

PERSONNEL COMMISSION 2020-2021 ANNUAL REPORT



Our promise:

When it comes to delivering an education that prepares students for a future in the world today, a one-size-fits-all approach no longer suffices. Students must be able to think critically, approach problem-solving with agility and creativity, be open to exploration, and adapt to new ideas and pathways they will invariably encounter throughout their lives.

At Ventura Unified School District, we cultivate a wealth of diverse academic programs so every student in our community has the chance to explore and engage with a learning environment that not only challenges them academically, but also promotes their growth as people, scholars, and citizens of the world, in an open and positive environment.

Our passion is to help the children in our schools find *their* passion—academically and personally—believing that each and every student has a brilliant future ahead of them.

Our pillars:

We are committed to providing:

- a safe, healthy, and positive learning environment in every school
- rigorous and relevant academics that challenge each student
- engaging settings that stimulate curiosity and empower students to have a voice in their learning
- real world experiences and connections in and out of the classroom to cultivate creativity, critical thinking, and an appreciation for the world in which we live
- consistent, enthusiastic and unwavering encouragement of each and every child—so they can discover who they want to become and be academically, personally, and socially

Our young people are the future of our community and our world. It is incumbent on all of us to become deeply involved in their success, so each student has the freedom, support and resources they need to find their future.

For the future of every student.



Vision Statement

In the Ventura Unified School District all students will receive an exemplary and balanced education fostering a lifelong passion for learning and engagement. We demand excellence of ourselves because our supportive community has entrusted us with their children.

Mission Statement

The Ventura Unified School District will educate all students in safe, healthy and high-performing schools.

We will...

Inspire all students to excel academically, honor the unique qualities and diverse backgrounds of all students, build supportive relationships, guide all students to reach their full potential, motivate all students to successfully pursue their chosen life paths, and engage all students to become responsible and contributing members of society.

Governing Principles

- Every student can learn.
- We will make decisions in the best interest of students.
- We will value and celebrate diversity, and treat all people with dignity and respect.
- We will operate in a fiscally responsible manner.
- We will work as a team.
- We will maintain a working environment that promotes professional growth and excellence.
- We will celebrate and recognize success, creativity and achievement through a variety of indicators.
- We will embrace families and community as partners in education.

The Merit System

The merit system, first institutionalized in the United States with the passage of the Civil Service Act of 1883 and later in California's school system in 1936, is, simply stated, a fair and equitable personnel management system for classified employees. Incorporating a system of rules and procedures, similar to civil service, the Personnel Commission is the mainstay of the merit system. It is an independent body composed of the three persons appointed for three-year staggered terms. The fundamental purpose of the merit system and the Personnel Commission is to ensure that classified employees are selected, promoted and retained without favoritism or prejudice, and solely on the basis of merit and fitness. The California Education Code empowers and sets forth the responsibilities of the Personnel Commission. In addition to its responsibility for setting policy with regard to the Human Resources management function for all classified employees (represented, Management and Confidential), the Personnel Commission has the responsibility for serving as the body that hears appeals of disciplinary actions taken against permanent Classified employees by the Board of Education.

The Merit System of making appointments is in its essence as democratic and American as the common school system itself.

-Theodore Roosevelt

Merit System Principles

- Fairness
- Objectivity
- Impartiality
- Excellence
- Efficiency
- Competition
- Equal opportunity for all
- Protection of employees from arbitrary action, personal favoritism, or political coercion

Personnel Commission

The Personnel Commission is an independent body composed of three persons appointed for three-year, staggered terms, with the term of one member expiring each year. The Commission is composed of a member appointed by the District's Board of Education, and a member recommended by the classified employees of the district (VESPA) and approved by the Board of Education. Those two appointees, in turn, appoint the third member. At its first regularly scheduled meeting in December, the Commission elects one of its members to serve as Chairperson and another of its members to serve as Vice Chairperson for a one-year term.

The Personnel Commission regularly meets on the third Wednesday of each month at 4:30 p.m., unless otherwise posted. Meetings are held at the Education Service Center, located at 255 W. Stanley Avenue in Ventura. Classified employees, as well as all other district employees and the public, are encouraged to attend.

We are grateful for the time Commissioners invest volunteering in their role to serve the classified service, and the valuable partnership they offer in supporting a successful future for the students of the Ventura Unified School District.

Commissioners



Anne Campbell was appointed as the Board's Appointee to the Commission in December 2020. Ms. Campbell retired from the Ventura Unified School District in 2020 with over 24 years of service to the students of our District. She began her career as a classified employee, and then moved into a certificated role as a Teacher. In addition, she has private industry experience, and served many years as a volunteer in many capacities. Ms. Campbell's unique combination of experiences provides a well-rounded foundation in the role she serves as a Commissioner.



