



For the future of every student

MINUTES
APRIL 17, 2019

- CALL TO ORDER The special 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 April 17, 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 Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the agenda for the April 17, 2019 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- APPROVAL OF MINUTES On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the minutes of March 20, 2019 were approved as presented by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- PUBLIC COMMENTS None
- ITEM E1 VESPA REPORT
Mr. Ruben Galindo, VESPA President, reported:
- 1) Members are happy that negotiations are over and they received a 2% bonus check.
 - 2) VESPA is gearing up for its next event, a BBQ on April 28th in Ventura. The last event of the year will be during Classified Employees Week, May 19 – May 25. Last year we did tacos and bowling and since it was a huge success, we are thinking about doing that again.
 - 3) We are starting to wrap things up for this year and will now start planning for next year.
- ITEM E2 DIRECTOR'S REPORT
Ms. Crouch reported:
- 1) Negotiations have concluded, and the Board of Education approved a 2% increase for all employees, retroactive to July 1, 2018. In addition, classified employees received an additional .25% to each longevity increment, and an increase to professional growth increments.
 - 2) Staffing plans are being made for the upcoming school year, for both classified and certificated staff. The Board of Education recently approved appointments to Principal positions, which include the following changes.
 - o Susan Martinez, principal at Citrus Glen will be the new principal at Blanche Reynolds.
 - o Marlene McMullen, principal at Loma Vista will be the new principal at Lincoln.
 - 3) Classified Human Resources is still working on Summer School assignments and notifications will be going out to employees soon.
 - 4) The Tri-Counties School Personnel Association's annual symposium will be hosted here at VUSD on April 25 – 26, 2019.
 - 5) There will be some additional classified layoffs that will be presented to the Board on Tuesday night.
- Mrs. Crouch continued with the following VUSD calendar highlights and upcoming events:
- o Next regular Board meeting is scheduled for Tuesday, April 23

- ITEM F1 RESOLUTION RECOGNIZING CLASSIFIED SCHOOL EMPLOYEES WEEK: MAY 19 – 25, 2019
After a brief discussion, on a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the Resolution Recognizing Classified School Employees Week: May 19 – 25, 2019 was approved by a vote of 3-0. (Ayes – 3/ Rice, Lacey, Kirby, Nay 0, Abstain 0)
- ITEM F2 PRESENTATION OF PRELIMINARY BUDGET FOR 2019-2020 AND SETTING OF DATE FOR PUBLIC HEARING
After some discussion, a motion was made by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair and carried to accept the preliminary budget for 2019-2020 and set the date and time of the public hearing for the next Personnel Commission meeting on May 23, 2019 at 4:40 p.m. in the Susan B. Anthony Room by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby, Nay 0, Abstain 0)
- ITEM F3 FIRST READING: REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 150.8, PERSONAL NECESSITY LEAVE
Proposed revisions to PCRR 150.8, Personal Necessity Leave were discussed. Ms. Crouch shared that the district recently re-negotiated contract language regarding PNL and the revisions would reflect the same changes as negotiated with VESPA. On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the Personnel Commission approved setting final review and action to approve the revisions to PCRR 150.8 at its next scheduled Commission meeting by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- ITEM F4 FIRST READING: REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS, CHAPTER 100, HOURS OF EMPLOYMENT AND OVERTIME
Proposed revisions to PCRR Chapter 100, Hours of Employment and Overtime were discussed. Ms. Crouch shared that the district recently re-negotiated contract language regarding hours of employment and overtime, and the related sections in Chapter 100 would be revised to reflect the same changes as negotiated with VESPA. There were also some sections in Chapter 100 which had not been updated in the past to reflect previously re-negotiated language. 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 Chapter 100 at its next scheduled Commission meeting by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- ITEM F5 REQUEST TO MODIFY SALARY RANGE PLACEMENT: BUS DRIVER
After some discussion, on a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, it was approved to reallocate the salary range placement for Bus Driver from range (215) to range (220) on the Classified Represented & Confidential salary schedule, by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- ITEM F6 REQUEST TO MODIFY SALARY RANGE PLACEMENT AND REVISION TO CLASSIFICATION SPECIFICATION: BUS DRIVER DISPATCHER
After some discussion, on a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, it was approved to reallocate the salary range placement for Bus Driver Dispatcher from range (220) to range (225) on the Classified Represented & Confidential salary schedule, and approve the revisions to the classification specification as presented by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)

- ITEM F7 REQUEST TO REVISE CLASSIFICATION SPECIFICATION: TRANSPORTATION SAFETY & TRAINING SPECIALIST
After some discussion, on a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the revised classification specification for Transportation Safety & Training Specialist was approved as presented by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- ITEM F8 REQUEST TO MODIFY SALARY RANGE PLACEMENT AND REVISION TO CLASSIFICATION SPECIFICATION: DIRECTOR, TRANSPORTATION
After some discussion, on a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, it was approved to reallocate the salary range placement for Director, Transportation from range (091) to range (125) on the Management salary schedule, and approve the revisions to the classification specification as presented by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- ITEM G1 PERSONNEL TRANSACTIONS REPORT
On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/ Lacey, Rice, Kirby; Nay 0; Abstain 0)
- NEXT MEETING The Personnel Commission scheduled its regular meeting for the month of May. The PC will meet on Thursday, May 23, 2019 at 4:30 p.m. Prior to the meeting, the Commission will host a reception from 4:00 – 4:30pm to honor our classified employees during Classified School Employee Week.
- ITEM I COMMISSION COMMENTS
Commissioner Lacey made the following comment: Public school districts are remarkable institutions! We educate all children of the community in an equal and appropriate education. We provide and run a full blown transportation system. We get them safely to where they are supposed to be on time. We run a full blown nutrition service and feed nutritious meals to all these children. We do it all in a safe and healthy environment, thanks to a lot of dedicated people. I think most people never really think about what it is that public school districts really do. It’s an incredible undertaking!
Commissioner Rice agreed and remarked how that all speaks to the volume of work and services our classified employees provide to the district, and the importance of Classified Employees week. She added that one week in May is not quite enough gratitude or acknowledgement for all the hard work that classified employees do.
- ITEM J PUBLIC COMMENTS ON CLOSED SESSION ITEM
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 5:25 p.m.