

**PERSONNEL COMMISSION**  
**MEETING AGENDA – December 18, 2024**  
*(Meeting Location: Board Room)*

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

B. ADOPTION OF AGENDA

C. ADMINISTRATION OF OATH OF OFFICE

Mr. John Walker will be sworn into office as the Joint Appointee to the Personnel Commission as he begins a new three-year term, effective at noon on December 1, 2024 through noon, December 1, 2027

D. APPROVAL OF MINUTES

- November 20, 2024 Regular Meeting

E. 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.

F. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update, Recruitment Timelines
4. Professional Development Opportunities Calendar
5. Next Regular PC Meeting: January 22, 2025

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. ACTION AGENDA ITEMS

1. Annual Organization of the Personnel Commission – Election of Officers  
At this time, the Personnel Commission will select a Chair and Vice- Chair for 2025

H. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

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

J. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release, Pursuant to Government Code Section 54957(b)

K. REPORT OF ACTION TAKEN IN CLOSED SESSION

L. 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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MINUTES  
November 20, 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 November 20, 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 November 20, 2024 Personnel Commission regular 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 September 25, 2024 Personnel Commission special 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 VESPA REPORT  
Ms. Carol Peek, VESPA President reported:  
  - 1) VESPA held fall elections and are happy to announce the election of a new Director at Large, Michelle Hernandez, Custodian.
  - 2) VESPA has been very active in holding meetings with a variety of job categories. We have met with Paraeducators, Health Technicians, and School Occupational Therapists. We have made VESPA open to listening to any concerns, anything ESPs want to talk about, or hearing ways we can help. We then meet with the district regarding any concerns. As a result, members are feeling heard and VESPA is feeling collaborative with the district.
  - 3) VESPA hosted a Director/Site Rep CTA training. We invited all our Site Reps and Directors to our office. Our CTA person, Andrew Staiano, presented training on responsibilities, roles, and what we can do to better work together.
  - 4) Today, November 20<sup>th</sup>, is National ESP day! VESPA sent out an email to all our ESPs, wishing them a Happy ESP day. This day has been in effect since 1987. We are happy to see the growth and the collaboration with ESPs and the district.
- ITEM E2 DIRECTOR'S REPORT  
Ms. Crouch reported  
That she has participated in the following professional development trainings:  
  - Leaves Boot Camp K-12 (4 sessions, the last session will be completed tomorrow). Series presented by Atkinson, Andelson, Loya, Ruud & Romo (AALRR)
  - She also noted that the CSBA conference coming up the first week of December.Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:  
  - Thanksgiving break is next week, there is no school on Wednesday, November 27<sup>th</sup>, and the District will be closed on Thursday and Friday, November 28<sup>th</sup> & 29<sup>th</sup>
  - Next regular Board meeting is scheduled for Friday, December 13<sup>th</sup>
  - Winter break is Monday, December 23<sup>rd</sup> – Friday, January 3<sup>rd</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: December 18, 2024  
The next regular Personnel Commission meeting will be held on December 18, 2024.
- ITEM F PRESENTATION OF PERSONNEL COMMISSION ANNUAL REPORT After a brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, MSCU to approve the 2023/24 Personnel Commission Annual Report as presented, by a vote of 3-0. (Ayes – 3/ Campbell, Walker, 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 as amended by a vote of 3-0. (Ayes – 3/Walker, Campbell, Stallings; Nay 0; Abstain 0)

ITEM H

COMMISSION COMMENTS

There were no Commission comments.

ITEM I1

CLOSED SESSION

On a motion by Ms. Campbell, seconded by Mr. Walker the meeting moved to closed session at 4:58 p.m. to discuss:

1. Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957 (b)

The meeting returned to Open session at 5:31 p.m.

ITEM J

REPORT OF ACTION TAKEN IN CLOSED SESSION

The Commission reported that no action was taken in closed session.

ADJOURNMENT

On a motion by Mr. Walker and seconded by Ms. Campbell, MSCU to adjourn the meeting at 5:32 p.m. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)



# Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date: 12/18/2024

## New Hires

| Last Name  | First Name | Job Class Description               | Date     |
|------------|------------|-------------------------------------|----------|
| Aguilera   | Elizabeth  | Campus Support Assistant            | 09/03/24 |
| Lopez      | Arturo     | Custodian                           | 12/03/24 |
| Murillo    | Armando    | Grounds Maintenance Worker I        | 11/14/24 |
| Sanchez    | Jose       | Grounds Maintenance Worker I        | 12/02/24 |
| Gisler     | Heather    | Licensed Clinician                  | 11/18/24 |
| Keane      | Elizabeth  | Licensed Clinician                  | 11/18/24 |
| Valencia   | Gabriela   | Licensed Clinician                  | 11/25/24 |
| Sartwell   | Dustin     | Senior Construction Project Manager | 12/09/24 |
| Betancourt | Kimberly   | Student Data Technician             | 12/09/24 |

