

PERSONNEL COMMISSION
MEETING AGENDA – December 17, 2025
(Meeting Location: Board Room)

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

B. ADOPTION OF AGENDA

C. ADMINISTRATION OF OATH OF OFFICE

Ms. Cathi Stallings will be sworn into office as VESPA's Appointee to the Personnel Commission as she begins a new three-year term, effective at noon on December 1, 2025 through noon, December 1, 2028

D. APPROVAL OF MINUTES

- November 12, 2025 Special Meeting

E. 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.

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. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update
4. Next Regular PC Meeting: January 21, 2026

G. ACTION AGENDA ITEMS

1. Annual Organization of the Personnel Commission – Election of Officers
At this time, the Personnel Commission will select a Chair and Vice-Chair for 2026
2. Approval of Revised Classification Specification: Paraeducator II
3. Approval of Revised Classification Specification: Language Assessment Technician

H. CONSENT AGENDA ITEMS

1. Personnel Transactions Report

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

J. 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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MINUTES
November 12, 2025

- CALL TO ORDER A special meeting of the Personnel Commission of the Ventura Unified School District was held in the Board Room at the Education Service Center on November 12, 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 November 12, 2025 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)
- PUBLIC COMMENTS ON CLOSED SESSION None
- ITEM D CLOSED SESSION
1. Public Employment/Appointment – 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 4:31 PM by a vote of 3-0. (Ayes – 3/Stallings, Campbell, Walker; Nay 0; Abstain 0)
- ITEM E The Commission returned to open session at 4:59 PM
REPORT OF ACTION TAKEN IN CLOSED SESSION
In closed session, the Personnel Commission took action to approve the appointment of Ms. Marina Mihalevsky as the new Director, Classified Human Resources by a vote of 3-0. (Ayes – 3/ Campbell, Stallings, Walker; Nay 0; Abstain 0)
- APPROVAL OF MINUTES On a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU the minutes of October 15, 2025 Personnel Commission Regular meeting were approved as presented by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)
- On a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU the minutes of November 5, 2025 Personnel Commission Special meeting were approved as presented by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)
- PUBLIC COMMENTS None
- ITEM H1 VESPA REPORT
Ms. Carol Peek, VESPA President reported:
1) VESPA is going well right now. We have participated in a few interview panels for management positions such as Director of Facilities and Director of Classified HR.
2) VESPA began negotiations with the district. We are working on language only.
3) As part of VESPA’s respect campaign, we continue to highlight job classification at the Board of Education meetings. We encourage ESPs to share what they do and how their work impacts students.
- ITEM H2 DIRECTOR’S REPORT
Ms. Crouch reported:
• We held a SAA meeting on October 22nd, which was followed with an afternoon of training by Technology Department staff.
• She completed the Leaves Boot Camp K-12 (4 sessions, the last session concluded on November 6th). The series was presented by Atkinson, Andelson, Loya, Ruud & Romo (AALRR)
• The District and VESPA are currently in negotiations. The next session is scheduled for Friday, November 14th.

Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:

- Next regular Board of Education meeting - Tuesday, November 18th
- Thanksgiving break is coming up, there is no school on Wednesday, November 26th, and the District will be closed on Thursday and Friday, November 27th & 28th

ITEM H3

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 and II, as well as Campus Support Assistants.
- School Information Night was at Buena High School on November 3rd. We had an opportunity to connect with families and members of the VUSD community to promote employment opportunities with the District.

ITEM H4

NEXT REGULAR PC MEETING: December 17, 2025

The next regular Personnel Commission meeting will be December 17, 2025.

