



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING
AGENDA

Thursday, October 13, 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 September 15, 2016 and September 26, 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. Eligibility Lists (*page 6*)
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 9*)
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.

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

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



OXNARD SCHOOL DISTRICT MINUTES

Thursday, September 15, 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, September 15, 2016, in the Oxnard Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Perez at 3:46 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
Jan Rhoads, Vice 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: Janette Ayala, CSEA Treasurer, Clara Ramos, CSEA Vice President; Rita Guevara, CSEA Clerical Representative; Ilene Poland, CSEA Chief Job Steward; Ginny Whitt, CSEA Recording Secretary; Jabbar Wofford, CSEA President.

Commissioner Lopez moved to approve the agenda of Thursday, September 15, 2016 as amended with the removal of Item E-Closed session. Commissioner Perez seconded and the motion carried. The vote was as follows 2-0. Perez Y; Lopez Y

ADOPTION OF THE
AGENDA

Commissioner Lopez moved to approve the minutes 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

APPROVAL OF
MINUTES

Ms. Poland shared a handout with information from the CSEA Merit System training. Ms. Ayala wanted to clarify that Mr. Wofford isn't the only one that can speak on behalf of CSEA. Ms. Whitt wanted to make the Commissioners aware of a concern that all clerical support staff positions are required to be bilingual. Ms. Ramos reported that she agrees with Ms. Whitt regarding the bilingual positions as it limits opportunities for all.

COMMENTS BY THE
PUBLIC

Commissioner Lopez moved to approve the recommendation for the job description of District Translator with the amendment to remove the word staff from the Summary of Duties. Commissioner Perez seconded and the motion carried. The vote was as follows 3-0. Perez Y; Rhoads Y; Lopez Y

ACTION ITEMS

District Translator

Commissioner Rhoads moved to approve the eligibility lists of Custodian, Paraeducator II, Paraeducator III, and Health Care Technician. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Perez Y ; Rhoads Y ; Lopez Y

Eligibility Lists

REPORTS/OTHER
INFORMATION/DISC
SSION ITEMS
Personnel Actions

The Personnel Commission reviewed the Personnel Actions of August 24, 2016 and September 7, 2016.

Mr. Koch gave an update on the current recruitments for Bus Driver (Temporary/Substitute), Child Nutrition Worker, Child Nutrition Worker (Temporary/Substitute), Custodian (Temporary/Substitute), Director of Facilities, District Enrollment Center Manager, Energy Management Systems Technician, Grounds Equipment Operator, Grounds Maintenance Worker I, Health Assistant, Lead Custodian, Office Assistant (Temporary/Substitute), Paraeducator (Temporary/Substitute), Paraeducator I, Paraeducator II, Paraeducator III, Paraeducator-Hearing Impaired (sign language), Plumber, School Occupational Therapist, 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 IBB training will be held Tuesday and Wednesday. He invited the Commissioners to attend the New Employee Orientation which will be held September 22, 2016. Ms. Ramos reported she and Ms. Whitt met with Ms. Amelia Sugden in regards to working together to send a few Paraeducators to the CSEA Paraeducator Conference. She also reported that they are looking to bring back the ACE program which will allow Administrators to shadow Classified staff. Mr. Ramos invited the Commissioners to attend the next CSEA Chapter meeting which will be held September 27, 2016.

Report by CSEA

There being no further business, the Commission adjourned at 5:24 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, September 15, 2016 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

Minutes of Thursday, September 15, 2016

October 13, 2016



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Monday, September 26, 2016
10:00 a.m. Oxnard Room of the ESC
1051 South A Street, Oxnard, CA 93030

The Personnel Commission of the Oxnard School District met on Monday, September 26, 2016, in the Board Room of the ESC, 1051 South A Street, Oxnard, CA. The special meeting was called to order by Commissioner Perez at 10:10 a.m.

CALL TO ORDER

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

ROLL CALL

Manuel Perez, Chair of the Personnel Commission
Jan Rhoads, Vice Chair of the Personnel Commission
Irma J. Lopez, Member of the Personnel Commission

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

Commissioner Rhoads moved to approve the agenda of Monday, September 26, 2016 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Perez Y; Rhoads Y; Lopez Y

ADOPTION OF THE
AGENDA

The Commissioner convened into closed session at 10:21 a.m. They reconvened into open session at 11:18 a.m. No action was taken.

Closed Session

There being no further business, the Commission adjourned at 11:19 a.m.