## Permanent to Probationary

| Last Name  | First Name | Job Class Description              | Date                       |
|------------|------------|------------------------------------|----------------------------|
| Slamkowski | Mary       | Child Nutrition Asst. III          | 11/25/2024 (Promotion)     |
| Chappel    | Brandy     | Child Nutrition Manger - Secondary | 11/20/24 (Promotion)       |
| Ramirez    | Rogelio    | Family Liaison                     | 12/2/24 (Lateral Transfer) |

## Probationary to Permanent

| Last Name           | First Name           | Job Class Description         | Date     |
|---------------------|----------------------|-------------------------------|----------|
| Seehusen            | David                | Behavior Support Assistant    | 11/20/24 |
| Brousseau           | Brian                | Campus Supervisor             | 11/14/24 |
| Ikeda               | James                | Campus Supervisor             | 11/15/24 |
| Robinson            | Jessica              | Campus Supervisor             | 11/12/24 |
| Young               | Alicia               | Campus Supervisor             | 11/09/24 |
| DeZavala            | Taylor               | Certified Spch/Lang Path Asst | 11/13/24 |
| Neathery            | Diana                | Child Nutr Assist I           | 11/20/24 |
| Diaz                | Nicte-Ha             | Child Nutr Assist II          | 11/27/24 |
| Slamkowski          | Mary                 | Child Nutr Assist II          | 11/21/24 |
| Marquez             | Raquel               | Child Nutr Mgr-Elementary     | 11/13/24 |
| Arroyo Hernandez    | Maria                | District Translator           | 11/29/24 |
| Landrito-Hardcastle | Allen Louise Sahagun | Paraeducator II               | 11/23/24 |
| Pompa               | Amber                | Paraeducator II               | 11/23/24 |
| Tidwell             | Krestin              | Paraeducator II               | 11/26/24 |
| Willner             | David                | Paraeducator II               | 11/26/24 |

|         |           |                  |          |
|---------|-----------|------------------|----------|
| GilLara | Guadalupe | Paraeducator III | 11/15/24 |
| Vallier | Monique   | Paraeducator III | 11/15/25 |
|         |           |                  |          |

## Limited Term, Provisional & Exempt

| Last Name       | First Name    | Job Class Description | Date     |
|-----------------|---------------|-----------------------|----------|
| Duong           | Phuong        | Paraeducator I        | 12/01/24 |
| Duong           | Phuong        | Paraeducator II       | 12/01/24 |
| Tiscareno       | Ashley        | Paraeducator I        | 12/01/24 |
| Tiscareno       | Ashley        | Paraeducator II       | 12/01/24 |
| Flores          | Ciro          | Custodian             | 12/01/24 |
| Grande          | Elizabeth     | Custodian             | 12/01/24 |
| Nieves          | Brittney      | Health Technician     | 12/01/24 |
| Nieves          | Brittney      | Custodian             | 12/01/24 |
| Morgan          | Frederick     | Campus Support Asst   | 12/01/24 |
| Morgan          | Frederick     | Campus Supervisor     | 12/01/24 |
| Rodriguez       | Genesis       | Campus Supervisor     | 12/01/24 |
| Rodriguez       | Genesis       | Campus Support Asst   | 12/01/24 |
| Moore           | Mackenzie     | Paraeducator II       | 11/01/24 |
| Savage          | Monique       | ESSA                  | 11/01/24 |
| Allende         | Alfredo       | Custodian             | 11/13/24 |
| Diaz-Perez      | Francisco     | Grounds Wrkr I        | 11/01/24 |
| Rodriguez Perea | Maria         | Child Nutr Asst I     | 11/01/24 |
| Dagum           | Jemelee Braza | Paraeducator I        | 11/01/24 |
| Mercado         | Alexis        | SSA II                | 11/01/24 |
| Sment           | Michelle      | ESSA                  | 11/01/24 |
| Patton          | Antonio       | Paraeducator II       | 11/01/24 |
| Hernandez       | Joseph        | SSA II                | 11/01/24 |
| Bouvet          | Tuesday       | Campus Support Asst   | 11/01/24 |
| Hofferbert      | Nicole        | Student Data Tech     | 11/01/24 |
| Gordhan         | Vaishali      | ESSA                  | 11/01/24 |
| Diltz           | Omari         | Para - Aftr Schl      | 12/01/24 |
| Magana          | Victor        | Para-Aftr Schl        | 12/01/24 |
| Contreras       | Fernando      | Grounds Wrkr I        | 11/01/24 |
| Lopez           | Richard       | Paraeducator II       | 11/01/24 |
| Ramirez         | Vanessa       | School Admin Asst II  | 11/01/24 |
| Love            | Margaret      | Senior Office Asst    | 11/01/24 |
| Garcia Marquez  | Teresa        | Campus Support Asst   | 11/01/24 |
| Sharif          | Ruth          | Campus Support Asst   | 11/01/24 |
| Perry           | Robin         | SSA II                | 11/01/24 |
| Hubenthal       | Jennifer      | Para-Aftr Schl        | 11/01/24 |
| Gallegos        | Annette       | ESSA                  | 11/01/24 |
| Campa           | Samuel        | Campus Supervisor     | 12/01/24 |
| Rodriguez       | Viviana       | Campus Support Asst   | 11/01/24 |
| Kilpatrick      | Susan         | Para-Aftr Schl        | 12/01/24 |
| Ramirez         | Leticia       | Campus Support Asst   | 12/01/24 |
| Griffin         | Joseph        | Aftr Sch Para Lia     | 11/01/24 |
| Castro          | Nancy         | Family Liaison        | 11/01/24 |
| Ziegler         | Valeri        | ESSA                  | 11/01/24 |
|                 |               |                       |          |
|                 |               |                       |          |