ITEM I

PRESENTATION OF PERSONNEL COMMISSION ANNUAL REPORT After a brief discussion, on a motion by Ms. Stallings, seconded by Ms. Campbell, MSCU to approve the 2024/25 Personnel Commission Annual Report as presented, by a vote of 3-0. (Ayes – 3/ Stallings, Campbell, Walker; Nay 0; Abstain 0)

ITEM J

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 K

COMMISSION COMMENTS


None

ADJOURNMENT

On a motion by Ms. Campbell, seconded by Ms. Stallings, MSCU to adjourn the meeting at 5:18 p.m. (Ayes – 3/ Campbell, Stallings, Walker; Nay 0; Abstain 0)



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: December 17, 2025

Subject: Approval of Revised Classification Specification
Paraeducator II

The Deputy Director of Special Education, Head Nurse, and VESPA leadership (Vice President, Robert Ybarra who currently serves as a Paraeducator III) met with the Director of Classified Human Resources to review the current Paraeducator I, II and III classification specifications. The discussion focused around the non-intrusive and intrusive medical assistance and procedures performed by our paraeducators. There was a need to come to a common understanding of what these terms meant and to better understand the assistance and procedures that fell under these two categories. At the conclusion of the discussion, it was determined that the Paraeducator I and III job descriptions did not require any revisions, however, minor revisions were needed to a couple of the essential duties of the Paraeducator II job description.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Paraeducator II as presented.

Attachment: proposed classification specification for Paraeducator II



For the future of every student

CLASS TITLE: PARAEDUCATOR II

BASIC FUNCTION:

Under the immediate supervision of an assigned supervisor and general direction of a classroom teacher, specialist or therapist, assists in providing academic, behavior and social-emotional supports to individual or small groups of students to enhance learning. Monitors and reports student progress according to state standards, classroom objectives and the individualized education program (IEP), including health and/or behavioral plans. Assists students in developing various self-help skills, including hygiene, toileting, eating, social, community and leisure/recreational skills. Provides non-intrusive medical health assistance and/or emergency specialized medical support.

DISTINGUISHING CAREER FEATURES:

PARAEDUCATOR I

Assignments within this job classification may be allocated across various general education and special education programs within the District, including intervention and resource services. Advancement to levels II & III require more advanced knowledge, skill, and ability to work with special student populations or in specially recognized skill areas. NCPI (Non-Violent Crisis Intervention) training preferred.

PARAEDUCATOR II

Assignments within this job classification may be allocated across various general education and special education programs within the District, including mild/moderate classroom environments. Advancement to level III requires more advanced knowledge, skill, and ability to work with special student populations or in specially recognized skill areas. NCPI (Non-Violent Crisis Intervention), First Aid and CPR certifications required.

PARAEDUCATOR III

Assignments within this job classification may be allocated across various special education programs within the District, including moderate/severe classroom environments, students with significant medical conditions requiring ongoing support and administration of specialized medical procedures, and/or requiring intense behavior supports. Advancement to Lead Paraeducator requires more advanced knowledge, skill, and ability to work with special student populations or in specially recognized skill areas, and the ability to lead, mentor and train other paraeducators within these areas. NCPI (Non-Violent Crisis Intervention), First Aid and CPR certifications required, as is ABA (Applied Behavior Analysis)/IBI (Intensive Behavioral Intervention) training.

- All duties performed by a Paraeducator I may also be performed by a Paraeducator II and Paraeducator III.
- The Paraeducator I provides emergency health-related assistance to students as needed. The Paraeducator II will primarily provide non-intrusive medical health assistance and/or emergency specialized medical support, whereas a Paraeducator III may provide intrusive medical assistance, including daily specialized medical support.
- The Paraeducator I and II may be tasked with learning and implementing management plans, including basic techniques such as prompting, or guidance. The Paraeducator II requires NCPI training, and may require training and knowledge in areas such as IBI and ABA, whereas positions assigned to Paraeducator III are responsible for implementing behavior intervention strategies requiring significant training and knowledge of ABA (Applied Behavior Analysis), data collection, assessment and recommendation of appropriate intervention strategies or providing specialized medical support to one or more students who require special accommodations and services in addition to supporting curriculum.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Provides academic, behavior and social instructional assistance to individual or small groups of special education students in mild to moderate classroom, distance learning and/or community environments.

Works on an in-depth basis with individual or small groups of students to execute individual lesson plans and alternative strategies for maximizing learning experiences. Reinforces learning experiences for students. Assists teacher, specialist or therapist in assessing student ability and progress; provides information and discusses student daily activities, progress and needs. Supports students for general education integration following the individualized academic, behavior, health care and safety needs.

