

PERSONNEL COMMISSION MEETING AGENDA – FEBRUARY 20, 2019

(Meeting location: Susan B. Anthony Room)

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. APPROVAL OF MINUTES
 - JANUARY 16, 2019
- D. 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.
- E. INFORMATION ITEMS
 - 1. VESPA REPORT
 - 2. DIRECTOR'S REPORT
- F. ACTION AGENDA ITEMS
 - 1. APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: PARAEDUCATOR – SPEECH AND LANGUAGE
 - 2. FIRST READING: REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS, SECTION 130.1.3, WHEN EVALUATIONS ARE TO BE MADE
- G. CONSENT AGENDA ITEMS
 - 1. PERSONNEL TRANSACTIONS REPORT
- H. NEXT MEETING
- I. COMMISSION COMMENTS — No official action will be taken.
- J. CLOSED SESSION
 - 1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE—GOVERNMENT CODE §54957(b)
- K. REPORT OF ACTION TAKEN IN CLOSED SESSION
- L. 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
JANUARY 16, 2019

- CALL TO ORDER** The regular 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 January 16, 2019. Mr. Kirby, Chairperson, called the meeting to order at 4:30 p.m.
- Present: Commissioners Kirby, Rice and Lacey. 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 Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the agenda for the January 16, 2019 Personnel Commission meeting was adopted as presented by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the minutes of December 19, 2018 were approved as presented by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby; Nay 0; Abstain 0)
- RETIREEES** Ms. Crouch reported that the following retirees could not be present at the meeting but their Certificate of Appreciation would be mailed to them:
- Michael Rivera, Custodian, 17 Years
Nicole Bassin, School Administrative Assistant III, 32 Years
- PUBLIC COMMENTS** None
- ITEM F1** VESPA REPORT
None
- ITEM F2** DIRECTOR'S REPORT
Ms. Crouch reported:
- 1) That she would like to introduce Dr. Jeff Baarstad to the Personnel Commission. The Board appointed Dr. Baarstad as the Interim Superintendent through the end of February.
 - 2) The Board appointed Dr. Roger Rice as VUSD's new Superintendent. He will begin his position with us on March 4th.
 - 3) The recruitment for the Communications Coordinator position is moving along, and the qualification appraisal and community panel interviews will be held on January 23rd. At that time, we will have an eligibility list established and final selection interviews will be scheduled. Our goal is to take a recommendation for hire to the Board on Feb. 12th
 - 4) Next negotiations meeting with VESPA is January 22nd.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- District Holiday: Monday, Jan. 21st Martin Luther King Day
 - Next Board meeting is scheduled for Tuesday, January 22nd
 - All staff in-service day on January 28th for those employees who are assigned to work that day. Keynote speaker, Dr. Darnisa Amante, will be presenting at BHS in the auditorium as a follow-up to the presentation she gave last year regarding *Achieving Our Dream: Increasing Equity in*


Ventura Public Schools. There will also be a variety of workshops for classified and certificated to attend after the keynote address.

- District Holiday: Monday, Feb. 11th Lincoln's Birthday observed
- District Holiday: Monday, Feb. 18th President's Day

- ITEM G1 REQUEST TO DESIGNATE NOON DUTY / PLAYGROUND SUPERVISOR AS A CONTINUOUS RECRUITMENT
After a brief discussion, on a motion by Ms. Rice, seconded by Mr. Lacey, and supported by the Chair, the request to designate Noon Duty / Playground Supervisor as a continuous recruitment was approved by a vote of 3-0. (Ayes – 3/Rice, Lacey, Kirby, Nay 0, Abstain 0)
- ITEM H1 PERSONNEL TRANSACTIONS REPORT
On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the Personnel Transactions Report was approved by a vote of 3-0. (Ayes – 3/Lacey, Rice, Kirby; Nay 0; Abstain 0)
- NEXT MEETING The Personnel Commission scheduled its regular meeting for the month of February. The PC will meet on Wednesday, February 20, 2019 at 4:30 p.m.
- ITEM J COMMISSION COMMENTS
None
- ITEM K CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE—GOVERNMENT CODE SECTION 54957(b)
It was decided that Closed Session was not needed at this time.
- ITEM L REPORT OF ACTION TAKEN IN CLOSED SESSION
There was no Closed Session.
- ADJOURNMENT On a motion by Mr. Lacey, seconded by Ms. Rice, and supported by the Chair, the meeting adjourned at 4:44 p.m.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: February 20, 2019

Subject: Approval of Revised Classification Specification
Paraeducator, Speech and Language

The District is currently working on recruitment efforts to fill a Paraeducator, Speech and Language vacancy. In preparation of filling this position, a meeting was held with Kerry Newlee, Assistant Director of Special Education, to review the certifications currently required of the position.

