PERSONNEL COMMISSION
MEETING AGENDA – JUNE 24, 2020
(Meeting location: Multi Purpose Room)

A. CALL TO ORDER - 4:30 P.M.

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES
   • May 21, 2020 Special Meeting

D. 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 only on topics as listed on the Personnel Commission special meeting 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.

E. INFORMATION ITEMS
   1. VESPA Report
   2. Director’s Report

F. PUBLIC HEARING: JOINT APPOINTEE TO THE PERSONNEL COMMISSION – 4:40 P.M.

G. ACTION AGENDA ITEMS
   1. Approval of Appointment of Joint Appointee to Personnel Commission
   2. Review and Approval of Calendar of Regularly Scheduled Personnel Commission Meetings for the
      2020-21 Fiscal Year

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
CALL TO ORDER
A special meeting of the Personnel Commission of the Ventura Unified School District was held in the Multipurpose Room, 255 West Stanley Avenue, Ventura, California on May 21, 2020. Ms. Stallings, Chair, called the meeting to order at 4:30 p.m.

Present: Commissioners Kirby and Stallings. 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 Ms. Stallings, the agenda for the May 21, 2020 Personnel Commission meeting was adopted as presented by a vote of 2-0. (Ayes – 2/Kirby, Stallings; Nay 0; Abstain 0)

APPROVAL OF MINUTES
On a motion by Mr. Kirby, seconded by Ms. Stallings, the minutes of April 30, 2020 (special meeting) were approved by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)

On a motion by Mr. Kirby, seconded by Ms. Stallings, the minutes of May 7, 2020 (special meeting) were approved by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)

PUBLIC COMMENTS
None

ITEM E1
VESPA REPORT
Carol Peek provided VESPA’s report, and shared that VESPA is on the final stretch of completing negotiations.

ITEM E2
DIRECTOR’S REPORT
Ms. Crouch reported:

1) This is Classified School Employee Week; she acknowledged how dedicated our classified employees are, and what a tremendous asset they are to the education of our students. Our classified employees have really gone above and beyond during these very trying and challenging times to ensure our students and families continue to be served. We would like to express our heart-felt appreciation to each of our classified employees. Happy Classified School Employees Week!

2) Even though our school site campuses are closed, distance-learning is moving full force. Teachers have been trained on the different distance-learning platforms, and now training is starting to be rolled-out to the Paraeducators. Efforts are being made to get the Paraeducators involved in the distance learning sessions, defining and clarifying what their role is, and getting the technology in their hands so that they are able to participate.

3) It has been decided and confirmed that Summer School will be in a distance-learning environment. The next step is fine-tuning which classified positions are going to be needed.

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

- Next regular Board meeting is scheduled for Tuesday, May 26th and then June 2nd.

ITEM E3
Review of Regularly Scheduled Personnel Commission Meetings: 2020-21 SY
Ms. Crouch brought this item forward as an information item and possible action item at the next regular meeting. Historically, the Commissioners schedule the next regular meeting every time they meet, and it’s regularly scheduled the third Wednesday of the month, noting that sometimes the date is adjusted based on availability of the Commissioners and/or scheduled school breaks throughout the year. Ms. Stallings has requested that for planning purposes for everyone, she would like the Commission to consider adopting a calendar of meetings for the upcoming fiscal year. Both commissioners were in agreement of adopting a yearly calendar, this item will be presented for action at the next Personnel Commission meeting.

ITEM F
PUBLIC HEARING: 2020-2021 PERSONNEL COMMISSION BUDGET
Ms. Stallings opened the public hearing at 4:41 p.m. No public comments were received; the public hearing was closed at 4:42 p.m.
ITEM G1  
**APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: SENIOR ACCOUNTANT**

After some discussion, on a motion by Mr. Kirby, seconded by Ms. Stallings, the proposed classification specification for Senior Accountant was approved as presented, and allocated to salary range 275 on the Classified Represented & Confidential Salary Schedule by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)

ITEM G2  
**APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: POOL ATTENDANT/CUSTODIAN**

After a brief discussion, on a motion by Mr. Kirby, seconded by Ms. Stallings, the revised classification specification for Pool Attendant/Custodian was approved as presented by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)

ITEM G3  
**ADOPTION OF 2020-2021 PERSONNEL COMMISSION BUDGET**

After some discussion, on a motion by Mr. Kirby and seconded by Ms. Stallings, the 2020-21 Personnel Commission Budget was approved as presented by a vote of 2-0. (Ayes – 2/Kirby, Stallings; Nay 0; Abstain 0)

ITEM G4  
**FIRST READING: REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 20.1.3, FILLING OF VACANCIES DURING TERM OF OFFICE**

Proposed revisions to PCRR 20.1.3, Filling of Vacancies During Term of Office were discussed. Ms. Crouch shared that the revisions would reflect the same language as provided in the Education Code. On a motion by Mr. Kirby, seconded by Ms. Stallings, the Personnel Commission approved the revisions to PCRR 20.1.3, 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 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)

