

## PERSONNEL COMMISSION MEETING AGENDA – OCTOBER 17, 2018

*(Meeting location: Susan B. Anthony Room)*

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. APPROVAL OF MINUTES
  - SEPTEMBER 14, 2018 (Special Meeting)
- D. RETIREES
- E. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.
- F. PUBLIC HEARING: JOINT APPOINTEE TO THE PERSONNEL COMMISSION—4:40 P.M.
- G. INFORMATION ITEMS
  - 1. VESPA REPORT
  - 2. DIRECTOR'S REPORT
- H. ACTION AGENDA ITEMS
  - 1. APPOINTMENT OF JOINT APPOINTEE TO PERSONNEL COMMISSION
  - 2. APPROVAL OF NEW CLASSIFICATION AND SALARY ALLOCATION: COMMUNICATIONS COORDINATOR
- I. CONSENT AGENDA ITEMS
  - 1. PERSONNEL TRANSACTIONS REPORT
- J. NEXT MEETING
- K. COMMISSION COMMENTS — No official action will be taken.
- L. PUBLIC COMMENTS ON CLOSED SESSION ITEM

At this time, any member of the public may address the Personnel Commission concerning the Closed Session Item. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.
- M. CLOSED SESSION
  - 1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE—GOVERNMENT CODE §54957(b)
  - 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION—GOVERNMENT CODE §54957(b)  
TITLE: DIRECTOR, CLASSIFIED HUMAN RESOURCES
- N. REPORT OF ACTION TAKEN IN CLOSED SESSION
- O. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.



For the future of every student

MINUTES – SPECIAL MEETING  
SEPTEMBER 14, 2018

- CALL TO ORDER** The special meeting of the Personnel Commission of the Ventura Unified School District was held in the Susan B. Anthony Room, 255 West Stanley Avenue, Ventura, California on September 14, 2018. Mr. Lacey, Chairperson, called the meeting to order at 4:30 p.m.
- Present: Commissioners Lacey, Kirby, and Rice. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Vicky Balint, Assistant Director Classified Human Resources; and Belen Gonzalez, HR Analyst, Classified (Confidential).
- ADOPTION OF AGENDA** On a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the agenda for the September 14, 2018 Personnel Commission special meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the minutes of August 8, 2018 were approved as presented by a vote of 3-0. (Ayes – 3/Kirby, Rice, Lacey; Nay 0; Abstain 0)
- RETIREEES** Ms. Crouch reported that the following retiree could not be present at the meeting but her Certificate of Appreciation would be mailed to her:
- Kristine Nordin, Student Data Technician, 18 Years
- PUBLIC COMMENTS** None
- ITEM F1** VESPA REPORT
- Mr. Mark Mayer, Treasurer, of the Ventura Education Support Professionals Association (VESPA), gave an update on some activities of the Association since the last Personnel Commission meeting. He reported that Ruben Galindo could not be in attendance because of a prior commitment with his family but gave him the following information to share: VESPA is very excited about this next school year and can't wait to serve its members, as we all know Janus passes on the Supreme Court on June 27, 2018 and now union members have a choice to be part of VESPA or not. We currently have 3 members drop their membership due to financial situations. In August we had a summer planning session at Circle Bar B, the council directors and executive board have made plans for fun events for our members. The first event is coming up on October 10<sup>th</sup> at Ventura High School, it will be a movie night, we will be showing the movie Coco and providing popcorn, drinks and raffle prizes. We will also have our tacos and bowling event in May for ESP Day. Last year this event was a huge success and our members wanted this event to happen again this year. Our negotiations team will be meeting on October 4<sup>th</sup>, the team will be developing new contract language in preparation to meet with the district. VESPA will be conducting elections soon for three zones and for Vice President. We are enthusiastic to have new members joining in leadership. Thank you for your time. Take Care.
- ITEM F2** DIRECTOR'S REPORT
- Ms. Crouch informed the Commission of the following: 1) The Classified HR Department continues to be extremely busy filling multiple positions, we are in great need of substitutes special ed paraeducators and in great need of bus drivers. We are making a really focus effort on trying to recruit people to attend the bus driver training. We posted signs and banners at the high schools and the HR department has been attending the back to school nights and setting up a recruitment table to tap into the parents and other adults who attend. The next bus driver

orientation meeting is on September 24th; 2) At the Celebrate Event, we rolled out the new brand and promise. Vicky gave a brief update and shared that the feedback has been mostly positive; 3) We concluded the recruitment for Director of Budget & Finance, final interviews have been conducted and we are waiting for next steps. We are hoping to take a recommendation to the Board on September 25<sup>th</sup>. Also, the Custodial Supervisor position, we have a list now and we are waiting for final interviews to be conducted.

ITEM G1 COMMISSIONERS' APPOINTMENT TO THE PERSONNEL COMMISSION: ANNOUNCEMENT OF INTENDED APPOINTEE

On a motion by Mr. Kirby, seconded by Ms. Rice, Mr. Edward Lacey was officially announced as the intended appointee of the Commissioners appointed by the Board of Education and the Ventura Education Support Professionals Association (VESPA) by a vote of 2-0. (Ayes – 2/Kirby, Rice; Nay 0; Abstain 1/Lacey)

A public hearing on the intended appointment was scheduled for 4:40 p.m. at the next Personnel Commission meeting to be held on October 17, 2018 at which time the public, employees, employee organizations, and members of the Board of Education may express their views on the nominee.

