



For the future of every student

MINUTES  
FEBRUARY 20, 2019

- 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 February 20, 2019. Mr. Kirby, Chairperson, called the meeting to order at 4:30 p.m.
- Present: Commissioners Kirby, Rice and Lacey. 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 Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the agenda for the February 20, 2019 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- APPROVAL OF MINUTES      On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the minutes of January 16, 2019 were approved as presented by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- PUBLIC COMMENTS      None
- ITEM E1      VESPA REPORT  
None
- ITEM E2      DIRECTOR'S REPORT  
Ms. Crouch reported:
- 1) Next negotiations meeting with VESPA is Monday, February 25<sup>th</sup>.
  - 2) The Human Resources office is gearing up for spring projects
    - Summer School
    - 2019-2020 School Year Calendars
    - Budget & Layoffs
  - 3) The VNfL program funding will be ending as of June 30<sup>th</sup>. Earlier this year, it was announced that the VNfL would be restructuring its program and the way in which services are provided. VUSD applied to be considered as a provider under the new structure, however, Interface was awarded the opportunity, and will now host the VNfL program effective July 1<sup>st</sup>. VNfL Director, Cathy Puccetti and HR have been in close communications with VNfL employees since the announcement to help them plan and prepare for upcoming layoffs that will be occurring due to the lack of funds. It is anticipated that the official layoff process will begin next month with this group of employees.
  - 4) VUSD is offering an Early Tell Retirement Incentive of \$600.00 to employees who plan to retire at the end of the school year. Eligible employees must have ten years of service with the District, and submit their retirement by March 8<sup>th</sup>.
  - 5) All Noon Duty/Playground Supervisors are in place. We have a total of 98 positions with a few more vacancies to fill.
  - 6) The Board appointed Marieanne Quiroz as VUSD's new Communication Coordinator. She will begin her position with us on March 12<sup>th</sup>.

- ITEM F1                    APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: PARAEDUCATOR SPEECH & LANGUAGE  
After a brief discussion, on a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the revised classification specification for Paraeducator Speech & Language was approved as presented by a vote of 3-0. (Ayes – 3/ Rice, Kirby, Lacey, Nay 0, Abstain 0)
- ITEM F2                    FIRST READING: REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 130.1.3, WHEN EVALUATIONS ARE TO BE MADE  
Proposed revisions to PCRR 130.1.3, when evaluations are to be made were discussed. Ms. Crouch shared that clarification was needed as to when management evaluation are to be made. On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the Personnel Commission approved setting final review and action to approve the revisions to PCRR 130.1.3 at its next scheduled Commission meeting by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- ITEM G1                    PERSONNEL TRANSACTIONS REPORT  
On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- NEXT MEETING            The Personnel Commission scheduled its regular meeting for the month of March. The PC will meet on Wednesday, March 20, 2019 at 4:30 p.m.
- ITEM J                     COMMISSION COMMENTS  
None
- 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 4:51 p.m.