



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

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

**Fillmore Room of the Oxnard Performing Arts Center
800 Hobson Way, 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 December 13, 2018

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.

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 Commission rule 50.100.3.D (*page 6*)
2. Personnel Actions (*page 7*)
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 Discipline/Dismissal/Release/Reassignment
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, December 13, 2018
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, December 13, 2018, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Lopez at 4:04 p.m. CALL TO ORDER

A roll call of the Commission was conducted. In attendance were: ROLL CALL
Irma J. Lopez, Chair of the Personnel Commission
Edward M. Castillo, Member 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 Representative; Dr. Jesus Vaca, Assistant Superintendent of Human Resources and Support Services; Jabbar Wofford, CSEA Past President.

Commissioner Castillo moved to approve the agenda of Thursday, December 13, 2018 as amended with the removal of item C.2. Commissioner Robinson seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y ADOPTION OF THE AGENDA

Commissioner Castillo moved to approve the minutes of November 8, 2018 as presented. Commissioner Robinson seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y APPROVAL OF MINUTES

Commissioner Robinson moved to approve the rotation of chair and vice-chair in accordance to Personnel Commission rule 20.100.4. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y ACTION ITEMS
Rotation of Chair and Vice-Chair

Commissioner Robinson moved to approve the meeting calendar for 2019 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y Meeting Calendar for 2019

Commissioner Lopez moved to approve the eligibility lists of Custodian, Attendance Accounting Technician, Administrative Assistant, School Office Manager, Intermediate School Secretary, Secretary, Grounds Maintenance Worker I, and Health Care Technician. Commissioner Robinson seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y Eligibility Lists

Commissioner Robinson moved to terminate the eligibility list for Risk Management Specialist as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y Termination of Eligibility List

REPORTS/OTHER
INFORMATION/
DISCUSSION ITEMS
Personnel Actions

The Personnel Commission reviewed the Personnel Actions of November 14, 2018.

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

Director's Report

Ms. Poland reported that the Campus Assistants will be classified service as of January 1, 2019. She thanked Dr. Vaca for handling the situation with grace and professionalism. She also reported that CSEA has completed 2019 elections for their executive board.

Report by CSEA

Dr. Vaca reported that he met with CSEA leadership regarding notices being sent out to Campus Assistants and that negotiation dates will be set soon. Dr. Vaca invited the Commissioners to attend the Oxnard Education Foundation Gala.

Report by Assistant
Superintendent, Human
Resources and Support
Services

Commissioner Lopez reported that she is very pleased with direction the department is going. Commissioner Robinson commended Dr. Vaca and CSEA for handling the Campus Assistant situation in a professional manner. Commissioner Castillo reported that he enjoyed attending the Holiday luncheon in the Board Room.

Report by
Commissioners

Dr. Vaca commended the work that is happening in the Personnel Commission office with the progress of filling positions and establishing a process to fill and recruit for vacant positions.

CLOSED
SESSION/PUBLIC
COMMENTS
CLOSED SESSION

The Commission convened into closed session at 5:07 p.m. They reconvened into open session at 5:55 p.m. and reported that no action was taken.

There being no further business, the Commission adjourned at 5:56 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, December 13, 2018 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. 18-19:03

Established: 12/21/18

Outreach Specialist (Bilingual Spanish)

| Rank | Name | Expiration Date |
|-------------|-------------------------------|------------------------|
| 1 | Valencia, Alejandra (B) | 12/21/2019 |
| 2 | Robles, Lisette V (B) | 12/21/2019 |
| 3 | Hernandez Vivanco, Regina (B) | 12/21/2019 |
| 4 | Chavez, Maricela (B) | 12/21/2019 |
| 5 | Nava, Sonia S (B) | 12/21/2019 |
| 6 | Perez, Dalia C (B) | 12/21/2019 |
| 7 | Marin, Edith (B) | 12/21/2019 |
| 8 | Enriquez, Monica (B) | 12/21/2019 |
| 8 | Velasco, Jennifer (B) | 12/21/2019 |
| 9 | Zamarripa, Jennifer (B) | 12/21/2019 |
| 10 | Coronado, Mariana (B) | 12/21/2019 |
| 11 | Vazquez, Aracelly (B) | 12/21/2019 |