ITEM G2 RATIFICATION OF EXCESS VACATION CARRYOVER APPROVAL

After a brief discussion, on a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the Personnel Commission ratified one (1), approved vacation carryover request as presented by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; Nay 0; Abstain 0)

ITEM G3 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: BEHAVIOR SUPPORT ASSISTANT

After a brief discussion, on a motion by Mr. Kirby, seconded by Ms. Rice, and supported by the Chair, the revised classification specification for Behavior Support Assistant was approved as presented by a vote of 3-0. (Ayes – 3/ Kirby, Rice, Lacey, Nay 0, Abstain 0)

ITEM H1 PERSONNEL TRANSACTIONS REPORT

On a motion by Ms. Rice, seconded by Mr. Kirby, and supported by the Chair, the Personnel Transactions Report was approved as presented by a vote of 3-0. (Ayes – 3/Rice, Kirby, Lacey; Nay 0; Abstain 0)

NEXT MEETING The Personnel Commission scheduled its regular meeting for the month of October. The PC will meet on Wednesday, October 17, 2018 at 4:30 p.m.

ITEM J COMMISSION COMMENTS

None

ITEM K PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

ITEM L CLOSED SESSION:

1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE—GOVERNMENT CODE SECTION 54957(b)

It was decided that Closed Session was not needed at this time.

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION—GOVERNMENT CODE SECTION 54957(b) – TITLE: DIRECTOR, CLASSIFIED HUMAN RESOURCES

In preparation of a new form, a request was made to table this item until the October PC meeting.


ITEM M REPORT OF ACTION TAKEN IN CLOSED SESSION

There was no Closed Session.

ADJOURNMENT It was moved by Mr. Kirby, seconded by Ms. Rice and carried unanimously that the meeting be adjourned at 4:54 p.m.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: October 17, 2018

Subject: Recognition and Honoring of Classified Retiree

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The following classified employee recently retired from VUSD, and will be presented to the Personnel Commission to honor, and recognize her many years of service to our students and the District community.

- Bonnie Neeper, Campus Supervisor, Ventura High School
  - Retired October 1, 2018 - 14 years of service



**Personnel Commissioner Appointment  
JOINT APPOINTEE  
Ed Code 45245 and 45246  
Personnel Commission Rules & Regulations 20.1.2.3**

**September 14, 2018**

At the Special Personnel Commission meeting – the appointee of the governing board (Rich Kirby) and appointee of the classified employees (Barbi Rice), announced Ed Lacey as their intended appointee to the Personnel Commission per Education Code §45245 & §45246, and Personnel Commission Rules and Regulations 20.1.2.3.

**October 17, 2018**

At the regular meeting scheduled for October 17, 2018, a Public Hearing will be held at 4:40pm in which the public, employees, employee organizations, and members of the Board of Education may express their views on the nominee. The Personnel Commissioners will then take action to make their appointment. They may make their appointment (as originally announced) or may make another appointment or recommendation without further notification or public hearing.

Term of appointed Commissioner shall be for three years commencing at noon the first day of December: December 1, 2018 (noon) through December 1, 2021.

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**Ed Code 45245 – Appointment of members of personnel commission**

One member of the personnel commission shall be appointed by the governing board of the district and one member, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those two members shall, in turn, appoint the third member.

**Ed Code 45246 – Announcement of intended appointees; open hearing of governing board and personnel commission; discharge of duties until successor appointed**

(b) Where a system is already in existence and a vacancy will exist on December 1, by not later than September 30:

(2) The appointee of the governing board and the appointee or appointees of the classified employees shall publicly announce the name of the person they intend to appoint, if the vacancy is their appointee.

If the governing board and the classified employees of the district are unable to agree upon a nomination by September 30, the Superintendent of Public Instruction shall make the appointment within 30 days.

(f) ...at the next regularly scheduled personnel commission meeting to be held after 30 days from the day the intended appointee is announced, as specified in paragraph (2) of subdivision (b), as the case may be, the appointee of the governing board and the appointee nominated by the classified employees shall, in an open hearing, provide the public and employees and employee organizations the opportunity to express their views on the qualifications of each candidate recommended for the vacancy. Each candidate shall be invited to this meeting.

The appointee of the governing board and the appointee nominated by the classified employees may make their appointment or may make a substitute appointment or recommendation without further notification or public hearing.

(g) A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed, but for no more than 90 calendar days.

**PERSONNEL COMMISSION RULES & REGULATIONS**

**20.1 ORGANIZATION OF THE COMMISSION**

**20.1.2.3 The Commissioners' Appointment:**

By September 30th, the appointee of the Board of Education and the appointee of the classified employees (or the appointee of the Executive Officer of the State Personnel Board if that is the situation) shall publicly announce the name of the person they intend to appoint or reappoint. At a Personnel Commission meeting to be held after 30 and within 45 days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations, and members of the Board of Education the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

**20.1.2.3.1**

In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a new appointment, the commissioners' prior appointee shall continue in office and to function as a member of the District's Personnel Commission until such time as the commissioners take the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position. If the reason for the lack of appointment is an inability to agree upon a joint appointee, the appointment shall be made by the Executive Officer of the State Personnel Board if no agreement is reached by December 15th.



