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, October 13, 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 September 8, 2022 and the special meeting on September 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**
   None

G. **NEW BUSINESS – ACTION OR INFORMATION**
   1. Human Resources Assistant-Classified
      Increase Hours From 4.0 Hours to 8.0 Hours
   
   2. Eligibility lists:
      o After School Program Leader – Established 8/26/22
      o Custodian – Established 6/16/22
      o Instructional Assistant-Severely Disabled - Established 7/28/22
      o Instructional Assistant-Special Education – Established 8/19/22
      o Campus Security Officer – Established 9/12/22
      o Instructional Assistant-After School Program – Established 10/4/22
      o Library/Media Specialist – Established 10/7/22
   
   3. Personnel Activity Report for September 14, 2022

   Action

   Action

   Information
Personnel Commission Agenda
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H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING
   November 10, 2022

J. ADJOURNMENT
PERSONNEL COMMISSION MINUTES

September 8, 2022

ROLL CALL

COMMISSION MEMBERS

Present:
Karen Harrison, Chair
Tommie Sanchez-Reyes, Member

Absent:
Jeff Steiger, Vice-Chair

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

CALL TO ORDER

The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:00 p.m.

APPROVAL OF MINUTES

Regular meeting minutes on June 9, 2022 – Action.

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.

PUBLIC COMMENTS

No public comments were made.

REPORTS AND DISCUSSION

District Report

Board member, Jerri Mead, reported on back-to-school nights and has heard positive things at sites.

CSEA Report

CSEA president, Ilda Sanchez, reported that negotiations have concluded between the chapter and the district for the three-year collective bargaining agreement and noted that staff was happy.

Director’s Report

Executive Director-Human Resources, Cynthia Carrillo, reported on the classified human resources department move to the district office; the online application system; degree stipends for classified employees; new position job description review with CSEA; new employee orientations; CSEA and HR meetings, design day for classified staff; campus security officer training; recruitments and new positions; candidates declining
OLD BUSINESS
None

NEW BUSINESS
Eligibility lists for After School Program Leader (2), Child Nutrition Services Assistant II, Child Nutrition Services Satellite Lead, Custodial Supervisor, Custodian, Executive Assistant-Superintendent Confidential (Bilingual), Instructional Assistant-After School Program (2), Instructional Assistant-Severely Disabled (2) and Instructional Assistant-Special Education (2) - Action

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISION, THE ITEM WAS APPROVED WITH A 2-0 VOTE FOR THE FOLLOWING ELIGIBILITY LISTS: AFTER SCHOOL PROGRAM LEADER (7/28/22), CHILD NUTRITION SERVICES ASSISTANT II (9/1/22), CHILD NUTRITION SERVICES SATELLITE LEAD (9/1/22), CUSTODIAL SUPERVISOR (7/22/22), EXECUTIVE ASSISTANT - SUPERINTENDENT CONFIDENTIAL (BILINGUAL) (7/19/22), INSTRUCTIONAL ASSISTANT-AFTER SCHOOL PROGRAM (7/22/22 AND 8/26/22), INSTRUCTIONAL ASSISTANT-SEVERELY DISABLED (8/19/22) AND INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION (8/25/22).

There was discussion regarding removing eligibility lists for action which hold candidates related to Personnel Commission members.

Personnel Activity Reports for June 8, and August 10, 2022 - Information. Approved by consensus.

COMMISSION COMMENTS
No comments were made.

SCHEDULE NEXT REGULAR MEETING
The next regular meeting was scheduled for 1:00 p.m., Thursday, October 13, 2022.

ADJOURNMENT
The meeting was adjourned at 4:57 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, September 8, 2022, as approved by the Santa Paula Unified School District.

