

**PERSONNEL COMMISSION**  
**MEETING AGENDA – January 22, 2025**  
*(Meeting Location: Board Room)*

A. CALL TO ORDER - 4:30 P.M.

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- December 18, 2024 Regular Meeting
- January 16, 2025 Special Meeting

D. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.

E. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update
4. Next Regular PC Meeting: February 19, 2025

F. ACTION AGENDA ITEMS

1. Review/Reading of Revisions to Personnel Commission Rules and Regulations, Chapter 200 – Layoff and Reemployment Procedures (Request to approve in accordance with PCRR Section 20.2.7, #6)

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.

- G. CONSENT AGENDA ITEMS
  - 1. Personnel Transactions Report
  
- H. COMMISSION COMMENTS — No official action will be taken.
  
- I. CLOSED SESSION
  - 1. Public Employee Discipline/Dismissal/Release, Pursuant to Government Code Section 54957(b)
  
- J. REPORT OF ACTION TAKEN IN CLOSED SESSION
  
- K. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

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For the future of every student

MINUTES  
December 18, 2024

- CALL TO ORDER      A regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Board Room at the Education Service Center on December 18, 2024. Ms. Stallings, Chair, called the meeting to order at 4:30 p.m.
- Present: Commissioners Campbell, Stallings, and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Reina Murillo, Human Resources Analyst, Confidential; and Belen Gonzalez, Human Resources Supervisor.
- ADOPTION OF AGENDA      On a motion by Mr. Walker, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the December 18, 2024 Personnel Commission regular meeting was adopted by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ADMINISTRATION OF OATH OF OFFICE      Ms. Cathi Stallings, Commission Chair, administered the oath of office to Mr. John Walker. Mr. Walker was reappointed to a three-year term to the Personnel Commission as the Commission Joint appointee effective December 1, 2024 – December 1, 2027.
- APPROVAL OF MINUTES      On a motion by Ms. Campbell, seconded by Mr. Walker, MSCU the minutes of the November 20, 2024 Personnel Commission special meeting were approved as presented by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
- PUBLIC COMMENTS      NONE
- ITEM F1      VESPA REPORT  
Ms. Carol Peek, VESPA President reported:
- 1) VESPA has been very active in holding meetings with a variety of job categories. We have met with Paraeducators and Health Technicians. We have listened to concerns and received feedback about how we can help our members; our conversations have been about anything ESPs want to talk about. We then meet with the district regarding any concern, and as a result, members are feeling heard.
  - 2) VESPA is thankful to participate in collaborative meetings with the District. Most recently participating in the TK – 1<sup>st</sup> grade advisory committee meeting, as the district asked for VESPA input.
  - 3) VESPA has begun to survey members so VESPA can highlight ESP leaders.
- ITEM F2      DIRECTOR'S REPORT  
Ms. Crouch reported
- At the Board of Education Meeting last week, the Board thanked out-going Board President Dr. Jerry Dannenberg for his time serving as President this last year, and elected Trustee Calvin Peterson as Board President for the 2025 calendar year, and Trustee James Forsythe as Vice President. Trustee Alicia LaVere was also thanked for her service on the Board, and Shannon Fredericks was sworn in as the new Trustee.
  - The Personnel Commission's 2023-24 Annual Report will be presented to the Board of Education at the January 14th meeting.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Winter break officially starts next Monday, and will run December 23 – January 3. School resumes Tuesday, January 7th . The Classified HR department will remain open, but minimally staffed based on vacation
  - All staff in-service day at BHS on Monday, January 6th
  - Next regular Board meeting is scheduled for Tuesday, January 14<sup>th</sup>
  - Martin Luther King Day holiday, January 20<sup>th</sup>
- ITEM F3      RECRUITMENT & SELECTION: HIRING UPDATE  
Ms. Crouch provided the Commissioners with an update regarding recruitment and selection.

- Staff has been busy finishing up recruitment activities before winter break. Special Education will also be conducting final selection interviews for Paraeducator II on Thursday and Friday, with a hope of new employees starting after the winter break.
- When we return from winter break, the HR team will be gearing up for career fairs that will be held late winter/early spring. We will be partnering with local universities and colleges to promote classified and certificated employment opportunities for the upcoming school year.
- A recruitment timeline was presented to the Commission for informational purposes. Staff will revise as discussed and post to the Classified Human Resources web page.

