



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, December 13, 2018
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 8, 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. Rotation of Chair and Vice-Chair, Personnel Commission rule 20.100.4
Edward M. Castillo will assume the role as chair and Irma J. Lopez will serve as vice-chair.
2. Establishment of class description – Campus Supervisor (*page 5*)
The Personnel Commission will consider approving the establishment of the new classification, salary placement, and job description.
3. Meeting Calendar for 2019 (*page 8*)
The Personnel Commission will consider a proposed calendar for meetings to be convened in 2019.
4. Eligibility Lists (*page 9*)
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

5. Termination of Eligibility list, Personnel Commission rule 50.100.3.D *(page 17)*
The Personnel Commission will terminate an eligibility list for Risk Management Specialist with fewer than three eligibles remaining.

D. REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

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

1. Personnel Actions *(page 19)*
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
 - 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, November 8, 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, November 8, 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: Efrain Cazares, CSEA Vice President Representative; Pamela Ibarra, CSEA Representative; Ilene Poland, CSEA Representative; Roderick Warrick, CSEA Representative; Dr. Jesus Vaca, Assistant Superintendent of Human Resources and Support Services.

Commissioner Castillo moved to approve the agenda of Thursday, November 8, 2018 as presented. Commissioner Robinson seconded and the motion carried. ADOPTION OF THE AGENDA
The vote was as follows 3-0. Castillo Y ; Lopez Y Robinson Y

Commissioner Robinson moved to approve the minutes of October 11, 2018 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y APPROVAL OF MINUTES

ACTION ITEMS

Commissioner Castillo moved to approve the eligibility lists of District Testing & Assessment Coordinator, Risk Management Specialist, Family Liaison, Paraeducator I, Paraeducator II, Paraeducator III, Speech Language Pathology Assistant, Preschool Teacher, and Preschool Assistant. Commissioner Robinson seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y Eligibility Lists

REPORTS/OTHER
INFORMATION/
DISCUSSION ITEMS
Personnel Actions

The Personnel Commission reviewed the Personnel Actions of October 10, 2018 and October 24, 2018.

Mrs. Nair-Villano gave an update on the current recruitments for Outreach Specialist, Health Care Technician, School Occupational Therapist, School Office Manager/Administrative Assistant, Custodian, Secretary/Intermediate School Secretary, Grounds Maintenance Worker I, Attendance Accounting Technician, Substitute/Temporary Clerical, Substitute/Temporary Child Nutrition Worker, and Substitute/Temporary Paraeducator. She summarized the Commission's staff activities as of the last Commission meeting.

Director's Report

Mr. Cazares reported that he attended a workshop on November 2nd Following the Janus Decision . He also reported that he looks forward to working with the District to implement AB2160.

Report by CSEA

Dr. Vaca reported that Dr. Jesus Vega is the newly elected member to the Board of Trustees and both Debra Cordes and Veronica Robles-Solis were reelected for new terms. He also reported that he has been working collaboratively with Mrs. Nair-Villano and Ms. Leyva and they are utilizing different ways of advertising such as advertising at the local movie theatre.

Report by Assistant
Superintendent, Human
Resources and Support
Services

Commissioner Robinson reported that he also attending the workshop on November 2nd and received valuable information. Commissioner Castillo also reported that he attended the workshop on November 2nd and offered to email the handout to CSEA representatives. Commissioner Lopez thanked Dr. Vaca for his leadership and collaboration with the local colleges.

Report by
Commissioners

The Commission convened into closed session at 5:14 p.m. They reconvened into open session at 6:10 p.m. and reported that no action was taken.

CLOSED SESSION

There being no further business, the Commission adjourned at 6:11 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, November 8, 2018 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

December 13, 2018

TITLE: ESTABLISH NEW CLASSIFICATION & ALLOCATE SALARY

DESCRIPTION OF AGENDA ITEM:

The classification specification for Campus Supervisor is being presented for establishment. The need for this classification was brought on by the passing of Assembly Bill 2160 which makes all playground positions (previously exempt positions) part of the classified service. The bill goes into effect January 1, 2019.

As such, the District has decided to eliminate the current Campus Assistant classification and establish a new classification of Campus Supervisor. The District has decided to place Campus Supervisors at range 12; previously Campus Assistants were placed at range 11.5. This salary allocation is one of the highest within Ventura County.

RECOMMENDATION:

It is recommended that the Personnel Commission take action to approve the new classification and class description for Campus Supervisor and allocate the class to range 12.0 on the OSD/CSEA Salary Schedule.

