



For the future of every student

MINUTES
AUGUST 8, 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 August 8, 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; and Vicky Balint, Assistant Director Classified Human Resources.
- ADOPTION OF AGENDA** On a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the agenda for the August 8, 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 June 20, 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:
- Brenda Arciniega, Employee Benefits Specialist, 40 Years
 - Roger Gale, Accounting Supervisor, 28 Years
 - Sheryl Kosten, Behavior Support Assistant, 9 Years
 - Joseph Richards, Deputy Superintendent, Business Services, 28 Years
 - Usberto Viramontes, Bus Driver, 13 Years
- In addition, the following retiree was present at the meeting and received a Certificate of Appreciation from the Commission for her years of service with the District:
- Pearl Malos, School Occupational Therapist, 15 Years
- PUBLIC COMMENTS** None
- ITEM F1** VESPA REPORT
- None
- ITEM F2** DIRECTOR'S REPORT
- Ms. Crouch informed the Commission of the following: 1) The Classified HR Department has been extremely busy preparing for the start of school; 2) The annual School Services Assistant meeting will be held this Friday; 3) The annual bus route bidding will be held next Wednesday at the Transportation Department's Crooked Palm site; and 4) The annual Celebrate! event will be held at VHS in the auditorium the day before school starts, 8:00-10:00am. Superintendent Creswell will be introducing the District's new branding plan including a renewed promise and the unveiling of the District's new logo.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: the next regular Board meeting is scheduled for Tuesday, August 14; and the first day of school is Wednesday, August 22.

- ITEM G1 RATIFICATION OF EXCESS VACATION CARRYOVER APPROVALS
After a brief discussion, on a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the Personnel Commission ratified the thirteen (13), approved vacation carryover requests as presented by a vote of 3-0. (Ayes – 3/Kirby, Rice, Lacey; Nay 0; Abstain 0)
- ITEM G2 RECLASSIFICATION OF POSITION: ACCOUNTING ASSISTANT TO ACCOUNTING TECHNICIAN
After a brief discussion, on a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the reclassification of the Accounting Assistant position assigned to VACE (position #1033) to Accounting Technician was approved, as well as reclassifying the incumbent, Valerie Gaona, based on a gradual accretion of duties per PCRR 30.3, by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; Nay 0; Abstain 0)
- ITEM G3 PERSONNEL COMMISSION: JOINT APPOINTEE APPOINTMENT PROCESS AND TIMELINE
After a brief discussion regarding the appointment process and timeline for the Joint Appointee, Commissioners Rice and Kirby expressed they would like to move forward with announcing their intended appointee at the September 12, 2018 meeting.
- ITEM H1 PERSONNEL TRANSACTIONS REPORT
On a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the Personnel Transactions Report was approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Rice, Lacey; Nay 0; Abstain 0)
- NEXT MEETING The Personnel Commission scheduled its regular meeting for the month of September. The PC will meet on Wednesday, September 12, 2018 at 4:30 p.m.
- ITEM J COMMISSION COMMENTS
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 It was moved by Ms. Rice, seconded by Mr. Kirby and carried unanimously that the meeting be adjourned at 4:53 p.m.