

**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
Tuesday, November 15, 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 October 13, 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

None

G. NEW BUSINESS – ACTION OR INFORMATION

- | | |
|---|--------------------|
| 1. Annual Report 2021-2022 – Draft | Action |
| 2. Certification of Eligibility lists: | Action |
| • Administrative Assistant II - Established 11/08/22 | |
| • Campus Security Officer – Established 10/10/22 | |
| • Early Education Teacher – 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 | |
| 3. First Reading - Merit System Rule – 6.1.2 | Information |
| 4. Personnel Activity Reports for October 12, 2022 and October 26, 2022 | Information |

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING
Thursday, December 8, 2022

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES – OCTOBER 13, 2022

A. ROLL CALL

COMMISSION MEMBERS

Present:

Jeff Steiger, Vice-Chair

Tommie Sanchez-Reyes, Member

Absent:

Karen Harrison, Chair

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 Steiger at 4:02 pm.

C. APPROVAL OF MINUTES

UPON A MOTION BY MRS SANCHEZ-REYES WITH A SECOND BY MR. STEIGER, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

D. APPROVAL OF ORDER OF AGENDA ITEMS

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MR. STEIGER, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

E. PUBLIC COMMENTS

No public comments were made.

F. REPORTS AND DISCUSSION

1. CSEA Report

CSEA President, Ilda Sanchez reported that at this time there was not a lot going on. Negotiations had concluded. CSEA has a meeting scheduled with HR and the NEO was scheduled for next week.

2. District Report

Assistant Superintendent of HR, Dr. Edd Bond, shared that the second Design Day was held at the Hyatt in Westlake. Approximately 500 employees participated. They worked with their sites on vision and focus areas for next year. He also shared that the next PD is January 10, 2023. The District will be having Town Hall meetings for community input at sites and lastly, the District is on track to open a preschool at Blanchard.

3. Director's Report

Executive Director-Human Resources, Cynthia Carrillo, reported on the number of current recruitments the staff was working on. She shared some of the recent meetings attended by her and her staff. She also shared that language for the Merit Rules and Regulations would be brought forward as a first reading at the next Personnel Commission Meeting.

This language would address Certification of Eligibility Lists. Copies of the proposed language was provided to the Personnel Commission, CSEA President, and the District, for their review and any feedback prior to the first meeting.

G. OLD BUSINESS – ACTION OR INFORMATION None

H. NEW BUSINESS – ACTION OR INFORMATION

1. Human Resources Assistant-Classified

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MR. STEIGER, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

2. Eligibility Lists

- After School Program Leader – Established 8/26/22

This eligibility list was pulled till next meeting.

- Custodian – Established 6/16/22

This eligibility list was pulled till next meeting.

- Instructional Assistant-Severely Disabled - Established 7/28/22

This eligibility list was pulled till next meeting.

- Instructional Assistant-Special Education - Established 8/19/22

This eligibility list was pulled till next meeting.

- Campus Security Officer – Established 9/12/22
- Instructional Assistant-After School Program - Established 10/4/22
- Library/Media Specialist – Established 10/7/22

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MR. STEIGER, THE ITEM WAS APPROVED WITH A 2-0 VOTE FOR THE FOLLOWING ELIGIBILITY LISTS:
CAMPUS SECURITY OFFICER, INSTRUCTIONAL ASSISTANT-AFTER SCHOOL PROGRAM, LIBRARY/MEDIA SPECIALIST.

3. Personnel Activity Report for September 14, 2022

Information Item

I. COMMISSION COMMENTS

Commissioner Sanchez-Reyes stated that she was pleased that the 4.0 hour HR Assistant position was increased to 8.0 hours. She also asked if there was any outstanding Classification Studies submitted to HR.

Commissioner Steiger inquired about the number of preschool classrooms the District expected to have.