- ITEM F4                    Professional Development Opportunities Calendar  
A calendar of professional development opportunities available to classified employees throughout the year was presented to the Commission for informational purposes. Staff will revise as discussed and post to the Classified Human Resources web page.
- ITEM F5                    Next Regular PC Meeting: January 22, 2025  
The next regular Personnel Commission meeting will be held on January 22, 2025.
- ITEM G1                    ANNUAL ORGANIZATION OF THE PERSONNEL COMMISSION – ELECTION OF OFFICERS  
On a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU to appoint Commissioner Mr. Walker as Chairperson for a one-year term for 2025 by a vote of 3-0. (Ayes – 3/Campbell, Stallings, Walker; Nay 0; Abstain 0)  
On a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to appoint Commissioner Ms. Campbell as Vice-Chairperson for a one-year term for 2025 by a vote of 3-0. (Ayes – 3/Walker, Stallings, Campbell; Nay 0; Abstain 0)
- ITEM H1                    PERSONNEL TRANSACTIONS REPORT  
On a motion by Ms. Campbell, seconded by Mr. Walker, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/Campbell, Walker, Stallings; Nay 0; Abstain 0)
- ITEM I                      COMMISSION COMMENTS  
The Commission wished everyone happy holidays and an enjoyable winter break.
- ITEM J                      CLOSED SESSION  
On a motion by Mr. Walker, seconded by Ms. Campbell, MSCU by a vote of 3-0 (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0) the Commission moved into closed session at 4:59 p.m. to discuss:  
1.            Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957 (b)  
  
The meeting returned to Open session at 5:20 p.m.
- ITEM K                      REPORT OF ACTION TAKEN IN CLOSED SESSION  
The Commission reported that no action was taken in closed session.
- ADJOURNMENT            On a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to adjourn the meeting at 5:21 p.m. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)




For the future of every student

MINUTES  
January 16, 2025

- CALL TO ORDER      A special meeting of the Personnel Commission of the Ventura Unified School District was held in the Einstein Conference Room at the Education Service Center on January 16, 2025. Mr. Walker, Chair, called the meeting to order at 4:03 p.m.
- Present: Commissioners Walker, Campbell and Stallings. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; and Reina Murillo, Human Resources Analyst, Confidential.
- ADOPTION OF AGENDA      On a motion by Ms. Stallings, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the January 16, 2025 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)
- PUBLIC COMMENTS      Michael Anselmo regarding item D1, Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957 (b)
- ITEM D1      CLOSED SESSION  
On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU by a vote of 3-0 (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0) the Commission moved into closed session at 4:06 p.m. to discuss:  
1.      Public Employee Discipline/Dismissal/Release pursuant to Government Code §54957 (b)
- The meeting returned to Open session at 6:25 p.m.
- ITEM E      REPORT OF ACTION TAKEN IN CLOSED SESSION  
The Commission gave direction to legal counsel to issue responses to objections to subpoena.
- ADJOURNMENT      On a motion by Ms. Stallings and seconded by Ms. Campbell, MSCU to adjourn the meeting at 6:27 p.m. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: January 22, 2025

Subject: Revisions to Personnel Commission Rules and Regulations  
***First Reading and  
Request to approve in accordance with PCRR Section 20.2.7, #6***

- Chapter 200 – Layoff and Reemployment Procedures

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Chapter 200, Layoff and Reemployment Procedures, is being updated so that it is in alignment with current California Government Code and Education Code. These revisions reflect newer changes to these codes as a result of AB438 which was effective January 1, 2022. These changes are also reflective of current Ventura Education Support Professionals Association (VESPA) contract language (Article 19).

Because this chapter reflects requirements in accordance with established law, it is recommended that upon review by the Personnel Commission that they proceed in approving the proposed changes in accordance with PCRR Section 20.2.7, #6 which allows for approval upon a first reading.

Attachment: proposed revisions to PCRR's: Chapter 200

# CHAPTER 200

## LAYOFF AND REEMPLOYMENT PROCEDURES

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### 200.1 LAYOFF PROCEDURES

The layoff process shall follow all rules and provisions as established in California Government Code and Education Code.

