

**PERSONNEL COMMISSION**  
**MEETING AGENDA – JUNE 18, 2025**  
*(Meeting Location: Board Room)*

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. APPROVAL OF MINUTES
  - May 21, 2025 Regular Meeting

D. PUBLIC COMMENTS

Public comments are welcome and encouraged by the Personnel Commission within reasonable meeting time considerations in order to conduct the Commission's business. During this time, the Personnel Commission Chair may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. Persons wishing to address the Commission should complete a "speaker form" and turn it into the recording secretary. Individual speakers shall be allowed three minutes on any agenda item with a cumulative total of five minutes for all agenda items. The Commission may limit the total time for public input on each item to 20 minutes. Also, speakers will not be allowed to give their time to other speakers. The Commission is prohibited from taking action on any item that is not part of the printed and published agenda.

E. INFORMATION ITEMS

- 1. VESPA Report
- 2. Director's Report
- 3. Recruitment & Selection: Hiring Update
- 4. Next Regular PC Meeting: August 20, 2025

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.

- F. ACTION AGENDA ITEMS
  - 1. Ratification of Excess Vacation Carryover Approvals
  - 2. Review of Lead Custodian and Head Custodian I Classifications and Request to Approve Related Modifications (PCRR 30.2.9)
  - 3. Reclassification: Effects of Reclassification on Incumbent (Library Technician II to Senior Office Assistant)
  
- G. CONSENT AGENDA ITEMS
  - 1. Personnel Transactions Report
  
- H. COMMISSION COMMENTS — No official action will be taken.
  
- I. CLOSED SESSION
  - 1. Public Employee Performance Evaluation - Government Code §54957(b)  
Title: Director, Classified Human Resources
  
- J. REPORT OF ACTION TAKEN IN CLOSED SESSION
  
- K. ADJOURNMENT

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For the future of every student

MINUTES  
May 21, 2025


- 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 May 21, 2025. Mr. Walker, Chair, called the meeting to order at 4:31 p.m.
- Present: Commissioners Walker, Campbell and Stallings. 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 Ms. Stallings, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the May 21, 2025 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)
- APPROVAL OF MINUTES      On a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU the minutes of the April 23, 2025 Personnel Commission Special meeting was approved as presented by a vote of 2-0. (Ayes – 2/ Stallings, Campbell; Nay 0; Abstain 1/Walker)
- PUBLIC COMMENTS      None
- ITEM E1      VESPA REPORT  
Mr. Robert Ybarra, VESPA Vice President reported:
- 1) VESPA, in partnership with VUEA, hosted a member appreciation event on May 2<sup>nd</sup> for all members. The event was well attended and all members had a great time. We realize we all need to come together as one community and support each other.
  - 2) The ESP resolution for the reduction in staffing has been approved by the Board of Education. The Board decided to bring back Facilities positions, except the electrician and custodial. In addition, the Board has allotted \$1 million to be split between the sites in accordance with student population and needs. The money is to be used only for personnel.
  - 3) As VESPA closes out this school and looks toward the future, there is a lot of work ahead. Not just the extra work that will be put on staff due to less staffing, but also due to low morale and the feeling of a division amongst employees and district administration. We need to work hard to get this back up and to a better place.
- ITEM E2      DIRECTOR'S REPORT  
Ms. Crouch reported
- Classified HR has been busy with end of the year projects which include: excess vacation and comp time memos, reasonable assurance letters, and finalizing classified work calendars.
  - On May 8th, the Board of Education took final action to approve classified reductions in services. All layoff notices were sent to affected employees by May 14th. We are now working to advise sites who their 2025/26 staff members will be, and finalizing work calendars for site teams.
  - We held our retiree celebration yesterday afternoon to honor all of our classified and certificated retirees. The event was held on the lawn area behind the ESC, and it was a beautiful day as our employees enjoyed this special time with their families and colleagues. We wish all of our retirees the best as they wrap up the school year, and get ready for retirement! We had a total of 19 classified and certificated retirees with over 300 years of service to the District, its students and families.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Next regular Board meeting is scheduled for Tuesday, June 10<sup>th</sup>
  - Memorial Day Holiday, May 26th (District closed)
  - Last day of school is Thursday, June 5<sup>th</sup>
  - Juneteenth Holiday, June 19th (District closed)
  - Summer school programs start July 1<sup>st</sup>

