

PERSONNEL COMMISSION MEETING AGENDA

Regular Meeting: May 20, 2026

A. OPENING PROVISIONS

1. Call to Order: Open session called to order by _____ at _____
_____ pm
2. Pledge of Allegiance
3. Roll Call of Members:
____ Anne Campbell, Chairperson;
____ Cathi Stellings, Vice Chairperson;
____ John Walker, Member

B. ADOPTION OF AGENDA

Request for APPROVAL of the agenda for the regular Personnel Commission meeting on May 20, 2026, as *submitted or amended*.

Discussion/Action: M ____ S ____ Vote ____

C. APPROVAL OF MINUTES

Request for APPROVAL of the minutes for the regular Personnel Commission meeting on April 16, 2026 as *submitted or amended*.

Discussion/Action: M ____ S ____ Vote ____

D. PUBLIC COMMENTS

Public comments are welcomed and encouraged by the Personnel Commission, subject to reasonable time limitations necessary to conduct Commission business. Individuals wishing to address the Commission on an item not listed on the agenda should complete a speaker form and submit it to the recording secretary. Speakers are limited to three (3) minutes per agenda item, with a cumulative maximum of five (5) minutes per speaker. Total public comment on any individual item may be limited to twenty (20) minutes. Speakers may not transfer or yield their time to another individual. In accordance with applicable law, the Commission may not take action on items not listed on the posted agenda.

E. REPORTS AND ANNOUNCEMENTS

1. VESPA Representative
2. Director's Report
 - i. Recruitment & Selection: Hiring Update
3. Commissioners

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.

F. PUBLIC HEARING ON THE 2026 - 2027 FISCAL YEAR BUDGET

OPEN the public hearing at: _____

HEAR Public on 2026 - 2027 Personnel Commission budget

**Speaker card required*

CLOSE the public hearing at: _____

G. ACTION ITEMS – NEW BUSINESS

1. PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2026-2027

Motion to APPROVE and ADOPT the 2026-2027 Personnel Commission Budget in the amount of \$1,159,623 as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

2. PROPOSED MEETING CALENDAR FOR 2026-2027 FISCAL YEAR

Proposed Date	Time	Location	Confirmed Date/Time
July ____ 2026			
August 19, 2026	4:30pm	ESC - Board Room	
September 16, 2026	4:30pm	ESC - Board Room	
October 21, 2026	4:30pm	ESC - Board Room	
November 18, 2026	4:30pm	ESC - Board Room	
December 16, 2026	4:30pm	ESC - Board Room	
January 20, 2027	4:30pm	ESC - Board Room	
February 17, 2027	4:30pm	ESC - Board Room	
March 17, 2027	4:30pm	ESC - Board Room	
May 19, 2027	4:30pm	ESC - Board Room	
June 16, 2027	4:30pm	ESC - Board Room	

Motion to ADOPT the regular meeting calendar as proposed or amended

Discussion/Action: M ___ S ___ Vote ___

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3. EXTEND ELIGIBILITY LIST - *School Administrative Assistant I*

Request to extend the expiration date of eligibility list #B37-26 Open and #B37-26 Promotional, School Administrative Assistant I per *Education Code* §45300 to June 30, 2026.

Discussion/Action: M ____ S ____ Vote ____

H. CONFERENCE ITEMS – DISCUSSION ONLY

1. Review process for updating job description updates as it relates to driver license requirements per Senate Bill 1100

I. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

Discussion/Action: M ____ S ____ Vote ____

J. CLOSED SESSION – ADJOURN TO CLOSED SESSION

Public Employee Performance Evaluation - Government Code §54957(b)
Title: Director, Classified Human Resources

K. REPORT OF ACTION TAKEN IN CLOSED SESSION

L. ADJOURNMENT

1. Next Regular PC Meeting: June 17, 2026
2. Motion to adjourn

Discussion/Action: M ____ S ____ Vote ____

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For the future of every student