ADJOURNMENT

Jonathan Koch, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Monday, September 26, 2016 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

Minutes of Monday, September 26, 2016

October 13, 2016

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 16-17:12

Established: 4/21/16

Merged with Eligibility List No. 15-16:25

School Occupational Therapist

Rank	Name	Expiration Date
1	Henggeler, Beth	9/26/2017
2	Parsa, Victa	4/21/2017

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

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 15-16:47

Established: 9/27/16

Shipping/Receiving Clerk/Delivery Driver

Rank	Name	Expiration Date
1	Bergeon, Joseph A	9/27/2017
2	Blank, Jayne E	9/27/2017
3	Amezcuca, Julio C	9/27/2017
4	Centeno, Victor	9/27/2017
5	Bodle, Jim	9/27/2017
6	Denny, John T	9/27/2017
7	Bradley, Arderick	9/27/2017
8	Murillo, Miguel A	9/27/2017

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

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 16-17:01

Established: 10/3/16

Merged with Eligibility List No. 15-16:19

Director of Facilities

Rank	Name	Expiration Date
1	Echevarria, Jesus	10/3/2017
2	Fateh, Navid D	10/3/2017
3	McGarry, Vincent A	1/8/2017
3	Rubenstein, Lori Sue	10/3/2017
4	Birchfield, Mitch T	10/3/2017
5	Cross, Larry	1/8/2017
5	Garcia, Jaime	10/3/2017
6	Antenor, Dante A	10/3/2017

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

Andrade, Gabriela	Library Media Technician, Position #2525 Rose Ave. 5.0 hrs./190 days	08/29/2016
Kerissa, Hoda	Paraeducator I, Position #7267 McAuliffe 2.0 hrs./183 days	09/01/2016
Tobon Guzman, Maria	Paraeducator I, Position #7192 Rose Ave. 4.0 hrs./183 days	09/06/2016

Limited Term

Alhabash, Suha I	Paraeducator	08/30/2016
Hernandez, Danna	Paraeducator	08/29/2016
Loebe, Laura	Paraeducator	09/12/2016
Rodriguez, Casey S.	Paraeducator	08/29/2016

Exempt

Caluya, Ruel	Campus Assistant	09/08/2016
Juarez, Lizeth	Campus Assistant	09/02/2016
Ochoa, Brenda	Campus Assistant	08/18/2016
Rodriguez, Christine	Campus Assistant	08/26/2016
Ruiz, Aurora	Campus Assistant	08/18/2016
Topete, Andres	Campus Assistant	08/16/2016

Promotion

Flores, Marcella	Secretary, Position #1357 Pupil Services 8.0 hrs./246 days Office Assistant II, Position #1983 Marshall 5.0 hrs./203 days	09/12/2016
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Transfer

Sandoval, Michelle	Office Assistant II, Position #6447 Fremont 8.0 hrs./203 days Office Assistant II, Position #2172 Ritchen 7.0 hrs./203 days	09/12/2016
Serratos, Juan Carlos	Custodian, Position #2543 McAuliffe 4.0 hrs./246 days Custodian, Position #2541 Fremont 4.0 hrs./246 days	09/05/2016

Reinstatement

Olson, Teresa	Paraeducator II, Position #6519 Special Education 5.75 hrs./183 days	08/29/2016
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Resignation

Bravo, Sarah	Paraeducator I, Position #7173 Elm 2.0 hrs./183 days	09/02/2016
Curwood, Sandra	Director of Child Nutrition, Position #108 Child Nutrition Services 8.0 hrs./246 days	09/06/2016
Loebe, Laura	Paraeducator III, Position #1628 Special Ed. 5.75 hrs./183 days	09/09/2016

Retirement

Rosalez, Jeanette	Child Nutrition Coordinator, Position #1075 Brekke 8.0 hrs./189 days	06/30/1997-08/31/2016
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Page 1

October 5, 2016

CLASSIFIED PERSONNEL ACTIONS

New Hire

Cortez, Silvia	Child Nutrition Worker, Position #2054 Soria 5.0 hrs./185 days	09/12/2016
Daniels, Geraldine	Library Media Tech, Position #2199 Sierra Linda 5.0 hrs./190 days	09/01/2016
Gonzalez, Yolanda	Outreach Specialist (B), Position #563 Chavez 8.0 hrs./180 days	09/26/2016
Hubb, Angela	Healthcare Technician, Position #7115 Special Education 7.0 hrs./183 days	09/30/2016
Lozano, Maria Alicia	Child Nutrition Worker, Position #2214 Fremont 5.0 hrs./185 days	09/12/2016
Lugotoff, Suzanne	Director, Child Nutrition Services, Position #108 Child Nutrition Services 8.0 hrs./246 days	09/19/2016
Nunez, Nicholas	Security/Maintenance Worker, Position #694 Facilities 8.0 hrs./246 days	09/08/2016
Paez, Laura	Paraeducator II (B), Position #966 Special Education 5.75 hrs./183 days	09/21/2016
Vergara, Brigitte	Child Nutrition Worker, Position #2175 Ritchen 4.0 hrs./185 days	09/13/2016