- ITEM E3                    Recruitment & Selection: Hiring Update
- We've continued to fill Para II & III positions. We've had several current employees impacted by the layoffs move into these positions. We are also working with ELOP to conduct QAI's and final selection interviews for Paraeducator and Para Liaison assignments which will start at the beginning of next year school year.
- ITEM E4                    RECLASSIFICATION: EFFECTS OF RECLASSIFICATION ON INCUMBENT  
After some discussion, the Commissioners reached a consensus to bring this information agenda item back to the next meeting as an action agenda item.
- ITEM E5                    NEXT REGULAR PC MEETING: JUNE 18, 2025  
The next regular Personnel Commission meeting will be June 18, 2025.
- ITEM F                     PUBLIC HEARING: 2025-2026 PERSONNEL COMMISSION BUDGET  
Mr. Walker opened the public hearing at 5:12 p.m. No public comments were received; the public hearing was closed at 5:13 p.m.
- ITEM G1                    ADOPTION OF 2025-2026 PERSONNEL COMMISSION BUDGET  
After a brief discussion, on a motion by Ms. Stallings, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) to approve the 2025-26 Personnel Commission Budget as presented by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)
- ITEM G2                    REVIEW AND APPROVAL OF THE CALENDAR OF REGULARLY SCHEDULED PERSONNEL COMMISSION MEETINGS FOR THE 2025-2026 FISCAL YEAR  
After some discussion, on a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU to approve the Personnel Commission Meetings for the 2025-2026 fiscal year by a vote of 3-0. (Ayes – 3/ Campbell, Stallings, Walker; Nay 0; Abstain 0)
- ITEM H1                    PERSONNEL TRANSACTIONS REPORT  
On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/Stallings, Campbell, Walker; Nay 0; Abstain 0)
- ITEM I                     COMMISSION COMMENTS  
None
- ADJOURNMENT            On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU to adjourn the meeting at 5:20 p.m. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)



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To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: June 18, 2025

Subject: Ratification of Excess Vacation Carry-Over Approvals

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As part of the year-end closing process, vacation balances remaining on the books for classified employees as of June 30<sup>th</sup> are processed according to the Contract of Agreement between VESPA and VUSD, and/or the Personnel Commission Rules and Regulations.

Twelve (12) month employees may carry over a maximum amount of vacation equal to the employee's current year's vacation entitlement plus seven (7) days. It is District policy that accumulations over this amount will not be allowed, and any excess vacation hours will be paid off. However, under some circumstances, excess vacation leave may be carried over into the next fiscal year with the approval of the Director of Classified Human Resources. Excess vacation may only be carried over due to compelling reasons, and we request a reasonable time period in which the employee will use this excess vacation time. Employees with excess vacation balances are notified accordingly, and if they wish, may submit a request to carry over excess vacation time. The requests are reviewed by the Director of Classified Human Resources for approval; and the approvals are then presented to the Personnel Commission for ratification.


We received a total of three (3) requests. The Personnel Commission is being provided with a list of the approved requests for these employees.

It is recommended that the Personnel Commission ratify the three (3), approved vacation carry-over requests as presented.



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To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: June 18, 2025

Subject: ***Review of Lead Custodian and Head Custodian I Classifications and Request to Approve Related Modifications (PCRR 30.2.9)***

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The Personnel Commission is responsible for establishing and maintaining the classification plan for all positions in the classified service at the Ventura Unified School District. The Commission may establish new classes, revise existing classes, and abolish or combine existing classes or class series within the classified service as the needs of the service require. In accordance with PCRR 30.2.9, the Director of Classified Human Resources shall review the duties and responsibilities of positions as necessary to determine their proper classification.

