



## THE PERSONNEL COMMISSION

*(supporting education through merit)*

### OXNARD SCHOOL DISTRICT

#### NOTICE OF REGULAR MEETING

##### AGENDA

Thursday, April 9, 2020

4:00 p.m. Regular Meeting

Board Room of the ESC

1051 South A Street, Oxnard, CA 93030

Commissioner Lopez will participate via

Teleconference at the following address:

1911 Cascades Court, Oxnard, CA 93036

#### A. ORDER OF BUSINESS

1. Call Meeting To Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of Minutes of March 3, 2020; March 5, 2020; March 16, 2020; March 19, 2020; March 23, 2020; March 26, 2020

#### 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 10)*  
The Personnel Commission will review certification of eligibility lists.

**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

## **D.REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

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

1. Budget – First Reading *(page 17)*  
The Personnel Commission will review the proposed budget for Fiscal Year 2020-2021
2. Personnel Actions *(page 25)*  
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
3. Director’s Report  
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
4. Report by CSEA  
CSEA may report on Human Resources issues of interest to the District.
5. Report by Assistant Superintendent, Human Resources and Support Services  
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.
6. Report by Commissioners  
The Commissioners will report on issues concerning Commission administration.

## **E. CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

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

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

1. Pursuant to Section 54957 of the Government Code, the Commission will consider personnel matters concerning :
  - Public Employee Evaluation
2. Reconvene to open session and report out of closed session.  
The Commission will report on any action taken in closed session or take action on any item considered in closed session as may be required by Government Code Section 54957.1.

## **F. ADJOURNMENT**

**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



# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Tuesday, March 3, 2020  
**4:00 p.m. Portable 402 of the ESC**  
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a special meeting on Tuesday, March 3, 2020, Portable 402 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:09 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were:            Paul Robinson, Chair of the Personnel Commission            Edward M. Castillo, Member of the Personnel Commission            Irma J. Lopez, Member of the Personnel Commission             Tanya Ventura, Staff member</p> <p>Guests:</p>	<p>ROLL CALL</p>
<p>Commissioner Castillo moved to approve the agenda of Tuesday, March 3, 2020 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
	<p>COMMENTS BY THE PUBLIC</p>
<p>The Commission convened into closed session at 4:11 p.m. They reconvened into open session at 5:32 p.m. and reported that no action was taken.</p>	<p>CLOSED SESSION</p>
	<p>ACTION ITEMS</p>
<p>There being no further business, the Commission adjourned at 5:33 p.m.</p>	<p>ADJOURNMENT</p>

\_\_\_\_\_  
*Mary Chaparro, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Tuesday, March 3, 2020 as approved by the Personnel Commission of the Oxnard School District.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chair, Personnel Commission*



# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Thursday, March 5, 2020  
**4:00 p.m. Portable 502 of the ESC**  
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a special meeting on Thursday, March 5, 2020, in Portable 502 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:16 p.m.</p>	<b>CALL TO ORDER</b>
<p>A roll call of the Commission was conducted. In attendance were:            Paul Robinson, Chair of the Personnel Commission            Edward M. Castillo, Member of the Personnel Commission            Irma J. Lopez, Member of the Personnel Commission</p> <p style="text-align: center;">Esmeralda Hernandez, Staff member</p> <p>Guests: Fernando Roman, CSEA Representative; Ilene Poland, CSEA Past President; Rita Jackson; Jabbar Wofford, CSEA President.</p>	<b>ROLL CALL</b>
<p>Commissioner Lopez moved to approve the agenda of Thursday, March 5, 2020 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u>; Lopez <u>Y</u> Robinson <u>Y</u></p>	<b>ADOPTION OF THE AGENDA</b>
<p>Mr. Wofford reported that translating for IEP meetings continues to be a problem.</p>	<b>COMMENTS BY THE PUBLIC</b>
<p>The Commission convened into closed session at 4:48 p.m. They reconvened into open session at 5:05 p.m. and reported on the public employment of the Director of Classified Human Resources. Commissioner Castillo reported that Ms. Rita Jackson will begin at Step 1 on the Management salary schedule for the Director of Classified Human Resources, as the Interim Director of Classified Human Resources. The vote was as follows 3-0. Castillo <u>Y</u>; Lopez <u>Y</u> Robinson <u>Y</u></p>	<b>CLOSED SESSION</b>
<p>There being no further business, the Commission adjourned at 5:10 p.m.</p>	<b>ADJOURNMENT</b>

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*Mary Chaparro, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Thursday, March 5, 2020 as approved by the Personnel Commission of the Oxnard School District.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chair, Personnel Commission*



# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Monday, March 16, 2020  
**4:00 p.m. Oxnard Room of the ESC**  
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a special meeting on Monday, March 16, 2020, in the Oxnard room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:11 p.m.</p>	<b>CALL TO ORDER</b>
<p>A roll call of the Commission was conducted. In attendance were:</p> <p style="text-align: center;">Edward M. Castillo, Member of the Personnel Commission          Irma J. Lopez, Member of the Personnel Commission</p> <p style="text-align: center;">Rita Jackson, Interim Director of Classified Human Resources          Tanya Ventura, Staff member</p> <p>Guests: Karling Aguilera-Fort, Ed.D, Superintendent; Pamela Ibarra Lopez, CSEA Representative; Diana Pelayo, Intermediate School Secretary; Mayra Plascencia, Office Assistant/Switchboard Operator; Ilene Poland, CSEA Past President</p>	<b>ROLL CALL</b>
<p>Commissioner Castillo moved to approve the agenda of Monday, March 16, 2020 as amended to begin with D.1 Closed session first and have B.1 Action items following. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u> ; Lopez <u>Y</u></p>	<b>ADOPTION OF THE AGENDA</b>
<p>Superintendent Aguilera-Fort asked for the Commissions support to approve the Assistant Superintendent of Business &amp; Fiscal Services eligibility list. He expressed the urgency for the position since the current incumbent is set to retire and the need to hire during this critical time of budget cuts.</p>	<b>COMMENTS BY THE PUBLIC</b>
<p>The Commission convened into closed session at 4:16 p.m. They reconvened into open session at 6:19 p.m. and reported that no action was taken.</p>	<b>CLOSED SESSION</b>
<p>Commissioner Lopez moved to approve the eligibility list for Assistant Superintendent Business &amp; Fiscal Services. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo <u>Y</u> ; Lopez <u>Y</u></p>	<b>ACTION ITEMS</b> Eligibility List
<p>There being no further business, the Commission adjourned at 6:22 p.m. The next regular meeting is scheduled for April 9, 2020.</p>	<b>ADJOURNMENT</b>

\_\_\_\_\_  
*Mary Chaparro, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Monday, March 16, 2020 as approved by the Personnel Commission of the Oxnard School District.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chair, Personnel Commission*



# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Thursday, March 19, 2020  
**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 special meeting on Thursday, March 19, 2020, in the Board room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:12 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were:          Paul Robinson, Chair of the Personnel Commission          Edward M. Castillo, Member of the Personnel Commission          Irma J. Lopez, Member of the Personnel Commission           Rita Jackson, Interim Director of Classified Human Resources          Tanya Ventura, Staff member           Guests: Dr. Edd Bond, Director, Certificated Human Resources; Esmeralda Hernandez, Human Resources Technician; Ilene Poland, CSEA Past President; Fernando Roman, CSEA Representative; Dr. Jesus Vaca, Assistant Superintendent, Human Resources and Support Services; Jabbar Wofford, CSEA President</p>	<p>ROLL CALL</p>
<p>Commissioner Castillo moved to approve the agenda of Thursday, March 19, 2020 as amended with removal of D.1 Closed session. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
	<p>COMMENTS BY THE PUBLIC</p>
<p>Ms. Jackson expressed her concern regarding staff working in the office with the pandemic spreading quickly. She provided examples of duties and projects which staff will continue to work on while working remotely. Mr. Wofford voiced his support with staff working remotely. Ms. Hernandez and Ms. Ventura expressed their concerns regarding helping the public with customer service needs and social distancing. Dr. Vaca shared that the District is taking measurements to adhere to the regulations in place. Commissioner Castillo moved to table the agenda item for a future special meeting. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>ACTION ITEMS          Personnel Commission          Remote Location</p>
<p>There being no further business, the Commission adjourned at 5:29 p.m. The next regular meeting is scheduled for April 9, 2020.</p>	<p>ADJOURNMENT</p>

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*Mary Chaparro, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Thursday, March 19, 2020 as approved by the Personnel Commission of the Oxnard School District.

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*Date*

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*Chair, Personnel Commission*



# OXNARD SCHOOL DISTRICT EMERGENCY MEETING MINUTES

Monday, March 23, 2020  
**4:30 p.m. Portable 501 of the ESC**  
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for an emergency meeting on Monday, March 23, 2020, in Portable 501 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:42 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were:</p> <p style="padding-left: 40px;">Paul Robinson, Chair of the Personnel Commission        Edward M. Castillo, Member of the Personnel Commission        Irma J. Lopez, Member of the Personnel Commission</p> <p style="padding-left: 40px;">Rita Jackson, Interim Director of Classified Human Resources        Tanya Ventura, Staff member</p> <p>Guests: Esmeralda Hernandez, Human Resources Technician; Ilene Poland, CSEA Past President; Fernando Roman, CSEA Representative; Jabbar Wofford, CSEA Chapter President; Maribel Zambrano, Human Resources Technician</p>	<p>ROLL CALL</p>
<p>Commissioner Castillo moved to approve the agenda of Monday, March 23, 2020 with an amendment to add the word Emergency next to the 4:30 p.m. time. He also asked to reorder the agenda to begin with D.1 Closed session first and have C.1 Open session following. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
<p>Ms. Poland shared her support to have staff working from home and as a tax payer hopes that staff has plenty of work which is accounted for to do from home. Mr. Wofford commented that he believes working from home is the right thing to do in order to keep the virus from spreading.</p>	<p>COMMENTS BY THE PUBLIC</p>
<p>The Commission convened into closed session at 4:49 p.m. They reconvened into open session at 6:44 p.m. and reported that no action was taken.</p>	<p>CLOSED SESSION</p>
	<p>ACTION ITEMS</p>
<p>Ms. Jackson reported that staff has identified high priority tasks including trainings to work on from home. Personnel Commission staff will check in every day and Zoom meetings will take place while working from home with laptops which have ESCAPE capabilities and NeoGov. Commissioner Castillo clarified which specific high priority tasks staff will be working on including seniority dates and reemployment lists. Ms. Jackson also reported that she will physically be in the District Office Monday through Thursday. Ms. Zambrano asked for clarification regarding working hours. It was clarified that staff will work their regular assigned schedules. Ms. Jackson also clarified that if the District returns to work before May 1, 2020 then it will be brought back for discussion at a Personnel Commission meeting. Commissioner Lopez asked if regular scheduled Commission meetings will take place. Commissioner Robinson confirmed that regularly scheduled Personnel Commission meetings will take place unless decided otherwise. Ms. Jackson reported that she will work on creating new exams for Campus Assistant, Special Education Service Coordinator and Paraeducator Hearing Impaired. She will also work on a new job description of Attendance Accounting Technician/Special Education Data Technician, the budget of the Personnel Commission, and the Paraeducator I, II, III series. Commissioner Castillo shared that the events which happened between the last Special Personnel Commission meeting and today's meeting have changed. He wanted staff to know that Commissioners did have the staff's health and safety in mind but wanted to follow what the District was doing since the Personnel Commission is part of the District. Commissioner Castillo moved to approve for the Personnel Commission staff to work remotely. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>Consider approving Personnel Commission staff to work remotely</p>