J. SCHEDULE NEXT REGULAR MEETING

Thursday, November 3, 2022

K. ADJOURNMENT

The meeting was adjourned at 4:33 pm.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, October 13, 2022, as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date

PERSONNEL COMMISSION

The Personnel Commission is an independent merit based (Civil Service) agency that provides Human Resources Services for the classified employees of the Santa Paula Unified School District.

The Personnel Commission is composed of a three-member board of "known adherents" to the Merit System that oversees the system by maintaining a merit system for classified employees of the school district and for fostering the advancement of a career service for such employees. The Personnel Commission classifies positions; hears appeals of disciplinary and dismissal matters; ensures fair and consistent selection and appointment procedures; and prescribes rules related to a variety of human resource practices.

A Year in Review...

The 2021-2022 school year brought so many new challenges to human resources that we never even imagined! We developed new processes and tracked COVID vaccinations and mandated tests (while continuing to track supplemental paid sick leaves); we filled more summer school/ESY positions than ever before; we implemented a new absence management system called Frontline, which not only required training for our department, but also required us to train all classified staff; we updated our recruitment process with online applicant tracking using Neogov; we added 42 new classified positions; our office moved to the District Office and is still in the process of remodeling; our own staff was impacted by COVID illness leaves; all while handling all of the other day to day functions; and lastly, we added a new position to our HR staff. Our greatest achievement this year, however, has been our resilience and perseverance in the face of so many challenges!

PERSONNEL

COMMISSIONERS

Karen Harrison-Chair

Joint Appointee

Term expires December 1, 2023

Tommie Sanchez-Reyes -Member

CSEA Appointee

Term expires December 1, 2024

Jeff Steiger-Vice-Chair

District Appointee

Term expires December 1, 2022

The Personnel Commission oversees the activities of the Commission staff, who are responsible for the administration of the rules and regulations of the classified service. Beginning September 2022, meetings will be held at the SPUUSD District Office located at 201 S. Steckel Dr., Santa Paula, CA, at 4:00 pm. on the second Thursday of each month.

Regular Meetings	10
Closed Sessions	3
Special Meetings	1

REVISED MERIT RULES

RULE: 2.2.1 – MARCH 10, 2022

COMMISSION STAFF

Cynthia L. Carrillo

Executive Director, HR-Classified

Sonia Bautista

Human Resources Analyst-Classified

Renee Vasquez

Human Resources Assistant-Classified

Alexis Gonzales

Human Resources Assistant-Classified

Amparo Lopez

Substitute Placement Clerk-Classified

SANTA PAULA UNIFIED SCHOOL DISTRICT

Classified Human Resources

Personnel Commission



DRAFT

ANNUAL REPORT 2021-2022

The Santa Paula Unified School District
Personnel Commission
is pleased to present
the 2021-2022 Annual Report
of the Personnel Commission
in accordance with
Education Code Section 45266.

**Classified Human Resources
Personnel Commission Office**

201 S. Steckel Dr.

Santa Paula, CA 93060

805-933-8888

www.santapaulausd.org

CLASSIFIED EMPLOYMENT

ACTIVITY

	2020-2021	2021-2022
Number of Requests for Personnel Processed	377	623
New Hires - Probationary	22	60
New Hires - Substitutes	31	34
New Hires -	-	27
Student Workers	-	-
New Hire -	-	2
Parent Trainers	6	12
Promotions	-	14
Increase in Hours	0	0
Transfers	31	10
Change in Status	1	0
Voluntary Demotion	121	164
Limited Term	-	3
Working Out of Class	111	112
Summer School/ESY	1	0
Leave of Absence	1	0
FMLA	1	0
Exhaustion of Leave	3	6
Resignations	37	31
Retirements	8	6
Layoffs	0	0
39-Month	0	0
63-Month	0	0
Restored	4	0
Dismissal	1	2
Positions Abolished	0	0
Fingerprints Completed	53	76
New Positions Added	-	42
OTHER CLASSIFIED ACTIVITIES		
Substitute Assignments Filled	-	188
WC Claims Processed	-	40
UE Claims Processed	-	56
COVID Notices	-	52
COVID Tests Received	-	1,548
New Employee Orientations	-	4

