

# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • (805) 385-1501



**THE PERSONNEL COMMISSION**  
SUPPORTING EDUCATION THROUGH MERIT

**PERSONNEL COMMISSION MEMBERS**

**Mr. Ernest Morrison**, Chair  
**Mr. Paul Robinson**, Vice Chair  
**Mr. Denis O'Leary**, Member

**AGENDA**  
**REGULAR MEETING**  
**Thursday, October 12, 2023**

**3:30 p.m. Regular Meeting**  
**Portable 403 of the ESC**  
**1051 South A Street, Oxnard, CA 93030**

**REGULAR MEETING**

**Note:** In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

## **Section A: ORDER OF BUSINESS**

### **A.1 Call Meeting To Order**

### **A.2 Roll Call**

### **A.3 Adoption of the Agenda**

### **A.4 Approval of Minutes September 14, 2023 (pages 4-9)**

## **Section B: COMMENTS BY THE PUBLIC**

Public Comment provides the public an opportunity to address the Personnel Commission (“Commission”) on non-agenda items. Speakers are requested to limit their remarks to three (3) minutes. The Commission shall limit the total time for Public Comment on each subject to fifteen (15) minutes. The Commission may not deliberate or take any action on items raised during this portion of the meeting.

## **Section C: ACTION ITEMS**

### **C.1 Advanced Step Placement for Jorge Napoles, Outreach Specialist. (Page 10)**

The Personnel Commission will ratify the advanced step placement for Jorge Napoles, Outreach Specialist at Step D, of the CSEA Salary Schedule pursuant to the Personnel Commission Rules and Regulations 70.200.1.

### **C.2 Annual Report 2022 - 2023 (Page 11)**

The Personnel Commission will consider approving the annual report for the 2022-2023 Fiscal Year, pursuant to Personnel Commission Rules & Regulations 20.400.3.

### **C.3 Eligibility Lists (Pages 12-17)**

The Personnel Commission will review certification of eligibility lists.

## **Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

These items are presented for information or study only, no action will be taken.

### **D.1 Personnel Actions (Pages 18-21)**

The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting classified personnel.

### **D.2 Report by CSEA**

CSEA may report on Human Resources issues of interest to the Personnel Commission.

### **D.3 Report by Assistant Superintendent, Human Resources**

The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the Personnel Commission.

### **D.4 Director's Report**

The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.

**D.5 Report by Commissioners**

The Commissioners will report on issues concerning Commission administration.

**Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

Persons wishing to address the Personnel Commission on an agenda item identified in the Closed Session agenda may address the Personnel Commission

**Section F: CLOSED SESSION**

The Personnel Commission will convene to closed session for the following items:

**F.1 Pursuant to Section 54957 of the Government Code, the Commission will consider a personnel matter concerning:**

- Public Employee Evaluation: Director, Classified Human Resources.

**F.2 Reconvene to open session and report out of closed session.**

The Commission will report on any action taken in closed session.

**Section G: ADJOURNMENT**

# OXNARD SCHOOL DISTRICT

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**THE PERSONNEL COMMISSION**  
**SUPPORTING EDUCATION THROUGH MERIT**

**PERSONNEL COMMISSION MEMBERS**

**Mr. Ernest Morrison**, Chair  
**Mr. Paul Robinson**, Vice Chair  
**Mr. Denis O'Leary**, Member

**MINUTES**  
**REGULAR MEETING**  
**Thursday, September 14, 2023**

**3:30 p.m. Regular Meeting**  
**Portable 403 of the ESC**  
**1051 South A Street, Oxnard, CA 93030**

**REGULAR MEETING**

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## **Section A: ORDER OF BUSINESS**

### **A.1 Call Meeting To Order**

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, September 14, Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman Morrison at 3:36 p.m.

### **A.2 Roll Call**

Commissioners: Ernest Morrison, Chair of the Personnel Commission; Paul Robinson, Vice Chair of the Personnel Commission; Denis O'Leary, Member of the Personnel Commission  
Staff: Dr. Adalberto Fuentes, Director, Classified Human Resources; Tanya Ventura, Human Resources Analyst; Fabian Lopez-Rivera, Administrative Assistant

Guests: Ilene Poland, CSEA President; Dr. Natalia Torres, Assistant Superintendent of Human Resources; Dr. Scott Carroll, Director, Certificated Human Resources.; Ricardo Torres, Payroll Technician.