Currently, valid first aid and CPR certifications are required for the position. Ms. Newlee shared that the responsibilities for this position have evolved significantly over the years, and these requirements are no longer relative to the essential duties the position performs, therefore it is recommended that we no longer require these certifications for the position.

We are also taking this opportunity to update the job description to reflect current KSA's established within our instructional support job descriptions.

It is therefore recommended that the Personnel Commission approve the attached, revised classification specification for Paraeducator, Speech and Language as presented. These changes will not have an impact on the salary placement for this position, and will not have an impact on any of the incumbents currently employed by the District.

Attachment: proposed classification specification for Paraeducator, Speech and Language



For the future of every student

CLASS TITLE: PARAEDUCATOR - SPEECH AND LANGUAGE

BASIC FUNCTION:

Under the general supervision of the school principal or designee and daily direction of a certificated Speech/Language Pathologist, assists in providing authorized and appropriate services for students identified as having special needs in the area of speech and language communication such as developing pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. Employees in this classification receive direct supervision within a framework of well-defined policies and procedures. This job class provides responsible paraprofessional instructional activities in support of the educational/training objectives of certificated staff and requires a high degree of positive contact with special education students and certificated staff. Depending on assignment, employees in this job class work with students who have moderate to severe learning, physical, and/or emotional disabilities.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Travel to assigned schools to assist Speech/Language Pathologists with assessing and remediating speech and language handicapped students according to an established schedule.

Provide assistance in language development instruction to individuals or small groups students, reinforcing instruction by the Speech/Language Pathologist.

Assist in selecting and preparing appropriate materials and activities for individual students; assist in administering tests and assist in grading as directed; confer with Speech/Language Pathologists concerning tests and materials to meet student needs.

Assist Speech/Language Pathologists by making telephone calls and attending parent-teacher conferences and meetings.

Perform a variety of clerical duties including duplicating, filing and maintaining various records and reports; schedule activities, prepares charts, records, graphs, or otherwise display student performance data; operate various office equipment including telephone and copier.

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance; maintain a facilitating environment for assigned tasks.

Ensure the health and safety of students by following all health and safety rules; conduct general clean-up of work site.

Conduct speech-language screening, without interpretation, and using screening protocols developed by the supervising Speech/Language Pathologist.

Provide direct treatment assistance to students under the supervision of a Speech/Language Pathologist.

Follow and implement documented treatment plans or protocols developed by the supervising Speech/Language Pathologist.

Document student progress toward meeting established objectives, and report the information to a supervising Speech/Language Pathologist.

Perform checks and maintenance of equipment, including, but not limited to, augmentative communication devices.

Deals effectively with behaviors of students.

Maintains student performance documentation.

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

OTHER DUTIES

~~Performs other related duties similar to the above in scope and function as assigned.~~

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods and techniques used in speech and language development.

Understanding of the principles and practices surrounding speech/language and hearing pathology.

Basic principles and practices of child development and child guidance.

General needs and behavior of children.

Methods and techniques of instruction.

Basic **Core academic** subjects taught in District schools, including ~~arithmetic, grammar, spelling, language and reading~~ **mathematics, English and language arts, reading, history and social studies, and science.**

Safe practices in classroom, **outdoor** and playground activities.

Classroom procedures and **appropriate student conduct** ~~equipment.~~

Operation of standard office and classroom equipment including a computer and assigned software.

Oral and written communications skills.

English grammar, spelling, punctuation and vocabulary.

Sufficient human relations skills to work productively, and achieve and maintain trust and cooperation with supervisors, teachers, colleagues and students in formal and informal settings.

ABILITY TO:

Understand the needs of students with speech and language handicaps.

Assist with instructional **goals** and related activities of the assigned learning environment.

Reinforce instruction to individuals or small groups of students as directed by the teacher.

Relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.

Assist students by providing proper examples, emotional support, friendly attitude and general guidance. Demonstrate an understanding, patient and receptive attitude toward ~~children~~ **students** with special needs.