Oxnard School District

Page 1 of 2

CAMPUS SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY OF DUTIES

Under the supervision of the site administrator or designee, provide for and assure a safe, clean and secure environment for students participating in recreational and playground activities; provide supervision for students during periods of morning drop off, breaks, meal periods, and end of day release; patrol and monitor campus to maintain order and security; assure student compliance with school and district policies and regulations; perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

- Campus Supervisors are under the direct supervision of the site administrator or designee.

ESSENTIAL DUTIES

- Supervise students participating in playground and recreational activities; communicate rules and expectations to students; monitor student behavior and report problems to staff according to approved procedures; prepare written reports as appropriate.
- Maintain control of students during breaks, pass periods, meal periods, morning drop off and end of day release; monitor walkways, hallways, cafeteria and lunch areas, restrooms, locker room, parking lots and adjacent areas as assigned.
- Oversee recreational and playground activities; perform visual inspections of playgrounds and surrounding areas for potential hazards; correct and/or report safety concerns to supervisor; issue and properly store playground equipment and supplies as needed.
- Assist in conflict resolution and intervene as necessary during disputes between students using positive behavior intervention support; take action to prevent or break up fights and disturbances; escort students to office for disciplinary action as necessary.
- Encourage and promote courtesy among students; reports case of unusual behavior or other problems; observe and report safety hazards; prevent students from engaging in unsafe activities.
- Patrol and monitor an assigned District school campus area and/or property to maintain order, safety and security; monitor campus for unauthorized personnel entry; check for visitors' passes and direct/escort general public as needed.
- Enforce school and District rules, regulations and policies for the safety and security of students, staff and property; report unusual activities or unauthorized persons on campus to appropriate personnel.
- Enforce the school nutrition program by monitoring student behavior during meal period; encourage good manners and proper nutrition; assist students with lunch trays and opening food packages, milk, condiments; participate in cleaning up lunch areas including spills, disposing of trash, wiping tables and chairs.
- Perform related housekeeping tasks such as arranging objects, putting items away, wiping down tables, chairs, work and play areas, setting up toys and equipment; launder student loner clothes as necessary.
- Supervise and monitor students inside classroom and multipurpose room areas during non-instructional time during inclement weather, emergency situations, or as assigned.
- Communicate with school administration and staff regarding pertinent information such as special events, site programs and observations and incidents relating to specific students.
- Assist with crowd control at school events, afterschool activities, and other school activities; provide general daycare assistance to visiting parents as assigned.
- Perform crossing guard duties; assist students across intersections during slow and peak traffic times to ensure safety, as assigned.
- Operate a walkie-talkie and/or radio as necessary.
- Establish positive relationships with students and staff; promote good public relations with parents and the local community.
- Perform related duties as assigned.

Oxnard School District

Page 2 of 2

KNOWLEDGE, ABILITIES, AND TRAITS

Knowledge of:

- Safe playground practices and appropriate student conduct.
- General knowledge of campus safety and security.
- Age appropriate communication strategies.
- Conflict resolution techniques amongst school-age students.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Monitor, observe and report student behavior according to approved policies and procedures.
- Understand behaviors of school aged students.
- Demonstrate understanding and patience toward students.
- Understand, apply and explain school rules, regulations and procedures.
- Observe health and safety regulations.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Complete forms and prepare schedules and routine reports related to assigned activities.
- Operate a walkie-talkie and/or radio.
- Meet schedules and timelines.
- Adhere to site dress code and conduct.
- Be courteous and respectful of others.
- Exercise good judgment, exhibit integrity and resourcefulness.
- Establish and maintain cooperative and effective working relationships with others.
- Work outdoors in all types of weather.

EMPLOYMENT STANDARDS

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Some experience working with students is highly desirable.

All licenses, certificates, and other requirements listed above are required at the time of employment and must be maintained during the course of employment unless otherwise noted.

Physical Requirements: Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels; lift horizontally and vertically.

WORK ENVIRONMENT: School and classroom environment; work closely with students; outside exposure to various types of weather.

APPOINTMENT: In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance in order to attain permanent status in the classified service.

Salary Range: 12

Approved: 12/2018



OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501 • www.oxnardsd.org

To: Interested Persons

From: Shristie Nair-Villano
Director, Classified Human Resources

Date: December 13, 2019

Re: Personnel Commission Meeting Agenda Schedule – January 2019 through December 2019

Below are the Commission meeting dates for 2019. The Commission meetings will convene at **4:00 p.m.**
The meeting dates and times are subject to change.

