



THE PERSONNEL COMMISSION  
*(supporting education through merit)*

OXNARD SCHOOL DISTRICT  
NOTICE OF REGULAR MEETING  
AGENDA

Thursday, September 15, 2016  
3:30 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 August 18, 2016

**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. District Translator (*page 5*)  
The Personnel Commission will consider approving amendments to the job description.
2. Eligibility Lists (*page 9*)  
The Personnel Commission will review certification of eligibility lists.

**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.

**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

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**

Persons wishing to address the Personnel Commission on an agenda item identified in the Closed Session agenda may address the Personnel Commission.

The Personnel Commission will convene to closed session for the following items:

1. Pursuant to Section 54957 of the Government Code, the Commission will consider personnel matters concerning :
  - Public Employment: Employee Evaluation -Director of Classified Human Resources
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**



# OXNARD SCHOOL DISTRICT MINUTES

Thursday, August 18, 2016

**3:30 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, August 18, 2016, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Perez at 3:34 p.m.

CALL TO ORDER

A roll call of the Commission was conducted. In attendance were:

ROLL CALL

Manuel L. Perez, Chair of the Personnel Commission  
Irma J. Lopez, Member of the Personnel Commission

Jonathan Koch, Director of Classified Human Resources  
Danielle Keys, Staff member  
Tanya Ventura, Staff member

Guests: Hugo Alcala, CSEA CPRO, Laura Perry, School Occupational Therapist; Ilene Poland, CSEA Chief Job Steward; Amelia Sugden, Director, Special Education; Margaret Teske, School Occupational Therapist; Dr. Jesus Vaca, Assistant Superintendent of Human Resources and Support Services; Ginny Whitt, CSEA Recording Secretary; Jabbar Wofford, CSEA President.

Commissioner Lopez moved to approve the agenda of Thursday, August 18, 2016 as presented. Commissioner Perez seconded and the motion carried. The vote was as follows 2-0. Perez Y; Lopez Y

ADOPTION OF THE  
AGENDA

COMMENTS BY THE  
PUBLIC

ACTION ITEMS

Ms. Teske and Ms. Perry gave their Occupational Therapist background. Commissioner Lopez moved to approve the recommendation for salary reallocation of School Occupational Therapist. Commissioner Perez seconded and the motion carried. The vote was as follows 2-0. Perez Y; Lopez Y

Scholl Occupational  
Therapist

Commissioner Lopez moved to approve the amendments to the job description of Grounds Equipment Operator. Commissioner Perez seconded and the motion carried. The vote was as follows 2-0. Perez Y; Lopez Y

Grounds Equipment  
Operator

Commissioner Lopez moved to approve the amendments to the job description of Plumber. Commissioner Perez seconded and the motion carried. The vote was as follows 2-0. Perez Y; Lopez Y

Plumber

Commissioner Lopez moved to establish the new classification, salary placement and job description of District Enrollment Center Manager. Commissioner Perez seconded and the motion carried. The vote was as follows 2-0. Perez Y; Lopez Y

District Enrollment  
Center Manager

Commissioner Lopez moved to approve the eligibility lists of Attendance Accounting Technician, Grounds Maintenance Specialist, Maintenance Worker I, Paraeducator II, Paraeducator III, Preschool Teacher (B), and Preschool Assistant (B). Commissioner Perez seconded and the motion carried. The vote was as follows 2-0. Perez Y ; Lopez Y

Eligibility Lists

REPORTS/OTHER  
INFORMATION/DISCUSSION ITEMS  
Personnel Actions

The Personnel Commission reviewed the Personnel Actions of August 3, 2016.

Mr. Koch gave an update on the current recruitments for Bus Driver (Temporary/Substitute), Child Nutrition Worker, Child Nutrition Worker (Temporary/Substitute), Custodian, Custodian (Temporary/Substitute), Director of Facilities, District Enrollment Center Manager, Energy Management Systems Technician, Grounds Equipment Operator, Grounds Maintenance Worker I, Health Assistant, Healthcare Technician, Intermediate School Secretary, Lead Custodian, Office Assistant (Temporary/Substitute), Paraeducator (Temporary/Substitute), Paraeducator I, Paraeducator II, Paraeducator III, Paraeducator-Hearing Impaired (sign language), School Occupational Therapist, Secretary, Shipping/Receiving Clerk/Delivery Driver, and Speech-Language Pathology Assistant. He summarized the Commission's staff activities as of the last Commission meeting.

