



Ventura Unified School District

PERSONNEL COMMISSION

MINUTES
APRIL 23, 2018

CALL TO ORDER The special 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 April 23, 2018. Mr. Lacey, Chairperson, called the meeting to order at 4:30 p.m.

Present: Commissioners Lacey, Kirby, and Rice. 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. Kirby, seconded by Ms. Rice, and supported by the Chair, the agenda for the April 23, 2018 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Kirby, Rice, Lacey; Nay 0; Abstain 0)

APPROVAL OF MINUTES On a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the minutes of March 21, 2018 were approved as presented by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; Nay 0; Abstain 0)

RETIREES Ms. Crouch reported that the following retirees could not be present at the meeting but their Certificate of Appreciation would be mailed to them:

Danelle Williams, College / Career Technician, 20 Years
Sherry Monje, Senior Office Assistant, 10 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:

Daniel Zavala, Graphics Technician, 13 Years

PUBLIC COMMENTS None

ITEM F1 VESPA REPORT
None

ITEM F2 DIRECTOR'S REPORT

Ms. Crouch informed the Commission of the following: 1) Summer school recruitment closed before spring break. We received approximately 150 applications. Assignment letters were sent out last week. Summer school programs start the week of June 18th and run through mid-July, specific ending dates depend on the program. 2) On March 22 & 23, our office hosted the Tri-Counties School Personnel Association symposium here at the ESC. The Tri-Counties group represents school district Classified HR Directors and support staff within Ventura, Santa Barbara and SLO counties. Workshops consisted of: Transgender Issues in the Workplace; Legal Updates; 5 Voices: A journey focusing on healthy communication and self-awareness; and Crucial Conversations. We had approximately 25-30 people attend.

Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: the next regular Board meeting is scheduled for Tuesday, April 24; the Chamber State of Education will be held on April 25th at 11:30am at the Wright Center. The event focuses on presentations from the Ventura Unified School Superintendent and the Ventura College President, who provide their perspective on the past accomplishments, current state, and future forecast of education in the City of Ventura; Retirement Celebration has been set for May 22nd at which time the Board of Ed

will be recognizing all of our retirees at the regular Board meeting at City Hall.

- ITEM G1 APPROVAL OF REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 150.8, PERSONAL NECESSITY LEAVE
After a brief discussion, on a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the revision to Personnel Commission Rules and Regulations, Section 150.8, Personal Necessity Leave was approved by a vote of 3-0. (Ayes – 3/ Kirby, Rice, Lacey, Nay 0, Abstain 0)
- ITEM G2 RESOLUTION RECOGNIZING CLASSIFIED SCHOOL EMPLOYEES WEEK: MAY 20 – 26, 2018
After a brief discussion, on a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the Resolution Recognizing Classified School Employees Week: May 20 – 26, 2018 was approved by a vote of 3-0. (Ayes – 3/ Rice, Kirby, Lacey, Nay 0, Abstain 0)
- ITEM G3 PRESENTATION OF PRELIMINARY BUDGET FOR 2018-2019 AND SETTING OF DATE FOR PUBLIC HEARING
After some discussion, a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, was made and carried to accept the preliminary budget for 2018-2019 and set the date and time of the public hearing for the next Personnel Commission meeting on May 16, 2018 at 4:40 p.m. in the Susan B. Anthony Room by a vote of 3-0. (Ayes – 3/Kirby, Rice, Lacey, Nay 0, Abstain 0)
- ITEM G4 REVIEW OF ADMINISTRATIVE SPECIALIST I CLASSIFICATION AND REQUEST TO APPROVE RELATED MODIFICATIONS (PCRR 30.2.96)
Ms. Crouch requested position #641 be pulled at this time and be brought back at the next meeting. After some discussion, on a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the elimination of the Administrative Specialist I classification was approved by a vote of 3-0. (Ayes – 3/ Kirby, Rice, Lacey, Nay 0, Abstain 0). On a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the updated Administrative Specialist II and Administrative Specialist III job descriptions were approved as presented by a vote of 3-0. (Ayes – 3/ Kirby, Rice, Lacey, Nay 0, Abstain 0). On a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the reclassification of (3) Administrative Specialist I positions to Senior Office Assistant positions and (1) Administrative Specialist I position to Administrative Specialist position was approved by a vote of 3-0. (Ayes – 3/ Rice, Kirby, Lacey, Nay 0, Abstain 0).
- ITEM H1 PERSONNEL TRANSACTIONS REPORT
On a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the Personnel Transactions Report was approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Rice, Lacey; Nay 0; Abstain 0)
- NEXT MEETING The next regular Personnel Commission meeting will be Wednesday, May 16, 2018 at 4:30 p.m.
- ITEM J COMMISSION COMMENTS
- Commissioner Rice said, “Keep up the good work!”
 - Commissioners Rice and Lacey confirmed that they would be attending the Reception hosted by the Personnel Commission Office honoring Classified Employees on May 23, 2018 at 4:00pm. Commissioner Kirby will be out of town that day and is unable to attend.
- 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 It was moved by Ms. Rice, seconded by Mr. Kirby and carried unanimously that the meeting be adjourned at 5:10 p.m.