Over the last several years, staff has continued to partner with District administration and VESPA to conduct regular reviews of established classifications, and has strived to ensure classifications are up-to-date and accurate reflections of the assigned duties of the classified positions that support VUSD's students, programs and services. Classifications have been reviewed, revised, abolished, combined with existing classes, or new classifications have been created to meet the ever evolving needs of the District. It has been a shared vision of the Personnel Commission, District administration and VESPA to develop career ladders within and among the job categories established for the classified service as a way to promote career growth and professional development opportunities for existing employees. This has also become a key element in attracting individuals to become a part of our ESP's who are needed district-wide in a variety of capacities to support our students, families, staff and community.

As a part of this continued effort, Classified HR along with the Facilities management team have reviewed the Lead Custodian classification in preparation of opening recruitment to fill a current vacancy. Based on this review and analysis, the following findings are presented along with related recommendations:

- Lead Custodian and Head Custodian I are both at the same salary range (220).
- These two job descriptions are almost identical with the exception of the Lead Custodian referring to completing work at a high school and the Head Custodian I completing work at a middle school or smaller high school.
- There are currently only (2) Lead Custodian positions district wide, including the vacancy that needs to be filled; there are (6) Head Custodian I positions.

Recommendations:

- It is recommended that the Lead Custodian classification be collapsed into the Head Custodian I classification, and that the Head Custodian I job description be modified to reflect duties to be completed at a secondary school. The modified job description is being presented to the Personnel Commission for review and approval.
- Reclassify the remaining Lead Custodian position to Head Custodian I. There will be no impacts on the incumbent in this position. They will continue to earn the same salary and maintain the same seniority date.
- Based on the above, the vacant Lead Custodian position will now become a Head Custodian I and filled accordingly.
- Changes approved are effective July 1, 2025.



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## **CLASSIFICATION TITLE: HEAD CUSTODIAN I**

### **BASIC FUNCTION:**

Under the direction of the Facilities Manager, lead and participate in a variety of custodial activities to assure buildings and adjacent grounds areas at an assigned ~~middle school or high~~ **secondary** school are maintained in a clean, orderly, safe and secure condition; train and provide work direction and guidance to assigned personnel.

### **DISTINGUISHING CHARACTERISTICS:**

The Head Custodian I classification serves as a lead at an assigned ~~middle school site or smaller high~~ **secondary** school campus. Incumbents provide work direction to a smaller work crew. The Head Custodian II classification serves as a lead at a high school site. Classification duties are larger in scope, complexity, and responsibility, and incumbents provide work direction to a larger work crew.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Lead an assigned custodial crew in cleaning classrooms, cafeterias, offices, library, kitchens, gymnasium, hallways, lounges, locker rooms and other facilities; assure school buildings, facilities and adjacent grounds areas are maintained in a clean, orderly, safe and secure condition.

Coordinate staff, projects and communications to meet school custodial needs; assist with developing and implementing custodial projects and daily activities; confer with staff and administrators regarding custodial needs, inspections, priorities, issues, problems and projects.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review completed work and work in progress for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested.

Oversee and participate in the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets; spot mop spills; remove gum, debris and graffiti as needed.

Lead and participate in cleaning and disinfecting drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with paper towels, soap, toilet paper, seat covers and other items; clean mirrors, tile, walls, light fixtures and windows; unclog drains and toilets.

Oversee and participate in picking up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school buildings; empty waste receptacles and replace liners.

Dust, sanitize and wipe down desks, furniture, doors, countertops, equipment and woodwork; move and arrange furniture and equipment as required; clean chalkboards, whiteboards, chalk trays and erasers as needed; empty pencil sharpeners.