John Walker was appointed as the Joint Appointee in June 2020 to finish out Mr. Lacey's term through December 1, 2021. Mr. Walker previously served as a VUSD Board of Education Member for 29 years, 1989 - 2018. In addition, after retiring from his 34 year career with Verizon, Mr. Walker went on to serve as the Classified Human Resources Director for Ojai Unified School District, and in post-retirement continues to assist their Personnel Commission. VUSD is grateful for the experience Mr. Walker brings to his role as a Personnel Commissioner, as well as the history and connection he has with the District.



Cathi Stallings was appointed to the Commission as the classified employees' appointee in December 2019. Ms. Stallings retired from VUSD after 33 years of service. Ms. Stallings served in various classified positions during her career with VUSD, and most recently worked as an Administrative Specialist in the Curriculum & Instruction Department. In addition, Ms. Stallings was a collaborative leader for the Ventura Education Support Professionals Association, and served as Negotiations Chair for many years. Ms. Stallings' experience as a union leader allows her to identify the needs of classified employees and champion providing exceptional personnel services to the employees and community of VUSD.

Celebrate!

We celebrated our classified employees for their many years of loyal service to our students and the District.

Employee	Years of Service	Worksite	Position
Jackie Lopez	25	Classified Human Resources	Human Resources Specialist
David Stockdill	25	Buena High School	Custodian
Othelia Blackler	25	Foothill Technology High	ASB Accounting Technician
Raylene Lopez	25	Lincoln Elementary	Child Nutrition Manager—Elem
Norma Garcia	25	Sheridan Way Jumpstart	Child Development Site Leader
Marni Noriega	25	Cabrillo Middle School	Child Nutrition Manager —Sec
Amanda Vogl	25	Pacific First Steps/Jumpstart	Child Development Site Leader
Angelica Marin	25	Buena High School	Child Nutrition Manager —Sec
Richard Villarreal	25	Junipero Serra Elementary	Custodian
Pamela Scheier	25	E.P. Foster Jumpstart	Child Development Site Leader
Lawrence Proffitt	25	Pierpont Elementary	Custodian
Barbara Luttrell	25	De Anza Academy of Technology	Paraeducator II

Employee	Years of Service	Worksite	Position
Paula Roberts	25	De Anza Academy of Technology	Paraeducator II
Kathleen Kohler	25	Loma Vista Elementary	School Administrative Asst. I
Guadalupe Gallegos	30	Facilities Services Department	Custodial Trainer—Coordinator
Martha DeLaRosa	30	Balboa Middle School	Child Nutrition Assistant I
Marie Corral	30	Certificated Human Resources	Human Resources Specialist
Ronald Gallegos	30	Facilities Services Department	Plumber II
Felix Cortez	30	Ventura High School	Athletic Equip Attnd-Custodian
Mark Condron	35	Facilities Services Department	Electrician
Brad Gluyas	35	ATLAS Elementary	Custodian
Jose Moreno	35	Juanamaria Elementary	Custodian
Randolph Hernandez	35	Balboa Middle School	Head Custodian I
Mike Wingate	40	Facilities Services Department	Grounds Maintenance Worker II



VUSD employees celebrated the new school year and honored colleagues celebrating employment milestones at the Annual Celebrate! event held the day before school started.

In addition to the longevity awards given, we recognized 57 other employees reaching employment milestones: of 10, 15 and 20 years of service!

Longevity Increases

A longevity raise is awarded when employees reach significant employment anniversaries

Years of Service	Increase	New Increases for 20-21 School Year	Total Employees Receiving Longevity
4	1.20%	52	188
9	4.10%	29	115
14	7.08%	25	99
19	10.15%	12	56
24	13.31%	12	34
29	16.46%	5	24

Honor!

We honored our classified employees who retired after their years of faithfully serving our community.