Chair, Personnel Commission  Date
SANTA PAULA UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES OFFICE

500 E. SANTA BARBARA ST.

SANTA PAULA, CA 93060

SPECIAL PERSONNEL COMMISSION MINUTES

September 21, 2022

ROLL CALL

COMMISSION MEMBERS

Present:
Karen Harrison, Chair
Tommie Sanchez-Reyes, Member

Absent:
Jeff Steiger, Vice-Chair

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

CALL TO ORDER

The special meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:07 p.m.

APPROVAL OF ORDER OF AGENDA ITEMS

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

PUBLIC COMMENTS

No public comments were made.

NEW BUSINESS

Approval of District classification and compensation study - Action

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 2-0 VOTE TO SELECT EDUCATIONAL MANAGEMENT SOLUTIONS FOR THE DISTRICT CLASSIFICATION AND COMPENSATION STUDY.

There was lengthy discussion regarding the options available for the classification study.

Establishment of New Class – Early Education Teacher - Action.

UPON A MOTION BY MRS. SANCHEZ-REYES AND A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 2-0 VOTE, WITH THE SALARY ALLOCATION APPROVED AT RANGE 17.00.

Establishment of New Class – Lead Licensed Vocation Nurse (LVN)/Registered Nurse (RN) - Action.

UPON A MOTION BY MRS. SANCHEZ-REYES AND A SECOND BY MRS. HARRISON, THE ITEM WAS

Establishment of New Class – Senior Accountant - Action.

Establishment of New Class – Sous Chef - Action.

APPROVED WITH A 2-0 VOTE, WITH THE SALARY ALLOCATION APPROVED AT RANGE 23.50.

UPON A MOTION BY MRS. SANCHEZ-REYES AND A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 2-0 VOTE, WITH THE SALARY ALLOCATION APPROVED AT RANGE 22.50.

UPON A MOTION BY MRS. SANCHEZ-REYES AND A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 2-0 VOTE, WITH THE SALARY ALLOCATION APPROVED AT RANGE 23.50.

UPON A MOTION BY MRS. SANCHEZ-REYES AND A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 2-0 VOTE, WITH THE SALARY ALLOCATION APPROVED AT RANGE 17.00.

ADJOURNMENT

The meeting was adjourned at 4:42 p.m.

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

Chair, Personnel Commission

Date
To: PERSONNEL COMMISSION  
From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the After School Program Leader Eligibility List has been completed.

<table>
<thead>
<tr>
<th>Recruitment type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open and Promotional</td>
</tr>
<tr>
<td>Number of District employees that applied</td>
</tr>
</tbody>
</table>

| |
| Number of Applications | 07 |
| Number of Applicants Tested (qualification screening) | 05 |
| Number of Applicants Passing | 05 |
| Number of Applicants to be Certified | 05 |

It is recommended that the Eligibility List for After School Program Leader be certified as presented.
To: PERSONNEL COMMISSION
From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type: Open and Promotional
Number of District employees that applied 00
Number of Applications 08
Number of Applicants Tested (written) 04
Number of Applicants Tested (qualification/appraisal) 04
Number of Applicants Passing 04
Number of Applicants to be Certified 04

It is recommended that the Eligibility List for Custodian be certified as presented.
The screening process for the establishment of the **Instructional Assistant-Severely Disabled** 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>00</td>
</tr>
<tr>
<td>Number of Applications</td>
<td>13</td>
</tr>
<tr>
<td>Number of Applicants Tested (qualification screening)</td>
<td>10</td>
</tr>
<tr>
<td>Number of Applicants Passing</td>
<td>10</td>
</tr>
<tr>
<td>Number of Applicants to be Certified</td>
<td>10</td>
</tr>
</tbody>
</table>

It is recommended that the Eligibility List for **Instructional Assistant-Severely Disabled** be certified as presented.
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 09
Number of Applicants Tested (qualification screening) 05
Number of Applicants Passing 05
Number of Applicants to be Certified 05

It is recommended that the Eligibility List for **Instructional Assistant-Special Education** be certified as presented.
The screening process for the establishment of the **Campus Security Officer** Eligibility List has been completed.

