

**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 | Action |
| | |
| 2. Eligibility lists: <ul style="list-style-type: none">○ After School Program Leader – Established 8/26/22○ Custodian – Established 6/16/22○ Instructional Assistant-Severely Disabled - Established 7/28/22○ Instructional Assistant-Special Education – Established 8/19/22○ Campus Security Officer – Established 9/12/22○ Instructional Assistant-After School Program – Established 10/4/22○ Library/Media Specialist – Established 10/7/22 | Action |
| | |
| 3. Personnel Activity Report for September 14, 2022 | Information |

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.

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

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

assignments; increasing the 4-hour HR Assistant to 8 hours per day and district classification and compensation study proposals.

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. HARRISON, 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

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

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

Establishment of New Class – Restorative Justice Facilitator-Bilingual - 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 22.50.

Establishment of New Class – Senior Accountant - 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 23.50.

Establishment of New Class – Sous Chef - 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.

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

August 26, 2022

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.

Recruitment type: Open and Promotional

Number of District employees that applied 01

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.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

June 16, 2022

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.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 28, 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 13

Number of Applicants Tested (qualification screening) 10

Number of Applicants Passing 10

Number of Applicants to be Certified 10

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

August 19, 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 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.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 12, 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: Promotional Only

Number of District employees that applied 05

Number of Applications 05

Number of Applicants Tested (qualification/appraisal) 05

Number of Applicants Passing 05

Number of Applicants to be Certified 05

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 4, 2022

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 21

Number of Applicants Tested (qualification review) 08

Number of Applicants Passing 08

Number of Applicants to be Certified 08

It is recommended that the Eligibility List for Instructional Assistant-After School Program be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 7, 2022

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:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

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

REINSTATEMENTS

Marisa Lovato	Webster	Instructional Asst.-SD	5.0/day	08/09/22
Alyssa Aguilar	Blanchard	Instructional Asst.-SD	5.0/day	08/29/22

CHANGE IN ASSIGNMENT

Erica Magana	McKevett	Instructional Asst.-SD	5.75/day	08/09/22
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RESIGNATIONS

Janelle Sandoval	Blanchard	Instructional Asst.-SD	5.0/day	06/02/22
Kim Castaneda Aguirre	SPHS/RHS	Child Nutrition Serv. Asst. I	4.0/day	07/22/22
Laura Chacon Angeles	Isbell	Instructional Asst.-ASP	4.0/day	08/08/22
Sulema Saldivar	Blanchard	Instructional Asst.-SD	5.5/day	08/08/22
Lisette Martinez	Isbell	Instructional Asst.-Bil.	3.5/day	08/09/22

September 14, 2022

CLASSIFIED PERSONNEL ACTIVITY REPORT
September 14, 2022

Lisette Martinez	Webster	Instructional Asst.-ASP	4.0/day	08/09/22
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RESIGNATIONS continued

Desiree Taylor	SPHS	Child Nutrition Serv. Asst. I	4.5/day	08/22/22
Dana Christie	Webster	Speech & Lang. Path. Asst.	6.0/day	08/31/22
Nadine Vasquez	Blanchard	Instructional Asst.-ASP	4.0/day	09/14/22

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

Denise Duran	McKevett	Inst. Asst.-ASP (Intermittent)	2.5/wk	08/18/22-12/16/22
Clara Espejel	DO	Office Assistant	8.0/day	08/22/22-12/02/22

LIMITED TERM ASSIGNMENTS

Carlos Corona	Technology	Custodian		07/18/22-08/31/22
Jessie Puga	Technology	Custodian		07/18/22-08/31/22