Name	Years of Service	Position	Location
Raylene Aguilar	42	Paraeducator I	Sheridan Way Elementary
Gwendolyn Anderson	9	Paraeducator II	Junipero Serra Elementary
Carla Ardissoni	6	Senior Office Assistant	Child Development Programs
Nancy Arth	25	Senior Office Assistant	El Camino High
Thomas Bailey	14	Custodian	Buena High School
Daniel Bolton	34	Head Custodian I	De Anza Academy of Technology
Jan Brant	28	Bus Driver & Child Nutrition Asst. I	Transportation & JSerra Elem.
Penny Brown	21	Child Nutrition Assistant III	Buena High School
Bonnie Brunsman	16	School Administrative Assistant I	Elmhurst Elementary
Russel Buhay	30	Roofer	Facilities Services
Cheri Carney	23	School Administrative Assistant I	Blanche Reynolds Elementary
Dawn Centeno	5	Paraeducator II	Poinsettia Elementary
John Chilton	30	Electrician	Facilities Services
Margaret Clayton	34	Paraeducator II	Buena High School
Emily ColonDominguez	11	Paraeducator II	Pacific EIC
Patti Conger	18	Child Nutrition Manager-Elem & Campus Support Assistant	Portola Elementary

Name	Years of Service	Position	Location
Marcia Cooper	22	School Administrative Assistant I	Juanamaria Elementary
Catherine Corr	14	Paraeducator I	El Camino High
Lauriel Cover	7	Office Assistant	Montalvo Elementary
Marie Crow	16	Child Nutrition Assistant I	Elmhurst Elementary
William Damerell	1	Bus Driver	Transportation
Cheryl Denger	19	Office Assistant	Balboa Middle School
Laura Evans	16	Paraeducator II	Poinsettia Elementary
Lisa Forbes	30	Attendance Assistant	Buena High School
Brenda Goodner	22	Paraeducator II	Ventura High School
Robert Gregorich	13	Custodian	Poinsettia Elementary
Kathleen Gruber	19	Paraeducator II	Anacapa Middle School
Karen Hart	42	Paraeducator II	Balboa Middle School
Susan Keyhani	2	Senior Buyer	Purchasing Department
Gudrun King	21	Senior Accountant	Budget & Finance Department
Karyn Lackey	17	Paraeducator II	Cabrillo Middle School
Robert Linman	40	Mechanic II	Facilities Services

Name	Years of Service	Position	Location
Linda Lorenzana	26	Campus Supervisor	Ventura High School
Martha Macias	32	Exec Asst to Superintendent	Superintendent's Office
Mary Maes	36	Paraeducator II	Balboa Middle School
Jessica Mahoney	12	Health Technician & Office Asst.	Poinsettia Elementary
Angelina ManzoVarela	21	School Support Secretary	Adult Education
Mary Marin	14	Custodian	Citrus Glen
Romualdo Marin	15	Custodian	Foothill Technology High
Karen Martin	24	Child Development Site Leader	Will Rogers Jumpstart
Ann Martinez	31	Child Nutrition Assistant I	De Anza Academy of Technology
Norma Mastright	24	Paraeducator II & Campus Support Assistant	Blanche Reynolds Elementary
Tim McCarthy	40	Custodian	Elmhurst Elementary
Joseph McDonough	23	Accounting Assistant	Budget & Finance Dept.
Jose Carlos Mendez	19	Bus Driver	Transportation
Elizabeth Morgan	27	Campus Supervisor	Buena High School
Mary Ellen Munoz	22	Attendance Assistant	Buena High School
Summer Nicol	19	Special Project Technician	Adult Education
Leonardo Noriel	14	Custodian	ATLAS Elementary
Robyn Plucinak	16	Child Nutrition Assistant I	Ventura High School

These names represent 1,379 years of dedication
service to the students and families of
Ventura Unified School District!

Name	Years of Service	Position	Location
Maria Pontrelli	15	Parent Teacher Liaison	E.P. Foster Elementary
Cynthia Randall	25	Library Technician II	Buena High School
Lorraine Romero	20	Parent Teacher Liaison	Pacific High School
Daniel Sandoval	22	Custodian	Ventura High School
Gregory Stiles	32	Pool Attendance—Custodian	Buena High School
Jennifer Sullivan Martin	19	Paraeducator II	Junipero Serra Elementary
Phyllis Thomas	39	Bus Driver	Transportation
Cindy Towe	7	Child Nutrition Assistant II	Buena High School
Betty Tropper	20	School Support Secretary	Ventura High School
Arnoldo Valdivia	11	Custodian	Poinsettia Elementary
Laurie Vanoni	6	Library Technician II	Education Services /ESC
Melinda Vasquez	14	Administrative Specialist—Legal	Legal Department /ESC
Arthur Venegas	15	Custodian	Cabrillo Middle School
Genevieve Villegas	12	Attendance Assistant	Ventura High School
Roxanna Wada	27	Child Development Site Leader	ATLAS Jumpstart
Lynda Wilson	20	Buyer	Purchasing Department /ESC
Thomas Woods	13	Bus Driver	Transportation

