PERSONNEL COMMISSION

REGULAR MEETING AGENDA

DATE: November 18, 2026 **TIME:** Closed Session 4:00 p.m. | Open Session 4:30 p.m.

LOCATION: Board Room, Education Service Center 255 W. Stanley Avenue, Ventura, CA 93001

A. CLOSED SESSION - 4:00 p.m.

Public Employee Performance Evaluation - Government Code §54957(b)

Title: Director, Classified Human Resources

B. OPENING PROVISIONS - 4:30 p.m.

1. Call to Order: Open session called to order by _____ at _____ p.m.
2. Pledge of Allegiance
3. Roll Call of Members

COMMISSIONERS	PRESENT
Anne Campbell, Chairperson	
Cathi Stellings, Vice Chairperson	
John Walker, Member	

C. ADOPTION OF AGENDA

Request for APPROVAL of the agenda for the regular Personnel Commission meeting on November 18, 2026, as submitted or amended.

MOVED BY	SECOND	VOTE

D. REPORT OF ACTION TAKEN IN CLOSED SESSION

Report of action taken in Closed Session, if any.

E. APPROVAL OF MINUTES

Request for APPROVAL of the minutes for the regular Personnel Commission meeting on October 21, 2026, as submitted or amended.

MOVED BY	SECOND	VOTE

F. PUBLIC COMMENTS

Public comments are welcomed and encouraged by the Personnel Commission, subject to reasonable time limitations necessary to conduct Commission business. Individuals wishing to address the Commission on an item not listed on the agenda should complete a speaker form and submit it to the recording secretary. Speakers are limited to three (3) minutes per agenda item, with a cumulative maximum of five (5) minutes per speaker. Total public comment on any individual item may be limited to twenty (20) minutes. Speakers may not transfer or yield their time to another individual. In accordance with applicable law, the Commission may not take action on items not listed on the posted 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.

G. REPORTS AND ANNOUNCEMENTS

G.1 VESPA Representative

G.2 Director's Report

i. Recruitment & Selection: Hiring Update

G.3 Commissioners

H. ACTION ITEMS - NEW BUSINESS

No items

I. CONFERENCE ITEMS - DISCUSSION ONLY

I.1 Discussion to potential revisions to Personnel Commission Rules and Regulations – Articles 30, 40, 50, 70

J. CONSENT AGENDA ITEMS

J.1 Personnel Transactions Report

MOVED BY	SECOND	VOTE

K. ADJOURNMENT

1. Next Regular PC Meeting: December__, 2026
2. Motion to adjourn

MOVED BY	SECOND	VOTE

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PERSONNEL COMMISSION

REGULAR MEETING MINUTES

DATE: October 21, 2026 **TIME:** 4:00 p.m.

LOCATION: Board Room, Education Service Center
255 W. Stanley Avenue, Ventura, CA 93001

A. CLOSED SESSION

The Commission entered Closed Session at 4:00 p.m.
Topic: Public Employee Performance Evaluation - Government Code §54957(b)
Title: Director, Classified Human Resources

B. OPENING PROVISIONS

Call to Order: Anne Campbell, Chairperson, called the meeting to order at 4:33 p.m.

Pledge of Allegiance

Roll Call of Members

COMMISSIONERS	PRESENT
Anne Campbell, Chairperson	☒
Cathi Stallings, Vice Chairperson	☒
John Walker, Member	☒

STAFF PRESENT	PRESENT
Marina Mihalevsky, Director, Classified Human Resources	☒
Reina Murillo, Human Resources Analyst, Confidential	☒
Belen Gonzalez, Human Resources Supervisor	☐

C. ADOPTION OF AGENDA

The agenda was approved as submitted.

MOTION	MOVED BY	SECOND	VOTE	RESULT
Approve Agenda	Cathi Stallings, Vice Chairperson	John Walker, Member	3 - 0	☒ Approved ☐ Denied ☐ Abstain

D. REPORT OF ACTION TAKEN IN CLOSED SESSION

☒ No action was taken

E. APPROVAL OF MINUTES

The minutes of the regular Personnel Commission meeting of September 16, 2026 were approved as submitted.

MOTION	MOVED BY	SECOND	VOTE	RESULT
Approve Minutes	John Walker, Member	Cathi Stallings, Vice Chairperson	3 - 0	☒ Approved ☐ Denied ☐ Abstain

F. PUBLIC COMMENTS

☒ No public comments were received.