Commission Meeting Date	Available on Website *
Thursday, January 10, 2019	Monday, January 7, 2019
Thursday, February 14, 2019	Monday, February 11, 2019
Thursday, March 14, 2019	Monday, March 11, 2019
Thursday, April 11, 2019	Monday, April 8, 2019
Thursday, May 9, 2019	Monday, May 6, 2019
To Be Determined 5:00 p.m.	Board/Commission Celebration Classified Employees of the Year
Thursday, June 13, 2019	Monday, June 10, 2019
Thursday, July 12, 2019	Monday, July 9, 2019
Thursday, August 11, 2019	Monday, August 8, 2019
Thursday, September 12, 2019	Monday, September 9, 2019
Thursday, October 10, 2019	Monday, October 7, 2019
To Be Determined	Board/Commission Celebration for Retiree Recognition
Thursday, November 14, 2019	Monday, November 11, 2019
Thursday, December 12, 2019	Monday, December 9, 2019

* If a Monday is a holiday, posting will be the preceding Friday.

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Eligibility List No. 18-19:07

Director's Certification:



Custodian

Rank	Name	Expiration Date
1	Delgadillo, Raymond	11/15/2019
1	Fox, Todd	11/15/2019
2	Perdomo, Catherine Ann	11/15/2019
3	Garcia Mendoza, Arturo	11/15/2019
4	Reyes, Juancarlos	11/15/2019
5	Gonzalez, Eric Sammy	11/15/2019
6	Gonzales, David C	11/15/2019
7	Gonzales, Andrew D	11/15/2019
8	Reyes, Sebastian	11/15/2019
8	Wong, Baltazar DC	11/15/2019
9	Guerrero, Gilbert M	11/15/2019
9	Gutierrez, Edgardo B	11/15/2019
10	Avila, Andres	11/15/2019
11	Garcia, Fernando A	11/15/2019

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.

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Open & Promotional

Eligibility List No. 18-19:18

Director's Certification:

Established: 11/19/18



Attendance Accounting Technician

Rank	Name	Expiration Date
PROMOTIONAL		
1	Gaytan, Blanca (B)	11/19/2019
OPEN		
1	Gonzalez, Treena (B)	11/19/2019

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.

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Open/Promotional

Eligibility List No. 18-19:14

Director's Certification:

Established: 11/16/18

Administrative Assistant

Rank	Name	Expiration Date
PROMOTIONAL LIST		
1	Gaytan, Blanca (B)	11/16/2019
2	Casas, Rocio Bedolla (B)	11/16/2019
3	Guzman, Edith (B)	11/16/2019
4	Magallanes, Marisela (B)	11/16/2019
5	Pelayo, Adriana (B)	11/16/2019
6	Velasquez, Mayra J (B)	11/16/2019
OPEN LIST		
1	Moran, Lena (B)	11/16/2019
2	Pozos, Stephanie (B)	11/16/2019
3	Guerrero, Dalia A (B)	11/16/2019

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.

OXNARD SCHOOL DISTRICT



PERSONNEL COMMISSION

Recruitment Type: Open/Promotional

Eligibility List No. 18-19:14

Director's Certification:

Established: 11/16/18

SCHOOL OFFICE MANAGER

Rank	Name	Expiration Date
PROMOTIONAL		
1	Gaytan, Blanca (B)	11/16/2019
2	Casas, Roico Bedolla (B)	11/16/2019
3	Guzman, Edith (B)	11/16/2019
4	Magallanes, Marisela (B)	11/16/2019
5	Pelayo, Adriana (B)	11/16/2019
6	Velasquez, Mayra J (B)	11/16/2019
7	Jetton, Lacy	5/7/2019
OPEN		
1	Moran, Lena (B)	11/16/2019
2	Pozos, Stephanie (B)	11/16/2019
3	Guerrero, Dalia A (B)	11/16/2019
4	Reyes, Samara	5/7/2019

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.

OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Open/Promotional

Director's Certification:



Eligibility List No. 18-19:15
 Established: 11/19/2018
 Merged with List No. 17-18:42

Intermediate School Secretary

Rank	Name	Expiration Date
PROMOTIONAL LIST		
1	Pelayo, Adriana (B)	11/19/2019
2	Casas, Rocio Bedolla (B)	11/19/2019
OPEN LIST		
1	Mahler, Loreto V (B)	8/6/2019

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.

OXNARD SCHOOL DISTRICT

Recruitment Type: Open/Promotional

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:15
Established: 11/19/2018
Merged with List No. 17-18:42

Secretary

Rank	Name	Expiration Date
PROMOTIONAL LIST		
1	Pelayo, Adriana (B)	11/19/2019
2	Casas, Rocio Bedolla (B)	11/19/2019
OPEN LIST		
1	Mahler, Loreto V (B)	8/6/2019
2	Zavala, Rosalinda (B)	8/6/2019

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.

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:20

Established: 11-19-18

GROUNDS MAINTENANCE WORKER I

Rank	Name	Expiration Date
1	Lopez, Carlos	11/19/2019
2	Gonzalez, David	11/19/2019
2	Tadeo, Juan	11/19/2019
3	Lopez, Robert	11/19/2019
4	De La Torre, Thomas	11/19/2019
5	Ruiz, Benjamin	11/19/2019
6	Martinez, Juan	11/19/2019

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.