Coordinate and prepare facilities for use by the school or community groups; oversee and participate in the set-up and assembly of chairs, tables and other furniture and equipment for meetings or special

events; assure proper clean up of furniture, equipment and debris following these events.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, blowers, pressure washers and other equipment as assigned.

Inspect middle school facilities to identify custodial, maintenance and repair needs; assure proper identification and resolution of fire, safety, sanitary and security hazards; coordinate response to emergency custodial needs; arrange for maintenance and repairs as needed.

Oversee and participate in preparing and cleaning tables, chairs, benches and floors after breakfast and lunch periods as assigned.

Communicate with District personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Lock and unlock doors, windows and gates as appropriate; set alarms as required; maintain security of assigned areas according to established guidelines.

Perform minor maintenance and repairs on facilities, furniture, lockers and equipment; replace light bulbs as needed.

Monitor inventory levels of custodial supplies; assist with ordering, receiving and maintaining inventory of custodial supplies as assigned; pick up and distribute a variety of classroom, office and custodial supplies and materials as required.

Prepare and maintain various records and reports related to assigned activities; generate and distribute work orders.

Other duties as assigned that support the overall function of the position.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean and orderly condition.

Principles of training and providing work direction.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Appropriate safety precautions and procedures.

Record-keeping techniques.

Proper lifting techniques.

**ABILITY TO:**

Lead and participate in a variety of custodial activities.

Assure school buildings, facilities and adjacent grounds areas are maintained in a clean, orderly, safe and secure condition.

Inspect completed work for accuracy, completeness and compliance with established standards and procedures.

Train and provide work direction and guidance to assigned personnel.

Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Use cleaning materials and equipment in a safe and efficient manner.  
Operate and maintain a variety of custodial equipment.  
Move and arrange furniture and equipment.  
Observe and report safety hazards and need for maintenance and repair.  
Observe health and safety regulations.  
Meet schedules and time lines.  
Maintain various records related to work performed.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent), and two years performing custodial duties, preferably for a large organization or in an educational environment. Some experience working in a lead capacity is highly desirable.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Regular exposure to fumes, dust and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of custodial equipment.  
Walking or standing for extended periods of time.  
Seeing to perform custodial duties.  
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Climbing ladders and working from heights.

**HAZARDS:**

Exposure to cleaning agents and chemicals.  
Working on ladders.

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*Approved by Personnel Commission:* 09/19/2007  
*Revised:* 09/16/2015  
*Revised:* 09/19/2022  
*Proposed Revisions to PC:* 06/18/2025



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**CLASS TITLE: LEAD CUSTODIAN**

**BASIC FUNCTION:**

Under the direction of the Custodial Supervisor, lead and participate in a variety of custodial activities during a night shift to assure high school buildings and adjacent grounds areas are maintained in a clean, orderly, safe and secure condition; train and provide work direction and guidance to assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Lead the night custodial crew in cleaning classrooms, cafeterias, offices, library, kitchens, gymnasium, hallways, lounges, locker rooms and other facilities; assure school buildings, facilities and adjacent grounds areas are maintained in a clean, orderly, safe and secure condition.

Coordinate staff, projects and communications to meet school custodial needs; assist with developing and implementing custodial projects and nightly activities; confer with staff and administrators regarding custodial needs, inspections, priorities, issues, problems and projects.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review completed work and work in progress for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested.

Oversee and participate in the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets; spot mop spills; remove gum, debris and graffiti as needed.

Lead and participate in cleaning and disinfecting drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with paper towels, soap, toilet paper, seat covers and other items; clean mirrors, tile, walls, light fixtures and windows; unclog drains and toilets.

Oversee and participate in picking up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school buildings; empty waste receptacles and replace liners.

Dust, sanitize and wipe down desks, furniture, doors, countertops, equipment and woodwork; move and arrange furniture and equipment as required; clean chalkboards, whiteboards, chalk trays and erasers as needed; empty pencil sharpeners.