ITEM G5  
**FILLING OF VACANCY DURING TERM OF OFFICE – THE COMMISSIONERS’ APPOINTMENT (PCRR 20.1.3.3) – ANNOUNCEMENT OF NOTIFICATION OF VACANCY (JOINT APPOINTEE)**

On a motion by Ms. Stallings, seconded by Mr. Kirby an announcement was made regarding the current vacancy of the Commissioners’ Joint Appointee. (Ayes – 2/ Stallings, Kirby; Nay 0; Abstain 0)

ITEM G6  
**FILLING OF VACANCY DURING TERM OF OFFICE – THE COMMISSIONERS’ APPOINTMENT (PCRR 20.1.3.3) – ANNOUNCEMENT OF INTENDED APPOINTEE (JOINT APPOINTEE)**

On a motion by Ms. Stallings and seconded by Mr. Kirby, Mr. John Walker was officially announced as the intended joint appointee of the Commissioners by a vote of 2-0. (Ayes – 2/Stallings, Kirby; Nay 0; Abstain 0)

A public hearing on the intended appointment was scheduled for 4:40 p.m. at the next Personnel Commission meeting to be held on June 24, 2020 at which time the public, employees, employee organizations, and members of the Board of Education may express their views on the nominee.

ITEM G7  
**APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

After a brief discussion, on a motion by Mr. Kirby, seconded by Ms. Stallings, the revised classification specification for Executive Assistant to the Superintendent was approved as presented by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)

ITEM H1  
**PERSONNEL TRANSACTIONS REPORT**

On a motion by Mr. Kirby, seconded by Ms. Stallings, the Personnel Transactions Report was approved by a vote of 2-0. (Ayes – 2/ Kirby, Stallings; Nay 0; Abstain 0)

NEXT MEETING  
The Personnel Commission scheduled its regular meeting for the month of June. The PC will meet on Wednesday, June 24, 2020 at 4:30 p.m. (It was noted that the Public Hearing regarding the Joint Appointee to the PC would also be held during this meeting at 4:40 p.m.)

ITEM J  
**COMMISSION COMMENTS**

None

ITEM K  
**CLOSED SESSION:**

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. Kirby, seconded by Ms. Stallings the meeting adjourned at 5:24 p.m.
**Agenda Item G1**

**Personnel Commissioner Appointment**

**Joint Appointee**

**Ed Code 45245 and 45246**

**Ed Code 45245 – Appointment of members of personnel commission**

One member of the personnel commission shall be appointed by the governing board of the district and one member, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those two members shall, in turn, appoint the third member.

**Ed Code 45246 – Announcement of intended appointees; open hearing of governing board and personnel commission; discharge of duties until successor appointed**

(b) Where a system is already in existence and a vacancy will exist on December 1, by not later than September 30:

(2) The appointee of the governing board and the appointee or appointees of the classified employees shall publicly announce the name of the person they intend to appoint, if the vacancy is their appointee.

If the governing board and the classified employees of the district are unable to agree upon a nomination by September 30, the Superintendent of Public Instruction shall make the appointment within 30 days.

(f) …at the next regularly scheduled personnel commission meeting to be held after 30 days from the day the intended appointee is announced, as specified in paragraph (2) of subdivision (b), as the case may be, the appointee of the governing board and the appointee nominated by the classified employees shall, in an open hearing, provide the public and employees and employee organizations the opportunity to express their views on the qualifications of each candidate recommended for the vacancy. Each candidate shall be invited to this meeting.

The appointee of the governing board and the appointee nominated by the classified employees may make their appointment or may make a substitute appointment or recommendation without further notification or public hearing.

(g) A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed, but for no more than 90 calendar days.

1. In accordance with California Education Code (45246)…When there is a system in place,
   a. Education Code requires that the appointee of the governing board (Mr. Kirby) and the appointee of the classified employees (Ms. Stallings), publicly announce the name of their intended appointee. (This was done at the 05/21/2020 Personnel Commission meeting.)
   b. At the next regularly scheduled personnel commission meeting (to be held 30 days after the announcement) the Personnel Commission must hold an open hearing in which the public, employees, and employee organizations may express their views on the nominee. (The Public Hearing is scheduled for 06/24/2020.)
   c. After the hearing, the Personnel Commission may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing. (Final Approval will be scheduled to take place at the 06/24/2020 meeting.)
2. Appointment will become effective upon final approval of the PC (anticipated to take place on 06/24/2020). The newly appointed Joint Appointee will finish up the 3-year term of office vacated by Mr. Lacey, which will expire at noon on December 1, 2021.

3. In accordance with PCRR’s and District practice, the newly approved Personnel Commissioner will then be eligible to sign up for insurance benefits and/or receive compensation for meeting participation. If an appointment is approved on 06/24/2020, then insurance benefits would go into effect July 1, 2020, and Commissioner could elect to receive compensation for meeting attendance after being sworn into office.