G. REPORTS AND ANNOUNCEMENTS

G.1 VESPA Representative
No report was presented

G.2 Director's Report
Director Mihalevsky provided an update on recruitment and selection activities, including ongoing recruitment for the Director of Food and Nutrition Services and Facilities Planner positions. She discussed continued challenges recruiting qualified Educational Sign Language Interpreters and the possibility of increasing position hours to improve recruitment.
The Director reported strong applicant interest in Paraeducator–Afterschool positions and significant progress filling Special Education Paraeducator vacancies, with the potential to approach full staffing in November. She also discussed additional Transitional Kindergarten Paraeducator positions to maintain required staffing ratios and provide coverage.
Updates were provided regarding Child Nutrition vacancies and the potential impact of school closures on future staffing decisions.

No action taken.

G.3 Commissioners' Reports
No reports were presented.

H. ACTION ITEMS - NEW BUSINESS

H.1 Revision of Job Specification – Paraeducator–Afterschool

Summary: The Commission considered revisions to the Paraeducator–Afterschool job specification to clarify personal care and toileting responsibilities associated with the expansion of Transitional Kindergarten services. Staff explained that the revisions also updated duty statements and minimum qualifications and included required District-provided training. During discussion, the Commission requested that future job specification revisions more clearly identify changes from the existing language. The Commission unanimously approved the revisions as submitted.

MOTION	MOVED BY	SECOND	VOTE	RESULT
APPROVE revisions to the job specification for the classification of Paraeducator–Afterschool, as submitted.	Cathi Stallings, Vice Chairperson	John Walker, Member	3 - 0	☒ Approved ☐ Denied ☐ Tabled

H.2 Revision of Job Specification – Behavior Support Assistant

Summary: The Commission considered revisions to the Behavior Support Assistant job specification, primarily addressing minimum qualifications and training requirements. Staff explained that certain previously required certification programs were no longer available and that the revised qualifications would provide alternative pathways for applicants, including promotional opportunities for experienced District Paraeducator III employees.The Director also discussed the long-term goal of supporting employees in obtaining Registered Behavior Technician certification. The Commission unanimously approved the revisions as submitted.

MOTION	MOVED BY	SECOND	VOTE	RESULT
APPROVE revisions to the job specification for the classification of Behavior Support Assistant, as submitted.	Cathi Stallings, Vice Chairperson	John Walker, Member	3 - 0	☒ Approved ☐ Denied ☐ Tabled

H.3 Classification Title Change and Revision of Job Specification – Facilities Planner

Summary: The Commission considered changing the classification title from Facilities Planner to Facilities Planning and Compliance Manager and revising the job specification to more accurately reflect the position's responsibilities. Staff explained that the revisions clarified project management duties, energy management responsibilities, and oversight of facilities projects funded outside the District's bond program.

The Commission also reviewed updated education, experience, and certification requirements. Following discussion, the Commission unanimously approved the title change and revised job specification as submitted.

MOTION	MOVED BY	SECOND	VOTE	RESULT
APPROVE the classification title change from Facilities Planner to Facilities Planning and Compliance Manager and revisions to the job specification, as submitted.	John Walker, Member	Cathi Stallings, Vice Chairperson	3 - 0	☒ Approved ☐ Denied ☐ Tabled

I. CONFERENCE ITEMS - DISCUSSION ONLY

☒ No Conference items.

J. CONSENT AGENDA

I.1 Personnel Transactions Report

The Commission reviewed the Personnel Transactions Report dated October 21, 2026. Staff provided clarification regarding the status of several Child Nutrition and afterschool vacancies in response to Commissioner questions. The Commission unanimously approved the report as submitted.

MOTION	MOVED BY	SECOND	VOTE	RESULT
Approve Personnel Transactions Report as submitted.	Cathi Stallings, Vice Chairperson	John Walker, Member	3 - 0	☒ Approved ☐ Denied ☐ Tabled

K. ADJOURNMENT

Next Regular PC Meeting: November 18, 2026 at 4:30 p.m. | ESC Board Room

MOTION	MOVED BY	SECOND	VOTE	RESULT
Adjourn the regular Personnel Commission meeting.	Cathi Stallings, Vice Chairperson	John Walker, Member	3 - 0	☒ Approved ☐ Denied ☐ Abstain

Meeting adjourned at 5:21 p.m.