## Appointment to Additional Probationary Position

| Last Name   | First Name | Job Class Description    | Date      |
|-------------|------------|--------------------------|-----------|
| Vallier     | Monique    | Campus Support Assistant | 9/3/2024  |
| Victorino   | Sandra     | Campus Support Assistant | 9/3/2024  |
| Hummingbird | Karissa    | Campus Support Assistant | 10/1/2024 |
|             |            |                          |           |

## Appointment to Additional Permanent Position

| Last Name | First Name | Job Class Description | Date |
|-----------|------------|-----------------------|------|
|           |            |                       |      |
|           |            |                       |      |

## Separation from Service

| Last Name            | First Name | Job Class Description         | Date     |
|----------------------|------------|-------------------------------|----------|
| Chavez               | Max        | Campus Supervisor             | 11/18/24 |
| Plascencia Cervantes | Adilene    | Campus Support Assistant      | 12/06/24 |
| Rodriguez            | Robert     | Child Development Teacher     | 12/06/24 |
| Wilcox               | Michelle   | Child Development Teacher     | 12/04/24 |
| Miller               | Cheyenne   | Child Nutrition Assistant I   | 11/21/24 |
| Alvarado Silva       | Luis       | Grounds Maintenance Worker II | 11/22/24 |
| Alva                 | Vanessa    | Paraeducator II               | 12/01/24 |
|                      |            |                               |          |

## Leave of Absence

| Last Name | First Name  | Job Class Description     | Date  |
|-----------|-------------|---------------------------|---|
| Herrera   | Adam        | FNS Operations Manager    | 11/12/24 - 01/13/25 Paid Parental/Bonding Leave |
| Lopez     | Maria       | Child Nutrition Asst. I   | 11/12/24 - 02/17/25 Paid Parental/Bonding Leave |
| Melgarejo | Carolina    | Paraeducator II           | 11/04/24 - 12/20/24 Paid Parental/Bonding Leave |
| Morrish   | Christopher | After School Para Liaison | 11/12/24 - 11/18/24 Paid Parental/Bonding Leave |
|           |             |                           |   |

## Change of Status

| Last Name | First Name | Job Class Description      | Date   |
|-----------|------------|----------------------------|--|
| Rosario   | Amy        | Behavior Support Assistant | 08/13/24: Reinstatement @ Special Education Dept   |
| Marin     | Aiden      | Campus Supervisor          | 08/13/24: Change in Hours & Location- 4.0 hrs/day @ BHS to 8.0 hrs/day @ FTHS                  |
| Aguilera  | Elizabeth  | Campus Support Assistant   | 11/04/24: Change in Hours -- 12.5 hrs/wk to 21.5 hrs/day; same classification; same location   |
| Powell    | Jill       | Campus Support Assistant   | 09/03/24: Reinstatement @ Juanamaria   |
| Powell    | Jill       | Campus Support Assistant   | 11/4/24: Change in Hours- 17.5 hrs/wk to 22.5 hrs/wk; same classification; same location       |
| Campbell  | Tracy      | Paraeducator II            | 08/13/24: Change in location - from Lemon Grove to Loma Vista; same classification; same hours |