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To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources *AC*

Date: October 17, 2018

Subject: Approval of New Classification Specification  
***Communications Coordinator***

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**JUSTIFICATION FOR CLASSIFICATION:**

At the September 11, 2018 and September 25, 2018 Board of Education meetings, the Board explored and discussed the recommendation to establish a Communications Coordinator position. The vision for the Communications Coordinator position encompasses the planning, organizing, coordinating and overseeing of a comprehensive communications program for both internal and external audiences, which includes elements of community relations, media relations, publications, school/business partnerships and community education. On October 9, 2018, the Board of Education took action to create a Communications Coordinator position.

Under the direction of the Superintendent, the position will be responsible for planning, coordinating and implementing a comprehensive public and staff information program; advising upon and managing effective media, community and public relations; building community partnerships and promoting understanding and support for the District through public awareness; and serving as a spokesperson for the District in media relations.

**EVALUATION AND RECOMMENDATION:**

A salary survey was conducted among the Tri-Counties area to identify school districts with comparable positions. Other districts comparable to VUSD were also surveyed (i.e. size, ADA, demographics, etc.) In addition, a job evaluation was conducted in which the function, essential duties, knowledge, skills and abilities of the proposed new classification were compared against existing classification specifications.

After gathering and comparing market data, as well as taking internal alignment into consideration, it is recommended that the Personnel Commission approve the attached classification specification for Communications Coordinator as presented, and allocate the classification to salary range 100 (\$74,880 - \$93,804/year) on the Classified Management Salary Schedule.

Attachment: proposed classification specification for Communications Coordinator



For the future of every student

## **CLASS TITLE: COMMUNICATIONS COORDINATOR**

### **BASIC FUNCTION:**

Under the direction of the Superintendent, plans, coordinates and implements a comprehensive public and staff information program; advises upon and manages effective media, community and public relations; builds community partnerships and promotes understanding and support for the District through public awareness; serves as a spokesperson for the District in media relations.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Establishes and coordinates a public relations campaign to enhance the visibility, stature and presence of the District and its employees in the community; including, systematically planning, organizing and coordinating the flow of public information to the community pertaining to the District, general school events and activities, and initiatives; identifies opportunities for positive media coverage to reach key audiences; anticipates emerging issues and concerns, and develops appropriate communications.
- As designated by the Superintendent, serves as spokesperson for the District in media relations including directly responding to media inquiries; establishes and maintains positive working relationships with members of the print, radio, television, and social media; maintains confidentiality of sensitive and privileged information.
- Writes and edits press releases on behalf of school sites, the Superintendent and Executive Cabinet; coordinates and conducts all school district news releases and media conferences.
- Formulates and advises on media and public relations strategies related to crisis management or special events at the school site and District level. Serves as a primary contact during emergencies and provides immediate responsiveness, including receiving and assessing information, cooperating with news media, law enforcement and others, and informing appropriate District personnel.
- Works closely with District stakeholders to facilitate communication and outreach as part of a strategic educational marketing program designed to build community partnerships in support of the district's mission and goals; provides services, support and resources to district personnel in the areas of program communication, internal and external communication, and coordination of various events and activities benefitting student achievement and elevating community awareness for the Ventura Unified School District.
- Initiates the use of broadcast, internet, intranet and other mass media or emerging communication technologies that assist internal and external audiences with navigating the school system.
- Develops and maintains the VUSD brand, its quality control and appropriateness throughout all print and media materials; designs layout and content for brochures, publications, newsletters and promotional materials to communicate information and ensure adherence to District policies, regulations, and guidelines concerning public information.
- Monitors user-generated content (such as conversation threads, video posts, blog comments, tweets, etc.) within VUSD social network pages, responds to inquiries and removes inappropriate content.
- Participates in local school and community events to develop and promote positive community relations with city and county leaders, community and parent groups, area agencies, and businesses.
- Consults with school-based and district office administrators, and staff to obtain information on current events, activities, programs, and other topics of general interest to the public.
- Collaborates with the Technology Services Department to further the progress of communications technology to promote the quality of interchange necessary for internal and external audiences.

- Partners with the Chief Technology Officer and oversees staff responsible for District web content development and management, providing guidance and oversight for the design and functionality of the District's online tools, including web pages, graphic media and audio-video content
- Assists with requests from the media and the public for public records information.
- Prepares and delivers oral and written reports, recommendations and presentations to the Board, committees, parents and others on District programs and services.
- Visit school sites on a regular basis to monitor the effectiveness of communication and public relations activities.
- Other duties as assigned that support the overall objective of the position.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, methods, procedures and strategies related to a public information, communications and community relations program.

District goals, needs and procedures.

Legal mandates, policies, regulations and guidelines related to the distribution of news and public information.

Methods, techniques and procedures pertaining to the preparation of news releases, news copy, promotional brochures, electronic medium and other informational materials.

Strategic planning, public relations, special event planning and project management.

Traditional and social media marketing techniques.

Web page development, use and maintenance.

Budget preparation and control.

Well developed knowledge of and skill at using English grammar, punctuation, vocabulary and spelling, and editing and proofreading techniques.

Strong human relations skill to network, enhance community partnerships and collaborate with diverse individuals and groups.

Interpersonal skills using tact, patience and courtesy.

Personal computer based software programs that support this level of work, including but not limited to advanced skills in word processing, spreadsheet and presentation.