~~Conform to and support the assigned teacher's style of classroom management.~~

Work well with students from diverse cultural, economic and ability backgrounds.

Effectively assist teacher in responding to students' emergencies.

Prepare materials for classroom and instructional use as assigned by classroom teacher.

Set up work areas, displays and exhibits.

Perform general clerical duties and maintain records in support of a teacher.

Print and write legibly.

Learn methods and procedures to be followed in an instructional environment.

~~Assist in supervising and disciplining assigned students according to approved policies and procedures.~~

Work independently with minimal direction.

Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.

Maintain confidentiality of privileged information obtained in the course of work.

Communicate clearly and concisely, both orally and in writing.
 Understand and follow oral and written directions.
 Analyze situations accurately and adopt an effective course of action.
 Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
 Establish and maintain effective working relationships.
 React calmly under stressful situations and emergencies.
 May lift **or move** students **with physical limitations**, ~~who weigh from 50 to 90 pounds~~ with appropriate training and assistance.
 Maintain regular and consistent attendance.
Travel to multiple sites within work day.

EDUCATION AND EXPERIENCE:

Possession of a High School Diploma or a GED

AND

Complete at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

AND

Experience working with school-age children in an organized educational, health, child care, or other structured setting including experience working with special education children. Experience working with students with speech and language disorders is preferable.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

~~CPR and first aid certificates.~~

Some positions in this classification may require the ability to fluently speak, read, and write a designated second language. ~~and to demonstrate an understanding of the cultural background of assigned students.~~

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate office and therapeutic equipment.

Seeing to monitor student progress and read a variety of materials.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to assist students.


Reaching overhead, above the shoulders and horizontally.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling heavy objects as assigned by the position.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: February 20, 2019

Subject: Revisions to Personnel Commission Rules and Regulations
Section 130.1.3 (Performance Evaluations: When Evaluations are to be Made)
(First Reading)

A review has been conducted of Chapter 130 of the PCRR's. Revisions are being presented to the Personnel Commission which will provide needed clarification regarding evaluation due dates. (It should be noted that the language outlined for non-management employees reflects the current language in the contract between the District and the Ventura Education Support Professionals Association (VESPA)).

Therefore, PCRR Section 130.1.3 is being presented to the Personnel Commission for a first reading. In accordance with PCRR 20.2.7, it is recommended that the Commission set a date for action on the proposed revisions at the next regularly scheduled Commission meeting.

Attachment: proposed revisions to PCRR 130.1.3

130.1 GENERAL POLICY

130.1.1 **POLICY STATEMENT:** The employee performance evaluation report serves as an important tool for both management and employees in the task of insuring quality and efficient work performance. The following rules provide the performance rating standards and procedures which shall be used in connection with eligibility for advancement, promotion, demotion, and dismissal from the Classified Service, as well as other decisions relative to members of the Classified Service. Such evaluation reports shall be one means by which a member of the Classified Service can learn how his/her supervisor feels about the quantity and quality of the work being performed by the employee and have the opportunity to discuss the matter with the supervisor. In addition, the completion and review of the evaluation report with the employee affords the supervisor an opportunity to review the employee's performance with him/her in an effort to correct work deficiencies, recognize the employee's accomplishments, set goals and objectives, and/or encourage the person to greater efforts in the performance of his/her duties and responsibilities.

REFERENCE: 1. Education Code Sections 45260 and 45261

130.1.2 **ADMINISTRATION OF PERFORMANCE APPRAISAL SYSTEM:** The Director of Classified Human Resources shall be charged with administering the performance appraisal system of the District for all members of the Classified Service. The Director of Classified Human Resources shall be responsible for insuring that all evaluations are properly completed and included in employees' personnel files.

REFERENCE: 1. Education Code Sections 45260 and 45261

130.1.3 **WHEN EVALUATIONS ARE TO BE MADE:** All regular classified employees shall be evaluated by their immediate supervisors in accordance with the following schedule:

130.1.3.1 **Probationary Employees:** ~~Employees designated as probationary shall be evaluated at the end of the second, fourth, and fifth months of service. For persons employed in positions designated as supervisory, administrative, or executive by the Personnel Commission, performance evaluations shall take place at the end of the third, seventh, and eleventh months of service.~~ **Shall be evaluated at the end of the second, fourth and before the end of the sixth month of service.**

