



THE PERSONNEL COMMISSION

(supporting education through merit)

OXNARD SCHOOL DISTRICT

NOTICE OF REGULAR MEETING

AGENDA

Thursday, April 8, 2021

4:00 p.m. Regular Meeting

Board Room of the ESC

1051 South A Street, Oxnard, CA 93030

A. ORDER OF BUSINESS

1. Call Meeting To Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of Minutes of March 11, 2021 and March 16, 2021

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.

C. ACTION ITEMS

1. Eligibility Lists *(page 7)*
The Personnel Commission will review certification of eligibility lists.

D. REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

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

1. Personnel Actions *(page 13)*
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
2. Director's Report
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.

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

3. Report by CSEA
CSEA may report on Human Resources issues of interest to the District.
4. Report by Assistant Superintendent, Human Resources
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.
5. Report by Commissioners
The Commissioners will report on issues concerning Commission administration.

E. ADJOURNMENT

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OXNARD SCHOOL DISTRICT REGULAR MEETING MINUTES

Thursday, March 11, 2021
4:00 p.m. Board Room of the ESC
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, March 11, 2021, in Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:02 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were:</p> <p style="text-align: center;">Paul Robinson, Vice Chair of the Personnel Commission Irma J. Lopez, Member of the Personnel Commission</p> <p style="text-align: center;">Shristie Nair, Director Classified Human Resources Tanya Ventura, Human Resources Analyst</p> <p>Guests: Carmen Grande, CSEA President; Samantha Jara, Outreach Specialist; Marisela Magallanes, Attendance Accounting Technician; Judith Orejel, Secretary; Ilene Poland, retiree; Dr. Ginger Shea, Director of Enrichment and Special Programs.</p>	<p>ROLL CALL</p>
<p>Commissioner Lopez moved to approve the agenda of Thursday, March 11, 2021 as presented. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u>; Robinson; <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
<p>Commissioner Lopez moved to approve the minutes of February 11, 2021 and February 25, 2021 as presented. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u>; Robinson; <u>Y</u></p>	<p>APPROVAL OF MINUTES</p>
	<p>COMMENTS BY THE PUBLIC</p>
	<p>ACTION ITEMS</p>
<p>Ms. Nair read a letter of support from Tammy Smith, Principal at Brekke school. Ms. Smith was unable to attend the meeting. Ms. Jara thanked the Commission for the consideration. Commissioner Lopez moved to approve the advanced step placement for Samantha Jara at Step 2, Range 24 of the CSEA/OSD Classified Salary Schedule. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>Advanced Salary Placement</p>
<p>Ms. Nair shared the timeline and findings of the classification review. Ms. Orejel gave background of her job duties. Dr. Shea shared information regarding the department and the changes to the duties of the Secretary position. Commissioner Lopez moved to approve the reclassification from Secretary to Administrative Assistant. Commissioner Robinson seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>Classification Review</p>
<p>This item was tabled.</p>	<p>Personnel Commission/ Classified Human Resources Positions</p>
<p>Commissioner Robinson moved to approve the eligibility lists of Health Assistant. Commissioner Lopez seconded and the motion carried. The vote was as follows 2-0. Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>Eligibility Lists</p>

	REPORTS/OTHER INFORMATION/ DISCUSSION
The Personnel Commission reviewed the Personnel Actions of March 3, 2021.	Personnel Actions
Ms. Nair summarized the Commission's staff activities as of the last Commission meeting.	Director's Report
Ms. Grande reported that staff needs more IEP translation training.	Report by CSEA
Commissioner Lopez reported that Oxnard College will be able to provide training and asked for a meeting to discuss IEP translation training options. Commissioner Robinson reported that students will return to classrooms soon and hopes that everyone continues to stay safe.	Report by Commissioners
There being no further business, the Commission adjourned at 5:21 p.m. The next regular meeting is scheduled for April 8, 2021.	ADJOURNMENT

Shristie Nair, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, March 11, 2021 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission



OXNARD SCHOOL DISTRICT SPECIAL MEETING MINUTES

Tuesday, March 16, 2021
4:00 p.m. Portable 403 of the ESC
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a special meeting on Tuesday, March 16, 2021, in Portable 403 of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Castillo at 4:09 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were: Edward M. Castillo, Chair of the Personnel Commission Paul Robinson, Vice Chair of the Personnel Commission Irma J. Lopez, Member of the Personnel Commission</p> <p>Shristie Nair, Director, Classified Human Resources Tanya Ventura, Human Resources Analyst</p> <p>Guests: Carmen Grande, CSEA President, Silvia Carrillo, CSEA Representative, Marisela Magallanes, Attendance Accounting Technician, Ilene Poland, retiree</p>	<p>ROLL CALL</p>
<p>Commissioner Robinson moved to approve the agenda of Tuesday, March 16, 2021 as presented. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u>; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
	<p>COMMENTS BY THE PUBLIC</p>
	<p>ACTION ITEMS</p>
<p>Discussion was held regarding closing out the vacancy of the Administrative Assistant position and creating a Human Resources Analyst position within the Personnel Commission/Classified Human Resources Office. Commissioner Lopez noted that she did not want to set the precedent that administrative duties were not important and is an essential duty performed in offices. Commissioner Robinson moved to approve the position changes. Commissioner Castillo seconded and the motion carried. The vote was as follows 2-1. Castillo <u>Y</u>; Lopez <u>N</u>; Robinson <u>Y</u></p>	<p>Personnel Commission/Classified HR Positions</p>
	<p>REPORTS/OTHER INFORMATION DISCUSSION</p>
<p>Discussion was held with the Personnel Commission and CSEA representatives regarding training and support to Classified employees providing bilingual services during IEP's. Commissioner Lopez shared potential training resources through VCOE and Oxnard College. The Director of Classified Human Resources was given direction to continue the conversation with Dr. Torres, Assistant Superintendent, Human Resources on providing training and support to Classified employees for IEP's.</p>	<p>Bilingual Differential</p>
<p>There being no further business, the Commission adjourned at 4:53 p.m.</p>	<p>ADJOURNMENT</p>

Shristie Nair, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Tuesday, March 16, 2021 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 20-21:50

Established: 3/29/2021

Merged: 20-21:31 and 20-21:38

Paraeducator I

Rank	Name	Expiration Date
1	Stephenson, Nasayakah	3/29/2022
2	Castellanos, Jose	3/29/2022
3	Kaelin, Michael	3/15/2022
3	Silva, Cynthia	3/29/2022
4	Menchaca, Anthony	12/1/2021
5	Fimbres, Steven	3/29/2022
5	Hernandez, Delilah P	3/15/2022

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

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 20-21:39

Established: 3/19/2021

Shipping/Receiving Clerk/Delivery Driver

Rank	Name	Expiration Date
1	Mendoza, Pedro	3/19/2022
2	Ramirez, Irving	3/19/2022
3	Calderon, Hector M	3/19/2022
4	Barajas, Luis	3/19/2022
5	Galindo, Federico	3/19/2022
6	Cervantes, Adam	3/19/2022

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 20-21:47

Established: 3/24/2021

Merged: 20-21:20

Accounting Manager/Internal Auditor

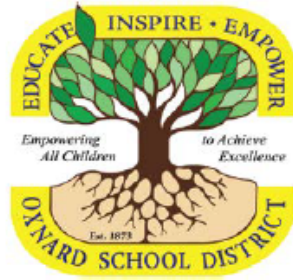
Rank	Name	Expiration Date
1	Dueñez, Mayte	3/24/2022
2	Valles, Alejandro	3/24/2022
3	Holmes, Carlton D	3/24/2022
3	Kwan, Jeffrey	3/24/2022
4	Garcia, Leticia C	11/3/2021
5	Marquez, Juana A	3/24/2022
5	Valsamides, Nicholas M	11/3/2021

