

**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 | Action |
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G. NEW BUSINESS – ACTION OR INFORMATION

- | | |
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| 1. Administration of Oath of Office – Board's Re-Appointee – Personnel Commissioner – Jeff Steiger | Action |
| 2. Election of Chair | Action |
| 3. Election of Vice-Chair | Action |
| 4. Scheduling of Regular Meetings | Action |
| 5. Certification of Eligibility lists: | Action |
| <ul style="list-style-type: none">• 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

Information

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

1. Annual Report 2021-2022 – Draft

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.)

3. Personnel Activity Reports for
October 12, and October 26, 2022

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:

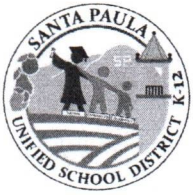
§13692. Immediate Family Member Defined.

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).

Note: Authority cited: Sections 55, 59, 95 and 98.8, Labor Code. Reference: Section 2066(d), Labor Code.

1st Reading: November 3, 2022

2nd Reading: December 21, 2022



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 9, 2022

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

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.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

November 10, 2022

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Executive Assistant-Superintendent (Confidential) Eligibility List has been completed.

Recruitment type:	<u>Unranked List</u>
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Number of District employees that applied	01
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Number of Applications	05
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Number of Applicants Tested	05
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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 Executive Assistant-Superintendent (Confidential) be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 1, 2022

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

November 30, 2022

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	05
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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	05
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Number of Applicants to be Certified	05
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It is recommended that the Eligibility List for Lead Custodian be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 9, 2022

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.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 13, 2022

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:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

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

PROMOTIONS

Jamilex Valencia	Blanchard	Early Education Teacher	8.0/day	11/03/22
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CHANGE IN ASSIGNMENT

Michelle Chaveste	Webster	CNS Assistant I	5.5/day	10/19/22
Rosario C Santiago	RHS/SPHS	CNS Assistant I	5.5/day	10/31/22
Sonia Blaskey	SPHS	CNS Assistant I	5.5/day	10/31/22
Christopher Monen	SPHS	Campus Security Officer	8.0/day	10/31/22
Sandra Cantero	SPHS	Campus Security Officer	8.0/day	11/14/22

RESIGNATIONS

Olivia Molina	Isbell	Instructional Asst.-Sp. Ed.	5.0/day	10/17/22
Jose Munoz	Isbell	Instructional Asst.-ASP	4.0/day	11/07/22

November 9, 2022

CLASSIFIED PERSONNEL ACTIVITY REPORT
November 2022

APPROVAL/RATIFICATION:

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