



Ventura Unified School District

PERSONNEL COMMISSION

MINUTES
MAY 16, 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 May 16, 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 Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the agenda for the May 16, 2018 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the minutes of April 23, 2018 were approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Rice, 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:
- Jeffrey Freiling, Metal Worker - Welder, 37 Years
Tom Tropper, Custodian, 20 Years
Jose Sanchez, Custodian, 23 Years
- PUBLIC COMMENTS** None
- ITEM F1** VESPA REPORT
- Cathi Stallings reported that Ruben Galindo was elected VESPA President and will begin his term effective 7/1/2018. Teri Roots was elected as a Director at Large.
- ITEM F2** DIRECTOR'S REPORT
- Ms. Crouch informed the Commission of the following: 1) Classified HR has been busy with end of the year projects which include: excess vacation and comp time memos, establishing work calendars for classified employees who work less than 12 months per year, planning for retirements, and coordinating recruitments to fill positions for the new school year. 2) Classified School Employee Week is next week. Events will be held here for ESC staff on Monday and Thursday, and the Personnel Commission will host a reception for all classified employees on Wednesday.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: the next regular Board meeting is scheduled for Tuesday, May 22, at which time the Board will also be recognizing all of our retirees. There will be a short recess during the meeting to enjoy a reception with the retirees in the downstairs atrium. Classified Employee Appreciation Reception, hosted by Personnel Commission, Wednesday, May 23rd at 4-4:30pm, 2nd floor/ESC. Memorial Day Holiday, May 28th (District closed). Appreciate! event will be held on Saturday, June 2nd at the ESC, 11am-3pm. Last day of school is Thursday, June 14th. Summer school programs start the week of June 18th.

- ITEM G PUBLIC HEARING: 2018-2019 PERSONNEL COMMISSION BUDGET
Mr. Lacey opened the public hearing at 4:40 p.m. No public comments were received, the public hearing was closed at 4:41 p.m.
- ITEM H1 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: SCHOOL OFFICE RECEPTIONIST
After a brief discussion, on a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the revised classification specification for School Office Receptionist was approved as presented by a vote of 3-0. (Ayes – 3/ Kirby, Rice, Lacey, Nay 0, Abstain 0)
- ITEM H2 CONTINUATION OF REVIEW OF ADMINISTRATIVE SPECIALIST I CLASSIFICATION AND REQUEST TO APPROVE RELATED MODIFICATIONS (PCRR 30.2.9)
After some discussion, on a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the reclassification of Administrative Specialist I position #641 to Senior Office Assistant position was approved by a vote of 3-0. (Ayes – 3/ Rice, Kirby, Lacey, Nay 0, Abstain 0).
- ITEM H3 ADOPTION OF 2018-2019 PERSONNEL COMMISSION BUDGET
After some discussion, on a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the 2018-2019 Personnel Commission Budget was approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Rice, Lacey, Nay 0, Abstain 0)
- ITEM I1 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 next regular Personnel Commission meeting will be Wednesday, June 20, 2018 at 4:30 p.m.
- ITEM K COMMISSION COMMENTS
None
- ITEM L 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 M 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 4:54 p.m.