



For the future of every student

MINUTES
JULY 17, 2019

- 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 July 17, 2019. Mr. Kirby, Chairperson, called the meeting to order at 4:30 p.m.
- Present: Commissioners Kirby, Rice and Lacey. 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 On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the agenda for the July 17, 2019
AGENDA Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- APPROVAL OF On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the minutes of
MINUTES June 19, 2019 were approved as presented by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- RETIREES Ms. Crouch reported that the following retirees could not be present at the meeting but their Certificate of Appreciation would be mailed to them:
- Diane Cook, District Testing Specialist, 28 Years
Wanda Martin, LEA/MAA Specialist, 17 Years
- PUBLIC COMMENTS None
- ITEM F1 VESPA REPORT
None
- ITEM F2 DIRECTOR'S REPORT
Ms. Crouch reported:
- 1) Today is the last day of ESY, and Summer Session ends on July 31st.
 - 2) The layoff/bumping process is almost completed. We only have a few Paraeducators remaining who we need finalize placements for. The majority of employees impacted by reductions were placed into positions; however, we did have a small handful who opted to accept a layoff, and decided not to pursue their bumping rights.
 - 3) Classified HR continues to work on summer projects, and gearing up for fall staffing.
 - 4) The remodeling/reconstruction of the HR offices is almost complete and we anticipate moving back into our offices within the next couple of weeks.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Next regular Board meeting is scheduled for Tuesday, July 23rd.
 - First day of school is Wednesday, August 21st.
 - The annual "Celebrate!" event will be held in the VHS auditorium the day before school starts, Tuesday, August 20th from 8:00 to 9:30am.
- ITEM G1 RATIFICATION OF EXCESS VACATION CARRYOVER APPROVALS
After a brief discussion, on a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the Personnel Commission ratified the eleven (11), approved vacation carryover requests as presented by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- ITEM G2 APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: DELEGATED BEHIND THE WHEEL TRAINER
After some discussion, on a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the proposed classification specification for Delegated Behind the Wheel Trainer was approved as presented, and

allocated to ranges 225 on the Classified Represented & Confidential Salary Schedule by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)

ITEM H1

PERSONNEL TRANSACTIONS REPORT

On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/ Lacey, Rice, Kirby; Nay 0; Abstain 0)

NEXT MEETING

The Personnel Commission scheduled its regular meeting for the month of August. The PC will meet on Wednesday, August 14, 2019 at 4:30 p.m.

ITEM J

COMMISSION COMMENTS

None

ITEM K

CLOSED SESSION:

The meeting adjourned to closed session at 4:48 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 L

REPORT OF ACTION TAKEN IN CLOSED SESSION

The Commission returned to open session at 5:09 p.m. and reported there was no action taken in Closed Session.

ADJOURNMENT

The meeting adjourned at 5:10 p.m.