

# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • (805) 385-1501



**THE PERSONNEL COMMISSION**  
**SUPPORTING EDUCATION THROUGH MERIT**

**PERSONNEL COMMISSION MEMBERS**

**Mr. Ernest Morrison**, Chair  
**Mr. Denis O'Leary**, Vice Chair  
**Mr. Paul Robinson**, Member

**AGENDA**  
**REGULAR MEETING**  
**Thursday, April 9, 2026**

**3:30 p.m. Regular Meeting**  
**Board Room of the ESC**  
**1051 South A Street, Oxnard, CA 93030**

**REGULAR MEETING**

**Note:** In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

## **Section A: ORDER OF BUSINESS**

- A.1 Call Meeting To Order**
- A.2 Roll Call**
- A.3 Adoption of the Agenda**
- A.4 Approval of Minutes for March 12th, 2026 meeting (Pages 4-9)**

## **Section B: COMMENTS BY THE PUBLIC**

Public Comment provides the public an opportunity to address the Personnel Commission (“Commission”) on non-agenda items. Speakers are requested to limit their remarks to three (3) minutes. The Commission shall limit the total time for Public Comment on each subject to fifteen (15) minutes. The Commission may not deliberate or take any action on items raised during this portion of the meeting.

## **Section C: ACTION ITEMS**

- C.1 Advanced Step Placement for Gabriela Villaseñor, School Occupational Therapist (Page 10)**  
The Personnel Commission will ratify the advanced step placement for Gabriela Villaseñor, School Occupational Therapist
- C.2 Advanced Step Placement for Jann Licudine, School Occupational Therapist (Page 11)**  
The Personnel Commission will ratify the advanced step placement for Jann Licudine, School Occupational Therapist
- C.3 Advanced Step Placement for Daisy Lagunas, Paraeducator General Education (Page 12)**  
The Personnel Commission will ratify the advanced step placement for Daisy Lagunas, Paraeducator General Education
- C.4 Advanced Step Placement for Carol Carrasco, Speech Language Pathology Assistant (Page 13)**  
The Personnel Commission will ratify the advanced step placement for Carol Carrasco, Speech Language Pathology Assistant
- C.5 Second Reading of Personnel Commission Rules Revisions for Chapter 10 (Pages 14-17)**  
The Personnel Commission will review the Personnel Commission Rules Revisions for Chapter 10 (Second Reading)
- C.6 Eligibility Lists (Pages 18-24)**  
The Personnel Commission will review certification of eligibility lists.

## **Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

These items are presented for information or study only, no action will be taken.

**D.1 Personnel Actions (Pages 25-26)**

The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting classified personnel.

**D.2 Report by CSEA**

CSEA may report on Human Resources issues of interest to the Personnel Commission.

**D.3 Report by Assistant Superintendent, Human Resources**

The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the Personnel Commission.

**D.4 Director's Report**

The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.

**D.5 Report by Commissioners**

The Commissioners will report on issues concerning Commission administration.

**Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

Persons wishing to address the Personnel Commission on an agenda item identified in the Closed Session agenda may address the Personnel Commission

**Section F: CLOSED SESSION**

The Personnel Commission will convene to closed session for the following items:

**F.1 Pursuant to Section 54957 of the Government Code, the Commission will consider a personnel matter concerning:**

Public Employee Evaluation: Director, Classified Human Resources.

**F.2 Reconvene to open session and report out of closed session.**

The Commission will report on any action taken in closed session.

**Section G: ADJOURNMENT**

# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501



**THE PERSONNEL COMMISSION**  
**SUPPORTING EDUCATION THROUGH MERIT**

**PERSONNEL COMMISSION MEMBERS**

**Mr. Ernest Morrison**, Chair  
**Mr. Denis O'Leary**, Vice Chair  
**Mr. Paul Robinson**, Member

**MINUTES**  
**REGULAR MEETING**  
**Thursday, March 12, 2026**

**3:30 p.m. Regular Meeting**  
**Portable 403 of the ESC**  
**1051 South A Street, Oxnard, CA 93030**

**REGULAR MEETING**

**Note:** In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

## **Section A: ORDER OF BUSINESS**

### **A.1 Call Meeting To Order**

The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, March 12, 2026 in Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Chairman Morrison at 3:34 p.m.

