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
Wednesday, December 21, 2022 - 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 November 15, 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. Second Reading - Merit System Rule – 6.1.2

G. **NEW BUSINESS – ACTION OR INFORMATION**
   1. Administration of Oath of Office – Board’s Re-Appointee – Personnel Commissioner – Jeff Steiger

   2. Election of Chair
   3. Election of Vice-Chair
   4. Scheduling of Regular Meetings

   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
6. Personnel Activity Report for November 9, 2022

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

J. ADJOURNMENT
Santa Paula Unified School District  
Boardroom  
201 S. Steckel Drive  
Santa Paula CA 93060  

PERSONNEL COMMISSION MINUTES – NOVEMBER 15, 2022  

A. ROLL CALL  

COMMISSION MEMBERS  
Present:  
Karen Harrison, Chair  
Jeff Steiger, Vice-Chair  
Tommie Sanchez-Reyes, Member  

Staff Present:  
Cynthia Carrillo, Executive Director-HR  
Sonia Bautista, HR Analyst-Classified  

B. CALL TO ORDER  
The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:08 p.m.  

C. APPROVAL OF MINUTES  
UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 3-0 VOTE.  

D. 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 3-0 VOTE.  

E. PUBLIC COMMENTS  
No public comments were made.  

F. REPORTS AND DISCUSSION  

1. CSEA Report  
No report provided.  

2. District Report  
No report provided.  

3. Director’s Report  
Executive Director-Human Resources, Cynthia Carrillo, reported on testing dates; the recent new employee orientation; vision benefits; the annual report; and the upcoming CSPCA conference.  

G. OLD BUSINESS – ACTION OR INFORMATION  
None  

H. NEW BUSINESS – ACTION OR INFORMATION  

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 3-0 VOTE.  

2. Eligibility Lists  
   ○ Campus Security Officer –  
   Established 8/26/22  
   ○ Early Education Teacher –  
UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MR. STEIGER, THE ITEM WAS APPROVED WITH A 3-0 VOTE FOR THE FOLLOWING ELIGIBILITY
Established 10/24/22
Instructional Assistant-Severely Disabled – Established 10/19/22
Instructional Assistant-Severely Disabled – Established 11/4/22
Instructional Assistant-Special Education – Established 11/8/22
Lead Campus Security Officer – Established 10/10/22

Administrative Assistant II– Established 11/8/22

LISTS: CAMPUS SECURITY OFFICER, EARLY EDUCATION TEACHER, INSTRUCTIONAL ASST.-SEVERELY DISABLED (ESTABLISHED 10/19 & 11/4/22), INSTRUCTIONAL ASST.-SPECIAL EDUCATION AND LEAD CAMPUS SECURITY OFFICER.

UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 2-0 VOTE FOR THE FOLLOWING ELIGIBILITY LIST: ADMINISTRATIVE ASSISTANT II. (Commissioner Sanchez-Reyes abstained from voting.)

Information Item.

I. COMMISSION COMMENTS

Commissioner Sanchez-Reyes requested information on the classification study and requested merit system information be presented to the Governing Board.

J. SCHEDULE NEXT REGULAR MEETING

Thursday, December 15, 2022

K. ADJOURNMENT

The meeting was adjourned at 4:53 pm.

This certifies that these are the full and correct minutes of the regular meeting of Tuesday, November 15, 2022, as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date
Date: December 21, 2022

To: Personnel Commission

From: Cynthia Carrillo

Re: Proposal of New Merit System Rule – 6.1.2 – Certification of Eligibility Lists

PROPOSED NEW MERIT RULE LANGUAGE

6.1.2 CERTIFICATION OF ELIGIBILITY LISTS

As early as possible after an eligibility list has been established, the Personnel Commission shall certify the eligibility list at a regular personnel commission meeting. Personnel Commission members shall refrain from voting on certifying an eligibility list when an immediate family member, as defined in Government Code §13692 is being certified as an eligible on a list.