Director's Report

Mr. Wofford reported that the Back to School event went well. He also reported that a new employee orientation will be held quarterly. Ms. Poland reported that a resolution to make Campus Assistants Classified Employees was passed at the CSEA conference.

Report by CSEA

Dr. Vaca shared his power point and explained the Teacher Pathway program.

Report by Assistant Superintendent, Human Resources and Support Services

There being no further business, the Commission adjourned at 5:28 p.m. The next regular meeting will be held October 13, 2016.

ADJOURNMENT

*Jonathan Koch, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Thursday, August 18, 2016 as approved by the Personnel Commission of the Oxnard School District.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chair, Personnel Commission*

## DISTRICT TRANSLATOR (B)

*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 direction of the Superintendent or other designated administrator, To translate and interprets a wide variety of difficult and complex written and spoken District-wide communications in English and Spanish designated second language including materials and matters of a highly sensitive nature and with a high consequence of error; to facilitates communication between District staff and non-English speaking students, parents, staff, and other members of the community; and to performs a variety of responsible clerical duties/functions; types documents, letters, and memoranda; provides information to the general public; and to performs a variety of duties/tasks relative to assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The District Translator classification performs duties in the translating and interpreting of a wide variety of difficult and complex written and spoken communications in English and a designated second language including materials and matters of a highly sensitive nature including Individual Education Plans (I.E.P.s), legislative and legal documents and proceedings, and medical documents and communications, facilitates communication between non-English speaking staff and members of the public, and performs a variety of tasks relative to the assigned language and function.

The Translator classification performs duties in the translating and interpreting of a wide variety of written and spoken communications in English and a designated second language, facilitates communication between non-English speaking staff and members of the public, and performs a variety of clerical tasks relative to the assigned language and function.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Superintendent or other designated administrator; and Executive Assistant to the Superintendent.
- Positions in this classification have no formal supervisory responsibilities.

### ESSENTIAL DUTIES

- Translates a wide variety of written materials from English to Spanish and Spanish to English, including highly complex and sensitive documents with a high consequence of error such as board policies, -bulletins, formal complaints, forms, Individual Education Plans (I.E.P.), teaching-instructional materials, letters, legislative bills, meeting agendas and minutes, memoranda, menus, newsletters, and notices, press releases, police reports, and safety plans from English to designated second language and from designated second language to English;
- Attends various meetings, conferences, hearings, in-services, interviews, and other work-related events to serve as an interpreter providing consecutive and/or simultaneous translation at meetings;
- Provides interpretation and translation of technical terminology used by the psychologists, speech therapists, school nurses, lawyers, and other District personnel; provides explanations to facilitate communications, promote understanding, and develop rapport with speakers of designated second language; Spanish-speaking parents and students.
- Proofreads documents in designated second language created by other District staff; ensures accuracy of documents intended for wide distribution;
- Communicates with a variety of District administrators, specialists, faculty, and other staff to provide interpretation and translation as needed;
- Evaluates and scores bilingual assessment exams for classified written tests for bilingual positions;
- Assists psychologists, speech therapists, and other District personnel in administering tests to Spanish-non-English speaking students to ensure that accurate test results are obtained;
- Accompany District specialists on home visits as needed to interpret, explain procedures and programs and assist in obtaining information of a personal and sensitive nature.

- ~~Attend meetings, conferences and social gatherings and interpret as required; translate pamphlets, forms and announcements for social service agencies and other community organizations as directed.~~
- Develops and revises forms and other communications for Spanish speaking parents and students.
- Operate a personal computer and peripheral equipment, using modern software, including word processing and data input; operate a variety of modern office machines and equipment such as a typewriter, calculator, FAX and copier; ~~Assists with clerical duties related to department activities; performs clerical duties for the assigned supervisor as directed~~ perform responsible clerical duties including report generation, record keeping, and filing; maintains and organizes a variety of hard copy and electronic logs, records, and files; ensures the timely duplication and distribution of a variety of records, reports, and other materials as directed;
- Greets staff and the public at assigned department in English and designated second language; provides routine information and directs inquiries to the appropriate person or office; answers telephones in English and designated second language and provides information, take messages, and directs calls; makes phone calls in English and designated second language to request, obtain, relay, provide, and verify information as directed. ~~Assist Spanish speaking callers and visitors to the Superintendent's office; provide information and direction and route calls as needed.~~

#### Other Related Duties

- May accompany District personnel on field trips and other school related activities as needed to interpret, explain procedures and programs, and assist in delivering and obtaining information in designated second language;
- Performs related duties and responsibilities as required.