130.1.3.2 **Probationary Management Employee (Supervisory, Administrative or Executive):** **Shall be evaluated at the end of the third, seventh, and eleventh months of service.**

130.1.3.23 **Permanent Employees:** ~~Employees designated as permanent and whose most recent performance evaluation has been rated as "Satisfactory" or higher shall~~

be evaluated at least every second year. Employees whose most recent evaluation was rated “Needs Improvement” or “Not Satisfactory” shall be evaluated annually. The completed evaluation shall be returned to the Classified Human Resources Office no later than the last working day of the month in which the evaluation is due. **Employees who have achieved permanent status in their classification and whose most recent performance evaluation was rated as “Satisfactory” shall be evaluated at least every second year within 30 days of their anniversary date. Permanent employees whose most recent evaluation was rated “Needs Improvement” or “Not Satisfactory” shall be evaluated annually within 30 days of their anniversary date.**

(Rev. 3/15/06)

130.1.3.4 **Permanent Management Employee (Supervisory, Administrative or Executive):** Management employees who have achieved permanent status in their classification shall be evaluated annually, and completed evaluations are due by June 30th of each year.

130.1.3.35 **Special Evaluations:** An employee may be given a special evaluation at any time during employment if deemed necessary by the supervisor to document either outstanding or unsatisfactory performance by an employee.

The completed evaluation shall be returned to the Classified Human Resources Office.

REFERENCE: 1. Education Code Sections 45260 and 45261

Revised (130.1.3.2): 03/15/2006

Revised (130.1): DATE TBD

130.1.4 **EVALUATION RATER:** Each employee is to be rated by his/her immediate supervisor. The ratings shall be made in a joint conference between the employee and supervisor. In cases where the employee is assigned to more than one department or site, the employee shall receive separate evaluations for each assignment.

REFERENCE: 1. Education Code Sections 45260 and 45261

130.1.5 **EVALUATION FORMS:** Performance evaluations shall be made on forms prescribed by the Personnel Commission.

REFERENCE: 1. Education Code Sections 45260 and 45261

130.1.6 **EVALUATION MEETING:** In completing the performance evaluation form, the supervisor shall have a conference with the employee. Together, the supervisor and employee will analyze the employee's strong points and the areas in which improvement may be made. Such meeting shall be held during the employee's normal working time and without loss of pay. The meeting shall be scheduled by the supervisor to allow adequate time for a discussion with and by the employee.

REFERENCE: 1. Education Code Sections 45260 and 45261

130.1.7 **DOCUMENTATION:** All evaluations which contain negative comments about the employee's performance shall include substantiating documentation such as times, dates, witnesses, if any, and locations of negative and less than satisfactory performance. Areas of suggested improvement shall have goals to strive for and possible ways to meet those goals.

REFERENCE: 1. Education Code Sections 45260 and 45261

**CONSENT AGENDA ITEMS
PERSONNEL TRANSACTIONS REPORT
TO PERSONNEL COMMISSION FOR APPROVAL: 2/20/2019**

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

CORNER, SHANNON	BUS DRIVER	12/19/18
DEMATTEIS, ELYSE	PARAEDUCATOR	1/15/19
FELKINS, LISA	BUS DRIVER	12/19/18
HORNBACK, KERRY	PAYROLL TECHNICIAN	2/4/19
MOHANTY, SONALI	PARAEDUCATOR	1/15/19
SHADDEN, KELLY ANN	PARAEDUCATOR-COMPUTER LAB	1/29/19
TORRES, URIEL	PARAEDUCATOR SPECIAL EDUCATION	1/7/19

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

DECKER, ASHLEY	FARM TO SCHOOL OPERATIONS SPECIALIST	1/22/19
GARDNER, JESSICA	PARAEDUCATOR	1/15/19

PROBATIONARY TO PERMANENT

BELTRAN, ROBERT	GROUPS MAINTENANCE WORKER I	2/13/19
MARTINEZ, MIRNALIZ	CHILD NUTRITION ASSISTANT I	2/14/19
VAN NOY, AMANDA	SCHOOL SUPPORT SECRETARY	1/8/19
WALLACE, EVAN	CAMPUS SUPERVISOR	2/8/19

APPT(S). TO ADDITIONAL PERMANENT POSITION(S)

ALSIP, MARI	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
AUSTIN, SHESHA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
BALDONADO, RHONDA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
BALDONADO, ROXANNA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
CARTIER, JEANNE	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
CHILDERS, JAMES	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
CONGER, PATTI	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19