Reference:

§13692. Immediate Family Member Defined.
For purposes of subdivision (d) of Labor Code Section 2066, "immediate family member" means spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle).

1st Reading: November 3, 2022

2nd Reading: December 21, 2022
The screening process for the establishment of the Campus Supervision Assistant Eligibility List has been completed.

Recruitment: Open and Promotional

Number of District employees that applied: 00

Number of Applications 57
Number of Applicants Tested (oral qualifications) 34
Number of Applicants Passing Test 34
Number of Applicants to be Certified 34

It is recommended that the Eligibility List for Campus Supervision Assistant be certified as presented.
The screening process for the establishment of the Executive Assistant-Superintendent (Confidential) Eligibility List has been completed.

Recruitment type: Unranked List
Number of District employees that applied 01

Number of Applications 05
Number of Applicants Tested 05
Number of Applicants Passing 03
Number of Applicants to be Certified 03

It is recommended that the Eligibility List for Executive Assistant-Superintendent (Confidential) be certified as presented.
The screening process for the establishment of the Instructional Assistant-Speech Eligibility List has been completed.

Recruitment type: Open and Promotional
Number of District employees that applied 01

Number of Applications 02
Number of Applicants Tested 02
Number of Applicants Passing 02
Number of Applicants to be Certified 02

It is recommended that the Eligibility List for Instructional Assistant-Speech be certified as presented.
To: PERSONNEL COMMISSION
From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Lead Custodian** Eligibility List has been completed.

<table>
<thead>
<tr>
<th>Recruitment type:</th>
<th>Open and Promotional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of District employees that applied</td>
<td>05</td>
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<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Number of Applications</td>
<td>07</td>
</tr>
<tr>
<td>Number of Applicants Tested</td>
<td>06</td>
</tr>
<tr>
<td>Number of Applicants Passing</td>
<td>05</td>
</tr>
<tr>
<td>Number of Applicants to be Certified</td>
<td>05</td>
</tr>
</tbody>
</table>

It is recommended that the Eligibility List for **Lead Custodian** be certified as presented.
To: PERSONNEL COMMISSION
From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Senior Accountant Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 01

Number of Applications 05
Number of Applicants Tested 03
Number of Applicants Passing 02
Number of Applicants to be Certified 02

It is recommended that the Eligibility List for Senior Accountant be certified as presented.
To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Sous Chef Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 05
Number of Applicants Tested 03
Number of Applicants Passing 01
Number of Applicants to be Certified 01

It is recommended that the Eligibility List for Sous Chef be certified as presented.
# Classified Personnel Activity Report

## November 9, 2022

### Approval/Ratification:

<table>
<thead>
<tr>
<th>Name</th>
<th>Site</th>
<th>Position</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirk Larson</td>
<td>SPHS</td>
<td>Campus Security Officer</td>
<td>8.0/day</td>
<td>10/21/22</td>
</tr>
<tr>
<td>Maggie Alonso</td>
<td>SPHS</td>
<td>CNS Assistant I</td>
<td>5.5/day</td>
<td>10/21/22</td>
</tr>
<tr>
<td>Nora Ledesma</td>
<td>SPHS</td>
<td>CNS Assistant I</td>
<td>5.5/day</td>
<td>10/21/22</td>
</tr>
<tr>
<td>Michele Medrano</td>
<td>McKevett</td>
<td>CNS Assistant I</td>
<td>3.0/day</td>
<td>10/21/22</td>
</tr>
<tr>
<td>Faviola Medrano</td>
<td>Bedell</td>
<td>CNS Assistant I</td>
<td>5.5/day</td>
<td>10/20/22</td>
</tr>
<tr>
<td>Efrain Soto</td>
<td>Webster</td>
<td>CNS Assistant I</td>
<td>3.0/day</td>
<td>10/20/22</td>
</tr>
<tr>
<td>Jessica Elizalde</td>
<td>Blanchard</td>
<td>Instructional Asst.-SD</td>
<td>5.75/day</td>
<td>11/01/22</td>
</tr>
<tr>
<td>Jonathan Claudio</td>
<td>Thille</td>
<td>Instructional Asst.-ASP</td>
<td>20/week</td>
<td>11/03/22</td>
</tr>
<tr>
<td>Shane Norwood</td>
<td>SPHS</td>
<td>Lead Campus Security Officer</td>
<td>8.0/day</td>
<td>11/09/22</td>
</tr>
<tr>
<td>Christopher Riesgo</td>
<td>Isbell</td>
<td>Campus Security Officer</td>
<td>8.0/day</td>
<td>11/14/22</td>
</tr>
<tr>
<td>Lina Partida</td>
<td>Glen City</td>
<td>Library/Media Specialist</td>
<td>8.0/day</td>
<td>11/15/22</td>
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</table>