**200.1.1** REASON FOR LAYOFF: The layoff of classified employees shall only occur for a lack of work or a lack of funds **as determined by the District, or any additional reason designated by the Legislature**, and only in accordance with the Rules and Regulations of the Personnel Commission. Any effects of layoff that may be negotiated by and between the District and any recognized exclusive representative shall be in addition to these rules and regulations. Any agreement between the District and a recognized exclusive representative may not provide for less than the mandated employee protections and procedures outlined in this chapter, **or as established by law**.

REFERENCE: ~~1. Education Code Sections 45260, 45261, and 45308~~

**200.1.2** ORDER OF LAYOFF: ~~Length of service (seniority as prescribed herein) shall be the only criterion used to effect layoffs.~~ Whenever a classified employee is laid off, the order of layoff within the class shall be determined by **seniority (length of service) in the class and higher classes**. The employee who has been employed the shortest time in the class, plus ~~equal and~~ higher classes (as determined by the Personnel Commission), shall be laid off first. Reemployment shall be in the reverse order of layoff. **Seniority** ("Length of Service") shall be defined to include the hire date of that employee as a regular probationary or permanent employee in the class, plus any service in ~~equal or~~ higher classes.

**200.1.2.1** The Personnel Commission shall grant length of service credit for time spent on unpaid leaves in the following areas: military leave, illness leave, maternity leave, and industrial accident/illness leave.

**200.1.2.2** Except as noted in Rule #200.1.2.1 above, all unpaid leaves of more than five (5) working days shall not count towards earning "length of service" seniority credit. Employees taking leaves over five (5) working days shall have their classification hire date adjusted on a day for day basis for the duration of the unpaid leave.

**200.1.2.3** If two or more employees subject to layoff have **an** equal class ~~hire date~~ seniority **date**, then the preference shall be given to the employee with the earliest regular hire date (**base date**) in the District. If **the** regular hire date (**base**

**date)** is equal, then preference shall be given to the employee with the earliest **original** District hire date. If **the original** District hire date is equal, the decision shall be made by lot.

**REFERENCE:** ~~1. Education Code Sections 45101, 45260, 45261, and 45308~~

### 200.1.3

**BUMPING RIGHTS:** An employee in the classified service who is laid off shall have the right to bump the least senior employee in the same class. If there is no option for bumping within the same class and the employee has achieved permanent status in an equal or lower class, the employee shall have the right to bump the least senior employee in that equal or lower class. Seniority for purposes of bumping shall include the total of the previous service in the equal or lower class, plus service in the class from which layoff occurs and in higher classes. In the event of a layoff the following bumping priority will apply:

#### 200.1.3.1

An employee laid off from ~~his/her~~ **their** present class may bump into a position in the same class if they hold more seniority than another employee in the same class. The employee's placement shall be determined by bumping:

- ~~a) A vacant position with the same number of hours per day.~~
- ~~b) The least senior employee with the same number of hours per day.~~
- ~~c) The least senior employee with the next existing greater number of hours per day.~~
- ~~d) The least senior employee with the next existing fewer number of hours per day.~~
- ~~e) The least senior employee with the same number of days per year.~~
- ~~f) The least senior employee with the next existing greater number of days per year.~~
- ~~g) The least senior employee with the net existing fewer number of days per year.~~

- a) The least senior employee with the same number of hours per year.**
- b) The least senior employee with the next existing greater number of hours per year.**
- c) The least senior employee with the next existing fewer number of hours per year.**

The employee shall be placed in the first position for which they qualify in ~~the a,b,c,d,e,f,g~~ sequence above.

**A vacant position shall be considered the least senior position available for bumping purposes.**

~~**REFERENCE:** 1. Education Code Sections 45260, 45261, and 45308~~

**200.1.4**      **SITE SENIORITY:** If a position in a classification is eliminated or reduced at a site or department which has multiple positions at that site with similar assigned times, the least senior employee in that classification with those assigned hours will be bumped from the site before more senior employees in that classification and assigned hours are impacted. Example: A site has four (4) Instructional Assistants that are each three (3) hours per day. If one three (3) hour position is eliminated at that site, the least senior of the four (4) Instructional Assistants at that site will be bumped. The impact of the displacement could include placement in a vacant position of equal or greater assigned time, or possibly layoff pursuant to these rules and regulations.