### **A.3 Adoption of the Agenda**

The agenda of Thursday September 14,2023 was adopted as presented.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Adopt

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

### **A.4 Approval of Minutes July 13, 2023**

The minutes of July 13th, 2023 were adopted with the amendment to correct Item A2 by changing the name David O'Leary to Denis O'Leary.

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Adopt as Amended

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

## **Section B: COMMENTS BY THE PUBLIC**

## **Section C: ACTION ITEMS**

### **C.1 Advanced Step Placement for Jessica Griego, Payroll Technician.**

The Personnel Commission took action to approve the advanced step placement for Jessica Griego, Payroll Technician at Step B of the Payroll Technician classification on the Classified Salary Schedule.

Mover: Paul Robinson

Seconder: Ernest Morrison

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

### **C.2 Advanced Step Placement for Mervyn Abraham, Electrician.**

The Personnel Commission took action to approve the advanced step placement for Mervyn Abraham, Electrician at Step C of the Electrician classification on the Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

### **C.3 Advanced Step Placement for Blanca Perez, Office Assistant II.**

The Personnel Commission took action to approve the advanced step placement for Blanca Perez, Office Assistant II at Step C of the Office Assistant II classification on the Classified Salary Schedule.

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

### **C.4 Advanced Step Placement for Adrianna Guillen, Paraeducator Special Education.**

The Personnel Commission took action to approve the advanced step placement for Adrianna

Guillen, Paraeducator Special Education at Step C of the Paraeducator Special Education classification on the Classified Salary Schedule

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

### **C.5 Eligibility Lists**

The eligibility lists of District Translator, Paraeducator Special Education, Child Nutrition Worker, Campus Assistant, Registered Behavior Technician, Occupational Therapist, Plumber, Electrician, Lead Custodian, After School Program Site Coordinator, HVAC Technician, Accounting Specialist IV, Grounds Equipment Operator were approved as presented

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

## **Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

### **D.1 Personnel Actions**

### **D.2 Report by CSEA**

### **D.3 Report by Assistant Superintendent, Human Resources**

### **D.4 Director's Report**

### **D.5 Report by Commissioners**

## **Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

## **Section F: CLOSED SESSION**

The Commission convened into closed session at 4:35 p.m.

### **F.1 Pursuant to Section 54957 of the Government Code, the Commission will consider a personnel matter concerning:**

### **F.2 Reconvene to open session and report out of closed session.**

The Commission reconvened at 5:28 p.m. into open session and reported no action was taken in

closed session.

**Section G: ADJOURNMENT**

There being no further business, the Commission adjourned at 5:28 p.m.



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Dr. Adalberto Fuentes  
Director, Classified Human Resources and  
Secretary to the Personnel Commission

By our signature below, given on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the  
Personnel Commission of the Oxnard School District approves the Minutes of the Regular Meeting of  
September 14, 2023.

Signed:

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Chair of the Personnel Commission

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** October 12, 2023

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Jorge Napoles, Outreach Specialist.**

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Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy at the Lopez Academy for the Outreach Specialist position. Jorge Napoles was selected for the position by the hiring authority and is being recommended to start at Step D on the classified salary schedule based on the following:

- Experience: 10.5 years of experience related to the Outreach Specialist classification.
- Education: Master's Degree in Educational Counseling and completed 3 years in a Doctoral program in Education.
- This would be considered a hard to fill recruitment.

The minimum qualifications for the Outreach Specialist classification are:

- Experience: Two years of experience in public schools, public agencies such as social or health services, or community-based organizations such as church groups, community advisory groups, parent/teacher associations, scouting organizations, etc.
- Education: A Bachelor's Degree or equivalent from an accredited college or university in education, counseling, social work, sociology, psychology or other closely related field.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement for Mr. Napoles at Step D of the Outreach Specialist classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** October 12, 2023

**Agenda Section:** Section C: Action Items

### **Annual Report 2022 - 2023**

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Pursuant to Personnel Commission Rules & Regulations 20.400.3 Annual Report:

- A. The Director of Classified Personnel shall prepare, as required by Education Code 45266, an annual report of Commission activities. When approved by the Commission, the annual report shall be submitted to the Board of Trustees.
- B. The report shall be prepared for Commission approval as soon after each fiscal year as possible and no later than a meeting in November. The report shall cover Commission activities for the preceding fiscal year.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to approve the annual report for 2022-2023 as presented pursuant to Personnel Commission Rules & Regulations 20.400.3.



