



For the future of every student

MINUTES  
AUGUST 26, 2020

**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 August 26, 2020. Ms. Stallings, Chair, called the meeting to order at 4:30 p.m.

Present: Commissioners Kirby, Stallings and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director and Belen Gonzalez, HR Analyst, Classified (Confidential).

**ADOPTION OF AGENDA** On a motion by Mr. Kirby, seconded by Mr. Walker, and supported by the Chair, the agenda for the August 26, 2020 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Kirby, Walker, Stallings; Nay 0; Abstain 0)

**APPROVAL OF MINUTES** On a motion by Mr. Walker, seconded by Mr. Kirby, and supported by the Chair, the minutes of July 8, 2020 were approved by a vote of 3-0. (Ayes – 3/ Walker, Kirby, Stallings; Nay 0; Abstain 1/ Walker)

**PUBLIC COMMENTS** None

**ITEM E1** VESPA REPORT  
VESPA President, Carol Peek, provided VESPA's report, and shared that she was grateful that the MOU regarding COVID-19 and the opening of schools for the 2020-21 school year was complete. The negotiation sessions went well, including the vision and duties of the classifications needing to be repurposed during this time. She is pleased with the outcome of the repurposing, and commended classified employees for their flexibility, and thanked them for stepping up and jumping in to help where needed. She is grateful for the collaboration and the spirit of the classified employees. She has received great feedback since the first day of school.

**ITEM E2** DIRECTOR'S REPORT  
Ms. Crouch reported:

- 1) Everyone has been extremely busy preparing for the start of school.
- 2) The District has negotiated a MOU with VESPA (and VUEA) about the start of school. Topics in the MOU included health & safety, hours, repurposing, evaluations and provisions regarding special education. Negotiations went very well, and was a great collaboration between both VESPA and the District.
- 3) Human Resources has worked closely with VESPA leadership as well as our employees regarding the repurposing of jobs. The classifications/groups needing to be repurposed at this time include: Transportation employees (i.e. Bus Drivers, Mechanics and Office Staff), Food & Nutrition employees, Noon-Duty employees, Campus Supervisors, and PE Equipment Attendants. Classifications/repurposing will continually be evaluated as we move forward through the first semester of school.
- 4) Back-to-School events that took place this month included:
  - o The Annual Elementary and Secondary School Administrative Assistant meeting which was held via Zoom. Representatives from Food & Nutrition, Budget & Finance, Technology, Human Resources, Health Services, Curriculum & Instruction and Student Support Services met with the group to review procedures and present updated information for the new school year.
  - o The Annual All-Staff Celebration Kick-Off event which was held the day before school and hosted via Zoom. Employees were recognized for their 10-15 & 20 years of service to the district, and longevity awards were presented to employees who have served the district for 25-30-35 & 40 years.
- 5) Assistant Superintendent of Business Services Interviews are being held tomorrow, August 27<sup>th</sup>.

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

- o Labor Day Holiday, September 7, 2020
- o Next Board of Education Meeting, September 8, 2020

- Back to School Nights will be held via Zoom and Marieanne Quiroz, Communications Coordinator, will be partnering with the school sites to host and organize.

- ITEM F1                    RATIFICATION OF EXCESS VACATION CARRYOVER APPROVALS  
After a brief discussion, on a motion by Mr. Kirby, seconded by Mr. Walker, and supported by the Chair, the Personnel Commission ratified the eight (8), approved vacation carryover requests as presented by a vote of 3-0. (Ayes – 3/Kirby, Walker, Stallings; Nay 0; Abstain 0)
- ITEM F2                    APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: DIGITAL COMMUNICATIONS SPECIALIST  
After some discussion, on a motion by Mr. Walker, seconded by Mr. Kirby, and supported by the Chair, the proposed classification specification for Digital Communications Specialist was approved as presented, and allocated to salary range 275 on the Classified Represented & Confidential Salary Schedule by a vote of 3-0. (Ayes – 3/ Walker, Kirby, Stallings; Nay 0; Abstain 0)
- ITEM F3                    FIRST READING: REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 170.2.6, PROMOTIONAL SALARY RATE (ACTION REQUESTED)  
Proposed revisions to PCRR 170.2.6 Promotional Salary Rate were discussed. Ms. Crouch shared that the District recently completed negotiations with VESPA for the 2019-20 school year, which resulted in a recalibration of the Classified Represented & Confidential Salary Schedule. As such, section 170.2.6 needs to be updated to reflect how to properly calculate the promotional salary rate for classified employees. On a motion by Mr. Walker, seconded by Mr. Kirby, and supported by the Chair, the Personnel Commission approved the revisions to PCRR 170.2.6, in accordance with PCRR 20.2.7, Amendments, Deletions, or Additions to Rules (#6 - The Personnel Commission may waive the second reading and may take action on the proposed policy after a first reading if deemed appropriate, or may require an additional reading if necessary before taking action) by a vote of 3-0. (Ayes – 3/ Walker, Kirby, Stallings; Nay 0; Abstain 0)
- ITEM G1                    PERSONNEL TRANSACTIONS REPORT  
On a motion by Mr. Kirby, seconded by Mr. Walker, and supported by the Chair, the Personnel Transactions Report was approved as amended by a vote of 3-0. (Ayes – 3/ Kirby, Walker, Stallings; Nay 0; Abstain 0)
- ITEM H                    COMMISSION COMMENTS  
Ms. Stallings announced her completion of the Merit Academy.  
Mr. Kirby wanted to clarify the annual organization for the term of office that will be taking place in December.
- ITEM I                    CLOSED SESSION:  
The meeting adjourned to closed session at 5:13 p.m. to discuss:  
2. Public Employee Performance Evaluation—Government Code §54957 (b)  
    Title: Director, Classified Human Resources  
(Note: there was no need for closed session agenda item K1: Public Employee Discipline / Dismissal / Release pursuant to Government Code §54957 (b))
- ITEM J                    REPORT OF ACTION TAKEN IN CLOSED SESSION  
The Commission returned to open session at 5:58 p.m. and reported there was no action taken in Closed Session.
- ADJOURNMENT            On a motion by Mr. Kirby, seconded by Mr. Walker, and supported by the Chair, the meeting adjourned at 5:59 p.m.