



THE PERSONNEL COMMISSION

(supporting education through merit)

OXNARD SCHOOL DISTRICT

NOTICE OF REGULAR MEETING

AGENDA

Thursday, June 11, 2020

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 May 14, 2020 and June 4, 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 6)*
The Personnel Commission will review certification of eligibility lists.
2. Advanced Step Placement
The Personnel Commission will consider a request submitted by the Director of Network Operations

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. Personnel Actions *(page 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.
3. Report by CSEA
CSEA may report on Human Resources issues of interest to the District.
4. 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.
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 Discipline/Dismissal/Release
2. Reconvene to open session and report out of closed session.
The Commission will report on any action taken in closed session.

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 REGULAR MEETING MINUTES

Thursday, May 14, 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 regular meeting on Thursday, May 14, 2020, in the Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:16 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 Irma J. Lopez, Member of the Personnel Commission\ Mary Chaparro, Interim Analyst Tanya Ventura, Staff member</p> <p>Guests: Mishael Gurrola, Site Technology Technician; Esmeralda Hernandez, Human Resources Technician; Tom Kranzler, Director of Network Operations; Alma Mendez, Site Technology Technician; Valerie Mitchell, Chief Information Officer; Andy Olmos, Site Technology Technician; Ilene Poland, CSEA Past President; Dr. Jesus Vaca, Assistant Superintendent of Human Resources and Support Services; Amy Washington, Outreach Specialist; Jabbar Wofford, CSEA Chapter President</p>	<p>ROLL CALL</p>
<p>Commissioner Lopez moved to approve the agenda of Thursday, May 14, 2020. Commissioner Robinson 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 Lopez moved to approve the minutes of April 9, 2020 as presented. Commissioner Robinson 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>Ms. Washington shared her concerns regarding her bumping rights, she will be unable to exercise her bumping rights because she is currently the only monolingual Outreach Specialist. She has been told that she is not able to bump into a bilingual position.</p>	<p>COMMENTS BY THE PUBLIC</p>
<p></p>	<p>ACTION ITEMS</p>
<p>The Commission reviewed the proposed budget. Commissioner Robinson noted that the footnotes didn't match the document. Commissioner Lopez moved to approve the budget for fiscal year 2020-2021 with a correction of a typo to show \$3,400 on line item 5300. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>Public Hearing Budget for Fiscal Year 2020-2021</p>
<p>After a lengthy discussion it was determined that the item be tabled until further information is gathered.</p>	<p>Advanced Step Placement</p>

	REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS
The Personnel Commission reviewed the Personnel Actions of May 6, 2020.	Personnel Actions
Mrs. Chaparro summarized the Commission's staff activities as of the last Commission meeting.	Director's Report
Mr. Wofford shared that Classified staff has about 60 layoffs. He reported that CSEA will continue to send emails, attend zoom meetings, and keep fighting until the end. Ms. Poland reported that May 19-23 is Classified School Employee Week.	Report by CSEA
Dr. Vaca commended the Classified Human Resources staff for moving forward and completing tasks. He reported that the state funding is going down this year.	Report by Assistant Superintendent of Human Resources
Commissioner Lopez thanked all staff for their hard work, thanked Mary for her leadership, and also thanked Dr. Vaca for his support. Commissioner Robinson thanked all staff for their hard work during this time of being under staffed.	Report by Commissioners
The Commission convened into closed session at 5:17 p.m. They reconvened into open session at 5:41 p.m. and reported that no action was taken.	CLOSED SESSION
There being no further business, the Commission adjourned at 6:00 p.m. The next regular meeting is scheduled for June 11, 2020.	ADJOURNMENT

Mary Chaparro, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, May 14, 2020 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Thursday, June 4, 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, June 4, 2020, Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:07 p.m.</p>	CALL TO ORDER
<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 Mary Chaparro, Interim Analyst Tanya Ventura, Staff member</p> <p>Guests: Dr. Jesus Vaca, Assistant Superintendent of Human Resources and Support Services</p>	ROLL CALL
<p>Commissioner Castillo moved to approve the agenda of Thursday, June 4, 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>	ADOPTION OF THE AGENDA
	COMMENTS BY THE PUBLIC
<p>The Commission convened into closed session at 4:09 p.m. They reconvened into open session at 4:44 p.m. and reported that no action was taken.</p>	CLOSED SESSION
	ACTION ITEMS
<p>There being no further business, the Commission adjourned at 4:45 p.m.</p>	ADJOURNMENT

Mary Chaparro, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, June 4, 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. 19-20:17
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	Flores, Leslie	2/20/2021
1	Garza, Marivel	3/9/2021
1	Gonzalez-Garcia, Ofelia	9/23/2020
1	Lua, Cynthia	3/9/2021
1	Samuel, Nidia	5/14/2020
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

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 19-20:54

Established:

Merged with Eligibility List No.

RISK MANAGEMENT SPECIALIST

Rank	Name	Expiration Date
1	Stevens, Teri	6/20/2020
2	Capellini, Robert K	5/27/2021
2	Rodriguez, Diana B	6/20/2020
3	Alaniz, Jacob	5/27/2021
4	Olmos, Vanessa	6/20/2020
5	Loera, Miriam M	5/27/2021

OXNARD SCHOOL DISTRICT

Recruitment Type: Promotional

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 19-20:54

Established: 5/28/20

CHILD NUTRITION CAFETERIA COORDINATOR

Rank	Name	Expiration Date
1	Andersen, Kimberly M	5/28/2021
2	Garcia Mancini, Leonor P	5/28/2021
3	Aparicio, Bianna	5/28/2021
3	Morales, Maria A	5/28/2021
4	Romero, Vanessa	5/28/2021
5	Vargas, Veronica	5/28/2021
6	Murrieta, Nancy	5/28/2021
7	Gil, Gustavo Jr.	5/28/2021
7	Romero, Margarita	5/28/2021

CLASSIFIED PERSONNEL ACTIONS

May 20, 2020

New Hire

Geersten, Lisbeth	School Occupational Therapist, Position #2865 Special Education 8.0 hrs./203 days	05/04/2020
George, Betsy	Assistant Superintendent of Business Services, Pos #301 Business Services 8.0 hrs./246 days	06/01/2020

Unpaid Leave of Absence

Vasquez, Sylvia	Office Assistant II, Position #1446 Transportation 8.0 hrs./246 days	04/09/2020-4/27/2020
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