### Promotions:

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<thead>
<tr>
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<th>Site</th>
<th>Position</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamilex Valencia</td>
<td>Blanchard</td>
<td>Early Education Teacher</td>
<td>8.0/day</td>
<td>11/03/22</td>
</tr>
</tbody>
</table>

### Change in Assignment:

<table>
<thead>
<tr>
<th>Name</th>
<th>Site</th>
<th>Position</th>
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<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Chaveste</td>
<td>Webster</td>
<td>CNS Assistant I</td>
<td>5.5/day</td>
<td>10/19/22</td>
</tr>
<tr>
<td>Rosario C Santiago</td>
<td>RHS/SPHS</td>
<td>CNS Assistant I</td>
<td>5.5/day</td>
<td>10/31/22</td>
</tr>
<tr>
<td>Sonia Blaskey</td>
<td>SPHS</td>
<td>CNS Assistant I</td>
<td>5.5/day</td>
<td>10/31/22</td>
</tr>
<tr>
<td>Christopher Monen</td>
<td>SPHS</td>
<td>Campus Security Officer</td>
<td>8.0/day</td>
<td>10/31/22</td>
</tr>
<tr>
<td>Sandra Cantero</td>
<td>SPHS</td>
<td>Campus Security Officer</td>
<td>8.0/day</td>
<td>11/14/22</td>
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### Resignations:

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<tbody>
<tr>
<td>Olivia Molina</td>
<td>Isbell</td>
<td>Instructional Asst.-Sp. Ed.</td>
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<td>10/17/22</td>
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<tr>
<td>Jose Munoz</td>
<td>Isbell</td>
<td>Instructional Asst.-ASP</td>
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# APPROVAL/RATIFICATION:

<table>
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<th>SITE</th>
<th>POSITION</th>
<th>HOURS</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
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<tr>
<td>Maria D. Vargas</td>
<td></td>
<td>Instructional Assistant</td>
<td>10/19/22</td>
<td></td>
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<tr>
<td>Michelle Bazan</td>
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<td>Instructional Assistant</td>
<td>10/21/22</td>
<td></td>
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<tr>
<td>Verenice Magallanes</td>
<td></td>
<td>Clerical</td>
<td>10/26/22</td>
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<tr>
<td><strong>AVID TUTORS</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Janely Quijas</td>
<td></td>
<td></td>
<td>10/19/22</td>
<td></td>
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<tr>
<td><strong>STUDENT WORKERS</strong></td>
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<tr>
<td>Aaron Ruiz</td>
<td>SPHS</td>
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<td>10/21/22</td>
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<tr>
<td>Daniela Alonso</td>
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<td>10/26/22</td>
<td></td>
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<tr>
<td>Yessenia Arana</td>
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<tr>
<td>Nathan Jimenez-Flores</td>
<td>SPHS</td>
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<td>10/31/22</td>
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<tr>
<td>Sophia Lopez</td>
<td>SPHS</td>
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<td>10/31/22</td>
<td></td>
</tr>
<tr>
<td>Chase Vanover</td>
<td>SPHS</td>
<td></td>
<td>11/02/22</td>
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