There being no further business, the Commission adjourned at 7:03 p.m. The next regular meeting is scheduled for April 9, 2020.	ADJOURNMENT
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*Mary Chaparro, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Monday, March 23, 2020 as approved by the Personnel Commission of the Oxnard School District.

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*Date*

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*Chair, Personnel Commission*





# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Thursday, March 26, 2020  
**4:30 p.m. Portable 502 of the ESC**  
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a special meeting on Thursday, March 26, 2020, in Portable 502 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:39 p.m.</p>	<b>CALL TO ORDER</b>
<p>A roll call of the Commission was conducted. In attendance were:            Paul Robinson, Chair of the Personnel Commission            Edward M. Castillo, Member of the Personnel Commission            Irma J. Lopez, Member of the Personnel Commission</p> <p style="text-align: center;">Tanya Ventura, Staff member</p> <p>Guests: Ilene Poland, CSEA Past President</p>	<b>ROLL CALL</b>
<p>Commissioner Castillo moved to approve the agenda of Thursday, March 26, 2020 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u>; Lopez <u>Y</u> Robinson <u>Y</u></p>	<b>ADOPTION OF THE AGENDA</b>
<p> </p>	<b>COMMENTS BY THE PUBLIC</b>
<p>The Commission convened into closed session at 4:41 p.m. They reconvened into open session at 5:05 p.m. and reported on the public employee release of employee #10909 effective March 26, 2020. Commissioner Robinson seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u>; Lopez <u>Y</u> Robinson <u>Y</u></p>	<b>CLOSED SESSION</b>
<p>There being no further business, the Commission adjourned at 5:07 p.m.</p>	<b>ADJOURNMENT</b>

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*Mary Chaparro, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Thursday, March 26, 2020 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. 19-20:49

Established: 2/26/2020

**Office Assistant II**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Pena, Yvette (B)	2/26/2021
2	Aldana, Alejandra Maria	2/26/2021
3	Sandoval, Wendy	2/26/2021
4	Reyes, Nayeli Tapia (B)	2/26/2021
4	Zecua, Jazmin L (B)	2/26/2021

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. 19-20:24

Established: 3/2/2020

**Director of Network Operations**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Hassan, Najmul	3/2/2021
2	Kranzler, Thomas	3/2/2021
3	Lee, Melvin N	3/2/2021

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. 19-20:17

Established: 11/13/2019

updated: 11/26/2019, 2/20/2020, 3/9/2020

**Speech Language Pathology Assistant**

Rank	Name	Expiration Date
1	Black, Cluadia	3/9/2021
1	Cruz, Ariana	11/13/2020
1	Flores, Leslie	2/20/2021
1	Garza, Marivel	3/9/2021
1	Gonzalez-Garcia, Ofelia	9/23/2020
1	Lua, Cynthia	3/9/2021
2	Higgins, Hilary E	10/25/2020
2	Marquez, Jazmin Elena	11/26/2020
2	Rutz, Andrea	10/7/2020
3	Buck, Erika	1/13/2020
3	Christie, Dana	10/21/2020

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. 19-20:52

Established: 3/12/2020

## Senior Executive Assistant to the Superintendent

Rank	Name	Expiration Date
1	Frontuto, Lydia J	3/12/2021
1	Garcia, Lydia	3/12/2021
1	Lomeli, Patricia	3/12/2021
2	Kleingarn, Sallie E.	3/12/2021
2	Orleans, Mary F	3/12/2021
3	Pierce, Paulina	3/12/2021
3	Tellez, Argelia	3/12/2021
4	Manary Capul, Megan Sue	3/12/2021
5	Hartley, Tai	3/12/2021
5	Ramirez, Carmen Schwagereit	3/12/2021