RECRUITMENTS

2021-2022

31 Recruitments Completed
Confidential - Conf, Management -Mgt, Bargaining Unit - BU

Accounting Technician (BU)
Administrative Assistant II (BU)
Athletic Trainer (Mgt)
Campus Supervision Asst (BU)
Child Nutrition Services Worker I (BU)
Computer Technician (2) (BU)
Custodial Supervisor (2) (Mgt)
Custodian (BU)
Director, Technology (Mgt)
Director, Maintenance & Operations (Mgt)
Exec Assistant-Confidential (Conf)
HR Assistant (BU)
Instructional Assistant-ASP (4) (BU)
Instructional Assistant-SD (Bil & Non-Bil) (2) (BU)
Instructional Assistant-SPED (Bil & Non-Bil) (2) (BU)
Instructional Assistant-Bil (BU)
Instructional Assistant-Speech (BU)
Media & Web Comm Specialist-Bil (BU)
Network & Systems Manager (Mgt)
Network Technician (BU)
Office Assistant-Bil (BU)
Occupational Therapist (BU)
School Administrative Assistant I-Bil (BU)
School Office Assistant-Bil (BU)

	2020-2021	2021-2022
Total Applications Received	201	417
Promotional Applications Received	44	28
Outside Applications Received	157	389
Written Examinations	97	139
Oral Examinations	110	170
Total Number of Applicants Certified as Eligibles	101	151

CLASSIFIED EMPLOYEES DATA

	2020-2021	2021-2022
Regular Employees	301	307
Substitute Employees	86	67
AVID Tutors	13	10
Student Workers	22	29
Total Classified Employees	422	413

A huge **Thank You** to the following public agencies for supporting our recruitment and selection processes during the 2021-2022 school year:

Boys & Girls Club of Santa Clara Valley
City of Santa Paula - Parks & Rec College of the Canyons
Fillmore Unified School District
Hueneme Elementary School District
Identity Medical Group, Santa Paula
Lompoc Unified School District
Oxnard School District
Pleasant Valley School District
Rio School District
Riverside County Office of Education
Simi Valley Unified School District
Ventura County Community College
Ventura County Office of Education
Ventura Unified School District

"Making a difference is always possible, especially with persistence and dedication." - Gladys De La Mora

Current Recruitments:

<https://www.schooljobs.com/careers/santapaulausd>

Contact: classifiedhr@santapaulausd.org
Website: www.santapaulausd.org

DRAFT



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

November 8, 2022

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Administrative Assistant II (Bilingual & Non-Bilingual) Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	03
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Number of Applications	15
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Number of Applicants Tested	11
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Number of Applicants Passing	04
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Number of Applicants to be Certified	04
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It is recommended that the Eligibility List for Administrative Assistant II (Bilingual & Non-Bilingual) be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 10, 2022

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Campus Security Officer 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	15
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Number of Applicants Tested	08
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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 Campus Security Officer be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 24, 2022

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: Open and Promotional

Number of District employees that applied 03

Number of Applications 12

Number of Applicants Tested 06

Number of Applicants Passing 06

Number of Applicants to be Certified 06

It is recommended that the Eligibility List for Early Education Teacher be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 19, 2022

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: Open and Promotional

Number of District employees that applied 00

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-Severely Disabled be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

November 4, 2022

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: Open and Promotional

Number of District employees that applied 00

Number of Applications 01

Number of Applicants Tested 01

Number of Applicants Passing 01

Number of Applicants to be Certified 01

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

November 8, 2022

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 01

Number of Applications 12

Number of Applicants Tested 06

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.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 10, 2022

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Lead Campus Security Officer Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 02

Number of Applications 05

Number of Applicants Tested 03

Number of Applicants Passing 03

Number of Applicants to be Certified 03

It is recommended that the Eligibility List for Lead Campus Security Officer be certified as presented.

