



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, May 9, 2019
4:00 p.m. Regular Meeting
Portable 501 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 April 11, 2019

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. Public Hearing – Budget for Fiscal Year 2019-2020
The Personnel Commission will consider the proposed budget for Fiscal Year 2019-2020.
2. Eligibility Lists *(page 13)*
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. Personnel Actions *(page 14)*
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

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 :
 - Director, Classified Human Resources - 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 9303

May 9, 2019



OXNARD SCHOOL DISTRICT MEETING MINUTES

Thursday, April 11, 2019
4:00 p.m. Oxnard Room of the ESC
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Thursday, April 11, 2019, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 4:00 p.m.

CALL TO ORDER

A roll call of the Commission was conducted. In attendance were:

ROLL CALL

Edward M. Castillo, Chair of the Personnel Commission
Irma J. Lopez, Member of the Personnel Commission
Paul Robinson, Member of the Personnel Commission
Shristie Nair-Villano, Director, Classified Human Resources
Karrie Wing, Senior Human Resources Analyst
Tanya Ventura, Administrative Assistant

Guests: Dr. Bond, Director of Certified Human Resources; Pamela Ibarra, CSEA Representative; Ilene Poland, CSEA President; Roderick Warrick, CSEA Representative;

Commissioner Robinson moved to approve the agenda of Thursday, April 11, 2019 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y Lopez Y Robinson Y

ADOPTION OF THE
AGENDA

Commissioner Robinson moved to approve the minutes of January 10, 2019 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-1. Castillo Y Lopez A Robinson Y

APPROVAL OF
MINUTES

Commissioner Robinson moved to approve the minutes of February 14, 2019 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y Lopez Y Robinson Y

ACTION ITEMS

Commissioner Robinson moved to approve the eligibility lists of Electrician, Paraeducator II, Paraeducator III, Risk Management Specialist, and Senior Manager, Maintenance & Operations. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y Lopez Y Robinson Y

Eligibility Lists

The Personnel Commission reviewed the proposed budget for Fiscal Year 2019-2020.	REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS Budget-First Reading
The Personnel Commission reviewed the Personnel Actions of January 16, 2019; February 6, 2019; February 20, 2019; March 20, 2019; and April 3, 2019.	Personnel Actions
Mrs. Nair-Villano gave an update on the current recruitments, classification, and the seniority report. She summarized the Commission's staff activities as of the last Commission meeting.	Director's Report
Ms. Poland reported that CSEA is currently negotiating library and campus assistant hours and days. She also reported that she attended a meeting for the Superintendent search with the consultants.	Report by CSEA
Dr. Bond shared the joint communique with CSEA. He reported that the work calendar is complete.	Report by Assistant Superintendent, Human Resources and Support Services
Commissioner Robinson reported that he attended the opening for ELM on Saturday morning. He also reported that he has been attending Merit system trainings. Commissioner Lopez shared her concerns regarding the use of inappropriate language at the Board Meetings. Commissioner Castillo asked that the Commission present something in appreciation to Dr. Morales for his dedication.	Report by Commissioner
The Commission convened into closed session at 5:44 p.m. They reconvened into open session at 6:55 p.m. and reported that no action was taken.	CLOSED SESSION
There being no further business, the Commission adjourned at 6:56 p.m.	ADJOURNMENT

Shristie Nair-Villano, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, April 11, 2019 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Date of Meeting:

Shristie Nair-Villano
Director, Classified Human Resources

May 9, 2019

TITLE: Second Reading & Approval – Personnel Commission Budget 2019/20

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 30th of each year.

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

RECOMMENDATION:

It is recommended that the Personnel Commission take action to approve the 2019-2020 budget as presented.