Effective oral communication to speak in public, conduct meetings and make presentations.

**ABILITY TO:**

Effectively and efficiently plan, organize and coordinate a public information, communications and community relations program.

Systematically and skillfully organize, design, layout and edit public information and promotional materials.

Seek out and cultivate news and information resources.

Remain informed of social media platforms and social media marketing trends and strategies.

Write clear, structured, articulate and persuasive proposals.

Communicate effectively in oral, written and electronic formats utilizing a journalistic and technical writing style.

Prepare and deliver oral presentations.

Analyze situations accurately and develop an effective course of action.

Creatively and effectively match resources to needs.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with news media, community leaders and District administrators.

Work confidentially with discretion.

Operate standard office equipment.

Work independently while establishing and maintaining appropriate project deadlines.

Travel to various locations and work flexible hours.

Maintain regular and consistent attendance.



**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a Bachelor's degree in English, Communications, Journalism, Marketing, Public Relations or related field, and three years of experience in coordinating, developing, and implementing communications, media, and public relations activities including writing, editing, designing and layout of publications.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Ability to function indoors in an office environment engaged in work of a moderately sedentary nature. Ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, and to move about various school district, community or related locations.

Near visual acuity to read printed materials and computer screen.

Auditory ability to carry on conversations in person and over the phone.

Retrieve work materials from overhead, waist, and ground level files.

Manual and finger dexterity to write, keyboard, and operate computer and other standard office equipment.

*To PC for review and approval 10/17/2018*

**CONSENT AGENDA ITEMS  
PERSONNEL TRANSACTIONS REPORT  
TO PERSONNEL COMMISSION FOR APPROVAL: 10/17/2018**

**IT IS RECOMMENDED THE PERSONNEL COMMISSION FIND THAT THE FOLLOWING PERSONNEL TRANSACTIONS HAVE BEEN MADE PURSUANT TO ARTICLE 6 OF THE EDUCATION CODE (THE MERIT SYSTEM) AND THE PERSONNEL COMMISSION RULES AND REGULATIONS AND AUTHORIZE THE FORWARDING OF THE PERSONNEL TRANSACTIONS REPORT TO THE BOARD OF EDUCATION FOR APPROVAL.**

**PROBATIONARY APPOINTMENTS**

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|                           |                                |                       |
|---------------------------|--------------------------------|-----------------------|
| BELL, YUKARI              | CHILD NUTRITION ASSISTANT I    | 10/8/18               |
| CAMPBELL, ANNA            | DIR., BUDGET AND FINANCE       | 10/8/18               |
| CANNAVALE, CARLO ERNESTO  | COMPUTER REPAIR TECHNICIAN     | 9/10/18               |
| ESPINOZA MONTERO, ABIGAIL | CHILD NUTRITION ASSISTANT I    | 10/8/18               |
| GOMEZ, SUSANA             | CHILD NUTRITION ASSISTANT I    | 10/8/18               |
| GONZALEZ, FRANCISCO       | CHILD DEVELOPMENT TEACHER      | 9/14/18               |
| ILASIN, TERESA            | SENIOR OFFICE ASSISTANT        | 9/4/18                |
| KEYHANI, SUSAN            | SENIOR BUYER                   | 10/4/18               |
| LOPEZ, MARIA              | DISTRICT RECEPTIONIST          | 9/28/18               |
| LOPEZ, MARIA ELENA        | CHILD NUTRITION ASSISTANT I    | 10/8/18               |
| MERINO, CELIA             | PARAEDUCATOR                   | 10/1/18               |
| MYERS, COREY              | LIBRARY TECHNICIAN II          | 9/11/18 (PROMOTIONAL) |
| VALDEZ, CARLA NAYELI      | PARAEDUCATOR                   | 10/8/18               |
| WOERTINK, REBECCA         | PARAEDUCATOR SPECIAL EDUCATION | 9/24/18               |

**APPT(S). TO ADDITIONAL PROBATIONARY POSITION(S)**

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|                      |              |         |
|----------------------|--------------|---------|
| MERINO, CELIA        | PARAEDUCATOR | 10/1/18 |
| VALDEZ, CARLA NAYELI | PARAEDUCATOR | 10/9/18 |

**PERMANENT TO PROBATIONARY**

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|                |                              |         |
|----------------|------------------------------|---------|
| ARGUETA, JODIE | EMPLOYEE BENEFITS SPECIALIST | 9/10/18 |
|----------------|------------------------------|---------|

**PROBATIONARY TO PERMANENT**

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|                     |                             |         |
|---------------------|-----------------------------|---------|
| CAPELLI, SUE        | BUS DRIVER DISPATCHER       | 10/4/18 |
| CORMIER, TRESSA     | CHILD NUTRITION ASSISTANT I | 9/27/18 |
| DE LA CRUZ, MARCELA | PARENT-TEACHER LIAISON      | 9/26/18 |

|                       |                                  |         |
|-----------------------|----------------------------------|---------|
| SOWA, KURT            | CHIEF TECHNOLOGY OFFICER         | 9/5/18  |
| VAZQUEZ LUGO, MARIXMA | CHILD NUTRITION MGR.-ELEMENTARY  | 10/9/18 |
| WALLACE, KRISTIE      | SENIOR ADMINISTRATIVE SPECIALIST | 9/4/18  |
| ZAMBRANO, RICARDO     | CUSTODIAN                        | 10/2/18 |