Item G.3.

Date: November 15, 2022

To: Personnel Commission

From: Cynthia Carrillo

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

BACKGROUND

In accordance with Rule 2.2.7.1, this proposed new rule is being presented to the Personnel Commission as a “first reading.” The proposed rule has been provided to CSEA President, Ilda Sanchez, and District Representative, Dr. Edd Bond, Assistant Superintendent-Human Resources, for their review and input to the proposed new rule. It is my goal to address any questions and concerns and bring this proposal back as a second reading at the next regularly scheduled Personnel Commission Meeting.

The purpose of this proposed language is to ensure transparency, fairness, and equity in the ratification of eligibility lists.

FIRST READING: 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 15, 2022

CLASSIFIED PERSONNEL ACTIVITY REPORT

OCTOBER 12, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROMOTIONS

Denise Basua	Glen City	After School Program Lead	8.0/day	09/06/22
Ruben Barreto	SPHS	Campus Security Officer	8.0/day	09/19/22
Jessie Prado	Isbell	Campus Security Officer	8.0/day	09/19/22
Nancy Ruiz	SPHS	CNS Assistant II	8.0/day	09/19/22
Gerardo Segura	Isbell	Campus Security Officer	8.0/day	09/19/22
Jessica Smith	Webster	CNS Assistant II	5.5/day	09/19/22
Janessa Tubbs	Isbell	Campus Security Officer	8.0/day	09/19/22
Nancy Vasquez	Isbell	Campus Security Officer	8.0/day	09/19/22

PROBATIONARY ASSIGNMENTS

Aide Tapia	Isbell	Instructional Asst. -SD	5.75/day	08/09/22
Livia Ramirez	Isbell	After School Program Leader	8.0/day	08/29/22
Lesly Munoz	Isbell	Instructional Asst.-ASP	20/wk	09/19/22
Adrian Ramos	Maint.	Custodial Supervisor	8.0/day	09/20/22
Tabitha Burkard	Webster	Instructional Asst.-SD	5.0/day	09/23/22
Alondra Elizarraraz	Glen City	Instructional Asst.-ASP	20/wk	09/23/22
Briana Sandez	Blanchard	Instructional Asst.-ASP	20/wk	09/27/22
Olivia Molina	Isbell	Instructional Asst.-Sp. Ed.	5.0/day	09/30/22
Naibeth Garcia	Bedell	Instructional Asst.-ASP	20/wk	10/03/22
Daniel Barreto	SPHS	Custodian	5.0/day	10/05/22

REEMPLOYMENT IN FORMER CLASS

Lisa Christman	Isbell	Lead Campus Security Officer	8.0/day	08/09/22
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REEMPLOYMENT

Rita Donnelly	Bedell	CNS Satellite Lead	8.0/day	09/19/22
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October 12, 2022

CLASSIFIED PERSONNEL ACTIVITY REPORT
October 12, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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CHANGE IN ASSIGNMENT

Michelle Chaveste	Blanchard	CNS Assistant I	15/wk	09/16/22
Alice Montes	Glen City	CNS Assistant I	10-15/wk	09/16/22
Maria Ramirez Guzman	Webster	CNS Assistant I	3.0-5.5/day	09/16/22
Patricia Estrada	Isbell	Campus Security Officer	8.0 hrs/day	09/19/22

RESIGNATIONS

Sulema Saldivar	Blanchard	Instructional Asst.-Sp Ed.	5.5 hrs/day	08/08/22
Alyssa Aguilar	Blanchard	Instructional Asst.-SD	5.0 hrs/day	09/21/22
Samantha Main	SPHS	Instructional Asst.-SD	5.0 hrs/day	09/30/22

SEPARATION

Maria Toxqui Ramirez	Isbell	Instructional Asst.-SD	6.0 hrs/day	09/23/22
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UNPAID LEAVES OF ABSENCE