~~**REFERENCE:** 1. Education Code Sections 45260, 45261, and 45308~~

**200.1.5**      **VOLUNTARY DEMOTION OR TRANSFER:** A permanent classified employee who ~~will suffer a layoff~~ **is laid-off** for lack of work or funds despite ~~his or her~~ **their** bumping rights may accept a voluntary demotion to a vacant position in a lower class or transfer to an equal class, providing that the employee is deemed to be qualified to perform the duties thereof by the Personnel Commission.

~~**REFERENCE:** 1. Education Code Sections 45260 and 45261~~

**200.1.6**      **LAYOFF VERSUS TEMPORARY POSITIONS:** No regular classified employee shall be laid off from any position while employees serving temporary appointments are retained in positions of the same class, unless the regular employee refuses assignment to the temporary position.

~~**REFERENCE:** 1. Education Code Sections 45260 and 45261~~

**200.1.7**      **ACCEPTANCE OF SUBSTITUTE OR TEMPORARY EMPLOYMENT:** An employee who has been laid off for lack of funds or lack of work and who is on a reemployment list may be employed as a substitute or temporary employee in ~~his/her~~ **their** original class or any other class for which qualified (as determined by the Personnel Commission), and such employment shall in no way jeopardize or otherwise affect ~~his/her~~ **their** status or eligibility for reemployment.

~~**REFERENCE:** 1. Education Code Sections 45260 and 45261~~

**200.1.8**            **REFUSAL OF TEMPORARY EMPLOYMENT:** Refusal of an offer of limited-term employment shall not affect the standing of any employee on a reemployment list.

**REFERENCE:** ~~1. Education Code Sections 45260 and 45261~~

**200.1.9**            **SALARY PLACEMENT AFTER DEMOTION OR TRANSFER:** A classified employee who accepts a demotion in lieu of a layoff shall be placed at the salary range of the lower class, and then to that step of the lower range that comes closest to the employee's hourly salary rate in the higher classification without being more than the previous hourly salary rate.

**200.1.9.1**        A classified employee who accepts a lateral transfer to an equal class shall be placed on the same salary range and step as the previous position.

**REFERENCE:** ~~1. Education Code Sections 45260 and 45261~~

**200.1.10**        **NOTICE OF LAYOFF:** ~~The District shall notify the affected classified employees in writing a minimum of thirty (30) calendar days prior to the date of any layoff for lack of work or funds.~~

**Any notice of layoff shall specify the reason for layoff, the unit member's displacement rights, and reemployment rights.**

**A permanent employee includes an employee who was permanent at the time the notice or the right to a hearing was required and an employee who became permanent after the date of the required notice. Probationary employees do not receive a layoff notice unless they will become permanent during the layoff process. Probationary employees may be released without a hearing.**

**A permanent employee whose position will be reduced or eliminated due to a lack of work or lack of funds shall receive a preliminary layoff notice by March 15th. Prior to May 15th, the Board of Education shall adopt a final layoff resolution and direct the layoff of specified employees. The identified employees shall be served a final layoff notice before May 15th. The exception to this timeline is for specially funded positions.**

**Notwithstanding the other requirements in respect to the layoff of permanent classified employees, when classified positions must be eliminated as a result of the expiration of a specially funded program, the employee(s) to be laid off shall be given written notice not less than 60 days prior to the effective date of their layoff.**

The notice to the affected employee shall ~~specify the reason for the layoff and~~ be given by personal delivery or by certified mail to the last known home address of the employee on file in the Personnel Commission Office. Failure of the employee to retrieve delivered mail, or respond to notifications by the U.S. Postal Service of attempted delivery shall not be grounds for voiding notification, or the staying of the timelines outlined in these rules. ~~For purposes of this rule, if a notice is mailed, the second working day following the postmark date of the notice shall be considered to be the official date of receipt.~~

~~**REFERENCE:** 1. Education Code Sections 45117, 45260, and 45261~~

**200.1.11**      **ADVANCE NOTIFICATION TO EXCLUSIVE REPRESENTATIVE:** If any of the impacted positions are represented by a collective bargaining exclusive representative, the District Administration and the exclusive representative shall meet to review the ~~proposed layoff~~ **layoffs and to determine the order of layoff within the provisions of the Personnel Commission Rules & Regulations, collective bargaining agreement and Education Code.** A copy of each layoff notice will be sent to the exclusive representative.