CORMODE, KERRIE	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
CORNEJO, MIRIAM	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
CRANFILL, KIRSTIN	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
DE LA CRUZ, JOSEPHINE	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
FASSINO, AURORA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
GLASS, DAVID	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
GLENN, MICHELLE	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
GOMEZ, LETICIA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
GONZALEZ, FANY	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
HERNANDEZ, STEPHANIE	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
HUGHES, PATRICIA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
MASTRIGHT, NORMA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
SCOTT, VIRGINIA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
SZABADOS, NAOMI	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19
WOODWORTH, ROBYN	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19

LIMITED TERM, PROVISIONAL

BACKER, CIARA	PARAEDUCATOR SPECIAL EDUCATION	12/5/18
CORR, CATHERINE	OFFICE ASSISTANT	12/10/18
GARCIA, JONATHAN	PARAEDUCATOR SPECIAL EDUCATION	12/11/18
GONZALEZ, JULISSA	PARAEDUCATOR-SPEECH AND LANGUAGE	1/7/19
GONZALEZ, STEPHANY	HEALTH TECHNICIAN	12/5/18
GONZALEZ, STEPHANY	OFFICE ASSISTANT	12/10/18
GONZALEZ WALLACE, JANINA	CHILD NUTRITION ASSISTANT I	1/7/19
GREEN, LAURA	SCHOOL OFFICE RECEPTIONIST	12/10/18
KIM, JINHEE	CHILD NUTRITION ASSISTANT I	1/7/19
MEJIA, JUAN PAULO	COMPUTER REPAIR TECHNICIAN	12/19/18
MIJARES, DANIELLE	OFFICE ASSISTANT	12/7/18
MONJE, SHERRY	HEALTH TECHNICIAN	12/17/18
MONJE, SHERRY	ELEMENTARY SCHOOL SERVICES ASSISTANT	12/20/18
MONJE, SHERRY	OFFICE ASSISTANT	12/20/18

MYERS, COREY	CAMPUS SUPERVISOR	12/10/18
PRUITT, TANYA	CHILD NUTRITION ASSISTANT I	12/12/18
RAMOS, MONIQUE	PARAEDUCATOR SPECIAL EDUCATION	12/3/18
RANDOLPH, DENISE	PARAEDUCATOR SPECIAL EDUCATION	12/20/18
SANDLER, KAREN	EDUCATIONAL SIGN LANG. INTERPRETER	12/14/18
VAZQUEZ, AZUCENA	SCHOOL OFFICE RECEPTIONIST	12/17/18
VELAZQUEZ ESCAMILLA, LUCINA	CHILD NUTRITION ASSISTANT I	12/14/18
VILLA, LAURA	PAYROLL TECHNICIAN	12/1/18
WHEELER, KASEY	CAMPUS SUPERVISOR	12/20/18
WHITEFORD, DAWN	SCHOOL OFFICE RECEPTIONIST	12/17/18
WORKMAN, HANNA	CHILD CARE ASSISTANT	12/7/18

EXEMPT HELP

AMARO, JOSEPH	AVID TUTOR	1/7/19
AOKI, DAVID	STUDENT	1/29/19
ARREDONDO, MONIQUE	STUDENT	1/29/19
AYALA, BRIAN	STUDENT	1/29/19
CARRERA, XEANNA	STUDENT	1/29/19
COBEY, TEAH	STUDENT	1/29/19
CRUZ, DIEGO	STUDENT	1/29/19
DIAZ, ANA KAREN	AVID TUTOR	1/18/19
DISTL, MADELINE	STUDENT	1/29/19
EDER, CAROLIN	LANGUAGE SUPPORT TUTOR	1/7/19
EGAN, JARED	STUDENT	1/29/19
ENCISCO PEREZ, NAYELI	STUDENT	1/29/19
FERNANDEZ, GISELLE	AVID TUTOR	1/17/19
FLORES, SAVANNAH	AVID TUTOR	1/29/19
GREENLEE, SHANIA	STUDENT	1/29/19
JOSEPH, LAUREN	STUDENT	1/29/19
MARTINEZ, YUNIBA	STUDENT	1/29/19
MEDRANO CONTRERAS, RAUL	STUDENT	12/19/18