Alexandra Luna	Blanchard	Instructional Asst.-Sp Ed.	5.0/day	09/13/22-11/17/22
Martin Ceja Mejia	Isbell	Instructional Asst.-ASP	20/wk	09/16/22-09/21/22
Steiner Shayna	Webster	Instructional Asst.-SD	5.75/day	09/24/22-09/29/22

LIMITED TERM ASSIGNMENTS

Frank Jordan	SPHS	School Office Asst.	5.0/day	06/06/22-07/30/22
Carlos Corona	Technology	Custodian	40/wk	07/18/22-08/31/22
Jessie Puga	Technology	Custodian	40/wk	07/18/22-08/31/22
Jerry Segura	Bedell	Custodian	8.0/day	07/25/22-08/05/22
Gisela Dominguez	SPHS	Instructional Asst.-SD	40/wk	08/01/22-08/08/22
Frank Jordan	SPHS	School Office Assistant	40/wk	08/01/22-08/08/22
Pauline Lovato	SPHS	Locker Room Attendant	40/wk	08/01/22-08/08/22
Alejandra Lozano	SPHS	School Office Assistant	40/wk	08/01/22-08/08/22

CLASSIFIED PERSONNEL ACTIVITY REPORT
October 12, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
LIMITED TERM ASSIGNMENTS continued				
Alex Luna	SPHS	Instructional Asst.-Sp Ed.	40/wk	08/01/22-08/08/22
Patricia Magana	SPHS	School Office Assistant	40/wk	08/01/22-08/08/22
Leticia Mariscal	SPHS	Instructional Asst.-Sp Ed.	40/wk	08/01/22-08/08/22
Michael Montoya	SPHS	Locker Room Attendant	40/wk	08/01/22-08/08/22
Irma Ramos	SPHS	Instructional Asst.-SD	40/wk	08/01/22-08/08/22
Maricarmen Viveros	SPHS	School Office Assistant	40/wk	08/01/22-08/08/22
Christopher Monen	SPHS	Campus Security Officer	40/wk	08/03/22-08/08/22
Leticia Sanchez	Webster	School Office Assistant	8.0/day	08/03/22-08/09/22
Amariza Almaguer	Glen City	Library/Media Specialist	16/wk	08/05/22-08/08/22
Judy Alvarez	SPHS	Campus Security Officer	40/wk	08/05/22-08/08/22
Maricruz Magana	DO	After School Program Lead	6.5/day	08/10/22-02/10/23
Irma Ramos	SPHS	Instructional Asst.-SD	1.0/day	08/10/22-11/18/22
Stephanie Gomez	McKevett	Instructional Asst. Bil	15/wk	08/11/22-02/10/23
Leticia Arana	McKevett	Instructional Asst.-Bil	15/wk	08/12/22-02/10/23
Kaeli Almaguer	McKevett	Instructional Asst.-Bil	15/wk	08/15/22-02/10/23
Olivia Arana	McKevett	Instructional Asst.-Bil	15/wk	08/19/22-02/10/23
Neftali Arevalo	Thille	Interpreter	2.0/day	08/22/22
Vicky Bonilla	All Sites	Campus Supervision	6.0/day	08/22/22
Sofia Ortiz	All Sites	Campus Supervision	6.0/day	08/22/22
Denise Duran	DO	Office Assistant	8.0/day	08/23/22
Daniel Cancino	Technology	Network Technician	20/wk	08/29/22-09/16/22
Nancy Gonzalez	Webster	Interpreter	2.0/day	08/30/22
Marilu Gwynn	Webster	Interpreter	2.0/day	08/30/22
Maribel Rodriguez	Webster	Interpreter	2.0/day	08/30/22
Raquel Hernandez	Webster	Interpreter	2.0/day	08/30/22
Lizbeth Vasquez	Glen City	Interpreter	5.0/day	08/31/22
Esmeralda Pizano	Glen City	Interpreter	2.0/day	08/31/22