Recruitment Type: Dual Certification

Director's Certification:

Eligibility List No.:  
 23-24:31;  
 23-24:21; 23-24:12;  
 23-24:02; 22-23:161  
 22-23:140; 22-23:130  
 Established: 10/02/2023

### After School Program Coordinator

Rank	Candidate ID	Expiration Date
1	21993098	9/22/2024
2	37128813	9/22/2024
3	26691985 (B)	8/9/2024
3	36689286 (B)	4/27/2024
3	38835761	8/9/2024
3	9386584	4/27/2024
4	8860347 (B)	4/27/2024
4	45233212	7/13/2024
4	19917070 (B)	10/2/2024
4	55188874	10/2/2024
5	17212439	10/2/2024
6	29604633	6/2/2024
7	54304435 (B)	9/5/2024
7	48674821 (B)	9/5/2024
8	22851575 (B)	6/2/2024
8	27799560	4/27/2024
8	36891385 (B)	7/13/2024

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

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8	47349264 (B)	9/22/2024
9	13893113 (B)	4/27/2024
10	5975842	10/2/2024
10	54453464 (B)	9/5/2024
10	49422857	4/27/2024
11	39470861	7/13/2024
11	48773875 (B)	4/27/2024
12	17874066	4/27/2024
13	53325846 (B)	6/2/2024

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Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.:  
 23-24:03; 22-23:148  
 22-23:122; 22-23:31;  
 Established: 09/18/2023

### Paraeducator - General Education

Rank	Candidate ID	Expiration Date
1	54477149	9/18/2024
1	5446140	9/18/2024
2	41513272	4/12/2024
3	53181174 (B)	9/18/2024
4	53521218	6/9/2024
5	35563870 (B)	9/18/2024
6	21350524	9/26/2023

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.:  
 23-24:27  
 22-23:166; 22-23:93;  
 Established: 9/18/2023

### Child Nutrition Worker

Rank	Candidate ID	Expiration Date
1	53076650	7/17/2024
2	43557030	9/18/2024
3	50606573	7/17/2024
4	55106078	9/18/2024
5	54297488	7/17/2024
6	54266331	7/17/2024
7	54158484	7/17/2024
8	54273044	9/18/2024
9	39887298	2/7/2024

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No.:  
 23-24:30  
 23-24:22; 23-24:16;  
 23-24:10; 22-23:172;  
 22-23:162; 22-23:132;  
 22-23:103; 22-23:38;  
 Established: 09/20/2023

### Paraeducator Special Education

Rank	Candidate ID	Expiration Date
1	53883421	7/25/2024
1	55138103	9/20/2024
2	54691852	8/29/2024
2	35947590	7/25/2024
3	30430720	2/27/2024
3	5446140	8/29/2024
3	54505674	8/16/2024
4	27897491	10/6/2023
4	54838285	8/29/2024
5	54914518	9/12/2024
6	10367304	8/29/2024
7	25935505	8/29/2024
7	53231251	5/2/2024
8	38997072	5/2/2024
9	37693263	8/16/2024
10	26993541	7/10/2024

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.



Recruitment Type: Dual Certification

Eligibility List No. 23-24:29

Director's Certification:

Established: 9/28/2023



## Grounds Maintenance Worker I

Rank	Candidate ID	Expiration Date
1	50366635	9/28/2024
2	47706779	9/28/2024
2	24704304	9/28/2024
3	55150864	9/28/2024