### **LIMITED TERM, PROVISIONAL, STUDENT HELP**

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|                           |                                      |         |
|---------------------------|--------------------------------------|---------|
| ALBARRAN, CESAR           | STUDENT                              | 9/11/18 |
| ALVAREZ, ALYSSA           | STUDENT                              | 8/23/18 |
| ALVAREZ, ROSALYN          | PARAEDUCATOR                         | 9/17/18 |
| AUSTIN, SHESHA            | OFFICE ASSISTANT                     | 8/7/18  |
| BAUM, TREVOR KANE         | STUDENT                              | 8/23/18 |
| BENSON, RYEANNE           | STUDENT                              | 8/23/18 |
| BUTZ, JONATHAN            | CAMPUS SUPERVISOR                    | 9/28/18 |
| DAVIS, J'DAIRE            | SCHOOL ADMINISTRATIVE ASSISTANT I    | 8/10/18 |
| DERAS, DANIEL             | STUDENT                              | 9/24/18 |
| DIAZ, JUAN                | CHILD NUTRITION ASSISTANT II         | 8/8/18  |
| ESPINOZA MONTERO, ABIGAIL | CHILD NUTRITION ASSISTANT I          | 9/4/18  |
| FELKINS, LISA             | BUS DRIVER                           | 8/30/18 |
| GARTRELL, CALLEN          | LIBRARY TECHNICIAN II                | 9/18/18 |
| GONZALEZ, STEPHANY        | PARAEDUCATOR                         | 9/5/18  |
| GONZALEZ, STEPHANY        | PARAEDUCATOR SPECIAL EDUCATION       | 8/31/18 |
| GUZMAN, CHRISTINE         | CHILD CARE ASSISTANT                 | 8/29/18 |
| JARAMILLO, LINDA          | CHILD NUTRITION ASSISTANT I          | 10/2/18 |
| JIMENEZ, ROMEO            | CHILD NUTRITION ASSISTANT I          | 9/5/18  |
| KELSCH, ELIZABETH         | SENIOR OFFICE ASSISTANT              | 8/21/18 |
| KHANDOKER, SHIRIN         | CHILD NUTRITION ASSISTANT I          | 9/4/18  |
| LARA, CHRISTOPHER         | STUDENT                              | 9/5/18  |
| LINDSTROM, TIFFANY        | ELEMENTARY SCHOOL SERVICES ASSISTANT | 8/22/18 |
| LINDSTROM, TIFFANY        | OFFICE ASSISTANT                     | 8/22/18 |
| MEDEL, DESIREE            | STUDENT                              | 10/1/18 |
| MORALES, ERIC             | STUDENT                              | 8/22/18 |

|                    |                                   |         |
|--------------------|-----------------------------------|---------|
| PICKETT, KYLE      | STUDENT                           | 8/29/18 |
| PONCE, DAISY       | CHILD NUTRITION ASSISTANT I       | 9/28/18 |
| REYES, YADIRA      | PARAEDUCATOR-AFTER SCHOOL PROGRAM | 8/30/18 |
| RICKETSON, DYLAN   | STUDENT                           | 9/11/18 |
| RODRIGUEZ, LILIA   | OFFICE ASSISTANT                  | 8/14/18 |
| RODRIGUEZ, MARTHA  | PARAEDUCATOR-AFTER SCHOOL PROGRAM | 8/24/18 |
| ROMERO, JENNIE     | PARAEDUCATOR                      | 8/24/18 |
| ROSADO, JASMINE    | PARAEDUCATOR SPECIAL EDUCATION    | 9/18/18 |
| RUELAS, MARTHA     | PARAEDUCATOR                      | 8/24/18 |
| SBRIGLIO, NATHAN   | STUDENT                           | 9/28/18 |
| SHELTON, KIMBERLY  | LIBRARY TECHNICIAN I              | 8/20/18 |
| VANDERKOOIJ, SUSIE | PARAEDUCATOR                      | 8/24/18 |
| VAZQUEZ, AZUCENA   | PARAEDUCATOR SPECIAL EDUCATION    | 9/12/18 |
| VILLA, LAURA       | DISTRICT RECEPTIONIST             | 9/4/18  |
| VILLA, MELISSA     | PARAEDUCATOR SPECIAL EDUCATION    | 9/27/18 |
| WEDEL, ANGELA      | HEALTH TECHNICIAN                 | 9/20/18 |
| WEDEL, ANGELA      | PARAEDUCATOR SPECIAL EDUCATION    | 9/27/18 |

### EXEMPT HELP

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|                 |                            |         |
|-----------------|----------------------------|---------|
| FALCON, YOMAIRA | ASB - SECURITY/SUPERVISION | 8/31/18 |
| GONZALES, KAYLA | AVID TUTOR                 | 9/11/18 |
| GRASSO, SARAH   | NOON AIDE                  | 9/5/18  |
| GRAVES, EMILY   | AVID TUTOR                 | 9/18/18 |
| KELLEY, DIANA   | NOON AIDE                  | 9/13/18 |
| LOPEZ, OSCAR    | ASB - TICKET TAKER-SELLER  | 8/16/18 |
| MACIAS, FRIDA   | MUSIC COACH I              | 9/1/18  |
| PEACOCK, DEANNA | NOON AIDE                  | 9/25/18 |
| PEREZ, DAVID    | AVID TUTOR                 | 9/4/18  |
| RAMIREZ, CARINA | NOON AIDE                  | 8/22/18 |
| TAN, ANSON      | AVID TUTOR                 | 9/19/18 |