CLASSIFIED PERSONNEL ACTIVITY REPORT
October 12, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
LIMITED TERM ASSIGNMENTS continued				
Patricia Urrutia	Glen City	Interpreter	2.0/day	08/31/22
Tillie Garcia	Glen City	Interpreter	2.0/day	08/31/22
Adriana Santa Cruz	Glen City	Interpreter	2.0/day	08/31/22
Nancy Gonzalez	Glen City	Interpreter	2.0/day	08/31/22
Laura Negrete	Glen City	Interpreter	2.0/day	08/31/22
Diana Tapia	Glen City	Interpreter	2.0/day	08/31/22
Amarisa Almaguer	Glen City	Interpreter	2.0/day	08/31/22
Lizbeth Rivera	Glen City	Interpreter	2.0/day	08/31/22
Ana Banda	Glen City	Interpreter	2.0/day	08/31/22
Frances Cota	Glen City	Interpreter	2.0/day	08/31/22
Maribel Montelongo	Glen City	Interpreter	2.0/day	08/31/22
Carolina Hernandez	Thille	Interpreter	2.0/day	09/08/22
Maricruz Magana	Thille	Interpreter	2.0/day	09/08/22
Jessica Limon	Thille	Interpreter	2.0/day	09/08/22
Celina Segovia	Thille	Interpreter	2.0/day	09/08/22
Luzmaria Espinoza	Thille	Interpreter	2.0/day	09/08/22
Anthony Magdaleno	Isbell	Custodian	6.0/day	09/10/22
Mercedes Vera	SPHS	Instructional Asst.-Bil	1.0/day	10/03/22-03/31/22
Leticia Mariscal	SPHS	Instructional Asst.-Bil	1.0/day	10/03/22-03/31/22

SUBSTITUTES

Nora Ledesma	Campus Supervision	08/10/22
Angela Regla	Instructional Asst.	08/12/22
Melissa Delgadillo	Instructional Asst.	08/15/22
Robert Thompson	Instructional Asst.	08/26/22
Erika Zamora	Campus Supervision	08/29/22
Briana Guzman	Instructional Asst.	09/01/22

CLASSIFIED PERSONNEL ACTIVITY REPORT
October 12, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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SUBSTITUTES continued

Luis Nunez		Custodian		09/13/22
Keshaun Mata		Campus Supervision		09/14/22
Penny Perri		Clerical		09/22/22
Alexis Nevarez		Instructional Asst.		09/29/22

AVID TUTORS

Rosamaria Garcia				08/23/22
Noelhy Rivera				09/01/22
Andrea Arana				10/03/22

STUDENT WORKERS

Matthew Brown	SPHS			08/03/22
Mariana Jarquin	SPHS			08/03/22
Oscar Magana	SPHS			08/03/22
David Meza	SPHS			08/04/22
Jose Ortiz	SPHS			08/04/22
Marcos Martinez	SPHS			08/08/22
Julissa Villanueva	SPHS			08/08/22
Jenny Perez	SPHS			09/01/22
Dowson Puga	SPHS			10/05/22

CLASSIFIED PERSONNEL ACTIVITY REPORT

OCTOBER 26, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Cirena Medrano	Isbell	Instructional Asst.-ASP	15.5/wk	10/20/22
Briana Lesli Guzman	Webster	Instructional Asst.-ASP	20/wk	10/13/22

INCREASE IN HOURS

Alexis Gonzales	HR-Class.	Human Resources Asst.	4.0-8.0/day	10/24/22
TBD	SPHS	Child Nutrition Serv. Asst. I	4.0-5.5/day	10/27/22
TBD	SPHS	Child Nutrition Serv. Asst. I	4.5-5.5/day	10/27/22

SUBSTITUTES

Erica Hernandez		Clerical		10/12/22
Gabriela Hernandez		Clerical		10/12/22

AVID TUTORS

Andrea Arana				10/03/22
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STUDENT WORKERS

Dowson Puga	SPHS			10/05/22
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