



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, February 14, 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 January 10, 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. Eligibility Lists *(page 5)*
The Personnel Commission will review certification of eligibility lists.
2. Termination of Eligibility list, Personnel Commission rule 50.100.3.D *(page 15)*
The Personnel Commission will terminate an eligibility list for Risk Management Specialist with fewer than three eligible's remaining.

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 17)*
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 93030



OXNARD SCHOOL DISTRICT MEETING MINUTES

Thursday, January 10, 2019
4:00 p.m. Regular Meeting

**Fillmore Room of the Oxnard Performing Arts Center
800 Hobson Way, Oxnard, CA 93030**

The Personnel Commission of the Oxnard School District met on Thursday, January 10, 2019, in the Fillmore Room of the Oxnard Performing Arts Center, 800 Hobson Way, Oxnard, CA, 93030. The meeting was called to order by Commissioner Castillo at 4:02 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
- Paul Robinson, Member of the Personnel Commission
- Shristie Nair-Villano, Director, Classified Human Resources
- Oralia Leyva, Senior Human Resources Analyst
- Tanya Ventura, Administrative Assistant

Guests: Pamela Ibarra, CSEA Representative; Ilene Poland, CSEA President Representative; Dr. Jesus Vaca, Assistant Superintendent of Human Resources and Support Services; Efrain Cazares, CSEA Vice President Representative; Dr. Edd Bond, Director, Certificated Human Resources.

Commissioner Robinson moved to approve the agenda of Thursday, January 10, 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

Commissioner Robinson moved to approve the minutes of December 13, 2018 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y; Robinson Y

APPROVAL OF
MINUTES

Commissioner Robinson moved to approve the eligibility list for Outreach Specialist. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y; Robinson Y

ACTION ITEMS
Eligibility Lists

REPORTS/OTHER
INFORMATION/
DISCUSSION ITEMS
Personnel Actions

The Personnel Commission reviewed the Personnel Actions of December 12, 2018.

Mrs. Nair-Villano gave an update on the current recruitments for Buyer, Child Nutrition Worker, Electrician, Health Assistant, Human Resources Assistant, Language Assessment Technician (Spanish Bilingual), Library Media Technician, Paraeducator I, Paraeducator II, Paraeducator III, Payroll Technician, Preschool Assistant, Preschool Teacher, Risk Management Specialist, Senior Payroll Technician, Office Assistant II, and Registered Behavior Intervention Technician. She summarized the Commission's staff activities as of the last Commission meeting.

Director's Report

Ms. Poland reported on upcoming negotiation dates with the District. She also reported on the first executive board meeting for CSEA and assignment of roles within their chapter.

Report by CSEA

Dr. Vaca reported on the informational session with Campus Assistants going into transition due to AB2160. He thanked all who attended the session and hopes to continue further collaboration with the union on this transition.

Report by Assistant
Superintendent, Human
Resources and Support
Services

Commissioner Robinson congratulated Commissioner Lopez on her reappointment onto the Commission Board. He also thanked staff for their hard work and wished everyone a great year. Commissioner Castillo reported on his attendance at the Merit Academy and thanked staff.

Report by
Commissioners

Dr. Vaca commented on the due process followed in the personnel matter discussed and thanked the Commission for considering the matter.

CLOSED
SESSION/PUBLIC
COMMENTS

The Commission convened into closed session at 4:58 p.m. They reconvened into open session at 5:21 p.m. and reported on the action taken. Commissioner Robinson moved to accept the recommendation of the hearing officer to uphold the decision of the Oxnard School District Governing Board concerning the Public Employee Discipline/ Dismissal/ Release/ Reassignment. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-0. Castillo Y ; Robinson Y

CLOSED SESSION

There being no further business, the Commission adjourned at 5:22 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, January 10, 2019 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. 18-19:05

Established: 1/14/19

Buyer

Rank	Name	Expiration Date
1	Garcia, Emmalee	1/14/2020
2	Ariaz, Monique Esperanza	1/14/2020
3	Lomeli, Patricia	1/14/2020
4	Marin, Edith	1/14/2020
5	Sierra, Nora	1/14/2020
6	Ruiz, Elsa	1/14/2020

