



For the future of every student

MINUTES
FEBRUARY 24, 2020

- 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 24, 2020. Mr. Lacey, Chairperson, called the meeting to order at 4:30 p.m.
- Present: Commissioners Lacey, Kirby, Stallings. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director and Belen Gonzalez, HR Analyst, Classified (Confidential).
- ADOPTION OF AGENDA** On a motion by Mr. Kirby, seconded by Mr. Stallings and supported by the Chair, the agenda for the February 24, 2020 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Kirby, Stallings, Lacey; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Ms. Stallings, seconded by Mr. Kirby, and supported by the Chair, the minutes of January 23, 2020 were approved as presented by a vote of 3-0. (Ayes – 3/Stallings, Kirby, Lacey; Nay 0; Abstain 0)
- RETIREEES** Ms. Crouch reported that the following retiree could not be present at the meeting, but her Certificate of Appreciation would be mailed to her:
- Victoria Balint, Assistant Director, Classified Human Resources, 11 Years
- In addition, the following retiree was present at the meeting and received a Certificate of Appreciation from the Commission for his years of service with the District:
- Richard Saint, Operations Manager, 14 Years
- PUBLIC COMMENTS** Mark Mayer and Stuart Lilly shared that staff members from Facilities were not aware that Bill Elsenbaumer was working out of classification as an Assistant Director of Facilities, a position that has not been filled in years. They wanted to know if it was to help with the transition of the retirement of two management positions. They expressed concern about the District not filling the vacancies in Facilities on time or at all. Ms. Crouch shared that Assistant Superintendent of Business Services, Betsy George, has been working closely with Dave Marshall as we've had vacancies and looking at those vacancies to see if those are positions that we need to continue with or need to be repurposed. There has also been a Facilities Transition Meeting, unfortunately rescheduled twice, to discuss the transition plan with Facilities; part of this plan was to work Bill Elsenbaumer out of classification as the Assistant Director, especially since the Operations Manager retired.
- Stuart Lilly expressed that he no longer gets the agenda with the backup material send to him, Andrea reminded him that all that information now gets emailed and hard copies are no longer mailed out. We will double check with the VESPA President to make sure we have an updated VESPA distribution list.
- ITEM F1** VESPA REPORT
None
- ITEM F2** DIRECTOR'S REPORT
Ms. Crouch reported:
- 1) That she and Cathi Stallings attended the CSPCA Conference in San Francisco. They offered a variety of conferences, Ms. Crouch attended pay equity, work/life balance and updating and revising PC rules.
 - 2) Tri-Counties is currently working on the annual symposium. The dates are April 30 and May 1. VUSD has been hosting this event here locally for the past few years and will host it again this year.
 - 3) HR office has been busy with recruitment.
 - 4) Summer School planning has started. The goal is to open recruitment for summer school soon and have it close before spring break. Assignment notifications will go out at the end of April.

Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:

- Next regular Board meeting is scheduled for Tuesday, February 24
- Festival of Talent on Saturday, March 14

- ITEM G1 RECLASSIFICATION OF POSITION: HUMAN RESOURCES ASSISTANT TO HUMAN RESOURCES TECHNICIAN
After some discussion, on a motion by Ms. Stallings, seconded by Mr. Kirby, and supported by the Chair, the reclassification of the Human Resources Assistant assigned to Certificated Human Resources (position 3053) to Human Resources Technician was approved, as well as reclassifying the incumbent, Anna Clark, based on a gradual accretion of duties per PCRR 30.3, by a vote of 3-0. (Ayes – 3/Stallings, Kirby, Lacey; Nay 0; Abstain 0)
- ITEM G2 RECLASSIFICATION OF POSITION: HUMAN RESOURCES ASSISTANT TO HUMAN RESOURCES TECHNICIAN
After some discussion, on a motion by Mr. Kirby, seconded by Ms. Stallings, and supported by the Chair, the reclassification of the Office Assistant assigned to the Early Childhood Education Program (position 1445) to Senior Office Assistant was approved, as well as reclassifying the incumbent, Carla Ardissoni, based on a gradual accretion of duties per PCRR 30.3, by a vote of 3-0. (Ayes – 3/Kirby, Stallings, Lacey; Nay 0; Abstain 0)
- ITEM G3 APPROVAL OF NEW CLASSIFICATION AND SALARY ALLOCATION: HUMAN RESOURCES SUPERVISOR
After some discussion, on a motion by Ms. Stallings, seconded by Mr. Kirby, and supported by the Chair, the proposed classification specification for Human Resources Supervisor was approved as presented, and allocated to salary range 48 on the Classified Management Salary Schedule by a vote of 3-0. (Ayes – 3/Stallings, Kirby, Lacey; Nay 0; Abstain 0)
- ITEM H1 PERSONNEL TRANSACTIONS REPORT
On a motion by Ms. Stallings, seconded by Mr. Kirby, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/ Stallings, Kirby, Lacey; 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 18, 2020 at 4:30 p.m.
- ITEM J COMMISSION COMMENTS
Commissioner Stallings shared information from the Merit Academy and the CSPCA Conference that she attended.
- ITEM K PUBLIC COMMENTS ON CLOSED SESSION ITEM
None
- ITEM L CLOSED SESSION:
It was decided that Closed Session was not needed at this time.
- ITEM M REPORT OF ACTION TAKEN IN CLOSED SESSION
There was no Closed Session.
- ADJOURNMENT On a motion by Mr. Kirby, seconded by Ms. Stallings, and supported by the Chair, the meeting adjourned at 5:18 p.m.