Confers with the teacher concerning lesson plans and materials to meet student needs. Assists teacher(s) with implementation of students' Individualized Education Program (IEP) goals and objectives through instruction and a wide variety of prescribed activities. Collects data and/or work samples as instructed by the teacher.

Assists students in completing classroom assignments, homework and projects in various subject areas; assures student understanding of classroom rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; tutors individual and groups of students in accordance with student needs and progress.

Assists in maintaining order among students in the classroom and school grounds. Assures safety of students following health and safety rules. Assists and supervises individual and groups of students in moving from place-to-place in an orderly manner, (i.e. school bus to classroom, classroom to restroom, lunch room, on playgrounds, on field trips and co-curricular activities.) Paraeducators assigned to a bus run assist and supervise students while riding the bus to and from school.

Assists and guides students by providing appropriate role modeling, emotional support, patience, and a friendly and engaging attitude. Must be discrete in responding to student behaviors and educational needs whenever possible. Must observe and maintain confidentiality of student information in accordance with legal requirements and district policies.

Assists students with total communication systems including modeling use of Speech Generating and AAC devices, switches or low tech static boards; assists with data collection on communication.

Assists with carrying out behavior plans and behavior data collection; assists with sensory and behavior regulation strategies. Assesses crisis situations and intervenes to defuse situations using conflict resolution, crisis intervention, restraints, or assisting staff as appropriate. May utilize a variety of ABA methodologies such as Picture Exchange Communication System (PECS)

Assists students with performing and developing independent living, communication, social and self-help skills; assist in implementing behavior modification and intervention activities as assigned; assist students with physical therapy, positioning and motor skill development as required.

Assists students with personal hygiene including dressing, washing and grooming as assigned by the position; toilets students and changes diapers and soiled clothing as needed; assists lifting students in and out of wheelchairs, and loading and unloading students on and off of buses.

Prepares, serves and assists students with eating food items as assigned. ~~Under the supervision of a certificated staff member, a~~ Assists with feeding students who are unable to feed themselves, **including g-tube feeding.**

Provides medical assistance and health care to special education students as assigned by the position; administers basic first aid according to established procedures as needed; ~~provides students with catheterizations or other health care activities as required.~~ Assists students with taking medication under prescribed policies and procedures.

Uses established universal precautions when working with students who may have chronic, contagious conditions to ensure personal and student safety.

Lifts and/or assists in lifting students in and out of wheelchairs, braces, and varied orthopedic equipment, including assistance with performing manual tasks, getting on/off the school bus, and other positioning needs. Assists with campus and community orientation and mobility.

Unloads and loads students from bus including wheelchair bus; assists with safety harnesses or other safety equipment; ensures students have necessary accommodations for bus.

Assists with community based instruction trips including walking and bus trips, including street safety.

Collaborates with District staff to exchange information and resolve issues or concerns related to student needs, progress and assigned instructional support functions. Alerts teacher to any special problems or information concerning students. Provides information and assistance to substitute teachers.

Assures the health and safety of students by following health and safety practices and procedures; assists in maintaining a neat and orderly learning environment that supports learning. Greets and welcomes students and parents.

Maintains various records and files related to students, instructional activities and assigned duties; records grades, takes student attendance and maintains related records as required; assists with administering and monitoring students during tests as required.

Completes accident and incident reports on an as needed basis; and may assist a school nurse in updating and maintaining medical records.

Performs a variety of clerical duties in support of classroom activities such as preparing, duplicating and filing instructional materials and correspondence as assigned. Operates a variety of contemporary office equipment; operates instructional equipment such as iPads, PC or MAC computers, tablets, assistive technology devices, and assigned software or applications, including MS Office, Google Docs, etc.

Must be prepared to change routine or perform tasks normally done by another member of the school or classroom team upon request of the teacher, specialist and/or supervisor within the established duties of the classification.

Participates in staff meetings, Professional Learning Community meetings, in-service training and workshops as assigned.

Some positions may be designated to 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.

