

PERSONNEL COMMISSION
MEETING AGENDA – October 15, 2025
(Meeting Location: Board Room)

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

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- September 17, 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: November 19, 2025

F. ACTION AGENDA ITEMS

1. Approval of Revised Classification Specification: Paraeducator After School
2. Approval of Revised Classification Specification: Medical Office Occupations Lab Assistant

G. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

H. COMMISSION COMMENTS — No official action will be taken.

I. CLOSED SESSION

1. Public Employment - Government Code §54957(b)
Title: Director, Classified Human Resources

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.

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.



For the future of every student

MINUTES
September 17, 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 September 17, 2025. Mr. Walker, Chair, called the meeting to order at 4:30 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 September 17, 2025 Personnel Commission regular meeting was adopted by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)
APPROVAL OF MINUTES	On a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU the minutes of August 20, 2025 Personnel Commission Regular meeting were approved as presented by a vote of 3-0. (Ayes – 3/ Campbell, Stallings, Walker; Nay 0; Abstain 0)
PUBLIC COMMENTS	None
ITEM E1	<u>VESPA REPORT</u> Ms. Carol Peek, VESPA President reported: 1) VESPA is doing very well. We have a new Director at Large, Amy Brooks. She started July 1st. We went on a site visit with her, as her areas are Buena, Facilities, and Elmhurst. 2) It has been great to go out and do site visits, connect with members and see their support in wearing red. 3) A BIG THANK YOU to Robert Ybarra, VP of VESPA, for his help and stepping in for me, as the President while I was out. 4) At the last BOE meeting, transportation had about 30 bus drivers in attendance and about 10 gave public comments expressing gratitude to the district and board for the 8 hour shifts, which gives them the opportunity to receive insurance benefits.
ITEM E2	<u>DIRECTOR'S REPORT</u> Ms. Crouch reported: • The Department still has quite a few vacancies to fill, therefore staff has been extremely busy coordinating recruitments and processing new hires. • Back-to-School Nights are in full swing. The HR Department has been in attendance at all Back-to-School Nights to promote employment opportunities with the District, with an emphasis on recruiting substitutes. • VESPA's reappointment of Ms. Stallings as its appointed Commissioner will be going to the Board for formal approval on Tuesday. Ms. Stallings' term expires at noon on December 1st. Ms. Crouch continued with the following VUSD calendar highlights and upcoming events: • Next regular Board of Education meeting - Tuesday, September 23rd
ITEM E3	<u>Recruitment & Selection: Hiring Update</u> • We have approximately 25 Para II vacancies to fill • We're continuing to work through filling our CSA vacancies, and are currently working down the re-employment list to make job offers • We have a great need for substitutes to fill CSA, Paraeducator and clerical needs. • Recruitment efforts include the Back to School Nights, and we will be attending a recruitment event on the Naval base early next month • Open recruitments include: Locksmith, SAA I (EP Foster) and SAA II (Lemon Grove)

- ITEM E4 NEXT REGULAR PC MEETING: October 15, 2025
The next regular Personnel Commission meeting will be October 15, 2025.
- ITEM F1 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: Network and Systems Specialist
After a brief discussion, on a motion by Ms. Stallings, seconded by Ms Campbell, MSCU to approve the revised classification specification for Network and Systems Specialist as presented, by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)
- ITEM G1 PERSONNEL TRANSACTIONS REPORT
On a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/Campbell, Stallings, Walker; Nay 0; Abstain 0)
- ITEM H COMMISSION COMMENTS
None
- ITEM I CLOSED SESSION
1. Public Employee Performance Evaluation – Government Code §54957(b)
 Title: Director, Classified Human Resources
On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU the Commission moved to closed session at 4:46 PM by a vote of 3-0. (Ayes – 3/Stallings, Campbell, Walker; Nay 0; Abstain 0)
- ITEM I REPORT OF ACTION TAKEN IN CLOSED SESSION
The Commission returned to open session at 5:43 PM, and reported that no action was taken in closed session.