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)

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CLASSIFIED PERSONNEL ACTIONS

December 12, 2018

New Hire

| | | |
|-----------------------|---|------------|
| Ambriz, Nidia M | Paraeducator I, Position #7183 McAuliffe 4.833 hrs./183 days | 11/26/2018 |
| Ayala, Fernando | Paraeducator II, Position #8083 Special Education 5.75 hrs./183 days | 11/06/2018 |
| Monreal, Susana | Child Nutrition Worker, Position #2140 Curren 5.0 hrs./185 days | 11/05/2018 |
| Murao, Meghan Maile B | Library Media Technician, Position #1039 Marina West 5.0 hrs./190 days | 11/05/2018 |
| Perez, Candyce N | Risk Management Specialist, Position #1121 Risk Management 8.0 hrs./246 days | 11/26/2018 |

Limited Term

| | | |
|------------------------|------------------------|------------|
| Aldana, Alejandra M | Clerical | 11/13/2018 |
| Arevalo, Sara | Paraeducator | 11/26/2018 |
| Avila, Andres | Custodian | 11/01/2018 |
| Ayala, Rocio A | Child Nutrition Worker | 10/30/2018 |
| Beltran, Rocio | Child Nutrition Worker | 11/05/2018 |
| Calderon Vidal, Nora A | Paraeducator | 10/24/2018 |
| Cernas M, Joshua F | Clerical | 11/05/2018 |
| De La Mora, Rosendo R | Paraeducator | 10/31/2018 |
| Dixon, Shaherah D | Paraeducator | 11/14/2018 |
| Flores, Dolores O | Clerical | 10/25/2018 |
| Golemon, Sarah E | Health Assistant | 11/16/2018 |
| Ledesma, Charlette | Paraeducator | 10/22/2018 |
| Lopez, Gloria M | Clerical | 11/01/2018 |
| Lopez, Jorge | Custodian | 11/01/2018 |
| Marinez, Martha | Child Nutrition Worker | 11/05/2018 |
| Pereira, Karina S | Clerical | 11/08/2018 |
| Perez, Alyssa L | Clerical | 11/06/2018 |
| Plascencia, Mayra | Clerical | 11/14/2018 |

Exempt

| | | |
|----------------------------|------------------|------------|
| De La Rosa Fernandez, Alma | Campus Assistant | 10/29/2018 |
|----------------------------|------------------|------------|

Promotion

| | | |
|----------------------|---|------------|
| Mendez, Concepcion C | District Testing & Assessment Coordinator, Position #1698 Ed. Services 8.0 hrs./246 days Language Assessment Technician, Position #8703 English Learner Services 5.5 hrs./246 days | 11/26/2018 |
|----------------------|---|------------|

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December 12, 2018

Increase in Hours

| | | |
|-----------------------------|---|------------|
| Campos, Rosa | Paraeducator I, Position #7174 Harrington 5.17 hrs./183 days | 11/13/2018 |
| | Paraeducator I, Position #7174 Harrington 4.16 hrs./183 days | |
| Morales-Hernandez, Lorena Y | Office Assistant II, Position #8687 San Miguel 8.0 hrs./203 days | 10/04/2018 |
| | Office Assistant II, Position #8687 San Miguel 6.0 hrs./203 days | |
| Morales, Vanessa R | Paraeducator I, Position #7176 Kamala 3.16 hrs./183 days | 11/12/2018 |
| | Paraeducator I, Position #7176 Kamala 4.17 hrs./183 days | |