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

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices of age appropriate child development and guidance applicable for an educational setting, including knowledge relating to special education.
- Basic subjects taught in the District schools, including mathematics and English usage, with sufficient competency to assist students with individual or group studies.
- Safe practices in classroom, playground, campus, and community-based activities.
- Basic knowledge of teaching and instruction methods that enhance remedial learning.
- Basic clerical and record keeping processes.
- Skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications.
- Principles and techniques of discipline and behavior modification.
- Sufficient human relation skills to work productively and cooperatively with teachers, colleagues, students, and parents in formal and informal settings.
- Essential procedures and concepts related to health, safety, hygiene and patient care.
- Principles of body mechanics in transferring and providing personal care to non-ambulatory students.
- Principles and techniques of discipline and behavior modification.

ABILITY TO:

- Learn and provide for the special needs, issues and requirements of special education students.
- Assist teaching staff with implementation of instructional goals and activities in a classroom, small group or individual learning environment.
- Interact with teachers, specialists and colleagues in order to carry out assigned duties.
- Assist students in developing various self-help skills, including hygiene, eating, social, community and leisure/recreational skills.
- Assist in maintaining order among students in their assigned learning environment.
- Relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.
- Exercise patience when conveying information, and demonstrate sensitivity to the special needs of students.
- Understand the principles of positive reinforcement as they apply to the management of students.
- Maintain confidentiality of student and school information.
- Learn principles and techniques of discipline and behavior modification.
- Learn district regulations, policies and objectives applicable to assigned programs.
- Learn how to properly use and position specialized equipment and apparatus used for severely, physically, emotionally and multi-handicapped students.
- Setup and maintain records; prepare documentation and reports as needed.
- Operate instructional and office equipment.

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, including individuals with special developmental needs.

LICENSES AND OTHER REQUIREMENTS:

- Valid NCPI (Non-Violent Crisis Intervention) training and certification; employees must fulfill certification requirements within the first six (6) months of the probationary period.
- Valid First Aid and CPR certifications; employees must fulfill certification requirements within the first three (3) months of the probationary period.

Some positions in this classification may require the ability to fluently speak, read, and write a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed indoors with no exposure to weather conditions and some outside work with exposure to weather conditions during outdoor activities and/or field trips.

PHYSICAL DEMANDS:

Requires the ability to perform in an indoor and/or outdoor learning environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to: move about office, classroom/laboratory, school grounds or other learning environment, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, equipment, wheelchairs, etc., of light to medium weight on a regular basis, and heavy weight with assistance or labor saving equipment. Requires sitting or standing for extended periods of time. Requires frequent walking, and occasional running or brisk walking to prevent students from eloping.

HAZARDS:

Possible exposure to bodily fluids, bloodborne pathogens and infectious diseases as assigned by the position. Possible contact with hostile or abusive students with unpredictable behaviors including, but not limited to yelling, hitting, kicking, scratching, biting and eloping.

Approved by Personnel Commission:
Revised


07/08/2020

08/16/2023

12/17/2025 Proposed revisions to PC for review and approval



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: December 17, 2025

Subject: Approval of Revised Classification Specification
Language Assessment Technician

The Ventura Unified School District is anticipating the need to fill two new Language Assessment Technician positions. In preparation of filling these positions, a review of the current classification specification was conducted along with the Educational Services/Multilingual & Multicultural Department Director and staff. After reviewing the class spec, it was determined that minor revisions needed to be made to the essential duties of the position, as well as clarify the minimum qualifications for the position.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Language Assessment Technician as presented.

Attachment: proposed classification specification for Language Assessment Technician



For the future of every student

CLASS TITLE: LANGUAGE ASSESSMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of a designated Educational Services Director ~~the Bilingual Education Coordinator,~~ travel to various **TK-12** District sites to perform initial language assessments and CELDT testing activities; ~~compile test scores and provide data to teachers and others to determine curriculum needs of students;~~ provide technical assistance and support services to students, parents, District personnel, language assessors, ~~and outside agencies,~~ **and the Educational Services department.**

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Travel to various District sites to perform initial language assessments and CELDT testing activities; provide testing support ~~and maintain contact with private schools receiving federal funding for English Learners;~~ administer and score tests; establish and maintain student files.