Personnel Transaction Report

Consent Agenda Items
To Personnel Commission for Approval
Meeting Date: November 18, 2026

New Employment - Probationary

Last Name	First Name	Job Class Description	Job Code	Effective Date
Sajid	Ambreen	After School Para Liaison	E48	10/12/2026
Buckner	Elizabeth	Attendance Technician	A32	10/12/2026
Lukan	Erin	Board Cert. Behavior Analyst	M25	10/19/2026
Vaivao	Junior	Campus Supervisor	S52	11/2/2026
Prouse	Andrea	Campus Support Assistant	S49	11/2/2026
Flores	Alicia	Campus Support Assistant	S49	11/5/2026
DeVicente	Jennifer	Campus Support Assistant	S49	10/1/2026
Qaralleh	Amneh	Child Devel Teacher	E38	11/3/2026
Munoz	Romina	Para- After School	E50	10/19/2026
Reyes	Mariah	Para- After School	E50	11/2/2026
Lopez Torres	Jennifer	Para- After School	E50	10/12/2026
Colborn	Emory	Paraeducator I - TK	E67T	11/2/2026
Sanchez	Jose Luis	Paraeducator II	E68	11/2/2026
Prock	Cheyne	Paraeducator II	E68	11/2/2026
Gotoman	Gabrielle	Paraeducator II	E68	11/2/2026
San Luis	Carla Rica	Paraeducator II	E68	11/2/2026
Villanueva	Jasmen	Paraeducator II	E68	11/9/2026
Juan	Heather	Paraeducator II	E68	11/3/2026

Permanent to Probationary in Class

Last Name	First Name	Job Class Description	Job Code	Effective Date

Probationary to Permanent

Last Name	First Name	Job Class Description	Job Code	Effective Date
Bouvet	Tuesday	Campus Support Assistant	S49	9/9/2026
Shauer	Morgan	Child Nutrition Assistant I	D63	9/24/2026
Chavira	Gloria	Language Assessment Tech.	E60	10/22/2026
Turchyn	Tetyana	Medical Office Occup Lab Asst	E54	11/7/2026
Hughes	Jordan	Planning & Compliance Spec	F35	11/3/2026

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Job Code	Effective Date
Akhavan	Haleh	Paraeducator III	E69	11/1/2026
Burger	Richard	Paraeducator III	E69	11/1/2026
Cerda	Denise	SAA I	B37	11/1/2026
Cortez	Elizabeth	Health Technician	B60	11/1/2026
Cortez	Elizabeth	Paraeducator I	E67	11/1/2026
Guzman	Andrea	Paraeducator I	E67	11/1/2026
Lopez	Constance	Paraeducator III	E69	11/1/2026
Lopez	Melissa	Health Technician	B60	11/1/2026
Mahlow	Christa	Paraeducator I	E67	11/1/2026
Vandehei	Peter	Paraeducator III	E69	11/1/2026
Vineall	Cameron	Paraeducator II	E68	11/9/2026

Wilkes	William	Campus Support Asst	S49	11/1/2026

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Job Code	Effective Date
Robinson	Mikayla	Campus Support Assistant	S49	9/1/2026

Appointment to Additional Permanent Position

Last Name	First Name	Job Class Description	Job Code	Effective Date
Grande	Elizabeth	Campus Supervisor - Site	S52S	10/1/2026
Hummingbird	Karissa	Campus Support Assistant	S49	9/1/2026
Paulson	Alison	Campus Support Assistant - Site	S49S	10/12/2026
Rivera	Ruth	Camus Support Assistant	S49	9/22/2026
Vallier	Monique	Camus Support Assistant	S49	9/1/2026

Separation from Service

Last Name	First Name	Job Class Description	Job Code	Effective Date
Aspera	Karina	Paraeducator II	E68	10/23/2026
Camacho	Ar-Tittaya	Paraeducator II	E68	11/13/2026
Colin	Jisell	Paraeducator III	E69	10/23/2026
De La Paz	Valerie	Office Assistant	B61	11/6/2026
Gomez	Gerardo	Paraeducator III	E69	11/13/2026
Kenoss	Haven	Paraeducator-After School	E50	10/9/2026
Kyle	Hazel	Paraeducator-After School	E50	10/23/2026
Mendoza	Claudia	School Adm. Assistant III	B35	11/10/2026
Muniz	Kara	Director, Food & Nutrition Services	D01	11/2/2026
Neathery	Diana	Child Nutrition Assistant I	D63	11/10/2026
Pereda	Josselyne	Behavior Support Assistant	E43	11/6/2026
Pulido	Caroline	College / Career Technician	E34	11/13/2026
Rodriguez	Josefina	Bus Driver	K62	11/10/2026
Thayer	Maria	School Services Assistant I	B71	11/13/2026
Thayer	Maria	Elementary School Services Assistant	B59	11/13/2026