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 20-21:48

Established: 3/19/2021

merged: 20-21:08

School Occupational Therapist

Rank	Name	Expiration Date
1	Mireles, Lisa	3/19/2022
2	Blaszkiwicz, Alexandra M	3/19/2022
2	Makovsky, Diane	8/31/2021
2	Manglani, Henna M	6/8/2021
2	Nguyen, Anna	3/19/2022
2	Retzlaff, Karolyn	3/19/2022
2	Vothvinick, Jamilla	6/8/2021
3	Lizarod, Romariz	6/8/2021

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OXNARD SCHOOL DISTRICT

Recruitment Type: Dual Certification

Director's Certification:



PERSONNEL COMMISSION

Eligibility List No. 20-21:43

Established: 3/22/2021

Merged: 20-21:32; 20-21:10

Paraeducator II

Rank	Name	Expiration Date
1	Straus, Michael	8/11/2021
2	Garcia, Brandon Ryan	3/22/2022
3	Merancio, Gina	12/17/2021
4	Rodrigues, Edmidia H	3/29/2021
5	Juarez, Ileana	11/2/2021
6	Gerardo, Lindsey	3/22/2022
6	Rodriguez, Jessica	11/2/2021
7	Jones, Jody	12/17/2021
8	Sanders, Darla	11/2/2021

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OXNARD SCHOOL DISTRICT

PERSONNEL COMMISSION

Recruitment Type: Dual Certification

Director's Certification:



Eligibility List No. 20-21:39
Established: 3/31/2021

Campus Assistant

Rank	Name	Expiration Date
1	Vasquez, Megan R	3/31/2022
2	Hernandez, Anastasia Nicole	3/31/2022
2	Herrera, Alberto Alejandro	3/31/2022
2	Rivera, Rachel G	3/31/2022

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CLASSIFIED PERSONNEL ACTIONS

New Hire

Longoria Delgado, Maria L	Health Care Technician, Position #2693 Pupil Services 7.0 hrs./183 days	03/08/2021
Merancio, Gina M	Paraeducator I, Position #9156 Curren 3.17 hrs./183 days	03/01/2021
Sansenbach, Kelsey E	Speech Language Pathology Assistant, Position #9683 Special Education 8.0 hrs./183 days	03/01/2021

Limited Term

Farin, Janice M	Clerical (substitute)	12/08/2020
Morales de Hernandez, Claudia	Clerical (substitute)	02/25/2021
Ramirez, Melanie	Clerical (substitute)	02/16/2021
Redmond, Francine	Clerical (substitute)	02/08/2021
Sanchez, Edward M	Custodian (substitute)	02/25/2021

Transfer

Sandoval, Michelle	Administrative Assistant, Position #2884 Technology 8.0 hrs./246 days School Office Manager, Position #989 Brekke 8.0 hrs./210 days	03/08/2021
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In Lieu of Layoff

Trevisan Heidi	Library Media Technician, Position #635 McAuliffe 5.0 hrs./190 days Library Media Technician, Position #635 McAuliffe 5.75 hrs./190 days	12/11/2020
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Recall from Layoff

Godinez, Cristal N	Intermediate School Secretary, Position #6241 Chavez 8.0 hrs./192 days	03/01/2021
Mendoza, Dolores W	Family Liaison, Position #9636 Ed. Services 6.0 hrs./180 days	03/01/2021
Serrano, Yvonee	Office Assistant II, Position #10169 Lopez 3.0 hrs./203 days	03/01/2021

Return from Leave of Absence

Ultreras, Carol	Attendance Accounting Technician, Position #1837 Marshall 8.0 hrs./210 days	02/11/2021
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Resignation

Poole, Tania M	Special Education Data Technician, Position #8591 Special Ed. 8.0 hrs./246 days	02/26/2021
Vergara, Brigitte	Child Nutrition Worker, Position #2175 Ritchen 4.0 hrs./185 days	03/05/2021