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. 19-20:43

Established: 12/12/2019

merged: 19-20:35; 19-20:14

**Paraeducator II**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Arevalo, Dario	8/16/2020
2	Branson, David A	3/12/2021
3	Roque, Ernest	3/12/2021
4	Newman, David	8/16/2020
5	Cervantes Godinez, Rosa Elvia	3/12/2021
6	Clemen, Theresa S	8/16/2020
6	Slagboom, Ana Marie E	10/14/2020
7	Grandbois, Marina	9/21/2020
8	Kelley, Jennifer	3/12/2021
8	Morales, Alicia Jasmin	3/12/2021
9	Ojeda, Yolanda	12/12/2020
10	Rodriguez, Hope	8/16/2020
10	Rodriguez, Janice	12/12/2020
11	Straus, Michael I	9/13/2020
12	Ayala, Viviana	6/7/2020
12	Contreras, Nancy	9/13/2020
12	Gutierrez, Belen R	10/14/2020
13	Le, Katherine	1/15/2021

**OXNARD SCHOOL DISTRICT**

13

Rosales, Teresa

**PERSONNEL COMMISSION**

3/12/2021

13

Viveros, Agustina M

9/27/2020

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. 19-20:44  
 Established: 10/31/2019  
 merged: 19-20:42; 19-20:36;

**Paraeducator III**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Arevalo, Dario	8/16/2020
2	Guardado, Jennifer	10/31/2020
3	Valles, Alyssa Monet	9/13/2020
4	Segura, Siomara	8/16/2020
5	Cervantes Godinez, Rosa Elvia	3/12/2021
6	Cabral, Erika	10/31/2020
7	Rubio, Ruby	9/13/2020
8	Magana, Cynthia	9/27/2020
9	Quinn, Emily S	9/27/2020
9	Soto, Mayra	3/21/2021
10	Ancona, Michelle (B)	9/27/2020
10	Straus, Michael I	9/13/2020
11	Viveros, Agustina M	9/27/2020
12	Spalluto, Katie	10/7/2020
13	Estrada, George M	9/27/2020



**PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor(s):**

**Date of Meeting:**

Mary Chaparro  
Interim Analyst, Classified Human Resources

April 9, 2020

**TITLE: First Reading – Personnel Commission Budget 2020/21**

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**DESCRIPTION OF AGENDA ITEM:**

Education Code Section 45253 provides that the Personnel Commission shall prepare an annual budget for its own office and hold a public hearing. The public hearing shall be held not later than May 30<sup>th</sup> of each year.

Attached is the proposed budget. A justification for all expenses in the budget has also been attached.

**RECOMMENDATION:**

**No official action is to be taken at this time. The Commission shall give direction on the formulation of a final budget draft which will be brought back for an open hearing and adoption at the regularly scheduled meeting in May.**

**ANNUAL FINANCIAL AND BUDGET REPORT  
 FISCAL YEAR 2020-2021**

		<b>2019-2020 Budgeted Amount <i>(dollars only)</i></b>	<b>2020-2021 Proposed Budget <i>(dollars only)</i></b>
<b>2000 CLASSIFIED SALARIES*<sup>1</sup></b>			
2300	Administrative Personnel	\$145,033	\$208,000
	Commission Members <sup>2</sup>	\$1,100	\$3,600
2400	Clerical & Other Office	\$241,372	\$251,646
2900	Other	\$0	\$0
<b><i>Subtotal</i></b>		<b>\$387,505</b>	<b>\$463,246</b>
<b>3000 EMPLOYEE BENEFITS*</b>			
\$0	Certificated Employees Retirement	\$0	\$0
\$72,146	PERS	\$70,410	\$95,892
\$32,558	OASDI & Medicare	\$21,235	\$28,721
\$110,866	Health & Welfare Benefits <sup>3</sup>	\$73,100	\$69,420
\$213	SUI	\$200	\$232
\$11,526	Worker's Compensation	\$9,000	\$10,377
\$0	PERS Reduction ( <i>PERS Reduction is no longer valid in 2014/15</i> )	\$0	\$0
\$0	Other Benefits	\$0	\$15,000
<b><i>Subtotal</i></b>		<b>\$180,945</b>	<b>\$219,642</b>
<b>4000 SUPPLIES</b>			
4300	Other Supplies	\$4,500	\$2,000
	Literature, Periodicals	\$0	\$0
	Office Supplies	\$0	\$4,000
	Examinations Purchase	\$0	\$0
	Printing & Forms	\$567.00	\$2,600
	Other	\$0	\$0
4400	Non-Capitalized Equipment	\$0	\$1,800
<b><i>Subtotal</i></b>			

\* It is understood that the District agrees that monies budgeted for salaries and employee benefits will be adjusted upward or downward depending on actual wages, benefit rates, opt-in/outs, etc. which may change over the course of the fiscal year and are not yet concretely known as of the time of this budget being presented and adopted.

<sup>1</sup> 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.

<sup>2</sup> Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (*Education Code Section 45250*).

<sup>3</sup> Group medical benefits cannot be provided to former Personnel Commission members.