4. The newly appointed Commissioner would then take their Oath at the next scheduled Personnel Commission meeting, and officially take their seat on the Commission. (Date TBD.)
PERSONNEL COMMISSION MEETINGS

2020 – 2021

July 15
August 26
September 16
October 21
November 18
December 16
January 20
February 17
March 17
April 21
May 19
June 16

Generally, Personnel Commission meetings are held on the third Wednesday of each month at 4:30 p.m. at the Education Service Center, 255 W. Stanley Avenue, Suite 100, Ventura CA.
CONSENT AGENDA ITEMS
PERSONNEL TRANSACTIONS REPORT
TO PERSONNEL COMMISSION FOR APPROVAL: 06/24/2020

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 TO PERMANENT

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<th>Position</th>
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<td>PARAEDUCATOR</td>
<td>06/04/2020</td>
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<td>BUCK, ALEJANDRA</td>
<td>PARAEDUCATOR</td>
<td>06/09/2020</td>
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<td>DE LA CRUZ, JOSEPHINE</td>
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<td>DEAN, RACHEL</td>
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<td>FEINGOLD, SHAUNA</td>
<td>ELEMENTARY SCHOOL SERVICES ASSISTANT</td>
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<td>FISCALINI, JEANNE</td>
<td>ADMINISTRATIVE SPECIALIST</td>
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<td>PARAEDUCATOR SPECIAL EDUCATION</td>
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<td>STUDENT DATA SPECIALIST</td>
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EXEMPT HELP

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<td>URIBE, JESUS</td>
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WORKING OUT OF CLASSIFICATION

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<td>LOWE, MARIE</td>
<td>ASB ACCOUNTING TECHNICIAN</td>
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<td>VENTURA HIGH</td>
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<tr>
<td>OCHOA, BARBARA</td>
<td>PAYROLL COORDINATOR</td>
<td>5/1,4-8,11-15,18-22,26-29/2020</td>
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<td>PAYROLL DEPT. / ESC</td>
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CODY, ANNA  CHILD NUTRITION ASSISTANT III  06/11/2020  RETIRED WITH 34 YOS
CRESTO, DEBRALYN  PARAEDUCATOR SPECIAL EDUCATION  06/11/2020  RETIRED WITH 11 YOS
DE LA CRUZ, MARCELA  PARENT-TEACHER LIAISON  06/11/2020
FAKHOURI, AHDI  PARAEDUCATOR SPECIAL EDUCATION  06/11/2020  RETIRED WITH 12 YOS
HAYES, KELLY  PARAEDUCATOR SPECIAL EDUCATION  06/11/2020
HERNANDEZ, JEANNIE  LIBRARY TECHNICIAN I  06/08/2020
JALATY, SARAH  PARAEDUCATOR SPECIAL EDUCATION  06/11/2020  RETIRED WITH 13 YOS
LOUDERMILK, JENNIFER  PARAEDUCATOR  06/11/2020  RETIRED WITH 20 YOS
LOUDERMILK, JENNIFER  HEALTH TECHNICIAN  06/11/2020  RETIRED WITH 20 YOS
LOUDERMILK, JENNIFER  ELEMENTARY SCHOOL SERVICES ASSISTANT  06/11/2020  RETIRED WITH 20 YOS
MACK, VALARIE  PARAEDUCATOR SPECIAL EDUCATION  06/11/2020  RETIRED WITH 20 YOS
MEDINA, GRISSEL  PARAEDUCATOR  06/11/2020  RETIRED WITH 24 YOS
MEDINA, GRISSEL  PARENT-TEACHER LIAISON  06/11/2020  RETIRED WITH 24 YOS
MORALES, MARIA TERESA  PARAEDUCATOR  06/11/2020  RETIRED WITH 32 YOS (2 POSITIONS)
NADERY, BEHI  PARAEDUCATOR  06/11/2020  RETIRED WITH 24 YOS
NADERY, BEHI  PARENT-TEACHER LIAISON  06/11/2020  RETIRED WITH 24 YOS
ROBERTSON, ANN  BRAILLE TRANSCRIBER  06/11/2020  RETIRED WITH 33 YOS
SCHENKER, STEPHANIE  PARAEDUCATOR SPECIAL EDUCATION  06/11/2020  RETIRED WITH 16 YOS
SPINA, LYNN  EDUCATIONAL SIGN LANG. INTERPRETER  06/11/2020  RETIRED WITH 23 YOS
ULMER, VALERIE  CHILD NUTRITION MGR.-ELEMENTARY  06/12/2020  RETIRED WITH 44 YOS
WARD, PAULINE  HEALTH ASSISTANT  06/11/2020  RETIRED WITH 28 YOS
WHEATLEY, JOY  HEALTH TECHNICIAN  06/11/2020  RETIRED WITH 14 YOS