A closing comment was made by Ms. Crouch before adjournment. She announced her decision to retire at the end of the calendar year, and thanked the Commission and District for the opportunity to serve, grow and lead in such a remarkable district and department.
- ADJOURNMENT On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU to adjourn the meeting at 5:44 p.m. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: October 15, 2025

Subject: Approval of Revised Classification Specification
Paraeducator – After School

The Ventura Unified School District continues its recruitment efforts to fill vacant Paraeducator- After School positions. In preparation of filling these positions, a review of the current classification specification was conducted. After reviewing the class spec, it was determined that minor revisions needed to be made to the job description.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for vacant Paraeducator- After School as presented.

Attachment: proposed classification specification for vacant Paraeducator- After School



For the future of every student

CLASS TITLE: PARAEDUCATOR - AFTER SCHOOL

BASIC FUNCTION:

Under the direction **and guidance** of a Certificated staff member, assist in providing instruction to individuals or small groups of students, assisting in the effective instruction and reinforcement of lessons in an elementary or secondary after school program; perform a variety of instructional, recreational, motivational and clerical duties; perform related duties as assigned. Positions in this **may be** classification are funded through grants or donated funds. ~~Program continuation is subject to receipt of reimbursement funds and the implementation of new grants.~~

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in the implementation of an after school program that gives students a variety of educational, recreational and enrichment activities in accordance with program guidelines.

Participate in the effective instruction of students through activities such as tutoring students individually or in groups, leading and facilitating group discussions, class projects, homework assistance, and coordinating learning activities with guest instructors and/or community organizations.

Assist students with assigned projects utilizing appropriate computer software, technology tools and resources.

May assist students with credit recovery utilizing computer software programs and on-line programs.

Provide direction and support to students with grade level written assignments and projects.

Assist students completing grade appropriate homework and/or preparing for grade appropriate exams.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner; monitor students during outdoor, playground, field trip, eating, break, and various other activities as assigned. Inform certificated staff of student progress and/or problems.

Under the guidance and instruction of a designated certificated staff member, communicate with District staff, various outside agencies and/or parents to exchange information and resolve issues or concerns related to student needs and activities.

Perform a variety of clerical duties such as prepare and maintain various records related to student activities, attendance, academic progress, instructional materials, and other related data.

~~Under the direction of the assigned certificated staff member,~~ Participate in building weekly schedules and activities, and assist communicating and implementing the activities with the students. ~~Support in the preparation of instructional materials, scoring papers, and recording grades.~~

Administer basic first aid and complete accident reports when necessary.

Attend meetings and in-service trainings for the purpose of keeping knowledge current and/or acquiring or conveying information.

Monitor student check-in and sign-out procedures; ensure that attendance sheets are completed properly by staff, parents and students.

May be moved between after-school program sites or grade levels based on student enrollment, staffing patterns, and program needs in an effort to maintain ratios.

Operate a variety of classroom, recreational and office equipment such as a copier, paper cutter, fax machine, computers, software and sports equipment.

May communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between students, teachers, staff, parents and others as required; translate notes, assignments, letters and other materials as needed.

Perform related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic educational reference material.

Ethnic groups and cultural diversity in community neighborhoods. Group behavior and group dynamics.

Basic concepts of adolescent development and behavior, motivation, and behavior intervention and modification.

Effective instructional and study techniques.

Core academic subjects taught in District schools, including mathematics, English and language arts, reading, history and social studies, and science.

Personal computer operating systems and operating procedures.

General classroom management techniques.

Correct English usage, spelling, grammar, and punctuation.

Basic record keeping.

Safe practices in classroom activities.

ABILITY TO:

Work well with elementary and secondary students from diverse cultural, linguistic and economic backgrounds, encourage positive learning patterns and behavior in students.

Demonstrate enthusiasm for learning with students as a life-long learner model.

Assist in implementing curriculum related to instructional activities and materials.

Reinforce instruction to individual or small groups of students. ~~as directed by teacher or assigned certificated staff.~~

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Assist in the implementation of lesson plans and instructional activities.

Assist in the implementation of physical fitness activities.

Observe health and safety regulations.

Utilize classroom or general office equipment including personal computer operating systems, audiovisual equipment, photocopier, laminator, etc.