#### KNOWLEDGE, ABILITIES, AND TRAITS

##### Knowledge of:

- English and designated second language ~~Spanish~~ usage including good proper grammar, structure, spelling, pronunciation, punctuation, vocabulary, and comprehension;
- Technical terminology used by psychologists, speech therapists, nurses, and other specialists;
- ~~Oral and written communication skills.~~
- Principles and procedures of record keeping;
- Telephone techniques and etiquette;
- Modern office procedures, methods, and equipment ~~including computers;~~
- District organization, operations, policies, regulations, procedures, and objectives related to conversations being interpreted and materials being translated;
- Pertinent Federal, State, and local laws, codes, and regulations;
- Interpersonal skills using tact, patience, and courtesy;
- Good public relations.

##### Ability to:

- Speak, read, write, and translate Spanish fluently and effectively in English and designated second language;
- ~~Translate a wide variety of written materials from English into Spanish and Spanish into English.~~
- Understand and participate in conversational English and designated second language ~~Spanish~~ with a high degree of precision of vocabulary and fluency;
- Read and comprehend various styles and forms of English and the designated Spanish ~~second~~ language ranging from moderately difficult prose to highly colloquial writing;
- ~~Assist District psychologist, speech therapist and other specialists in administering diagnostic tests to Spanish-speaking students.~~
- Develop rapport with Spanish speaking parents and students and discuss personal and sensitive problems and issues. ~~native speakers of designated second language.~~
- Work effectively within established time schedules and independently with minimal direction;
- Operate a variety of office machines and equipment such as a personal computer and peripheral equipment, using modern software ~~all applicable hardware and software, copiers;~~ ~~operate a variety of modern office~~



~~machines and equipment such as a printers, scanners, typewriters, calculators, and fax machines; FAX and copier.~~

- ~~Accurately type/keyboard or perform data entry at a speed to complete assigned tasks;~~
- ~~Operate a keyboard at a corrected rate of 40 words per minute.~~
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous, and timely manner;
- Maintain confidentiality of privileged information obtained in the course of work;
- Communicate ~~clearly and concisely~~effectively, both orally and in writing in English and designated second language;
- Understand and follow oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work.

Traits:

- Appreciates and respects the differences among people;
- Diligently attends to details and quality;
- Easily adapts to situations and changes;
- Effectively manages one's own time, priorities, and resources.
- Is punctual and follows through;
- Is trustworthy and responsible for his/her actions;
- Overcomes linguistic and cultural barriers;
- Stays focused and has good work ethic;
- Strives to meet customers' needs.

**EMPLOYMENT STANDARDS**

**Education:** Graduation from high school or equivalency. Additional training or college coursework in interpretation and translation or the designated second language is desirable. Equivalent to the completion of the twelfth grade supplemented by college level course work in the Spanish languages or a related field.

**Experience:** One of the following:

Four-Two years of increasingly responsible translating experience composing, editing, and translating materials in English and the designated second language and providing consecutive or simultaneous oral interpretations during group meetings and in one-to-one situations.

OR

Three years of experience in a position for which bilingualism in the designated second language is a requirement.

A Bachelor's degree or a Translation and Interpretation certificate in the designated second language may be substituted for one year of the required experience.

**Special:** Possession of a valid California Driver's License.

Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

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:** Employees in this classification stand, walk, sit, stoop/bend, reach overhead, lift and carry up to 20 lbs., use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, and see small details. 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 and on the telephone; manual dexterity to operate a telephone and keyboard; lift horizontally and vertically, bend and stoop.

