



For the future of every student

MINUTES
MAY 23, 2019

- 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 23, 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 May 23, 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 April 17, 2019 were approved as presented by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- RETIREES Ms. Crouch reported that the following retiree could not be present at the meeting but her Certificate of Appreciation would be mailed to her:
- Catherine Beilin – Bus Driver, 23 Years
- PUBLIC COMMENTS None
- ITEM F3 RECOGNITION OF EXCEPTIONAL CLASSIFIED SUBSTITUTES - **THIS ITEM WAS MOVED UP ON THE AGENDA**
Ms. Crouch presented the Commission with 31 exceptional classified substitutes who were nominated as stellar substitutes by colleagues and administrators. These are the folks who faithfully report, day after day, month after month, filling in and stepping up to make sure our students have the services they need when circumstances call our regular employees away. The exceptional classified substitutes in attendance were presented with a certificate of recognition.
- ITEM F1 VESPA REPORT
Mr. Ruben Galindo, VESPA President, reported:
- 1) VESPA is happy that the district is honoring classified employees this week.
 - 2) They will be holding interviews for the bargaining team, since Mike Musser, Chair, is retiring.
 - 3) VESPA is having the last event of the year, tacos and bowling on June 4 from 4:30 – 6:00 p.m. and bowling from 5:00 – 8:00 p.m. Commissioners are invited to attend the event.
- ITEM F2 DIRECTOR'S REPORT
Ms. Crouch reported:
- 1) This week is Classified School Employee Week and there are a lot of events district wide. Here at the ESC we hosted our traditional Tri-Tip BBQ and out at the school sites most of the PTA/PTO's sponsor events this week. VUSD thanks PTA/PTO's for supporting our classified staff as well.
 - 2) We are in the midst of the busiest season of the school year, trying to wrap up year-end activities; closing recruitments and checking our vacancies for the new school year; continuing plans for summer school; and partnering with VESPA as we work through the bumping process with the employees whose positions have been reduced.
 - 3) The district has started Labor Consultation Meetings; the kickoff meeting was yesterday, May 22. The District will meet regularly with both VUEA and VESPA, we will alternate months. It will be an opportunity for the District and unions to get together and talk through any issues or to brainstorm new ideas or creative ways of doing things. The first meeting with VESPA will be in October.

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

- Next regular Board meeting is scheduled for Tuesday, May 28
- District Holiday: Monday, May 27th Memorial Day
- Last Day of School: Thursday, June 13th
- Summer School Starts: Monday, June 17th

- ITEM G PUBLIC HEARING: 2019-2020 PERSONNEL COMMISSION BUDGET
Mr. Kirby opened the public hearing at 4:47 p.m. No public comments were received; the public hearing was closed at 4:48 p.m.
- ITEM H1 ADOPTION OF 2019-2020 PERSONNEL COMMISSION BUDGET
After some discussion, on a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the 2019-2020 Personnel Commission Budget was approved as amended (object codes 2000, 3000 and 5900 were revised to more accurately reflect projected costs) by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby, Nay 0, Abstain 0)
- ITEM H2 FINAL READING AND APPROVAL OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 150.8, PERSONAL NECESSITY LEAVE
On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the Personnel Commission approved the revisions to PCRR Section 150.8, Personal Necessity Leave, as presented by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- ITEM H3 FINAL READING AND APPROVAL OF REVISIONS TO PERSONNEL COMMISSION RULES AND REGULATIONS, CHAPTER 100, HOURS OF EMPLOYMENT AND OVERTIME
On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the Personnel Commission approved the revisions to PCRR Chapter 100, Hours of Employment and Overtime, as presented by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- ITEM H4 APPROVAL OF NEW CLASSIFICATION AND SALARY ALLOCATION: ACCOUNTING SPECIALIST
After some discussion, on a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the proposed classification specification for Accounting Specialist was approved as presented, and allocated to salary range 225 on the Classified Represented & Confidential Salary Schedule by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- ITEM H5 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: CERTIFIED SPEECH AND LANGUAGE PATHOLOGY ASSISTANT
After a brief discussion, on a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the revised classification specification for Certified Speech and Language Pathology Assistant was approved as presented by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- ITEM I1 PERSONNEL TRANSACTIONS REPORT
On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/ Rice, Lacey, Kirby; Nay 0; Abstain 0)
- NEXT MEETING The Personnel Commission scheduled its regular meeting for the month of June. The PC will meet on Wednesday, June 19, 2019 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 On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the meeting adjourned at 5:07 p.m.