

PERSONNEL COMMISSION MEETING AGENDA – JANUARY 16, 2019

(Meeting location: Susan B. Anthony Room)

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. APPROVAL OF MINUTES
 - DECEMBER 19, 2018
- D. RETIREES
- E. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.
- F. INFORMATION ITEMS
 - 1. VESPA REPORT
 - 2. DIRECTOR'S REPORT
- G. ACTION AGENDA ITEMS
 - 1. REQUEST TO DESIGNATE NOON DUTY / PLAYGROUND SUPERVISOR AS A CONTINUOUS RECRUITMENT
- H. CONSENT AGENDA ITEMS
 - 1. PERSONNEL TRANSACTIONS REPORT
- I. NEXT MEETING
- J. COMMISSION COMMENTS — No official action will be taken.
- K. CLOSED SESSION
 - 1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE—GOVERNMENT CODE §54957(b)
- L. REPORT OF ACTION TAKEN IN CLOSED SESSION
- M. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources

Date: January 16, 2019

Subject: Recognition and Honoring of Classified Retiree

The following classified employee recently retired from VUSD, and will be presented to the Personnel Commission to honor, and recognize her many years of service to our students and the District community.

- Nicole Bassin, School Administrative Assistant III, Anacapa Middle School
 - Retired December 27, 2018 - 32 years of service

- Michael Rivera, Custodian, Balboa Middle School
 - Retired December 28, 2018 - 17 years of service



For the future of every student

MINUTES
DECEMBER 19, 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 December 19, 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 Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the agenda for the December 19, 2018 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the minutes of November 16, 2018 (special meeting) were approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Rice, Lacey; Nay 0; Abstain 0)
- PUBLIC COMMENTS** None
- ITEM F1** VESPA REPORT
Mr. Ruben Galindo, VESPA President, reported:
- 1) That VESPA is currently in negotiations with the District and everything is going well.
 - 2) On December 18, 2018, VESPA had a Holiday Christmas Card Event. Over 80 cards were made and delivered to kids and elderly in hospitals to help brighten their holiday spirit.
 - 3) They only have one issue involving the Transportation Department. VESPA is working with Human Resources and Betsy George to resolve it.
- ITEM F2** DIRECTOR'S REPORT
Ms. Crouch reported:
- 1) That she would like to take the opportunity to welcome and introduce Anna Campbell, our new Director of Budget & Finance who is in attendance this evening.
 - 2) The Annual Cheers for Children Holiday food drive is in full swing. All of our schools have been collecting canned food, and the sorting and boxing will take place this Friday, December 21st at Balboa Middle School, from 2:30 – 5:00pm for anyone who would like to join in and help sort for this great cause. Cheers for Children helps provide meals to approximately 350 VUSD families for the holidays. Boxes will be delivered on Saturday morning, and all are welcome to help with this event as well.
 - 3) At the Board of Education Meeting on December 11th, two new Board members were sworn into office: Jerry Dannenberg and Matt Almarez, replacing John Walker and Mary Haffner.
 - 4) The Personnel Commission's 2017-18 Annual Report will be presented to the Board of Education at the January 8th meeting.
 - 5) The Board of Education accepted Superintendent Creswell's resignation. His last day will be December 21st. Dr. Jeff Davis has been appointed as the Interim Superintendent.

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

- Winter break officially starts next Monday, and will run December 24 – January 4. School reconvenes Monday, January 7th. The Classified HR department will remain open, but minimally staffed based on vacation schedules.
- Next regular Board meeting is scheduled for Tuesday, January 8th

ITEM E3

AB2160, UPDATE ON NOON DUTY / PLAYGROUND SUPERVISORS

Over the last few months Human Resources has been working on gearing up to implement the changes needed as a result of AB2160 being signed. Last month, the PC approved the job description and salary allocation, and the finalized description is being provided to the PC this evening as a reference. This month, Human Resources staff has gone to each of the elementary sites to meet with the noon duty employees to explain how their position will be changing, including becoming a part of the classified service and bargaining unit, as well as the benefits they will be earning. Next steps include Human Resources setting-up these employees in the HR/Payroll system, and developing the recruitment plan for this classification.

ITEM F1

ADMINISTRATION OF OATH OF OFFICE – JOINT APPOINTEE, EDWARD LACEY

Ms. Barbi Rice, Commissioner, administered the oath of office to Mr. Edward Lacey. Mr. Lacey was reappointed to a three-year term to the Personnel Commission as the Joint appointee effective December 1, 2018.