Personnel Commission Budget
 2019-20 Planning Sheet

		2017-2018 Budgeted Amount	2018-2019 Budgeted Amount	2018-2019 Actual Expenditures	2019-20 Proposed Budget	
2000	CLASSIFIED SALARIES*					
2300	Administrative Personnel	\$215,995	\$215,995	\$145,033	\$208,000	
	Commission Members	\$3,600	\$3,600	\$1,100	\$3,600	
2400	Clerical & Other Office	\$241,372	\$241,499	\$241,372	\$251,646	
2900	Other	\$0	\$0	\$0	\$0	
	<i>Subtotal</i>	\$460,967	\$461,094	\$387,505	\$463,246	Salary cost increases (step & column)
3000	EMPLOYEE BENEFITS*					
3100	STRS - Certificated Employees Retirement	\$0	0	\$0	0	
3200	PERS - Classified Employees Retirement	\$72,146	\$82,806	\$70,410	\$95,892	
3300	OASDI & Medicare	\$32,558	\$34,998	\$28,235	\$28,721	
3400	Health & Welfare Benefits	\$110,866	\$110,866	\$73,100	\$69,420	
3500	SUI	\$213	\$229	\$200	\$232	
3600	Worker's Compensation	\$11,526	\$11,378	\$9,000	\$10,377	
	PERS Reduction (<i>PERS Reduction is no longer valid in 2014/15</i>)	\$0	\$0	\$0	\$0	
3700	Other Benefits	\$0	\$0	\$0	\$15,000	
	<i>Subtotal</i>	\$227,309	\$240,277	\$180,945	\$219,642	H&W benefit cost decrease due to new staff opt-out
4000	SUPPLIES					
	Other Supplies	\$2,000	\$2,000		\$2,000	
	Literature, Periodicals	\$0	\$0	\$4,500	\$0	
4300	Office Supplies	\$4,000	\$4,000		\$4,000	
	Examinations Purchase	\$0	\$0	\$0	\$0	
	Printing & Forms (5725-Publications)	\$3,600	\$3,600	\$400	\$3,600	
	Other	\$0	\$0	\$0	\$0	
4400	Non-Capitalized Equipment	\$1,800	\$1,800	\$0	\$1,800	
	<i>Subtotal</i>	\$11,400	\$11,400	\$4,900	\$11,400	Budget remains same

		2017-2018 Budgeted Amount	2018-2019 Budgeted Amount	2018-2019 Actual Expenditures	2019-20 Proposed Budget
5000	SERVICES & OTHER OPERATING EXPENSES				
	Travel & Conference Expense				
5200	Mileage (Local)	\$750	\$750	\$750	\$750
	Expense Allowance (panel service)	\$2,000	\$2,000	\$120	\$2,000
	Conference	\$6,250	\$6,250	\$7,698	\$6,200
5300	Dues & Membership	\$3,200	\$3,200	\$3,250	\$3,250
	Utilities & Housekeeping Services				
5500	Electricity	\$0	\$0	\$0	\$0
	Heat	\$0	\$0	\$0	\$0
	Water	\$0	\$0	\$0	\$0
	Other	\$0	\$0	\$0	\$0
	Rentals, Leases & Repairs				
5600	Leasing of Equipment	\$0	\$0	\$0	\$0
	Equipment Maintenance Contracts	\$700	\$700	\$250	\$700
	Other	\$500	\$500	\$100	\$500
	Other Services & Operating Expenses				
	Advertising	\$2,000	\$2,000	\$0	\$2,000
	Salary Classification Surveys	\$0	\$0	\$0	\$0
	Physical Examination	\$0	\$0	\$0	\$0
	Fingerprinting	\$0	\$0	\$0	\$0
5800	Other Recruitment Expense	\$0	\$0	\$0	\$0
	Legal Expenses	\$2,000	\$2,000	\$3,250	\$2,000
	Contracted Testing	\$0	\$0	\$0	\$0
	Contracted Personnel Services (Neogov. CODESP)	\$19,299	\$19,299	\$14,800	\$19,299
	Other	\$0	\$0	\$0	\$0
	Communications				
5900	Telephone/Fax	\$0	\$0	\$0	\$0
	Postage	\$0	\$0	\$0	\$0
	Other	\$0	\$0	\$0	\$0
	Subtotal	\$36,699	\$36,699	\$30,218	\$36,699
6000	EQUIPMENT				
	New Equipment				
6400	Office Furniture	\$0	\$0	\$0	\$0
	Office Equipment	\$0	\$0	\$0	\$0
	Other	\$0	\$0	\$0	\$0
6500	Equipment Replacement	\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0
FUND BALANCE					
	Designated for Personnel Commission	\$736,375	\$749,470	\$603,568	\$730,987

Budget remains same

Overall budget reduction approx 2.5%

2019-2020 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 2019-20 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>The salaries as presented have been projected by the Budget and Finance Department for the 2019-20 year.</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 stipends for the Personnel Commissioners are paid out of this line. An amount consistent with past budgets has been adopted for the pay of these stipends. 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>

