

**Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA**

**PERSONNEL COMMISSION MEETING
HUMAN RESOURCES OFFICE
500 E. Santa Barbara St.
Santa Paula, CA 93060
Thursday, June 9, 2022 - 1:00 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 May 7, 2022 and special meeting on April 28, 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. Recognition of Retirees: Helen Davis, Rosemary Del Rio, Marisela Garcia
Joy Henning, Irene Salas and Darai Roundy **Information**
2. Personnel Activity Reports for May 11 and May 25, 2022 **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

J. ADJOURNMENT

PERSONNEL COMMISSION MINUTES

May 12, 2022

ROLL CALL

COMMISSION MEMBERS

Present:

Karen Harrison, Chair

Jeff Steiger, Vice-Chair

Tommie Sanchez-Reyes, Member

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 April 7, 2022 and special meeting on April 28, 2022

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

APPROVAL OF ORDER OF AGENDA ITEMS

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

PUBLIC COMMENTS

No public comments were made.

REPORTS AND DISCUSSION

District Report

Edd Bond, Executive Director-Certificated Human Resources, reported on the District's Design Day and the great staff turnout that was present and participated in rebranding the District. He also noted three Principal assignments that were approved by the Board.

CSEA Report

Ilda Sanchez, CSEA President, also reported on Design Day and the positive impact of classified staff present, the memorandum of understanding on extra compensation for classified staff attending the event; announced that the new bargaining unit agreement may be completed soon, end of year celebrations for retirees and classified employee week and CSEA involvement in the final selection interviews for management positions.

Director's Report

The Executive Director-Classified HR reported on summer school and the plan to fill over 100 positions; a governing board

approved MOU for a \$800 summer stipend bonus for classified staff; establishment of nine positions by the governing board; a draft request for a district-wide classification and compensation study for classified employees; a review of the guidance technician supporting the counseling department at the high school and subsequent approval to reestablish the guidance assistant position; pending grant for preschool opening; information on the Frontline absence management system, an update on the Neogov system, classified employee evaluations, and a scheduled new employee orientation.

OLD BUSINESS

PUBLIC HEARING

Public Hearing was opened at 4:21 p.m.

Annual Budget 2022/2023 – 2nd Reading - Action

UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. SANCHEZ-REYES, THE ITEM WAS OPENED FOR DISCUSSION.

After some discussion, \$14,120 was moved from 2300 to 2900.

AFTER SOME DISCUSSION, THE ITEM WAS APPROVED WITH A 3-0 VOTE TO MOVE \$14,120 FROM 2300 TO 2900.

Public Hearing closed at 4:29 p.m.

NEW BUSINESS

Resolution of Commendation for “Classified School Employee Week” - Action

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY JEFF STEIGER, THE ITEM WAS OPENED FOR DISCUSSION.

The Executive Director-Classified Human Resources read aloud the resolution recognizing the support provided by classified employees.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Eligibility lists for ASPIRE Office Assistant-Bilingual and Human Resources Assistant – Action

UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. THE ITEM WAS APPROVED WITH A 2-0 VOTE. (Commissioner Sanchez-Reyes abstained from voting.)

Personnel Activity Report for April 6, 2022 - Information.

Approved by consensus.

COMMISSION COMMENTS

Commissioner Harrison thanked staff for the annual Commissioner Calendar.

SCHEDULE NEXT REGULAR MEETING

The next regular meeting was scheduled for 1:00 p.m., Thursday, June 9, 2022.

CONVENE TO CLOSED SESSION

Public Employee Performance Evaluation G.C.
§54954.5, 54957, Title: Executive Director-Human
Resources Classified

The meeting was convened to closed session at 4:39 p.m.

RECONVENE TO PUBLIC SESSION

The meeting reconvened to open session at 5:32 p.m. No action was taken.

ADJOURNMENT

The meeting was adjourned at 5:33 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, May 12, 2022, as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date

CLASSIFIED PERSONNEL ACTIVITY REPORT

MAY 11, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
------	------	----------	-------	----------------

RETIREMENT

Marisela Garcia	DO	Executive Asst.-Supt.	8.0/day	06/30/22
-----------------	----	-----------------------	---------	----------

PROBATIONARY ASSIGNMENT

Johan Magana	Glen City	Instructional Asst.-ASP	4.0/day	04/25/22
--------------	-----------	-------------------------	---------	----------

RESIGNATIONS

Donna De Leon	Bedell	Instructional Asst.-SD	5.0/day	04/08/2022
Angelica Tapia	Webster	Instructional Asst.-Speech	5.5/day	04/29/2022

CHANGE IN ASSIGNMENT

Rosario Cardenas Santiago	Roving	Child Nutrition Serv. Asst. I	5.5/day	04/25/22
---------------------------	--------	-------------------------------	---------	----------