### **A.2 Roll Call**

Commissioners: Ernest Morrison, Chairman of the Personnel Commission; Denis O'Leary, Vice Chair of the Personnel Commission; Paul Robinson, Member of the Personnel Commission  
Staff: Dr. Adalberto Fuentes, Director, Classified of Human Resources; Tanya Ventura, Human Resources Analyst; Jenna Becker, Human Resources Analyst; Mireya Rosales, Administrative Assistant

Guests: Dr. Scott Carroll, Assistant Superintendent, Human Resources; Jaziah Grant, Grounds Maintenance Worker I; Juan Carlos Reyes, Grounds Maintenance Lead; Juan Regalado, Grounds Maintenance Worker II; Marcelino Betancourt, Grounds Maintenance Worker I; Juan Romero, Grounds Maintenance Lead; Porfirio Ramirez, Plumber; District Translators, Claudia Perez, Eliseo Tavira Charco, Diana Huizar Amaro; School Office Managers, Catalina Perez, Marie Ambriz; Human Resources Technicians, Esmeralda Hernandez, Erica Mata, Maribel Zambrano; Mayra Magaña, Human Resources Manager; Maria Jasso, Office Assistant II; David Rodriguez, Grounds Maintenance Specialist; Roberto Cendejas Jr, Grounds Equipment Operator.

### **A.3 Adoption of the Agenda**

The agenda of Thursday, March 12, 2026, was adopted with Item C3 specifying that this is a first reading to the Personnel Commission Rules Revision for Chapter 10 under the Section of Action Items.

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

### **A.4 Approval of Minutes for February 12th and 24th, 2026 meetings (Pages 4-13)**

The minutes of February 12, 2026, were approved as amended. Item A.3 was revised to reflect that it was a discussion and not a first reading, with no vote taken. The minutes of February 24, 2026, were approved as presented.

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

## **Section B: COMMENTS BY THE PUBLIC**

Several individuals addressed the Personnel Commission during the public comment period.

## **Section C: ACTION ITEMS**

### **C.1 Advanced Step Placement for Maria Neff, Accounting Specialist III (Page 14)**

The Personnel Commission took action to approve the advanced step placement for Maria Neff, Accounting Specialist III at Step E of Accounting Specialist III classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

### **C.2 Advanced Step Placement for Cynthia Moreno, Paraeducator General Education (Page 15)**

The Personnel Commission took action to approve the advanced step placement for Cynthia Moreno, Paraeducator General Education at Step B of Paraeducator General Education classification on the CSEA Classified Salary Schedule.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

### **C.3 Personnel Commission Rules Revisions for Chapter 10 (Second Reading) (Page 16-19)**

The Personnel Commission took action to approve the Rules Revisions for Chapter 10

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

### **C.4 Job Description Revision for Human Resources Analyst (Pages 20-23)**

The Personnel Commission took action to approve the Job Description Revision for Human Resources Analyst.

Mover: Paul Robinson

Seconder: Denis O'Leary

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

### **C.5 Eligibility Lists (Pages 24-27)**

The eligibility lists of Attendance Accounting Specialist II, School Occupational Therapist, Paraeducator General Education, were approved as presented.

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Approve

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

## **Section D: REPORTS/OTHER INFORMATION/DISCUSSION ITEMS**

### **D.1 Personnel Actions (Page 28-31)**

The Personnel Commission reviewed the Personnel Actions of February 18, and March 11, 2026.

### **D.2 Report by CSEA**

Porfirio Ramirez, CSEA Vice President, reported that Victor Centeno, CSEA President, wanted to give thanks to the Commission for giving a CSEA member the opportunity to attend the CSPCA conference; the representative attending will be Mr. Juan Regalado. Mr. Ramirez also reported that the Oxnard School District and CSEA are piloting the Workload Management Work System as a means of communication for potential contracting-out work. Lastly, two of their members, Juan Regalado and Margaret Wiley, are participating in the Job Stewart training program.