Maintain records and files.

Demonstrate flexibility, understanding and patience toward students, parents and school personnel.

Demonstrate a positive role model to students.
Assist with discipline of students in accordance with district policy.
Motivate students to study, remain in school, and participate in the after-school program
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Requires a high school diploma or the equivalent. Requires two years of college (48 units) or pass the District's assessment that demonstrates knowledge and skills in assisting in instruction or pass the California Basic Educational Skills Test (CBEST). An Associate's degree is highly desirable.

Experience: Some experience working with children, adolescents, and young adults in an organized setting. Some experience using computers, software and other technology tools and resources relevant to providing academic and clerical support. Experience working with individuals with special developmental needs is desirable.

SPECIAL REQUIREMENTS:

Some positions may require First Aid and CPR certifications issued by an authorized agency; employees must fulfill certification requirements within the first three (3) months of the probationary period.

Some positions in this class may be required to translate oral and written communications between English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission:

07/23/2014

Revised:

09/20/2017

Revised:

02/15/2023

Revised:

08/16/2023

10/15/2025 Proposed revisions to PC for review and approval



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: October 15, 2025

Subject: Approval of Revised Classification Specification
Medical Office Occupations Lab Assistant

The Ventura Unified School District anticipates needing to open recruitment to fill a Medical Office Occupations Lab Assistant position at Ventura Adult & Continuing Education School (VACE). In preparation of filling this position, a review of the current classification specification was conducted. After reviewing the class spec, it was determined that minor revisions needed to be made to the job description.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Medical Office Occupations Lab Assistant as presented.

Attachment: proposed classification specification for Medical Office Occupations Lab Assistant



For the future of every student

CLASS TITLE: MEDICAL OFFICE OCCUPATIONS LAB ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor To assist teacher(s) and/or other Adult Education vocational staff in the instruction, supervision and training of individuals or groups of students by providing assistance and instruction to students in the medical occupations classes; ~~and to provide~~ a variety of clerical support functions related to the activities and operations of the program; **and** ~~Employees in this classification receive general supervision within a well defined framework of policies and procedures. This job class provides specialized paraprofessional instructional activities in support of the educational objectives of certificated staff and requires a high degree of positive contact with students and certificated staff. This job class also requires specialized knowledge of medical support occupations and procedures as well as the operation of a variety of medical equipment; the operation of a variety of office equipment including personal computers, related peripheral equipment, and software applications.~~

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Sets up materials and equipment for daily activities in the medical occupations labs; turns on machines, loads appropriate software and ensures equipment is operational.

Tutors and remediates students in medical occupations classes, individually or in small groups, reinforcing or following-up on instructions provided by the instructor; explain concepts, principles and terminologies to student, including but not limited to medical back and front office, physical therapy, and pharmacy technician courses.

Answer questions presented by students.

Instructs and assists students in the proper use and basic maintenance of a variety of medical back office equipment including but not limited to autoclaves, precision scales and measuring devices, heat sealers, counting trays, stethoscopes, blood pressure cuffs, etc.

Instructs and assists students in the proper use and basic maintenance of a variety of medical front office equipment including but not limited to personal computers, related peripheral equipment and a variety of software, calculators, and medical transcription equipment.

Establishes, maintains and processes computerized and manual records and files related to program activities and operations' creates database and spreadsheet applications, updates information, and prepares/prints reports.

Performs a variety of clerical support functions; generates letters, requisitions, and forms; answers telephone, takes messages, and provides information; files student, instructional, and program records and materials; duplicates a variety of materials.

Assist in the administration and scoring of tests and class assignments.

Assist in the inventory and maintenance of program equipment and supplies.

OTHER DUTIES:

Performs ~~other~~ related duties as assigned **that support the overall objective of the position.**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Specialized knowledge of medical support occupations and procedures as well as the operation of a variety of medical equipment

Fundamentals of medical assisting.

Medical terminology.

Nomenclature, use and maintenance of instruments and equipment utilized by the medical field.

Personal hygiene and sanitary standards for equipment and materials.

Basic measurement equivalencies.

Safety rules and correct procedures related to equipment and patient care.

