



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING

AGENDA

Thursday, February 11, 2021
4:00 p.m. Regular Meeting
Board Room of the ESC
1051 South A Street, Oxnard, CA 93030

A. ORDER OF BUSINESS

1. Call Meeting To Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of Minutes of January 14, 2021

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.

C. ACTION ITEMS

1. Eligibility Lists *(page 5-7)*
The Personnel Commission will review certification of eligibility lists.

D. REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

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

1. Personnel Actions *(page 8-9)*
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
2. Director's Report
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.

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

3. Report by CSEA
CSEA may report on Human Resources issues of interest to the District.
4. Report by Assistant Superintendent, Human Resources
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.
5. Report by Commissioners
The Commissioners will report on issues concerning Commission administration.

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.

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

1. Pursuant to Section 54956, 54957 of the Government Code, the Commission will consider a personnel matter concerning:
 - Public Employee Evaluation: Director, Classified Human Resources
2. Reconvene to open session and report out of closed session.
The Commission will report on any action taken in closed session.

F. ADJOURNMENT

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OXNARD SCHOOL DISTRICT REGULAR MEETING MINUTES

Thursday, January 14, 2021
4:00 p.m. Board Room of the ESC
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, January 14, 2021, in Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:03 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were: Irma J. Lopez, Member of the Personnel Commission Paul Robinson, Member of the Personnel Commission Dr. TR Lin, Interim Director Tanya Ventura, Staff member Guests: Dr. Victor Torres, Assistant Superintendent, Human Resources</p>	<p>ROLL CALL</p>
<p>Commissioner Robinson moved to approve the agenda of Thursday, January 14, 2021 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u>; Robinson; <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
<p>Commissioner Robinson moved to approve the minutes of December 10, 2020 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u>; Robinson; <u>Y</u></p>	<p>APPROVAL OF MINUTES</p>
	<p>COMMENTS BY THE PUBLIC</p>
	<p>ACTION ITEMS</p>
<p>Discussion was held regarding the establishment of the new Child Nutrition Services Operations Specialist classification, salary placement, and job description. Commissioner Robinson moved to approve the Child Nutrition Services Operations Specialist classification. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>Child Nutrition Services Operations Specialist</p>
<p>Commissioner Robinson moved to approve the eligibility lists of Network Systems Analyst, Human Resources Analyst, Director, Classified Human Resources, and Health Care Technician. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>Eligibility Lists</p>

	REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS
Dr. Lin summarized the Commission's staff activities as of the last Commission meeting.	Director's Report
No report.	Report by CSEA
Dr. Torres thanked Dr. Lin for his collaboration. He shared information regarding the 1 st Interim Budget.	Report by Assistant Superintendent, Human Resources
The Commissioners thanked Dr. Lin for his leadership and thanked staff for their hard work.	Report by Commissioners
The Commission convened into closed session at 5:00 p.m. They reconvened into open session at 5:30 p.m. and reported that no action was taken.	CLOSED SESSION
Commissioner Robinson moved to approve the contract with Lin & Associates and retain Dr. Lin as Human Resources Consultant until June 30, 2021 as presented in the contracted agreement amendment. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Lopez Y; Robinson Y.	Consultant's Contract
There being no further business, the Commission adjourned at 5:32 p.m. The next regular meeting is scheduled for February 11, 2021.	ADJOURNMENT

Shristie Nair, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, January 14, 2021 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 20-21:44

Established: 1/27/2021

merged with 20-21:40

Speech Language Pathology Assistant

Rank	Name	Expiration Date
1	Flores, Leslie	1/27/2022
2	Sansenbach, Kelsey E	1/27/2022

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.

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 20-21:32

20-21:10;19-20-60

Established:12/17/2020

Paraeducator II

Rank	Name	Expiration Date
1	Struas, Michael	8/11/2021
2	Leos, Karla	11/2/2021
3	Merancio, Gina	12/17/2021
3	Navarro, Cecilia (B)	11/2/2021
4	Juarez, Ileana	11/2/2021
4	Lopez, Cristal	11/2/2021
4	Ruiz, Melissa	11/2/2021
5	Godinez, Cristal	12/17/2021
5	Kelley, Jennifer	3/12/2021
5	Rodriguez, Jessica	11/2/2021
5	Jones, Jody	12/17/2021
6	Rosales, Teresa	3/13/2021
7	Sanders, Darla	11/2/2021

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 20-21:42

Established: 2/5/2021

Assistant Superintendent, Business & Fiscal Services

Rank	Name	Expiration Date
	Dean, Matthew T.	2/5/2022
	Quinto, Ruth F.	2/5/2022
	Santa Cruz, Dr. Maria C.	2/5/2022

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.

CLASSIFIED PERSONNEL ACTIONS

January 20, 2021

New Hire

Cabral Guereca, Erika C	Paraeducator II, Position #8015 Special Education 5.75 hrs./183 days	12/09/2020
Cervantes, Alberto A	Paraeducator II, Position #9301 Special Education 5.75 hrs./183 days	12/10/2020
Heikes, Geniveve D	Campus Assistant, Position #3024 McAuliffe 4.0 hrs./180 days	12/01/2020
Keshmiri, Andrew	Special Education Data Technician, Position #9283 Special Education 8.0 hrs./246 days	12/11/2020
Vargas, Elizabeth	Campus Assistant, Position #2997 Lopez 5.5 hrs./180 days	12/08/2020

Limited Term

Ojeda, Yolanda	Paraeducator (substitute)	12/09/2020
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Recall from Layoff

Zamora, Alma	Paraeducator I, Position #10116 Chavez 4.0 hrs./183 days	12/16/2020
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Resignation

Harper, Stephanie	Library Media Technician, Position #2199	12/18/2020
Valles, Alyssa M	Paraeducator II, Position #9302	12/31/2020

Retirement

Connor, Lyle D	Custodian, Position #1175	11/30/2020
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CLASSIFIED PERSONNEL ACTIONS

New Hire

Mena, Ana C Paraeducator I, Position #10117 01/12/2021
Chavez 4.0 hrs./183 days

Promotional

Castellon Topete, Oscar Network Systems Analyst, Position #2885 01/07/2021
Technology 8.0 hrs./246 days
Technology Services Technician, Position #2266
Technology 8.0 hrs./246 days

Transfer

Contreras-Zavala, Nancy Paraeducator I, Position #10121 01/19/2021
Chavez 4.0 hrs./183 days
Paraeducator I, Position #7168
Brekke 3.167 hrs./183 days

**Return from Leave of
Absence**

Cacho, Solanch Paraeducator III, Position #9111 01/19/2021
San Miguel 5.75 hrs./183 days
Munoz, Ivana M Paraeducator III, Position #5608 12/17/2020
Special Education 5.75 hrs./183 days

Unpaid Leave of Absence

Limon-Garcia, Betsy Paraeducator III, Position #9304 01/10/2021-05/14/2021
Frank 5.75 hrs./183 days
Ultreras, Carol Attendance Accounting Technician, Position #1837 01/10/2021-02/11/2021
Marshall 8.0 hrs./210 days

Recall from Layoff

Medina, Iliana Paraeducator I, Position #10118 01/25/2021
Chavez 4.0 hrs./183 days

Reinstatement

Nair, Shristie Director, Classified Human Resources, Position #121 01/19/2021
Personnel Commission/Classified HR 8.0 hrs./246 days

Resignation

Garcia Herrera, Lucrecia M Child Nutrition Worker, Position #2840 01/10/2021
Magana, Maria C Outreach Specialist, Position #2670 01/18/2021
Torres, Daniela Paraeducator II, Position #5561 12/18/2020