



For the future of every student

MINUTES
DECEMBER 19, 2018

- 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 December 19, 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 December 19, 2018 Personnel Commission 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 November 16, 2018 (special meeting) were approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Rice, Lacey; Nay 0; Abstain 0)
- PUBLIC COMMENTS None
- ITEM F1 VESPA REPORT
Mr. Ruben Galindo, VESPA President, reported:
- 1) That VESPA is currently in negotiations with the District and everything is going well.
 - 2) On December 18, 2018, VESPA had a Holiday Christmas Card Event. Over 80 cards were made and delivered to kids and elderly in hospitals to help brighten their holiday spirit.
 - 3) They only have one issue involving the Transportation Department. VESPA is working with Human Resources and Betsy George to resolve it.
- ITEM F2 DIRECTOR'S REPORT
Ms. Crouch reported:
- 1) That she would like to take the opportunity to welcome and introduce Anna Campbell, our new Director of Budget & Finance who is in attendance this evening.
 - 2) The Annual Cheers for Children Holiday food drive is in full swing. All of our schools have been collecting canned food, and the sorting and boxing will take place this Friday, December 21st at Balboa Middle School, from 2:30 – 5:00pm for anyone who would like to join in and help sort for this great cause. Cheers for Children helps provide meals to approximately 350 VUSD families for the holidays. Boxes will be delivered on Saturday morning, and all are welcome to help with this event as well.
 - 3) At the Board of Education Meeting on December 11th, two new Board members were sworn into office: Jerry Dannenberg and Matt Almarez, replacing John Walker and Mary Haffner.
 - 4) The Personnel Commission's 2017-18 Annual Report will be presented to the Board of Education at the January 8th meeting.
 - 5) The Board of Education accepted Superintendent Creswell's resignation. His last day will be December 21st. Dr. Jeff Davis has been appointed as the Interim Superintendent.

Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:

- Winter break officially starts next Monday, and will run December 24 – January 4. School reconvenes Monday, January 7th. The Classified HR department will remain open, but minimally staffed based on vacation schedules.
- Next regular Board meeting is scheduled for Tuesday, January 8th

ITEM E3 AB2160, UPDATE ON NOON DUTY / PLAYGROUND SUPERVISORS

Over the last few months Human Resources has been working on gearing up to implement the changes needed as a result of AB2160 being signed. Last month, the PC approved the job description and salary allocation, and the finalized description is being provided to the PC this evening as a reference. This month, Human Resources staff has gone to each of the elementary sites to meet with the noon duty employees to explain how their position will be changing, including becoming a part of the classified service and bargaining unit, as well as the benefits they will be earning. Next steps include Human Resources setting-up these employees in the HR/Payroll system, and developing the recruitment plan for this classification.

ITEM F1 ADMINISTRATION OF OATH OF OFFICE – JOINT APPOINTEE, EDWARD LACEY

Ms. Barbi Rice, Commissioner, administered the oath of office to Mr. Edward Lacey. Mr. Lacey was reappointed to a three-year term to the Personnel Commission as the Joint appointee effective December 1, 2018.

ITEM F2 ANNUAL ORGANIZATION OF PERSONNEL COMMISSION

On a motion by Ms. Rice, seconded by Mr. Lacey, Commissioner Kirby was appointed Chairperson for a one-year term by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)

On a motion by Mr. Kirby, seconded by Mr. Lacey, Commissioner Rice was appointed Vice-Chairperson for a one-year term by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice; Nay 0; Abstain 0)

ITEM G1 PERSONNEL TRANSACTIONS REPORT

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

NEXT MEETING The Personnel Commission scheduled its regular meeting for the month of January. The PC will meet on Wednesday, January 16, 2019 at 4:30 p.m.

ITEM J COMMISSION COMMENTS

Mr. Kirby wished everyone happy holidays.

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 On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the meeting adjourned at 4:43 p.m.