

**PERSONNEL COMMISSION  
MEETING AGENDA – July 31, 2024**  
*(Meeting Location: Board Room)*

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

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- May 22, 2024 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. Appointment of Joint Appointee to the Personnel Commission – Anticipated Timeline for Appointment for term beginning December 1, 2024 through December 1, 2027.
4. Next Regular PC Meeting: August 21, 2024

F. ACTION AGENDA ITEMS

1. Ratification of Excess Vacation Carryover Approvals
2. Approval of Revised Classification Specification: Bus Driver

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.

- G. CONSENT AGENDA ITEMS
  - 1. Personnel Transactions Report
  
- H. COMMISSION COMMENTS — No official action will be taken.
  
- I. CLOSED SESSION
  - 1. Public Employee Performance Evaluation - Government Code §54957(b)  
Title: Director, Classified Human Resources
  
- J. REPORT OF ACTION TAKEN IN CLOSED SESSION
  
- K. ADJOURNMENT

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MINUTES  
May 22, 2024

- 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 May 22, 2024. Ms. Stallings, Chair, called the meeting to order at 4:32 p.m.
- Present: Commissioners Campbell and Stallings. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Reina Murillo, Human Resources Analyst, Confidential; and Belen Gonzalez, Human Resources Supervisor. Personnel Commissioner John Walker was absent.
- ADOPTION OF AGENDA** On a motion by Ms. Campbell, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the May 22, 2024 Personnel Commission meeting was adopted by a vote of 2-0. (Ayes – 2/ Campbell, Stallings; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Ms. Campbell, seconded by Ms. Stallings, Motion/Seconded/Carried Unanimously (MSCU) the minutes of the April 17, 2024 Personnel Commission meeting were approved as presented by a vote of 2-0. (Ayes – 2/ Campbell, Stallings; Nay 0; Abstain 0)
- PUBLIC COMMENTS** None
- ITEM E1** VESPA REPORT  
Ms. Carol Peek, VESPA President reported:
- 1) Ms. Peek shared about VESPA’s Member appreciation event combined with VUEA at Tony’s Pizzeria with over a 150 in attendance. A great way to celebrate the end of the year.
  - 2) Ms. Peek shared about her goals when elected VESPA President 5 years ago – to make sure ESPs were uplifted and respected. She felt those goals are being met and there is always room to keep improving.
  - 3) Ms. Peek shared how grateful VESPA is to be included in the listening tours on campuses where there are Administration vacancies. It is great to see ESPs being included along side teachers to share their voice.
  - 4) Ms. Peek shared in reflection this past year there have been a lot of wins and it has been great to work with Executive Board.
- ITEM E2** DIRECTOR’S REPORT  
Ms. Crouch reported
- Classified HR has been busy with end of the year projects which include: excess vacation and comp time memos, and opening multiple recruitments for anticipated vacancies for the new school year .
  - We are proud and excited that we celebrated VUSD’s first annual ESP Day on May 7<sup>th</sup> as part of the District’s Staff Appreciation Week.
  - We held our retiree celebration yesterday afternoon to honor all of our classified and certificated retirees. The event was held on the lawn area behind the ESC, and it was a beautiful day as our employees enjoyed this special time with their families and colleagues. We wish all of our retirees the best as they wrap up the school year, and get ready for retirement!
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- The next regular Board of Education Meeting is scheduled for Tuesday, June 4<sup>th</sup>
  - Memorial Day Holiday, May 27<sup>th</sup> (District closed)
  - Last day of school is Thursday, June 13<sup>th</sup>
  - Summer school programs start the week of June 17<sup>th</sup>
- 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** Next Regular PC Meeting: June 26, 2024  
It was noted that the next regular meeting was scheduled for June 26, however, it will be canceled due to calendar staff and Commission calendar conflicts.





To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: August 31, 2024

**Personnel Commission – Joint Appointee**

Subject: Anticipated Timeline for Appointment of Joint Appointee  
Term of Office: Dec. 1, 2024 – Dec. 1, 2027

John Walker has served as the Joint Appointee since June 2020. He was subsequently reappointed as the Joint Appointee for a 3-year term of office, effective December 1, 2021 – December 1, 2024.

