



THE PERSONNEL COMMISSION  
*(supporting education through merit)*

OXNARD SCHOOL DISTRICT  
NOTICE OF REGULAR MEETING  
AGENDA

Thursday, December 19, 2019  
4:00 p.m. Regular Meeting  
Oxnard 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 November 7, 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. Advanced Step Placement *(page 4)*  
The Personnel Commission will ratify the advanced step placement for Luis Gonzalez, Transportation Driver, at Range 16, Step D pursuant to Personnel Commission Rules & Regulations 70.200.1.
2. Advanced Step Placement *(page 4)*  
The Personnel Commission will ratify the advanced step placement for Cassie Flores, Transportation Driver, at Range 16, Step C pursuant to Personnel Commission Rules & Regulations 70.200.1.
3. Eligibility Lists *(page 5)*  
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 9303

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

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

1. Personnel Actions *(page 15)*  
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-Update and Status  
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. ADJOURNMENT

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# OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Thursday, November 7, 2019  
**4:00 p.m. Portable 403 of the ESC**  
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Thursday, November 7, 2019, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 4:05 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

(via telephone) Shristie Nair-Villano, Director, Classified Human Resources  
Karrie Wing, Senior Human Resources Analyst  
Tanya Ventura, Administrative Assistant

Guests: Ilene Poland, CSEA President

Commissioner Robinson moved to approve the agenda of Thursday, November 7, 2019 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y; Robinson Y

ADOPTION OF THE  
AGENDA

COMMENTS BY THE  
PUBLIC  
ACTION ITEMS

Commissioner Robinson moved to approve the eligibility lists of School Occupational Therapist, Speech Language Pathology Assistant, Administrative Assistant, Paraeducator I, Paraeducator II, Paraeducator III, Preschool Assistant, Health Assistant, Health Care Technician. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y; Robinson Y

Eligibility Lists

The Commission convened into closed session at 4:37 p.m. They reconvened into open session at 5:53 p.m. and reported that no action was taken.

CLOSED SESSION

There being no further business, the Commission adjourned at 5:54 p.m.

ADJOURNMENT

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*Shristie Nair-Villano, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Thursday, November 7, 2019 as approved by the Personnel Commission of the Oxnard School District.

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*Date*

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*Chair, Personnel Commission*

PERSONNEL COMMISSION RULES & REGULATIONS

70.200(A) PCRR

**70.200 Application of Salary Schedule**

As provided for in *Education Code 45260* (Effective January 1, 1982), this section of the Personnel Commission Rules and Regulations may not be applicable to members of a/the bargaining unit for classified employees. Members of a/the bargaining unit for classified employees should refer to the collective bargaining agreement with regard to this subject matter.

**70.200.1 Initial Placement**

All new regular employees shall be paid in accordance with the salary range established for the class to which assigned. Initial placement will normally be the first step of the salary range. However, a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission. In determining the appropriateness of an advanced placement request, the Director of Classified Human Resources shall base his decision on the following factors:

1. Additional education at the college level which is directly related to the classification and beyond the established requirement for entry into the class. Credit for one step may be given for two years or greater of additional directly related education.

2. Experience in a related position equivalent to/higher than the classification to which the selected candidate has been assigned. Credit for one step may be given for two years or greater of experience in a similar or higher level related position outside of the District.

3. Evidence that the salary received by the selected candidate from his most recent employer is greater than the first step of the salary range of the class. A selected candidate may be given credit for multiple steps based on evidence of an equal or greater recent salary. In no circumstances shall the initial placement exceed the top step of the salary range for the class.

This section doesn't pertain to employees upon promotion. Please refer to Rule 70.200.3 for salary placement following promotion.

**70.200.2 Anniversary Date and Step Advancement**

- A. Regular non-management employees hired after July 1, 1989, shall receive a one-step advancement on their assigned salary range on the first of the month following satisfactory completion of their 130 day probation.
- B. Beginning July 1, 1989, July 1 shall be the salary date for all regular classified employees. Employees hired between July 1 and December 31 inclusive, shall be eligible to receive an anniversary step advancement the ensuing July 1. Employees hired between January 1 and June 30, inclusive, shall not be eligible to receive an anniversary step advancement until the second July following their date of hire. Subsequent annual step advancement, including supermaximums (longevity increments) defined below, shall become effective on July 1 of each year until the maximum step on the assigned salary range is attained.
- C. An employee, in order to gain credit for a year of employment toward annual step advancement on the salary schedule, must employed in a paid status for at least two-thirds (2/3) of the annual working days assigned to his/her position during the preceding fiscal year.

