



For the future of every student

MINUTES
MARCH 17, 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 March 17, 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 Ms. Campbell, seconded by Mr. Walker, the agenda for the March 17, 2021 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Campbell, Walker, Stallings; Nay 0; Abstain 0)

APPROVAL OF MINUTES On a motion by Mr. Walker, seconded by Ms. Campbell, the minutes of the February 17, 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 retirees could not be present at the meeting but their Certificate of Appreciation would be mailed to them:

- Laura Evans, Paraeducator II, 16 Years
- Robyn Plucinak, Child Nutrition Assistant I, 16 Years

PUBLIC COMMENTS None

ITEM F1 VESPA REPORT
Ms. Carol Peek, VESPA President reported:
1) VESPA will be starting MOU negotiations with the District soon, regarding the reopening guidelines. She is grateful for the collaboration between the District and both unions because the goal is to get students and staff back safely.
2) Facilities has a few items that we are working through with Ms. Crouch and Ms. Chandler. We will be reviewing some job descriptions and getting facilities input to make the department better.

ITEM F2 DIRECTOR'S REPORT
Ms. Crouch reported:
1) The District will be starting negotiations with VESPA and VUEA to address new guidelines for re-opening of schools. The Board of Education decided that in-person instruction will begin April 1.
2) The Classified HR Department has continued to be extremely busy with recruitments as the District gears up for students returning to the secondary school campuses, and elementary students increasing the school day hours as well as attending Monday through Friday.
3) We will be sending out a call for nominations for the Classified Employee of the Year Program. It will be sent out in a google doc format so it is easy to fill out; there are nine classification categories. VUSD will submit nominations to the County Office of Education for consideration to be recommended as a finalist to the State. Awardees will be announced and honored by the State Superintendent of Public Instruction in May.

- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Spring Break, April 5 through April 9, 2021
 - Board Holiday, Friday, April 2, 2021
 - Next regular Board of Education Meeting, Tuesday, March 23, 2021
 - Next Personnel Commission Meeting, Wednesday, April 21, 2021

ITEM F3 RECRUITMENT & SELECTION: HIRING UPDATE
Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. She reviewed the efforts and steps the Classified Human Resources Department continues to make to build capacity in the different classifications of focus. She gave KUDOS to the HR department for their hard work and dedication

to ensuring staff is in place where needed. There was a brief overview of anticipated plans for summer school, which includes opportunities for students in June, July and August

- ITEM G1 REQUEST OF ADVANCED SALARY PLACEMENT – SCHOOL OCCUPATIONAL THERAPIST
After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, advanced placement for a new hire School Occupational Therapist was approved at range (360)/step (3) effective with the first day of their established work calendar for the 2020-22021 school year by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM G2 REQUEST TO DISCONTINUE CONTINUOUS RECRUITMENT FOR CHILD DEVELOPMENT TEACHER
After a brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, and supported by the Chair, the request to discontinue continuous recruitment for Child Development Teacher was approved by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
- 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 reported that she received a letter from an employee regarding her sick leave allotment and wanted to let the other Commissioners know that if an employee reaches out with a concern, Ms. Crouch should be the first key point of contact.
- 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 Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, the meeting adjourned at 5:21 p.m.