EXHAUSTION OF LEAVES

Edward Martinez	Webster	Lead Custodian	8.0/day	04/14/22
-----------------	---------	----------------	---------	----------

LIMITED TERM

Elsa Ramirez	Webster	Campus Supervision Asst.	5.0/day	03/14/22-06/02/22
Ruben Barreto	Isbell	Campus Safety Assistant	3.0-8.0/day	03/28/22-06/02/22
Luzmaria Gonzalez	Isbell	Campus Safety Assistant	8.0/day	03/28/22-06/02/22
Daniel Romo	Isbell	Campus Safety Assistant	8.0/day	03/28/22-06/02/22
Marc Prado	Isbell	Campus Safety Assistant	8.0/day	03/28/22-06/02/22
Janessa Tubbs	Isbell	Campus Safety Assistant	5.0-8.0/day	03/28/22-06/02/22
Nancy Vasquez	Isbell	Campus Safety Assistant	2.5-8.0/day	03/28/22-06/02/22
Francine Carrera	Thille	School Office Assistant	8.0/day	06/03/22-06/10/22

May 11, 2022

CLASSIFIED PERSONNEL ACTIVITY REPORT
May 11, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
------	------	----------	-------	-------------------

SUBSTITUTES

Norma Velasco Baltazar		Instructional Assistant		05/02/22
Elva Zamora		Campus Supervision Assistant		05/04/22

TRAINERS

Ascenet Arce		Parent Trainer		04/08/22
Victoria Martinez Lopez		Parent Trainer		04/11/22

CLASSIFIED PERSONNEL ACTIVITY REPORT

MAY 25, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
------	------	----------	-------	----------------

RETIREMENT

Joy Henning	Bedell	Instructional Asst.-Special Ed	5.5/day	06/02/22
Helen Davis	Glen City	Library/Media Specialist	7.0/day	06/02/22

PROMOTIONS

Kylie Skoe	D.O.	Human Resources Asst.	8.0/day	05/11/22
Tim Holmgren	Technology	Network Technician	8.0/day	05/23/22

PROBATIONARY ASSIGNMENT

Cynthia Alvarez	Bedell	Instructional Asst.-ASP	4.0/day	05/12/22
Kenneth Bland	SPHS	CNS Asst. I	5.5/day	05/12/22
Adam Grether	Blanchard	Instructional Asst.-SD	5.5/day	05/16/22
Julie Howard	D.O.	Human Resources Asst.	8.0/day	05/17/22
Micah O'Leary	Technology	Computer Technician	8.0/day	05/23/22

RESIGNATIONS

Patricia Ramirez	McKevett	Instructional Asst.-ASP	4.0/day	06/02/22
------------------	----------	-------------------------	---------	----------

RELEASE FROM PROBATION

#135970232022	04/22/22
#110169972022	05/20/22

LIMITED TERM

Elsa Ramirez	Webster	Campus Supervision Asst.	5.0/day	03/14/22-06/02/22
Erica Magana	Bedell	Instructional Asst.-SD	5.0-6.0/day	03/18/22-06/02/22
Irma Axmacher	Blanchard	Instructional Asst.-Special Ed.	5.5-6.0/day	03/22/22-06/02/22
Aida Rodriguez	SPHS	Enrollment & Records Spec.	Not to exceed 24 hours	04/12/22-04/22/22