MINUTES
April 15, 2026

ITEM A	<u>CLOSED SESSION</u> 1. Public Employee Appointment/Discipline/Release – Government Code §54957(b) Ms. Campbell, Chair, called the meeting to closed session at 4:00 p.m. <u>REPORT OF ACTION TAKEN IN CLOSED SESSION</u> The Commission returned to open session at 4:52 PM and reported that no action was taken in closed session.
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 April 15, 2026. Ms. Campbell, Chair, called the meeting to order at 4:52 p.m. Present: Commissioners Campbell, Stallings, and Walker. Classified Human Resources Staff Members Present: Marina Mihalevsky, Classified Human Resources Director; Reina Murillo, Human Resources Analyst, Confidential; and Belen Gonzalez, Human Resources Supervisor
ADOPTION OF AGENDA	On a motion by Ms. Stallings, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU) the agenda for April 15, 2026, Personnel Commission regular meeting was adopted by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)
APPROVAL OF MINUTES	On a motion by Mr. Walker, seconded by Ms. Stallings, MSCU, the minutes of March 18, 2026, Personnel Commission regular meeting was approved as presented by a vote of 3-0. (Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)
PUBLIC COMMENTS	NONE
ITEM F1	<u>VESPA REPORT</u> Mr. Robert Ybarra, VESPA Vice President reported: 1) VESPA is making the final push towards the end of the school year. There is a finish line in sight and we are encouraging members to just keep focus and push through to the end. 2) NEA ESP conference was held March 25-29th, in Anaheim, CA. Four VESPA members were in attendance. Also, Ms. Peek gave the acknowledgement during the opening session of the conference. 3) VESPA& VUEA is planning their 3rd annual membership appreciation event on April 24th at Tony's Pizzeria. This will be a great time for members to get together, both VESPA and VUEA to feel appreciated and celebrate the close of the school year.
ITEM F2	<u>DIRECTOR'S REPORT</u> Ms. Mihalevsky provided the Commissioners with an update regarding recruitment and selection. <u>RECRUITMENT & SELECTION: HIRING UPDATE</u> <u>Technology & Process Improvements</u> • In partnership with CODESP, we officially deployed our unproctored online testing for Paraeducator positions, allowing candidates to complete exams remotely on flexible schedules. • We did modify the exam to fewer questions. We've had about a dozen candidates complete the exam with ease and are passing successfully. We are excited about the prospects of providing further efficiencies, in effort to certify eligibles more quickly and timely. We are moving away from scantron and paper/pencil exam. • In-office testing accommodations will remain available for candidates without computer access. • Exploring NEOGOV texting capabilities to improve communication efficiency with applicants, such as texting features. <u>Current & Upcoming Recruitments</u> • Recruitment underway for Trades Maintenance Worker II following a declined re-employment offer. • Ongoing continuous recruitments will be closed out and re-open over the next few weeks.

Workforce Planning

- Anticipating increased hiring activity for the upcoming school year, including paraeducator and campus support roles.
- School sites are finalizing LCAP budgets, which will inform upcoming staffing requests.

Ms. Mihalevsky continued with the following VUSD calendar highlights and upcoming events:

- Next regular Board meeting is scheduled for Tuesday, April 21st

ITEM F3

COMMISSIONERS REPORT

None

ITEM G1

RESOLUTION RECOGNIZING VUSD EDUCATION SUPPORT PROFESSIONALS' DAY: MAY 5, 2026

After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to the resolution recognizing VUSD Education Support Professionals' Day, May 5, 2026, was approved by a vote of 3-0. (Ayes – 2/ Walker, Stallings, Campbell; Nay 0; Abstain 0)

ITEM G2

PERSONNEL COMMISSION ANNUAL BUDGET 2026-2027 (First Reading)- Informational Only

The preliminary budget for 2026-2027 was presented and reviewed for first reading.

ITEM G3

SETTING OF DATE FOR PUBLIC HEARING ON THE PC ANNUAL BUDGET 2026-2027

After some discussion, on a motion by Ms. Stallings, seconded by Mr. Walker, MSCU, the date and time of the public hearing for the preliminary budget for 2026-2027 was set to be held at the next Personnel Commission meeting on May 20, 2026, at 4:40 p.m. in the Board Room, by a vote of 3-0. (Ayes – 2/Stallings, Walker, Campbell; Nay 0; Abstain 0)

ITEM H

PERSONNEL TRANSACTIONS REPORT

On a motion by Ms. Stallings, seconded by Mr. Walker, MSCU, to approve the Personnel Transactions Report as amended by a vote of 3-0. (Ayes – 3/ Stallings, Walker, Campbell; Nay 0; Abstain 0)

ITEM I

CLOSED SESSION

The Commission determined there was no need to enter into closed session.

ITEM J

REPORT OF ACTION TAKEN IN CLOSED SESSION

No Closed Session

ADJOURNMENT

The next regular PC Meeting: May 20, 2026

On a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to adjourn the meeting at 5:51 p.m. (Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)

For the future of every student

AGENDA ITEM #G.1

Consideration:

The Personnel Commission must adopt a budget for its operation for the 2026-2027 fiscal year.