		<b>2019-2020 Budgeted Amount <i>(dollars only)</i></b>	<b>2020-2021 Proposed Budget <i>(dollars only)</i></b>
<b>5000</b>	<b>SERVICES &amp; OTHER OPERATING EXPENSES</b>		
5200	<b>Travel &amp; Conference Expense</b>		
	Mileage (Local)	\$750	\$750
	Expense Allowance	\$120	\$2,000
	Conference	\$7,698	\$6,200
5300	<b>Dues &amp; Membership</b>	\$3,250	\$3,250
5500	<b>Utilities &amp; Housekeeping Services</b>		
	Electricity	\$0	\$0
	Heat	\$0	\$0
	Water	\$0	\$0
	Other	\$0	\$0
5600	<b>Rentals, Leases &amp; Repairs</b>		
	Leasing of Equipment	\$0	\$0
	Equipment Maintenance Contracts	\$250	\$700
	Other	\$0	\$500
5800	<b>Other Services &amp; Operating Expenses</b>		
	Advertising	\$0	\$2,000
	Salary Classification Surveys	\$0	\$0
	Physical Examination	\$0	\$0
	Fingerprinting	\$0	\$0
	Other Recruitment Expense	\$0	\$0
	Legal Expenses	\$0	\$2,000
	Contracted Testing	\$0	\$0
	Contracted Personnel Services	\$14,800	\$19,299
	Other	\$0	\$0
5900	<b>Communications</b>		
	Telephone/Fax	\$0	\$0
	Postage	\$0	\$0
	Other	\$0	\$0
<b>Subtotal</b>		<b>\$26,887</b>	<b>\$35,200</b>

		2019-2020 Budgeted Amount <i>(dollars only)</i>	2020-2021 Proposed Budget <i>(dollars only)</i>
<b>6000</b>	<b>EQUIPMENT</b>		
6400	<b>New Equipment</b>		
	Office Furniture	\$0	\$0
	Office Equipment	\$0	\$0
	Other	\$0	\$0
6500	<b>Equipment Replacement</b>	\$0	\$0
<i>Subtotal</i>		\$0	\$0

FUND	BALANCE		
	<b>Designated for Personnel Commission</b>	\$603,568	\$730,987

**2020-2021 Personnel Commission/Classified Human Resources Budget Justification**

<p>Classified Salaries</p>	<p>All staff is budgeted at the anticipated salary step for their current positions for the 2020-2021 year. An asterisk has been included for this portion of the budget to state that it is understood that the District agrees that monies budgeted for salaries will be adjusted upward or downward depending on actual wages which may need to be adjusted over the course of the year due to the possibility of staff receiving new stipends, new staff being hired to replace those who may depart, etc. This is due to the fact that the Ventura County Superintendent of Schools approves the Commission’s budget on an annual basis following input from the Board of Trustees. At any time in the future prior to the adoption of a Budget, the Board of Trustees may make a recommendation to the County Superintendent to not approve the Commission’s budget as submitted. If this occurs the likely result is the Commission receiving the exact funding as it received in the prior year. Having this disclaimer attached to the budget will help cover increases in salaries due to COLA and negotiated increases in the event that the budget is approved at a “flat-funding” level.</p> <p>For the 2020-21 year, the budget reflects a slight increase in salaries based on negotiations.</p>
<p>2300: Administrative Personnel</p>	<p>The Director, Classified Human Resources is paid out of this account and is tasked with overseeing all Personnel Commission and Classified Human Resources activities and supervising Classified Human Resources staff.</p> <p>The Senior Human Resources Analyst is paid out of this account and is tasked with overseeing the recruitment and testing functions along with other Classified Human Resources duties.</p> <p>Additionally, the wages for the Personnel Commissioners are paid out of this line. An amount consistent with past budgets has been adopted for the pay of the Personnel Commissioners. It is expected that the actual total may be slightly less, but a buffer has been built in to account for unforeseen special meetings and disciplinary appeal hearings.</p>
<p>2400: Clerical &amp; Other Office</p>	<p>All non-management staff is paid out of this line. Current staff consists of:</p> <p>1 Administrative Secretary              The Administrative Secretary provides clerical support for the Classified Human Resources function and alleviates the Director of Classified Human Resources of administrative detail.</p> <p>3 Human Resources Technicians              The Human Resources Technicians perform tasks related primarily to the Human Resources functions of the department and manage the high volume workflow of</p>

	employee evaluations, records, assignments, and staffing including transfers which related to both classified and exempt employees. Positions in this classification are also expected to assist with Commission functions regarding test proctoring as and application screening as needed.
2900: Other	No amount is budgeted for substitutes or extra help. The department continues to function with as small of a crew as possible, despite an increasing workload which has led to Certificated Human Resources adding three (soon to be four) new staff members over the past two years. The Classified Human Resources office functions with substitute and additional help only when absolutely necessary. It is forecasted that this will continue and the non-personnel budget can cover the cost if necessary.