Classified Human Resources Activity Summary Report

Transactions	7-1-18- 6-30-19	7-1-19- 6-30-20	7-1-20- 6-30-21
Permanent to Probationary Appointments	23	27	31
Appointment to Additional Permanent Positions	26	2	2
Appointment to Additional Probationary Positions	6	3	3
Probationary Appointments	76	62	55
Limited Term Appointments	437	413	262
Exempt Help	97	57	25
Change of Status	198	150	116
Leave of Absence Without Pay	43	33	88
Working Out of Classification	499	304	290
Separation from Service	90	115	117
Probationary to Permanent	90	85	54
Senior Management—Contract	0	0	1
Disciplinary Actions	1	0	0
Release from Probation	0	0	1
TRANSACTION TOTAL	1,586	1,251	1,045

Recruitment/Selection Activity	7-1-18- 6-30-19	7-1-19- 6-30-20	7-1-20- 6-30-21
Number of Recruitments	33	37	40
Applications Received	2,225	2,261	2,482
Written Examinations Given	462	296	231
Performance Examinations Given	237	152	88
Qualification Appraisal Interviews	437	375	379
Positions Listed for Transfer	166	128	113

Classified Employees

Employee Type	Number
Regular	766
Confidential	6
Management	23
Substitutes/Exempt	333
Total	1,128

Meet the Staff

Andrea Crouch, Director of Classified Human Resources: Administers the classified employee human resources function in conformity with merit system laws and rules of the Personnel Commission, and assures compliance with District policies and procedures, and applicable federal, state and local laws; plans, organizes and directs the human resources program for classified employees that enhance cultural and ethnic diversity, including recruitment, examination, classification, salary and employee relations; supervises the operations of the Classified Human Resources Department; serves as advisor to the negotiations team; and acts as secretary to the Personnel Commission.

Belen Gonzalez, Human Resources Supervisor: Serves as a strategic partner in providing consultation to personnel, administrators, applicants and others regarding classified human resources operations and activities; responding to inquiries and providing technical information and guidance concerning recruitment and selection, laws, rules, regulations, processes, policies and procedures.

Vacant, Human Resources Analyst (Confidential): Performs technical human resources work related to position classification; compensation; recruitment and examinations. Assists department and Personnel Commission by coordinating and serving as the primary resource for the support activities of the department. Also participates as a resource representative in the collective bargaining process, and takes and transcribes minutes of negotiations sessions.

Jackie Lopez, Human Resources Specialist: Performs a variety of specialized human resources duties in support of recruitment and selection, and employment screening and processing. Works closely with school site personnel to coordinate sub assignments, and serves as a lead managing the absence management tracking system (Frontline). Expert HR partner in acquiring talent and placing in appropriate assignments where strengths best serve our students, programs, sites and support services.

Reina Murillo, Human Resources Specialist: Performs a variety of specialized human resources duties in support of recruitment and selection, and database and systems development. Serves as a technical resource to employees, applicants and others regarding personnel functions. Expert HR partner in evaluating established systems and structures, and developing and implementing strategies and methods to improve processes.

Rita Montejano, Human Resources Technician: Performs technical human resources work to support classified recruitment, examination, and selection, and provides procedural guidance to staff and applicants. Fosters relationships and works closely with other merit system district personnel within the County to provide professional experts to serve on interview panels as part of the examination process.

Maria Lopez, District Receptionist: Serves as the District receptionist, answering and directing telephone calls to appropriate personnel; greets and assists visitors, determines nature of business and directs to appropriate destination; performs a variety of clerical duties in support of District operations.

Special Thanks

On behalf of the Personnel Commission and all of us in the Classified Human Resources Department...

“THANK YOU! for supporting the Commissions’ activities during the past fiscal year, and for your dedication supporting our students and families.”



Pictured left to right:
Maria Lopez, Rita Montejano, Jackie Lopez, Andrea Crouch, Belen Gonzalez and Reina Murillo.

We recognize that the 2020-21 school year continued to be a year of unforeseen challenges and uncharted waters as we worked together to navigate through the COVID-19 pandemic. We sincerely thank each and every one of our classified employees who worked tirelessly this year. We recognize and appreciate each team member for their dedication and service to our students, families and school sites. We especially appreciate the Classified Service for the flexibility they demonstrated as Federal, State and Local guidelines continually changed during these times...the commitment to ensure our students continued to learn, and that our schools continued to operate efficiently and safely during these challenging times never wavered. Together, we are a remarkable team!

We are the Classified Human Resources Department, and we are honored to be your partner in delivering an education that prepares students for a future in the world today.



For the future of every student

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