In preparation for the appointment of the Personnel Commission’s Joint Appointee for the term beginning December 1, 2024 through December 1, 2027, the following timeline is being presented regarding the appointment process.



California Education Code §45246 requires that the appointee of the governing board and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint no later than September 30. In accordance with our PCRR’s, after 30 days, and within 45 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 qualifications of each candidate. After the hearing, the two appointees may make their appointment or may make a substitute appointment or recommendation without further notification or public hearing.

As such, the following timeline is recommended for the appointment of the Personnel Commission’s Joint Appointee:


Date	Steps
<p><b>July 31, 2024</b> (Regular PC Meeting)</p>	<p><b><i>Discussion regarding anticipated timeline for Appointment of Joint Appointee, term of office: December 1, 2024 – December 1, 2027</i></b> The Personnel Commission will review the timeline for the appointment of the joint appointee, and will discuss plans for the announcement of its intended appointee.</p>



<p><b>August 21, 2024 OR September 18, 2024</b> (Regular PC Meeting)</p>	<p><b><i>Announcement of Intended Appointee to the Personnel Commission</i></b></p>
<p>The PC will need to schedule a special meeting to make its announcement, as the regular meetings take place outside the required timeframes.</p> <p>Regular meetings: September 18, 2024 October 16, 2024</p>	<p><b><i>Public Hearing &amp; Final Approval of Appointee</i></b> (to be held after 30 days and within 45 days of the date of the announcement)</p> <ul style="list-style-type: none"> <li>• If announced on August 21, 2024, public hearing must take place between September 20 – October 5</li> <li>• If announced on September 18, public hearing must take place between October 18 - November 2</li> </ul>
<p><b>December 1, 2024 (noon)</b></p>	<p><b><i>Three (3) year term begins</i></b> effective at noon on December 1, 2024 through noon on December 1, 2027</p>



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: July 31, 2024

Subject: Ratification of Excess Vacation Carry-Over Approvals

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As part of the year-end closing process, vacation balances remaining on the books for classified employees as of June 30<sup>th</sup> are processed according to the Contract of Agreement between VESPA and VUSD, and/or the Personnel Commission Rules and Regulations.

Twelve (12) month employees may carry over a maximum amount of vacation equal to the employee's current year's vacation entitlement plus seven (7) days. It is District policy that accumulations over this amount will not be allowed, and any excess vacation hours will be paid off. However, under some circumstances, excess vacation leave may be carried over into the next fiscal year with the approval of the Director of Classified Human Resources. Excess vacation may only be carried over due to compelling reasons, and we request a reasonable time period in which the employee will use this excess vacation time. Employees with excess vacation balances are notified accordingly, and if they wish, may submit a request to carry over excess vacation time. The requests are reviewed by the Director of Classified Human Resources for approval; and the approvals are then presented to the Personnel Commission for ratification.


We received a total of six (6) requests. The Personnel Commission is being provided with a list of the approved requests for these employees.

It is recommended that the Personnel Commission ratify the six (6), approved vacation carry-over requests as presented.



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To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: July 31, 2024

Subject: Approval of Revised Classification Specification  
***Bus Driver***

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As the District continues recruitment efforts to fill current and anticipated vacancies for Bus Drivers, a review of the current classification specification was conducted by the Directors of Classified HR and Transportation. Currently, a valid California Class B commercial driver's license with passenger, school bus and air brake endorsements are a minimum requirement to apply for the position. Instead of having the air brake endorsement as a minimum qualification at the time an application is submitted for the position, it is recommended that this endorsement be required to be obtained by an employee prior to completion of the six-month probationary period. The air brake endorsement is required to drive the larger, transit buses, however, individuals may drive the smaller buses without the air brake endorsement. The District feels this change would provide much needed flexibility, and allow for the hiring and on-boarding of employees who can fulfill the need to drive the smaller buses, while at the same time affording the District with additional time to train these employees so that they can obtain their air brake certification prior to completing probation. The Transportation Department is committed to providing the necessary training to these employees.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Bus Driver as presented.