<table>
<thead>
<tr>
<th>Recruitment type:</th>
<th>Promotional Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of District employees that applied</td>
<td>05</td>
</tr>
<tr>
<td>Number of Applications</td>
<td>05</td>
</tr>
<tr>
<td>Number of Applicants Tested (qualification/appraisal)</td>
<td>05</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 **Campus Security Officer** be certified as presented.
The screening process for the establishment of the **Instructional Assistant-After School Program** 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>00</td>
</tr>
<tr>
<td>Number of Applications</td>
<td>21</td>
</tr>
<tr>
<td>Number of Applicants Tested (qualification review)</td>
<td>08</td>
</tr>
<tr>
<td>Number of Applicants Passing</td>
<td>08</td>
</tr>
<tr>
<td>Number of Applicants to be Certified</td>
<td>08</td>
</tr>
</tbody>
</table>

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

The screening process for the establishment of the Library/Media Specialist (Bil.) Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 09
Number of Applicants Tested (qualification/appraisal) 01
Number of Applicants Passing 01
Number of Applicants to be Certified 01

It is recommended that the Eligibility List for Library/Media Specialist (Bil.) be certified as presented.
# Classified Personnel Activity Report

**September 14, 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>Elsa Andrade</td>
<td>DO</td>
<td>ASPIRE Office Asst.-Bil</td>
<td>8.0/day</td>
<td>08/01/22</td>
</tr>
<tr>
<td>David Arguelles</td>
<td>SPHS</td>
<td>Custodian</td>
<td>8.0/day</td>
<td>08/01/22</td>
</tr>
<tr>
<td>Laura Negrete</td>
<td>Glen City</td>
<td>School Office Asst. (Bil.)</td>
<td>8.0/day</td>
<td>08/09/22</td>
</tr>
<tr>
<td>Maria Toxqui Ramirez</td>
<td>Isbell</td>
<td>Instructional Asst.-SD</td>
<td>6.0/day</td>
<td>08/09/22</td>
</tr>
<tr>
<td>Martin Ceja Mejia</td>
<td>Isbell</td>
<td>Instructional Asst.-ASP</td>
<td>20/week</td>
<td>08/10/22</td>
</tr>
<tr>
<td>Adriana SantaCruz-Magana</td>
<td>Glen City</td>
<td>Instructional Asst.-SD</td>
<td>5.0/day</td>
<td>08/12/22</td>
</tr>
<tr>
<td>Ronnie Lemos</td>
<td>McKevett</td>
<td>Instructional Asst.-ASP</td>
<td>20/week</td>
<td>08/15/22</td>
</tr>
<tr>
<td>Mercedes Montoya</td>
<td>Blanchard</td>
<td>Instructional Asst.-SD</td>
<td>5.75/day</td>
<td>08/17/22</td>
</tr>
<tr>
<td>Norma Velasco</td>
<td>Bedell</td>
<td>Instructional Asst.-SD</td>
<td>5.5/day</td>
<td>08/29/22</td>
</tr>
<tr>
<td>Cristina Gonzalez</td>
<td>Webster</td>
<td>Instructional Asst.-SD</td>
<td>5.5/day</td>
<td>09/06/22</td>
</tr>
<tr>
<td>Ileah Marquez</td>
<td>Thille</td>
<td>Instructional Asst.-Special Ed.</td>
<td>5.5/day</td>
<td>09/12/22</td>
</tr>
</tbody>
</table>

**Reinstatements:***

<table>
<thead>
<tr>
<th>Name</th>
<th>Site</th>
<th>Position</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marisa Lovato</td>
<td>Webster</td>
<td>Instructional Asst.-SD</td>
<td>5.0/day</td>
<td>08/09/22</td>
</tr>
<tr>
<td>Alyssa Aguilar</td>
<td>Blanchard</td>
<td>Instructional Asst.-SD</td>
<td>5.0/day</td>
<td>08/29/22</td>
</tr>
</tbody>
</table>