Operation of assigned office and instructional equipment.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills Interpersonal skills using tact, diplomacy, patience and courtesy.

Adult student learning principles

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and filing techniques.

ABILITY TO:

Communicate specialized front and back medical office information to students who have varying levels of comprehension.

Learn and apply appropriate instructional techniques.

Identify and meet the needs of adult students.

Convert quantity measurements to their equivalencies, i.e., liters to ounces, etc.

Make accurate and precise measurements

Perform routine clerical duties such as filing, duplicating and maintaining records accurately.

Print and write legibly.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Read and follow rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.

Demonstrate intact short-term and long-term memory.

Demonstrate empathy, friendliness, patience and responsibility.

Be motivated to produce high quality work product.

Comprehend and follow directions.

Oversee students, administer assignments and tests, and perform general clerical tasks.

Work with and demonstrate sensitivity to a diverse population of students

Observe health and safety regulations.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer, **related peripheral equipment,** and assigned software.

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 six months of fulltime experience in a medical front and/or back office setting or professional certification in the health care career sector.~~

Any combination of education, training, and/or experience equivalent to graduation from high school or equivalent, and six months experience in a medical front and/or back office setting or professional certification in the health care career sector.

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certification **issued by an authorized agency; employees must fulfill certification requirements within the first three (3) months of the probationary period.**

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:**ENVIRONMENT:**

Adult career and technical education classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting, standing and walking for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Lifting up to 50 pounds.

Reaching overhead, above the shoulders and horizontally.

HAZARDS

Handling sharp objects

Exposure to medical gases (such as oxygen)

Approved by Personnel Commission:

10/15/2008

10/15/2025 Proposed revisions to PC for review and approval



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date:10/15/2025

New Hires

Last Name	First Name	Job Class Description	Date
Arriaza	Abner	Bus Driver	10/08/25
Hernandez	Gerald	Bus Driver	10/08/25
Da Silva	Luciana	Elem School Srvs Asst	09/02/25
Rodriguez Ceja	Saul	Grounds Maintenance Worker I	09/23/25
Cook	Steven	Paraeducator II	09/15/25

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Abe	Yoshiko	Paraeducator I - Site	08/12/2025 (Voluntary Demotion: Paraeducator II @ 28.75 hrs/wk to Paraeducator I @ 25 hrs/wk)

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Guillen	Bernadette	Child Developmt Site Leader	09/14/25
Slamkowski	Mary	Child Nutr Assist III	09/09/25
Perez	Elizabeth	Employment Training Assistant	09/23/25
Porto	Jonathan	Licensed Clinician	09/12/25
Afzal	Fatima	Paraeducator II	09/20/25
Beck	Jianping	Paraeducator II	09/18/25
Marin	Anthony	Paraeducator II	09/26/25
Rico	Cristina	Paraeducator III	10/07/25
Contreras	Fernando	Transportation Assistant	09/23/25
Diaz	Eileen	Transportation Assistant	09/25/25

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Cervantez	Rosie	Bus Driver	08/01/25
Conchas Fernandez	Patricia	Campus Supervisor	10/01/25
Jimenez	Crystal	Campus Supervisor	10/01/25
Lucio	Destiny	Campus Supervisor	10/01/25
Payne	Stacey	Campus Supervisor	10/01/25
Quezada	Benjamin	Campus Supervisor	09/01/25