ITEM F2

ANNUAL ORGANIZATION OF PERSONNEL COMMISSION

On a motion by Ms. Rice, seconded by Mr. Lacey, Commissioner Kirby was appointed Chairperson for a one-year term by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)

On a motion by Mr. Kirby, seconded by Mr. Lacey, Commissioner Rice was appointed Vice-Chairperson for a one-year term by a vote of 3-0. (Ayes – 3/Kirby, Lacey, Rice; Nay 0; Abstain 0)

ITEM G1

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 January. The PC will meet on Wednesday, January 16, 2019 at 4:30 p.m.

ITEM J

COMMISSION COMMENTS

Mr. Kirby wished everyone happy holidays.

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

On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the meeting adjourned at 4:43 p.m.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: January 16, 2019

Subject: Request to Designate Continuous Examination
Noon Duty / Playground Supervisor

PCRR 50.2.6 allows the Personnel Commission to designate examinations for specified classes as continuous examinations. It is requested that the following classification be designated as a continuous examination:

Noon Duty / Playground Supervisor

As the Commission is aware, as of January 1st of this year, these positions are no longer exempt positions and are now a part of the regular classified service. As such, we have developed a recruitment plan for this classification in order to fill vacancies moving forward. As we get this process up and running, we would like to designate the recruitment as a continuous recruitment. We feel it will be necessary to accept applications on a continuous basis given the fact that the shifts have such few hours, (which were difficult to cover when they were exempt positions), and there tends to be quite a bit of turnover for these positions. We are also hoping that by keeping this open as a continuous recruitment it will help us grow our pool of substitutes for this classification.

Recommendation: Based on the justification as outlined above, it is recommended that the examination for Noon Duty/Playground Supervisor be designated as a continuous examination.

**CONSENT AGENDA ITEMS
PERSONNEL TRANSACTIONS REPORT
TO PERSONNEL COMMISSION FOR APPROVAL: 1/16/2019**

IT IS RECOMMENDED THE PERSONNEL COMMISSION FIND THAT THE FOLLOWING PERSONNEL TRANSACTIONS HAVE BEEN MADE PURSUANT TO ARTICLE 6 OF THE EDUCATION CODE (THE MERIT SYSTEM) AND THE PERSONNEL COMMISSION RULES AND REGULATIONS AND AUTHORIZE THE FORWARDING OF THE PERSONNEL TRANSACTIONS REPORT TO THE BOARD OF EDUCATION FOR APPROVAL.

PROBATIONARY APPOINTMENTS

CRUZ, JOSE	CUSTODIAL SUPERVISOR	12/3/18
MALACH, PHUONG-LAN	CHILD NUTRITION ASSISTANT II	1/7/19 (PROMOTIONAL)
WOODEN, DEBORAH	PARAEDUCATOR SPECIAL EDUCATION	12/10/18

PROBATIONARY TO PERMANENT

DECKER, ASHLEY	NUTRITION SPECIALIST	12/8/18
ESPINOZA, KRISTIN	BEHAVIOR SUPPORT ASSISTANT	1/1/2019
HODGSON, MARIA	ADMINISTRATIVE SPECIALIST	12/11/18
KAISER, KAREN	CHILD NUTRITION MGR.-ELEMENTARY	12/6/18
KAZEMINEJAD, MASUMEH	PARAEDUCATOR SPECIAL EDUCATION	12/12/18
MC CORMICK, KIRSTEN	PARAEDUCATOR-AFTER SCHOOL PROGRAM	12/11/18
RODRIGUEZ, ANTONIO	COMPUTER REPAIR TECHNICIAN	12/5/18

LIMITED TERM, PROVISIONAL

DECKER, ASHLEY	FARM TO SCHOOL OPERATIONS SPECIALIST	11/2/18
GARDNER, JESSICA	PARAEDUCATOR SPECIAL EDUCATION	11/29/18
GONZALEZ, STEPHANY	CHILD CARE ASSISTANT	11/8/18
LOPEZ, GABRIELLE	CHILD CARE ASSISTANT	9/14/18
LOPEZ, GUADALUPE	CHILD CARE ASSISTANT	9/14/18
MACIAS, JESSICA	CHILD NUTRITION ASSISTANT I	11/21/18
MC CONNELL, WILLOW	CHILD NUTRITION ASSISTANT I	11/14/18
MOHANTY, SONALI	PARAEDUCATOR SPECIAL EDUCATION	11/27/18
MUNOZ, CAROLANN	CHILD NUTRITION ASSISTANT I	12/3/18
PAYTON, KIM	HEALTH TECHNICIAN	11/30/18
PETERSEN, PAMELA	HEALTH TECHNICIAN	11/8/18

