

PERSONNEL COMMISSION
MEETING AGENDA – November 15, 2023
(Meeting Location: Board Room)

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

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- October 18, 2023 Regular 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 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.

E. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update
4. Update Status: School Site Clerical Re-Classification
5. Next Regular PC Meeting: December 20, 2023

F. ACTION AGENDA ITEMS

1. Presentation of Personnel Commission Annual Report
(Copies of the Report will be provided at the meeting)

G. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

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.

H. COMMISSION COMMENTS — No official action will be taken.

I. 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.

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For the future of every student

MINUTES
October 18, 2023

- CALL TO ORDER A regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Board Room at the Education Service Center on October 18, 2023. Ms. Campbell, Chair, called the meeting to order at 4:30 p.m.
- Present: Commissioners Campbell, Stallings and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director and Reina Murillo, Human Resources Analyst, Confidential.
- ADOPTION OF AGENDA On a motion by Mr. Walker, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the October 18, 2023 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)
- APPROVAL OF MINUTES On a motion by Ms. Stallings, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU) the minutes of the September 20, 2023 Personnel Commission meeting were approved as presented by a vote of 3-0. (Ayes – 3/Stallings, Walker, Campbell; Nay 0; Abstain 0)
- PUBLIC COMMENTS None
- ITEM E1 VESPA REPORT
Ms. Carol Peek, VESPA President reported:
- 1) VESPA is in the season of negotiations. Happy to share the HSA has been TA. Negotiations and work on contract language will continue in November & December.
 - 2) VESPA is excited for an increase in membership, with 10 new members.
 - 3) VESPA is grateful to be included in the new hire orientations the district has been hosting for new employees.
 - 4) CTA recently offered a training to site representatives.
- ITEM E2 DIRECTOR'S REPORT
Ms. Crouch reported
- The Family Farm Fest was held at Sa'aliyas Ranch on Saturday, October 14, 2023. Classified HR had a recruitment table at the event. Coloring books and crayons were passed out to the children and also provided an opportunity to connect with the adults to share VUSD's employment opportunities with them.
 - The District continues to be in negotiations with VESPA and VUEA. Recently a MOU regarding insurance plans and Health Savings Accounts was agreed upon and approved by the Board of Education. Currently the District and VESPA are working on contract language.
 - The Board of Education approved the reappointment of Anne Campbell as their appointed Personnel Commissioner at the regular Board meeting held on October 10th. Ms. Campbell will begin her new 3-year term in December.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Fall break is next week, October 23rd -27th
 - Veteran's Day, Friday, November 10th
 - Next Board meeting is scheduled for Tuesday, November 14th
- ITEM E3 RECRUITMENT & SELECTION: HIRING UPDATE
Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. Classified HR continues to prioritize the positions to focus on as we continue recruitment efforts and final selection interviews for our current vacancies.
- ITEM E4 GOVERNANCE CALENDAR: REVIEW & DISCUSSION
Ms. Crouch provided the Commissioners with a governance calendar for their review and discussion.
- ITEM E5 Next Regular PC Meeting: November 15, 2023
At this time, the Personnel Commission plans to continue to meet in person for the next meeting.

- ITEM F1 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: DIRECTOR OF MAINTENANCE & OPERATIONS
After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the revised classification specification for Director of Maintenance & Operations as presented, by a vote of 3-0.(Ayes – 3/Stallings, Walker, Campbell; Nay 0; Abstain 0)
- ITEM F2 REQUEST FOR ADVANCED SALARY PLACEMENT – LOCKSMITH
After a brief discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve advanced salary placement for a new hire Locksmith was approved at range (250)/step (5) effective the first day of their established work calendar for the 2023-24 school year by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)
- ITEM F3 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: JOB PLACEMENT SPECIALIST
After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the revised classification specification for Job Placement Specialist as presented , by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)
- ITEM G1 PERSONNEL TRANSACTIONS REPORT
On a motion by Ms. Stallings, seconded by Mr. Walker, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)
- ITEM H COMMISSION COMMENTS
None
- ADJOURNMENT On a motion by Ms. Stallings seconded by Mr. Walker, MSCU to adjourn the meeting at 5:05 p.m. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date: 11/15/2023

New Hires

Last Name	First Name	Job Class Description	Date
Monroe	Ashley	Child Devel Teacher	10/18/23
Gallardo	Natalie	Child Developmt Site Leader	11/01/23
Alanbar	Bushra	Child Nutr Assist I	10/16/23
Duarte Hernandez	Paola	Child Nutr Assist I	10/09/23
Islas Silva	Carlos	Child Nutr Assist I	10/30/23
Melquiades	Jewel	Child Nutr Assist I	10/16/23
Mora Rios	Ma Del Sagrario	Child Nutr Assist I	10/09/23
Barreto	Ruby	Custodian	10/09/23
Herrera	Rene	Grounds Maintenance Worker I	10/03/23
Kaikaina	Sarah	Health Technician	10/30/23
Taylor	Jayne	Health Technician	10/30/23
Taylor	Jordan	Health Technician	10/30/23
Wrigley	Bradley	Locksmith	11/07/23
Topete	Nayelli	Para- After School	11/01/23
Munoz	Holli	Paraeducator I	11/01/23
Alfaro Carmen	Lesley	Paraeducator I - Site	10/30/23
Nito	Brian	Paraeducator I - Site	11/08/23
Ruiz	Carolina	Paraeducator I - Site	09/05/23
Garcia	Yacil	Paraeducator II	10/31/23
Meja	Ruby	Paraeducator II	10/12/23
Monterrosa	Joanna	Paraeducator II	10/30/23
Suarez	Arin	Paraeducator II	10/30/23

