

**Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA**

**PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
BOARDROOM
201 S. Steckel Drive
Santa Paula, CA 93060
Thursday, February 9, 2023 - 4:00 P.M.**

Anyone wishing to submit written material regarding an item on this agenda must submit it in time to be included with the agenda packet. Anyone wishing to speak regarding an item on this agenda must complete a yellow slip identifying the item and hand it to one of the staff members prior to the start of the meeting.

A. ROLL CALL

A roll call of the Personnel Commission will be conducted.

B. APPROVAL OF MINUTES

It is recommended that the Personnel Commission approve the minutes of the regular meeting on January 12, 2023.

C. APPROVAL OF ORDER OF AGENDA ITEMS

D. PUBLIC COMMENTS

Public comment from the audience on agenda and/or non-agenda items (no action may be taken).

E. REPORTS AND DISCUSSION

1. CSEA Report
2. District Report
3. Director's Report

F. OLD BUSINESS – ACTION OR INFORMATION

None

G. NEW BUSINESS – ACTION OR INFORMATION

1. Addition of Merit System Rules 2.1.4.1 "Vision and Dental Benefits for Current Personnel Commissioners" and 2.1.4.2 "Vision and Dental Benefits for former Personnel Commissioners" – 1st Reading
The Personnel Commission, in accordance with Merit System Rule 2.2.7.2, will take action on this item at the March 9, 2023 meeting.

Information

2. Certification of Eligibility lists:

- Early Education Teacher – Established 1/27/23
- Grounds Maintenance Worker – Established 2/3/23
- Instructional Assistant-Bilingual – Established 2/1/23
- Instructional Assistant-Severely Disabled – Established 1/19/23
- Instructional Assistant-Special Education – Established 1/18/23

Action

3. Personnel Activity Report for January 12, 2023

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

J. ADJOURNMENT

Santa Paula Unified School District
Personnel Commission Meeting
District Office – Board Room
201 S. Steckel Drive
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES – JANUARY 12, 2023

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:03 p.m. <u>Commission Members Present:</u> Jeff Steiger, Vice-Chair Karen Harrison, Member <u>Absent:</u> Tommie Sanchez-Reyes, Chair <u>Staff Present:</u> Cynthia Carrillo, Executive Director-HR Sonia Bautista, HR Analyst-Classified
B. APPROVAL OF MINUTES	UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 2-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 2-0 VOTE.
D. PUBLIC COMMENTS	No public comments were made.
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> – Christina Ines-Solis, new CSEA President, provided information on negotiations relating to the district’s Design Day and salary increases. <u>District Report</u> – No report was provided. <u>Director’s Report</u> – Executive Director, Human Resources, Mrs. Cynthia Carrillo, reported on classified recruitment noting details and anticipated testing dates; provided information on the classification and compensation study; reported on the dental and vision benefits for personnel commissioners; and provided information on executive cabinet’s retreat during the holiday break.
F. OLD BUSINESS – ACTION OR INFORMATION.	1. Administration of Oath of Office – Board’s appointee – Personnel Commissioner, Jeff Steiger – UPON A MOTION BY MRS. HARRISON WITH A SECOND BY MR. STEIGER, THE ITEM WAS APPROVED WITH A 2-0 VOTE. Executive Director, Human Resources, Cynthia Carrillo administered the oath of office to Personnel Commissioner, Jeff Steiger.
G. NEW BUSINESS – ACTION OR INFORMATION	1. Personnel Activity Report for January 11, 2023 - Information item

H. COMMISSION COMMENTS	None
I. SCHEDULE NEXT REGULAR MEETING	Thursday, February 9, 2023.
J. ADJOURNMENT	The meeting was adjourned at 4:22 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, January 12, 2023, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date

Personnel Commission Merit System Rules

Proposed New Language: First Reading February 9, 2023

2.1.4 COMPENSATION OF COMMISSION MEMBERS

Each Commissioner shall receive the sum of \$50 for each meeting attended in any one (1) month, including regular, adjourned, or special meetings, but not to exceed a total of \$250 per month.