### **D.3 Report by Assistant Superintendent, Human Resources**

Dr. Scott Carroll, Assistant Superintendent of Human Resources, reported that the District is currently facing significant challenges, including potential layoffs and reductions in hours. He expressed his appreciation to the Personnel Commission (PC) team for their diligent work in reviewing personnel files and ensuring that all necessary information is accurate and ready for any potential reductions. Dr. Carroll also thanked the CSEA negotiation team and all individuals involved for their efforts to minimize the overall impact and limit the number of affected employees as much as possible. He encouraged everyone to carefully double-check all information and ensure accuracy when sharing details.

### **D.4 Director's Report**

Dr. Adalberto Fuentes, Director of Classified, reported that the current employee management system retains data for only a limited number of years. As a result, personnel files must be reviewed to obtain accurate seniority dates, since system-generated reports are not fully

comprehensive. He further reported that staff will be developing a live data sheet in the coming years to ensure information is accurate and easily accessible. Dr. Fuentes also shared that Spring Assignments will be distributed on Friday and that the Informed K–12 onboarding packet for new staff is now live. Lastly, he reminded everyone that the CSPCA Annual Conference will be held this weekend and expressed his appreciation to Jenna, wishing her well in her new position.

#### **D.5 Report by Commissioners**

Commissioner Paul Robinson reported that he is looking forward to attending the CSPCA Conference and shared that he recently attended the groundbreaking ceremony at Fremont Academy.

Commissioner Denis O’Leary reported that he has met with Ms. Lisa Towery on several occasions over the past month, along with other members. He also shared that he has been reading to students and is looking forward to the upcoming conference.

Commissioner Ernest Morrison reported that he has also been reading to students and was pleased to attend the groundbreaking ceremony at Fremont Academy. He concluded his report by commending the maintenance crew for their efforts, noting that the campuses are well-maintained.

### **Section E: CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS**

#### **Section F: CLOSED SESSION**

##### **F.1 Pursuant to Section 54957 of the Government Code, the Commission will consider a personnel matter concerning:**

The Commission convened into Closed Session at 4:45 p.m. for the purpose of Public Employee Evaluation: Director of Classified Human Resources.

##### **F.2 Reconvene to open session and report out of closed session.**

The Commission reconvened at 6:40 p.m. into open session and reported no action was taken in closed session.

#### **Section G: ADJOURNMENT**

There being no further business, the Commission adjourned at 6:41 pm

Mover: Denis O'Leary

Seconder: Paul Robinson

Moved To: Adjourn

Ayes: 3 - Ernest Morrison, Paul Robinson, Denis O'Leary

Motion Result: Passed

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Dr. Adalberto Fuentes  
Director, Classified Human Resources and  
Secretary to the Personnel Commission

By our signature below, given on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Personnel Commission of the Oxnard School District approves the Minutes of the Regular Meeting of March 12, 2026.

Signed:

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Chair of the Personnel Commission

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** April 09, 2026

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Gabriela Villaseñor, School Occupational Therapist**

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Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy of School Occupational Therapist in the Special Education department. Gabriela Villaseñor was selected for the position by the hiring authority and is being recommended to start at Step B on the classified salary schedule based on the following:

- Experience: Student training and OT assistant experience.
- Education: Master's degree in Occupational Therapy.
- License and Certificates: Certified Occupational Therapist License & National Board of Occupational Therapy Certification.
- This would be considered a difficult position to fill.

