

PERSONNEL COMMISSION
SPECIAL MEETING AGENDA – November 12, 2025
(Meeting Location: Board Room)

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. PUBLIC COMMENTS ON CLOSED SESSION ITEM
- D. CLOSED SESSION
 - 1. Public Employment/Appointment - Government Code §54957(b)
Title: Director, Classified Human Resources
- E. REPORT OF ACTION TAKEN IN CLOSED SESSION
- F. APPROVAL OF MINUTES
 - October 15, 2025 Regular Meeting
 - November 5, 2025 Special Meeting
- G. 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 Chair of the Commission may acknowledge visitors' requests to speak only on topics as listed on the Personnel Commission special meeting 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

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.

speakers. The Commission is prohibited from taking action on any item that is not part of the printed and published agenda.

H. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update
4. Next Regular PC Meeting: December 17, 2025

I. ACTION AGENDA ITEMS

1. Presentation of Personnel Commission Annual Report
(Copies of the Report will be provided at the meeting)

J. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

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

L. 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
October 15, 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 October 15, 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 October 15, 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 September 17, 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 VESPA REPORT
Mr. Robert Ybarra, VESPA Vice President reported:
- 1) VESPA recently held a Zoom meeting with office managers. This was an opportunity for them to share what support they are needing and how things are going in their job. They shared several concerns
 - a. Effects of reduction in staff is equaling more work for Office Managers to take on
 - b. Aeries has a lot of challenges and there is a great need for training
 - i. It is embarrassing when attempting to navigate Aeries for parents and families and they can't meet their needs or answer their questions
 - c. There is a lack of support when questions or concerns arise from Aeries
 - d. Missing breaks and taking lunches at their desk
 - 2) As part of VESPA's respect campaign, the Facilities department was highlighted at the recent BOE meeting. A few of the Facilities staff spoke during public comment.
 - 3) THANK YOU to Special Education, both Neil and Nick, as they are meeting with VESPA and are open and receptive to Paraeducator needs, especially building supports for new Paraeducators.
- ITEM E2 DIRECTOR'S REPORT
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. Back to School Nights concluded on September 24th.
 - HR attended a recruitment event at the Naval base in Oxnard today.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- Special Board meeting – Budget Study Session – Tuesday, October 21st
 - Next regular Board of Education meeting - Tuesday, November 18th
 - Fall Break: October 27 – 31
 - Veterans' Day Holiday: November 11th
- ITEM E3 Recruitment & Selection: Hiring Update
- 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. Final selection interviews will be completed before fall break for Paraeducator I, II and Campus Support Assistants.
- We have a great need for substitutes to fill CSA, Paraeducator and clerical needs.
- Management recruitments include: Director of Classified Human Resources; Assistant Superintendent, Business Services; and Director of Facilities

ITEM E4 NEXT REGULAR PC MEETING: November 19, 2025
The next regular Personnel Commission meeting will be November 19, 2025.

ITEM F1 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: Paraeducator After School
After a brief discussion, on a motion by Ms. Stallings, seconded by Ms Campbell, MSCU to approve the revised classification specification for Paraeducator After School as amended, by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)

ITEM F1 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: Medical Office Occupations Lab Assistant
After a brief discussion, on a motion by Ms. Campbell, seconded by Ms Stallings, MSCU to approve the revised classification specification for Medical Office Occupations Lab Assistant as presented, by a vote of 3-0. (Ayes – 3/ Campbell, Stallings, Walker; Nay 0; Abstain 0)

ITEM G1 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 H COMMISSION COMMENTS
None

ITEM I CLOSED SESSION
1. Public Employment – 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 4:58 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 5:34 PM, and reported that no action was taken in closed session.

ADJOURNMENT On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU to adjourn the meeting at 5:35 p.m. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)



For the future of every student

MINUTES
November 5, 2025

CALL TO ORDER	A special meeting of the Personnel Commission of the Ventura Unified School District was held in the John Wooden Conference Room at the Education Service Center on November 5, 2025. Mr. Walker, Chair, called the meeting to order at 9:01 a.m. Present: Commissioners Walker, Campbell and Stallings. Classified Human Resources Staff Members Present: 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 November 5, 2025 Personnel Commission special meeting was adopted as presented by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)
PUBLIC COMMENTS	None
ITEM D1	<u>CLOSED SESSION: PUBLIC EMPLOYMENT – GOVERNMENT CODE §54957(b) TITLE: DIRECTOR, CLASSIFIED HUMAN RESOURCES</u> On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU the Commission moved to closed session at 9:03 a.m. by a vote of 3-0. (Ayes – 3/Stallings, Campbell, Walker; Nay 0; Abstain 0) The meeting returned to open session at 2:13 p.m.
ITEM E	<u>REPORT OF ACTION TAKEN IN CLOSED SESSION</u> There was no action was taken in Closed Session.
ADJOURNMENT	On a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU to adjourn the meeting at 2:14 p.m. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date:11/12/2025