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. 18-19:32

Established: 1/28/19

CHILD NUTRITION WORKER

Rank	Name	Expiration Date
1	Reppert, Amanda	1/28/2020
2	Galloup, Matthew	1/28/2020
3	Espino, Cecilia	1/28/2020
4	Ybarra, Patrice	1/28/2020
5	Jimenez, Amanda	1/28/2020
5	Moraga, Yvonne	1/28/2020
6	Gomez, Griselda	1/28/2020
6	Martinez, Miriam	1/28/2020
6	Utermohlen, Alison	1/28/2020
7	Gastelum, Marisol	1/28/2020
8	Sanchez, Graciela	1/28/2020
9	Gil Jr, Gustavo	1/28/2020
10	Ayala, Rocio	1/28/2020
10	Martinez, Martha	1/28/2020
11	Aguilar, Victor	1/28/2020
11	Sixtos, Corina	1/28/2020
12	Rodriguez, Michelle	1/28/2020

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:24

Established: 1/8/2019

District Translator (Spanish)

Rank	Name	Expiration Date
1	Arroyo, Maria Isabel	1/8/2020

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. 18-19:21

Established: 1/11/19

LANGUAGE ASSESSMENT TECHNICIAN (Spanish Bilingual)

Rank	Name	Expiration Date
1	Cano, Valerie	1/11/2020
2	Ramos, Sonia	1/11/2020
3	Alonzo, Teresa	1/11/2020
4	Ordaz, Bianca	1/11/2020

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:41

Established: 1/24/19

Merged: 17-18:18 & 18-19:06

Library/Media Technician

Rank	Name	Expiration Date
1	Harper, Stephanie	1/24/2020
2	Brand, Christopher	1/24/2020
2	Ste Just, Danielle	1/24/2020
3	Santiesteban, Quetzaly	1/24/2020
4	LeRoy, Krystin N	10/9/2019
5	Barragan Vela, Mayra	1/24/2020
6	Ortega, Irene	1/24/2020
7	Wells, Laura	5/1/2019

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:25

Established: 2/5/19

PARAEDUCATOR I

Rank	Name	Expiration Date
1	Banuelos, Nicole	2/5/2020
1	Garcia, Lizette	2/5/2020
1	Marshall, Devon	2/5/2020
1	Melendez, Michelle	2/5/2020
1	Smith, Sarah	2/5/2020
1	Torrez, Mark	2/5/2020
1	Young, Jjordyn	2/5/2020

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:36

Established: 2/5/19

Payroll Technician

Rank	Name	Expiration Date
1	Donovan, Sara	2/5/2020
2	Schaniel, Sharl	2/5/2020
3	Chiquito, Guadalupe	2/5/2020
4	Lopez, Priscilla	2/5/2020
5	Covarrubias, Lizette	2/5/2020
6	Jacquez, Joe	2/5/2020
7	Patron-LaFrance, Alicia	2/5/2020

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. 18-19:37

Established: 2/5/19

Payroll Technician (Limited Field)

Rank	Name	Expiration Date
1	Valles, Alejandro	2/5/2020
2	Jindal, Shweta	2/5/2020

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. 18-19:38

Established: 2/7/19

Senior Payroll Technician (Limited Field)

Rank	Name	Expiration Date
1	Marquez, Juana	2/7/2020

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. 18-19:31

Established: 1/23/19

Merged with Eligibility List No. 17-18:07

School Occupational Therapist

Rank	Name	Expiration Date
1	Lucero, Shanna Rita V	3/15/2019
2	Szocinski, Shelby	1/23/2020
3	Saavedra, Maria Dahlia	3/15/2019

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.

50.100.3 Termination of Eligibility Lists

- A. An eligibility list is automatically terminated one year from the date of its approval unless previously extended by the Commission.
- B. An extended eligibility list is automatically terminated at the expiration of its extended period, but in no case in excess of one year after its original termination date.
- C. An eligibility list is automatically terminated when no eligibles remain on the list.
- D.** An eligibility list may be terminated by the Commission when no eligible is available for appointment to a specific permanent position in a class or when there are fewer than three eligibles remaining on the list. (Education Code, Section 45300)

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:16
Established: 10/26/2018

RISK MANAGEMENT SPECIALIST

Rank	Name	Expiration Date
1	Muro, Elizabeth	10/26/2019
2	Perez, Candyce Nicole	10/26/2019
3	Morales, Ana	10/26/2019
4	Valencia, Erica	10/26/2019

