



For the future of every student

MINUTES
December 15, 2021

- CALL TO ORDER** A regular meeting of the Personnel Commission of the Ventura Unified School District was held in person on December 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, and Reina Murillo, Human Resources Analyst, Confidential.
- ADOPTION OF AGENDA** On a motion by Mr. Walker, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU), the agenda for the December 15, 2021 Personnel Commission meeting was adopted by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ADMINISTRATION OF OATH OF OFFICE** Ms. Cathi Stallings, Commission Chair, administered the oath of office to Mr. John Walker. Mr. Walker was reappointed to a three-year term to the Personnel Commission as the joint appointee effective December 1, 2021 – December 1, 2024.
- APPROVAL OF MINUTES** On a motion by Ms. Campbell, seconded by Mr. Walker, MSCU the minutes of the November 17, 2021 Personnel Commission meeting were approved by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
- PUBLIC COMMENTS** None
- ITEM F1** VESPA REPORT
Mr. Robert Ybarra, VESPA Vice President reported that VESPA would like to wish everyone a happy and safe holiday.
- ITEM F2** DIRECTOR'S REPORT
Ms. Crouch reported:
- 1) At the Board of Education meeting on 12/14/2021, the Board elected a new President, Trustee Matt Almaraz, and new Vice President, Trustee Sabrena Rodriguez for the 2022 calendar year.
 - 2) The Board also recognized and thanked Trustee Velma Lomax for serving as the President for the 2021 year.
 - 3) The Personnel Commission 2020 – 2021 Annual Report will be presented at the next board meeting in January.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Winter Break 12/20/21 – 1/02/2022; HR will be open, but will have limited staffing due to the scheduled holidays and planned vacation time.
 - Next regular Board of Education meeting will be held 1/11/2022.
- ITEM F3** RECRUITMENT & SELECTION: HIRING UPDATE
Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. She shared in January 2022, the Classified Human Resources Department is planning to host a job fair in partnership with Certificated HR to recruit candidates for any current vacancies and all substitute positions. Classified HR will also be partnering with Certificated HR to participate in several job fairs on the campuses of local colleges such as Cal Lutheran and Cal State Channel Islands.
- An update of various classifications was provided:
- Final interviews were completed for two Custodian vacancies, and the custodial team is now fully staffed.
 - New recruitments were opened this week: Family Liaison and Campus Supervisor
 - Fiscal Services is close to being fully staffed, as (3) new Fiscal Technicians have been hired and (2) of the (3) have been on-boarded and started their assignment. Also, the Purchasing Specialist position has been filled.

- ITEM F4 Next Regular PC Meeting: January 19, 2022
At this time, the Personnel Commission plans to meet in person for this meeting.
- ITEM G1 ANNUAL ORGANIZATION OF THE PERSONNEL COMMISSION – ELECTION OF OFFICERS
On a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU to appoint Commissioner Mr. Walker as Chairperson for a one-year term by a vote of 3-0. (Ayes – 3/Campbell, Stallings, Walker; Nay 0; Abstain 0)
On a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to appoint Commissioner Ms. Campbell as Vice-Chairperson for a one-year term by a vote of 3-0. (Ayes – 3/Stallings, Walker, Campbell; Nay 0; Abstain 0)
- ITEM G2 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: SPRINKLER SYSTEMS TECHNICIAN
After brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to approve the revised classification specification for Sprinkler Systems Technician as presented by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings ; Nay 0; Abstain 0)
- ITEM G3 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION FOR PLUMBER I
After brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, MSCU to approve the revised classification specification for Plumber I as presented by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
- ITEM G4 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION FOR LOCKSMITH
After brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to approve the revised classification specification for Locksmith as presented by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM G5 RECLASSIFICATION OF POSITION: CHILD NUTRITION ASSISTANT III (AT ELEMENTARY SITES) TO CHILD NUTRITION MANAGER - ELEMENTARY
After brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to approve the reclassification of the Child Nutrition Assistant III positions assigned to the Elementary sites (position #1986, #342, #893) to Child Nutrition Manager- Elementary, as well as reclassifying the incumbents Tylisha Hernandez and Cathryn Burke, based on a gradual accretion of duties per PCRR 30.3, by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM G6 REQUEST TO MODIFY SALARY RANGE PLACEMENT: LEAD GROUNDS MAINTENANCE WORKER
After some discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, MSCU to approve reallocating the salary range for Lead Grounds Maintenance Worker from range 230 (\$3,809 - \$4,755/month) to range 260 (\$4,406 - \$5,500/month) on the classified represented salary schedule, effective January 1, 2022, by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings ; Nay 0; Abstain 0)
- ITEM G7 REQUEST TO MODIFY SALARY RANGE PLACEMENT: WAREHOUSE SUPERVISOR AND HUMAN RESOURCES SUPERVISOR
After extensive discussion, a motion was made by Mr. Walker to approve the modification of salary ranges for the Warehouse Supervisor from range (M5) to range (M13) on the Classified Management salary schedule and the Human Resources Supervisor from range (M16) to range (M25) on the Classified Management salary schedule. There was no second to the motion, so the motion died. After further discussion, Ms. Campbell and Ms. Stalling expressed that they didn't support approving realignment of both positions and wanted to break the request into two pieces. A motion was made by Ms. Campbell, seconded by Ms. Stallings, to reallocate the salary range for the Warehouse Supervisor from range (M5) to range (M13) on the Classified Management salary schedule, and passed by a vote of 2-1. (Ayes – 2/ Campbell, Stallings; Nay 1/ Walker; Abstain 0). No further motions were made, however Ms. Campbell and Ms. Stallings did say they were willing to reconsider if more data was presented to them
- ITEM G8 REQUEST FOR ADVANCED SALARY PLACEMENT – LEVEL I: LICENSED ASSOCIATE
After a brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, MSCU to approve the advanced salary placement for a new hire Level I: Licensed Associate at range (310)/step (5) effective the

first day of their established work calendar for the 2021-22 school year by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings ; Nay 0; Abstain 0)

ITEM G9

REQUEST FOR ADVANCED SALARY PLACEMENT – LEVEL II: LICENSED ASSOCIATE, SUPERVISOR

After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to approve the advanced salary placement for a new hire Level II: Licensed Associate, Supervisor at range (320)/step (5) effective the first day of their established work calendar for the 2021-22 school year by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)

ITEM H1

PERSONNEL TRANSACTIONS REPORT

On a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)

ITEM I

COMMISSION COMMENTS

The Commissioners wished everyone Happy Holidays and a great winter break.

ITEM J

CLOSED SESSION:

It was decided that Closed Session was not needed at this time.

ITEM K

REPORT OF ACTION TAKEN IN CLOSED SESSION

There was no Closed Session.

ADJOURNMENT

On a motion by Ms. Campbell, seconded by Mr. Walker, MSCU to adjourn the meeting at 5:54 p.m. by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)