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 19-20:31

Established:  
merged 18-19:64; 19-20:01

**Preschool Assistant (B)**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Robles, Josephine C	11/22/2020
2	Herrera, Laura	10/17/2020
3	Barron, Imelda	10/17/2020

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. 19-20:32

Established:  
11/21/2019

**Transportation Driver**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Gonzalez, Luis	11/21/2020
2	De Barba, Adriana	11/21/2020
3	Flores, Cassie N	11/21/2020

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted.  
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**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 19-20:37

Established: 12/5/2019

merged: 19-20:03

## Health Care Technician

Rank	Name	Expiration Date
1	Delgadillo, Felisha Evelyn	12/5/2020
2	Najera, Katherine R	12/5/2020
3	Guario, Evangeline	12/5/2020
4	Magistrado, Douglas Turiano	8/5/2020

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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. 19-20:34

Established: 12/12/2019

**Accountant/Internal Auditor**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Nunez, Patricia	12/12/2020
2	Stankoski, Jodi	12/12/2020
3	Tse, Bonnie K	12/12/2020

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**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

## Speech Language Pathology Assistant

Rank	Name	Expiration Date
1	Cruz, Ariana	11/13/2020
1	Gonzalez-Garcia, Ofelia	9/23/2020
2	Higgins, Hillary E	10/25/2020
2	Marquez, Jazmin Elena	11/26/2020
2	Rutz, Andrea	10/7/2020
3	Buck, Erika	11/13/2020
3	Christie, Dana	10/21/2020

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**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 19-20:18

Established: 11/13/2019

**School Occupational Therapist**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Louie, Robyn	11/13/2020
1	Tarankow, Daniella P	11/13/2020
2	Montemayor, Juan	10/10/2020

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**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 19-20:35

Established: 12/12/2019

merged: 19-20:14; 18-19:73; 18-19:55

**Paraeducator II**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Arevalo, Dario	8/16/2020
1	Wright, Jessica	8/16/2020
2	Davis, Lakita N	10/14/2020
3	Arreola, Cassandra	6/7/2020
4	Newman, David	8/16/2020
5	Garica, Daisy	12/12/2020
6	Clemen, Theresa S	8/16/2020
6	Slagboom, Ana Marie E	10/14/2020
7	Carrillo, Gerardo Zamora	10/17/2020
8	Grandbois, Marina	9/21/2020
8	Sepulveda, Yvonne	12/12/2020
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	Viveros, Agustina M	9/27/2020

**OXNARD SCHOOL DISTRICT**



**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Eligibility List No.

Director's Certification:

Established:

**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	Garcia, Daisy	12/12/2020
6	Carrillo, Gerardo Zamora	10/31/2020
6	Sanchez, Jaime	2/21/2020
7	Naranjo, Cristina	9/27/2020
8	Cabral, Erika	10/31/2020
9	Rios, Ruby	9/13/2020
9	Sepulveda, Yvonne	12/12/2020
10	Magana, Cynthia A	9/27/2020
11	Quinn, Emily S	9/27/2020
12	Ancona, Michelle (B)	9/27/2020
12	Straus, Michael I	9/13/2020
12	Suarez, Norma Leticia	10/31/2020
13	Viveros, Agustina M	9/27/2020
14	Mendoza, Lilibeth Nivera	12/12/2020

**OXNARD SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

15	Spalluto, Katie	10/7/2020
16	Estrada, George M	9/27/2020

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**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 19-20:05

Established: 12/13/2019

**Preschool Teacher (B)**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Peralta, Ramona E	12/13/2020
2	Born, Cecilia B	12/13/2020
3	Duran, Soei	12/13/2020
4	Granados, Lorena	12/13/2020
5	Reyes, Rosa J	12/13/2020

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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October 23, 2019

CLASSIFIED PERSONNEL ACTIONS

**New Hire**

Galloup, Matthew	Child Nutrition Worker, Position #1704 McKinna 5.0 hrs./185 days	10/07/2019
Moraga, Yvonne E	Child Nutrition Worker, Position #1982 Marina West 4.0 hrs./185 days	10/07/2019
Placencia, Alyssa	Paraeducator II, Position #9199 Special Education 5.75 hrs./183 days	10/07/2019
Ybarra, Patrice M	Child Nutrition Worker, Position #6409 Itinerant/McKinna 5.0 hrs./185 days	10/07/2019

