



For the future of every student

MINUTES  
MAY 21, 2020

- CALL TO ORDER A special meeting of the Personnel Commission of the Ventura Unified School District was held in the Multipurpose Room, 255 West Stanley Avenue, Ventura, California on May 21, 2020. Ms. Stallings, Chair, called the meeting to order at 4:30 p.m.
- Present: Commissioners Kirby and Stallings. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director and Belen Gonzalez, HR Analyst, Classified (Confidential).
- ADOPTION OF AGENDA On a motion by Mr. Kirby, seconded by Ms. Stallings, the agenda for the May 21, 2020 Personnel Commission meeting was adopted as presented by a vote of 2-0. (Ayes – 2/Kirby, Stallings; Nay 0; Abstain 0)
- APPROVAL OF MINUTES On a motion by Mr. Kirby, seconded by Ms. Stallings, the minutes of April 30, 2020 (special meeting) were approved by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)
- On a motion by Mr. Kirby, seconded by Ms. Stallings, the minutes of May 7, 2020 (special meeting) were approved by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)
- PUBLIC COMMENTS None
- ITEM E1 VESPA REPORT  
Carol Peek provided VESPA’s report, and shared that VESPA is on the final stretch of completing negotiations.
- ITEM E2 DIRECTOR’S REPORT  
Ms. Crouch reported:
- 1) This is Classified School Employee Week; she acknowledged how dedicated our classified employees are, and what a tremendous asset they are to the education of our students. Our classified employees have really gone above and beyond during these very trying and challenging times to ensure our students and families continue to be served. We would like to express our heart-felt appreciation to each of our classified employees. Happy Classified School Employees Week!
  - 2) Even though our school site campuses are closed, distance-learning is moving full force. Teachers have been trained on the different distance-learning platforms, and now training is starting to be rolled-out to the Paraeducators. Efforts are being made to get the Paraeducators involved in the distance learning sessions, defining and clarifying what their role is, and getting the technology in their hands so that they are able to participate.
  - 3) It has been decided and confirmed that Summer School will be in a distance-learning environment. The next step is fine-tuning which classified positions are going to be needed.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Next regular Board meeting is scheduled for Tuesday, May 26<sup>th</sup> and then June 2<sup>nd</sup>.
- ITEM E3 Review of Regularly Scheduled Personnel Commission Meetings: 2020-21 SY  
Ms. Crouch brought this item forward as an information item and possible action item at the next regular meeting. Historically, the Commissioners schedule the next regular meeting every time they meet, and it’s regularly scheduled the third Wednesday of the month, noting that sometimes the date is adjusted based on availability of the Commissioners and/or scheduled school breaks throughout the year. Ms. Stallings has requested that for planning purposes for everyone, she would like the Commission to consider adopting a calendar of meetings for the upcoming fiscal year. Both commissioners were in agreement of adopting a yearly calendar, this item will be presented for action at the next Personnel Commission meeting.
- ITEM F PUBLIC HEARING: 2020-2021 PERSONNEL COMMISSION BUDGET  
Ms. Stallings opened the public hearing at 4:41 p.m. No public comments were received; the public hearing was closed at 4:42 p.m.

- ITEM G1            APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: SENIOR ACCOUNTANT  
After some discussion, on a motion by Mr. Kirby, seconded by Ms. Stallings, the proposed classification specification for Senior Accountant was approved as presented, and allocated to salary range 275 on the Classified Represented & Confidential Salary Schedule by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)
- ITEM G2            APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: POOL ATTENDANT/CUSTODIAN  
After a brief discussion, on a motion by Mr. Kirby, seconded by Ms. Stallings, the revised classification specification for Pool Attendant/Custodian was approved as presented by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)
- ITEM G3            ADOPTION OF 2020-2021 PERSONNEL COMMISSION BUDGET  
After some discussion, on a motion by Mr. Kirby and seconded by Ms. Stallings, the 2020-21 Personnel Commission Budget was approved as presented by a vote of 2-0. (Ayes – 2/Kirby, Stallings; Nay 0; Abstain 0)
- ITEM G4            FIRST READING: REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 20.1.3, FILLING OF VACANCIES DURING TERM OF OFFICE  
Proposed revisions to PCRR 20.1.3, Filling of Vacancies During Term of Office were discussed. Ms. Crouch shared that the revisions would reflect the same language as provided in the Education Code. On a motion by Mr. Kirby, seconded by Ms. Stallings, the Personnel Commission approved the revisions to PCRR 20.1.3, in accordance with PCRR 20.2.7, Amendments, Deletions, or Additions to Rules (#6 - The Personnel Commission may waive the second reading and may take action on the proposed policy after a first reading if deemed appropriate, or may require an additional reading if necessary before taking action) by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)
- ITEM G5            FILLING OF VACANCY DURING TERM OF OFFICE – THE COMMISSIONERS’ APPOINTMENT (PCRR 20.1.3.3) – ANNOUNCEMENT OF NOTIFICATION OF VACANCY (JOINT APPOINTEE)  
On a motion by Ms. Stallings, seconded by Mr. Kirby an announcement was made regarding the current vacancy of the Commissioners’ Joint Appointee. (Ayes – 2/ Stallings, Kirby; Nay 0; Abstain 0)
- ITEM G6            FILLING OF VACANCY DURING TERM OF OFFICE – THE COMMISSIONERS’ APPOINTMENT (PCRR 20.1.3.3) – ANNOUNCEMENT OF INTENDED APPOINTEE (JOINT APPOINTEE)  
On a motion by Ms. Stallings and seconded by Mr. Kirby, Mr. John Walker was officially announced as the intended joint appointee of the Commissioners by a vote of 2-0. (Ayes – 2/Stallings, Kirby; Nay 0; Abstain 0)  
  
A public hearing on the intended appointment was scheduled for 4:40 p.m. at the next Personnel Commission meeting to be held on June 24, 2020 at which time the public, employees, employee organizations, and members of the Board of Education may express their views on the nominee.
- ITEM G7            APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT  
After a brief discussion, on a motion by Mr. Kirby, seconded by Ms. Stallings, the revised classification specification for Executive Assistant to the Superintendent was approved as presented by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)
- ITEM H1            PERSONNEL TRANSACTIONS REPORT  
On a motion by Mr. Kirby, seconded by Ms. Stallings, the Personnel Transactions Report was approved by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)
- NEXT MEETING    The Personnel Commission scheduled its regular meeting for the month of June. The PC will meet on Wednesday, June 24, 2020 at 4:30 p.m. (It was noted that the Public Hearing regarding the Joint Appointee to the PC would also be held during this meeting at 4:40 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    On a motion by Mr. Kirby, seconded by Ms. Stallings the meeting adjourned at 5:24 p.m.