~~**REFERENCE:** 1. Education Code Sections 45260 and 45261  
2. Government Code Sections 3540-3549.3~~

**200.1.12**      **CONTENTS OF LAYOFF NOTICE:** Any notice of layoff shall include the following:

**200.1.12.1**      The reason for the layoff.

**200.1.12.2**      The employee's displacement rights, if any.

**200.1.12.3**      The employee's reemployment rights.

~~**200.1.12.4**      The right to an exit interview with the Director of Classified Human Resources, during working hours with a representative of the exclusive representative (if applicable to the position) present.~~

**200.1.12.5 4**      The name and classification of the employee designated for layoff.

**200.1.12.6 5**      A statement that the employee may have a right to unemployment insurance.

~~**REFERENCE:** 1. Education Code Sections 45117, 45260, and 45261~~

**200.1.13**      **LAYOFF RESOLUTION BY BOARD OF EDUCATION:** Before any layoff notice can be issued, the Board of Education shall adopt a resolution outlining the specific numbers and kinds of positions to be eliminated or reduced. The layoff resolution shall be signed by the Clerk of the Board of Education.

**REFERENCE:** ~~1. Education Code Sections 45260 and 45261~~

## **200.2      REEMPLOYMENT PROCEDURES**

**200.2.1**      **LAI D OFF EMPLOYEES PLACED ON REEMPLOYMENT LIST:** The names of ~~regular~~ classified employees laid off pursuant to **these rules** ~~Rule #200.1~~ shall be placed upon the reemployment list for the class from which they were laid off. Names on the reemployment list shall be in order of seniority as defined by these rules.

**REFERENCE:** ~~1. Education Code Sections 45260, 45261, and 45298~~

**200.2.2**      **EMPLOYEES WITH EQUAL SENIORITY:** If two or more employees subject to rehire have **an** equal class ~~hire date~~ seniority **date**, then the rehire offer shall be made to the employee with the earliest regular hire date (**base date**) in the District. If **the** regular hire date (**base date**) is equal, the rehire offer shall be made to the employee with the earliest **original** District hire date. If **the original** District hire date is equal, the decision shall be made by lot.

**REFERENCE:** ~~1. Education Code Sections 45101, 45260, 45261, and 45308~~

**200.2.3**      **ELIGIBLE FOR REEMPLOYMENT FOR 39 MONTHS:** Laid off employees are eligible for reemployment in the class from which laid off for a thirty-nine (39) month period from the date of the actual layoff and shall be employed in the reverse order of layoff. Their reemployment shall take precedence over any other type of employment, defined or undefined, in these rules. In addition, they shall have the right to apply for promotional and transfer positions and use their seniority therein for a period of thirty-nine (39) months following layoff. ~~Upon written request to the Personnel Commission Office, an employee on a reemployment list shall be notified of promotional and/or transfer opportunities.~~ **Individuals on a reemployment list may access all available employment opportunities on the District's Classified Human Resources Department webpage.**

**REFERENCE:** ~~1. Education Code Sections 45260, 45261, and 45298~~

**200.2.4**      **ELIGIBILITY FOR AN ADDITIONAL 24 MONTHS:** Regular **Classified** employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the employee's option, returned to a position in their former class or to positions in accordance with their seniority on any valid reemployment list with increased assigned time as vacancies become available within a sixty-three (63) month period following the actual date of layoff.

**REFERENCE:** 1. Education Code Sections 45260, 45261, and 45298

~~**200.2.5**      **P.E.R.S. RETIREMENT IN LIEU OF LAYOFF AND REEMPLOYMENT:** Regular employees who have a least five (5) years service credit under the Public Employees Retirement System and are fifty (50) years of age or older, may elect to accept a service retirement in lieu of layoff, voluntary demotion, or reductions in assigned time. Such employees shall, prior to the effective date of the proposed layoff, complete and submit a form to the Public Employees Retirement System. The employee shall then be placed on a thirty nine (39) month reemployment list in accordance with this regulation. If the District makes an offer of reemployment, and the Personnel Commission Office receives a written acceptance of the offer within two (2) working days of the written offer of reemployment, the retired person shall be allowed sufficient time to terminate his/her retired status with the Public Employees Retirement System.~~

~~**REFERENCE:** 1. Education Code Sections 45115, 45260, and 45261~~

**200.2.6 5**      **ESTABLISHMENT AND MAINTENANCE OF SENIORITY LISTS:** The Personnel Commission shall establish and maintain a seniority list indicating an employee's hire date.