The minimum qualifications for the classification are:

- Education: Master's in Occupational Therapy.
- Experience: Experience working with students with a variety of disabilities in an educational setting is desirable.
- License and Certificates: Certified Occupational Therapist License & National Board of Occupational Therapy Certification.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step B of School Occupational Therapist classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** April 09, 2026

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Jann Licudine, School Occupational Therapist**

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Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy of School Occupational Therapist in the Special Education department. Jann Licudine was selected for the position by the hiring authority and is being recommended to start at Step C on the classified salary schedule based on the following:

- Experience: Over 2.5 years of experience as an Occupational Therapist.
- Education: Master's Degree in Occupational Therapy.
- License and Certificates: Certified Occupational Therapist License & National Board of Occupational Therapy Certification.
- This would be considered a difficult position to fill.

The minimum qualifications for the classification are:

- Education: Master's in Occupational therapy.
- Experience: Experience working with students with a variety of disabilities in an educational setting is desirable.
- License and Certificates: Certified Occupational Therapist License & National Board of Occupational Therapy Certification.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step C of School Occupational Therapist classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** April 09, 2026

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Daisy Lagunas, Paraeducator General Education**

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Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy for a Paraeducator General Education position. Daisy Lagunas was selected for the position by the hiring authority and is being recommended to start at Step B on the classified salary schedule based on the following:

- Experience: Over 2 years of related experience.
- Education: Associates degree in Sociology.

The minimum qualifications for the Paraeducator General Education classification are:

- Experience: Some experience working with school-age children in an organized educational, health, childcare, or other structured setting is highly desirable.
- Education: Graduation from high school or equivalent and one of the following:
  - Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or
  - Attainment of an Associate of Arts degree or higher degree; or
  - Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step B of the Paraeducator General Education classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** April 09, 2026

**Agenda Section:** Section C: Action Items

### **Advanced Step Placement for Carol Carrasco, Speech Language Pathology Assistant**

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Pursuant to Personnel Commission Rules & Regulations 70.200.1: "...a new employee may be granted advanced step placement upon recommendation of the appointing authority and approval by the Director of Classified Human Resources, subject to ratification by the Personnel Commission."

Personnel Commission staff recently filled a vacancy of Speech Language Pathology Assistant in the Special Education department. Carol Carrasco was selected for the position by the hiring authority and is being recommended to start at Step B on the classified salary schedule based on the following:

- Experience: Six months working as a SLPA.
- Education: SLPA License and a Bachelor's in Communication Disorder.
- This would be considered a hard to fill recruitment.

The minimum qualifications for the classification are:

- Education: Associate degree from a SLPA program
- Experience: Six months of experience working with individuals with speech and language disabilities in a structured environment is desired.
- License and Certificates: Speech-Language Pathology Assistant License through the Speech-Language Pathology & Audiology & Hearing Aid Dispensers Board of the California Department of Consumer Affairs.

### **RECOMMENDATION:**

Staff recommends that the Personnel Commission take action to ratify the advanced step placement at Step B of Speech Language Pathology Assistant classification on the Classified Salary Schedule.

## **PERSONNEL COMMISSION AGENDA ITEM**

**Name of Contributor:** Dr. Adalberto Fuentes

**Date of Meeting:** April 09, 2026

**Agenda Section:** Section D: Reports/Other Information/Discussion Items

### **Second Reading of Personnel Commission Rules Revisions for Chapter 10**

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This item presents proposed revisions to Chapter 10 of the Personnel Commission Rules and Regulations for a second reading. The revisions are intended to modernize language, improve clarity and internal consistency, and ensure alignment with current California School Personnel Commission Association (CSPCA) Model Rules.

The proposed updates do not introduce substantive changes to the intent of the rules. Rather, they reflect best practices, updated terminology, and formatting consistent with CSPCA guidance to support clear interpretation and consistent application of the merit system.

#### **RECOMMENDATION:**

Staff recommends that the Personnel Commission approve the revisions to Chapter 10, to modernize language and improve clarity.

#### **ADDITIONAL MATERIALS:**

**Attached:** [PC Rule - Section 10 Revisions.pdf](#)

# PERSONNEL COMMISSION RULES & REGULATIONS

## **10.200 Preliminary Statement**

### **10.200.1 Statutory Authority for These Rules**

These Rules and Regulations are adopted pursuant to the authority of the Personnel Commission under *Education Code* 45260, 45261, and other applicable provisions of the Merit System Act contained in the *Education Code*.