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Burnell	Joseph	Accounting Supervisor	09/13/23
Cortez	Victoria	Executive Assistant (Conf.)	09/19/23
Lopez	Rita	Attendance Technician	09/18/23
Reyes	Josue	Network and Systems Specialist	10/11/23

EspinozaMontero	Abigail	Para- After School	10/02/23
Robledo	Enrique	Planning & Compliance Spec	09/08/23
Hernandez	Phillip	Purchasing Specialist	09/13/23
Kochel	Mai	Senior Accountant	10/05/23

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Ayala	Steven	Paraeducator III	10/07/23
Baarstad	Ian	Behavior Support Assistant	10/06/23
Bautista	Angeline	Paraeducator III	10/13/23
Brookes	Amy	Paraeducator II	10/11/23
Cabrera	Alejandra	Paraeducator III	10/12/23
Cornejo	Miriam	Paraeducator I - Site	10/14/23
Karim	Farhana	Paraeducator II	10/07/23
Kelley-Arthur	Emberlinda	Para- After School	10/30/23
Mullins	Erin	Campus Support Assistant	10/14/23
Renshaw	William	HVAC-Refrigeration Technician	10/21/23

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Andrade	Aminda	Paraeducator I	11/01/23
Bangs	Amanda	School Admin Asst I	11/01/23
Castellon	Esteban	Grounds Maint Wrkr I	11/01/23
Daniel	Jessica	Health Technician	11/01/23
Delavega	Vivian	Lang Assessor	11/01/23
Denny	Kayla	Campus Supervisor	11/01/23
Duran	Virginia	Office Assistant	11/01/23
Espinosa	Justine	Child Nutr Asst I	11/01/23
Fletcher Babcock	Angela	Paraed-Aftr Schl	11/01/23
Gamez	Elisa	Child Care Asst	11/01/23
Gonzales	Loni	Paraeducator II	11/01/23
Granados	Leticia	SSA II	11/01/23
Gutierrez	Elizabeth	SAA I	11/01/23
Hoffman	Elizabeth	Campus Supervisor	11/01/23
Hurst	Thomas	Student Intern II	11/01/23
Lopez	Alexia	FNS Ops Asst	11/01/23
Naddour	Hayat	Campus Support Asst	11/01/23
Peterson	Maria Isabel C	Health Technician	11/01/23
Randolph	Wesley	Child Nutr Asst II	11/01/23
Rodriguez Flores	Enedina	Custodian	11/01/23
Ruiz Beltran	Antonia	Child Nutr Asst II	11/01/23
Sanchez	Aleyda	Campus Supervisor	11/01/23
Sanchez	Aleyda	Child Nutr Asst I	11/01/23
Shean	Erin	Campus Supervisor	11/01/23
Skupien	Ariel	Language Assessor	11/01/23

Tackett	Rachelle	Chld Nutr Mgr Elem	11/01/23
Thompson	Breanne	Campus Supervisor	11/01/23
Velazquez	Naomi	Paraeducator I	11/01/23
Villafor	Bernabe	Student Intern II	11/01/23

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
Austin	Shesha	Paraed-Afr Schl	10/2/2023
Banderas	Naivi	Paraeducator I - Site	8/22/2023
Campanella	Natalia	ESSA	10/16/2023

Separation from Service

Last Name	First Name	Job Class Description	Date
Castro	Jessica	Campus Support Assistant	09/08/23
Gallegos	Senaida	Paraeducator II	11/06/23
Lopez	Stella	Campus Support Assistant	10/30/23
Spencer	Brooke	Behavior Support Assistant	10/16/23

Leave of Absence

Last Name	First Name	Job Class Description	Date
Randolph	Wesley	Child Nutrition Manager - Elementary	11/01/23 - 11/21/23 - Paid Parental/Bonding Leave
Romia	Nahla	Paraeducator II	12/02/23 - 02/02/24 - Unpaid Leave