Limited Term

Alvarez Mora, Andrea	Clerical	09/19/2016
Ambriz, Noemi	Paraeducator	09/09/2016
Bradley, Arderick	Custodian	09/20/2016
Duchon, Jill M.	Child Nutrition Worker	09/21/2016
Everett, Steven	Custodian	08/29/2016
Frias Perez, Veronica	Child Nutrition Worker	08/23/2016
Gutierrez, Sheila M	Clerical	09/19/2016
Gutierrez, Stephanie	Paraeducator	09/09/2016
Haynes, Angela	Child Nutrition Worker	09/19/2016
Luna, Karen	Clerical	09/19/2016
McGee, Tyler	Paraeducator	09/13/2016
Menchaca, Anthony	Paraeducator	09/21/2016
Munoz, Arnulfo	Paraeducator	09/07/2016
Murao, Meghan	Clerical	08/25/2016
Salazar, Erika	Child Nutrition Worker	08/29/2016
Severiano Vico, Adalilia	Paraeducator	09/12/2016
Tapia Reyes, Nayeli	Clerical	08/11/2016
Thompson, Ranesha	Paraeducator	09/16/2016
Villegas, Luisa	Paraeducator	09/07/2016

Exempt

Coleman, Ashley	Campus Assistant	09/09/2016
Cruz, Mariana	Campus Assistant	09/15/2016
Franco, Roxana	Campus Assistant	09/13/2016
Gallegos, Roman	Campus Assistant	09/12/2016
Rubio, Elisabet	Campus Assistant	08/18/2016
Tejeda, Janet	Campus Assistant	09/13/2016
Temple, Alonzo	Campus Assistant	09/16/2016
Villasenor, Maribel	Campus Assistant	09/09/2016

Increase in Hours

Beltran, Daniel	Cover Bus Driver/Office Assistant, Position #580 Transportation 8.0 hrs./203 days	09/19/2016
	Cover Bus Driver/Office Assistant, Position #580 Transportation 6.0 hrs./203 days	

Increase in Hours continued

Lopez, Irma	Paraeducator II, Position #2143 Special Education 5.75 hrs./183 days	09/08/2016
	Paraeducator II, Position #2143 Special Education 5.5 hrs./183 days	
Vaca, Anthony	Paraeducator I, Position #7329 Curren 5.5 hrs./183 days	09/09/2016
	Paraeducator I, Position #7329 Curren 4.0 hrs./183 days	

Transfer

Garcia, Maricarmen	Office Assistant II, Position #631 Driffill 8.0 hrs./203 days	08/01/2016
	Office Assistant II, Position #2185 Sierra Linda 7.0 hrs./203 days	
Ramirez, Rocio	Office Assistant II, Position #2215 Frank 6.0 hrs./192 days	10/03/2016
	Office Assistant II, Position #1212 Fremont 6.0 hrs./203 days	
Rodriguez Gaytan, Edmundo	Child Nutrition Worker, Position #269 Lemonwood 5.0 hrs./185 days	09/19/2016
	Child Nutrition Worker, Position #2768 Fremont 5.0 hrs./185 days	

In Lieu of Layoff

Zarate, Connie	Office Assistant II, Position #2872, #26 Frank 2.5 hrs./192 days, Fremont 2.0 hrs./203 days	09/13/2016
	Office Assistant II, Position #2130 Curren 4.0 hrs./203 days	

Layoff

Andaya, Sherylyn	Office Assistant II, Position #2872 Frank 2.5 hrs./192 days	09/12/2016 09/12/2016
Andaya, Sherylyn	Office Assistant II, Position #26 Fremont 2.0 hrs./203 days	

Unpaid Leave of Absence

Garcia, Maricarmen	Office Assistant II, Position #631 Driffill 8.0 hrs./203 days	09/14/2016-08/1/2017
Resendiz, Monica	Child Nutrition Worker, Position #2160 Harrington 5.0 hrs./185 days	09/26/2016-10/17/2016
Sandoval, Janice	Child Nutrition Worker, Position #129 Brekke 5.5 hrs./185 days	09/02/2016-11/09/2016

Resignation

Fick, Shauna	Healthcare Technician, Position #7115 Special Education 7.0 hrs./183 days	08/14/2016
Harvey, Zachary	Site Technology Technician, Position #6803 Fremont 8.0 hrs./192 days	10/07/2016
Mello, Tiffany	Intermediate School Secretary, Position #6241 Chavez 8.0 hrs./192 days	10/05/2016
Rivera, Andrew	Paraeducator I, Position #7182 Marshall 1.0 hr./183 days	09/30/2016