Rain	Carlos	Campus Supervisor	10/01/25
Reyes	Miranda	Campus Supervisor	10/01/25
Ruiz Yerena	Araceli	Campus Supervisor	10/01/25
Zegers	Natalie	Campus Supervisor	10/01/25
Cabeza	Silvia	Campus Support Asst	09/01/25
Castellanos	Maricela	Campus Support Asst	10/01/25
Conchas Fernandez	Patricia	Campus Support Asst	10/01/25
Dickerson	Carmen	Campus Support Asst	09/01/25
Jimenez	Crystal	Campus Support Asst	10/01/25
Lucio	Destiny	Campus Support Asst	10/01/25
Maldonado	Gabriela	Campus Support Asst	10/01/25
Morales	Robert	Campus Support Asst	08/14/25
ONeil	Kim	Campus Support Asst	10/01/25
Pacheco	Rosa	Campus Support Asst	10/01/25
Payne	Stacey	Campus Support Asst	10/01/25
Rain	Carlos	Campus Support Asst	10/01/25
Reyes	Miranda	Campus Support Asst	10/01/25
Rock	Amanda	Campus Support Asst	10/01/25
Ruiz Yerena	Araceli	Campus Support Asst	10/01/25
Torres-Ortega	Ma Del Carmen	Campus Support Asst	09/01/25
Yerena Arechiga	Mirna	Campus Support Asst	10/01/25
Zegers	Natalie	Campus Support Asst	10/01/25
Gonzalez	Francisco	CD Teacher	09/01/25
Robinson	Jessica	Child Nutr Asst I	09/01/25
Olson	Michelle	Child Nutr Asst II	09/01/25
Olson	Michelle	Child Nutr Mgr Sec	09/01/25
Cabrera	Anthony	Custodian	10/01/25
Coert	Lisa	Custodian	09/01/25
Crites	Regina	Custodian	09/01/25
Hernandez	Luis	Custodian	10/01/25
Saucedo	Isaac	Custodian	10/01/25
Vaivao	Junior	Custodian	08/01/25
Cox	Hailey	District Recept	09/01/25
Diaz	Monica	District Recept	09/01/25
Jackson	Kristen	Health Technician	09/01/25
Dominguez	Yuliana	Para Aftr Schl	10/01/25
Olivares	Gabriel	Para Aftr Schl	10/01/25
Ramirez	Regol	Para Aftr Schl	10/01/25
Brotsky-Barlow	Debra	Para-Aftr Schl	09/01/25
Kuzela	Charlotte	Para-Aftr Schl	10/01/25
Schuessler	Sachiko	Para-Aftr Schl	09/01/25
Slaughter	Tanajsia	Para-Aftr Schl	09/01/25
Moore	Mackenzie	Paraeducator I	09/01/25
Bowles	Allison	Paraeducator I	10/01/25
Bowles	Emma	Paraeducator I	10/01/25
Brotsky-Barlow	Debra	Paraeducator I	09/01/25
Cahuantzi	Brenda	Paraeducator I	09/01/25
Camacho	Leonardo	Paraeducator I	10/01/25
Coutts	Beverly	Paraeducator I	10/01/25
Diaz	Ana Cristina	Paraeducator I	10/01/25

Dominguez	Yuliana	Paraeducator I	10/01/25
Espino	Kate	Paraeducator I	10/01/25
Gonzales	Loni	Paraeducator I	09/01/25
Hernandez Alvarez	Geovanni	Paraeducator I	09/01/25
Hernandez Figueroa	Angela	Paraeducator I	10/01/25
Hoyt	Anna	Paraeducator I	10/01/25
Jimenez	Susana	Paraeducator I	10/01/25
Lindstrom	Alayna	Paraeducator I	09/01/25
Olivares	Gabriel	Paraeducator I	10/01/25
Ramirez	Janessa	Paraeducator I	09/01/25
Ramirez	Regol	Paraeducator I	10/01/25
Robinson	Mikayla	Paraeducator I	10/01/25
Romero	Cristal	Paraeducator I	10/01/25
Roszbacher	Elizabeth	Paraeducator I	09/01/25
Slaughter	Tanajsia	Paraeducator I	09/01/25
Vasquez	Janette	Paraeducator I	10/01/25
Abbe	Jayne	Paraeducator II	09/01/25
Bowles	Allison	Paraeducator II	10/01/25
Bowles	Emma	Paraeducator II	10/01/25
Brotsky-Barlow	Debra	Paraeducator II	09/01/25
Cahuantzi	Brenda	Paraeducator II	09/01/25
Coutts	Beverly	Paraeducator II	10/01/25
Diaz	Ana Cristina	Paraeducator II	10/01/25
Dominguez	Yuliana	Paraeducator II	10/01/25
Espino	Kate	Paraeducator II	10/01/25
Hernandez Figueroa	Angela	Paraeducator II	10/01/25
Hoyt	Anna	Paraeducator II	10/01/25
Jimenez	Susana	Paraeducator II	10/01/25
Landeros Soto	Maria	Paraeducator II	09/01/25
Olivares	Gabriel	Paraeducator II	10/01/25
Quezada	Benjamin	Paraeducator II	09/01/25
Ramirez	Regol	Paraeducator II	10/01/25
Robinson	Mikayla	Paraeducator II	10/01/25
Romero	Cristal	Paraeducator II	10/01/25
Slaughter	Tanajsia	Paraeducator II	09/01/25
Snelgrove	Amanda	Paraeducator II	09/01/25
Valencia	Alexxa	Paraeducator II	09/01/25
Vasquez	Janette	Paraeducator II	10/01/25
Campbell	Carrie	SAA II	09/01/25
Rodriguez	Clarissa	Senior Office Asst	09/01/25
Sharif	Ruth	SSA I	08/01/25
Ansari	Moazzam	Student Data Tech	08/01/25
Banales	Domenica	Student Data Tech	09/01/25
Denny	Kayla	Student Data Tech	09/01/25
Morales	Robert	Whse Wkr Dlvr Drvr	09/01/25