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

**Limited Term/Substitutes**

Alvarez, Maria	Paraeducator (substitute)	08/16/2023
Amezcuca, Veronica D.	Paraeducator (substitute)	08/16/2023
Aranda, Samantha	Child Nutrition Worker (substitute)	08/16/2023
Barajas Govea, Fabi E.	Campus Assistant (substitute)	08/21/2023
Beltran, Isabella	Paraeducator (substitute)	08/28/2023
Caro, Diana	Paraeducator (substitute)	08/16/2023
Flores, Alyssa N.	Paraeducator (substitute)	08/24/2023
Flores, Pedro	Custodian (substitute)	08/08/2023
Garcia, Jacob J.	Paraeducator (substitute)	08/16/2023
Gurrola, Erika M.	Paraeducator (substitute)	08/16/2023
Gutierrez, Joseph D.	Custodian (substitute)	08/10/2023
Ibarra, Abigail	Campus Assistant (substitute)	08/28/2023
Navarro Godinez, Francisco J.	Custodian (substitute)	08/08/2023
Perez, Emanuel	Campus Assistant (substitute)	08/28/2023
Rivera, Jessica L.	Clerical (substitute)	08/23/2023
Rodriguez, Odalis	Paraeducator (substitute)	08/25/2023
Salazar Ventura, Jesus	Custodian (substitute)	07/27/2023
Serratos, Dolores	Child Nutrition Worker (substitute)	08/16/2023
Stankoski, Anthony F.	Electrician (substitute)	07/31/2023
Torres, Alejandra B	Clerical (substitute)	08/16/2023
Trejo, Yvonne A.	Campus Assistant (substitute)	08/16/2023
Valenzuela Martinez, Blanca E.	Child Nutrition Worker (substitute)	06/07/2023
Vasquez, Brianna	Paraeducator (substitute)	08/02/2023

**Termination**

12008	Child Nutrition Worker, Position #129 Child Nutrition Services 5.0 hrs./183 days	06/16/2023
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**Resignations**

Aguilar, Jackelyn	Campus Assistant, Position #3043 Sierra Linda 4.0 hrs./180 days	08/25/2023
Blake, Karen R.	Paraeducator-Special Education, Position #8015 McAuliffe 5.75 hrs./183 days	08/31/2023
Chavez, Nicole N.	Paraeducator-Special Education, Position #6731 Rose Ave 5.75 hrs./183 days	08/31/2023
Gracia, Carissa A.	Child Nutrition Worker, Position #6409 Child Nutrition Services 5.0 hrs./185 days	09/01/2023
Hernandez, Neftali J.	School Office Manager, Position #1820 Marshall 8.0 hrs./214 days	09/08/2023
Ko, Kathleen	Paraeducator-Special Education, Position #5561 Curren 5.75 hrs./183 days	08/25/2023
Ochoa, Yanelly	Paraeducator-General Education, Position #11263 McKinna 6.0 hrs./183 days	08/23/2023

**New Hires**

Franco, Monique	Paraeducator Special Education, Position #9780 Soria 5.75 hrs./183 days	09/12/2023
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**Limited Term/Substitutes**

Ayala, Eric P.	Paraeducator (substitute)	09/01/2023
Coronado, Melani N.	Custodian (substitute)	09/05/2023
Flores De Barron, Imelda	Paraeducator (substitute)	09/19/2023
Loreth, Lila R.	Clerical & Paraeducator (substitute)	08/28/2023
Olvera, Mario A.	Paraeducator (substitute)	09/11/2023
Perez, Emanuel	Paraeducator (substitute)	09/18/2023
Pinedo, Crystal M.	Paraeducator (substitute)	09/14/2023
Tovar, Andres	Paraeducator (substitute)	09/18/2023
Trejo, Laura G.	Paraeducator (substitute)	09/05/2023

**Promotions**

Cendejas, Roberto	Grounds Equipment Operator, Position #1371 Grounds 8.0 hrs./246 days Grounds Maintenance Worker I, Position #1173 Grounds 8.0 hrs./246 days	09/13/2023
Chavez, Maricela	School Office Manager, Position #1824 Ramona 8.0 hrs./209 days Attendance Accounting Technician, Position #1836 Ramona 8.0 hrs./209 days	09/20/2023
Hernandez Cedillo, Yesenia B.	Outreach Specialist, Position #1070 Ramona 8.0 hrs./180 days School Office Manager, Position #1824 Ramona 8.0 hrs./209 days	09/07/2023
Salazar, Elida	After School Program Site Coordinator, Position #11703 Enrichment and Specialized Programs 8.0 hrs./246 days Language Assessment Technician, Position #2441 Enrollment Center 5.5 hrs./ 246 days	09/05/2023

