



THE PERSONNEL COMMISSION  
*(supporting education through merit)*

OXNARD SCHOOL DISTRICT  
NOTICE OF REGULAR MEETING  
AGENDA

Thursday, December 8, 2016  
3:30 p.m. Regular Meeting  
Professional Training Center 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 October 13, 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. Rotation of Chair and Vice-Chair, Personnel Commission rule 20.100.4  
Jan Rhoads will assume the role as chair and Manuel Perez will serve as vice-chair
2. Meeting Calendar for 2017 (*page 5*)  
The Personnel Commission will consider a proposed calendar for meeting to be convened in 2017.
3. Eligibility Lists (*page 6*)  
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. Director's Report  
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
2. Report by CSEA  
CSEA may report on Human Resources issues of interest to the District.
3. 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.
4. Report by Commissioners  
The Commissioners will report on issues concerning Commission administration.

#### **E. ADJOURNMENT**

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# OXNARD SCHOOL DISTRICT MINUTES

Thursday, November 10, 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, November 10, 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  
Jan Rhoads, Vice Chair of the Personnel Commission  
Irma J. Lopez, Member of the Personnel Commission arrived at 4:14pm  
  
Jonathan Koch, Director of Classified Human Resources  
Danielle Keys, Staff member  
Tanya Ventura, Staff member

Guests: Rita Guevara, CSEA Clerical Representative; Maria Medina, Paraeducator II; Ilene Poland, CSEA Chief Job Steward; Ginny Whitt, CSEA Recording Secretary; Jabbar Wofford, CSEA President.

Commissioner Rhoads moved to approve the agenda of Thursday, November 10, 2016 as presented. Commissioner Perez seconded and the motion carried. The vote was as follows 2-0. Perez Y; Rhoads Y

ADOPTION OF THE  
AGENDA

Commissioner Rhoads moved to approve the minutes of October 13, 2016 as presented. Commissioner Perez seconded and the motion carried. The vote was as follows 2-0. Perez Y; Rhoads Y

APPROVAL OF  
MINUTES

Ms. Guevara asked that the Commission please begin meetings on time since employees use their break time to attend.

COMMENTS BY THE  
PUBLIC

Commissioner Rhoads moved to approve the eligibility lists of Plumber, Instructional Assistant CELDT, Site Technology Technician, Grounds Maintenance Worker I, Lead Custodian, Paraeducator II, and Paraeducator III. Commissioner Perez seconded and the motion carried. The vote was as follows 2-0. Perez Y; Rhoads Y

ACTION ITEMS

Eligibility Lists

The Commission convened the Public Hearing at 4:17 p.m. Commissioner Lopez inquired how many years Commissioner Perez has been on the Commission. Mr. Koch replied that he has been on board since 1992. The Public Hearing was closed at 4:18 p.m. Commissioner Rhoads moved to reappoint Commissioner Perez to the Personnel Commission. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Rhoads Y; Lopez Y

Public Hearing and  
Appointment of Joint  
Appointee to the  
Personnel Commission

After the Public Hearing Commissioner Perez read and signed the Oath of Office.

Oath of Office

REPORTS/OTHER  
INFORMATION/DISCUSSION ITEMS  
Personnel Actions

The Personnel Commission reviewed the Personnel Actions of October 19, 2016 and November 2, 2016.

Mr. Koch gave an update on the current recruitments for Accounting Specialist III, Administrative Assistant, Bus Driver (Temporary/Substitute), Child Nutrition Worker (Temporary/Substitute), Custodian (Temporary/Substitute), District Enrollment Center Manager, Energy Management Systems Technician, Intermediate School Secretary, Office Assistant (Temporary/Substitute), Paraeducator (Temporary/Substitute), Paraeducator I, Paraeducator II, Paraeducator III, Paraeducator-Hearing Impaired (sign language), Preschool Assistant, Preschool Teacher, School Occupational Therapist, Secretary, and Speech-Language Pathology Assistant. He summarized the Commission's staff activities as of the last Commission meeting.

Director's Report

Ms. Whitt reported that Dr. Vaca and Ms. Sugden are assisting in sending six CSEA members to the Classified Paraeducator conference. Mr. Wofford reported that job descriptions for Instructional Assistants and Paraeducators will be revised soon.

Report by CSEA

Dr. Vaca reported that applications are out for the Teacher Pathway Program. A total of 15 candidates will be selected. This program will provide financial support, mentoring, and test prep. He shared that the application process has closed and the process will begin in February at the latest.

Report by Assistant Superintendent, Human Resources and Support Services

There being no further business, the Commission adjourned at 4:37 p.m. The next regular meeting will be held December 8, 2016.

