



For the future of every student

MINUTES
AUGUST 29, 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 August 29, 2019. Mr. Kirby, Chairperson, called the meeting to order at 4:30 p.m.
- Present: Commissioners Kirby, Rice and Lacey. 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 Ms. Rice, seconded by Mr. Lacey and supported by the Chair, the agenda for the August 29, 2019 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the minutes of July 17, 2019 were approved as presented by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the minutes of August 8, 2019 were approved as presented by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- RETIREEES** Ms. Crouch reported that the following retirees could not be present at the meeting but their Certificate of Appreciation would be mailed to them:
- Kathy Ginsberg, Elementary School Services Assistant, 6 Years
 - Diane Leseberg, Office Assistant & Elementary School Services Assistant, 16 Years
 - Debra Smith, Office Assistant, 18 Years
- In addition, the following retirees were present at the meeting and received a Certificate of Appreciation from the Commission for their years of service with the District:
- Blanca Garza, Child Development Teacher, 17 Years
 - Mike Musser, Carpenter, 23 Years
- PUBLIC COMMENTS** Mike Musser commented, "Retirement is Good!"
- ITEM F1** VESPA REPORT
Mr. Ruben Galindo, VESPA President, reported:
- 1) VESPA held its annual summer planning meeting in August, and this year the main focus will be on retaining membership. The new slogan will be, "through our members' involvement and union action, we'll equal a great VESPA Union." We are going to do our best to focus our efforts on communicating more with our members, engaging with them more, and retaining our current membership.
 - 2) The Welcome Back- Celebrate event for all staff held at VHS on August 20th was a great success. VESPA had a table set-up, and gave out buttons and information about the officers and what we plan on doing this year. So far, our members seem very happy that we are moving in this direction and we are excited for this upcoming school year.
- ITEM F2** DIRECTOR'S REPORT
Ms. Crouch reported:
- 1) The Classified HR Department has been extremely busy preparing for the start of school.
 - o We had a total of 106 employee separations for the 2018-10 school year; of these, 28 were effective at the end of the school year. In addition, we received 21 resignations over the summer, up until this past Tuesday.
 - o We are happy to report and celebrate that we hired four Interpreters, two School Occupational Therapists and one Certified Occupational Therapy Assistant.

- Although we filled approximately thirty-eight positions over the summer, we still have several vacancies to fill. Our active recruitments include paraeducators, child nutrition assistants, clerical support, custodians, noon duty and campus supervisors.
- 2) Back-to-School events that took place this month included:
 - The Annual Elementary and Secondary School Office Manager meeting where representatives from Food & Nutrition, Budget & Finance, Technology, Human Resources, Health Services, Curriculum & Instruction and Student Support Services met with the group to review procedures and present updated information for the new school year.
 - The annual Bus Route Bidding.
 - The Annual All-Staff Celebration Kick-Off event which was held the day before school started at VHS. Employees were recognized for their 10-15 & 20 years of service to the district, and longevity awards were presented to employees who have served the district for 25-30-35 & 40 years.
- 3) The first day of school was Wednesday, August 21st

Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:

- Labor Day Holiday - Monday, September 2nd
- Next regular Board meeting is scheduled for Tuesday, September 10

- ITEM G1 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: HUMAN RESOURCES SPECIALIST - CERTIFICATED
After some discussion, on a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the revised classification specification for Human Resources Specialist – Certificated was approved as amended, by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- ITEM G2 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: HUMAN RESOURCES TECHNICIAN
After some discussion, on a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the revised classification specification for Human Resources Technician was approved as amended, by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- ITEM G3 REQUEST TO MODIFY SALARY RANGE PLACEMENT: PAYROLL TECHNICIAN
After some discussion, on a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, it was approved to reallocate the salary range placement for Payroll Technician from range (210) to range (230) on the Classified Represented & Confidential Salary Schedule by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- ITEM H1 PERSONNEL TRANSACTIONS REPORT
On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/ Lacey, Rice, Kirby; Nay 0; Abstain 0)
- NEXT MEETING The Personnel Commission scheduled its regular meeting for the month of September. The PC will meet on Tuesday, September 24, 2019 at 4:30 p.m.
- ITEM J COMMISSION COMMENTS
None
- ITEM K 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 L REPORT OF ACTION TAKEN IN CLOSED SESSION
There was no Closed Session.
- ADJOURNMENT On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the meeting adjourned at 4:59 p.m.