



For the future of every student

MINUTES
October 20, 2021

- CALL TO ORDER A regular meeting of the Personnel Commission of the Ventura Unified School District was held via Zoom on October 20, 2021. Ms. Stallings, Chair, called the meeting to order at 4:32 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, Stuart Lilly, Classified Employee.
- ADOPTION OF AGENCY On a motion by Ms. Campbell, seconded by Mr. Walker, the agenda for the October 20, 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 September 15, 2021 Personnel Commission meeting were approved by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- PUBLIC COMMENTS None
- PUBLIC HEARING PUBLIC HEARING: COMMISSIONERS' APPOINTEE TO THE PERSONNEL COMMISSION
There was no comment from the public on the Commissioners' Appointee to the Personnel Commission and the public hearing was closed at 4:43 p.m.
- ITEM F1 VESPA REPORT
Ms. Carol Peek, VESPA President reported:
- VESPA meet with the District to negotiate MOU for Health Technicians working 8 hours per day; an agreement was reached to offer health care benefits beginning December 1, 2021 to October 2022.
 - VESPA, VUEA and the District meet and agreed on the upcoming school year calendar, which will go to the Board of Education for approval.
 - VESPA continues to receive on-going feedback and concern from members regarding the COVID vaccine and weekly testing mandate
 - VESPA continues to communicate with members about the importance of getting in their COVID testing or vaccine card. The communication is very important.
- ITEM F2 DIRECTOR'S REPORT
Ms. Crouch reported.
- 1) Classified HR is actively making progress in filling positions, both in recruiting subs and filling vacancies.
 - 2) The requirement of employees submitting either proof of COVID vaccine or proof of weekly testing, became effective October 11, 2021. As a result, any employee out of compliance, HR has been partnering with Risk Management, Site Administrators, and Department Heads to advise employees the deadline to submit proof is end of business on October 20, 2021.
 - 3) Classified HR has taken on the role of tracking employee COVID records and following up with non-compliance employees.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- School Information Night at Buena High School- October 21, 2021.
 - Fall Break October 25th – October 29th.
 - Next regular Board of Education Meeting, Tuesday, November 9, 2021.
- ITEM F3 RECRUITMENT & SELECTION: HIRING UPDATE
- 4) Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. She shared Human Resources, Certificated and Classified HR, have been out to almost every Elementary School Site, with the exception of Sunset, to host a Pop-Up recruitment event on campus at arrival and dismissal time. A team of 3-4 staff set up the booth and hand out recruitment postcards with a QR code for interested applicants to easily scan the code to complete an interest form. This event has been a great opportunity to connect with the community.

- 5) The School Information Night hosted by Buena High School on October 21, 2021 will also serve as a recruitment event. The Human Resources Department, both Certificated and Classified, will host a booth with recruiting materials to spread the word about on-going hiring opportunities.
- 6) A job fair will also be hosted by the Human Resources Department in January 2022, after the return from Winter Break.
- 7) An update of various classifications was provided:
 - Health Technicians: One regular vacancy and a healthy subpool
 - Campus Support Assistants/Campus Supervisors: in need of subs and actively recruiting
 - Paraeducator II: most vacancies are filled; actively recruiting for subs to build the sub pool for long term absences and day to day absence needs
 - Paraeducator III: quite a few vacancies and as a result have been using an outside agency to meet our staffing needs.
 - Custodian: all regular positions are filled; actively recruiting for subs to the build the sub pool for long term absences and day to day absence needs
 - Food & Nutrition: filled 9 vacancies; 25 active subs to help with day to day and long term absence needs

ITEM F4 Next Regular PC Meeting: November 17, 2021
After some discussion it was decided that we reconvene the Personnel Commission will reconvene to meeting in-person starting in November.

ITEM G1 APPROVAL OF APPOINTMENT OF JOINT APPOINTEE TO PERSONNEL COMMISSION
On a motion by Ms. Campbell, seconded by Ms. Stallings, the Commissioners approved the reappointment of Mr. John Walker effective December 1, 2021, by a vote of 2-0. (Ayes – 2/Campbell, Stallings; Nay 0; Abstain 1/Walker)

ITEM G2 APPROVAL OF NEW CLASSIFICATION AND SALARY ALLOCATION: TALENT ACQUISITION SPECIALIST
After brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, the new classification specification for Talent Acquisition Specialist was approved as presented and allocated to salary range 250 on the Classified Represented salary schedule, as presented by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)

ITEM G3 APPROVAL OF NEW CLASSIFICATION AND SALARY ALLOCATION: TRANSPORTATION SUPPORT ASSISTANT
After brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, and supported by the Chair, the new classification specification for Transportation Assistant was approved as presented and allocated to salary range 175 on the Classified Represented salary schedule, as presented by a vote of 3-0. (Ayes – 3/Campbell, Walker, Stallings; Nay 0; Abstain 0)

ITEM G4 REQUEST OF ADVANCED SALARY PLACEMENT – LICENSED NURSE/RN WITH CA STATE SCHOOL AUDIOMETRIST CERTIFICATE
After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, advanced placement for a new hire Licensed Nurse/RN with CA State School Audiometrist Certificate was approved at range (370/step 2) 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 Ms. Campbell, seconded by Mr. Walker, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)

ITEM I COMMISSION COMMENTS
Ms. Stallings shared how impress she was when she attended the reception for the Gold Award how the other Associations responded to VESPA. A lot of feedback was received expressing appreciate for VESPA. Thank you to VESPA.

ITEM J PUBLIC COMMENT ON CLOSED SESSION ITEMS
None

ITEM K CLOSED SESSION:
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. Walker, seconded by Ms. Campbell, and supported by the Chair, the meeting adjourned at 5:40 p.m.