2400: Clerical & Other Office	All non-management staff is paid out of this line. Current staff consists of: 1 Administrative Assistant The Administrative Secretary provides clerical support for the Classified Human Resources function and alleviates the Director of Classified Human Resources of administrative detail. 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
	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 a crew as possible. 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	<p>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.</p> <p>H&W benefit cost decrease due to new Senior HR Analyst opt-out. The amounts as presented have been projected by the Budget and Finance Department for the 2019-20 year.</p>
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. Lastly, the budgeted amount covers expenses of a recurring nature for copier charges and publications recharges. This account shows <u>no change</u> from the previous year's budget.</p>
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<p>4400: Non-Capitalized Equipment</p>	<p>An amount equivalent to approximately two replacement computers has been built into the budget for the 2019-20 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>
<p>5200: Travel & Conference</p>	<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 & 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>
<p>5300: Dues & Memberships</p>	<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 <u>no change</u> from the previous year's budget.</p>
<p>5600: Rentals, Leases & Repairs</p>	<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>
<p>5800: Professional/Consulting Services</p>	<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 does not reflect a change in the cost, though at this point we have not yet received an invoice for the service for the 18-19 year.</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.</p> <p>This account shows <u>no change</u> from the previous year's budget.</p>
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SUMMARY

The 2019-20 Preliminary Budget as presented represents a bare-bones operation and does not project increased costs for the Operations portion of the budget. There are increases associated with employee costs, salary cost increases (step & column).

The overall budget shows a reduction of approximately 2.5%. All departments at the District were asked to take a 20% reduction due to budget cuts. We will be able to meet this by staff opt-out of benefits.

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 18-19:59

Established: 5/2/19

Merged with Eligibility List No. 18-19:51

School Occupational Therapist

Rank	Name	Expiration Date
1	Stevens, Meghan	5/2/2020
2	Szocinski, Shelby	1/23/2020

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.

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CLASSIFIED PERSONNEL ACTIONS

New Hire

Aguilera, Christian B	Paraeducator III, Position #8473 Special Education 5.75 hrs./183 days	04/24/2019
Covarrubias, Lizette	Payroll Technician, Position #9177 Budget & Finance 8.0 hrs./246 days	04/08/2019
Sanchez, Jamie C	Paraeducator II, Position # 2235 Special Education 5.75 hrs./183 days	04/22/2019
Smith, Sarah K	Paraeducator III, Position #9214 Special Education 5.75 hrs./183 days	04/22/2019

Limited Term

Aguas, Esteban	Campus Assistant (substitute)	03/12/2019
Alba, Winnona A	Paraeducator (substitute)	03/21/2019
Alvarez, Lillie A	Paraeducator (substitute)	04/02/2019
Barragan, Rocio	Campus Assistant (substitute)	04/01/2019
Bedolla, Ana L	Campus Assistant (substitute)	04/01/2019
Carrillo, Sandra I	AVID Tutor	03/18/2019
Hernandez, Monica L	Campus Assistant (substitute)	04/01/2019
Holguin, Donna T	Campus Assistant (substitute)	03/05/2019
Nares Cortez, Yuritzi S	Paraeducator (substitute)	03/21/2019
Ochoa, Luis J	AVID Tutor	03/25/2019
Palazuelos, Faith	Campus Assistant (substitute)	04/01/2019
Quezada, Benjamin	Campus Assistant (substitute)	04/01/2019

Promotion

Cacho, Solanch	Paraeducator III, Position #9111 Special Education 5.75 hrs./183 days	04/01/2019
Mendoza, Alejandro	Paraeducator II, Position #628 & 629 Special Education 5.75 hrs./183 days Paraeducator III, Position #9284 Special Education 5.75 hrs./183 days Paraeducator I, Position #7331 McAuliffer 5.75 hrs./183 days	04/23/2019

Transfer

Delgadillo, Raymond	Custodian, Position #2193 Sierra Linda 8.0 hrs./246 days Custodian, Position #9146 Harrington 8.0 hrs./246 days	04/01/2019
Gomez, Edith	Paraeducator II, Position #9358 Special Education 5.75 hrs./ 183 days Paraeducator II, Position #2225 Special Education 5.75 hrs./ 183 days	04/22/2019

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Transfer continued

Perez, Patricia	Paraeducator III, Position #9222 Special Education 5.75 hrs./ 183 days	04/22/2019
	Paraeducator III, Position #8468 Special Education 5.75 hrs./ 183 days	

Leave of Absences - Return

Peralta, Ramona E	Preschool Assistant, Position #2663 Rose Avenue 3.0 hrs./183 days	04/22/2019
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Leave of Absence

Thompson, Ranesha L	Paraeducator III, Position #2396 Special Education 5.75 hrs./ 183 days	02/05/2019- 04/30/2019
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Released During Probation

8402	Child Nutrition Worker, Position #1703 Itinerant 5.0 hrs./ 185 days	03/29/2019
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