2.1.4.1 Vision and Dental Benefits for Current Personnel Commissioners

Personnel Commissioners may participate in the vision and dental benefits provided for district employees.

Health and welfare benefits shall be no greater than that received by the district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

The district shall pay the premiums required for personnel commissioners electing to participate in the district vision and dental benefits program to the same extent that it pays for district employees.

Vision and dental benefits provided to the personnel commission shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

2.1.4.2 Vision and Dental Benefits for former Personnel Commissioners

Any former personnel commissioner leaving the Commission after at least one full term may participate in the vision and dental benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

Reference: Education Code Sections 45250 and 45260
Government Code Sections 53201 and 53208.5



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

January 27, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Early Education Teacher** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	00
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Number of Applications	04
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Number of Applicants Tested	03
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Number of Applicants Passing	03
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Number of Applicants to be Certified	02
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It is recommended that the Eligibility List for **Early Education Teacher** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 3, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Grounds Maintenance Worker** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	02
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Number of Applications	07
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Number of Applicants Tested	06
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Number of Applicants Passing	06
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Number of Applicants to be Certified	06
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It is recommended that the Eligibility List for **Grounds Maintenance Worker** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 1, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Instructional Assistant-Bilingual** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 02

Number of Applications 56

Number of Applicants Tested 27

Number of Applicants Passing 14

Number of Applicants to be Certified 14

It is recommended that the Eligibility List for **Instructional Assistant-Bilingual** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

January 19, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Instructional Assistant-Severely Disabled** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	00
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Number of Applications	03
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Number of Applicants Tested	03
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Number of Applicants Passing	03
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Number of Applicants to be Certified	03
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It is recommended that the Eligibility List for **Instructional Assistant- Severely Disabled** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

January 18, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Instructional Assistant-Special Education** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 07

Number of Applicants Tested 05

Number of Applicants Passing 04

Number of Applicants to be Certified 04

It is recommended that the Eligibility List for **Instructional Assistant- Special Education** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

JANUARY 11, 2023

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Michelle Bazan	Glen City	Instructional Asst.-ASP	4 hrs/day	12/15/22
Paola Diaz	Glen City	Instructional Asst.-Sp. Ed.	5.5 hrs/day	12/1/22
Julie Ingle	Isbell	Instructional Asst.-Sp. Ed.	5 hrs/day	1/9/23

REINSTATE

Maria Toxqui Ramirez	Isbell	Instructional Asst.-Sp. Ed.	6 hrs/day	12/8/22
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CHANGE IN ASSIGNMENT

Rosario Guillen	Blanchard	CNS Assistant I	8 hrs/day	11/10/22
Oliva Lucio	Ed Services	Executive Assistant -Confidential	8.0/day	12/16/22

RESIGNATIONS

Danna Hernandez	Isbell	Library/Textbook Tech	8 hrs/day	1/5/23
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LIMITED TERM

Irma Ramos	SPHS	Instructional Asst.-SD	1.25 hrs/day	9/22/22-3/30/23
Regina Mendez Medina	SPHS	Instructional Asst.-SD	1.25 hrs/day	9/22/22-3/30/23
Elena Beltran-Soriano	Bedell	Instructional Asst.-Bil	2 hrs	10/25/22
Norma Velasco	Bedell	Instructional Asst.-Bil	2 hrs	10/25/22
Vanessa Bracamontes	Thille	Instructional Asst.-Bil	2 hrs	11/1/22
Julia Quijas	Webster	Instructional Asst.-Bil	2 hrs	11/2/22
Judah Prado	RHS	Custodian	5 hrs/day	11/21/22-12/12/22
Rudy Vasquez	RHS	Custodian	5 hrs/day	12/14/22-1/30/23

January 11, 2023

CLASSIFIED PERSONNEL ACTIVITY REPORT
January 11, 2023

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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SUBSTITUTES

Abigail Puga

Clerical

12/16/22