SERRANO, VINCENT	PARAEDUCATOR	11/5/18
VILLA, MELISSA	SCHOOL ADMINISTRATIVE ASSISTANT II	10/5/18

EXEMPT HELP

GANDY, LAUREN	NOON AIDE	12/13/18
HERNANDEZ, STEPHANIE	NOON AIDE	11/1/18
MARTINEZ, ANTHONY	AVID TUTOR	10/15/18
MIJARES, MIGUEL	ASB - SCOREBOARD OPERATOR/TIMER	11/29/18
PACHECO, ROSA	NOON AIDE	11/13/18
SMITH, JAMES	STUDENT	11/14/18
TRIEGER, JACK	MUSIC COACH 0	12/1/18
URRUTIA, KELLEY	AVID TUTOR	12/12/18
WARREN, ETHAN	STUDENT	11/5/18

CHANGE OF STATUS

BAHENA, ALEXIS	CUSTODIAN	12/21/18: LOCATION/ASSIGNMENT CHANGE—FROM DATA TO BALBOA; SAME TIME BASE
MAHONEY, CALI	PARAEDUCATOR SPECIAL EDUCATION	11/14/18: CHANGE IN HOURS--23.75 HRS PER WEEK TO 28.75 HRS PER WEEK; SAME POSITION
OLSON, CINDY	PARAEDUCATOR SPECIAL EDUCATION	11/14/18: CHANGE IN HOURS--32.50 HRS PER WEEK TO 33.75 HRS PER WEEK; SAME POSITION

LEAVE OF ABSENCE

COGSWELL, JULIE	PARAEDUCATOR SPECIAL EDUCATION	1/7/19 - 2/3/19
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WORKING OUT OF CLASSIFICATION

BAILEY, THOMAS	LEAD CUSTODIAN FACILITIES SERVICES	12/17-21/18
BANALES, DOMENICA	SCHOOL SUPPORT SECRETARY VENTURA HIGH	12/10-14,18-21/18
BARRERA, JAVIER	GROUNDS MAINTENANCE WORKER I FACILITIES SERVICES	12/3-7,10-14,17-18,20-21,27-28/18
BEATTIE, NEIL	MAINTENANCE MANAGER FACILITIES SERVICES	12/27-28/18
BEGUM, BUSHRA	CHILD NUTRITION ASSISTANT II FOOD & NUTRITION SERVICES	12/3-7,10-14,17-21/18

BELTRAN, ROBERT	CUSTODIAN TRAINER FACILITIES SERVICES	12/4-6,10-14,17-21,27-28/18
CENTENO, GRACE	CHILD NUTRITION ASSISTANT III FOOD & NUTRITION SERVICES	12/3-7,10-14,17-21/18
CONTRERAS, RUSAL	CHILD NUTRITION ASSISTANT II FOOD & NUTRITION SERVICES	12/11-12/18
CONTRERAS, RUSAL	CHILD NUTRITION MGR.-SECONDARY FOOD & NUTRITION SERVICES	12/14/18
COOPER, DANIEL	MAINTENANCE MANAGER FACILITIES SERVICES	12/14,17/18
DAVIS, J'DAIRE	SCHOOL ADMINISTRATIVE ASSISTANT I JUANAMARIA	12/14/18
GALLEGOS, LUPE	CUSTODIAL SUPERVISOR FACILITIES SERVICES	12/3-6,10-11,13-14,17-21,27-28/18
GARDNER, JESSICA	SCHOOL ADMINISTRATIVE ASSISTANT I LINCOLN	12/20-21/18
GIL-LARA, LUPE	CHILD DEVELOPMENT TEACHER PACIFIC JUMPSTART	11/1-2,5,16,19-20/18
GINSBERG, KATHY	SCHOOL ADMINISTRATIVE ASSISTANT I ATLAS	12/17/18
GONZALEZ, GINA	CHILD NUTRITION MGR.-ELEMENTARY FOOD & NUTRITION SERVICES	12/3-4,6/18
HERNANDEZ, KRISTIAN	LEAD TECHNOLOGY SPECIALIST ESC / TECHNOLOGY DEPT.	12/3-7,10-14,17-21,27-28/18
HERNANDEZ, TYLISHA	CHILD NUTRITION ASSISTANT III FOOD & NUTRITION SERVICES	12/3-7,10-14,17-21/18
LASSICH, SHARI	LEAD CUSTODIAN FACILITIES SERVICES	12/13-14/18
LILLY, STUART	METAL WORKER-WELDER FACILITIES SERVICES	12/3-6,11-14,17-21,27-28/18
LIMNEOS, JAMES	TRADES MAINTENANCE WORKER I FACILITIES SERVICES	12/3-6,10-11,13-14,17-18,20-21,27-28/18
LOPEZ, EDGAR	TECHNOLOGY SPECIALIST ESC / TECHNOLOGY DEPT.	12/3-7,10-14,17-21,27-28/18
LOPEZ, MARIA	CHILD NUTRITION ASSISTANT II FOOD & NUTRITION SERVICES	12/11/18
LOPEZ CARRERA, CHRISTINA	SCHOOL ADMINISTRATIVE ASSISTANT I WILL ROGERS	12/20/18
MALACH, PHUONG-LAN	CHILD NUTRITION MGR.-SECONDARY FOOD & NUTRITION SERVICES	12/3-7,10-14,17-21/18