CLASSIFIED PERSONNEL ACTIONS

New Hire

Beltran, Rocio	Child Nutrition Worker, Position #7277 Fremont 5.0 hrs./185 days	01/04/2019
Cano, Valerie	Paraeducator I, Position #7191 Rose Ave. 4.10 hrs./183 days	12/10/2018
Castaneda, Crystal M	Paraeducator III, Position #1913 Special Education 5.75 hrs./183 days	12/03/2018
Cota, Rudy C	Paraeducator II, Position #2952 Special Education 5.75 hrs./183 days	12/03/2018
Delgado, Raymond	Custodian, Position #9146 Harrington 4.0 hrs./246 days	12/17/2018
Fox, Todd L	Custodian, Position #8508 Kamala 4.0 hrs./246 days	12/10/2018
Gonzalez Jr., David C	Grounds Maintenance Worker I, Position #381 Facilities 8.0 hrs./246 days	12/07/2018
Limon-Garcia, Betsy	Paraeducator III, Position #2883 Special Education 5.75 hrs./183 days	12/04/2018
Lumbrano, Angie	Paraeducator I, Position #7184 McAuliffe 4.833 hrs./183 days	12/03/2018
Ordaz, Crystal	Paraeducator I, Position #7188 Ramona 4.17 hrs./183 days	12/12/2018
Rivera Garcia, Maria S	Paraeducator I, Position #9155 Ramona 4.16 hrs./183 days	12/04/2018
Rodriguez, Edmidia	Paraeducator I, Position #7192 Rose Ave. 4.16 hrs./183 days	12/11/2018
Torrez Jr., Mark T	Child Nutrition Worker, Position #567 Haydock 5.0 hrs./185 days	01/04/2019

Limited Term

Aguillon, Laura E	Paraeducator	11/28/2018
Garcia, Daisy	Paraeducator	11/30/2018
Gonzalez Jr., David C	Custodian	11/14/2018
Guerrero, Gilbert M	Custodian	12/12/2018
Hernandez Valencia, Yazmin	Paraeducator	12/04/2018
Ortiz, Jasmin	Paraeducator	11/26/2018
Real, Summer K	Child Nutrition Worker	11/26/2018

Increase in Hours

Garcia, Leticia	Paraeducator I, Position #7180 Marina West 4.833 hrs./183 days	12/03/2018
Pacheco, Rita O	Paraeducator I, Position #7180 Marina West 4.16 hrs./183 days	12/03/2018
Flores, Janet R	Paraeducator I, Position #7179 Marina West 4.67 hrs./183 days	12/03/2018
	Paraeducator I, Position #7179 Marina West 4.16 hrs./183 days	
	Paraeducator I, Position #7182 Marshall 1.5 hrs./183 days	12/07/2018
	Paraeducator I, Position #7182 Marina West 1.0 hrs./183 days	

Promotional

Gaytan, Blanca H	Administrative Assistant, Position #1610 Superintendent's Office 8.0 hrs./246 days Office Assistant III, Position #1808 Educational Services 8.0 hrs./246 days	01/07/2019
Pelayo, Adriana	Intermediate School Secretary, Position #6242 Driffill 8.0 hrs./192 days Office Assistant II, Position #1818 Ramona 6.0 hrs./203 days	01/22/2019

Transfer

Orejel, Luz	Paraeducator I, Position #9165 McKinna 5.0 hrs./183 days Paraeducator I, Position #9220 Haydock 5.75 hrs./183 days	01/07/2019
Vargas, Nancy	Child Nutrition Worker, Position #2825 Haydock 5.0 hrs./185 days Child Nutrition Worker, Position #783 Marina West 5.5 hrs./185 days	12/12/2018
Zarate, Connie	Office Assistant II, Position #26 Fremont 2.0 hrs./203 days Office Assistant II, Position #7979 Early Childhood Ed. Programs 4.0 hrs./246 days	12/03/2018

Reinstatement

Cater, Taylor A	Paraeducator I, Position #7167 Brekke 4.833/183 days	01/07/2019
Silva, Janet	Preschool Assistant, Position #2661 Harrington 3.0 hrs./183 days	12/10/2018