**Change in Assignment:***

<table>
<thead>
<tr>
<th>Name</th>
<th>Site</th>
<th>Position</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erica Magana</td>
<td>McKevett</td>
<td>Instructional Asst.-SD</td>
<td>5.75/day</td>
<td>08/09/22</td>
</tr>
</tbody>
</table>

**Resignations:***

<table>
<thead>
<tr>
<th>Name</th>
<th>Site</th>
<th>Position</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janelle Sandoval</td>
<td>Blanchard</td>
<td>Instructional Asst.-SD</td>
<td>5.0/day</td>
<td>06/02/22</td>
</tr>
<tr>
<td>Kim Castaneda Aguirre</td>
<td>SPHS/RHS</td>
<td>Child Nutrition Serv. Asst. I</td>
<td>4.0/day</td>
<td>07/22/22</td>
</tr>
<tr>
<td>Laura Chacon Angeles</td>
<td>Isbell</td>
<td>Instructional Asst.-ASP</td>
<td>4.0/day</td>
<td>08/08/22</td>
</tr>
<tr>
<td>Sulema Saldivar</td>
<td>Blanchard</td>
<td>Instructional Asst.-SD</td>
<td>5.5/day</td>
<td>08/08/22</td>
</tr>
<tr>
<td>Lissette Martinez</td>
<td>Isbell</td>
<td>Instructional Asst.-Bil.</td>
<td>3.5/day</td>
<td>08/09/22</td>
</tr>
</tbody>
</table>

*September 14, 2022*
### RESIGNATIONS continued

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Position</th>
<th>Hours</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desiree Taylor</td>
<td>SPHS</td>
<td>Child Nutrition Serv. Asst. I</td>
<td>4.5/day</td>
<td>08/22/22</td>
</tr>
<tr>
<td>Dana Christie</td>
<td>Webster</td>
<td>Speech &amp; Lang. Path. Asst.</td>
<td>6.0/day</td>
<td>08/31/22</td>
</tr>
<tr>
<td>Nadine Vasquez</td>
<td>Blanchard</td>
<td>Instructional Asst.-ASP</td>
<td>4.0/day</td>
<td>09/14/22</td>
</tr>
</tbody>
</table>

### INCREASE IN HOURS

| TBD             | Glen City | Child Nutrition Serv. Asst. I     | 10-15/week | 09/15/22   |
| TBD             | Blanchard | Child Nutrition Serv. Asst. I     | 10-15/week | 09/15/22   |
| TBD             | Thille    | Child Nutrition Serv. Asst. I     | 10-15/week | 09/15/22   |
| TBD             | McKevett  | Child Nutrition Serv. Asst. I     | 10-15/week | 09/15/22   |
| TBD             | Webster   | Child Nutrition Serv. Asst. I     | 10-15/week | 09/15/22   |
| TBD             | Webster   | Child Nutrition Serv. Asst. I     | 3.0-5.5/day| 09/15/22   |

### UNPAID LEAVES OF ABSENCE

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Position</th>
<th>Hours</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denise Duran</td>
<td>McKevett</td>
<td>Inst. Asst.-ASP (Intermittent)</td>
<td>2.5/wk</td>
<td>08/18/22-12/16/22</td>
</tr>
<tr>
<td>Clara Espejel</td>
<td>DO</td>
<td>Office Assistant</td>
<td>8.0/day</td>
<td>08/22/22-12/02/22</td>
</tr>
</tbody>
</table>

### LIMITED TERM ASSIGNMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carlos Corona</td>
<td>Technology</td>
<td>Custodian</td>
<td>07/18/22-08/31/22</td>
</tr>
<tr>
<td>Jessie Puga</td>
<td>Technology</td>
<td>Custodian</td>
<td>07/18/22-08/31/22</td>
</tr>
</tbody>
</table>

September 14, 2022