Transfer

| | | |
|----------------------|--|------------|
| Blake, Karen R | Paraeducator I, Position #7190 Rose Ave. 5.33 hrs./183 days | 12/03/2018 |
| | Paraeducator I, Position #7191 Rose Ave. 4.16 hrs./183 days | |
| Chavez, Vincent | Custodian, Position #23 McKinna 8.0 hrs./246 days | 11/19/2018 |
| | Custodian, Position #6448 Driffill 4.0 hrs./246 days | |
| Del Aguila, Gloria | Child Nutrition Worker, Position #2247 Haydock 5.0 hrs./185 days | 11/05/2018 |
| | Child Nutrition Worker, Position #7291 Soria 3.0 hrs./185 days | |
| Gutierrez, Stephanie | Speech Language Pathology Assistant, Position #9133 Special Education 8.0 hrs./183 days | 11/26/2018 |
| | Speech Language Pathology Assistant, Position #8152 Special Education 8.0 hrs./183 days | |
| Marron, Cesar | Custodian, Position #6449 Lemonwood 8.0 hrs./246 days | 11/19/2018 |
| | Custodian, Position #1326 Ritchen 4.0 hrs./246 days | |
| Najera, Sandra M | Paraeducator I, Position #7189 Ritchen 4.67 hrs./183 days | 12/03/2018 |
| | Paraeducator I, Position #7181 Marshall 4.16 hrs./183 days | |
| Ochoa, Maria J | Child Nutrition Worker, Position #9246 Haydock 5.0 hrs./185 days | 11/05/2018 |
| | Child Nutrition Worker, Position #567 Haydock 5.0 hrs./185 days | |
| Orejel, Luz | Paraeducator I, Position #9220 Haydock 5.75 hrs./183 days | 12/03/2018 |
| | Paraeducator I, Position #7830 McKinna 5.0 hrs./183 days | |
| Quezada, Alicia | Paraeducator I, Position #9219 Special Ed. 5.75 hrs./183 days | 12/03/2018 |
| | Paraeducator I, Position #7829 McKinna 5.0 hrs./183 days | |

| Page 3 | | December 12, 2018 |
|--|---|---------------------------------------|
| <u>Transfer continued</u> | | |
| Rivera, Georgina | Paraeducator I, Position #9159 Lemonwood 5.67 hrs./183 days | 11/26/2018 |
| | Paraeducator I, Position #7820 Lemonwood 5.5 hrs./183 days | |
| Romero, Letty | Child Nutrition Worker, Position #2838 Frank 5.0 hrs./185 days | 11/05/2018 |
| | Child Nutrition Worker, Position #2221 Frank 4.0 hrs./185 days | |
| Valles, Alyssa M | Paraeducator I, Position #7185 McKinna 5.17 hrs./183 days | 12/03/2018 |
| | Paraeducator I, Position #7195 Soria 4.16 hrs./183 days | |
| Vega, Lorena H | Child Nutrition Worker, Position #2768 Fremont 5.0 hrs./185 days | 11/05/2018 |
| | Child Nutrition Worker, Position #7277 Fremont 5.0 hrs./185 days | |
| Villalobos, Veronica | Secretary, Position #6416 Enrollment Center 8.0 hrs./246 days | 11/19/2018 |
| | Intermediate School Secretary, Position #7015 Chavez 8.0 hrs./192 days | |
| <u>Return from Leave of Absence</u> | | |
| Peralta, Ramona E | Preschool Assistant, Position #2663 Rose Ave. 3.0 hrs./183 days | 11/26/2018 |
| <u>Leave of Absence</u> | | |
| De La Cruz, Laura | Paraeducator II, Position #6731 Special Education 5.75 hrs./183 days | 11/07/2018-06/14/2019 |
| Vasquez, Estevan J | Custodian, Position #2541 Fremont 4.0 hrs./246 days | 10/29/2018-12/19/2018 Only Mondays |
| <u>Resignation</u> | | |
| Arico, Carmen G | Office Assistant II, Position #970 Brekke 7.0 hrs./203 days | 11/01/2018 |
| Barajas, Laura M | Child Nutrition Worker, Position #2825 Haydock 5.0 hrs./185 days | 11/16/2018 |
| De La Hoya, Susy | Paraeducator III, Position #7241 Special Education 5.75 hrs./183 days | 11/09/2018 |
| Garcia, Maritza | Family Liaison, Position #2433 Educational Services 6.0 hrs./180 days | 11/29/2018 |
| Maldonado-Rios, Dalymar | Paraeducator II, Position #6717 Special Education 5.75 hrs./183 days | 11/30/2018 |
| Rivera, Edith D | Child Nutrition Worker, Position #2854 Ramona 5.0 hrs./185 days | 11/24/2018 |