~~Compile testing scores and provide data to teachers and others to determine curriculum needs of students; receive and process scores received from the State; prepare letters to notify school sites and parents of the results.~~

Provide technical assistance and support services to students, parents, District personnel and outside agencies concerning initial language assessments and CELDT testing activities; initiate and answer telephone calls **and emails**; ~~screen and route calls;~~ respond to inquiries and provide information; explain test procedures, policies and regulations.

Assist in scheduling and supporting language assessment team; participate in ongoing training opportunities for assessment and related platforms; complete all required scoring calibrations; assist in coaching and provide on-going support to language assessor team.

~~Compile lists of language assessors; communicate with assessors to determine availability; schedule training and provide on-going support to current assessors; provide assessors with informal language assessment kits, forms and other materials as needed.~~

Perform clerical duties related to assigned activities; compose correspondence, memoranda and other documents; process forms and applications as required; duplicate materials as needed.

Maintain inventory of testing supplies and materials; ~~order supplies and materials as directed;~~ compile required testing forms from various sources as needed; pick-up or receive testing supplies and materials as required.

Operate a variety of office equipment including a calculator, copier, computer and assigned software; drive a vehicle to conduct work.

Assist in additional academic testing as needed; support maintaining inventory and organization of academic materials across District.

Communicate with District personnel and various outside agencies to exchange information, coordinate

activities and resolve issues or concerns.

Attend and participate in assigned meetings, conferences and trainings; **attend parent conferences** as requested.

OTHER DUTIES:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures related to language assessments and tests.

Operation of a computer and assigned software.

Record-keeping techniques.

Organizational skills.

District testing procedures, practices and the proper security of test materials.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of students.

Correct oral and written usage of English and a designated second language.

~~Arithmetic computations.~~

ABILITY TO:

Travel to various District sites to perform essential duties.

~~Compile test scores and provide data to teachers and others to determine curriculum needs of students.~~

Provide technical assistance and support services to site testing personnel and assessors.

~~Read, write, translate and interpret English and a designated second language.~~

Operate a computer and assigned software.

Compile and verify data and prepare reports.

~~Administer and score assessments tests in English and a designated second language.~~

Maintain accurate student records and files.

Interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Work independently with little direction.

~~Make arithmetic computations with speed and accuracy.~~

Establish and maintain cooperative and effective working relationships with others.

Type or input data at an acceptable rate of speed.

Plan and organize work.

Meet schedules and time lines.

Compose correspondence and written materials related to assigned activities.

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 related to the administration of language assessments.~~

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: One year experience working with children, adolescents, and young adults in an organized

setting, including some experience assisting with testing activities and/or performing language assessments.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Some positions in this classification may require the ability to fluently speak, read, and write a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Approved by Personnel Commission:

06/18/2008

12/17/2025 – Proposed revisions to the PC for review and approval



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date 12/17/2025

New Hires

Last Name	First Name	Job Class Description	Date
Torres	Gloria	Associate	08/25/25
Bouvet	Tuesday	Campus Support Assistant	11/03/25
Clay	Miranda	Campus Support Assistant	11/03/25
Macias	Darlene	Campus Support Assistant	11/03/25
Alhadad	Hadeel	Child Nutr Assist I	12/01/25
Betancourt	Elizabeth	Child Nutr Assist I	12/01/25
Skrzypek	Alyanna	Child Nutr Assist III	12/01/25
SanJose	Ashley	College/Career Technician	12/01/25
Mihalevsky	Marina	Director of Classified Human Resources	01/05/25
Verdian	Marina	Director of Facilities	12/15/25
Kolli	Mahidhar Reddy	Network & Systems Specialist	12/04/25
Gomez	Valerie	Office Assistant	12/01/25
Castro Hurtado	Sonia	Paraeducator I - Site	11/03/25
Asif	Sadia	Paraeducator I - TK	11/17/25
Dagum	Jemelee	Paraeducator I - TK	11/03/25
Johnson	Lexington	Paraeducator I - TK	12/01/25