MUNOZ, ROSEMARY	STUDENT	1/29/19
PROVENCIO, SHAUN	STUDENT	1/29/19
QUEEN, JORDAN	STUDENT	1/29/19
RIDDLE, AARON	MUSIC COACH 0	12/1/18
RITTER, JOSIAH	STUDENT	1/29/19
RODRIGUEZ, SHANE	STUDENT	1/17/19
SABEDRA, ARIANA	STUDENT	1/29/19
SKINNER, PATRICK	STUDENT	1/29/19
WHEELER, JORDYN	STUDENT	1/29/19
WIBOWO, YUNI	NOON AIDE	12/3/18

CHANGE OF STATUS

ACOSTA, DANNELL	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
ALFARO, MARIA DOLORES	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
ARCEGA, ALEXANDER	PARAEDUCATOR SPECIAL EDUCATION	1/7/19: HOURS/LOCATION CHANGE—FROM 5.75 HRS @VENTURA HIGH TO 6.0 HRS @BUENA HIGH
AVELAR DE SANDOVAL, MARIA LOURDES	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
BARONE, PAULA	PARAEDUCATOR SPECIAL EDUCATION	1/7/19: HOURS/LOCATION CHANGE—FROM 5.0 @ATLAS EIC TO 28.75 HRS PER WEEK @POINSETTIA
BELL, YUKARI	CHILD NUTRITION ASSISTANT I	1/9/19: CHANGE IN HOURS--3.00 HRS TO 5.50 HRS; SAME POSITION
BINGHAM, JEFF	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
CARDONA, MARIA LOURDES	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
CASTRO, JESSICA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
CAZARES, MAIRA ALEJANDRA	PARAEDUCATOR SPECIAL EDUCATION	1/7/19: ASSIGNMENT CHANGE, SAME LOCATION & TIME BASE
CHAGOLLAN, NORMA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
CHAVEZ, ERICA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
CHAVEZ, YOLANDA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
CONTRERAS, KINSEY	NOON DUTY / PLAYGROUND SUPERVISOR	1/8/19: AB2160 EXEMPT TO PERMANENT
DAVIS, KENTASHA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
DICKERSON, KARINA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT

DOMINGUEZ, LAURA	NOON DUTY / PLAYGROUND SUPERVISOR	1/14/19: AB2160 EXEMPT TO PERMANENT
FERNANDEZ, CHRISTINA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
FIERROS, ERIKA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
GAMEZ, ELISA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
GANDY, LAUREN	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
GARCIA SALGADO, LILIA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
GOMEZ, MARTHA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
GONZALEZ, ANA MARIA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
GONZALEZ, FANY	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
GONZALEZ, MARIA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
GRASSO, SARAH	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
GRECO, JEANNE	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
GUERRERO BRAVO, JUANA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
GUERRIER, CARLEY	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
GUZMAN, CHRISTINE	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
HARRIS, AMY	NOON DUTY / PLAYGROUND SUPERVISOR	1/9/19: AB2160 EXEMPT TO PERMANENT
HERNANDEZ ZAVALA, AMALIA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
HUGHES, KEITH	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
KANE MATHIS, SYDNEY	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
KHANDOKAR, SHIRIN	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
LAUBAUCHER, NANCY	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
LEE, KANYA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
LOPEZ, STELLA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
LUNA, TAMMY	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
LUSBY, JENNIFER	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
MARQUEZ, ELVIRA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
MARQUEZ, NATALIA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
MARTINEZ, VIVIANA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
MATA, ANDREA	NOON DUTY / PLAYGROUND SUPERVISOR	1/11/19: AB2160 EXEMPT TO PERMANENT
MATA GONZALEZ, DOLORES	PARAEDUCATOR	1/14/19: REINSTATEMENT @ DATA