It is recognized that certain provisions of these Rules address matters within the authority of the Governing Board. Accordingly, the Rules and Regulations were submitted to the Governing Board for approval upon initial adoption.

### **10.200.2 Interpretation and Application**

The Personnel Commission recognizes that no set of rules can anticipate every circumstance that may arise in individual cases. These Rules shall be interpreted and applied consistent with their intent and purpose.

However, specific and applicable provisions of the Rules shall not be waived, ignored, or superseded due to special circumstances of individual cases.

The Commission welcomes recommendations for amendment to these Rules with prospective application only. No rule amendment or newly adopted rule shall be applied retroactively.

### **10.200.3 Availability of Rules**

The Rules and Regulations of the Personnel Commission, together with the copies of Part 25, Chapter 5, Article 6 of the *Education Code* (commencing with Section 45240), shall be made available for inspection in the offices of the Superintendent, Assistant Superintendents, department heads, supervisors, principals, and at designated District locations for use by employees and recognized employee organizations.

The Rules and Regulations shall be available electronically through the District's website. The Classified Human Resources Department shall provide copies of these Rules and Regulations upon request. (*Education Code* 45262)

### **10.200.4 Judicial Review**

If any provisions of these Rules is determined to be invalid by judicial review or rendered ineffective by a change in law, such determination shall not affect the validity or enforcement of the remaining provisions.

OXNARD SCHOOL DISTRICT

Personnel Commission Rules & Regulations

Adopted: October 23, 1968

10.200.1 Revised: September 5, 1991

10.200.3 Revised: May 5, 1980

10.200.4 Revised: December 17, 1998

# PERSONNEL COMMISSION RULES & REGULATIONS

## **10.200 Preliminary Statement**

### **10.200.1 Statutory Authority ~~for~~ These Rules**

These ~~R~~rules and Regulations are adopted contained herein are established pursuant to the authority of the Personnel Commission under Education Code 45260, 45261, and other applicable provisions governing the of the Merit System Act contained in the *Education Code*.

It is recognized that certain provisions of these ~~R~~rules address venture into substantive matters within the prerogative authority of the Governing Board. ~~For that reason~~ Accordingly, the initially adopted set of Rrules and Rregulations were submitted to the Governing Board for ~~its~~ approval upon initial adoption.

### **10.200.2 Interpretation and Application ~~of~~ Rules**

The Personnel Commission recognizes that no set of rules can anticipate every contemplate all possible combinations of circumstance that may arise in individuals affecting a particular cases. ~~These R~~rules shall be interpreted and are to be applied consistent with ~~consideration of~~ their intent and purpose.

~~H~~however, specific and applicable provisions of the ~~R~~rules shall not be waived, ignored, or superseded because of the due to special circumstances of particular individual cases.

The Commission ~~is open to responsible suggestions to~~ welcomes recommendations for amendment to these Rrules with prospective application only; ~~however, No~~ rule amendment or newly adopted rule shall have be applied retroactively applicability.

### **10.200.3 ~~Printing and Distribution Availability~~ of Rules**

The ~~R~~rules and Regulations of the Personnel Commission, ~~and together with the~~ copies of Part 25, Chapter 5, Article 6 of the *Education Code* (commencing with Section 45240), shall be printed and made available for inspection in the offices of the Superintendent, ~~each~~ Assistant Superintendents, ~~each~~ department heads, ~~each~~ supervisors, ~~each~~ principals, and at ~~the Educational Media Center for loan to~~ designated District locations for use by employees and ~~to~~ recognized employee organizations.

The Rules and Regulations shall be available electronically through the District's website. The Classified Human Resources Department shall provide copies of these Rules and Regulations upon request. (Education Code 45262)

### **10.200.4 Judicial Review**

If any provisions of these Rules is determined to be judicial review or a change in law invalid ates by judicial review or rendered ineffective by a change in law, such determination any portion of these rules, such finding, or amendment shall not affect the validity or enforcement of the remaining other rules or provisions.