Attachment: proposed classification specification for Bus Driver



For the future of every student

**CLASS TITLE: BUS DRIVER**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, drive a school bus to transport students safely and efficiently to and from school and other assigned locations along designated routes; assure safety of students during transportation activities.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Drive a school bus along designated routes; pick up and discharge students in accordance with established time lines; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.

Maintain order and discipline among passengers on the bus in accordance with District policies related to disciplining students; report behavior issues to appropriate personnel; assure student understanding of bus rules; issue citations as needed.

Conduct required daily safety inspections of buses; inspect interior, exterior and engine of buses to assure safe operational condition; check brakes, lights, doors, mirrors and other equipment; report mechanical malfunctions or other problems as needed.

Maintain buses in a clean and safe operating condition; clean and wash bus windows, mirrors, interior and exterior; perform minor repairs on seats and other equipment; check and maintain appropriate fuel, oil, ~~water and tire compression levels~~; **tire pressure**; replenish fluids and inflate tires as needed.

Meet scheduled departure and arrival times; adjust routes in response to road closures as necessary; assist students with crossing streets.

Transport students and faculty on field trips, sports events or other special activities to various locations along designated routes as assigned.

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.

Maintain garage and other assigned work areas in a neat, clean and orderly condition as assigned; empty waste receptacles; sweep and clean floors; utilize mops, brooms and various hand and power tools.

Determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed.

Maintain various records and logs related to inspections, mileage, maintenance and assigned activities.

Attend and participate in various meetings, in-services and trainings as assigned.

Perform periodic safety drills and explain related procedures to students as required.

Perform other related duties as assigned that support the overall objective of the position.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Safe and defensive driving practices.  
Proper operation of school buses.  
Applicable traffic and student transportation laws, codes and regulations.  
Basic first aid procedures.  
Basic record-keeping techniques.  
Interpersonal skills using tact, patience and courtesy.  
Health and safety regulations.  
Oral and written communication skills.

ABILITY TO:

Drive a school bus safely and efficiently.  
Learn and apply District policies and procedures related to student discipline.  
Maintain a safe discipline level among passengers.  
Meet schedules and time lines.  
Observe legal and defensive driving practices.  
Learn and follow designated routes.  
Maintain bus in clean and proper working condition.  
Conduct safety inspections and perform routine preventive maintenance.  
Administer first aid.  
Maintain routine records.  
Understand and follow oral and written directions.  
Communicate effectively with others  
Establish and maintain cooperative and effective working relationships with others.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and experience equivalent to graduation from high school or equivalent and experience as a school bus driver desirable.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class B commercial driver's license with passenger ~~and~~ school bus ~~and air brake~~ endorsements.
- Valid California Special Driver **Certificate without the following restrictions: hydraulic brakes only, conventional or type 2 bus only.**  
**The air brake/transit requirement may be waived for entry into the classification. Employees must get the hydraulic brake and/or conventional restriction(s) removed prior to completion of the six-month probationary period. This requirement may also be waived if all transportation needs are fulfilled and the department is fully staffed and does not require the need for drivers to operate a transit school bus with air brakes.**
- Valid First Aid Certification issued by an authorized agency.
- **Valid DOT medical Examiners Certificate.**

**WORKING CONDITIONS:**

ENVIRONMENT:

School bus and outdoor environment.  
Exposure to fumes, dust, odors, oil/grease and gases.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Sitting for extended periods of time while operating buses.  
Hearing and speaking to exchange information.  
Reaching, pulling and pushing to open bus doors.  
Bending at the waist, kneeling or crouching to inspect buses.  
Climbing ladders or steps.  
Reaching overhead, above the shoulders or horizontally.  
Seeing to monitor passengers and operate a vehicle.

**HAZARDS:**

Traffic hazards.  
Driving a vehicle during adverse weather conditions.  
Fumes from chemical cleansers and bus operation.