Coordinate and participate in the set-up and assembly of chairs, tables and other furniture and equipment for meetings or special events; assure proper clean up of furniture, equipment and debris following these events.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, blowers, pressure washers and other equipment as assigned.

Inspect high school facilities to identify custodial, maintenance and repair needs; assure proper identification and resolution of fire, safety, sanitary and security hazards; coordinate response to

emergency custodial needs; arrange for maintenance and repairs as needed.

Communicate with District personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Lock and unlock doors, windows and gates as appropriate; set alarms as required; maintain security of assigned areas according to established guidelines.

Perform minor maintenance and repairs on facilities, furniture, lockers and equipment; replace light bulbs as needed.

Monitor inventory levels of custodial supplies as required; assist with ordering, receiving and maintaining inventory of custodial supplies as assigned; pick up and distribute a variety of classroom, office and custodial supplies and materials as required.

Prepare and maintain various records and reports related to assigned activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean and orderly condition.

Principles of training and providing work direction.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Appropriate safety precautions and procedures.

Record-keeping techniques.

Proper lifting techniques.

**ABILITY TO:**

Lead and participate in a variety of custodial activities.

Assure school buildings, facilities and adjacent grounds areas are maintained in a clean, orderly, safe and secure condition.

Inspect completed work for accuracy, completeness and compliance with established standards and procedures.

Train and provide work direction and guidance to assigned personnel.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Use cleaning materials and equipment in a safe and efficient manner.

Operate and maintain a variety of custodial equipment.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Observe health and safety regulations.

Meet schedules and time lines.

Maintain various records related to work performed.

Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and two years experience performing custodial activities.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of custodial equipment.

Walking or standing for extended periods of time.

Seeing to perform custodial duties.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders and working from heights.

**HAZARDS:**

Exposure to cleaning agents and chemicals.

Working on ladders.

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*Approved by Personnel Commission: 09/19/2007*



# Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date:06/18/2025

## New Hires

Last Name	First Name	Job Class Description	Date

## Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Parsam	Danielle	Paraeducator II	08/12/2025 (Promotion: Campus Support Asst. to Paraeducator II)

## Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Awe	Michael	Child Nutr Assist I	05/22/25
Ballesteros Chavez	Rocio	Campus Support Assistant	05/27/25
Banales	Domenica	Attendance Technician	06/04/25
Calderon	Stephanie	Paraeducator II	05/31/25
Chappell	Brandy	Child Nutr Mgr-Secondary	06/10/25
Coronado	Karina	Paraeducator II	05/29/25
Delgado	Alex	Bus Driver	05/23/25
Diaz	Fatima	Paraeducator II	05/30/25
Dixon	Breeanna	Campus Support Assistant	05/22/25
Fassino	Rachelle	Paraeducator II	05/20/25
Gisler	Heather	Licensed Clinician	06/04/25
Goins	Domonic	Campus Supervisor	05/21/25
Hebert	Emily	Physical Educ Eqpmt Attendant	05/13/25
Horner	Sarah	School Adm. Assistant I	05/31/25
Hummingbird	Karissa	Campus Support Assistant	05/06/25
Lopez	Arturo	Custodian	06/06/25
Mendez	Jose	Bus Driver	05/14/25
Murillo	Armando	Grounds Maintenance Worker I	05/20/25
Orozco	Lorena	Bus Driver	05/20/25
Perez	Dayanara	Paraeducator II	05/23/25
Pittman	Keegan	Clinical Supervisor	05/22/25
Platt	Mary	Health Technician	05/28/25
Rivera	Amanda	Paraeducator II	05/07/25
Sanchez	Jose	Grounds Maintenance Worker I	06/06/25
Santos	Rosa	School Adm. Assistant I	05/21/25