Oxnard School District

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**WORK ENVIRONMENT:** Employees in this classification work primarily inside an office environment, with frequent interruptions, with changing priorities and short deadlines, drive an automobile to conduct work, and have direct contact with the students, other staff, and the public. ~~Office environment; travel from site to site; subject to frequent interruptions; exposure to computer screens; extensive use of computer and keyboard.~~

**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.

~~Oxnard School District~~

~~Board Policy Adopted: May, 1977; Reclassification Study: September 24, 1986; Reclassification Study: June 25, 1998~~

~~Personnel Commission Approved: Reclassification Study: October 23, 1986; Reclassification Study: February 26, 1998~~

**Salary Range: 20.0**

**Approved: 5/77**

**Revised: 9/16**



**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 16-17:02

Established: 9/12/16

**Custodian**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	De la Torre, Feliciano	9/12/2017
2	Gallegos, Roman G.	9/12/2017
3	Frenes, Daniel P	9/12/2017
3	Ingram, Jason	9/12/2017
3	Linder, Jonathan M	9/12/2017
4	Everett, Steven A	9/12/2017
5	Glass, Joshua D	9/12/2017
5	Saucedo, Eduardo	9/12/2017
6	Marin Jr., Gene	9/12/2017
6	Wagner, Sharon A	9/12/2017
7	LaMorena, John J	9/12/2017
7	Melendez, Carlos	9/12/2017
8	Hernandez, Juan J	9/12/2017
8	Lopez, Richard Cortez	9/12/2017
8	Segovia, Shawn P	9/12/2017
8	Trevino, Alfredo Carlos	9/12/2017
9	Aceves, Fracisco	9/12/2017
10	Bradley, Arderick	9/12/2017

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: Dual Certification

Eligibility List No. 15-16:13

Director's Certification:

Established: 12/16/15

Updated: 2/8/16, 5/9/16, 8/1/16, 9/12/16

**Paraeducator II**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Olmos, Diana A	2/8/2017
2	Arroyo, Maribel	9/12/2017
2	Bustamante, Rosie	9/16/2016
2	Canchola, Juan J	9/12/2017
2	De La Cruz, Laura Patricia	8/1/2017
2	Dohy, Sarah C	1/29/2017
2	Garcia de Ruiz, Claudia E (B)	12/16/2016
2	Hernandez, Stephanie A	8/1/2017
2	Koressa, Marcel	8/1/2017
2	Llamas, Stephanie	5/9/2017
2	Martinez Weierman, John	5/9/2017
2	Mendoza, Alberto	9/16/2016
2	Pina, Bobby S	5/9/2017
2	Olaso, Myrna E	9/12/2017
2	Orjuela, Laura C	9/12/2017
2	Prado, Margarita (B)	2/8/2017
2	Roque, Yosis I (B)	12/16/2016
2	Rubalcaba, Lljayra Y	5/9/2017

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**OXNARD SCHOOL DISTRICT**



**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Eligibility List No. 15-16:13

Director's Certification:

Established: 12/16/15

Updated: 2/8/16, 5/9/16, 8/1/16, 9/12/16

**Paraeducator II**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
2	Segovia, Amanda M	8/1/2017
2	Simonini, Magdalena	9/12/2017
2	Smith, Kayla D	1/29/2017
2	Thompson, Ranesha L	8/1/2017
2	Wilson, Luke	10/12/2016
3	De La Hoya, Susy (B)	12/16/2016
4	Loebe, Laura A	12/16/2016

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**OXNARD SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 15-16:14 (continuous)

Established: 12/14/15

Updated: 2/8/16, 5/9/16, 8/4/16, 9/12/16

Merged with Eligibility List No. 14-15:23

**Paraeducator III**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Aguirre Cayeros, Carmina	9/16/2016
1	Arias, Ester A (B)	12/14/2016
1	Arroyo, Maribel	9/12/2017
1	Barragan, Imelda L (B)	2/8/2017
1	Bedolla, Guadalupe	9/16/2016
1	Canchola, Juan J	9/12/2017
1	Chaidez, Lorena	5/9/2017
1	De La Cruz, Laura Patricia	8/1/2017
1	Dohy, Sarah C	1/29/2017
1	Farfan, Diana	12/14/2016
1	Gilliam, Kenneth	5/9/2017
1	Hernandez, Stephanie A	8/1/2017
1	Hull, Felipe G	2/8/2017
1	Koressa, Marcel	8/1/2017
1	Llamas, Stephanie	5/9/2017
1	Meraz, Deseri R	8/1/2017
1	Martinez Weierman, John	5/9/2017
1	Olaso, Myrna E	9/12/2017