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*Approved by Personnel Commission:* 09/19/2007  
*Revised:* 10/17/2012  
*Revised:* 09/20/2023  
*Revised:* 07/31/2024 – Proposed revisions to be presented for review and consideration for approval

## Working Out of Class

Last Name	First Name	Job Class Description	Month	Date	Year	Note
<b>Vacancy Coverage</b>						
Alvarez	Ofelia	Paraeducator III-E69	June	3-7;10-13;	2024	<b>*Position Filled 7/1/2024</b>
Alvarez	Ofelia	Paraeducator III-E69	May	1-3;6-10;13-17;20-24;28-31	2024	
Beg	Nancy	Paraeducator III-E69	May	1;6-8;13-14;16-17;20-23;31	2024	
Estavillo	Angela	Head Custodian I-F38	June	3-7;10-14;17-18;20-21;25-28;	2024	*Offer pending background clearance
Estavillo	Angela	Head Custodian I-F38	May	7-10;13-17;20-24;28-31	2024	
Foley	Angela	School Adm. Assistant III-B35	May	1-3;6-10;13	2024	<b>*Position Filled 05/14/2024</b>
Hamilton Redding	Mary	After School Paraeducator Liaison-E48	June	3-7;10-13	2024	
Hamilton Redding	Mary	After School Paraeducator Liaison-E48	May	6-10;13-17;20-24;28-31	2024	
Kelsch	Elizabeth	School Services Assistant II- B72	June	3-7;10-14;	2024	
Kelsch	Elizabeth	School Services Assistant II- B72	May	1-2;6-10;13-17;20-24;28-31	2024	
Kelsch	Elizabeth	School Services Assistant II- B72	April	8-12;15-19;23-26;29-30	2024	
Kelsch	Elizabeth	School Services Assistant II- B72	March	1,4-8;11-15;18-22;26-28	2024	
Lopez	Alexia	Child Nutr Assist II-D62	May	1-3;6-10	2024	
Moreno	Carlos	Athletic Equip Attnd-S47	June	3-7;10-13	2024	<b>*Position Filled 6/24/2024</b>
Moreno	Carlos	Athletic Equip Attnd-S47	May	1-3;6-10;13-17;20-24;28-31	2024	
Osqueezadeh	Fatemeh	Paraeducator III-E69	June	3-7;10-13	2024	<b>*Position Filled 7/1/2024</b>
Osqueezadeh	Fatemeh	Paraeducator III-E69	May	1-3;6-10;13-17;20-24;28-31	2024	
Salazar	Maria	Elem School Services Asst-B59	June	3-7;10-13	2024	
Salazar	Maria	Elem School Services Asst-B59	May	1-3;6-10;13-17;20-24;28-31	2024	
Viado	Joanna	Fiscal Specialist-B44C	June	3-5;10-14	2024	<b>*Position Filled 7/8/2024</b>
Thayer	Rick	Grounds Equipment Operator-F62	June	17-18;20-21;24-28	2024	<b>*Position Filled 7/16/2024</b>
Viado	Joanna	Fiscal Specialist-B44C	May	1-2;6-10;13-17;20-24;29-31	2024	
<b>Covering for EE who is WOC</b>						
Last Name	First Name	Job Class Description	Date			
<b>Covering for EE who is on LOA</b>						
Last Name	First Name	Job Class Description	Date			
Lopez	Maria	School Adm. Assistant III-B35	June	3-7;10-14;17-18;20-21;24-28	2024	QAIs on 7/31/24
Lopez	Maria	School Adm. Assistant III-B35	May	1-3;6-10;13-15;22-24;28-31	2024	
Lopez	Maria	School Adm. Assistant III-B35	April	8-12;15-19;22-26;29-30	2024	
Guillen	Bernadette	Child Developmt Site Leader-E25	June	3-7;10-14	2024	
Guillen	Bernadette	Child Developmt Site Leader-E25	May	15-17;20-24;28-31	2024	
<b>Limited Term Assignment/Extra Help</b>						
Burnell	Matthew	Lead Grounds Maint Worker-F43	June	3-7;10-14;17-18;20-21;24-28;	2024	<b>*Position Filled 7/1/2024</b>
Burnell	Matthew	Lead Grounds Maint Worker-F43	May	16-17;20-24;28-31	2024	
Cortes	Nichole	Clinical Supervisor-M43	April	8-9;11-12;15-19;22-26;29-30	2024	
Cortes	Nichole	Clinical Supervisor-M43	March	4-8;11-15;18-20;25-28	2024	
Cortes	Nichole	Clinical Supervisor-M43	February	1-2;5-9;12-14;20-23;26-29	2024	