Satnick	Mariah	Board Cert. Behavior Analyst	05/17/25
Segura	Elizabeth	Certified Spch/Lang Path Asst	05/20/25
Thompson	Anthony	Paraeducator II	05/14/25
Todden Cooper	Erika	Paraeducator II	05/14/25
Vaca Medina	Adela	Bus Driver	05/15/25
Vaughn	Jamie	Board Cert. Behavior Analyst	05/27/25
Velazquez	Jessica	Paraeducator II	05/16/25
Victorino	Sandra	Campus Support Assistant	05/10/25
Wells	Jaclyn	Paraeducator III	06/03/25

### Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Brown	Autumn	Paraed-Afr Sch	05/01/25
Chavira	Gloria	District Recept	06/01/25
Chavira	Gloria	Senior Office Asst	06/01/25
GarciaDeSalgado	Lilia	Child Care Asst	05/01/25
Gonzalez	Cynthia	Paraeducator I	05/01/25
Gonzalez	Cynthia	District Recept	05/01/25
Granados	Leticia	Senior Office Asst	05/01/25
Matehuala	Marisol	Paraeducator I	05/01/25
Meyer	Kristyn	Paraeducator II	05/01/25
Nieves	Brittney	SAA I	05/01/25
Ramirez	Janessa	Paraeducator I	05/01/25
Ruiz	Maria	Child Care Asst	05/01/25
Savard	Linda	Campus Support Asst	05/01/25
Sharif	Ruth	Paraeducator I	05/01/25
Tadillo	Maria	Child Care Asst	05/01/25
Todden Cooper	Erika	Para-Afr Schl	05/01/25
VacaBoyd	Jasmine	Paraeducator I	05/01/25
Vargas	Alexandra	Paraeducator II	05/01/25

### 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
Briggs	Ashley	Child Development Teacher	5/27/2025
Flores	Rosa	Child Nutrition Assistant I	6/5/2025 (Retired)
Hopkins	AnneMarie	Child Nutrition Assistant I	6/5/2025 (Retired)
Hunter	Kimberly	Child Nutrition Assistant I	6/5/2025 (Retired)
Smith	Ashley	Child Nutrition Assistant I	6/5/2025
Olivas	Michelle	Child Nutrition Assistant II	6/5/2025 (Retired)
Swaney	Eva	Child Nutrition Assistant III	6/5/2025 (Retired)
Wreesman	Debra	Health Technician	6/6/2025 (Retired)

EspinozaMontero	Abigail	Paraeducator After School	6/5/2025
Hunt	Diana-Rae	Paraeducator I	6/5/2025 (Retired)
Inglis	Marion	Paraeducator I	6/5/2025
Cromack	Mark	Paraeducator II	6/5/2025
Efford	Lauren	Paraeducator II	6/5/2025
Farlow	Kailey	Paraeducator II	6/5/2025
Hermosillo	Aracely	Paraeducator II	6/10/2025
Lara	Kristhian	Paraeducator II	6/5/2025
Suarez	Arin	Paraeducator II	6/5/2025
Tellez	Maria	Paraeducator I-Site	6/5/2025 (Retired)

## Leave of Absence

Last Name	First Name	Job Class Description	Date
Morales	Manuel	Board Cert. Behavior Analyst	05/27/25-06/06/25 Paid Parental/Bonding Leave
Ayala	Steven	Paraeducator III	05/19/25-06/05/25 Unpaid Leave

## Change of Status

Last Name	First Name	Job Class Description	Date

## Working Out of Class

### Vacancy

Last Name	First Name	Job Class Description	Month	Date	Year	Note
Boccali	Stacey	After School Paraeducator Liaison-E48	May	1-2;5-9;12-16;19-23;27-29	2025	
Boccali	Stacey	After School Paraeducator Liaison-E48	June	2;4-5	2025	
Cox	Kathryn	After School Paraeducator Liaison-E48	May	1-2;6-8;12-16;19-23;27-30	2025	
Olson	Michelle	Child Nutr Assist II-D62	May	1-2;5-9;12-16;19-23;27-30	2025	
Olson	Michelle	Child Nutr Assist II-D62	June	2-5	2025	
Domme	Bonnie	Food & Nutr Svcs-Oprs Spec-D21	May	1-2;5-9;12-16;19-23;27-30	2025	
Perez	Leonard	Grounds Maintenance Worker II-F64	May	1-2;5-9;12;19-23;27-30	2025	
Kelsch	Elizabeth	School Services Assistant II- B72	May	1-2;5-9;12-16;19;21-22;27-30	2025	
Kelsch	Elizabeth	School Services Assistant II- B72	June	2-6	2025	
Reyes	Eva	School Services Assistant II- B72	May	1-2;5-9;12-14;19-21;30	2025	
Barrett	Jean	Student Data Technician-C47	May	1;5;7-9;12-16;19-23;27-30	2025	

