

PERSONNEL COMMISSION
SPECIAL MEETING AGENDA – September 25, 2024
(Meeting Location: Board Room)

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

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- August 21, 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 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
3. Recruitment & Selection: Hiring Update
4. Next Regular PC Meeting: October 21, 2024

F. PUBLIC HEARING: COMMISSION'S JOINT APPOINTMENT TO THE PERSONNEL COMMISSION - 4:40 P.M.

G. ACTION AGENDA ITEMS

1. Approval of Appointment of Joint Appointee to Personnel Commission

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. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

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

J. 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

August 21, 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 August 21, 2024. Ms. Stallings, 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; Reina Murillo, Human Resources Analyst, Confidential; and Belen Gonzalez, Human Resources Supervisor.
ADOPTION OF AGENDA	On a motion by Mr. Walker, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the August 21, 2024 Personnel Commission meeting was adopted by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
APPROVAL OF MINUTES	On a motion by Ms. Campbell, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU) the minutes of the July 31, 2024 Personnel Commission meeting were approved as presented by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
PUBLIC COMMENTS	NONE
ITEM E1	<u>VESPA REPORT</u> Ms. Carol Peek, VESPA President reported: 1) Ms. Peek shared that VESPA was excited about the positive energy and vibes at Celebrate this year. Ms. Peek was glad to share the highlights from the past year and goals for the upcoming new year. 2) Ms. Peek shared about VESPA's goals to recruit more members for this next school year and focus on highlighting job categories with plans to do some podcasting and highlighting about what ESPs do. 3) Ms. Peek shared VESPA is planning a benefit fair for September 23, 2024 from 3-6pm with CTA and NEA. It will include a variety of benefit providers to members. It will be held at VACE. 4) Ms. Peek shared VESPA desires to conduct more site visits.
ITEM E2	<u>DIRECTOR'S REPORT</u> Ms. Crouch reported • The Classified HR Department has been extremely busy preparing for the start of school and ensuring all employees are in their places for the first day of school. • The Annual School Administrative Assistants meeting was held on August 2nd • Classified HR partnered with the Transportation Department and the bidding of routes took place on August 7th - all were excited to be back and looking forward to seeing students soon. • The Annual Celebrate! event took place on Tuesday, August 13th, the day before school started. It was held at Larabee Stadium at VHS. Following the event were several trainings for classified staff. • The first day of school was last week on August 14th • The HR Department is also making plans to be in attendance at the upcoming Back-to-School Night events to promote employment opportunities with the District. Those events start next week. Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: • Next regular Board of Education meeting - Tuesday, August 27th • Labor Day Holiday – Monday, September 2nd
ITEM E3	<u>RECRUITMENT & SELECTION: HIRING UPDATE</u> 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: Special Meeting, September 25, 2024
A special meeting will be held on September 25, 2024 and the regular meeting scheduled for September 18, 2024 will be canceled.
- ITEM F1 Commission's Joint Appointment to the Personnel Commission: Announcement of Intended Appointee.
On a motion by Ms. Campbell, and seconded by Ms. Stallings, the Commissioners approved the announcement of their intended appointee: Mr. John Walker, by a vote of 3-0. (Ayes – 3/ Campbell, Stallings, Walker, Nay 0, Abstain 0) In addition, the Personnel Commission scheduled a Public Hearing to be held on September 25, 2024 at which time the public, employees, employee organizations, and members of the Board of Education may express their views on the nominee.
- ITEM F2 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: Ground Maintenance Worker I
After a brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, MSCU to approve the revised classification specification for Ground Maintenance Worker I as presented, by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
- ITEM F3 APPROVAL OF NEW CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION: Senior Construction Project Manager
After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to approve the new classification specification for Senior Construction Project Manager as presented and allocated to salary range M52 on the Classified Management Salary Schedule (\$122,880 - \$153,360 annually/ \$10,240 - \$12,780) by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM G1 PERSONNEL TRANSACTIONS REPORT
On a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM H COMMISSION COMMENTS
There were no Commission comments.
- ADJOURNMENT On a motion by Mr. Walker and seconded by Ms. Campbell, MSCU to adjourn the meeting at 4:55 p.m. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)



**Personnel Commissioner Appointment
JOINT APPOINTEE
Ed Code 45245 and 45246
Personnel Commission Rules & Regulations 20.1.2.3**

August 21, 2024

At the Regular Personnel Commission meeting – the appointee of the governing board (Anne Campbell) and appointee of the classified employees (Cathi Stallings), announced John Walker as their intended appointee to the Personnel Commission per Education Code §45245 & §45246, and Personnel Commission Rules and Regulations 20.1.2.3.

September 25, 2024

At the special meeting scheduled for September 25, 2024, a Public Hearing will be held at 4:40pm in which the public, employees, employee organizations, and members of the Board of Education may express their views on the nominee. The Personnel Commissioners will then take action to make their appointment. They may make their appointment (as originally announced) or may make another appointment or recommendation without further notification or public hearing.

Term of appointed Commissioner shall be for three years commencing at noon the first day of December: December 1, 2024 (noon) through December 1, 2027.

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.

