



THE PERSONNEL COMMISSION

(supporting education through merit)

OXNARD SCHOOL DISTRICT NOTICE OF REGULAR MEETING

AGENDA

Thursday, October 11, 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 September 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 Actions *(page 6)*
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. 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, September 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, September 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
Tanya Ventura, Administrative Assistant

Guests: Bertha Anguiano, Principal; Efrain Cazares, CSEA Vice President Representative; David Fateh, Director of Facilities; Vince Mc Garry, Senior Manager, Maintenance and Operation; Ilene Poland, CSEA Representative

Commissioner Castillo moved to approve the agenda of Thursday, September 13, 2018 as presented. 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 Robinson moved to approve the minutes of August 9, 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

Mr. Fateh and Mr. Mc Garry provided background regarding the position and the needs of the Maintenance department. Commissioner Castillo moved to approve all revisions to the Electrician classification specification as presented. Commissioner Robinson seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y Electrician

Commissioner Robinson moved to approve the eligibility lists of Senior Human Resources Analyst and Warehouse Worker/Delivery Driver. Commissioner Castillo seconded and the motion carried. The vote was as follows 3-0. Castillo Y ; Lopez Y ; Robinson Y Eligibility Lists

The Personnel Commission of the Oxnard School District met on Thursday, September 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

REPORTS/OTHER
INFORMATION/
DISCUSSION ITEMS
Personnel Actions

The Personnel Commission reviewed the Personnel Actions of August 8, 2018; August 22, 2018 and September 5, 2018.

Mrs. Nair-Villano gave an update on the current recruitments for Adaptive Technology Specialist, Family Liaison, Outreach Specialist, District Testing and Assessment Coordinator, Buyer, Library Media Technician, Custodian, Child Nutrition Worker, Preschool Teacher (Bilingual), Senior Human Resources Analyst, Campus Assistant, Speech Language Pathology Assistant, AVID Tutor. She summarized the Commission's staff activities as of the last Commission meeting.

Director's Report

Mr. Cazares thanked everyone and reported on continued efforts to work together with the District and other stakeholders for the Classified employees. Ms. Poland reported CSEA Labor Representatives have been visiting school sites to provide Classified employees with information on member benefits and other matters of interest.

Report by CSEA

Ms. Anguiano invited the Commissioners to a few upcoming events and reported on an in-service recently attended by the employee union groups that could be of interest to all District staff in the future.

Report by the Assistant
Superintendent, Human
Resources and Support
Services

Commissioner Robinson informed everyone of an upcoming PCASC luncheon.

Report by

There being no further business, the Commission adjourned at 5:27 p.m.

Commissioner

ADJOURNMENT

Shristie Nair-Villano, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, September 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. 18-19:08

updated: 9/17/18

Merged list:

CHILD NUTRITION WORKER

Rank	Name	Expiration Date
1	Frias, Veronica	9/17/2019
2	Compian, Anne M	4/30/2019
3	Faux, Patricia L	10/3/2018
4	Larios, Joann	4/30/2019
5	Lopez, Irene	9/17/2019
5	Torrez, Mark T	9/17/2019
6	Jacobo Luis, Itzel	9/17/2019
7	Guzman, Jessica	10/3/2018
8	Beltran, Rocio	4/30/2019
9	Monreal, Susana	9/17/2019

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.

CLASSIFIED PERSONNEL ACTIONS

New Hire

Leonor Leyva, Oralia	Senior Human Resources Analyst, Position #6298 Classified Human Resources 8.0 hrs./246 days	09/17/2018
Zavala, Rosalinda	Intermediate School Secretary, Position #933 Frank 8.0 hrs./192 days	08/14/2018

Limited Term

Caballero, Itzayana	Paraeducator	08/07/2018
Estrada, Maritza Y	Paraeducator	08/16/2018
Garcia, Denise V	Paraeducator	08/16/2018
Lazaro, Ashley	Paraeducator	08/09/2018
Morrison, Courtney	Paraeducator	08/07/2018
Solis, Maribel	Paraeducator	08/23/2018

Exempt

Reveles, Isabel	Campus Assistant	9/04/2018
-----------------	------------------	-----------

Promotion

Estrada, Laura A	Health Assistant, Position #8435 Pupil Services 5.75 hrs./183 days Paraeducator II, Position #1874 Pupil Services 5.75 hrs./183 days	08/14/2018
Limon, Giselle P	Health Assistant, Position #8434 Pupil Services 5.75 hrs./183 days Paraeducator II, Position #1805 Pupil Services 5.75 hrs./183 days	08/14/2018

Voluntary Demotion

Olivares, JoAnn	Intermediate School Secretary, Position #6339 Rose Ave. 8.0 hrs./192 days School Office Manager, Position #2183 Sierra Linda 8.0 hrs./210 days	09/10/2018
-----------------	---	------------

Transfer

Aguilar, Bertha A	Paraeducator II, Position #966 Special Education 5.75 hrs./183 days Paraeducator II, Position #2904 Special Education 5.75 hrs./183 days	08/14/2018
Garcia Herrera, Lucrecia M	Child Nutrition Worker, Position #2839 Elm 5.0 hrs./185 days Child Nutrition Worker, Position #2617 Itinerant 4.5 hrs./185 days	08/14/2018

CLASSIFIED PERSONNEL ACTIONS

September 19, 2018

Release during Probation

4671 Secretary, Position #1646 08/27/2018
Enrollment Center 8.0 hrs./246 days
School Office Manager, Position #1824
Ramona 8.0 hrs./210 days

Return from Leave of Absence

Romero, Vanessa R Child Nutrition Worker, Position #1588 08/31/2018
Lemonwood 5.5 hrs./185 days

Resignation

Castaneda, Kenyn L Health Assistant, Position #8436 08/29/2018
Pupil Services 5.75 hrs./183 days
Cater, Taylor Paraeducator I, Position #7184 08/31/2018
McAuliffe 2.0 hrs./183 days
Paraeducator I, Position #7267
McAuliffe 2.0 hrs./183 days
Hernandez, Susana B Health Assistant, Position #8437 08/26/2018
Pupil Services 5.75 hrs./183 days