Change of Status

Last Name	First Name	Job Class Description	Date
Cabrera	Alejandra	Paraeducator III	09/21/23: Hours/Location change--from Poinsettia (30hrs/week) to Buena (35hrs/wk); Same Classification
Casarez	Nora	Child Nutrition Assistant I	10/09/23: Hours/Location change--from JSerra (21.5hrs/week) to Balboa (6hrs/day); Same Classification
McCormick	Kim	Child Nutrition Manager - Elementary	10/04/23: Location change--from Sunset to JSerra; Same Classification; Same time base
PerezdeEstrada	Maria	Campus Support Assistant	10/01/23: Change in hours- 3.0 hrs/day to 3.5hrs/day; same location, same classification
Salazar	Maria	Campus Support Assistant	10/01/23: Change in hours- 3.0 hrs/day to 3.5hrs/day; same location, same classification
TorresMendoza	Margarita	Campus Support Assistant	10/01/23: Change in hours- 19.5 hrs/week to 20hrs/week; same location, same classification

Working Out of Class

Last Name	First Name	Job Class Description	Date
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Vacancy Coverage

Carrillo	Steven	Head Custodian I-F38	9/1; 5-8;11-15;18-22;25-29/2023
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Flores	Yesenia	Child Nutr Mgr-Secondary-D36	10/13/2023
Foley	Angela	School Adm. Assistant III-B35	10/2-6;9-13;16-19;30-31/2023
Garcia	Linda	Child Developmt Site Leader-E25	8/22-25;28-31/2023
Garcia	Linda	Child Developmt Site Leader-E25	9/5;8;11-12;19;21/2023
Kelsch	Elizabeth	School Services Assist II- B72	10/2-6;10-13;16-20;30-31/2023
Lopez	Alexia	Food & Nutr Svcs-Oprs Asst-D19	10/19-20/2023
Marquez	Raquel	Child Nutr Mgr-Elementary-D38	10/2-6;9-13;16-20;30-31/2023
Ortiz	Sarah	Child Nutr Mgr-Secondary-D36	10/2-6;9-12;16-20;30/2023
Rivas	Theresa	Child Nutr Mgr-Elementary-D38	10/2-4/2023
Scott	Pamela	Administrative Specialist-B50	10/2-6;9-13;24-27;30-31/2023
Upton	Judy	Food & Nutr Svcs-Oprs Asst-D19	10/2-6;9-13;16-18;30-31/2023
Woertink	Rebecca	Elem School Services Asst-B59	10/2-6;9-13;16-20;30-31/2023
Covering for EE who is WOC			
Diaz	Nicte-ha	Child Nutr Assist II-D62	10/5-6;9-10;12-13;16-20;30-631/2023
Lopez	Alexia	Child Nutr Assist II-D62	10/2-6;9-13;16-18;30-31/2023
Tackett	Rachelle	Child Nutr Mgr-Elementary-D38	10/9-13;16-20;30-31/2023
Covering for EE who is on LOA			
Centeno	Grace	Child Nutr Mgr-Elementary-D38	10/2-6;9-13;16-20;30-31/2023
Herrera	Adam	Director, Food & Nutrition Services-D01	10/2-6;9-13;16-20;23-27;30-31/2023
Lopez	Maria	School Adm. Assistant III-B35	Sept: 1;5-8;11-15;18-22;26-29/2023 Oct: 2-6;9-13;16-20;30-31/2023
Limited Term Assignment/Extra Help			
Mayer	Mark	Special Projects Manager-F75	10/2-6;9-10;16-20;23-27;30-31/2023
Other Reasons			
Adams	Claire	Child Nutr Mgr-Elementary-D38	10/17/2023
Alvarado Silva	Luis	Grounds Maintenance Worker II-F64	10/26-27;30-31/2023
Aparicio	Emerald	School Adm. Assistant III-B35	11/3/2023
Castaneda	Amada	School Adm. Assistant III-B35	11/2/2023
Cibrian	Sylvia	Child Nutr Mgr-Elementary-D38	10/19-20/2023
Davis	Michael	Warehouse Supervisor-J06	10/12;24-27/2023
Gonzalez	Gina	Child Nutr Mgr-Secondary-D36	10/20/2023
Guillen	Bernadette	Child Developmt Site Leader-E25	Aug: 17-18;21-25;28-31/2023 Sept:1/2023
Hernandez	Maria	Child Nutr Assist III-D61	10/31/2023
Hopkins	Anne Marie	Child Nutr Mgr-Elementary-D38	10/20/2023
Kaiser	Karen	Child Nutr Mgr-Secondary-D36	10/17/2023
Lassich	Shari	Lead Custodian-F42	10/2;31/2023
Limneos	James	Grounds Maintenance Worker II-F64	10/6/2023
Lopez	Maria	Child Nutr Mgr-Elementary-D38	10/30/2023
Martinez	Mirnaliz	Child Nutr Mgr-Elementary-D38	10/2-4/2023
Mercado	Nayeli	Health Technician-B60	10/16/2023
Perez	Leonard	Grounds Maintenance Worker II-F64	10/20/2023

Rose	Robin	Child Nutr Assist III-D61	10/13/2023
Ruiz-Beltran	Antonia	Child Nutr Assist II-D62	10/13/2023
Swaney	Eva	Child Nutr Mgr-Secondary-D36	10/10/2023
Thayer	Rick	Integrated Pest Mgt Technician-F61	10/31/2023
Valencia	Santos	Lead Grounds Maint Worker-F43	10/25-26/2023