Leave of Absence

Last Name	First Name	Job Class Description	Job Code	Effective Date
Gehn	Eva	District Translator	P33	11/03/2026 - 01/31/2027 Unpaid Leave
Guzman	Rene	Electrician	F48	10/19/2026 - 10/30/2026 Paid Parental/Bonding Leave
Matehuala	Daniela	Para- After School	E50	10/20/2026 - 01/29/2027 Paid Parental/Bonding Leave
Patton	Antonio	Paraeducator II	E68	09/22/2026 - 10/16/2026 Paid Parental/Bonding Leave
Pulido	Letty	Paraeducator I TK	E67T	09/12/2026 - 11/15/2026 Unpaid Leave

Change of Status

Last Name	First Name	Job Class Description	Job Code	Effective Date
Cervantez	Gloria	Campus Support Assistant	S49	11/01/26: Change in Hours -- 8.5 hrs/week to 8.75 hrs/week; same position; same location
Cervantez	Rosie	Bus Driver	K62	10/12/26: Route Change only, mid year bidding -- Same Time Base
Chagollan	Norma	Campus Support Assistant	S49	11/01/26: Change in Hours -- 10.75 hrs/week to 13 hrs/week; same position; same location
Cook	Steven	Paraeducator III	E68	11/03/26: Location/Assignment change from Loma Vista to Balboa; Same Time Base

Delgadillo	Alicia	Elementary School Services Assistant - Site	B59S	10/15/26: Change in Hours -- 8 hrs/week to 18 hrs/week; same position; same location
Dominguez Rodriguez	Laura	Campus Support Assistant	S49	09/01/26: Change in Hours --15.5 hrs/week to 16 hrs/week; same position; same location
Duran	Joseph	Campus Support Assistant	S49	09/01/26: Change in Hours --8 hrs/week to 10.25 hrs/week; same position; same location
Elizarraras	Louis	Campus Supervisor	S52	09/22/26: Hours/Location Change From 3 hrs/day @ Pacific to 6 hrs/day @ Anacapa
Gonzalez	Fany	Campus Support Assistant	S49	09/01/26: Change in Hours/Assignment -- 12 hrs/week to 14.5 hrs/week; same location
Gonzalez	Maria	Campus Support Assistant	S49	09/01/26: Change in Hours --12 hrs/week to 14 hrs/week; same position; same location
Hensley	Scott	Campus Supervisor	S52	08/24/26: Change in Hours/Assignment -- 4 hrs/day to 6.75 hrs/day; same location
Hernandez	Amalia	Campus Support Assistant	S49	09/23/26: Change in Hours -- 10 hrs/week to 11 hrs/week; same position; same location
Hernandez	Gerald	Bus Driver	K62	10/12/26: Route Change only, mid year bidding -- Same Time Base
Hernandez	Yvonne	Child Nutrition Assistant I	D63	11/04/26: Location/Assignment change from Junipero Serra to DATA; Same Time Base
Hughes	Keith	Campus Support Assistant	S49	10/14/26: Change in Hours -- 8.5 hrs/week to 27 hrs/week; same position; same location
Isaac	Laryn	Campus Supervisor	S52	08/11/26: Reinstatement @ Buena
Lopez	Constance	Paraeducator II	E68	11/01/26: Hours/Location Change From 31.5 hrs/week @ Buena to 20 hrs/week @ ATLAS EIC
Macias	Darlene	Campus Support Assistant	S49	08/12/26: Change in Hours -- 7 hrs/week to 9 hrs/week; same position; same location
Macias	Darlene	Campus Support Assistant	S49	08/17/26: Change in Hours -- 9 hrs/week to 10.25 hrs/week; same position; same location
Macias	Darlene	Campus Support Assistant	S49	09/28/26: Change in Hours -- 10.25 hrs/week to 13.25 hrs/week; same position; same location
Marin	Aiden	Campus Supervisor	S52	08/11/26: Hours/Location Change From 30 hrs/week @ Foothill to 28.75 hrs/week @ DATA
Martinez Hernandez	Miriam	Paraeducator II	E68	11/02/26: Voluntary demotion from Paraeductor III - change in hours 31.5 hrs/wk to 28.75 hrs/wk
Moreno	Alfredo	Campus Supervisor	S52	09/28/26: Hours/Location Change From 2 hrs/day @ Ventura High to 4 hrs/day @ Cabrillo
Moreno	Joseph	Campus Supervisor	S52	09/08/26: Hours/Location Change From 30 hrs/week @ Anacapa to 20 hrs/week @ Foothill
Nagaoka	Foster	Campus Support Assistant	S49	08/19/26: Hours/Location Change From 14.5 hrs/week @ Mound to 6.25 hrs/week @ ATLAS
Nagaoka	Foster	Campus Support Assistant	S49	09/01/26: Change in Hours -- 6.25 hrs/week to 10 hrs/week; same position; same location
Orozco	Lorena	Bus Driver	K62	10/12/26: Route Change only, mid year bidding -- Same Time Base
Retana	Alejandrina	Campus Support Assistant	S49	09/01/26: Change in Hours -- 12.5 hrs/week to 16.25 hrs/week; same position; same location
Reynaga	Angelica	Paraeducator III	E69	11/03/26: Change in Hours/Assignment -- 6.0 hrs/day to 7.0 hrs/day; same location
Ruiz	Carolina	Para- After School	E50	11/12/26: Change in Hours -- 3.0 hrs/day to 3.5 hrs/day; same position; same location