OXNARD SCHOOL DISTRICT

Personnel Commission Rules & Regulations

Adopted: October 23, 1968

10.200.1 Revised: September 5, 1991

10.200.3 Revised: May 5, 1980

10.200.4 Revised: December 17, 1998

# PERSONNEL COMMISSION RULES & REGULATIONS

## **10.300 Scrapbook**

### **10.300.1**

~~The Director of Classified Personnel shall establish, maintain and make available in the Personnel Office a scrapbook containing letters and items of interest concerning the history of the Personnel Commission.~~

~~OXNARD SCHOOL DISTRICT~~

~~Personnel Commission Rules & Regulations~~

~~Adopted: October 23, 1968; Revised: September 5, 1991~~

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 25-26:68;

25-26:47

Established: 3/18/2026

### Security/Maintenance Worker

Rank	Candidate ID	Expiration Date
1	41463592	3/18/2027
2	10439332	3/18/2027

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No. 25-26:79

Director's Certification:

Established: 3/24/2026



## Adaptive Technology Technician

Rank	Candidate ID	Expiration Date
1	41813920	3/24/2027
2	58716344	3/24/2027

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No. 25-26-73;  
25-26:18

Director's Certification:

Established: 3/11/2026



### Child Nutrition Worker

Rank	Candidate ID	Expiration Date
1	52748291	10/7/2026
2	504699199	10/7/2026
3	64133986	10/7/2026
3	63705797	3/11/2027
3	31635506	10/7/2026
3	59133503	3/11/2027
3	65805362	3/10/2027
4	65659477	3/11/2027
4	65619306	3/11/2027
5	65904446	3/11/2027
5	65808683	3/11/2027
6	57168928	3/11/2027
6	63745039	10/7/2026
6	58670702	10/7/2026
7	59252646	3/11/2027
8	23364058	10/7/2026
8	64254226	10/7/2026
9	19666758	10/7/2026
9	64040157	10/7/2026

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

**OXNARD SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

10

42085454

3/11/2027

10

61430984

3/11/2027

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Eligibility List No. 25-26:76

Director's Certification:

Established: 3/19/2026



### Grounds Supervisor

Rank	Candidate ID	Expiration Date
1	7789550	3/19/2027
2	27659868	3/19/2027
3	29470513	3/19/2027
4	48311927	3/19/2027

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 25-26:81;  
24-25:124; 24-25:103  
Established: 3/25/2025

### **Bus Driver**

<b>Rank</b>	<b>Candidate ID</b>	<b>Expiration Date</b>
1	20294998	5/27/2026
2	58669355	3/25/2027
3	62118502	4/24/2026

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 25-26:83;  
25-26:26; 24-25:134;  
24-25:117

Established: 3/25/2026

## Mental Health Clinician

Rank	Name	Expiration Date
1	28828557	9/30/2026
1	1224944	3/25/2027
1	35272097	9/30/2026
1	61100256	7/17/2026
1	32736216	3/25/2027
1	40536907	3/25/2027
1	8882653	3/25/2027
1	62640608	9/30/2026
2	64381927	9/30/2026
2	45252579	3/25/2027
2	52875780	3/25/2027
2	65636682	3/25/2027
2	66614700	3/25/2027
3	65711226	3/25/2027
4	36747288	3/25/2027
4	48214639	3/25/2027
4	59563295	3/25/2027

Eligibility lists are in effect for one year from the date on which they are established unless they are exhausted. Lists may be created for six months with approval of the Personnel Commission.

