



For the future of every student

MINUTES – SPECIAL MEETING
SEPTEMBER 14, 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 September 14, 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 Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the agenda for the September 14, 2018 Personnel Commission special meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; Nay 0; Abstain 0)
- APPROVAL OF MINUTES On a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the minutes of August 8, 2018 were approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Rice, Lacey; Nay 0; Abstain 0)
- RETIREES Ms. Crouch reported that the following retiree could not be present at the meeting but her Certificate of Appreciation would be mailed to her:
- Kristine Nordin, Student Data Technician, 18 Years
- PUBLIC COMMENTS None
- ITEM F1 VESPA REPORT
- Mr. Mark Mayer, Treasurer, of the Ventura Education Support Professionals Association (VESPA), gave an update on some activities of the Association since the last Personnel Commission meeting. He reported that Ruben Galindo could not be in attendance because of a prior commitment with his family but gave him the following information to share: VESPA is very excited about this next school year and can't wait to serve its members, as we all know Janus passes on the Supreme Court on June 27, 2018 and now union members have a choice to be part of VESPA or not. We currently have 3 members drop their membership due to financial situations. In August we had a summer planning session at Circle Bar B, the council directors and executive board have made plans for fun events for our members. The first event is coming up on October 10th at Ventura High School, it will be a movie night, we will be showing the movie Coco and providing popcorn, drinks and raffle prizes. We will also have our tacos and bowling event in May for ESP Day. Last year this event was a huge success and our members wanted this event to happen again this year. Our negotiations team will be meeting on October 4th, the team will be developing new contract language in preparation to meet with the district. VESPA will be conducting elections soon for three zones and for Vice President. We are enthusiastic to have new members joining in leadership. Thank you for your time. Take Care.
- ITEM F2 DIRECTOR'S REPORT
- Ms. Crouch informed the Commission of the following: 1) The Classified HR Department continues to be extremely busy filling multiple positions, we are in great need of substitutes special ed paraeducators and in great need of bus drivers. We are making a really focus effort on trying to recruit people to attend the bus driver training. We posted signs and banners at the high schools and the HR department has been attending the back to school nights and setting up a recruitment table to tap into the parents and other adults who attend. The next bus driver

orientation meeting is on September 24th; 2) At the Celebrate Event, we rolled out the new brand and promise. Vicky gave a brief update and shared that the feedback has been mostly positive; 3) We concluded the recruitment for Director of Budget & Finance, final interviews have been conducted and we are waiting for next steps. We are hoping to take a recommendation to the Board on September 25th. Also, the Custodial Supervisor position, we have a list now and we are waiting for final interviews to be conducted.

ITEM G1 COMMISSIONERS' APPOINTMENT TO THE PERSONNEL COMMISSION: ANNOUNCEMENT OF INTENDED APPOINTEE

On a motion by Mr. Kirby, seconded by Ms. Rice, Mr. Edward Lacey was officially announced as the intended appointee of the Commissioners appointed by the Board of Education and the Ventura Education Support Professionals Association (VESPA) by a vote of 2-0. (Ayes – 2/Kirby, Rice; Nay 0; Abstain 1/Lacey)

A public hearing on the intended appointment was scheduled for 4:40 p.m. at the next Personnel Commission meeting to be held on October 17, 2018 at which time the public, employees, employee organizations, and members of the Board of Education may express their views on the nominee.

ITEM G2 RATIFICATION OF EXCESS VACATION CARRYOVER APPROVAL

After a brief discussion, on a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the Personnel Commission ratified one (1), approved vacation carryover request as presented by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; Nay 0; Abstain 0)

ITEM G3 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: BEHAVIOR SUPPORT ASSISTANT

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

ITEM H1 PERSONNEL TRANSACTIONS REPORT

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

NEXT MEETING The Personnel Commission scheduled its regular meeting for the month of October. The PC will meet on Wednesday, October 17, 2018 at 4:30 p.m.

ITEM J COMMISSION COMMENTS

None

ITEM K PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

ITEM L CLOSED SESSION:

1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE—GOVERNMENT CODE SECTION 54957(b)

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

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION—GOVERNMENT CODE SECTION 54957(b) – TITLE: DIRECTOR, CLASSIFIED HUMAN RESOURCES

In preparation of a new form, a request was made to table this item until the October PC meeting.

ITEM M REPORT OF ACTION TAKEN IN CLOSED SESSION

There was no Closed Session.

ADJOURNMENT It was moved by Mr. Kirby, seconded by Ms. Rice and carried unanimously that the meeting be adjourned at 4:54 p.m.