



For the future of every student

MINUTES
JUNE 16, 2021

- 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 June 16, 2021. Ms. Stallings, Chair, called the meeting to order at 4:30 p.m.
- Present: Commissioners Campbell, Walker and Stallings. 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 Ms. Campbell, the agenda for the June 16, 2021 Personnel Commission meeting was adopted as amended by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Mr. Walker, seconded by Ms. Campbell, the minutes of the May 19, 2021 Regular Personnel Commission meeting were approved by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- RETIREEES** Ms. Crouch reported that the following retiree could not be present at the meeting but their Certificate of Appreciation would be mailed to them:
- Raylene Aguilar, Paraeducator I, 42 years of service
 - Carla Ardissoni, Senior Office Assistant, 6 years of service
 - Penny Brown, Child Nutrition Assistant I, 21 years of service
 - Margaret Clayton, Paraeducator II, 34 years of service
 - Catherine Corr, Paraeducator I, 14 years of service
 - Marie Crow, Child Nutrition Assistant I, 16 years of service
 - Brenda Goodner, Paraeducator II, 22 years of service
 - Kathleen Gruber, Paraeducator II, 19 years of service
 - Karen Hart, Paraeducator II, 42 years of service
 - Jessica Mahoney, Health Technician & Office Assistant, 12 years of service
 - Karen Martin, Child Development Site Leader, 24 years of service
 - Ann Martinez, Child Nutrition Assistant I, 31 years of service
 - Cindy Towe, Child Nutrition Assistant II, 7 years of service
 - Arthur Venegas, Custodian, 15 years of service
- PUBLIC COMMENTS** District Translators asked a couple of questions for clarification in relation to Agenda Item G2.
- ITEM F1** VESPA REPORT
Mr. Mark Mayer, VESPA Treasurer reported:
- 1) VESPA held their last meeting to close out the school year.
 - 2) VESPA finished their elections for officers and filled the treasurer and vice president positions.
 - 3) They are looking forward to starting negotiations with the district.
- ITEM F2** DIRECTOR'S REPORT
Ms. Crouch reported.
- 1) She attended many promotions and graduations throughout the district. It was very nice to celebrate these events in-person.
 - 2) Summer school – June Boost has started; three weeks of small groups district wide. The Classified Human Resources office is now working on staffing ESY (July 6 – August 13) and then August Enrichment (August 2 – 13).
 - 3) We will start meeting with staff who were affected by a reductions or layoff starting next week.
- ITEM F3** RECRUITMENT & SELECTION: HIRING UPDATE
Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. She shared that summer school -- June Boost was underway. Many positions have been open for recruitment and posted for transfer. The department staff will be busy with recruitments to fill vacancies for the upcoming school year.

- ITEM F4 PERSONNEL COMMISSIONERS: PROTOCOLS AND BEST PRACTICES
Ms. Crouch provided the Commissioners with the opportunity to discuss open meeting protocols and best practices. The Commission will be incorporating speaker card for the public comments. Ms. Crouch will also keep the Commissioners informed of any Brown Act Training being offered in Ventura County.
- ITEM G1 REVIEW AND APPROVAL OF CALENDAR OF REGULARLY SCHEDULED PERSONNEL COMMISSION MEETINGS FOR THE 2021-22 FISCAL YEAR
After a brief discussion, a motion was made by Ms. Campbell, seconded by Mr. Walker, and carried to approve the calendar of regularly scheduled Personnel Commission Meetings for the 2021-22 fiscal year as presented by a vote of 3-0. (Ayes – 3/Campbell, Walker, Stallings; Nay 0; Abstain 0)
- ITEM G2 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: DISTRICT TRANSLATOR
After a lengthy discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, the revised classification specification for District Translator was approved as presented by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM G3 APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: HEALTH SERVICES PREVENTION PROGRAM SPECIALIST
This item was pulled from the agenda; it will be brought back at a later meeting.
- ITEM G4 APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: CUSTODIAN TRAINER / COORDINATOR
After some discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, the proposed classification specification for Custodian Trainer/ Coordinator was approved as presented, and allocated to salary range 260 on the Classified Represented & Confidential Salary Schedule by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM G5 APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: SOCIAL WORKER
This item was pulled from the agenda; it will be brought back at a later meeting.
- 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 that she was able to attend the end of the year retiree celebration held at VACE along with Commissioner Campbell. She was glad to see so many familiar faces and expressed that it was lots of fun.
- 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 Ms. Campbell, seconded by Mr. Walker, and supported by the Chair, the meeting adjourned at 6:01 p.m.