### Covering for EE who is WOC

Last Name	First Name	Job Class Description	Month	Date	Year	Note
Begum	Bushra	Child Nutr Assist II-D62	May	1-2;5-9;12-16;19-23;27-30	2025	
Begum	Bushra	Child Nutr Assist II-D62	June	2-5	2025	
Flores	Yezenia	Child Nutr Mgr-Elementary-D38	May	1-2;5-9;12-15;19-23;27-30	2025	

### Covering for EE who is on LOA

Last Name	First Name	Job Class Description	Month	Date	Year	Note
Sanchez	Jose	Carpenter-F47	May	2;5-9;12-16;19-20;22-23;27-28;30	2025	
Sanchez	Jose	Carpenter-F47	April	1-4;7-10;14-17;21-23;25;28;30	2025	
Guzman	Susan	Child Nutr Mgr-Elementary-D38	May	1-2;5-9;12-16;19-23;27-30	2025	
Frazee	Kimberly	Executive Assistant-B20	May	1-2;5-9;12-16;19-23;27-30	2025	
Lassich	Shari	Lead Custodian-F42	May	1-2;5-9;12-16;19-23;27-30	2025	

### Limited Term Assignment/Extra Help

Last Name	First Name	Job Class Description	Month	Date	Year	Note
Mendez	Marco	Paraeducator I-E67	April	1-4;7-11;14-17;21-25;28-30	2025	
Mendez	Marco	Paraeducator I-E67	May	1-2;5-9;12-14;21-23;28-30	2025	
Mendez	Marco	Paraeducator I-E67	June	2-5	2025	
Holguin	Anyssa	Paraeducator III-E69	May	1-2;5-9;12-14;21-23;27-30	2025	
Holguin	Anyssa	Paraeducator III-E69	June	2-5	2025	

### Other Reasons

Last Name	First Name	Job Class Description	Month	Date	Year	Note
Casarez	Nora	Child Nutr Assist III-D61	May	2;20-21	2025	
Alanbar	Bushra	Child Nutr Mgr-Elementary-D38	May	22-23	2025	
Lopez	Gisela	Child Nutr Mgr-Elementary-D38	June	5	2025	

Gonzalez	Gina	Child Nutr Mgr-Secondary-D36	May	2;8-9;12-13;	2025	
Hernandez Baltaza	Ulises	Child Nutr Mgr-Secondary-D36	June	4	2025	
Kaiser	karen	Child Nutr Mgr-Secondary-D36	May	12-13	2025	
Lopez	Alexia	Child Nutr Mgr-Secondary-D36	May	22-23	2025	
Slamkowski	Mary	Child Nutr Mgr-Secondary-D36	May	2	2025	
Ramirez	Rose	Exec Asst to Superintendent-B19	April	14-17	2025	
Sweatt	Charles	Head Custodian II-F37	May	2;15;27	2025	
Aguilar	Victor	Lead Custodian-F42	April	14-17	2025	
Sanchez Enciso	Luis	Mechanic I-K46	May	21-23;27	2025	
Woertink	Rebecca	School Adm. Assistant I-B37	May	23	2025	
Vreeland	Laurine	School Adm. Assistant II-B36	May	30	2025	
Davis	Michael	Warehouse Supervisor-J06	May	14;23	2025	