Employee Benefits	Associated with department employees and Personnel Commissioners. Much like the salaries section, this is being put through with a notation that the budget will be adjusted to reflect actual rates including any increases or mid-year opt-in/opt-outs by employees or Commissioners.
3200: PERS	Associated with department employees and Personnel Commissioners.
3300: OASDI/Medicare	Associated with department employees and Personnel Commissioners.
3400: Health & Welfare Benefits	Associated with department employees and Personnel Commissioners. This section now includes the cost for Retiree Benefits formerly budgeted under 3900.
3500: SUI	Associated with department employees and Personnel Commissioners.
3600: Worker's Compensation	Associated with department employees and Personnel Commissioners.
3800: PERS Reduction	This area is not valid and no longer required, therefore this account has been adjusted to reflect a zero balance.
3900: Other Benefits	This account formerly held the cost for Retiree Benefits which has been shifted to 3400.

4300: Materials & Supplies	<p>This account provides funding for all office supplies necessary for the regular office duties of the Commission/Classified Human Resources department.</p> <p>This is also the account that provides for the cost of lunches for interview panel members, which can vary depending on the number of interview panels held over the course of the year.</p> <p>Lastly, the budgeted amount covers expenses of a recurring nature for copier charges and publications recharges.</p>
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4400: Non-Capitalized Equipment	<p>This account shows <u>no change</u> from the previous year's budget.</p> <p>An amount equivalent to approximately two replacement computers has been built into the budget for the 2020-21 year. It is expected that the department will need to replace two computers every year which would put our computers on approximately a 3 year replacement cycle.</p> <p>This account shows <u>no change</u> from the previous year's budget.</p>
5200: Travel & Conference	<p>Personnel Commissioners and staff typically attend a few conferences and symposiums per year. One conference typically attended in the CSPCA Annual Conference which is typically a three or four-day conference with an associated cost of approximately \$350 per individual plus room &amp; board. The locations of these conferences are to be determined, as is the actual cost. The CSPCA conference typically totals about \$3,500 or more with reimbursement for travel and expenses.</p> <p>The Classified Human Resources department currently has one Commissioner and one staff member who have not yet attended the Merit Academy. As such, it is expected that both will attend the Merit Academy during the upcoming year at a cost of \$500 tuition each, plus other expenses.</p> <p>This account also covers all mileage reimbursement expenses for Commission employees and allows for mileage reimbursement to interview panel members/raters from outside districts/agencies.</p> <p>This account shows <u>no change</u> from the previous year's budget.</p>
5300: Dues & Memberships	<p>The department has three ongoing memberships which require annual dues: Cooperative Organization for the Development of Employee Selection Procedures (CODESP), and California School Personnel Commissioners Association (CSPCA), and Personnel Commissioners Association of Southern California (PCASC).</p> <p>This account shows an <u>increase of \$100</u> from the previous year's budget due to increased membership dues.</p>
5600: Rentals, Leases & Repairs	<p>The department has one ongoing maintenance agreement with Apperson for the exam answer sheet scanning machine (similar to Scantron).</p> <p>A small amount for repairs has been budgeted in case any are needed on current equipment.</p> <p>This account shows <u>no change</u> from the previous year's budget.</p>
5800: Professional/Consulting Services	<p>The Commission is tasked with holding disciplinary appeals following actions taken by the Board of Trustees. These appeal hearings are held by an independent hearing officer who charges consulting fees. While the number of hearings is</p>

	<p>impossible to forecast, history has shown that the consulting fees typically fall below the amount budgeted (\$5,000).</p> <p>Another use for this account is advertising and other recruitment expenses. The Commission only uses these services for recruitment which are inherently difficult, such as those for School Occupational Therapist. As such an amount of \$2,000 has been added.</p> <p>An amount of \$12,299 is included in the budget for the NeoGov Insight Applicant and Test Management System. This reflects an increase of \$1,029 over the previous cost due to price increases.</p> <p>Out of this account is also an ongoing cost for computerized testing and integration with our current applicant tracking software. The ongoing cost for the software licensing and integration is \$2,000.</p> <p>An amount of \$2,000 is in place for contingencies where a conflict of interest is declared between the District and the Commission. In these instances the Commission would need to retain its own legal services. It is hoped and anticipated that these funds will not be used and will be returned to the District's general fund at the close of the fiscal year. It should be noted that the District's legal counsel has now disregarded multiple requests to review pending changes to the Personnel Commission Rules &amp; Regulations. These requests have been made going back to June 2016 and the matter has been discussed with a firm representative and District administration to no avail as of this time.</p> <p>This account shows <u>an increase of \$1,029</u> from the previous year's budget due to increased contracted services costs.</p>
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CLASSIFIED PERSONNEL ACTIONS

**New Hire**

Arreola, Kassandra	Paraeducator II, Position #7035 Special Education 5.75 hrs./183 days	02/10/2020
Najera, Katharine R	Health Care Technician, Position #2693 Pupil Services 7.0 hrs./183 days	02/24/2020

**Limited Term**

Carrasco, Elda	Campus Assistant (substitute)	02/06/2020
Medina, Miguel B	Paraeducator (substitute)	02/11/2020
Mena, Ana C	Paraeducator (substitute)	02/07/2020
Orozco, Maria G	Paraeducator (substitute)	02/05/2020
Perez, Dayanara S	Paraeducator (substitute)	02/11/2020
Reyes, Natalie A	Paraeducator (substitute)	02/06/2020
Rivera, Herman	Paraeducator (substitute)	02/02/2020
Smith, Mariedith	Paraeducator (substitute)	02/03/2020
Villanueva Hernandez, Jaime	Paraeducator (substitute)	02/06/2020

