



MINUTES
September 15, 2021

- CALL TO ORDER** A regular meeting of the Personnel Commission of the Ventura Unified School District was held via Zoom on September 15, 2021. Ms. Stallings, Chair, called the meeting to order at 4:30 p.m.
- Present: Commissioners Stallings, Walker and Campbell. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director, Belen Gonzalez, Human Resources Supervisor, and Reina Murillo, Human Resources Analyst.
- ADOPTION OF AGENDA** On a motion by Ms. Campbell, seconded by Mr. Walker, the agenda for the September 15, 2021 Personnel Commission meeting was adopted by a vote of 3-0. (Ayes – 3/Campbell, Walker, Stallings; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Mr. Walker, seconded by Ms. Campbell, the minutes of the August 18, 2021 Special Personnel Commission meeting were approved by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; 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:
- Barbara Luttrell, Paraeducator II, 25 years of service
 - Sheree Smyle, Job Developer & Employment Training Assistant, 8 years of service
- PUBLIC COMMENTS** None
- ITEM F1** VESPA REPORT
Ms. Carol Peek, VESPA President reported:
- 1) CTA Intervention Team has set a schedule for virtual site visits with members for the end of September
 - 2) VESPA settled a grievance at the lowest level regarding transportation bus routes with a positive outcome through conversations with Arie Wiberg, Transportation Director.
 - 3) VESPA was grateful for the collaborative meeting with VUEA, Brett Taylor, Andrea Crouch, and Dr. Rice regarding classified staffing shortage. The group brainstormed ideas on how to help with the staff shortage.
 - 4) VESPA recognized CTA W.H.O (We Honor Ourselves) Award Recipients for both the 2020 and 2021 school year. The Awardees were as follows:
 - 2020 School Year- Mario Velez, Custodian
Robert Ybarra, Paraeducator III
Cathi Stallings, Administrative Specialist (Gold Award Recipient)
 - 2021 School Year- Felix Cortez, Athletic Equipment Attend-Custodian
- ITEM F2** DIRECTOR'S REPORT
Ms. Crouch reported.
- 1) The school year is off to a busy start with the annual Celebrate event to kick off the new school year on August 24th. This annual event was held virtually this year in partnership with CAPS. Executive Cabinet, Carol Peek, VESPA, Dan Nelson, VUEA, along with Commissioner Cathi Stallings were present at the event which featured student performers. This event also honored employees with longevity milestones of 25, 30, and 40 years of service. Each site or department honored their recognized employees with something special at their worksite.
 - 2) One the first day of school, Ms. Crouch visited 5 elementary school sites. It was exciting to see kids back on campuses and feel the energy and excitement of a new school year.
 - 3) Classified HR continues to focus their recruitment efforts on substitute needs and filling vacancies.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Non-Student Contact Day on Thursday, September 16, 2021.
 - Next regular Board of Education Meeting, Tuesday September 21, 2021.

- ITEM F3 RECRUITMENT & SELECTION: HIRING UPDATE
- 4) Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. She shared various recruitments are hard to fill:
- Child Nutrition
 - Paraeducators II & III
 - Bus Drivers
 - Custodian
- Several meetings have been held to brainstorm recruitment ideas, the following ideas have risen out of those meetings:
- Pop- up recruitment events at pick-up and dismissal times at school sites
 - Reach out to and advertise at local universities
 - Recruitment tables at Farmer’s Market, Swap Meet, Flea Market at Ventura Fairgrounds
 - Host a Job Fair at the ESC with both Classified and Certificated HR with representation from Transportation and Food & Nutrition, with mini-interviews to quickly on-board people
 - Collaborate with Marieanne to help with communication and PSA announcements with various radio stations
- There is a continuous challenge to build the substitute pool quickly.
- ITEM G1 COMMISSION’S JOINT APPOINTMENT TO THE PERSONNEL COMMISSION: ANNOUNCEMENT OF INTENDED APPOINTEE
- On a motion by Ms. Stallings, seconded by Ms. Campbell, the Commissioners approved the announcement of their intended appointee: Mr. John Walker, by a vote of 2-0. (Ayes – 2/Stallings, Campbell; Nay 0; Abstain 1/Walker) In addition, the Personnel Commission scheduled a Public Hearing on October 10, 2021 at 4:40 p.m. at which time the public, employees, employee organizations, and members of the Board of Education may express their views on the nominee.
- ITEM G2 REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 50.2.6 (EXAMINATIONS, CONTINUOUS EXAMINATIONS)
- After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, the Personnel Commission approved the revisions to Personnel Commission Rules and Regulations, Section 50.2.6, Examinations, Continuous Examinations, as presented by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM G3 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: ASB ACCOUNTING TECHNICIAN
- After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, the revised classification specification for ASB Accounting Technician was approved as presented by a vote of 3-0.(Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM G4 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: PE EQUIPMENT ATTENDANT
- After a brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, and supported by the Chair, the revised classification specification for PE Equipment Attendant was approved as amended by a vote of 3-0.(Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
- ITEM G5 RECLASSIFICATION OF POSITION: COMMUNICATIONS COORDINATOR TO DIRECTOR OF COMMUNICATIONS
- After a lengthy discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, the Communications Coordinator position assigned to the Superintendent Office (position #3790) was reclassified to Director of Communications, as well as reclassifying the incumbent, Marieanne Quiroz, based on a gradual accretion of duties per PCRR 30.3, and reallocating from salary range 100 to range 120 on the Classified Management salary schedule, by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM G6 REQUEST TO MODIFY SALARY RANGE PLACEMENT (PCRR 170.1) – DIRECTOR OF FOOD & NUTRITION SERVICES AND DIRECTOR OF FISCAL SERVICES
- After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, it was approved to reallocate the salary range for Director of Food & Nutrition Services from range (100) to range (120) and Director of Budget & Finance from range (153) to range (161) on the Classified Management salary schedule, and also update the job title to reflect Director of Fiscal Services, by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)

