



Ventura Unified School District

PERSONNEL COMMISSION

MINUTES SEPTEMBER 20, 2017

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 September 20, 2017. Ms. Rice, Chairperson, called the meeting to order at 4:30 p.m.

Present: Commissioners Rice, Lacey, and Kirby. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director, Vicky Balint, and Belen Gonzalez.

ADOPTION OF AGENDA On a motion by Mr. Kirby, seconded by Mr. Lacey, and supported by the Chair, the agenda for the September 20, 2017 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice; Nay 0; Abstain 0)

APPROVAL OF MINUTES On a motion by Mr. Lacey, seconded by Mr. Kirby, and supported by the Chair, the minutes of August 9, 2017 were approved as presented by a vote of 3-0. (Ayes – 3/Lacey, Kirby, Rice; Nay 0; Abstain 0)

RETIREES Ms. Crouch reported that the following retiree could not be present at the meeting but his Certificate of Appreciation would be mailed to him:

Scott Dubay, Student Data Specialist, 21 Years

In addition, the following retiree was present at the meeting and received a Certificate of Appreciation from the Commission for his many years of service with the District:

Luis Robledo, Custodian, 15 Years

PUBLIC COMMENTS None

ITEM F1 VESPA REPORT

None

ITEM F2 DIRECTOR'S REPORT

Ms. Crouch informed the Commission of the following: 1) Dr. Jeff Davis started his position as Assistant Superintendent of Human Resources on September 1st. He comes from La Cañada Unified where he worked as the Assistant Supt of HR overseeing both classified and certificated HR, and prior to that worked in Conejo Valley Unified School District in the Ed Services Division. We are excited to have him on board. Dr. Davis, Sherry Manley and I have established a weekly check-in meeting so that Classified and Certificated can continue to partner to address the many issues and needs that overlap between both departments. 2) The Annual All-Staff Celebration Kick-Off event was held on Tuesday, August 22nd in the Buena High School Stadium. Superintendent, Mr. Creswell was excited to meet staff and welcome them back to a new school year. There was a great turnout, and it was very nice to celebrate our employees who have served our students and district for 25-40 years. 3) The first day of school was Wednesday, August 23rd. It's been a good beginning to the school year, and everyone has been busy settling in, getting staff in place, and holding Back-to-School events. 4) The Board of Education recently announced its intent to reappoint Rich Kirby as the Board's appointee to the Personnel Commission. The Public Hearing will be held during the Board meeting on Tuesday, September 26th, and following the hearing, the Board will take final action to approve his appointment for another 3-year term, effective December 2017 - December 2020. 5) Story Fest is coming up on Saturday, October 14th here at the ESC from 9am-2pm. Classified HR is planning to attend the event, and set-up a booth to promote classified employment opportunities with the

District. We're in need for subs in the areas of Special Education Paraeducators, various pre-school positions, and Child Nutrition Assistants. We also need regular and substitute Bus Drivers. We're excited about this opportunity to reach out to our community, and hope to attract parents to work in our schools.

Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: Next Board meeting is scheduled for Tuesday, September 26; Fall break is the week of October 23-27.

ITEM G1 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: PARAEDUCATOR-AFTER SCHOOL PROGRAMS

After a brief discussion, on a motion by Mr. Kirby, seconded by Mr. Lacey, and supported by the Chair, the revised classification specification for Paraeducator-After School Programs was approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice, Nay 0, Abstain 0)

ITEM G2 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: STUDENT DATA SPECIALIST

After a brief discussion, on a motion by Mr. Lacey, seconded by Mr. Kirby, and supported by the Chair, the revised classification specification for Student Data Specialist was approved as presented by a vote of 3-0. (Ayes – 3/Lacey, Kirby, Rice, Nay 0, Abstain 0)

ITEM G3 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: INFORMATION SYSTEMS ANALYST

After a brief discussion, on a motion by Mr. Kirby, seconded by Mr. Lacey, and supported by the Chair, the revised classification specification for Information Systems Analyst was approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice, Nay 0, Abstain 0)

ITEM G4 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: NUTRITION SPECIALIST

After a brief discussion, on a motion by Mr. Lacey, seconded by Mr. Kirby, and supported by the Chair, the revised classification specification for Nutrition Specialist was approved as presented by a vote of 3-0. (Ayes – 3/Lacey, Kirby, Rice, Nay 0, Abstain 0)

ITEM G5 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: HEALTH TECHNICIAN

After a brief discussion, on a motion by Mr. Kirby, seconded by Mr. Lacey, and supported by the Chair, the revised classification specification for Health Technician was approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice, Nay 0, Abstain 0)

ITEM G6 REQUEST TO DISCONTINUE CONTINUOUS RECRUITMENT FOR PARAEDUCATOR / PARAEDUCATOR BILINGUAL

After a brief discussion, on a motion by Mr. Lacey, seconded by Mr. Kirby, and supported by the Chair, the request to discontinue continuous recruitment for Paraeducator / Paraeducator Bilingual was approved by a vote of 3-0. (Ayes – 3/Lacey, Kirby, Rice, Nay 0, Abstain 0)

ITEM G7 REQUEST TO DESIGNATE CERTIFIED OCCUPATIONAL THERAPY ASSISTANT AS A CONTINUOUS RECRUITMENT

After a brief discussion, on a motion by Mr. Kirby, seconded by Mr. Lacey, and supported by the Chair, the request to designate Certified Occupational Therapy Assistant as a continuous recruitment was approved by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice, Nay 0, Abstain 0)

ITEM H1 PERSONNEL TRANSACTIONS REPORT

On a motion by Mr. Lacey, 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/Lacey, Kirby, Rice; Nay 0; Abstain 0)

NEXT MEETING The next regular Personnel Commission meeting will be Wednesday, October 18, 2017 at 4:30 p.m.

ITEM J COMMISSION COMMENTS
Commissioner Rice said, "Keep up the great work!"

ITEM K CLOSED SESSION:
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 The meeting adjourned at 5:04 p.m.