Background:

Education Code §45253 provides that the Personnel Commission shall prepare an annual budget and hold a public hearing on its adoption, no later than May 30th of each year. As required, the Commission staff will forward a copy of the proposed budget to the governing board indicating the time, date, and place of the public hearing as a means of providing the Board and the District staff an opportunity to voice their views. Following the public hearing, the adopted budget is submitted to the County Superintendent of Schools for approval. Following approval by the County Superintendent of Schools, one copy of the adopted budget will be returned to the Personnel Commission and one copy to the District, and shall be included by the Governing Board in the regular budget of the District.

During its April 2026 regular meeting, the Commission reviewed a proposed 2026-2027 fiscal year budget in the total proposed amount of \$1,159,623. The public hearing was scheduled for May 20, 2026 and posted to all interested parties on April 29, 2026.

The proposed budget reflects anticipated operational expenditures for fiscal year 2026-2027 with adopted figures based on the following key changes:

- Change in director incumbent resulting in decrease in salary due to prior longevity compensation
- 1.0 FTE Human Resources Specialist contractual step advancement from Range 240/4 to 240/5 effective March 2026 – increase in base salary
- 1.0 FTE Human Resources Specialist position reduction as part of District wide cost saving measures addressing the District's structural deficit, and associated reductions to fringe and health benefits associated with position salary reduction.
- An anticipated increase in health insurance benefits for full-time positions and Commissioners health benefits
 - PC budget reflects any eligible positions for health benefits regardless of current incumbent participation
- A change in the CalPERS employer contribution rate from 26.81% to 26.4%
- Recalculation of State Unemployment Insurance rate for all wages
- Anticipated cost of substitute staffing due to HR Specialist extended half paid leave of absence.
- Miscellaneous changes to 5000 Services and Other Operating Expenses

Recommendation:

Adopt the 2026-2027 Fiscal Year Budget in the amount of \$1,159,623 as submitted.



PLEASE POST

NOTICE OF PUBLIC HEARING

REGARDING THE PROPOSED PERSONNEL COMMISSION BUDGET FOR 2026-2027

Date: Wednesday, May 20th, 2026

Time: 4:40 p.m.

Location: Educational Services Center- Board Room
255 West Stanley Avenue
Ventura, California 93001

California Education Code 45253 states the Personnel Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the school district. The budget shall be prepared for a public hearing by the Commission to be held not later than May 30 of each year, or at a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the school district budget. The Commission shall forward a copy of its proposed budget to the Governing Board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The Commission shall fully consider the views of the Governing Board prior to adoption of its proposed budget. The Commission shall then forward its proposed budget to the County Superintendent of Schools for action. Therefore, a public hearing will be held on May 20, 2026 at 4:40 p.m., at the Education Service Center Board Room, 255 W. Stanley Avenue, Suite 100, Ventura, CA after which the Personnel Commission will move to accept the proposed 2025-2026 budget

By:

Marina Mihalevsky, Director
Classified Personnel Services

Dated: April 29, 2026

Any individual with a disability, who requires reasonable accommodation to participate in a Board meeting, or any individual requiring an interpreter, may request assistance by contacting the Superintendent's Office, 255 W. Stanley Ave., Suite 100, Ventura, CA 93001; (805) 641-5000 ext. 1014, fax (805) 653- 7855.

**Classified Human Resources
PERSONNEL COMMISSION**

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2026-2027**

	2025-2026 Budgeted Amount (dollars only)	2026-2027 Proposed Budget (dollars only)
2000 CLASSIFIED SALARIES ¹		
2300 Administrative Personnel	\$291,477	\$287,641
Commission Members ²	\$2,700	\$2,200
2400 Clerical & Other Office	\$389,754	\$312,040
2900 Other	\$0	\$25,000
Subtotal	\$683,931	\$626,881
3000 EMPLOYEE BENEFITS		
3100 Certificated Employees Retirement	\$0	\$0
3200 PERS	\$182,638	\$158,580
3300 OASDI & Medicare	\$51,142	\$46,120
3400 Health & Welfare Benefits ³	\$230,000	\$210,303
3500 SUI	\$3,378	\$301
3600 Workers' Compensation	\$11,895	\$10,388
3800 PERS Reduction (<i>no longer valid in 2014/15</i>)	\$0	\$0
3900 Other Benefits	\$0	\$0
Subtotal	\$479,053	\$425,692
4000 SUPPLIES		
4300 Other Supplies	\$10,000	\$10,000
Literature, Periodicals	\$0	\$0
Office Supplies	\$0	\$0
Examinations Purchase	\$0	\$0
Printing & Forms	\$0	\$0
Other	\$500	\$500
4400 Non-Capitalized Equipment	\$1,000	\$1,000
Subtotal	\$11,500	\$11,500
5000 SERVICES AND OTHER OPERATING EXPENSES		
5200 Travel & Conference Expenses		
Mileage (Local)	\$5,750	\$4,350
Expense Allowance	\$4,000	\$4,000
Conference	\$4,000	\$4,000
5300 Dues & Membership	\$1,200	\$1,200
5500 Utilities & Housekeeping Services		
Electricity	\$0	\$0
Heat	\$0	\$0
Water	\$0	\$0
Other	\$0	\$0
5600 Rentals, Leases & Repairs		
Leasing Equipment	\$0	\$0
Equipment Maintenance Contracts	\$0	\$0
Other	\$8,600	\$0