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Guzman	Susan	Child Nutrition Manager - Elem	12/01/2025 (Promotion: Child Nutrition Asst I to CN Manager -Elem)
Mendez	Marco	Paraeducator II	12/01/2025 (Promotion: Campus Support Asst to Paraeducator II)
Ayala	Alicia	Paraeducator III	11/19/2025 (Promotion: Paraeducator II to Paraeducator III)
Guerra	Andrea	Paraeducator III	10/09/2025 (Promotion: Paraeducator II to Paraeducator III)
Martin	Nicole	Paraeducator III	10/13/2025 (Promotion: Paraeducator II to Paraeducator III)
Montano	Itzel	Paraeducator III	11/19/2025 (Promotion: Paraeducator II to Paraeducator III)
Payan	Trevor	Paraeducator III	11/19/2025 (Promotion: Paraeducator II to Paraeducator III)
Banales	Domenica	School Admin. Assistant I	12/01/2025 (Promotion: School Services Asst I to School Adm. Asst I)

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
Carrillo	Amanda	Child Nutr Assist I	11/11/25
GaliciaHerrera	Lidubina	Child Nutr Assist I	11/14/25
Guzman	Susan	Child Nutr Assist I	11/19/25

Legeman	Kimberley	Food & Nutr Svcs Oper Manager	11/22/25
Austin	Lena	Paraeducator II	12/02/25
Martinez Hernandez	Miriam	Paraeducator II	11/21/25
Gray	Allison	Paraeducator III	11/15/25
Magana	Kendra	Paraeducator III	11/14/25
Oswald	Amy	Paraeducator III	11/20/25
Vasquez	Johnny	Paraeducator III	12/06/25

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Batis	Isaiah	Campus Supervisor	12/01/25
Lopez	Diana	Campus Support Assistant	11/04/25
Ramirez	Michelle	Campus Support Asst	12/01/25
Kealty	Anastasia	CD Teacher	12/01/25

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
Garcia	Chere	Para- After School	11/03/25
Garcia Trejo	Laura	Para- After School	11/03/25
Reynaga	Angelica	Para- After School	11/03/25
Gonzales	Loni	Paraeducator I - TK	11/03/25

Appointment to Additional Permanent Position

Last Name	First Name	Job Class Description	Date
Shelton	Kimberlee	Elementary School Services Assistant	11/10/2025

Separation from Service

Last Name	First Name	Job Class Description	Date
Batis	Isaiah	Campus Supervisor	11/21/2025
Borjas	Christine	Child Nutrition II	11/5/2025
Brumm	Sophia	Licensed Clinician	11/14/2025
Rodriguez	Janice	Paraeducator After School	11/28/2025 (Position 1 of 2)
Base	Janice	Paraeducator II	12/5/2025
Flores	Erika	Paraeducator II	11/18/2025
Flores Maya	Adan	Paraeducator II	11/26/2025
Reyes	Angel	Paraeducator II	11/12/2025
Ruiz	Lorena	Paraeducator II	11/25/2025

Leave of Absence

Last Name	First Name	Job Class Description	Date
Morales	Manuel	Board Cert Beh Analyst-M25	11/10/25-12/12/25 Paid Parental/Bonding Leave
Najieh	Fatimah	Bus Driver-K62	11/28/25-02/23/26 Unpaid Leave
Rodarte	Jarrit	Bus Driver-K62	09/20/25-12/30/25 Unpaid Leave
Duarte Hernandez	Paola	Child Nutrition Asst-D63	11/14/25-02/19/26 Paid Parental/Bonding Leave
Cortez	Victoria	Executive Assistant-B20C	11/17/25-11/28/25 Paid Parental/Bonding Leave
BanderasSolorio	Naivi	Paraeducator I-E67T	11/07/25-02/12/26 Paid Parental/Bonding Leave

