



For the future of every student

MINUTES  
MAY 19, 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 May 19, 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 Mr. Walker, seconded by Ms. Campbell, the agenda for the May 19, 2021 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- APPROVAL OF MINUTES On a motion by Mr. Walker, seconded by Ms. Campbell, the minutes of the April 21, 2021 Regular Personnel Commission meeting were approved by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- PUBLIC COMMENTS District Translators presented the Commission with information to review and comments to consider in relation to Agenda Item G4.
- ITEM E1 VESPA REPORT  
Ms. Carol Peek, VESPA President reported:
- 1) She was excited to be celebrating Classified School Employee Week, and shared that VESPA officers went out to the sites to drop off treats for the ESP's (Education Support Professionals). As we honor classified employees this week, she extended gratitude for the support they provide to our students. She expressed how proud she is of all the ESP's and the hard work they perform in their jobs. She said, "We are the foundation of Ventura Unified, and I'm so proud to be the President of such great Association."
  - 2) They are working with the District to get dates for negotiations.
  - 3) VESPA will be holding elections for officers; they still have six Executive Board positions open.
- ITEM E2 DIRECTOR'S REPORT  
Ms. Crouch shared some of the end-of-year activities that the Classified HR Department has been engaged in over the last month:
- Notifying employees of excess vacation and comp time;
  - Establishing 2021/22 work calendars. She noted that HR continues to partner with Fiscal Services to standardize school site, clerical work calendars which is an integral part of transitioning to Frontline (VUSD's new automated leave time reporting system);
  - Planning the year-end retirement event in coordination with Certificated HR and the BOE;
  - Summer School Planning which will consist of 8 weeks of summer opportunities for our students: June Boost (June 14 – July 2), ESY (July 6 – August 13), July Summer Session (July 6 – 30), and August Enrichment (August 2 – 13);
  - Classified reductions/layoffs;
  - Working with VESPA to set some dates for negotiations.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Next regular Board of Education Meeting, Tuesday, May 25, 2021
  - Memorial Day Holiday, May 31, 2021 – District Closed
  - Last Day of School, Thursday, June 10, 2021
  - First Day of Summer School, Monday, June 14, 2021
  - Next Personnel Commission Meeting, Wednesday, June 16, 2021
- ITEM E3 RECOGNITION OF CLASSIFIED SCHOOL EMPLOYEE WEEK  
The Commission honored classified employees in recognition of Classified School Employee Week. It was expressed that everyone is looking forward to a time when we can host an in-person reception to celebrate Classified School Employee Week.

- ITEM E4                    RECRUITMENT & SELECTION: HIRING UPDATE  
Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. She shared that efforts were focused on summer school staffing which is scheduled to begin June 14<sup>th</sup>. Layoff/bumping meetings with employees will start soon thereafter. And, department staff will be busy this summer with recruitments to fill vacancies for the upcoming school year.
- ITEM F                    PUBLIC HEARING: 2021-2022 PERSONNEL COMMISSION BUDGET  
Ms. Stallings opened the public hearing at 4:51 p.m. No public comments were received; the public hearing was closed at 4:52 p.m.
- ITEM G1                    ADOPTION OF 2021-2022 PERSONNEL COMMISSION BUDGET  
After some discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, the 2021-22 Personnel Commission Budget was approved as presented by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM G2                    APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: FOOD & NUTRITION SERVICES OPERATIONS MANAGER  
After some discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, and supported by the Chair, the proposed classification specification for Food & Nutrition Services Operations Manager was approved as presented, and allocated to salary range 048 on the Classified Management Salary Schedule by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM G3                    APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: PURCHASING SUPERVISOR  
After some discussion, on a motion by Mr. Walker and seconded by Ms. Campbell, and supported by the Chair, the proposed classification specification for Purchasing Supervisor was approved as presented, and allocated to salary range 073 on the Classified Management Salary Schedule by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM G4                    APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: DISTRICT TRANSLATOR  
After a lengthy discussion, it was decided that this item would be brought back to the next regular Personnel Commission Meeting for further discussion.
- ITEM G5                    APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: ATTENDANCE ASSISTANT  
After a brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, and supported by the Chair, the revised classification specification for Attendance Assistant was approved as presented by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
- ITEM H1                    PERSONNEL TRANSACTIONS REPORT  
On a motion by Mr. Walker, seconded by Ms. Campbell, 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  
Mr. Walker reminded Ms. Crouch that if there were no action items needed during the summer, there was no need to hold a meeting, and commented that often times a July PC meeting may not be needed.
- 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 Ms. Campbell, seconded by Mr. Walker, and supported by the Chair, the meeting adjourned at 6:21 p.m.