**REFERENCE:** 1. Education Code Sections 45260 and 45261

**200.2.7 6**      **OFFER OF REEMPLOYMENT AND ACCEPTANCE:** An employee who is laid off and is subsequently determined by the Personnel Commission **Office** to be eligible for reemployment based upon **their** his/her seniority shall be notified by the Personnel Commission by telephone and/or via email but if he/she cannot be reached, will be notified in writing by the Personnel Commission of an opening. Such notice shall be sent by certified mail to the last known home address of the employee on file in the Personnel Commission Office. Failure of the employee to retrieve delivered mail, or respond to notifications by the U.S. Postal Service of attempted delivery shall not be grounds for voiding notification, or the staying of the timelines outlined in these rules. For purposes of this rule, if a notice is mailed, the second working day following the postmark date of the notice shall be considered to be the official date of receipt.

**200.2.7.1**

~~A regular employee~~ **They** shall notify the Personnel Commission Office of ~~his~~ **their** intent to accept or refuse reemployment within ~~five (5) working days following the mailing~~ **one (1) business day** of the **notification of the opening**. ~~reemployment notice.~~ If the employee accepts reemployment, ~~†~~ The employee must report to work within ten (10) working days following the **notification of acceptance**. ~~mailing of the reemployment notice.~~ An employee given notice of reemployment need not accept the reemployment to maintain the employee's eligibility on the reemployment list, provided the employee notified the Personnel Commission Office **in accordance with these rules**. ~~in writing within five (5) working days from receipt of the reemployment notice.~~

**REFERENCE:**

1. Education Code Sections **45101, 45115, 45117, 45260, 45261, 45298 and 45308**
2. **Government Code Sections 3540 - 3549.3**



# Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date: 01/22/2025

## New Hires

Last Name	First Name	Job Class Description	Date
Juarez	Alejandra	Associate	01/06/25
Karapetian	Rita	Associate	01/06/25
Arauzo	Bruce	Associate	01/06/25
Arana	Jackelin	Attendance Technician	01/09/25
Leventhal	James	Custodian	12/16/24
Perez	Elizabeth	Employment Training Assistant	01/07/25
Afzal	Fatima	Paraeducator II	01/07/25
Garcia	Tatiana	Paraeducator II	01/07/25
Marin	Anthony	Paraeducator II	01/07/25
Beck	Jianping	Paraeducator II	01/07/25
Moore	Mackenzie	Paraeducator II	01/07/25
Lopez	Sammie	Paraeducator II	01/13/25
Gray	Allison	Paraeducator III	01/07/25
Pereda	Josselyne	Paraeducator III	01/07/25
Diaz	Eileen	Transportation Assistant	01/07/25
Contreras	Fernando	Transportation Assistant	01/07/25

## Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Guillen	Bernadette	Child Developmt Site Leader	01/07/25 (Promotion)
Rico	Cristina	Paraeducator III	01/07/25 (Promotion)

## Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Moreno	Carlos	Athletic Equipment Attendant	01/01/25
Hellen	Michael	Bus Driver Dispatcher	01/02/25
Hernandez	Michael	Campus Supervisor	12/11/24
Marin	Aiden	Campus Supervisor	12/06/24
Tackett	Rachelle	Child Nutr Mgr-Elementary	12/26/24
Metzner	Mikayla	Custodian	01/01/25
Herrera	Rene	Grounds Maintenance Worker II	12/31/24
Burnell	Matthew	Lead Grounds Maint Worker	01/01/25
Gomez	Leticia	Paraeducator I - Site	12/07/24

Pompa	Amber	Paraeducator II	11/23/24
Nunez	Vianca	Paraeducator III	12/18/24
Vanderkooij	Susie	Paraeducator III	12/03/24
Foley	Angela	School Adm. Assistant III	12/05/24
Akhavan	Haleh	Para-Aftr Schl	12/06/24

## Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Perez	Cynthia	ASB I	12/01/24
Campa	Samuel	ASB I Exempt	12/01/24
Hill	Kelly	ASB I Exempt	12/01/24
Baez	Edgar	Campus Supervisor	12/01/24
Grande	Elizabeth	Campus Supervisor	01/01/25
Touma	May	Campus Supervisor	01/01/25
Grande	Elizabeth	Campus Support Asst	01/01/25
Sandoval	Raquel	Campus Support Asst	01/01/25
Hernandez	Amalia	Child Care Assistant	12/01/24
Mercado	Nayeli	Child Care Asst.	12/01/24
Grande	Elizabeth	Child Nutr Asst I	01/01/25
McKee	Sean	Child Nutr Asst I	01/01/25
Quezada Lopez	Esmeralda	Child Nutr Asst I	01/01/25
Albee	Sarah	Child Nutr Asst I	01/15/25
Olson	Michelle	Child Nutr Asst II	12/01/24
Ruiz Beltran	Antonia	Child Nutr Mgr Elem	01/01/25
Baez	Edgar	Custodian	12/01/24
Guzman Amescua	Ma	Custodian	12/01/24
Plascencia	Adilene	Custodian	01/01/25
Holmes	Travis	ESSA	12/01/24
Mercado	Nayeli	ESSA	12/01/24
Perez	Maria	ESSA	12/01/24
Rodriguez	Genesis	ESSA	01/01/25
Young	Carmelita	ESSA	01/01/25
Pineda	Aiko	ESSA	01/10/25
Cobos	Candace	Ex Assistant to Sup	01/01/25
Baez	Edgar	Ground Wrkr I	12/01/24
Love	Margaret	HR Technician	12/01/24
Danyal	Rawaa	Lang Supp Tutor	01/01/25
Duong	Phuong	Lang Supp Tutor	01/01/25
Klotz	Hunter	Music Coach III	12/01/24
Tischhauser	Jacob	Music Coach III	01/01/25
Hernandez	Brenda	Music Coach IV	12/01/24
Galvez	Travis	Music Coach VI	12/01/24
Fager	Alexander	Music Coach VII	12/01/24
Celayir Monezis	Cavit	Music Coach VIII	12/01/24
Rogers	Celine	Music Coach VIII	12/01/24
Magana	Karla	Para aftr schl	12/01/24
Garcia de Ruiz	Claudia	Para-Aftr Schl	12/01/24
Martin	Nicole	Para-Aftr Schl	12/01/24
Patton	Antonio	Para-Aftr Schl	12/01/24
Todden Cooper	Erika	Para-Aftr Schl	12/01/24

Afzal	Fatima	Para-Aftr Schl	01/01/25
Beck	Jianping	Para-Aftr School	01/01/25
Chavez	Erica	Paraeducator I	01/01/25
Gray	Allison	Paraeducator II	12/01/24
Rodas	Brianna	Paraeducator II	12/01/24
Sapien	Maria	Paraeducator II	01/13/25
Rodas	Brianna	Paraeducator III	12/01/24
Leeper	Sierra	Prof Expert VI	12/01/24
Badone	Gina	Prof Expert VIII	12/01/24
Hannon-Wadkins	Trina	Prof Expert VIII	12/01/24
Corcoran	Laurel	Prof Expert VIII	01/01/25
Ramirez	Vanessa	SSA I	12/01/24
Sment	Michelle	SSA II	12/01/24
Perez	Maria	SSAII	12/01/24

### Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date

### Appointment to Additional Permanent Position

Last Name	First Name	Job Class Description	Date

### Separation from Service

Last Name	First Name	Job Class Description	Date
Garcia	Jorge	Campus Supervisor	04/18/25
Moreau	Megan	Campus Supervisor	01/07/25
Peacock	Deanna	Campus Support Assistant	01/06/25
Thorn	Kathleen	Campus Support Assistant	08/14/24
Anselmo	Juana	Child Development Teacher	10/21/24
Burrue	Debbie	Child Nutrition Assistant I	01/10/25
Mendez-Olague	Herlinda	Child Nutrition Assistant I	12/20/24
DeSouza-Walden	Euciane	Clinical Supervisor	01/17/25
Gordon	Rachel	Educational Sign Language Interpreter	01/03/25
Miesbach	Emily "Dru"	School Services Assistant I	12/10/24