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: Dual Certification

Director's Certification:



Eligibility List No. 15-16:14 (continuous)

Established: 12/14/15

Updated: 2/8/16, 5/9/16, 8/4/16, 9/12/16

Merged with Eligibility List No. 14-15:23

**Paraeducator III**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Orjuela, Laura C	9/12/2017
1	Prado, Margarita (B)	2/8/2017
1	Pulido, Daniel (B)	9/16/2016
1	Segovia, Amanda M	8/1/2017
1	Simonini, Magdalena	9/12/2017
1	Thompson, Ranesha L	8/1/2017
1	Viveros, Janelli	5/9/2017
1	Wilson, Luke W	10/12/2016
2	Colmenares, Roberto	10/12/2016

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. 16-17:03

Established: 8/31/16

## Health Care Technician

Rank	Name	Expiration Date
1	Carlson, Sandra C	8/31/2017
2	Hubb, Angela J	8/31/2017
3	Johnson, Crystal	8/31/2017
4	Perez, Arlene	8/31/2017
5	Argaez, Sonia	8/31/2017
5	Costigan, Tami June	8/31/2017
6	Santa Rosa, Deborah A	8/31/2017
7	Broskey, Ashley N	8/31/2017
8	Frash, Chaney N	8/31/2017

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**

Bond, Nevin	Security/Maintenance Worker, Position #694 Facilities 8.0 hrs./246 days	08/11/2016
Gonzalez, Maria Isabel	Bus Driver, Position #1088 Transportation 8.0 hrs./183 days	08/16/2016
Maciel, Debra	Bus Driver, Position #1117 Transportation 8.0 hrs./183 days	08/16/2016

**Limited Term**

Arevalo, Estanilao	Paraeducator	07/25/2016
Caluya, Ruel B.	Paraeducator	08/16/2016
Castellanos Vizcaino, Ana Luisa	Paraeducator	07/25/2016
Jacobe, Stephanie	Paraeducator	08/16/2016
Tomasino, Idalia C	Paraeducator	08/16/2016
Torres, Andres	Paraeducator	08/16/2016
Trujillo, Nayeli	Paraeducator	08/16/2016

**Promotional**

Grajeda, Steven	Grounds Maintenance Specialist, Position #1036 Facilities 8.0 hrs./246 days Grounds Maintenance Worker I, Position #965 Facilities 8.0 hrs./246 days	08/01/2016
Reyes, Juan Carlos	Grounds Maintenance Specialist, Position #7592 Facilities 8.0 hrs./246 days Grounds Equipment Operator, Position #421 Facilities 8.0 hrs./246 days	08/02/2016
Delgado, Carlos	HVAC Technician, Position #2628 Facilities 8.0 hrs./246 days Plumber, Position #72 Facilities 8.0 hrs./246 days	08/12/2016

**Reinstatement**

Ramirez, James	Maintenance Worker I, Position #5845 Facilities 8.0 hrs./246 days	08/21/2016
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**Unpaid Leave of Absence**

Robles, Liliana	Paraeducator III, Position #2908 Special Education 5.75 hrs./183 days	08/16/2016-09/29/2016
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**Resignation**

Burkhart, Alma	Intermediate School Secretary (B), Position #1503 Fremont 8.0 hrs./192 days	08/04/2016
Espitia, Daniel	Custodian, Position #533 Chavez 8.0 hrs./246 days	08/19/2016
Hartman, Christina	Library Media Technician, Position #2526 Rose Ave. 8.0 hrs./192 days	08/03/2016
Kim, Joan	Site Technology Technician, Position #2503 Chavez 8.0 hrs./192 days	08/01/2016
Mendoza, Laura	Paraeducator II, Position #5465 Special Education 5.75 hrs./183 days	07/28/2016