**Promotion**

Leon, Ricardo C	Information Technology Project Coordinator, Position #9716 Information Technology 8.0 hrs./246 days Technology Services Technician, Position #2718 Information Technology 8.0 hrs./246 days	02/18/2020
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**Increase in Work Days**

Grande, Carmen E	School Office Manager, Position #1820 Marshall 8.0 hrs./215 days School Office Manager, Position #1820 Marshall 8.0 hrs./210 days	01/28/2020
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**Transfer**

Garcia Herrera, Lucrecia M	Child Nutrition Worker, Position #2840 McKinna 5.0 hrs./185 days Child Nutrition Worker, Position #2839 Elm 5.0 hrs./185 days	02/18/2020
Madrid, Sabrina	Campus Assistant, Position #8063 San Miguel 5.75 hrs./180 days Campus Assistant, Position #6546 Driffill 5.75 hrs./180 days	02/18/2020
Morales, Maria A	Child Nutrition Worker, Position #1831 Elm 5.0 hrs./185 days Child Nutrition Worker, Position #2789 McAuliffe 5.0 hrs./185 days	02/18/2020

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March 4, 2020

**In Lieu of Layoff**

Barajas, Jessica M	Office Assistant II, Position #2156 Harrington 5.0 hrs./203 days	04/06/2020
	Office Assistant II, Position #1818 Ramona 6.0 hrs./203 days	
Camarena, Rosy R	Office Assistant II, Position #1983 Marshall 7.0 hrs./203 days	04/06/2020
	Office Assistant II, Position #2156 Harrington 7.0 hrs./203 days	
Hurtado Magana, Rosacela	Office Assistant II, Position #329 Marina West 5.75 hrs./203 days	02/18/2020
	Office Assistant II, Position #329 Marina West 7.0 hrs./203 days	
Iniguez, Sylvia	Office Assistant II, Position #1356 McAuliffe 6.0 hrs./203 days	04/06/2020
	Office Assistant II, Position #2172 Ritchen 7.0 hrs./203 days	
Jasso, Maria De Jesus	Office Assistant II, Position #2172 Ritchen 7.0 hrs./203 days	04/06/2020
	Office Assistant II, Position #1356 McAuliffe 7.0 hrs./203 days	
Morales-Hernandez, Lorena Y	Office Assistant II, Position #970 Brekke 7.0 hrs./203 days	02/18/2020
	Office Assistant II, Position #970 Brekke 6.0 hrs./203 days	
Rivera, Matilde	Clerical Assistant, Position #877 McAuliffe 4.4 hrs./ 183 days	02/18/2020
	Clerical Assistant, Position #877 McAuliffe 5.5 hrs./ 183 days	
Serrano, Yvonee	Office Assistant II, Position #2185 Sierra Linda 6.0 hrs./ 203 days	04/06/2020
	Office Assistant II, Position #1823 Elm 6.0 hrs./ 203 days	
Torres Jr., Mark T	Paraeducator I, Position# 7183 McAuliffe 3.167 hrs./183 days	02/18/2020
	Paraeducator I, Position #7183 McAuliffe 4.833 hrs./183 days	
Trejo, Leticia T	Office Assistant II, Position #1818 Ramona 6.0 hrs./ 203 days	04/06/2020
	Office Assistant II, Position #1983 Marshall 7.0 hrs./ 203 days	

**Additional Position**

Layne, Maria	Campus Assistant, Position #9812 Early Childhood Education .50 hrs./180 days	02/03/2020
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CLASSIFIED PERSONNEL ACTIONS

**Leave of Absence**

Delgado, Gabriela T	Paraeducator III, Position #1942 Special Education 5.75 hrs./183 days	01/28/2020- 05/07/2020 Tuesdays & Thursdays
Tapia, Aurora	Campus Assistant, Position #3036 Ritchen 5.0 hrs./183 days	02/10/2020- 04/17/2020

**Resignation**

Hernandez, Guadalupe	Paraeducator II, Position #6733 Special Education 5.75 hrs./183 days	01/31/2020
Mendez, Cindy V	Paraeducator II, Position #6581 Special Education 5.75 hrs./183 days	01/30/2020
Van Someren, David	Electrician, Position #9223 Facilities 8.0 hrs./246 days	03/06/2020
Washington, Tanya	Campus Assistant, Position #6660 Curren 3.0 hrs./180 days	02/28/2020
Zendejas, Yvette M	Paraeducator I, Position #7170 Curren 3.16 hrs./183 days	02/28/2020

CLASSIFIED PERSONNEL ACTIONS

**New Hire**

Cedre, Jolene	Special Education Data Technician, Position #9283 Special Education 8.0 hrs./246 days	03/23/2020
Mendoza, Lilibeth M	Paraeducator III, Position #7926 Special Education/San Miguel 5.75 hrs./183 days	03/02/2020

