care Teacher-Infant/Toddler was approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice, Nay 0, Abstain 0)

ITEM G2 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION AND REQUEST TO MODIFY SALARY RANGE PLACEMENT: EDUCATIONAL SIGN LANGUAGE INTERPRETER

After some discussion, on a motion by Mr. Lacey, seconded by Mr. Kirby, and supported by the Chair, it was approved to reallocate the salary range placement for Educational Sign Language Interpreter from range (230) to range (255) on the Classified Represented & Confidential salary schedule and no changes to the job specification were needed at this time, by a vote of 3-0. (Ayes – 3/Lacey, Kirby, Rice, Nay 0, Abstain 0)

ITEM G3 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION AND REQUEST TO MODIFY SALARY RANGE PLACEMENT: LEAD EDUCATIONAL SIGN LANGUAGE INTERPRETER

After some discussion, on a motion by Mr. Kirby, seconded by Mr. Lacey, and supported by the Chair, it was approved to reallocate the salary range placement for Lead Educational Sign Language Interpreter from range (235) to range (270) on the Classified Represented & Confidential salary schedule and no changes to the job specification were needed at this time, by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice, Nay 0, Abstain 0)

ITEM H1 PERSONNEL TRANSACTIONS REPORT

On a motion by Mr. Lacey, seconded by Mr. Kirby, and supported by the Chair, the Personnel Transactions Report was approved as amended by a vote of 3-0. (Ayes – 3/Lacey, Kirby, Rice; Nay 0; Abstain 0)

NEXT MEETING The next regular Personnel Commission meeting will be Wednesday, November 15, 2017 at 4:30 p.m.

ITEM J COMMISSION COMMENTS  
None

ITEM K CLOSED SESSION:  
It was decided that Closed Session was not needed at this time.

ITEM L REPORT OF ACTION TAKEN IN CLOSED SESSION  
There was no Closed Session.

ADJOURNMENT It was moved by Mr. Kirby, seconded by Mr. Lacey and carried unanimously that the meeting be adjourned at 4:57 p.m.