**Limited Term**

Calupe, Leanne Q	Child Nutrition Worker (substitute)	09/26/2019
Coria, Crystal Q	Paraeducator (substitute)	09/18/2019
Cruz, Camille A	Paraeducator (substitute)	09/17/2019
Duarte, Andrea	Campus Assistant (substitute)	10/01/2019
Herrera, Laura	Clerical (substitute)	09/26/2019
Jones, Valeria E	Clerical (substitute)	10/01/2019
Lopez, Allyssa M	Clerical (substitute)	10/01/2019
Manning, Betty J	Clerical (substitute)	09/25/2019
Pacheco Perez, Brenda G	Paraeducator (substitute)	09/10/2019
Ramos, Rosalina	Campus Assistant (substitute)	10/02/2019
Rodas, Brianna	Campus Assistant (substitute)	10/09/2019
Sanchez, Briana C	Child Nutrition Worker (substitute)	09/30/2019

**Exempt**

Amador, Yolanda	AVID Tutor	10/02/2019
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**Layoff**

Garcia, Martha V	Family Liaison, Position #2431 Ed. Services 6.0 hrs./180 days	07/29/2019
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**Retirement**

Boyagian, Elena M	Accountant/Internal Auditor, Position #1729	07/31/2002-02/01/2020
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November 13, 2019

CLASSIFIED PERSONNEL ACTIONS

**New Hire**

Cervantes Godinez, Maria F	Paraeducator I, Position #7275 Elm 4.17 hrs./183 days	10/28/2019
Estrada, George M	Paraeducator II, Position #8966 Special Education 5.75 hrs./183 days	10/21/2019
Gutierrez, JuanCarlo	Paraeducator I, Position #7192 Rose Ave. 4.17 hrs./183 days	10/28/2019
Naranjo, Cristina	Paraeducator II, Position #7844 Pupil Services 5.75 hrs./183 days	10/21/2019
Lee, Alisha L	Paraeducator III, Position #9274 Special Education 5.75 hrs./183 days	10/28/2019
Ochoa, Priscilla R	Paraeducator III, Position #8542 Special Education 5.75 hrs./183 days	10/17/2019
Priskin, Melinda	Payroll Technician, Position #9175 Budget&Finance 8.0 hrs./246 days	10/14/2019
Pulido, Daniel M	Paraeducator III, Position #2683 Special Education 5.75 hrs./183 days	10/28/2019
Rios, Ruby N	Paraeducator II, Position #9202 Special Education 5.75 hrs./183 days	10/21/2019
Torres, Daniela	Paraeducator II, Position #5561 Special Education 5.75 hrs./183 days	10/01/2019
Tougas, Laura	Paraeducator III, Position #7902 Special Education 5.75 hrs./183 days	10/14/2019
Zendejas, Yvette M	Paraeducator I, Position #7170 Curren 3.17 hrs./183 days	10/22/2019

**Limited Term**

Quintana, Valerie	Campus Assistant (substitute)	10/12/2019
Fernandez, Maria G	Campus Assistant (substitute)	10/21/2019
Hernandez, Juan Jose	Custodian (substitute)	09/17/2019
Romero, Elias D.	Custodian (substitute)	09/26/2019

**Exempt**

Delgado, Jorge	AVID Tutor	10/22/2019
Sandoval, Stephanie	AVID Tutor	10/18/2019
Vargas, Gabriel	AVID Tutor	10/12/2019

**Promotional**

Flores, Guillermina M	Bus Driver, Position #1453 Transportation 6.0hrs./183 days Transportation Driver, Position #8705 Transportation 5.5 hrs./183 days	10/15/2019
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November 13, 2019

CLASSIFIED PERSONNEL ACTIONS

Gomez, Carol E	Library Media Technician, Position #2253 Frank 7.0 hrs./192 days Library Media Technician, Position #2253 Frank 6.0 hrs./192 days	10/25/2019
Trejo, Leticia T	Office Assistant II, Position #1983 Marshall 7.0 hrs./203 days Office Assistant II, Position #1983 Marshall 5.0 hrs./203 days	10/14/2019

**Increase in Days**

Hernandez, Maria D.	Office Assistant II, Position #475 Haydock 8.0 hrs./203 days Office Assistant II, Position #475 Haydock 8.0 hrs./192 days	10/16/2019
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**Transfer**

Reyes, Juan C	Custodian, Position #632 Lemonwood 8.0 hrs./246 days Custodian, Position #6448 Driffill 4.0 hrs./246 days	11/4/2019
Romero, Sandra	Campus Assistant, Position #8515 Harrington 5.5 hrs./180 days Campus Assistant, Position #3064 Harrington 4.0 hrs./180 days	11/01/2019
Salazar, Alex D	Campus Assistant, Position #8507 Marshall 5.5 hrs./180 days Campus Assistant, Position #6548 Ramona 5.75 hrs./180 days	11/04/2019

**Resignation**

Murcia, Elsy A	Paraeducator III, Position #2857	10/25/2019
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