Working Out of Class

Vacancy							
Last Name	First Name	Job Class Description	Month	Date	Year	Note	
Hernandez	Maria	Child Nutr Assist III-D61	September	2-5;8-12;15-19;22-26;29-30	2025	Position filled 12/01/2025	
Hernandez	Maria	Child Nutr Assist III-D61	November	3-7;10;12-14;17-21;24-25	2025	Position filled 12/01/2025	
Alvarez	Heather	Child Nutr Mgr-Elementary-D38	November	5	2025	Position filled 12/01/2025	
Flores	Yezenia	Child Nutr Mgr-Elementary-D38	November	3-7;10;13-14;17-21;24-25	2025	Position filled 12/01/2025	
Guzman	Susan	Child Nutr Mgr-Elementary-D38	November	3-4;6-7;10;12-14;17-21;24-25	2025	Position filled 12/01/2025	
Garcia	Grant	Network and Systems Specialist-C22	October	1-3;6-10;13-17;20;22;24;27-31	2025	Position filled 12/04/2025	
Garcia	Grant	Network and Systems Specialist-C22	September	2-5;8-10;12;15-19;22-25;29-30	2025	Position filled 12/04/2025	
Guerra	Andrea	Paraeducator III-E69	October	1;3;6-8	2025	Position filled 10/09/2025	
Cormode	Kerrie	School Adm. Assistant II-B36	November	4;6;13;18;20;25	2025	Position filled 01/01/2026	
Cormode	Kerrie	School Adm. Assistant II-B36	October	7	2025	Position filled 01/01/2026	
Covering for EE who is WOC							
Last Name	First Name	Job Class Description	Month	Date	Year	Note	
Begum	Bushra	Child Nutr Assist II-D62	November	3-7;10;12-14;17-21;24-25	2025		
Covering for EE who is on LOA							
Last Name	First Name	Job Class Description	Month	Date	Year	Note	
Hernandez	Ivan	Purchasing Specialist	October	1-3;6-10;13-17;20-24;27-31	2025		
Hernandez	Ivan	Purchasing Specialist	November	3-5;10;12-14;17-21;24-26	2025		
Castaneda	Amada	School Adm. Assistant III-B35	November	3-7;10;12-14;17-19;	2025		
Silva	Tamara	School Adm. Assistant III-B35	November	3-7;10;12-14;17-21;24-25	2025		
Silva	Tamara	School Adm. Assistant III-B35	October	1-2;6-10;13-17;20-23;	2025		
Limited Term Assignment/Extra Help							
Last Name	First Name	Job Class Description	Month	Date	Year	Note	
Other Reasons							
Last Name	First Name	Job Class Description	Month	Date	Year	Note	
Carrillo	Alexia	Child Nutr Assist II-D62	October	15-17;24	2025		
Bell	Yukari	Child Nutr Assist III-D61	September	17-19	2025		
Alanbar	Bushra	Child Nutr Mgr-Elementary-D38	October	3;21-22;	2025		
Lopez	Maria	Child Nutr Mgr-Elementary-D38	October	7	2025		
Kaiser	Karen	Child Nutr Mgr-Secondary-D36	September	30	2025		
Kaiser	Karen	Child Nutr Mgr-Secondary-D36	October	9	2025		
Leventhal	Crystal	Child Nutr Mgr-Secondary-D36	October	20-23	2025		
Lopez	Alexia	Child Nutr Mgr-Secondary-D36	October	15-17	2025		
Slamkowski	Mary	Child Nutr Mgr-Secondary-D36	October	3	2025		
Lopez	Alexia	Food & Nutr Svcs-Oprs Asst-D19	October	7	2025		
Perez	Leonard	Grounds Maintenance Worker II-F64	September	15	2025		
Sweatt	Charles	Head Custodian II-F37	September	18;22-26	2025		
Sweatt	Charles	Head Custodian II-F37	October	3;17;24	2025		
Verstraeten	Robert	Lead Grounds Maint Worker-F43	September	5	2025		
Verstraeten	Robert	Lead Grounds Maint Worker-F43	October	23-24;28	2025		
Abe	Yoshiko	Paraeducator II-E68	October	16	2025		

Gutierrez	Elizabeth	School Adm. Assistant I-B37	September	17-18	2025		
Granillo	Noelle	School Adm. Assistant I-B37	October	24	2025		
Gutierrez	Liz	School Adm. Assistant I-B37	October	21-23	2025		
Woertink	Rebecca	School Adm. Assistant I-B37	October	24	2025		
Castaneda	Amada	School Adm. Assistant III-B35	October	1-3;6-10;13-17;20-24	2025		
Valencia	Santos	Sprinkler Systems Technician-F60	September	25;8;10-12;	2025		