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
Ruiz Beltran	Antonia	Campus Support Assistant - ELOP	9/2/2025
Ramirez	Zahaira	Para- After School	8/11/2025

Flores	Karen	Paraeducator I Site	8/25/2025

Appointment to Additional Permanent Position

Last Name	First Name	Job Class Description	Date
BallesterosChavez	Rocio	Campus Support Assistant	9/22/2025
Dickerson	Carmen	Campus Support Assistant	8/27/2025
Dixon	Breeanna	Campus Support Assistant - Site	7/1/2025
Ruiz	Cristina	Campus Support Assistant - Site	8/13/2025
Holmes	Cynthia	Elem Sch Svcs Asst - Site	7/1/2025
Vreeland	Laurine	Elem Sch Svcs Asst - Site	8/25/2025
Ruiz	Carolina	Paraeducator I TK	9/16/2025

Separation from Service

Last Name	First Name	Job Class Description	Date
De Lara	Angela	Bus Driver	8/29/2025
Pacheco	Rosa	Campus Support Assistant	9/30/2025
Echeverria	Yeimy	Child Nutrition Assistant I	9/12/2025
Murillo	Maya	Health Technician	10/10/2025 (Position 1 of 2)
Keane	Elizabeth	Licensed Clinician	9/30/2025
Beach Goebel	Beverly	Paraeducator III	9/19/2025
Cortez	Jazmin	School Administrative Assistant II	9/19/2025

Leave of Absence

Last Name	First Name	Job Class Description	Date
Rodarte	Jarrit	Bus Driver	8/12/25-09/19/25 Paid Parental/Bonding Leave
Kaplish	Michael	Custodian	09/29/25-10/31/25 Paid Parental/Bonding Leave

Change of Status

Last Name	First Name	Job Class Description	Date
Cortes	Tina	Campus Support Assistant	9/22/25: Location/Assignment Change -- from Mound to Poinsettia; same time base
Dixon	Breeanna	Campus Support Assistant	07/01/25: Change in Hours -- 21.5 hrs/week to 14.5 hrs/week; same
Gonzalez	Maria	Campus Support Assistant	9/22/25: Hours/Location Change From 8 hrs/week @ Elmhurst to 12 hrs/week @ Montalvo
Gonzalez	Fany	Campus Support Assistant	9/22/25: Hours/Location Change From Position #1: 14.5 hrs/week and Position#2 1 hrs/week @ Mound to 18 hrs/week @ Montalvo
Retana	Alejandrina	Campus Support Assistant	9/02/25: Hours/Location Change From 12 hrs/week @ Montalvo to 12.5 hrs/week @ ATLAS
Ruz	Cristina	Campus Support Assistant	08/13/25: Change in Hours -- 6.5 hrs/day to 20 hrs/week; same position; same location
ViotPreciado	Yvonne	Campus Support Assistant	9/02/25: Hours/Location Change From 12 hrs/week @ Montalvo to 12.5 hrs/week @ ATLAS
Rivera	Ruth	Para- After School	8/25/25: Hours/Location Change From 12 hrs/week @ Montalvo to 12.5 hrs/week @ ATLAS
Ruiz	Carolina	Para- After School	09/16/25: Change in Hours (Position 1 of 2) -- 8 hrs/day to 3 hrs/day; same position; same location
Garcia Gutierrez	Audelia	Paraeducator I - TK	9/22/25: Reinstatement @ Montalvo