## CHANGE OF STATUS

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|                    |                                |  |
|--------------------|--------------------------------|--|
| ATKINS, DAVID      | BUS DRIVER                     | 8/21/18: CHANGE IN HOURS, 2018-2019 ROUTE BIDDING--4.25 HRS/DAY TO 4.50 HRS/DAY      |
| BROWN, LISA        | CHILD NUTRITION ASSISTANT I    | 10/8/18: HOURS/ASSIGNMENT CHANGE--3.50 HRS TO 4.00 HRS, SAME LOCATION & WORKYEAR     |
| BROWN, SARAH       | BUS DRIVER                     | 8/21/18: CHANGE IN HOURS, 2018-2019 ROUTE BIDDING--5.50 HRS/DAY TO 5.00 HRS/DAY      |
| BROWN, SUSAN       | HEALTH TECHNICIAN              | 10/1/18: CHANGE IN HOURS--3.50 HRS TO 4.50 HRS; SAME POSITION                        |
| CHAFFIN, JOANNE    | BUS DRIVER                     | 8/21/18: CHANGE IN HOURS, 2018-2019 ROUTE BIDDING--4.00 HRS/DAY TO 5.00 HRS/DAY      |
| COOK, LISA         | PARAEDUCATOR SPECIAL EDUCATION | 9/12/18: CHANGE IN HOURS--4.45 HRS PER DAY TO 28.75 HRS PER WEEK; SAME POSITION      |
| CORMIER, TRESSA    | CHILD NUTRITION ASSISTANT I    | 10/8/18: HOURS/LOCATION CHANGE--FROM 3.5 HRS @FOOTHILL HIGH TO 6.25 HRS @PORTOLA     |
| FERNANDEZ, NANCY   | BUS DRIVER                     | 8/21/18: CHANGE IN HOURS, 2018-2019 ROUTE BIDDING--5.25 HRS/DAY TO 5.00 HRS/DAY      |
| HARRISON, DAVID    | BUS DRIVER                     | 8/21/18: CHANGE IN HOURS, 2018-2019 ROUTE BIDDING--5.75 HRS/DAY TO 5.25 HRS/DAY      |
| HITCHCOCK, LYNNAE  | CHILD DEVELOPMENT TEACHER      | 9/12/18: CHANGE IN HOURS--4.00 HRS TO 6.50 HRS; SAME POSITION                        |
| MARTINEZ, DANIELLE | BUS DRIVER                     | 8/21/18: CHANGE IN HOURS, 2018-2019 ROUTE BIDDING--5.00 HRS/DAY TO 4.75 HRS/DAY      |
| MEMBRENO, LETICIA  | CHILD DEVELOPMENT TEACHER      | 8/30/18: ASSIGNMENT CHANGE, SAME LOCATION & TIME BASE                                |
| OLID, NATHAN       | BUS DRIVER                     | 8/21/18: CHANGE IN HOURS, 2018-2019 ROUTE BIDDING--5.75 HRS/DAY TO 5.50 HRS/DAY      |
| OLSON, CINDY       | PARAEDUCATOR SPECIAL EDUCATION | 9/12/18: CHANGE IN HOURS--5.75 HRS TO 6.50 HRS; SAME POSITION                        |
| PEREA, CAROL       | CHILD DEVELOPMENT TEACHER      | 1/10/18: CHANGE IN HOURS--5.00 HRS TO 6.00 HRS; SAME POSITION                        |
| SULKOWSKI, SHANON  | CHILD NUTRITION ASSISTANT I    | 10/8/18: VOLUNTARY DEMOTION -- TO PREVIOUS CLASSIFICATION OF CHILD NUTRITION ASST. I |

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| TELLEZ, MARIA   | PARAEDUCATOR             | 9/26/18: CHANGE IN HOURS--2.25 HRS TO 3.00 HRS; SAME POSITION                       |
| THOMAS, KENNA   | BUS DRIVER               | 8/21/18: CHANGE IN HOURS, 2018-2019 ROUTE BIDDING--4.00 HRS/DAY TO 4.75 HRS/DAY     |
| THOMAS, PHYLLIS | BUS DRIVER               | 8/21/18: CHANGE IN HOURS, 2018-2019 ROUTE BIDDING--6.00 HRS/DAY TO 5.25 HRS/DAY     |
| TRACY, JOANNA   | BUS DRIVER               | 8/21/18: ROUTE CHANGE ONLY, 2018-2019 ROUTE BIDDING--SAME TIME BASE                 |
| VALENCIA, RUTH  | CHILD DEVEL. SITE LEADER | 8/20/18: LOCATION CHANGE--FROM ATLAS JUMPSTART TO MONTALVO JUMPSTART; SAME POSITION |
| WADA, ROXANNE   | CHILD DEVEL. SITE LEADER | 8/20/18: LOCATION CHANGE--FROM MONTALVO JUMPSTART TO ATLAS JUMPSTART; SAME POSITION |