PERSONNEL COMMISSION RULES & REGULATIONS

20.1 ORGANIZATION OF THE COMMISSION

20.1.2.3 The Commissioners' Appointment:

By September 30th, the appointee of the Board of Education and the appointee of the classified employees (or the appointee of the Executive Officer of the State Personnel Board if that is the situation) shall publicly announce the name of the person they intend to appoint or reappoint. At a Personnel Commission meeting to be held after 30 and within 45 days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations, and members of the Board of Education the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

20.1.2.3.1

In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a new appointment, the commissioners' prior appointee shall continue in office and to function as a member of the District's Personnel Commission until such time as the commissioners take the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position. If the reason for the lack of appointment is an inability to agree upon a joint appointee, the appointment shall be made by the Executive Officer of the State Personnel Board if no agreement is reached by December 15th.



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date:09/25/2024

New Hires

Last Name	First Name	Job Class Description	Date
Aguirre	Bernice	Associate	08/21/24
Fernandez	Johanna	Associate	08/26/24
Guardado	Jennifer	Associate	08/19/24
Mendez	Gianni	Associate	08/19/24
Allen	Adriana	Bus Driver	08/28/24
Coffman	Jennifer	Campus Support Assistant	09/03/24
Corpolongo	Maria	Campus Support Assistant	09/03/24
Gonzales	Loni	Campus Support Assistant	09/03/24
Herrera	Rosanna	Campus Support Assistant	09/03/24
Parsam	Danielle	Campus Support Assistant	09/03/24
Slingerland	Garrett	Campus Support Assistant	09/03/24
Vasquez	Edward	Campus Support Assistant	09/03/24
Mendez	Marco	Campus Support Assistant- Site	09/03/24
Desouza-Walden	Euciane	Clinical Supervisor	08/29/24
Barrios Ultreras	Maria	Counselor	09/16/24
Lindquist	Merlyn	Fiscal Technician II	09/09/24

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Lopez	Alexia	Child Nutr Assist II	09/09/24
Lopez	Elizabeth	Behavior Support Assistant	08/13/24
Vasquez	Lorraine	Health Ser Prev Prgm Spec	09/09/24
Ruiz	Carolina	Para- After School	08/12/24
Rodriguez	Jasmine	Paraeducator II	08/13/24
Alcantar	Rosa	School Services Assistant II	07/24/24

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
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Arcangelo	Patricia	School Services Assistant II	08/02/24
Bobadilla Ortega	Eva	Bus Driver	08/15/24
Carrillo	Christina	Fiscal Technician II	08/27/24
Cherrie	Spencer	Para- After School	08/17/24
Covarrubias Valdez	Esmeralda	Bus Driver	09/06/24
Danebrock	Sharilyn	Info Syst Project Coordinator	09/07/24
Espinosa	Mark	Trades Maintenance Worker II	09/14/24
Galensky	Alexis	Para- After School	08/27/24
Garcia	Yacil	Paraeducator II	08/14/24
Granados	Leticia	Elem School Srvs Asst	08/30/24
Hill	Kelly	Physical Educ Eqpmt Attendant	09/06/24
Holmes	Kali	Para- After School	08/17/24
Medina	Jorge	Grounds Maintenance Worker I	08/10/24
Noble	Erica	Fiscal Technician I	09/10/24
Oganisian	Hasmik	Para- After School	08/15/24
OKelley	Erin	Bus Driver	08/28/24
Rodriguez	Raquel	Warehouse Wkr/Delvry Drvr	08/20/24
Savard	Mary	Licensed Nurse	08/29/24
Silva	Tamara	School Services Assistant II	09/05/24
Taylor	Marie	Human Resources Specialist	09/07/24
Thai	Dinh	School Services Assistant II	09/12/24
Tobias	Gorgonio	Bus Driver	08/22/24
Tweedy	Katelyn	Paraeducator I - Site	08/23/24
Villano	Julie	Career & Tech Educ Supp Spec	08/21/24
Vreeland	Laurine	Elem School Srvs Asst	08/24/24
Zarate	Anthony	Health Technician	08/30/24
Zeko	Valerie	School Services Assistant II	08/08/24

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Todden Cooper	Erika	Aftr Scl Para Lia	09/01/24
Cartagena	Lucy	Campus Support Asst	09/01/24
Clay	Miranda	Campus Support Asst	09/01/24
Gordhan	Vaishali	Campus Support Asst	09/01/24
Nichols	Marina	Campus Support Asst	09/01/24
Rivera Pineda	Julie	Campus Support Asst	09/01/24
Sarak	Kaitlin	Campus Support Asst	09/01/24
Vaivao	Junior	Campus Support Asst	09/01/24
Love	Margaret	District Recept	09/01/24
Baermann	Katherine	ESSA	09/01/24
Morones	Angelica	Family Liaison	09/01/24
Jimenez	Timothy	Grounds Maint Wrkr I	09/01/24
Murillo	Armando	Grounds Maint Wrkr I	09/01/24
Warren	Jessica	Health Technician	09/01/24

