



Ventura Unified School District

PERSONNEL COMMISSION

MINUTES
MARCH 21, 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 March 21, 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; Vicky Balint, Assistant Director Classified Human Resources; and Belen Gonzalez, HR Analyst, Classified (Confidential).
- ADOPTION OF AGENDA** On a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the agenda for the March 21, 2018 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Kirby, Rice, Lacey; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the minutes of February 26, 2018 were approved as presented by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; 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:
- Debbie Fennern, Health Technician, 17 Years
- PUBLIC COMMENTS** None
- ITEM F1** VESPA REPORT
- Mr. Ruben Galindo, Vice President, of the Ventura Education Support Professionals Association (VESPA), gave an update on some activities of the Association since the last Personnel Commission meeting. He reported that VESPA has 2 grievances in motion in Transportation and they are working closely with Wendy Stevens, Director of Transportation to resolve them. One is for Article 13, field trip hours are not being posted in a timely fashion and the other one is under the transportation policy and procedures, 3.5, the assignment of extra hours.
- ITEM F2** DIRECTOR'S REPORT
- Ms. Crouch informed the Commission of the following:
- 1) Some changes have occurred in administrative positions here at Ventura Unified.
 - o Carlos Covarrubias was appointed as the Principal of Balboa Middle School
 - o Mayra Vega was appointed as Interim Principal at EP Foster Elementary
 - o We are also starting to receive many retirements from Administrators, staff and some classified employees. As you may already be aware, Joseph Richards, our Deputy Superintendent of Business Services announced his retirement, and will be retiring as of June 30th. We will deeply miss Joe, not only as a special person and co-worker, but as a very wise and thoughtful leader. The position will revert back to an Assistant Superintendent of Business Services, and the recruitment is currently open. The deadline to apply is April 16th. Our Directors of Special Education have also announced their retirement, so some restructuring of that department is underway and recruitment efforts are currently open for an Executive Director and Assistant Director.

- 2) Summer School recruitment closed on March 16th. We received approximately 120 applications. Classified HR will start working on assignments and notifying employees when we return from spring break.
- 3) Preparations are starting for the development of the 2018/19 PC budget, which will be presented for a first review at our PC meeting next month.
- 4) We're gearing up for possible layoffs. We expect anticipated reductions/eliminations to go to the Board for approval during April and possibly into May if needed. Our office will then start working with VESPA to go through the layoff process and bumping rights of affected employees.

Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: the next regular Board meeting is scheduled for Tuesday, March 27; Board Holiday – District Closed – Friday, March 30; Spring Break – No School – April 2 – 6.

ITEM G1 APPROVAL OF REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 70.1.4, NEPOTISM

After some discussion, on a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the revision to Personnel Commission Rules and Regulations, Section 70.1.4, Nepotism was approved as amended by a vote of 3-0. (Ayes – 3/ Kirby, Rice, Lacey, Nay 0, Abstain 0)

ITEM G2 APPROVAL OF REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 60.2.14, CERTIFICATION OF RELATIVES

After some discussion, on a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the revision to Personnel Commission Rules and Regulations, Section 60.2.14, Certification of Relatives was approved by a vote of 3-0. (Ayes – 3/ Kirby, Rice, Lacey, Nay 0, Abstain 0)

ITEM G3 FIRST READING: REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 150.8, PERSONAL NECESSITY LEAVE

Proposed revisions to PCRR 150.8, Personal Necessity Leave were discussed. Ms. Crouch shared that the district recently re-negotiated contract language regarding PNL and the revisions would reflect the same changes as negotiated with VESPA. On a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the Personnel Commission approved setting final review and action to approve the revisions to PCRR 150.8 at its next scheduled Commission meeting by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; Nay 0; Abstain 0)

ITEM G4 APPROVAL OF NEW CLASSIFICATION AND SALARY ALLOCATION: NETWORK AND SYSTEMS SPECIALIST

After some discussion, on a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the proposed classification specification for Network and Systems Specialist was approved with a salary allocation of Range 275 on the Classified Represented & Confidential Salary Schedule by a vote of 3-0. (Ayes – 3/ Kirby, Rice, Lacey, Nay 0, Abstain 0)

ITEM H1 PERSONNEL TRANSACTIONS REPORT

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

NEXT MEETING The next regular Personnel Commission meeting will be Wednesday, April 18, 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 Mr. Kirby, seconded by Ms. Rice and carried unanimously that the meeting be adjourned at 5:07 p.m.