Resignation

Magana, Everado A	Intermediate School Secretary, Position #6708 Kamala 8.0 hrs./192 days	12/14/2018
Resendiz, Ariana	Preschool Assistant, Position #2147 Sierra Linda 3.0 hrs./183 days	12/14/2018

Deceased

Roman, Valerie L	Child Nutrition Worker, Position #2616 Chavez 5.5 hrs./185 days	12/02/2018
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CLASSIFIED PERSONNEL ACTIONS

New Hire

Aguilar, Bianca	Paraeducator II, Position #9291 Lemonwood 5.75 hrs/197 days	01/07/2019
Beltran, Rocio	Child Nutrition Worker, Position #7277 Fremont 5 hrs/199 days	01/04/2019
Compian, Anne M	Child Nutrition Worker, Position #2214 Frank 5 hrs/199 days	01/16/2019
Guerreo Espinosa, Dalia	Family Liaison, Position #6405 Ramona 6 hrs/194 days	1/07/2019
Herrera Jr, Jesus	Paraeducator I, Position #7169 Chavez 4.17 hrs/197 days	01/07/2019
Lopez, Natalie	Paraeducator I, Position #7178 Lemonwood 4.17 hrs/197 days	01/08/2019
MacDonald, Amanda	Paraeducator II, Position #9204 Special Education 5.75 hrs/197 days	01/23/2019
Mansur, Dominique	Paraeducator I, Position #9156 Curren 3.10 hrs/197 days	01/09/2019
Torrez Jr., Mark	Child Nutrition Worker, Position #567 Haydock 5 hrs/199 days	01/04/2019

Limited Term

Andres Velazquez, Ivette	Paraeducator	01/08/2019
Castillo, Vanessa	Paraeducator	01/11/2019
Conchas Fernandez, Patricia	Paraeducator	01/17/2019
Diaz, Guadalupe	Avid Tutor	11/27/2018
Fabillaran, Larissa	Paraeducator	01/09/2019
Gomez, Gloria	Campus Assistant	01/11/2019
Gonzalez Jimenez, Monica	Paraeducator	01/11/2019
Hernandez, Alejandro	Paraeducator	01/22/2019
Longoria Delgado, Maria	Clerical	11/18/2018
Mahler, Loreto	Clerical	01/08/2019
Mansur, Dominique	Paraeducator	01/08/2019
Martinez, Esther	Campus Assistant	01/10/2019
Pazevic, Linda	Paraeducator	01/09/2019
Rodriguez, Michelle	Paraeducator	01/22/2019
Ruiz, Iridiam	Paraeducator	01/07/2019
Vazquez, Alicia	Paraeducator	01/11/2019

Promotional

Casas, Rocio B	School Office Manager, Position #7915 San Miguel 8 hrs./210 days Office Assistant/Switchboard Operator, Position #482 Superintendent's Office 8hrs/246
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Transfer

Gaytan, Blanca	Office Assistant III, Position #1808 Educational Services 8.0 hrs./246 days Administrative Assistant, Position #1610 Superintendent's Office 8.0 hrs./246 days	01/11/2019
Rodriguez, Deborah	Child Nutrition Worker, Position #2854 Child Nutrition Services 5 hrs/199 days Child Nutrition Worker, Position #1703 Mckinna 5 hrs/199 days	01/04/2019

Leave of Absence

Grande, Carmen	School Office Manager, Position #1820 Marshall 8 hrs/224 days	1/22/2019 – 5/20/2019
Velasquez, Rosario	Child Nutrition Worker, Position #1287 Rose Avenue 5 hrs/199 days	1/4/2019 – 5/6/2019

Leave of Absences - Return

Gonzalez, Therese N	Child Nutrition Worker, Position #1586 Marina West 4 hrs/199 days	01/07/2019
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Resignation

Casarez, Crystal	Child Nutrition Worker, Position #2222 Frank 4 hrs/185 days	01/08/2019
Garcia, Isai	Outreach Specialist, Position #2688 Marshall 8 hrs/180 days	12/31/2018
Mendoza, Elisa	Campus Assistant, Position #2987 Frank 5.75 hrs/180 days	01/06/2019

Retirement

McGarry, Vincent	Senior Manager, Maintenance & Operations, Position #1082 Facilities 8 hrs/246 days	02/28/2019
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