MORDA, DAWN	SCHOOL ADMINISTRATIVE ASSISTANT II SUNSET	12/21/18
MURILLO, REINA	HUMAN RESOURCES TECHNICIAN ESC / CLASSIFIED HUMAN RESOURCES	12/3-7,12-14,17-21/18
NGUYEN, MYHANH	CHILD NUTRITION ASSISTANT II FOOD & NUTRITION SERVICES	12/3-7,10-14,17-21/18
NORMAN, KAREN	CHILD NUTRITION MGR.-ELEMENTARY FOOD & NUTRITION SERVICES	12/3-4/18
OCHOA, BARBARA	PAYROLL COORDINATOR ESC / PAYROLL DEPT.	11/5,15,26/18
PENNINGTON, ROBBIE	LEAD BUILDING TRADES MECHANIC FACILITIES SERVICES	12/7,14/18
SANCHEZ, JOSHUA	CHILD NUTRITION MGR.-ELEMENTARY FOOD & NUTRITION SERVICES	12/3-7,10-14,17-21/18
SANDOVAL, DANIEL	LEAD CUSTODIAN FACILITIES SERVICES	12/27-28/18
SANDOVAL, DANIEL	HEAD CUSTODIAN II FACILITIES SERVICES	12/21/18
SCOTT, PAMELA	ADMINISTRATIVE SPECIALIST FACILITIES SERVICES	12/17/18
SILVA, RAFAEL	LEAD CUSTODIAN FACILITIES SERVICES	12/3-7,11-14/18
SILVA, RAFAEL	HEAD CUSTODIAN II FACILITIES SERVICES	12/10/18
SWEATT, CHARLES	HEAD CUSTODIAN I FACILITIES SERVICES	12/14/18
THOMAS, PHYLLIS	TRANSPORTATION SAFETY AND TRAINING SPECIALIST TRANSPORTATION DEPT.	12/3-7,10-14,17-21/18
TISCARENO, JOSE	HEAD CUSTODIAN II FACILITIES SERVICES	12/3-7,11-14,17-21,27-28/18
VALENCIA, SANTOS	GROUNDS MAINTENANCE WORKER II FACILITIES SERVICES	12/27-28/18
VARGAS, JESUS	TRADES MAINTENANCE WORKER II FACILITIES SERVICES	12/4-7,10-14,17-21,27-28/18

SEPARATION FROM SERVICE

BASSIN, NICOLE	SCHOOL ADMINISTRATIVE ASSISTANT III	12/27/18	RETIRED WITH 32 YOS
BUNKER, MAXWELL	INFORMATION SYSTEMS ANALYST	12/31/18	
CRUZ, JOSE	CUSTODIAL SUPERVISOR	1/7/19	

DOHY, SARAH	PARAEDUCATOR-SPEECH AND LANGUAGE	12/21/18
GARCIA, MARIA	SCHOOL OFFICE RECEPTIONIST	12/4/18
RIVERA, MICHAEL	CUSTODIAN	12/28/18 RETIRED WITH 17 YOS
WOERTINK, REBECCA	PARAEDUCATOR SPECIAL EDUCATION	1/7/19