### LEAVE OF ABSENCE

|                   |                                |   |
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| ALLEN, NATALEE    | PARAEDUCATOR SPECIAL EDUCATION | 8/21/18 - UNTIL FURTHER NOTICE              |
| ARGUETA, JODIE    | EMPLOYEE BENEFITS SPECIALIST   | 9/10/18 - 6/30/19 (25% LEAVE)               |
| TACKETT, RACHELLE | CHILD NUTRITION ASSISTANT II   | 9/24/18 - 10/19/18 (Parental/Bonding LEAVE) |

### WORKING OUT OF CLASSIFICATION

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| ABBEY, ELIZABETH   | STUDENT DATA TECHNICIAN<br>FOOTHILL TECHNOLOGY HIGH       | 9/4-7,11-14,17-18,20-21,24-28/18                        |
| ARGUETA, JODIE     | EMPLOYEE BENEFITS SPECIALIST<br>INSUANCE DEPT. / ESC      | 8/2-3,6,13-14,20-21,27-28,30-31/18 & 9/4,7/18           |
| AUSTIN, LENA       | COLLEGE/CAREER TECHNICIAN<br>BUENA HIGH                   | 8/14-17,20-24,27-31/18 & 9/4-7,11-14,17-21,24-28/18     |
| BAILEY, THOMAS     | LEAD CUSTODIAN<br>FACILITIES SERVICES                     | 8/22-24,27-31/18 & 9/4-7/18                             |
| BAILEY, THOMAS     | HEAD CUSTODIAN II<br>FACILITIES SERVICES                  | 8/6,20/18   |
| BALDONADO, ROXANNA | SCHOOL ADMINISTRATIVE ASSISTANT I<br>ATLAS                | 9/4-6/18  |
| BARRERA, JAVIER    | GROUNDS MAINTENANCE WORKER I<br>FACILITIES SERVICES       | 8/1-3,15-17,20-24,27-31/18 & 9/4-7,10-14,17-21,24-28/18 |
| BEGUM, BUSHRA      | CHILD NUTRITION ASSISTANT II<br>FOOD & NUTRITION SERVICES | 8/23-24,27-31/18 & 9/18,27-28/18                        |
| BELTRAN, ROBERT    | GROUNDS MAINTENANCE WORKER I<br>FACILITIES SERVICES       | 8/1-3,6-10/18   |

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| BROWN, PENNY             | CHILD NUTRITION MGR.-SECONDARY<br>FOOD & NUTRITION SERVICES  | 9/18/18  |
| BURNELL, MATT            | GROUNDS MAINTENANCE WORKER II<br>FACILITIES SERVICES         | 9/4-6,14/18  |
| CAMARILLO, TRINIDAD      | GROUNDS MAINTENANCE WORKER II<br>FACILITIES SERVICES         | 8/31/18  |
| CARDONA, MARIO           | CHILD NUTRITION MGR.-ELEMENTARY<br>FOOD & NUTRITION SERVICES | 9/24/18  |
| CONTRERAS, RUSAL         | CHILD NUTRITION MGR.-ELEMENTARY<br>FOOD & NUTRITION SERVICES | 8/27-31/18 & 9/4-7,11/18   |
| COOPER, DANIEL           | OPERATIONS MANAGER<br>FACILITIES SERVICES                    | 9/12/18  |
| COOPER, DANIEL           | MAINTENANCE MANAGER<br>FACILITIES SERVICES                   | 8/8,23-24/18   |
| GALLEGOS, LUPE           | CUSTODIAL SUPERVISOR<br>FACILITIES SERVICES                  | 8/1-2,6-10,13-17,20-24,27-31/18 & 9/4-<br>7,10-13,17,19,21,24-28/18  |
| GERMANO, LISA            | CHILD NUTRITION MGR.-ELEMENTARY<br>FOOD & NUTRITION SERVICES | 8/16,22-24,27-31/18 & 9/4-7,11-14,17-<br>21,24-28/18                 |
| GONZALEZ, GINA           | CHILD NUTRITION MGR.-ELEMENTARY<br>FOOD & NUTRITION SERVICES | 8/21-24/18   |
| HERNANDEZ, KRISTIAN      | LEAD TECHNOLOGY SPECIALIST<br>TECHNOLOGY DEPT. / ESC         | 8/1-3,6-10,13-17,20-24,27-31/18 & 9/4-<br>7,10-14,17-21,24-28/18     |
| HESTER, ANDREW           | SENIOR OFFICE ASSISTANT<br>FACILITIES SERVICES               | 9/19/19  |
| JONES, JERRY             | LEAD BUILDING TRADES MECHANIC<br>FACILITIES SERVICES         | 8/1-3/18   |
| LASSICH, SHARI           | LEAD CUSTODIAN<br>FACILITIES SERVICES                        | 8/1-3,6-10,13-17,20-21,28-31/18 & 9/4-<br>7,10-14,18-21,24-28/18     |
| LILLY, STUART            | METAL WORKER-WELDER<br>FACILITIES SERVICES                   | 8/1-3,6-10,13-17,20-24,27-31/18 & 9/6-<br>7,10-14,17-21,26-28/18     |
| LIMNEOS, JAMES           | TRADES MAINTENANCE WORKER I<br>FACILITIES SERVICES           | 8/1-3,6-7,9,13-17,20-24,27-31/18 & 9/4-<br>7,10-14,17-20,24-26,28/18 |
| LOPEZ, EDGAR             | TECHNOLOGY SPECIALIST<br>TECHNOLOGY DEPT. / ESC              | 9/4-7,10-14,17-21/18   |
| LOPEZ, OSCAR             | PAYROLL COORDINATOR<br>PAYROLL DEPT. / ESC                   | 8/30/18  |
| LOPEZ CARRERA, CHRISTINA | SCHOOL ADMINISTRATIVE ASSISTANT I<br>WILL ROGERS             | 9/27/18  |
| MALACH, PHUONGLAN        | CHILD NUTRITION ASSISTANT II<br>FOOD & NUTRITION SERVICES    | 8/22-24,27-31/18 & 9/4-7,11-14,17-21,24-<br>28/18                    |