5800	Other Services & Operating Expenses		
	Advertising	\$4,000	\$4,000
	Salary Classification Surveys	\$0	\$0
	Physical Examination	\$10,000	\$5,000
	Fingerprinting	\$20,000	\$20,000
	Other Recruitment Expense	\$2,500	\$2,500
	Legal Expenses	\$0	\$7,500
	Contracted Testing	\$0	\$0
	Contracted Personnel Services	\$44,500	\$43,000
	Other	\$500	\$0
5900	Communications		
	Telephone/Fax	\$0	\$0
	Postage	\$0	\$0
	Other	\$0	\$0
	Subtotal	\$105,050	\$95,550
6000	EQUIPMENT		
6400	New Equipment		
	Office Furniture	\$0	\$0
	Office Equipment	\$0	\$0
	Other	\$0	\$0
6500	Equipment Replacement	\$0	\$0
	Subtotal	\$0	\$0
FUND BALANCE			
	Designated for Personnel Commission	\$1,279,534	\$1,159,623

¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (Ed Code 45250).

³ Group medical benefits cannot be provided to former Personnel Commission members

Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval



Meeting Date 05/20/2026

New Employment - Probationary

Last Name	First Name	Job Class Description	Job Code	Effective Date
Turchyn	Tetyana	Medical Office Occup Lab Asst	E54	04/13/26
Colin	Jisell	Paraeducator III	E69	04/13/26
Rimpa	Joseph	Paraeducator III	E69	04/07/26
Hughes	Jordan	Planning & Compliance Spec	F35	04/27/26

Permanent to Probationary in Class

Last Name	First Name	Job Class Description	Job Code	Effective Date
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Probationary to Permanent

Last Name	First Name	Job Class Description	Job Code	Effective Date
Flores	Karen	Elem School Srvs Asst	B59	04/07/26
Calles	Phillip	Locksmith	F50	04/28/26
Cook	Steven	Paraeducator II	E68	04/16/26
Bautista	Angeline	Paraeducator III	E69	04/14/26
Hernandez	Andrea	Paraeducator III	E69	04/18/26
Pierre	Esther	Paraeducator III	E69	04/23/26

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Job Code	Effective Date
Ambriz	Jasmine	Para-Aftr Schl	E50	05/01/26
Macias	Alan	Custodian	F67	05/01/26
Morales	Doraceli	Custodian	F67	05/01/26
Ortiz	Juana	CNA I	D63	05/04/26
Patron	Nazhely	Custodian	F67	05/01/26
Qibria	Golam	Campus Supervisor	S52	05/01/26
Reza-Castro	Maria Del	CNA I	D63	05/04/26
Savage	Monique	SAA III	B35	05/01/26

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Job Code	Effective Date
Brooks	Amy	Para-After School	E50	3/13/2026
Mora	Thea	Para-After School	E50	3/13/2026
Halimi	Lailoma	Paraeducator II	E68	3/13/2026

Appointment to Additional Permanent Position

Last Name	First Name	Job Class Description	Job Code	Effective Date
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Separation from Service

Last Name	First Name	Job Class Description	Job Code	Effective Date
Bobadilla Ortega	Eva	Bus Driver	K62	5/7/2026
Delgado	Eric	Bus Driver	K62	4/24/2026
Trammel	Nathan	Bus Driver	K62	4/30/2026
Baldonado	Roxanna	Health Services & Prevention		4/30/2026
Collier	Lindsay	Human Resources Specialist	G22	4/17/2026
Perez	Dayanara	Paraeducator II	E68	4/30/2026

