

**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, January 12, 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 December 21, 2022.

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

1. Administration of Oath of Office – Board's Re-Appointee –
Personnel Commissioner – Jeff Steiger

Action

G. NEW BUSINESS – ACTION OR INFORMATION

1. Personnel Activity Report for December 14, 2022

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 – DECEMBER 21, 2022

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:05 pm. <u>Commission Members Present:</u> Karen Harrison, Chair Tommie Sanchez-Reyes, Member <u>Absent:</u> Jeff Steiger, Vice-Chair <u>Staff Present:</u> Cynthia Carrillo, Executive Director-HR
B. APPROVAL OF MINUTES	UPON A MOTION BY MRS. SANCHEZ-REYES 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 MRS. SANCHEZ-REYES 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> - CSEA President, Mrs. Ilda Sanchez, stated that effective January 1, 2023, Christina Ines-Solis would be new CSEA president. Mrs. Sanchez was CSEA president for 8 years and would be starting her new position of Executive Assistant to the Superintendent on January 9, 2023. Mrs. Sanchez introduced Ms. Ines-Solis to the Personnel Commission. <u>District Report</u> – Assistant Superintendent, Human Resources, Dr. Edd Bond, shared that today was the last student day of the first semester and that break starts tomorrow. Dr. Bond provided an update of the gym fire and shared that the District would begin the planning of rebuilding the gym, which would be a 2-3 year project and would provide the opportunity to put in modern features in the new building. <u>Director's Report</u> – Executive Director, Human Resources, Mrs. Cynthia Carrillo, reported on the request for information regarding adding vision and dental to the Personnel Commissioners. She shared that it would be placed on the next Board Agenda for the board to consider. She also provided a recruitment update and a reminder of the upcoming CSPCA conference being held January 22 – 24, 2023 in Long Beach.
F. OLD BUSINESS	1. Second Reading – Merit System Rules – 6.1.2 – UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

G. NEW BUSINESS – ACTION OR INFORMATION	1. Administration of Oath of Office – Board’s Re-Appointee – Personnel Commissioner Jeff Steiger – THIS ITEM WAS TABLED. 2. Election of Chair – Motion to appoint Mrs. Sanchez-Reyes was made. UPON A MOTION BY MRS. HARRISON WITH A SECOND BY MRS. SANCHEZ-REYES, THE ITEM WAS APPROVED WITH A 2-0 VOTE. 3. Election of Vice-Chair – Motion to appoint Jeff Steiger was made. UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 2-0 VOTE. 4. Scheduling of Regular Meetings – Mrs. Carrillo provided the Commissioners with a list of meeting dates for 2023. UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 2-0 VOTE. 5. Certification of Eligibility Lists • Campus Supervision Assistant – Established 12/09/22 • Executive Assistant-Superintendent (Confidential) – Established 11/10/22 • Instructional Assistant-Speech – Established 12/01/22 • Lead Custodian – Established 11/30/22 • Senior Accountant – Established 12/09/22 • Sous Chef – Established 12/13/22 UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 2-0 VOTE FOR THE FOLLOWING ELIGIBILITY LISTS. • Campus Supervision Assistant – Established 12/09/22 • Executive Assistant-Superintendent (Confidential) – Established 11/10/22 • Instructional Assistant-Speech – Established 12/01/22 • Lead Custodian – Established 11/30/22 • Senior Accountant – Established 12/09/22 • Sous Chef – Established 12/13/22
H. COMMISSION COMMENTS	Mrs. Sanchez-Reyes thanked staff for looking into the vision and dental item and for providing a status on current recruitments. She also requested an update regarding the Grounds Maintenance Worker recruitment. Mrs. Carrillo shared that she would request the information from Sonia Bautista, HR Analyst-Classified and provide the Commissioners with an update.
I. SCHEDULE NEXT REGULAR MEETING	Thursday, January 12, 2023
J. ADJOURNMENT	The meeting was adjourned at 4:30 pm.

This certifies that these are the full and correct minutes of the regular meeting of Wednesday, December 21, 2022, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date

CLASSIFIED PERSONNEL ACTIVITY REPORT

DECEMBER 14, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Sayra Acosta	Bedell	Instructional Asst.-ASP	4.0/day	11/07/22
Samantha Tizcareno	Webster	Instructional Asst.-ASP	4.0/day	11/07/22
Sarai Lira	Thille	CNS Assistant I	3.0/day	11/14/22
Maria Vargas Hernandez	Bedell	Instructional Asst.-SD Bil.	5.0/day	11/28/22
Angelica Arenas	Blanchard	Early Education Teacher	8.0/day	11/29/22
Monica Lozano	Isbell	Instructional Asst.-SD	5.0/day	12/01/22
Daisy Mendez	Bedell	Instructional Asst.-SD	5.0/day	12/12/22
Sanjuana Esquivel	Blanchard	CNS Asst. I	3.0/day	12/14/22
Amri Cardenas	Isbell	Instructional Asst.-Special Ed.	5.0/day	01/09/23
Margarita Herrera	Webster	Early Education Teacher	8.0/day	01/09/23

RELEASED FROM PROBATION

Employee # 6138762022	11/18/22
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CHANGE IN ASSIGNMENT

Lorena Arenas Hernandez	Isbell	CNS Asst. I	5.5/day	11/07/22
Tim Holmgren	Technology	Computer Technician	8.0/day	11/19/22
Miriam Gonzalez	Blanchard	Instructional Asst.-SD	6.0/day	12/01/22

RETIREMENT

Irene Sandoval	Thille	Library/Media Specialist	8.0/day	12/29/22
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RESIGNATIONS

Amanda Tobias	Webster	Instructional Asst.-Speech	5.5/day	12/16/22
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December 14, 2022

CLASSIFIED PERSONNEL ACTIVITY REPORT
December 14, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
RESIGNATIONS continued				
Diana Tapia Vazquez	Glen City	Instructional Asst.-SD	5.5/day	01/23/23
LIMITED TERM				
Gabriela Hernandez	D.O.	Office Asst.	8.0/day	10/28/22-12/30/22