



Ventura Unified School District

PERSONNEL COMMISSION

MINUTES
AUGUST 9, 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 August 9, 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 August 9, 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 July 19, 2017 were approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice; Nay 0; Abstain 0)

RETIREES 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:

Crecentio "Robert" Martinez, Bus Driver, 24 Years

PUBLIC COMMENTS Ms. Crouch introduced Mr. David Creswell, Superintendent, to the Personnel Commission.

ITEM F1 VESPA REPORT

Ms. Cathi Stallings on behalf of Ventura Education Support Professionals Association (VESPA), gave an update on some activities of the Association since the last Personnel Commission meeting. She reported that members from the negotiating team attended the 2017 CTA Summer Institute Training at UCLA. It was 4 days of intense training with accommodations in the dorm settings. Attendees expressed that it was a great training!

ITEM F2 DIRECTOR'S REPORT

Ms. Crouch informed the Commission of the following: 1) The Classified HR Department has been extremely busy preparing for the start of school. She thanked each of her staff members for working so closely together to make sure employees are in the right places for the first day of school, and making arrangements with all departments to make sure we have sub coverage where needed. She expressed that their teamwork is greatly appreciated. 2) The Board of Education met last night, and approved the following Principal and Assistant Principal appointments:

- o Deidre Monarres as the new Principal for Pacific High School.
- o Steven Perfect as the new Principal for Will Rogers Elementary School
- o Deanna Baczek as the new Principal for Elmhurst Elementary School
- o Tina Perez as the new Assistant Principal for Foothill Technology High School
- o Jena Branstetter as the new Assistant Principal of Balboa Middle School

3) The Annual Elementary and Secondary School Office Manager meeting will be held this Friday. Representatives from Food & Nutrition, Budget & Finance, Technology, Human Resources, VNfL, Health Services, Curriculum & Instruction and Student Support Services will meet with the group to review procedures and present updated information for the new school year. 4) The annual Bus Route Bidding will be held next Wednesday at Transportation's new site on Crooked Palm Road.

Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: The Annual All-Staff Celebration Kick-Off event will be held on Tuesday, August 22nd in the Buena High School Stadium.

Mr. Creswell is excited to meet staff and welcome them back. We will also be presenting longevity awards to employees who have served the district for 25-30-35 & 40 years. We are looking forward to a fun event. The first day of school is Wednesday, August 23rd.

ITEM G1 APPROVAL OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 140.1.6, PROBATIONARY EMPLOYEES VACATION RIGHTS

On a motion by Mr. Kirby, seconded by Mr. Lacey, and supported by the Chair, the Personnel Commission approved the revisions to Personnel Commission Rules and Regulations, Section 140.1.6, Probationary Employees Vacation Rights as presented by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice; Nay 0; Abstain 0)

ITEM G2 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: STUDENT DATA SPECIALIST

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

ITEM G3 REQUEST FOR ADVANCED SALARY PLACEMENT – SCHOOL OCCUPATIONAL THERAPIST

After a brief discussion, on a motion by Mr. Lacey, seconded by Mr. Kirby, and supported by the Chair, in accordance with Personnel Commission Rules and Regulations, Section 170.2.1, advanced placement for a new hire School Occupational Therapist was approved at range (340)/step (5) and placement for an incumbent was approved at range (340)/step (5) as of August 22, 2017 by a vote of 3-0. (Ayes – 3/Lacey, Kirby, Rice, Nay 0, Abstain 0)

ITEM H1 PERSONNEL TRANSACTIONS REPORT

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

NEXT MEETING The next regular Personnel Commission meeting will be Wednesday, September 20, 2017 at 4:30 p.m.

ITEM J COMMISSION COMMENTS
None

ITEM K CLOSED SESSION:
The meeting adjourned to closed session at 4:54 p.m. to discuss:
2. Public Employee Performance Evaluation—Government Code §54957 (b)
Title: Director, Classified Human Resources
(Note: there was no need for closed session agenda item K1: Public Employee Discipline / Dismissal / Release pursuant to Government Code §54957 (b))

ITEM L REPORT OF ACTION TAKEN IN CLOSED SESSION

The Commission returned to open session at 5:29 p.m. and reported there was no action taken in Closed Session.

ADJOURNMENT The meeting adjourned at 5:30 p.m.