MERCADO, NAYELI	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
MERRILL, LYDIA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
NAGAOKA, FOSTER	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
O'KELLEY, PATRICIA	PARAEDUCATOR SPECIAL EDUCATION	1/7/19: HOURS/ASSIGNMENT CHANGE—3.75 HRS TO 5.75 HRS, SAME LOCATION & WORKYEAR
OLMEDO, LORRAINE	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
OVERBAUGH, LETISHA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
PACHECO, ROSA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
PAULSON, ALISON	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
PAYNE, MARTHA	NOON DUTY / PLAYGROUND SUPERVISOR	1/8/19: AB2160 EXEMPT TO PERMANENT
PEACOCK, DEANNA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
PEDERSEN, JULIA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
PEREZ ESTRADA, MARIA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
PEREZ ISAAC, MARIA GUADALUPE	NOON DUTY / PLAYGROUND SUPERVISOR	1/8/19: AB2160 EXEMPT TO PERMANENT
PLASCENCIA CERVANTES, ADILENE	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
POWELL, JILL	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
RAMIREZ, CARINA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
RAMIREZ, SHERRY	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
RODRIGUEZ, MARIA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
RUSSO, MELISSA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
SALAZAR, MARIA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
SANDOVAL, RAQUEL	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
SERRANO, VINCENT	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
STEINER, CASEY	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
TADILLO, MARIA DE JESUS	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
THORSON, KATHY	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
THURLOW, JACQUELINE	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
TORRES MENDOZA, MARGARITA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
VALDIVIA GOMEZ, REFUGIO	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
VAN MARKEN, CORALIE	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT

VIOT PRECIADO, YVONNE	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
WAREHAM, DARLENE	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
WHITE, DONISHA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
WHITESSELL, LISA	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
WIBOWO, YUNI	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
WIGGINS, AMY	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT
ZIRKLE, KELLY	NOON DUTY / PLAYGROUND SUPERVISOR	1/7/19: AB2160 EXEMPT TO PERMANENT

LEAVE OF ABSENCE

ARIZAGA, CARMEN	SCHOOL SUPPORT SECRETARY	1/7/19 - 3/29/19 (Parental/Bonding Leave)
BEJAR, LISETH	CHILD DEVELOPMENT TEACHER	1/7/19 - 3/29/19 (Parental/Bonding Leave)
LEON, MICHAEL	CUSTODIAN	1/28/19 - 2/8/19 (Parental/Bonding Leave)

WORKING OUT OF CLASSIFICATION

BARRERA, JAVIER	GROUNDS MAINTENANCE WORKER I FACILITIES SERVICES	1/2-4,7-9,11,14-18,22-25,28-31/19
BEATTIE, NEIL	LEAD BUILDING TRADES MECHANIC FACILITIES SERVICES	1/3-4,7-11/19
BEATTIE, NEIL	MAINTENANCE MANAGER FACILITIES SERVICES	1/2/19
BEGUM, BUSHRA	CHILD NUTRITION ASSISTANT II FOOD & NUTRITION SERVICES	1/7-11,14-18,22-25,29-31/19
BELTRAN, ROBERT	CUSTODIAN TRAINER FACILITIES SERVICES	1/2-4,10-11,14-18,22-25,28-31/19
CARGNINO, DIANE	CHILD NUTRITION MGR.-SECONDARY FOOD & NUTRITION SERVICES	1/11,14-18,22-25,29-31/19
CARRILLO, STEVEN	HEAD CUSTODIAN I FACILITIES SERVICES	1/9-11,14-18,22-25,28-31/19
CENTENO, GRACE	CHILD NUTRITION ASSISTANT III FOOD & NUTRITION SERVICES	1/7-9/19
CONTRERAS, RUSAL	CHILD NUTRITION MGR.-SECONDARY FOOD & NUTRITION SERVICES	1/15/19
COOPER, DANIEL	MAINTENANCE MANAGER FACILITIES SERVICES	1/3-4,7-11/19
DE LA ROSA, MARTHA	CHILD NUTRITION ASSISTANT III FOOD & NUTRITION SERVICES	1/9/19
DOMME, BONNIE	CHILD NUTRITION ASSISTANT III FOOD & NUTRITION SERVICES	1/10-11,14,16-18,22-25,29-31/19