New Hires

Last Name	First Name	Job Class Description	Date
Leyva	Enrique	Campus Supervisor	10/13/25
Duran	Joseph	Campus Support Assistant	11/03/25
Fox	Ruby	Campus Support Assistant	11/03/25
Salazar Gutierrez	Carmen	Child Nutr Assist I	10/17/25
Levin	Mathew	Child Nutr Assist II	11/10/25
DeHerrera	Danielle	Licensed Clinician	11/03/25
Dominguez	Yuliana	Paraeducator I - TK	11/04/25
Malan	Edlyn	Paraeducator I - TK	11/10/25
Sosa-Martinez	MiriamAbigail	Paraeducator I - TK	11/03/25
Abbe	Jayne	Paraeducator II	10/13/25
Abbe	Kimberly	Paraeducator II	10/13/25
Robinson	Mikayla	Paraeducator II	10/13/25
Alvarado	Laura	Student Data Technician	10/20/25

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Elizarraras	Louis	Campus Supervisor - Site	10/13/2025 (Promotion:Paraeducator II to Campus Supervisor)
Lopez Ramos	Patricia	Child Devel Teacher	10/01/2025 (Promotion:Paraeducator II to Child Devel Teacher)
Olson	Michelle	Child Nutr Assist II	10/20/2025 (Promotion:Child Nutr Assist I to Child Nutr Assist II)
Calles	Phillip	Locksmith	10/22/2025 (Promotion:Trades Maintenance Worker II to Locksmith)
Bowen	Bailee	Paraeducator II	10/13/2025 (Promotion:Paraeducator I - TK to Paraeducator II)

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Cortes	Tina	Campus Support Assistant	10/15/25
Ayala	Martha	Paraeducator II	10/14/25
Hoefler	Matthew	Paraeducator II	10/10/25
Lopez	Sammie	Paraeducator II	11/4/2025 (Position 1 of 2)
Patton	Antonio	Paraeducator II	11/04/25
Ramirez	Zahaira	Paraeducator II	10/25/2025 (Position 1 of 2)
Gomez	Gerardo	Paraeducator III	11/07/25
Pereda	Josselyne	Paraeducator III	10/21/25

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Campbell	Sophia	Campus Support Asst	11/01/25
Betancourt	Elizabeth	Child Nutr Asst I	11/01/25
Cahuantzi	Brenda	Elem Schl Srvc Asst.	11/01/25
Knight	Hannah	Elem Schl Srvc Asst.	11/01/25
Acker	Rebekah	Paraeducator I	11/01/25
Acker	Rebekah	Paraeducator II	11/01/25
Hanrahan	Mary	Prof Expert VIII	11/01/25

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
Baarstad	Ian	Behavior Support Assistant - E43	11/3/2025
Petrasca	Constanta	Behavior Support Assistant - E43	10/17/2025
Kazeminejad	Masumeh	Child Development Teacher-E38	11/6/2025
Allison	Theresa	Director of Facilities	11/7/2025
Vreeland	Laurine	Elem School Services Asst-B59	10/20/2025 (Position 1 of 2)
Zarate	Anthony	Health Technician-B60	11/4/2025
Alonso	Vannity	Paraeducator II-E68	11/3/2025
Campa	Samuel	Paraeducator II-E68	10/16/2025
Grajeda	Shane	Paraeducator II-E68	10/24/2025
Cabrera	Alejandra	Paraeducator III-E69	10/24/2025
Pedraza	Jacob	Paraeducator III-E69	10/31/2025
Alonso	Vannity	Paraeducator-After School-E50	11/5/2025