Leave of Absence

Last Name	First Name	Job Class Description	Job Code	Effective Date
Vaca Medina	Adela	Bus Driver	K62	03/19/26-06/04/26 Unpaid Leave
Rodriguez	Noah	Carpenter	F47	04/24/26-06/30/26 Unpaid Leave
Kaplish	Michael	Custodian	F67	04/20/26-05/01/26 Paid Parental/Bonding Leave
Lara	Viviana	Paraeducator II	E68	03/16/26-05/15/26 Partial Unpaid Leave
Alfaro Carmen	Leslie	Paraeducator II & Para-After	E68 & E50	04/20/26-05/01/26 Paid Parental/Bonding Leave
Wells	Jaclyn	Paraeducator III	E69	04/21/26-05/20/26 Unpaid Leave
Wells	Jaclyn	Paraeducator III	E69	05/21/26-06/04/26 Paid Parental/Bonding Leave

Change of Status

Last Name	First Name	Job Class Description	Job Code	Effective Date
Mirza	Ahsan	Assistant Supt. Business Services		Separation from service: 10/31/25-11/9/25; Reinstatement as of 11/10/25; amendment to transaction report 11/12/25
Bowen	Bailee	Paraeducator II	E68	02/24/26 Change in Location-- Mound to Balboa; same time basis; same classification

Working Out of Class Assignment Report

Working Out of Class for Vacant Position

Last Name	First Name	Job Class	Job Code	Month	Dates of Coverage
Begum	Bushra	Child Nutr Assist II	D62	April	7-10;13-17;20-24;27-30
Castaneda Aguirre	Kimberly	ASB Accounting Technician	A41	April	7-10;13-16;20-24;27;29-30
Gardner	Jessica	School Adm. Assistant I	B37	March	2;4-6;9;11;16;18

Coverage for Absent Employee Due to Employee Working Out of Class

Last Name	First Name	Job Class	Job Code	Month	Dates of Coverage
Balades	Raeanna	Child Nutr Assist III	D61	April	15-17
Balades	Raeanna	Child Nutr Assist II	D62	April	7-10;13-14;20-24;27-30
Leventhal	James	Grounds Maintenance Worker I	F66	March	2-6;9-13
Leventhal	James	Grounds Maintenance Worker I	F66	April	1-2;6-10;13-16;20-24;27-30

Coverage for Employee on Leave of Absence

Last Name	First Name	Job Class	Job Code	Month	Dates of Coverage
Sanchez	Jeremiah	Trades Maintenance Worker II	F59	March	2-4;9-13;16-20;23-27;30-31
Carillo	Amanda	Child Nutr Assist II	D62	April	23-24;27-30
Sanchez	Jose	Carpenter	F47	February	3-6;9-12;17-20;23-27
Sanchez	Jose	Carpenter	F47	March	2-6;9-12;16-17;19-20;23-27;30
Marquez	Cira	Child Developmt Site Leader	E25	March	2-6;9-13;16-20;23-27
Castaneda	Amada	School Adm. Assistant III	B35	April	7-10;13-17;20-21;23-24;27-30

Limited Term Assignment/Extra Help

Last Name	First Name	Job Class	Job Code	Month	Dates of Coverage
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Other Reasons

Last Name	First Name	Job Class	Job Code	Month	Dates of Coverage
Tiscareno	Jose	Head Custodian II	F37	March	12;16-20;23;27
Tiscareno	Jose	Head Custodian II	F37	February	5-6
Tiscareno	Jose	Head Custodian II	F37	October	3
Sanchez	Jose Francisco	Grounds Maintenance Worker II	F64	April	9
Silva	Rafael	Head Custodian I	F38	March	16-20;23;27
Lucio	Rick	Grounds Maintenance Worker II	F64	March	30-31
Thayer	Rick	Grounds Equipment Operator	F62	March	23
Thayer	Rick	Grounds Maintenance Worker II	F64	March	26-27
Verstraeten	Robert	Lead Grounds Maint Worker	F43	April	10
Valencia	Santos	Lead Grounds Maint Worker	F43	April	17
Hernandez	Wilfrido	Head Custodian I	F38	November	21;24-25
Hernandez	Wilfrido	Lead Custodian	F42	December	1-5
Valenzuela	Eric	Head Custodian I	F38	April	13-17
Garcia	Linda	Child Developmt Site Leader	E25	April	15-16;20-24;27;30
Bejar	Liseth	Child Developmt Site Leader	E25	April	7-10;13-14