Rossbacher	Elizabeth	Paraeducator I- Site	9/19/25: Reinstatement @ VACE
Carter	James	Paraeducator II	9/22/25: Location/Assignment Change -- from FTTHS to JSerra; same time base
Elizarraras	Louis Anthony	Paraeducator II	09/12/25: Change in Hours -- 28.75 hrs/week to 31.5 hrs/week; same position; same location
Erickson	Denise	Paraeducator II	09/12/25: Change in Hours -- 28.75 hrs/week to 31.5 hrs/week; same position; same location
Hernandez	Cameron	Paraeducator II	08/12/25: Location/Assignment Change -- from Juanamaria to Elmhurst; same time base
Hoefer	Matthew	Paraeducator II	08/27/25: Location/Assignment Change -- from Juanamaria to Portola; same time base
Lemus Lopez	Viviana	Paraeducator II	09/12/25: Change in Hours -- 28.75 hrs/week to 31.5 hrs/week; same position; same location
Marin	Anthony	Paraeducator II	09/15/25: Location/Assignment Change -- from Elmhurst to Poinsettia;
Carey	Ashlyn	Paraeducator III	9/01/25: Location/Assignment Change -- from DATA to Elmhurst; same time base
Herrera	Dora	School Admin Asst I	09/15/25: Location/Assignment Change -- from E.P. Foster to Juanamaria; same time base
Carpinteyro	Michelle	School Services Assistant II	9/02/25: Reinstatement @ Pacific HS
Van Noy	Amanda	School Services Asst. II	10/01/25: Location/Assignment Change -- from BHS to VHS; same time base

Working Out of Class

Vacancy

Last Name	First Name	Job Class Description	Month	Date	Year	Note
Olson	Michelle	Child Nutr Assist II-D62	September	2-5;8-12;15-19;22-26;29-30	2025	
Flores	Yezenia	Child Nutr Mgr-Elementary-D38	September	2;4-5;8-12;15-19;22-26;29-30	2025	
Guzman	Susan	Child Nutr Mgr-Elementary-D38	September	2-5;8-12;22-26;29-30	2025	
Hernandez Baltaza	Ulises	Child Nutr Mgr-Elementary-D38	September	17-19	2025	
Jackson	Sarah	Student Data Technician-C47	August	1;4-5	2025	Position filled 8/6/2025
Gonzales	Loni	Paraeducator I TK-E67	September	2-5;8-12;15-19;22-26;29-30	2025	
Guerra	Andrea	Paraeducator III-E69	August	13-15;18-20;22;25-29	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	September	2;4-5;8-12;15-19;22-26;29-30	2025	

Covering for EE who is on LOA

Last Name	First Name	Job Class Description	Month	Date	Year	Note
Silva	Tamara	School Adm. Assistant III-B35	September	2-5;8-12;15-19;22-26;29-30	2025	

Limited Term Assignment/Extra Help

Last Name	First Name	Job Class Description	Month	Date	Year	Note
Scott	Pamela	Administrative Specialist	August	15;18-22;25-29	2025	

Other Reasons

Last Name	First Name	Job Class Description	Month	Date	Year	Note
Casarez	Nora	Child Nutr Assist III-D61	September	9	2025	
Davis	Michael	Warehouse Supervision - J06	September	4-5;	2025	
Diaz Hernandez	Susana	Child Nutr Mgr-Elementary-D38	September	24-26;29-30	2025	
Valencia	Santos	Sprinkler Systems Technician-F60	August	20;22;25-29	2025	
Woertink	Rebecca	School Administrative Assistant I	September	19	2025	