



For the future of every student

MINUTES
APRIL 21, 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 April 21, 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 Ms. Campbell, seconded by Mr. Walker, the agenda for the April 21, 2021 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Campbell, Walker, Stallings; Nay 0; Abstain 0)

APPROVAL OF MINUTES On a motion by Mr. Walker, seconded by Ms. Campbell, the minutes of the March 17, 2021 Regular Personnel Commission meeting were approved by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)

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

Susan Keyhani, Senior Buyer, 2 Years

In addition, the following retirees were present at the meeting and received a Certificate of Appreciation from the Commission for their years of service with the District:

Lauriel Cover, Office Assistant, 7 Years

Lisa Forbes, Attendance Assistant, 30 Years

PUBLIC COMMENTS None

ITEM F1 VESPA REPORT

Ms. Carol Peek, VESPA President reported:

- 1) School started, it has been a great week so far, they are glad kids are back and everything has been very positive.
- 2) The MOU passed and will be presented to the Board of Education at their next meeting.
- 3) VESPA held elections for officers; starting July 1 Reina Murillo will be Vice President, Mark Mayer continues to be Treasurer, and Chris Roche is joining the Directors team. They will be running another election as they still have six vacancies they are trying to fill.

ITEM F2 DIRECTOR'S REPORT

Ms. Crouch reported:

- 1) The Classified HR Department has continued to be extremely busy with recruitments. Secondary schools returned to campus on April 12 with a limited schedule but starting on Monday April 26 they will all attend Monday through Friday at the same time. Everyone has done a fantastic job working to make it happen.
- 2) Administrative changes: Recruitment opened up for Buena High School Principal, Mr. Asher will be joining us from Pleasant Valley School District as Principal at Lincoln, Dr. Davis, Assistant Superintendent of Human Resources will be leaving us at the end of the school year to be Superintendent at Oak Park.
- 3) Summer School Programs will total 8 weeks this year. 2 weeks in June with the focus on credit recovery; 4 weeks in July is regular summer session; 2 weeks in August will be enrichment. Recruitment will open on April 28 for two weeks.
- 4) Reductions to classified positions will be presented to the Board of Education on Tuesday, April 27; as a result, layoff notices will be going out to the impacted employees. This first round affected 12-month positions, the next round will be site-funded positions. Principals are still reviewing their budgets for the 2021-2022 school year.

- 5) Today is Administrative Professionals Day! "A huge gigantic thank you to all our administrative support staff throughout the district. Thank you to all of you for everything that you do to support us, support our kids and our departments and the services that we provide."

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

- o Next regular Board of Education Meeting, Tuesday, April 27, 2021
- o Next Personnel Commission Meeting, Wednesday, May 19, 2021

ITEM F3 RECRUITMENT & SELECTION: HIRING UPDATE

Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. She reviewed the efforts and steps the Classified Human Resources Department continues to make to build capacity in the different classifications of focus. She shared that since February, 144 substitutes have been processed, which highlights how busy the Classified Human Resources department has been. The focus is still to continue recruitment for Child Nutrition substitutes and continue with regular recruitments as vacancies occur.

ITEM G1 RESOLUTION RECOGNIZING CLASSIFIED SCHOOL EMPLOYEES WEEK: MAY 16 – 22, 2021

After a brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, and supported by the Chair, the Resolution Recognizing Classified School Employee Week: May 16 – 22, 2021 was approved by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)

ITEM G2 PRESENTATION OF PRELIMINARY BUDGET FOR 2021-2022 AND SETTING OF DATE FOR PUBLIC HEARING

After some discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, and supported by the Chair, the preliminary budget for 2021-2022 was accepted and they set the date and time of the public hearing to be held at the next Personnel Commission meeting on May 19, 2021 at 4:40 p.m. in the Multipurpose Room, by a vote of 3-0. (Ayes – 3/Campbell, Walker, Stallings; Nay 0; Abstain 0)

ITEM H1 PERSONNEL TRANSACTIONS REPORT

On a motion by Ms. Campbell, seconded by Mr. Walker, 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

None

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 5:21 p.m.