Collier	Lindsay	Human Res Spec	09/01/24
Nagel	Gunner	Para - Aftr Schl	09/01/24
Cardinale	Nicole	Para-Aftr Schl	09/01/24
Garcia Gutierrez	Audelia	Para-Aftr Schl	09/01/24
Howard	Evan	Para-Aftr schl	09/01/24
Lara	Julien	Para-Aftr Schl	09/01/24
Lindstrom	Alayna	Para-Aftr Schl	09/01/24
Meyer	Kristyn	Para-Aftr Schl	09/01/24
Diltz	Omari	Paraeducator I	09/01/24
Hudson	Sara	Paraeducator I	09/01/24
VacaBoyd	Jasmine	Paraeducator I	09/01/24
Austin	Lena	Paraeducator II	09/01/24
Garcia	Tatiana	Paraeducator II	09/01/24
Izquierdo	Julia	Paraeducator II	09/01/24
Mendoza	Dulce	Paraeducator II	09/01/24
Newton	Ahmad	Paraeducator II	09/01/24
Schuessler	Sachiko	Paraeducator II	09/01/24
Sharif	Ruth	Paraeducator II	09/01/24
Ansari	Moazzam	Technology Spec	09/01/24
Contreras	Fernando	Transportation Asst	09/01/24
Diaz	Eileen	Transportation Asst	09/01/24

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
Olsen	Tina	After School Paraeducator Liaison	8/12/2024
Patino	Antonio	Para - After School	8/12/2024
Radwih	Samantha	Para - After School	8/12/2024
Ruiz	Carolina	Para - After School	8/12/2024

Appointment to Additional Permanent Position

Last Name	First Name	Job Class Description	Date
Negrete	Misael	Campus Supervisor	9/3/2024

Separation from Service

Last Name	First Name	Job Class Description	Date
Marin	Kathy	Paraeducator II	09/19/24
Johnson	Sandra	School Occupational Therapist	08/29/24
Castro	Lisa		08/21/24
Espinola	Astrid	Para- After School	08/23/24
Caputo	Katrina	FNS Operations Manager	09/11/24
Roy	Jonathan	After School Paraeducator Liaison	08/30/24

Working Out of Class

Last Name	First Name	Job Class Description	Month	Date	Year	Note
Vacancy Coverage						
Vasquez	Lorraine	Health Ser Prev Prgm Spec-B66	August	12-16;19-22;27-30	2024	Position Filled 9/9/24
Guillen	Bernadette	Child Developmt Site Leader-E25	August	8-9;12-16;19-23;26-28	2024	
Lopez	Maria	School Adm. Assistant I-B37	August	1-2;5-9;12-16;19-23;26-30	2024	
Lopez	Alexia	Child Nutr Assist II-D62	August	14-16;19-23;26-29	2024	
Salazar	Maria	Office Assistant-B61	August	14-15;19-23;26-30	2024	
Fierros	Juanita	School Adm. Assistant III-B35	August	1-2;5-8	2024	Position Filled 8/9/24
Navarro	Gricelda	Attendance Technician-A32	August	14-16;19-23;26-30	2024	
Olson	Michelle	Child Nutr Mgr-Secondary-D36	August	14-16;19-22;26-30	2024	
Begum	Bushra	Child Nutr Assist III-D61	August	14-16;19-23;26-30	2024	
Cortes	Nichole	Clinical Supervisor-M43	June	3-4;6-7;10-13;	2024	Position Filled 7/1/24
Cortes	Nichole	Clinical Supervisor-M43	May	1-3; 6-10;13-17;20-24;28-31	2024	Position Filled 7/1/24
Covering for EE who is WOC						
Last Name	First Name	Job Class Description	Date			
Covering for EE who is on LOA						
Last Name	First Name	Job Class Description	Date			
Limited Term Assignment/Extra Help						
Other Reasons						
Last Name	First Name	Job Class Description	Month	Date	Year	
Taylor	Jordan	Health Ser Prev Prgm Spec-B66	August	26	2024	
Mercado	Nayeli	Health Technician-B60	August	14-16;19-23;26	2024	
Rivas	Theresa	Child Nutr Mgr-Elementary-D38	August	22	2024	
Lassich	Shari	Head Custodian II-F37	August	2	2024	
Lassich	Shari	Lead Custodian-F42	August	8;16;21	2024	
Sanchez	Jeremiah	Grounds Maintenance Worker II-F64	August	30	2024	
Lopez	Alexia	Food & Nutr Svcs-Oprs Asst-D19	August	30	2025	
Vreeland	Lauri	School Adm. Assistant II-B36	August	26	2024	
Davis	Michael	Warehouse Supervisor-J06	August	12-16	2024	
Davis	Michael	Warehouse Supervisor-J06	July	1-3;5;18-19	2024	
Thayer	Rick	Grounds Maintenance Worker II-F64	July	18-19;22-25	2024	
Aguilar	victor	Head Custodian II-F37	July	5	2024	
Garcia	Alex	Lead Grounds Maint Worker-F43	July	17-19;22-26	2024	
Verstraeten	Robert	Lead Grounds Maint Worker-F43	September	12	2024	
Davis	Michael	Warehouse Supervisor-J06	September	6	2024	