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| MARTINEZ, ANN    | CHILD NUTRITION ASSISTANT II<br>FOOD & NUTRITION SERVICES             | 8/22-24,27-31/18 & 9/4-7,11-14,17-21,24-28/18                  |
| MURILLO, REINA   | HUMAN RESOURCES TECHNICIAN<br>PERSONNEL COMMISSION / ESC              | 9/13-14,17,19/18   |
| NGUYEN, MYHANH   | CHILD NUTRITION ASSISTANT II<br>FOOD & NUTRITION SERVICES             | 9/18/18  |
| NORMAN, KAREN    | CHILD NUTRITION MGR.-ELEMENTARY<br>FOOD & NUTRITION SERVICES          | 9/17-21,24-28/18   |
| ORTIZ, SANDRA    | SENIOR OFFICE ASSISTANT<br>WILL ROGERS FAMILY RESOURCE CENTER         | 9/17-21/18   |
| RIVERA, MICHAEL  | TRADES MAINTENANCE WORKER II<br>FACILITIES SERVICES                   | 8/1-2,6-10,14-17,20,22-24,27-29/18 & 9/10-14,17-20,24-28/18    |
| RODRIGUEZ, NOAH  | CARPENTER<br>FACILITIES SERVICES                                      | 8/13-14,16-17,21-24,27-31/18 & 9/4-5,7,10-14,17-18,24-28,31/18 |
| SAINT, RICHARD   | DIR., MAINTENANCE AND OPERATIONS<br>FACILITIES SERVICES               | 8/1-3,6/18   |
| SANDOVAL, DANIEL | LEAD CUSTODIAN<br>FACILITIES SERVICES                                 | 8/22-24,27/18 & 9/14,17/18                                     |
| SCOTT, PAMELA    | ADMINISTRATIVE SPECIALIST<br>FACILITIES SERVICES                      | 8/23-24,27/18 & 9/11,19/18                                     |
| SHARP, ROSEANNA  | CHILD NUTRITION MGR.-ELEMENTARY<br>FOOD & NUTRITION SERVICES          | 8/28/18  |
| SIEBLER, YVONNE  | CERTIFIED SPEECH AND LANGUAGE PATHOLOGY ASST.<br>BLANCHE REYNOLDS     | 9/24-28/18   |
| SILVA, RAFAEL    | LEAD CUSTODIAN<br>FACILITIES SERVICES                                 | 9/11-14,18-21,24-28/18   |
| SILVA, RAFAEL    | HEAD CUSTODIAN II<br>FACILITIES SERVICES                              | 9/17/18  |
| THAYER, RICK     | GROUNDS MAINTENANCE WORKER II<br>FACILITIES SERVICES                  | 9/10/18  |
| THOMAS, PHYLLIS  | TRANSPORTATION SAFETY AND TRAINING SPECIALIST<br>TRANSPORTATION DEPT. | 8/22-23,27-30/18 & 9/4-7,11-14,17-21,24-28/18                  |
| TISCARENO, JOSE  | HEAD CUSTODIAN II<br>FACILITIES SERVICES                              | 8/1-3,7-10,13-17,21-24,27-31/18 & 9/4-7,11-14,18-21,24-28/18   |
| VARGAS, JESUS    | TRADES MAINTENANCE WORKER II<br>FACILITIES SERVICES                   | 8/1-3,6-10,13-17,20-24,27-31/18 & 9/4-5,12-14,17-21,24-27/18   |
| WHITEFORD, DAWN  | CHILD NUTRITION ASSISTANT III<br>FOOD & NUTRITION SERVICES            | 8/24/18 & 9/18/18  |



## SEPARATION FROM SERVICE

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| ARCANGELO, PATRICIA | SENIOR OFFICE ASSISTANT           | 9/28/18                     |
| CARRADINE, ANGLA    | CHILD NUTRITION ASSISTANT I       | 10/2/18                     |
| LUCICH, CRISTINNE   | PARAEDUCATOR SPECIAL EDUCATION    | 9/14/18                     |
| MC DANIEL, JULIETTE | CHILD NUTRITION ASSISTANT I       | 9/14/18                     |
| NEEPER, BONNIE      | CAMPUS SUPERVISOR                 | 10/1/18 RETIRED WITH 14 YOS |
| PEREA, CAROL        | CHILD DEVELOPMENT TEACHER         | 10/4/18                     |
| TONNAR, LINDA       | CHILD NUTRITION ASSISTANT I       | 9/28/18                     |
| ZOTTOLA, DIANA      | CHILD CARE TEACHER-INFANT TODDLER | 9/26/18                     |