**Limited Term**

Clark, Adrian J	Paraeducator (substitute)	02/27/2020
Delgado Galindo, Jorge A	Paraeducator (substitute)	02/28/2020
De Santiago, Jonathan	Campus Assistant (substitute)	2/11/2020
Herrera, Nathalie	Paraeducator (substitute)	03/05/2020
Jackson, Rita E	Interim Director of Classified Human Resources	03/10/2020
Jenkins, Sharyl	Campus Assistant (substitute)	2/25/2020
Ordaz, Jocelyn	Paraeducator (substitute)	03/03/2020
Ordaz, Lesly M	Paraeducator (substitute)	02/27/2020
Perez, Catalina	Paraeducator (substitute)	03/05/2020
Rodriguez, Janice I	Paraeducator (substitute)	03/10/2020
Salazar, Lourdes	Paraeducator (substitute)	02/27/2020
Solis, Julie	Paraeducator (substitute)	03/04/2020
Unzueta, Christina M	Paraeducator (substitute)	02/27/2020

**Promotion**

Garibay Lopez, Luis	Site Technology Coordinator, Position #9717 Information Technology 8.0 hrs./246 days Technology Services Technician, Position #2899 Information Technology 8.0 hrs./246 days	03/03/2020
Kranzler, Thomas C	Director, Network Operations, Position #9715 Information Technology 8.0 hrs./246 days Network Systems Analyst, Position #2885 Information Technology 8.0 hrs./246 days	03/13/2020

**Transfer**

Espino Cecilia A	Child Nutrition Worker, Position #2852 Harrington 5.5 hrs./185 days Child Nutrition Worker, Position #2425 Fremont 5.0 hrs./185 days	02/26/2020
Gomez, Edith S	Paraeducator II, Position #9779 Special Education/Fremont 5.75 hrs./183 days Paraeducator II, Position #1487 Special Education/Harrington 5.75 hrs./183 days	03/16/2020

CLASSIFIED PERSONNEL ACTIONS

**Transfers continued**

Mota Campos, Blanca	Campus Assistant, Position #8506 Marshall 5.5 hrs./180 days	03/09/2020
Oropeza, Rupert P	Campus Assistant, Position #3102 Early Childhood Education .50 hrs./180 days Paraeducator III, Position #2956 Special Education/Curren 5.75 hrs./183 days Paraeducator III, Position #2117 Special Education/Brekke 5.75 hrs./183 days	03/23/2020

**Additional Position**

Barksdale, Darlene	Campus Assistant, Position #9817 Curren 1.0 hr./180 days	03/05/2020
Gomez, Fidela	Campus Assistant, Position #9815 Curren 1.5 hrs./180 days	03/05/2020
Gonzales, Ophelia	Campus Assistant, Position #9816 Curren 1.0 hr./180 days	03/05/2020

**Increase in Hours**

Cervantes, Rosa	Campus Assistant, Position #3015 Marina West 5.0 hrs./180 days Campus Assistant, Position #3015 Marina West 4.0 hrs./180 days	03/02/2020
Delgado, Elizabeth	Campus Assistant, Position #3016 Marina West 5.0 hrs./180 days Campus Assistant, Position #3016 Marina West 4.0 hrs./180 days	03/02/2020

**Leave of Absence**

Benesh, Nia	Campus Assistant, Position #3061 Kamala 5.0 hrs./180 days	02/18/2020-04/17/2020
Cruz, Norma	Child Nutrition Worker, Position #7291 Soria 3.0 hrs./185 days	02/21/2020-03/20/2020
Serrato, Bertina	Paraeducator III, Position #2906 Special Education 5.75 hrs./183 days	03/11/2020-5/22/2020 Wednesdays & Fridays
Vasquez, Christian	Maintenance Worker I, Position #5845 Facilities 8.0 hrs./246 days	02/18/2020-04/17/2020

CLASSIFIED PERSONNEL ACTIONS

**Return from Leave of Absence**

Ayala, Ashley C	Paraeducator III, Position #9307 Special Education 5.75 hrs./183 days	01/27/2020-05/12/2020
Gutierrez, Olivia	Campus Assistant, Position #2997 Haydock 5.75 hrs./180 days	02/24/2020

**Released during Probation**

10519	Child Nutrition Worker, Position #6410	02/18/2020
10773	Paraeducator III, Position #9275	03/03/2020

**Reinstatement**

Ramos, Rosalina	Campus Assistant Position #2967 Chavez 4.25 hrs./180 days	03/09/2020
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**Resignation**

Lee, Robert E	Carpenter, Position #5387 Facilities 8.0 hrs./246 days	03/12/2020
Murao, Meghan	Library Media Technician, Position #1039 Marina West 5.0 hrs./190 days	03/13/2020
Najera, Katherine R	Health Care Technician, Position #2693 Pupil Services 7.0 hrs./183 days	03/03/2020
Ramirez, Rocio	Office Assistant II, Position #9727 Marshall 6.0 hrs./203 days	02/28/2020

**Retirement**

Lopez, Martha J	Child Nutrition Cafeteria Coordinator, Position #2223	02/28/2020
Penanhoat, Janet C	Assistant Superintendent, Business & Fiscal Services Position #301	05/30/2020