**Retirement**

Estrada, Arthur	Lead Custodian, Position #995 Chavez 8.0 hrs./246 days	06/22/1973-10/04/2016
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CLASSIFIED PERSONNEL ACTIONS

**New Hire**

Chaidez, Lorena M.	Paraeducator II (B), Position #679 Special Ed. 5.5 hrs./183 days	08/17/2016
Meraz, Deseri	Paraeducator II, Position #2889 Ed. Services 5.75 hrs./183 days	08/17/2016
Teske, Margaret	School Occupational Therapist, Position #2865 Special Ed. 8.0 hrs./203 days	08/16/2016
Randall, Nicholas	Maintenance Worker I, Position 5844 Facilities 8.0 hrs./246 days	08/29/2016
Salinas II, Marco A.	Bus Driver, Position #1453 Transportation 6.0 hrs./183 days	08/17/2016
Valencia, Alejandra G.	Outreach Specialist (B), Position #2688 Marshall 8.0 hrs./180 days	08/18/2016
Wiley, Karla	Library Media Technician, Position #2523 Ramona 5.0 hrs./190 days	08/09/2016
Zamora, Alma	Paraeducator I, Position #7788 Chavez 4.0 hrs./183 days	08/29/2016

**Limited Term**

Cervantes Godinez, Rosa	Paraeducator	08/19/2016
Chaidez, Lorena	Paraeducator	08/16/2016
Corona, Martha	Clerical	08/18/2016
Galvan, Jose A.	Paraeducator	08/18/2016
Lopez, Olanda	Child Nutrition Worker	08/18/2016
Olson, Teresa	Paraeducator	08/18/2016
Salinas II, Marco	Bus Driver	08/16/2016

**Exempt**

Colon, Matthew	Campus Assistant	08/18/2016
Herrera, Bobby	Campus Assistant	08/19/2016
Serratos-Hernandez, Eduardo	Campus Assistant	08/15/2016

**Increase in Hours**

Aguilera, Martha	Paraeducator I (B), Position #7223 Fremont 5.75 hrs./183 days Paraeducator I (B), Position #7223 Fremont 5.75 hrs./183 days	08/29/2016
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**Transfer**

Bernal, Rosalina	Child Nutrition Worker, Position #2789 McAuliffe 5.0 hrs./185 days Child Nutrition Worker, Position #269 Lemonwood 5.0 hrs./185 days	08/15/2016
Mello, Tiffany	Intermediate School Secretary, Position #6241 Chavez 8.0 hrs./192 days Secretary, Position #1357 Enrollment Center 8.0 hrs./246 days	09/06/2016
Zamarripa, Juan	Custodian, Position #2398 Soria 8.0 hrs./246 days Custodian, Position #6673 Elm 4.0 hrs./246 days	08/15/2016

**Return from Leave of Absence**

Arellano, Mariselda	Preschool Assistant (B), Position #2658 Ed. Services 3.0 hrs./183 days	08/16/2016
Tanedo, Melinda	Paraeducator II, Position #2195 Special Ed. 5.75 hrs./183 days	08/16/2016

**Unpaid Leave of Absence**

Banales, Lizbeth	Paraeducator II (B), Position #2750 Special Education 5.0 hrs./183 days	08/31/2016-12/14/2016 (Wednesdays only)
Sandoval, Janice	Child Nutrition Worker, Position #129 Brekke 5.5 hrs. 185 days	08/25/2016-11/09/2016

**Resignation**

Bond, Nevin	Security/Maintenance Worker, Position #694 Facilities 8.0 hrs./246 days	08/24/2016
Freeman, Alicia	Administrative Assistant (B), Position #5422 Human Resources 8.0 hrs./246 days	09/09/2016
Gravel, Tricia	Paraeducator Hearing Impaired, Position #2955 Special Ed. 5.75 hrs./183 days	08/18/2016
Hernandez, Lorena	Child Nutrition Worker, Position #2838 Frank 4.0 hrs./185 days	08/15/2016
Rivera, Patricia	IA CELDT, Position #2435 Ed. Services 5.5 hrs./183 days	08/16/2016
Sisemore, Theresa	Speech Language Pathology Assistant, Position #2843 Special Ed. 8.0 hrs./183 days	06/17/2016