Leave of Absence

Last Name	First Name	Job Class Description	Date
Mirza	Agha Ahsan	Asst. Superintendent Business Srvc	10/31/25 - 11/07/25 Unpaid Leave
Morales	Manuel	Board Cert Beh Analyst-M25	10/20/25-10/24/25 Paid Parental/Bonding Leave
Vargas	Jesus	Building Trades Mechanic-F57	09/29/25-10/12/25 Paid Parental/Bonding Leave
Kaplish	Michael	Custodian-F67	09/29/25-10/27/25 Paid Parental/Bonding Leave (Early RTW)
Burciaga	Crystal	Paraeducator III-E69	10/20/25-10/24/25 Paid Parental/Bonding Leave
Cormode	Kerrie	Paraeducator-After School-E50	11/03/25 - 01/04/26 Unpaid Leave (Position 1 of 2 only)
Wright	Jessica	School Admin Asst III-B35	10/28/25-12/05/25 Paid Parental/Bonding Leave
Mijares	Danielle	School Services Asst II-B72	10/20/25-10/24/25 Paid Parental/Bonding Leave

Change of Status

Last Name	First Name	Job Class Description	Date
-----------	------------	-----------------------	------

[illegible]

Working Out of Class

Vacancy						
Last Name	First Name	Job Class Description	Month	Date	Year	Note
Olson	Michelle	Child Nutr Assist II-D62	October	1;3;6-10;13-17	2025	
Flores	Yezenia	Child Nutr Mgr-Elementary-D38	October	1;6-10;13-17;20-24	2025	Final Interviews in process
Guzman	Susan	Child Nutr Mgr-Elementary-D38	October	1;3;6-10;13-17;20-24	2025	Final Interviews in process
Cormode	Kerrie	School Adm. Assistant II-B36	October	1;3;7;9;14;16;21;23	2025	Final Interviews in process
Calles	Phillip	Locksmith-F50	October	1-3;6-10;13-16;21	2025	Position filled 10/22/2025
Gonzales	Loni	Paraeducator I TK-E67	October	1;3;6-10;13-17; 20-24	2025	
Guerra	Andrea	Paraeducator III-E69	September	2-5;8-12;15-19;22-26;29-30	2025	
Hernandez	Maria	Child Nutr Assist III-D61	October	1;3;6-10;13-17; 20-24	2025	Final Interviews in process
Calles	Phillip	Locksmith-F50	September	2-5;8-12;15-19;22-25;29-30	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	October	1;3;6-10	2025	
Covering for EE who is on LOA						
Last Name	First Name	Job Class Description	Month	Date	Year	Note
Castaneda	Amada	School Adm. Assistant III-B35	September	15-19-22-26-29-30	2025	
Hernandez	Ivan	Purchasing Specialist	September	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
Sweatt	Charles	Head Custodian II-F37	October	3;17;24	2025	
Abe	Yoshiko	Paraeducator II-E68	October	16	2025	
Castaneda	Amada	School Adm. Assistant III-B35	October	1-3;6-10;13-17;20-24	2025	
Verstraeten	Robert	Lead Grounds Maint Worker-F43	October	23-24;28	2025	
Alanbar	Bushra	Child Nutr Mgr-Elementary-D38	October	3;21-22;	2025	
Lopez	Alexia	Food & Nutr Svcs-Oprs Asst-D19	October	7	2025	
Leventhal	Crystal	Child Nutr Mgr-Secondary-D36	October	20-23	2025	
Lopez	Maria	Child Nutr Mgr-Elementary-D38	October	7	2025	
Granillo	Noelle	School Adm. Assistant I-B37	October	24	2025	
Woertink	Rebecca	School Adm. Assistant I-B37	October	24	2025	
Gutierrez	Liz	School Adm. Assistant I-B37	October	21-23	2025	
Lopez	Alexia	Child Nutr Mgr-Secondary-D36	October	15-17	2025	
Gutierrez	Elizabeth	School Adm. Assistant I-B37	September	17-18	2025	
Valencia	Santos	Sprinkler Systems Technician-F60	September	25;8;10-12;	2025	
Perez	Leonard	Grounds Maintenance Worker II-F64	September	15	2025	
Verstraeten	Robert	Lead Grounds Maint Worker-F43	September	5	2025	
Sweatt	Charles	Head Custodian II-F37	September	18;22-26	2025	
Kaiser	Karen	Child Nutr Mgr-Secondary-D36	October	9	2025	
Slamkowski	Mary	Child Nutr Mgr-Secondary-D36	October	3	2025	

Carrillo	Alexia	Child Nutr Assist II-D62	October	15-17;24	2025		
Bell	Yukari	Child Nutr Assist III-D61	September	17-19	2025		
Kaiser	Karen	Child Nutr Mgr-Secondary-D36	September	30	2025		