May 25, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
SUMMER SCHOOL				
Vanessa Chavez	Glen City	School Admin. Asst. I	8.0/day	06/13/22-07/25/22
Yanette Frutos	Webster	School Admin. Asst. I	8.0/day	06/13/22-07/25/22
Ilda Sanchez	Isbell	School Admin. Asst. II	5.5/day	06/16/22-07/25/22
Maricarmen Viveros	SPHS	School Admin. Asst. III	6.0/day	06/13/22-07/25/22
Liliana Nuno	SPHS	Attendance Technician	6.5/day	07/01/22-07/25/22
Noemi Rodriguez	Isbell	Attendance Technician	5.5/day	06/16/22-07/25/22
Erica Barrios	Webster	Health Specialist	8.0/day	06/13/22-07/22/22
Sonia Molina	Isbell	Health Specialist	5.0/day	06/13/22-07/22/22
Margaret Lopez	SPHS	Spec. Health Care Tech./LVN	6.0/day	06/13/22-07/20/22
Judy Alvarez	SPHS	Campus Security Officer	6.5/day	06/13/22-07/22/22
Lisa Christman	SPHS	Campus Security Officer	6.5/day	06/13/22-07/22/22
Patricia Estrada	SPHS	Campus Security Officer	6.5/day	06/13/22-07/22/22
Christopher Monen	SPHS	Campus Security Officer	6.5/day	06/13/22-07/22/22
Jessie Prado	Isbell	Campus Safety Assistant	5.0/day	06/14/22-07/22/22
Jerry Segura	Isbell	Campus Safety Assistant	5.0/day	06/14/22-07/22/22
Janessa Tubbs	Isbell	Campus Safety Assistant	5.0/day	06/14/22-07/22/22
Nancy Vasquez	Isbell	Campus Safety Assistant	5.0/day	06/14/22-07/22/22
Frank Espinoza	Glen City	Campus Supervision Assistant	5.0/day	06/14/22-08/05/22
Susie Sierra	Glen City	Campus Supervision Assistant	5.0/day	06/14/22-08/05/22
Vanessa Sierra	Glen City	Campus Supervision Assistant	5.0/day	06/14/22-08/05/22
Fabiola Reyes	Glen City	Campus Supervision Assistant	5.0/day	06/14/22-08/05/22
Amelia Delgadillo	Webster	Campus Supervision Assistant	5.0/day	06/14/22-08/05/22
Estela Montiel	Webster	Campus Supervision Assistant	5.0/day	06/14/22-08/05/22
Annette Venegas	Webster	Campus Supervision Assistant	5.0/day	06/14/22-08/05/22
Alyse Mancilla	Webster	Campus Supervision Assistant	5.0/day	06/14/22-08/05/22
Kristi Henderson	Isbell	Child Nutrition Serv. Site Lead	6.0/day	06/13/22-08/05/22
Noreen Martinez	Webster	Child Nutrition Serv. Site Lead	6.0/day	06/13/22-08/05/22

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
SUMMER SCHOOL continued				
Diana Leon	SPHS	Child Nutrition Serv. Asst. II	5.0/day	06/13/22-08/05/22
Susan Delgadillo	Webster	Child Nutrition Serv. Asst. I	5.5/day	06/13/22-08/05/22
Michelle Chaveste	Webster	Child Nutrition Serv. Asst. I	5.5/day	06/13/22-07/22/22
Sonia Blaskey	Webster	Child Nutrition Serv. Asst. I	5.5/day	06/13/22-07/22/22
Kristy Ruiz	Glen City	Child Nutrition Serv. Asst. I	5.5/day	06/13/22-08/05/22
Alice Montes	Glen City	Child Nutrition Serv. Asst. I	5.5/day	06/13/22-07/22/22
Kim Castaneda Aguirre	Glen City	Child Nutrition Serv. Asst. I	5.5/day	06/13/22-07/22/22
Barbara Olney-Jue	Isbell	Child Nutrition Serv. Asst. I	5.5/day	06/13/22-07/22/22
Susan Vega	Isbell	Child Nutrition Serv. Asst. I	5.5/day	06/13/22-07/22/22
Nancy Ruiz	SPHS	Child Nutrition Serv. Asst. I	5.5/day	06/13/22-07/22/22
Desiree Taylor	SPHS	Child Nutrition Serv. Asst. I	5.5/day	06/13/22-07/22/22
Neftali Arevalo	Glen City	Instructional Asst.-Bilingual	4.0/day	06/13/22-07/22/22
Ana Banda	Glen City	Instructional Asst.-Bilingual	4.0/day	06/13/22-07/22/22
Beatrice Carrasco	Glen City	Instructional Asst.-Bilingual	4.0/day	06/13/22-07/22/22
Perla Castro Almaraz	Glen City	Instructional Asst.-Bilingual	4.0/day	06/13/22-07/22/22
Tillie Garcia	Glen City	Instructional Asst.-Bilingual	4.0/day	06/13/22-07/22/22
Jessica Limon	Glen City	Instructional Asst.-Bilingual	4.0/day	06/13/22-07/22/22
Arlene Amaro	Webster	Instructional Asst.-Bilingual	4.0/day	06/13/22-07/22/22
Arlene Amaro	Webster	Instructional Asst.-Bilingual	4.0/day	06/13/22-07/22/22
Erica Magana	Webster	Instructional Asst.-Bilingual	4.0/day	06/13/22-07/22/22
Diana Martinez	Webster	Instructional Asst.-Bilingual	4.0/day	06/13/22-07/22/22
Lisette Martinez	Webster	Instructional Asst.-Bilingual	4.0/day	06/13/22-07/22/22
Nadine Vasquez	Webster	Instructional Asst.-Bilingual	4.0/day	06/13/22-07/22/22
Frances Cota	SPHS	Instructional Asst.-Bilingual	5.5/day	06/13/22-07/22/22
Leticia Mariscal	SPHS	Instructional Asst.-Bilingual	5.5/day	06/13/22-07/22/22
Mercedes Vera	SPHS	Instructional Asst.-Bilingual	5.5/day	06/13/22-07/22/22
Karen Alamillo	SPHS	Instructional Asst.-Special Ed.	6.0/day	06/13/22-07/13/22