## Working Out of Class

| Last Name      | First Name | Job Class Description                 | Month    | Date                     | Year | Note  |
|----------------|------------|---------------------------------------|----------|--------------------------|------|---|
| <b>Vacancy</b> |            |                                       |          |                          |      |   |
| Boccali        | Stacey     | After School Paraeducator Liaison-E48 | November | 4-8;12-15;18-22;25-26    | 2024 |   |
| Cox            | Kathryn    | After School Paraeducator Liaison-E48 | November | 4-6;12-15;18-22;25-26    | 2024 |   |
| Barret         | Jean       | Student Data Technician-C47           | November | 4-6;12-14;18;20-22;25-26 | 2024 | <b>Position filled 12/09/24</b>                               |
| Navarro        | Gricelda   | Attendance Technician-A32             | November | 4-6;12-15;18-21;         | 2024 |   |
| Guillen        | Bernadette | Child Developmt Site Leader-E25       | November | 18-22;25-26              | 2024 |   |
| Begum          | Bushra     | Child Nutr Assist III-D61             | November | 4-5;12-15;18-19          | 2024 |   |
| Olson          | Michelle   | Child Nutr Mgr-Secondary-D36          | November | 4-6;12-15;18-19;         | 2024 | <b>Position filled 11/20/24</b>                               |
| Olson          | Michelle   | Child Nutr Assist II-D62              | November | 20-22;25-26              | 2024 |   |
| Domme          | Bonnie     | Food & Nutr Svcs-Oprs Spec-D21        | November | 12-15;18-22;25-26        | 2024 | <i>incumbent was promoted;position became vacant 11/12/24</i> |
| Legeman        | Kimberley  | FNS Operations Manager-D03            | November | 4-8                      | 2024 | <b>Position filled 11/12/24</b>                               |
| Casarez        | Nora       | Child Nutr Assist III-D61             | November | 20-22                    | 2024 |   |
| Oswald         | Amy        | Paraeducator III-E69                  | October  | 1-2;4;7-11;14-18;22-25   | 2024 |   |
|                |            |                                       |          |                          |      |   |

### Covering for EE who is WOC

| Last Name | First Name | Job Class Description          | Month    | Date             | Year | Note |
|-----------|------------|--------------------------------|----------|------------------|------|------|
| Domme     | Bonnie     | Food & Nutr Svcs-Oprs Spec-D21 | November | 4-8              | 2024 |      |
| Chappell  | Brandy     | Child Nutr Mgr-Elementary-D38  | November | 4-6;12-14;18-19; | 2024 |      |
|           |            |                                |          |                  |      |      |

### Covering for EE who is on LOA

| Last Name | First Name | Job Class Description     | Month    | Date                  | Year | Note |
|-----------|------------|---------------------------|----------|-----------------------|------|------|
| Hernandez | Maria      | Child Nutr Assist III-D61 | November | 4-6;12-15;18-22;25-26 | 2024 |      |
|           |            |                           |          |                       |      |      |

### Limited Term Assignment/Extra Help

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

### Other Reasons

| Last Name | First Name | Job Class Description               | Month    | Date         | Year | Note |
|-----------|------------|-------------------------------------|----------|--------------|------|------|
| Flores    | Yezenia    | Child Nutr Mgr-Elementary-D38       | November | 20-22;25-26  | 2024 |      |
| Begum     | Bushra     | Child Nutr Assist II-D62            | November | 20-22;25-26  | 2024 |      |
| Kaiser    | Karen      | Child Nutr Mgr-Secondary-D36        | November | 21           | 2024 |      |
| Gonzalez  | Gina       | Child Nutr Mgr-Secondary-D36        | November | 5-Apr        | 2024 |      |
| Perez     | Leonard    | Grounds Maintenance Worker II-F64   | November | 14-15;20-22; | 2024 |      |
| Morales   | Ray        | Custodial Trainer - Coordinator-F36 | November | 5-8          | 2024 |      |
| Vreeland  | Lauri      | School Adm. Assistant II-B36        | November | 15           | 2024 |      |

|           |         |                       |          |    |      |  |
|-----------|---------|-----------------------|----------|----|------|--|
| Valenzula | Eric    | Lead Custodian-F42    | November |    | 2024 |  |
| Sweatt    | Charles | Head Custodian II-F37 | November | 22 | 2024 |  |
|           |         |                       |          |    |      |  |