FOLEY, ANGELA	ATTENDANCE ASSISTANT ANACAPA	1/7-11,14-18,22-25,28-29/19
GALLEGOS, GUADALUPE	CUSTODIAL SUPERVISOR FACILITIES SERVICES	1/2-4,7-11,14-18,22-25,28-31/19
GARDNER, JESSICA	SCHOOL ADMINISTRATIVE ASSISTANT I LINCOLN	1/7/19
HEATH, GINEVERE	CHILD NUTRITION ASSISTANT III FOOD & NUTRITION SERVICES	1/22/19
HERNANDEZ, KRISTIAN	LEAD TECHNOLOGY SPECIALIST ESC / TECHNOLOGY DEPT.	1/2-4,7-11,14-18,22-25,28-31/19
HERNANDEZ, TYLISHA	CHILD NUTRITION ASSISTANT III FOOD & NUTRITION SERVICES	1/7-11,14-18,23-25,29-31/19
LILLY, STUART	METAL WORKER-WELDER FACILITIES SERVICES	1/2-4,7-11,14-18,22-25,28-31/19
LIMNEOS, JAMES	TRADES MAINTENANCE WORKER I FACILITIES SERVICES	1/2-4,7-11,14-16,18,22-25,28-29,31/19
LOPEZ, EDGAR	TECHNOLOGY SPECIALIST ESC / TECHNOLOGY DEPT.	1/2-4,7-11,14-18,22-24,28-31/19
MALACH, PHUONG-LAN	CHILD NUTRITION MGR.-SECONDARY FOOD & NUTRITION SERVICES	1/7-11,14-17/19
MARIN, ROMUALDO	HEAD CUSTODIAN I FACILITIES SERVICES	1/14-18,22-25,28-31/19
MARTINEZ, ANN	CHILD NUTRITION ASSISTANT II FOOD & NUTRITION SERVICES	1/8-9/19
MURILLO, REINA	HUMAN RESOURCES TECHNICIAN ESC / CLASSIFIED HUMAN RESOURCES	1/2-4,7-11,14-18,22-25,28-31/19
NGUYEN, MYHANH	CHILD NUTRITION ASSISTANT II FOOD & NUTRITION SERVICES	1/7-11,14-17/19
OCHOA, BARBARA	PAYROLL COORDINATOR ESC / PAYROLL DEPT.	12/18/18
RODRIGUEZ, LUPE	CHILD NUTRITION MGR.-SECONDARY FOOD & NUTRITION SERVICES	1/9/19
RODRIGUEZ, NOAH	CARPENTER FACILITIES SERVICES	1/14,16-18,22,25,31/19
SANCHEZ, JOSE	HEAD CUSTODIAN I FACILITIES SERVICES	1/7/19
SANCHEZ, JOSHUA	CHILD NUTRITION MGR.-ELEMENTARY FOOD & NUTRITION SERVICES	1/7-11,14-18,22-25,28-31/19
SANDOVAL, DANIEL	LEAD CUSTODIAN FACILITIES SERVICES	1/2-4/19

SANDOVAL, DANIEL	HEAD CUSTODIAN II FACILITIES SERVICES	1/14,18,24/19
SCOTT, PAMELA	ADMINISTRATIVE SPECIALIST FACILITIES SERVICES	1/22/19
SHARP, ROSEANNA	CHILD NUTRITION MGR.-ELEMENTARY FOOD & NUTRITION SERVICES	1/8-11/19
SILVA, RAFAEL	LEAD CUSTODIAN FACILITIES SERVICES	1/8-11,14-18,22-25,28-31/19
SILVA, RAFAEL	HEAD CUSTODIAN II FACILITIES SERVICES	1/7/19
THAYER, RICK	GROUNDS MAINTENANCE WORKER II FACILITIES SERVICES	1/17/19
TISCARENO, JOSE	HEAD CUSTODIAN II FACILITIES SERVICES	1/2-4,8-11,14-18,22-25,28-31/19
VALENCIA, SANTOS	SPRINKLER SYSTEMS TECHNICIAN FACILITIES SERVICES	1/3-4/19
VALENCIA, SANTOS	GROUNDS MAINTENANCE WORKER II FACILITIES SERVICES	1/18/19
VARGAS, JESUS	TRADES MAINTENANCE WORKER II FACILITIES SERVICES	1/2-4,7-11,14-18,22-23,25,28-30/19
WILKINS, KIM	SCHOOL SUPPORT SECRETARY ANACAPA	1/7-10,14-18,22-25,28-31/19
WILKINSON, BRAD	DIR., TRANSPORTATION TRANSPORTATION DEPT.	1/7-11/19

SEPARATION FROM SERVICE

ANAYA, AYNA	FOOD & NUTRITION SERV.-OPERATIONS SPEC.	2/8/19
ARCHER, MATTHEW	STUDENT DATA SPECIALIST	1/31/19
BAHENA, ALEXIS	CUSTODIAN	2/8/19
COGSWELL, JULIE	PARAEDUCATOR SPECIAL EDUCATION	1/28/19
CONTRERAS, DAVID	HEAD CUSTODIAN I	1/25/19