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
SUMMER SCHOOL continued				
Leticia Salazar	SPHS	Instructional Asst.-Special Ed.	6.0/day	06/13/22-07/13/22
Denise Basua	SPHS	Instructional Asst.-Special Ed.	6.0/day	06/13/22-07/13/22
Michael Ramirez	SPHS	Instructional Asst.-Special Ed.	6.0/day	06/13/22-07/13/22
Christina Ines-Solis	SPHS	Instructional Asst.-Special Ed.	6.0/day	06/13/22-07/13/22
Athena Cabral	SPHS	Instructional Asst.-Special Ed.	6.0/day	06/13/22-07/13/22
Georgina Occhipinti	SPHS	Instructional Asst.-Special Ed.	6.0/day	06/13/22-07/13/22
Valeria Ramirez Casas	SPHS	Instructional Asst.-Special Ed.	6.0/day	06/13/22-07/13/22
Adam Grether	SPHS	Instructional Asst.-Special Ed.	6.0/day	06/13/22-07/13/22
Laura Chacon Angeles	SPHS	Instructional Asst.-Special Ed.	6.0/day	06/13/22-07/13/22
Jessie M. Prado	SPHS	Instructional Asst.-Special Ed.	6.0/day	06/13/22-07/13/22
Griselda Martinez	GC/Isbell	Instructional Asst.-Special Ed.	4.75/day	06/13/22-07/13/22
Marilu Gwynn	GC/Isbell	Instructional Asst.-Special Ed.	4.75/day	06/13/22-07/13/22
Kattie Morales	GC/Isbell	Instructional Asst.-Special Ed.	4.75/day	06/13/22-07/13/22
Roxanne Martinez-Zamora	GC/Isbell	Instructional Asst.-Special Ed.	4.75/day	06/13/22-07/13/22
Stephanie Ramirez	GC/Isbell	Instructional Asst.-Special Ed.	4.75/day	06/13/22-07/13/22
Kelley Lynch	GC/Isbell	Instructional Asst.-Special Ed.	4.75/day	06/13/22-07/13/22
Alexandra Luna	GC/Isbell	Instructional Asst.-Special Ed.	4.75/day	06/13/22-07/13/22
Anna Forhan	GC/Isbell	Instructional Asst.-Special Ed.	4.75/day	06/13/22-07/13/22
Amanda Tobias	GC/Isbell	Instructional Asst.-Special Ed.	4.75/day	06/13/22-07/13/22
Joanna Bustillos	SPHS	Instructional Asst.-SD	6.0/day	06/13/22-07/13/22
Miriam Gonzalez	SPHS	Instructional Asst.-SD	6.0/day	06/13/22-07/13/22
Samantha Main	SPHS	Instructional Asst.-SD	6.0/day	06/13/22-07/13/22
Gisela Dominguez	SPHS	Instructional Asst.-SD	6.0/day	06/13/22-07/13/22
Regina Mendez Medina	SPHS	Instructional Asst.-SD	6.0/day	06/13/22-07/13/22
Donna Rodriguez	SPHS	Instructional Asst.-SD	6.0/day	06/13/22-07/13/22
Elizabeth Robles	GC/Isbell	Instructional Asst.-SD	4.75/day	06/13/22-07/13/22
Cynthia Alvarez	GC/Isbell	Instructional Asst.-SD	4.75/day	06/13/22-07/13/22
Maria Ramirez	GC/Isbell	Instructional Asst.-SD	4.75/day	06/13/22-07/13/22

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
SUMMER SCHOOL continued				
Cynthia I. Alvarez	GC/Isbell	Instructional Asst.-SD	4.75/day	06/13/22-07/13/22
Shayna Steiner	GC/Isbell	Instructional Asst.-SD	4.75/day	06/13/22-07/13/22
Jasmin Hernandez	Webster	After School Program Leader	4.5/day	07/25/22-08/05/22
Jessica Limon	Glen City	After School Program Leader	4.5/day	07/25/22-08/05/22
Denise Basua	Webster	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Nadine Vasquez	Webster	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Jamilex Valencia	Webster	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Cynthia I. Alvarez	Webster	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Laura Chacon Angeles	Webster	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Arlene Amaro	Webster	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Ar-tittaya Camacho	Webster	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Sebastian Miller	Webster	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Lizbeth Vazquez	Glen City	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Ana Banda	Glen City	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Paola Diaz	Glen City	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Joanna Bustillos	Glen City	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Irma Ramos	Glen City	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Griselda Martinez	Glen City	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Maria Castillo	Glen City	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Erica Magana	Glen City	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Maria P. Munoz	Glen City	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22
Frances Cota	Glen City	Instructional Asst.-ASP	4.5/day	07/25/22-08/05/22