



For the future of every student

MINUTES  
SEPTEMBER 16, 2020

- CALL TO ORDER** A regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Multipurpose Room, 255 West Stanley Avenue, Ventura, California on September 16, 2020. Ms. Stallings, Chair, called the meeting to order at 4:30 p.m.
- Present: Commissioners Kirby, Stallings and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director and Belen Gonzalez, Human Resources Supervisor.
- ADOPTION OF AGENDA** On a motion by Mr. Walker, seconded by Mr. Kirby, and supported by the Chair, the agenda for the September 16, 2020 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Walker, Kirby, Stallings; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Mr. Kirby, seconded by Mr. Walker, and supported by the Chair, the minutes of August 26, 2020 were approved by a vote of 3-0. (Ayes – 3/ Kirby, Walker, Stallings; Nay 0; Abstain 1/ Walker)
- RETIREES** Ms. Crouch reported that the following retirees could not be present at the meeting but their Certificate of Appreciation would be mailed to them:
- Thomas Bailey, Custodian, 14 Years
  - Linda Baldwin, Senior Administrative Specialist, 21 Years
  - Russell Buhay, Roofer, 30 Years
  - Jan Brant, Bus Driver & Child Nutrition Asst I, 28 Years
  - Sheila Burkhart, Bus Driver, 17 Years
  - Cheryl Denger, Office Assistant, 19 Years
  - Karyn Lackey, Paraeducator Special Education w/ Signing, 17 Years
  - Jennifer Loudermilk, Health Tech, Para, ESSA, 20 Years
  - Mary Maes, Paraeducator Special Education, 36 Years
  - Valarie Mack, Paraeducator Special Education, 20 Years
  - Mary Marin, Custodian, 14 Years
  - Grissel Medina, Parent Teacher Liaison, Paraeducator, 24 Years
  - Ann Robertson, Braille Transcriber, 33 Years
  - DoloresSierra-Steyer, Paraeducator, 27 Years
  - Stephanie Schenker, Paraeducator Special Education, 16 Years
  - Gregory Stiles, Pool Attendant-Custodian, 32 Years
  - Phyllis Thomas, Bus Driver, 39 Years
  - Valerie Ulmer, Child Nutr Mgr-Elementary, 44 Years
  - Pauline Ward, Health Assistant, 28 Years
- In addition, the following retirees were present at the meeting and received a Certificate of Appreciation from the Commission for their years of service with the District:
- Anna Cody, Child Nutrition Assistant III, 34 Years
  - Tim McCarthy, Custodian, 40 Years (via zoom)
- PUBLIC COMMENTS** Robbie Pennington commented that the retirees will be missed.
- ITEM F1** VESPA REPORT  
VESPA Vice President, Robbie Pennington, provided VESPA’s report, and shared that they are gearing up for Site Representatives and Director position elections. He shared that for awhile VESPA tried to get away from having Directors at Large and having everything site based, but that did not work out. They have changed their bylaws through CTA and are looking at having Directors at Large that oversee different areas of the district again. VESPA has also been working with VUEA on learning how to do online voting.

- ITEM F2                    DIRECTOR'S REPORT  
Ms. Crouch reported:
- 1) Everyone has been working hard to settle into distance learning. A big Shout Out to Classified Staff during this time. We are all very proud of them for working outside their comfort zones and doing new things to best support the students and families of the District
  - 2) The District will be entering into a whole bargaining contract reopener with VESPA. It is anticipated that negotiations will start late fall.
  - 3) Classified HR department continues to receive and manage employee leave time requests in all the extenuating circumstances due to COVID.
  - 4) The district is moving towards online and paperless timesheets. We will be implementing a new sub systems that will integrate with the ESCAPE system. The first kickoff meeting is scheduled for tomorrow.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Next Board of Education Meeting, September 22, 2020
  - Non-Student Days, September 28 & September 29
  - Next Personnel Commission Meeting October 21, 2020
- ITEM G1                    APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: CHILD WELFARE & ATTENDANCE SPECIALIST  
After some discussion, on a motion by Mr. Walker, seconded by Mr. Kirby, and supported by the Chair, the proposed revised classification specification for Child Welfare & Attendance Specialist was approved as presented by a vote of 3-0. (Ayes – 3/ Walker, Kirby, Stallings; Nay 0; Abstain 0)
- ITEM G2                    APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: HUMAN RESOURCES ANALYST - CLASSIFIED  
After some discussion, on a motion by Mr. Walker, seconded by Mr. Kirby, and supported by the Chair, the proposed revised classification specification for Human Resources Analyst - Classified was approved as presented by a vote of 3-0. (Ayes – 3/ Walker, Kirby, Stallings; Nay 0; Abstain 0)
- ITEM G3                    APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: PARAEDUCATOR III  
After some discussion, on a motion by Mr. Kirby, seconded by Mr. Walker, and supported by the Chair, the proposed revised classification specification for Paraeducator III was approved as amended by a vote of 3-0. (Ayes – 3/ Walker, Kirby, Stallings; Nay 0; Abstain 0)
- ITEM H1                    PERSONNEL TRANSACTIONS REPORT  
On a motion by Mr. Kirby, seconded by Mr. Walker, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/ Kirby, Walker, Stallings; Nay 0; Abstain 0)
- ITEM I                      COMMISSION COMMENTS  
None
- 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 Mr. Kirby, seconded by Mr. Walker, and supported by the Chair, the meeting adjourned at 5:11 p.m.