### Leave of Absence

Last Name	First Name	Job Class Description	Date
Morales	Manuel	Board Certified Behavior Analyst	12/11/24 - 01/14/25 Paid Parental/Bonding Leave
Leon	Michael	Custodian	12/09/24 - 12/20/24 Paid Parental/Bonding Leave
Yant	Jesse	Lead Technology Specialist	12/18/24 - 01/14/25 Paid Parental/Bonding Leave
Valles	Allyson	Paraeducator III	01/06/25 - 04/04/25 Paid Parental/Bonding Leave
MirelesRodriguez	Lisa	School Occupational Therapist	11/04/24 - 02/07/25 Paid Parental/Bonding Leave
Mijares	Danielle	School Services Assistant II	01/06/25 - 02/14/25 Paid Parental/Bonding Leave

## Change of Status

Last Name	First Name	Job Class Description	Date
Perez	Elizabeth	Paraeducator After School	11/01/24: Voluntary Reduction in Hours- 6.5 hrs/day to 6.0 hrs/day; same classification; same location

## Working Out of Class

### Vacancy

Last Name	First Name	Job Class Description	Month	Date	Year	Note
Boccali	Stacey	After School Paraeducator Liaison-E48	December	2-6;9-13;16-20;	2024	
Cox	Kathryn	After School Paraeducator Liaison-E48	December	2-6;9-13;16-20;	2024	
Navarro	Gricelda	Attendance Technician-A32	December	2-6;9-13;16-20;	2024	
Olson	Michelle	Child Nutr Assist II-D62	December	2-6;11-13;16-20	2024	
Domme	Bonnie	Food & Nutr Svcs-Oprs Spec-D21	December	2-6;9-13;16-20	2024	
Perez	Leonard	Grounds Maintenance Worker II-F64	December	2-4;6;9-13;16-20;	2024	
Barret	Jean	Student Data Technician-C47	December	2-4;6	2024	<b>Position filled 12/09/24</b>

### Covering for EE who is WOC

Last Name	First Name	Job Class Description		Date		
Begum	Bushra	Child Nutr Assist II-D62	December	2-6;9-13;16-20;	2024	
Flores	Yezenia	Child Nutr Mgr-Elementary-D38	December	2-6;9-13;16-20;	2024	

### Covering for EE who is on LOA

Last Name	First Name	Job Class Description		Date		

### Limited Term Assignment/Extra Help

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### Other Reasons

Last Name	First Name	Job Class Description	Month	Date	Year	
Casarez	Nora	Child Nutr Assist III-D61	December	9	2024	
Duarte Hernandez	Paola	Child Nutr Mgr-Elementary-D38	December	10-13;16-20	2024	
Hernandez	Maria	Child Nutr Mgr-Elementary-D38	December	16-20	2024	
Longines	Carmen	Child Nutr Mgr-Elementary-D38	December	18	2024	
Randolph	Wesley	Child Nutr Mgr-Elementary-D38	December	17	2024	
Ruiz-Beltran	Antonia	Child Nutr Mgr-Elementary-D38	December	5	2024	
Slamkowski	Mary	Child Nutr Mgr-Secondary-D36	December	9	2024	
Ramirez	Rose	Exec Asst to Superintendent-B19	December	2-6;9-13;16-20	2024	
Thayer	Rick	Grounds Maintenance Worker II-F64	December	19-20	2024	
Robles	Arturo	Head Custodian I-F38	December	20	2024	
Zaragosa	Mathew	Head Custodian I-F38	December	18	2024	
Aguilar	Victor	Head Custodian II-F37	December	27;30	2024	
Lassich	Shari	Lead Custodian-F42	December	15-16	2024	
Sanchez	Jeremiah	Lead Grounds Maint Worker-F43	December	23;27;30	2024	
Verstraeten	Rob	Lead Grounds Maint Worker-F43	December	18-19	2024	
Lopez	Maria	School Adm. Assistant I-B37	November	4-6;14-15	2024	
Beltran	Evin	Warehouse Supervisor-J06	November	27	2024	