ADJOURNMENT

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*Jonathan Koch, Secretary to the Personnel Commission*

This certifies that these are the full and correct minutes of the meeting of Thursday, November 10, 2016 as approved by the Personnel Commission of the Oxnard School District.

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*Date*

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*Chair, Personnel Commission*

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Minutes of Thursday, November 10, 2016

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December 8, 2016



## OXNARD SCHOOL DISTRICT

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

To: Interested Persons

From: Jonathan Koch  
Director, Classified Human Resources

Date: December 8, 2017

Re: Personnel Commission Meeting Agenda Schedule – January 2017 through December 2017

Below are the Commission meeting dates for 2017. The Commission meetings will convene at **3:30 p.m.** The meeting dates and times are subject to change.

<b>Commission Meeting Date</b>	<b>Available on Website *</b>
Thursday, January 19, 2017	Monday, January 13, 2017
Thursday, February 9, 2017	Monday, February 6, 2017
Thursday, March 9, 2017	Monday, March 6, 2017
Thursday, April 20, 2017	Monday, April 17, 2017
Thursday, May 11, 2017	Monday, May 8, 2017
To Be Determined 5:00 p.m.	Board/Commission Celebration Classified Employees of the Year
Thursday, June 8, 2017	Monday, June 5, 2017
Thursday, July 13, 2017	Monday, July 10, 2017
Thursday, August 10, 2017	Monday, August 7, 2017
Thursday, September 14, 2017	Monday, September 11, 2017
Thursday, October 12, 2017	Monday, October 9, 2017
To Be Determined	Board/Commission Celebration for Retiree Recognition
Thursday, November 9, 2017	Monday, November 6, 2017
Thursday, December 7, 2017	Monday, December 4, 2017

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

**OXNARD SCHOOL DISTRICT**

Recruitment Type: Dual Certification

Director's Certification:



**PERSONNEL COMMISSION**

Eligibility List No. 16-17:15

Established: 12/2/16

**District Enrollment Center Manager**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	de la Rocha, Albert T	12/2/2017
2	Quiroz, Marieanne	12/2/2017
3	Gamez, Danielle L	12/2/2017
4	Krone, Shannon C	12/2/2017
5	Estrada, Brenda G	12/2/2017
6	Olivares, Jo Ann	12/2/2017

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. 16-17:19

Established: 12/2/2016

**Accounting Specialist III**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
1	Lopez, Oscar	12/2/2017
2	Valles, Alejandro	12/2/2017
3	Vazquez, Sylvia	12/2/2017

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**OXNARD SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

Recruitment Type: Open/Promotional

Eligibility List No. 16-17:17

Director's Certification:

Established: 12/05/2016

Merged with Eligibility List No. 16-17:08



**Intermediate School Secretary**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
<b>PROMOTIONAL LIST</b>		
1	Paz, Lorena D (B)	12/5/2017
<b>OPEN LIST</b>		
1	Mello, Tiffany A (B)	1/28/2017
2	Gutierrez, Sami (B)	12/5/2017
3	Hernandez, Guadalupe (B)	12/5/2017
4	Cardenas, Tandy	1/28/2017
5	Trejo, Leticia (B)	1/28/2017
6	Luna Jr., Armando	1/28/2017
7	Ortiz-Zaragoza, Letty	9/26/2017
8	Shearer, Michelle (B)	12/5/2017
9	Magana, Natalie N	9/26/2017
10	DeLaTorre, Elaine	9/26/2017
11	Banuelos, Martha (B)	1/28/2017

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**OXNARD SCHOOL DISTRICT**



**PERSONNEL COMMISSION**

Recruitment Type: Open/Promotional

Eligibility List No. 16-17:18

Director's Certification:

Established: 12/05/2016

Merged with Eligibility List No. 16-17:09

**Secretary**

<b>Rank</b>	<b>Name</b>	<b>Expiration Date</b>
<b>PROMOTIONAL LIST</b>		
1	Paz, Lorena D (B)	12/5/2017
<b>OPEN LIST</b>		
1	Carbrera, Karina H (B)	1/28/2017
2	Gutierrez, Sami (B)	12/5/2017
3	Hernandez, Guadalupe (B)	12/5/2017
4	Cardenas, Tandy	1/28/2017
5	Garibay, Angelica (B)	9/26/2017
6	Trejo, Leticia (B)	1/28/2017
7	Luna Jr., Armando	1/28/2017
8	Ortiz-Zaragoza, Letty	9/26/2017
9	Pena, Sahara (B)	9/26/2017
10	Godinez, Cristal (B)	9/26/2017
10	Shearer, Michelle (B)	12/5/2017
11	Magana, Natalie N	9/26/2017
12	DeLaTorre, Elaine	9/26/2017
13	Banuelos, Martha (B)	1/28/2017

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.