**New Hires**

Gonzalez, Daisy	Campus Assistant, Lemonwood Academy 5.75 hrs./180 days	03/09/2026
Johnson, Dedra M	Campus Assistant, Brekke School 5.75 hrs./180 days	03/09/2026
Neff, Maria L	Accounting Specialist III, Budget & Finance 8 hrs./245 days	02/12/2026

**Limited Term/Substitutes**

Alvarez, Paloma F	Clerical (Substitute)	01/28/2026
Barquin, Elizabeth M	Paraeducator (Substitute)	02/20/2026
Bedolla, Cristy C	Child Nutrition Worker & Clerical (Substitute)	02/20/2026
Betancourt, Theresa D	Child Nutrition Worker (Substitute)	02/12/2026
Chavez-Arroyo, Angelica	Child Nutrition Worker (Substitute)	02/12/2026
Daniel, Jessica S	Clerical (Substitute)	01/28/2026
De La Cruz, Nari May F	Clerical (Substitute)	01/28/2026
De La Parra, Rocio A	Clerical (Substitute)	01/28/2026
Erving, Charles I	Clerical (Substitute)	01/28/2026
Gonzalez, Jocelyn	Paraeducator (Substitute)	02/25/2026
Guillen, Maria De Lourdes	Paraeducator (Substitute)	03/02/2026
Handley, Hailey K	Clerical & Paraeducator (Substitute)	02/17/2026
Herrera Cruz, Heaven G	Paraeducator (Substitute)	02/20/2026
Ladaw, Roman O	Child Nutrition Worker (Substitute)	02/12/2026
Lopez, Eveanna	Child Nutrition Worker (Substitute)	02/06/2026
Lopez, Miranda	Paraeducator (Substitute)	02/17/2026
Lopez, Stephanie	Clerical (Substitute)	01/28/2026
Maciel, Crystal	Clerical (Substitute)	01/28/2026
Magaña, Brenda	Child Nutrition Worker (Substitute)	02/20/2026
Martinez Jauregui, Andrea I	Clerical (Substitute)	01/28/2026
Martinez, Brittney D	Child Nutrition Worker (Substitute)	02/12/2026
Medina, Amaris B	Clerical (Substitute)	01/28/2026
Mercado, Emely	Paraeducator (Substitute)	02/19/2026
Morales, Jennifer	Clerical (Substitute)	01/28/2026
Ortiz, Maria E	Clerical (Substitute)	01/28/2026
Osuna, Desirie I	Clerical (Substitute)	01/28/2026
Ramirez, Alina M	Paraeducator (Substitute)	02/23/2026
Reyes, Aileen	Clerical (Substitute)	01/28/2026
Rodriguez, Paola R	Paraeducator (Substitute)	02/18/2026
Serratos, Oscar M	Custodian, Warehouse, and Grounds & Maintenance (Substitute)	02/18/2026
Torres Ramos, Heidi S	Clerical (Substitute)	01/28/2026
Trejo, Suleyma	Child Nutrition Worker (Substitute)	02/12/2026
Villega Mendoza, Lesly B	Paraeducator (Substitute)	02/09/2026

**Promotions**

Alvarez, Katy	Child Nutrition Cafeteria Coordinator, Child Nutrition Services 8 hrs./189 days	02/26/2026
Lopez, Esmeralda	Child Nutrition Worker II, Child Nutrition Services 6 hrs./185 days Paraeducator General Education, Lemonwood School 6 hrs./183 days	03/09/2026
Moreno, Cynthia	Campus Assistant, Lemonwood Academy 5.75 hrs./180 days Paraeducator Special Education, Chavez School 5.75 hrs./183 days Paraeducator General Education, Sierra Linda 5.75 hrs./183 days	03/10/2026

**Administrative Transfers**

12737	Paraeducator Special Education, 5.75 hrs./183 days	02/19/2026
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**Transfers**

Solis, Bertha	Campus Assistant, Lopez Academy 5.75 hrs./180 days	02/23/2026
Ramirez, Mayra	Child Nutrition Worker, Child Nutrition Services 5 hrs./185 days	03/02/2026
Burciaga, Arturo P	Custodian, Ritche School 8 hrs./245 days	02/17/2026

**Release During Probation**

8966	Transportation Department, 8 hrs./183 days	02/25/2026
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**Resignations**

Cano, Kimberly	Paraeducator Special Education, Lopez Academy 5.75 hrs./183 days	02/20/2026
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