OXNARD SCHOOL DISTRICT

Recruitment Type:
Dual Certification
Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 18-19:23
Established: 12/05/2018
Merged: 12/5/18

Health Care Technician

Rank	Name	Expiration Date
1	Johnson, Crystal	2/23/2019
1	Johnson, Desiree L	2/15/2019
1	Loya, Erika	2/15/2019
1	Quiles Jr., Miguel	12/5/2019
1	Ramos, Linda I	2/23/2019
2	Lechuga, Corinna	2/23/2019
3	Bell, Shannon L	2/15/2019
4	Gomez, Myrene M	2/15/2019
4	Wilson, Tanya R	2/15/2019
5	Lopez, Veronica	2/15/2019
5	Fuentes, Jenny	12/5/2019
6	White, Taylor	2/15/2019
7	Gutierrez Madrigal, Alejandro	12/5/2019
8	Canales, Catalina	2/15/2019

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

Page 1

CLASSIFIED PERSONNEL ACTIONS

November 14, 2018

New Hire

Arico, Carmen G	Office Assistant II, Position #970 Brekke 7.0 hrs./203 days	10/22/2018
Carranza, Jeffrey	School Office Manager, Position #1824 Ramona 8.0 hrs./210 days	10/15/2018
Jacobo Luis, Itzel	Child Nutrition Worker, Position #81 Itinerant 5.5 hrs./185 days	10/08/2018
Ramos, Linda	Health Care Technician, Position #7115 Pupil Services 7.0 hrs./183 days	10/29/2018

Limited Term

Franklin, Leslie R	Paraeducator	10/25/2018
Garcia, Ivon H	Paraeducator	10/08/2018
Grande, Aldo R	Paraeducator	10/19/2018
Gutierrez, Christine A	Paraeducator	10/15/2018
Mateos, Valerie S	Paraeducator	10/12/2018
Torrez Jr., Mark T	Paraeducator	10/29/2018
Ward, Brandi G	Paraeducator	10/29/2018
Williams III, Clifford L	Paraeducator	10/22/2018

Exempt

Armendariz, Claudia	Campus Assistant	10/18/2018
---------------------	------------------	------------

Promotion

Garibay, Angelica	School Office Manager, Position #2210 Fremont 8.0 hrs./215 days Intermediate School Secretary, Position #7016 Lemonwood 8.0 hrs./192 days	10/29/2018
-------------------	--	------------

Increase in Hours

Pina, Bobby S	Paraeducator III, Position #7467 Harrington 8.0 hrs./183 days Paraeducator III, Position #7467 Harrington 5.75 hrs./183 days	10/01/2018
Fuentes, Saira	Paraeducator III, Position #6373 McAuliffe 8.0 hrs./183 days Paraeducator III, Position #6373 McAuliffe 5.75 hrs./183 days	10/01/2018

Administrative Transfer

Garcia, Sarah O	Child Nutrition Worker, Position #6627 Kamala 5.0 hrs./185 days	10/09/2018
	Child Nutrition Worker, Position #2247 Haydock 5.0 hrs./185 days	

Transfer

Vargas, Veronica	Child Nutrition Worker, Position #2426 Fremont 5.5 hrs./185 days	10/21/2018
	Child Nutrition Worker, Position #2425 Fremont 5.0 hrs./185 days	
Whitt, Virginia	School Office Manager, Position #2183 Sierra Linda 8.0 hrs./210 days	10/22/2018
	School Office Manager, Position #7915 San Miguel 8.0 hrs./210 days	

In Lieu of Layoff

Zarate, Connie	Office Assistant II, Position #7979 Ed. Services 4.0 hrs./246 days	11/05/2018
	Office Assistant II, Position #2872 Frank 2.5 hrs./192 days	

Released during Probation

3928	Paraeducator II, Position #6736 Special Education 5.75 hrs./183 days	10/22/2018
	Health Assistant, Position #8435 Pupil Services 5.75 hrs./183 days	

Leave of Absence

Pena, Sahara	Intermediate School Secretary, Position #6709 Driffill 8.0 hrs./192 days	10/01/2018
--------------	---	------------

Resignation

Alfaro, Crystal M	Paraeducator I, Position #7172 Driffill 2.0 hrs./183 days	10/26/2018
Jetton, Lacy J	Human Resources Assistant, Position #8183 Human Resources 8.0 hrs./246 days	10/09/2018
Zarate, Connie	Office Assistant II, Position #26 Fremont 2.0 hrs./203 days	10/04/2018