Ruiz	Christina	Campus Support Assistant	S49	09/23/26: Change in Hours -- 13.75 hrs/week to 17 hrs/week; same position; same location
Shean	Erin	Student Data Technician	C47	10/01/26: Change in Hours -- 7.0 hrs/day to 8.0 hrs/day; same position; same location
Valdez	Griselda	Paraeducator II	E68	11/03/26: Reinstatement @ Balboa
Woertink	Rebecca	Paraeducator I TK	E67T	11/09/26: Voluntary demotion from Elem Sch Svcs Asst - change in hours 20 hrs/wk to 22 hrs/wk
Woodworth	Robyn	Paraeducator III	E69	11/02/26: Location change--from Ventura High to Elmhurst; same position; same time base

Working Out of Class Assignment Report

Working Out of Class for Vacant Position

Last Name	First Name	Job Class	Job Code	Month	Dates of Coverage

Coverage for Absent Employee Due to Employee Working Out of Class

Last Name	First Name	Job Class	Job Code	Month	Dates of Coverage
Lassich	Shari	Head Custodian I	F38	September	1-4;7-11;14-15;18;21-25;28-30
Lassich	Shari	Head Custodian I	F38	October	1-2;5-9;14-16;19-23;27-29
Walker	Casey	Head Custodian II	F37	October	5-9;12-15;26-28;30

Coverage for Employee on Leave of Absence

Last Name	First Name	Job Class	Job Code	Month	Dates of Coverage
Kaikaina	Sarah	School Adm. Assistant III	B35	August	7;10-14;17-21;24-27;31
Kaikaina	Sarah	School Adm. Assistant III	B35	September	1-4;8-10;14-18;23-25;28-30
Oseguera	Ernesto	Trades Maintenance Worker II	F59	September	8-11;14-18;21-25;28-30
Akhavan	Haleh	Paraeducator III	E69	October	2;5;7;9;12;16;19;21;23
Castro Gomez	Oscar	Plumber I	F53	October	29-30
Kaikaina	Sarah	School Adm. Assistant III	B35	October	1-2;5-9;12;16;21-23
Marquez	Cira	Child Developmt Site Leader	E25	October	1-2;5-9;12-16;19-23
Morales	Raymond	Painter	F51	October	1-3;5-9;19-23;27-30
Murillo	Maya	Administrative Specialist	B50	October	1-2;5-9;12-16;19-23;26-30
Navarro	Gricelda	School Adm. Assistant III	B35	October	7;15;19;21-23
Oseguera	Ernesto	Trades Maintenance Worker II	F59	October	1-2;5-6;8-9;12-13;20-23
Perez	Leonard	Grounds Equipment Operator	F62	October	1-2;5-9;12-16;19-23

Limited Term Assignment/Extra Help

Last Name	First Name	Job Class	Job Code	Month	Dates of Coverage

Other Reasons

Last Name	First Name	Job Class	Job Code	Month	Dates of Coverage
Perez	Leonard	Grounds Equipment Operator	F62	September	8-9;21-25;28-30
Valencia	Santos	Lead Grounds Maint Worker	F43	September	10-11;14
Balades	Raeanna	Child Nutr Assist II	D62	October	9;12;20-23
Burger	Richard	Paraeducator III	E69	October	1-2;5-6;9;12-16;19-20;22-23
Bustos	Thomas	After School Paraeducator Liaison	E48	October	1-2;5-9;12-16;19-23
Gonzalez	Gina	Child Nutr Mgr-Secondary	D36	October	19-23
Hernandez	Maria	Child Nutr Mgr-Elementary	D38	October	2
Islas Silva	Carlos	Child Nutr Assist III	D61	October	23
Lopez	Constance	Paraeducator III	E69	October	8-9;14;19;21;23
Miranda	Reyes	Paraeducator III	E69	October	15
Olson	Michelle	Child Nutr Assist III	D61	October	19-22
Vandehei	Peter	Paraeducator III	E69	October	8
White	Dawn	School Adm. Assistant II	B36	October	5-9;12