

Ventura Unified School District

PERSONNEL COMMISSION

MINUTES
JUNE 20, 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 June 20, 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 Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the agenda for the June 20, 2018 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Kirby, Rice, Lacey; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the minutes of May 16, 2018 were approved as presented by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; Nay 0; Abstain 0)
- 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:
- Barbara Buevens Wiggins, Health Technician, 20 Years
 - Diane Farrell, Paraeducator Special Education, 20 Years
 - Bonita Gilden, Senior Office Assistant, 27 Years
 - Irene Johnson, Paraeducator Special Education, 9 Years
 - Patricia Lyon, Library Technician II, 12 Years
 - Pamela Miller, Paraeducator Special Education, 32 Years
 - Martin Vines, Bus Driver, 27 Years
- In addition, the following retirees were present at the meeting and received a Certificate of Appreciation from the Commission for their many years of service with the District:
- Virginia Schuette, Child Nutrition Assistant I, 12 Years
 - Mary Swaffar, Paraeducator, 26 Years
- PUBLIC COMMENTS** None
- ITEM F1** VESPA REPORT
- None
- ITEM F2** DIRECTOR'S REPORT
- Ms. Crouch informed the Commission of the following: 1) Last day of school was last Thursday, June 14th. 2) Summer School started this week. All programs are up and running as of today. 3) The Commissioners were advised of recent changes occurring on the District Leadership Team effective with the start of the new school year. 4) Classified HR is gearing up for summer projects, staffing for the fall, and back-to-school events planned for August.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: the next regular Board meeting is scheduled for Tuesday, June 26.

- ITEM G1 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: SENIOR BUYER
After a brief discussion, on a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the revised classification specification for Senior Buyer 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 meetings for the months of July and August. The PC will meet on Wednesday, July 18, 2018 at 4:30 p.m. and August 8, 2018 at 4:30 p.m.
- ITEM J COMMISSION COMMENTS
Commissioner Rice hopes everyone takes time off to enjoy and relax.
- 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 It was moved by Mr. Kirby, seconded by Ms. Rice and carried unanimously that the meeting be adjourned at 4:48 p.m.