Cortes	Nichole	Clinical Supervisor-M43	January	9-12;16-19;22-26;30	2024	

**Other Reasons**

Last Name	First Name	Job Class Description	Month	Date	Year	
Bejar	Liseth	Child Developmt Site Leader-E25	June	4;6-7;12-13;	2024	
Garcia	Linda	Child Developmt Site Leader-E25	June	3;5;10-11	2024	
Garcia	Linda	Child Developmt Site Leader-E25	May	1;3;7;9;13-14;16;20;22;24;29;31	2024	
Begum	Bushra	Child Nutr Assist II-D62	June	11;13	2024	
Begum	Bushra	Child Nutr Assist III-D61	June	4,5	2024	
Begum	Bushra	Child Nutr Assist III-D61	May	29	2024	
Hernandez	Maria	Child Nutr Assist III-D61	May	28	2024	
Slamkowski	Mary	Child Nutr Assist III-D61	May	1	2024	
Adams	Claire	Child Nutr Mgr-Elementary-D38	June	13	2024	
Alvarez	Heather	Child Nutr Mgr-Elementary-D38	June	12	2024	
Hopkins	Anne Marie	Child Nutr Mgr-Elementary-D38	May	3;17	2024	
Longines	Carmen	Child Nutr Mgr-Elementary-D38	June	6	2024	
Lopez	Maria E	Child Nutr Mgr-Elementary-D38	May	17,20,21	2024	
Martinez	Tina	Child Nutr Mgr-Elementary-D38	May	3	2024	
Mendez-Olague	Herlinda	Child Nutr Mgr-Elementary-D38	May	13	2024	
Olague	Herlinda	Child Nutr Mgr-Elementary-D38	May	10	2024	
Rivera	Ruth	Child Nutr Mgr-Elementary-D38	June	3	2024	
Servin	Berenice	Child Nutr Mgr-Elementary-D38	May	13-17	2024	
Diaz	Nicte-ha	Child Nutr Mgr-Secondary-D36	April	30	2024	
Diaz	Nicte-ha	Child Nutr Mgr-Secondary-D36	May	1-3	2024	
Flores	Yezenia	Child Nutr Mgr-Secondary-D36	June	11;13	2024	
Olson	Michelle	Child Nutr Mgr-Secondary-D36	May	3	2024	
Swaney	Eva	Child Nutr Mgr-Secondary-D36	May	28	2024	
Herrera Jr.	Rene	Grounds Maintenance Worker II-F64	May	3,28	2024	
Medina	Jorge	Grounds Maintenance Worker II-F64	June	5	2024	
Thayer	Rick	Grounds Maintenance Worker II-F64	April	1-2	2024	
Thayer	Rick	Grounds Maintenance Worker II-F64	May	28-29	2024	
Robles	Arturo	Head Custodian II-F37	June	7	2024	
Robles	Arturo	Head Custodian II-F37	May	1-3	2024	
Sweatt	Charles	Head Custodian II-F37	May	9;30	2024	
Vasquez	Lorraine	Health Ser Prev Prgm Spec-B66	April	8-9	2024	
Vasquez	Lorraine	Health Ser Prev Prgm Spec-B66	May	13,20,31	2024	
Mercado	Nayeli	Health Technician-B60	June	4-7	2024	
Mercado	Nayeli	Health Technician-B60	May	1-3	2024	
Lassich	Shari	Lead Custodian-F42	June	7,10,17	2024	
Lassich	Shari	Lead Custodian-F42	May	1,7,13,14	2024	
Carpenter	Ana	Paraeducator III-E69	April	8-12;15-16	2024	
Cervantez	Gloria	School Adm. Assistant I-B37	May	23	2024	
Woertink	Rebecca	School Adm. Assistant I-B37	June	13	2024	
Woertink	Rebecca	School Adm. Assistant I-B37	May	29	2024	
Morda	Dawn	School Adm. Assistant II-B36	April	8-9;19	2024	

Aparicio	Emerald	School Adm. Assistant III-B35	May	6	2024	
Davis	Michael	Warehouse Supervisor-J06	July	1-3;5	2024	