**Transfers**

Aguilar, Annet D.	Language Assessment Technician, Position #2443 Enrollment Center 5.5 hrs./246 days Language Assessment Technician, Position #2441 Enrollment Center 5.5 hrs./246 days	09/18/2023
Castro, Nathaniel H.	Custodian, Position #1293 Sierra Linda 8.0 hrs./246 days Custodian, Position #10469 Custodial Services 8.0 hrs./246 days	09/25/2023

**Transfers (continued)**

Cooper, Kathy M.	Campus Assistant, Position #3125 Driffill 5.75 hrs./180 days Campus Assistant, Position #6546 Driffill 5.5 hrs./180 days	09/12/2023
Guerra, Robin M.	Library Media Technician, Position #2237 Fremont 6.0 hrs./191 days Library Media Technician, Position #2215 Brekke 5.0 hrs./191 days	09/20/2023
Guzman, Esmeralda	Campus Assistant, Position #6545 Driffill 5.75 hrs./180 days Campus Assistant, Position #2977 Driffill 5.25 hrs./180 days	09/11/2023
Martinez, Silvia M.	Campus Assistant, Position #3088 Kamala 4.5 hrs./180 days Campus Assistant, Position #3001 Kamala 4.0 hrs./180 days	09/13/2023
Zarate Lopez, Luz M.	Campus Assistant, Position #6546 Driffill 5.75 hrs./180 days Campus Assistant, Position #6545 Driffill 5.5 hrs./180 days	09/11/2023

**Increase in Hours**

Banuelos, Jose	Campus Assistant, Position #3030 Ramona 5.5 hrs./180 days Campus Assistant, Position #3030 Ramona 4.5 hrs./180 days	09/08/2023
Brown, Candice C.	Campus Assistant, Position #9769 Harrington 4.0 hrs./180 days Campus Assistant, Position #9769 Harrington 2.5 hrs./180 days	09/07/2023
Camarillo, Blanca M.	Campus Assistant, Position #2958 Brekke 5.5 hrs./180 days Campus Assistant, Position #2958 Brekke 5.25 hrs./180 days	09/01/2023
Estrella, Alexander E.	Campus Assistant, Position #2976 Driffill 5.75 hrs./180 days Campus Assistant, Position #11442 Driffill 5.75 hrs./180 days	09/11/2023
Martinez Reyes, Zaira	Campus Assistant, Position #3004 Kamala 5.5 hrs./180 days Campus Assistant, Position #3004 Kamala 5.0 hrs./180 days	09/05/2023

**Increase in Hours (continued)**

Whitlow, Barbara J.                      Campus Assistant, Position #6511                      09/07/2023  
Harrington 4.0 hrs./180 days  
Campus Assistant, Position #6511  
Harrington 2.5 hrs./180 days

**Voluntary Demotion**

Magana, Cynthia A.                      Paraeducator General Education, Position #10667                      09/18/2023  
Harrington 8.0 hrs./183 days  
Paraeducator II, Position #9210  
Kamala 5.75 hrs./183 days

**Released during Probation**

12056                      Paraeducator General Education, Position #7228                      09/20/2023  
Chavez 5.0 hrs./183 days

**Resignations**

Garcia, Rosa J.                      Preschool Teacher, Position #10882                      10/04/2023  
Ramona 6.0 hrs./183 days  
Granados Ramos, Adalberto                      Child Nutrition Worker, Position #2799                      09/13/2023  
Lemonwood 4.0 hrs./180 days  
Louie, Robyn M.                      School Occupational Therapist, Position #8474                      09/15/2023  
Special Education Department 8.0 hrs./202 days  
Parra, Peggy M.                      District Translator, Position #2299                      09/29/2023  
Special Education 8.0 hrs./246 days  
Sargent, Keneisha B.                      Paraeducator III, Position #7850                      09/15/2023  
Brekke 5.75 hrs./183 days  
Tellez, Elizabeth                      Paraeducator III, Position #9285                      09/14/2023  
Ritchen 5.75 hrs./183 days