Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
HUMAN RESOURCES OFFICE
500 E. Santa Barbara St.
Santa Paula, CA 93060
Thursday, March 10, 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 February 10, 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. Revision of Merit System Rule 2.2.1 “Regular Meetings” – 2nd Reading
      It is recommended that the Personnel Commission approve the revision to Merit System Rule 2.2.1.

G. NEW BUSINESS – ACTION OR INFORMATION
   1. Establishment of a 4.0-hour Human Resources Assistant position for the Personnel Commission Office
   2. Eligibility lists for Custodial Supervisor, Director-Maintenance & Operations, Executive Assistant-Confidential, Media & Web Communications Specialist-Bilingual, and Office Assistant (Bilingual)
   3. Personnel Activity Report for February 9, 2022

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING
J. **CONVENE TO CLOSED SESSION**
   Public Employee Performance Evaluation G.C. § 54954.5, 54957
   Title: Executive Director-Human Resources-Classified

K. **RECONVENE TO PUBLIC SESSION**
   *The Personnel Commission will report on formal action, if any, taken during closed session.*

L. **ADJOURNMENT**
Santa Paula Unified School District  
Human Resources Office  
500 E. Santa Barbara St.  
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES

February 10, 2022

ROLL CALL

COMMISSION MEMBERS

Present:
Karen Harrison (Djernaes), 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 4:01 p.m.

APPROVAL OF MINUTES

January 20, 2022

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MR. STEIGER, THE ITEM WAS OPENED AND APPROVED TO INCLUDE A REQUESTED REPORT ON THE WORKLOAD OF THE PERSONNEL COMMISSION OFFICE STAFF UNDER COMMISSION COMMENTS, 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 MRS. HARRISON, THE ITEM WAS APPROVED WITH A 3-0 VOTE.

PUBLIC COMMENTS

No public comments were made.

REPORTS AND DISCUSSION

CSEA Report  
Commissioner Sanchez-Reyes read aloud a message from CSEA President, Ilda Sanchez, providing information on negotiations and CSEA/HR monthly meetings.

District Report  
Executive Director-Certificated HR, Edd Bond, reported on professional development for classified staff and assistance for instructional staff interested in teaching assignments.

Director’s Report  
Executive Director-Classified HR, Cynthia Carrillo, provided a director’s report to the Commission which included recognition of the Classified HR office staff; information on the workload for the Personnel Commission office staff; information on duties for an additional Classified HR staff member; establishing proctoring script processes and information on the new absence management system.
OLD BUSINESS
None

NEW BUSINESS
Revision of Merit System Rule 2.2.1 ‘Regular Meetings’ - 1st Reading – Information
Approved by consensus.

Eligibility lists for Instructional Assistant-Severely Disabled (Bilingual & Non-Bilingual) and Instructional Assistant-Special Education (Bilingual & Non-Bilingual) – Action
UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISION, THE ITEM WAS OPENED FOR DISCUSSION. THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Personnel Activity Reports for January 12, and January 26, 2022 - Information
Approved by consensus.

COMMISSION COMMENTS
Commissioner Harrison thanked the HR Director for continually recognizing Classified HR Staff.

SCHEDULE NEXT REGULAR MEETING
The next regular meeting was scheduled for 4:00 p.m., Thursday, March 10, 2022.

ADJOURNMENT
The meeting was adjourned at 4:27 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, February 10, 2022, as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date
2.2  MEETINGS OF THE COMMISSION

2.2.1  REGULAR MEETINGS
Subject to cancellation or proper change, the Commission shall meet on the 3rd 2nd Thursday of each month at 4:00 p.m. in the Santa Paula Unified School District Human Resources Office, 500 E. Santa Barbara Street, Santa Paula. Whenever the regularly scheduled meeting date happens to fall on a holiday, the Commission shall (at a prior regular meeting) take an action to designate another date for its meeting. In cases of emergency, the Commission may meet at some other time and/or place, provided that at least seventy-two (72) hours' notice is given to employee and administration representatives and posted on the Commission's official bulletin board.
The screening process for the establishment of the **Custodial Supervisor** Eligibility List has been completed.

**Recruitment type:** Open

**Number of District employees that applied:** 00

**Number of Applications:** 08

**Number of Applicants Tested (qualification/appraisal):** 03

**Number of Applicants Passing Test:** 03

**Number of Applicants to be Certified:** 03

**INTERVIEW COMMITTEE:**

Samuel Blanton, *Director of Maintenance & Operations* - Lompoc Unified School District
Robert Pennington, *Facilities Manager* – Ventura Unified School District

It is recommended that the Eligibility List for **Custodial Supervisor** be certified as presented.
To: PERSONNEL COMMISSION
From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the Director-Maintenance & Operations Eligibility List has been completed.

Recruitment: Open
Number of District employees that applied: 01

Number of Applications 06
Number of Applicants Tested (written) 00
Number of Applicants Tested (oral qualifications) 05
Number of Applicants Passing Test 05
Number of Applicants to be Certified 05

INTERVIEW COMMITTEE:
Samuel Blanton, Director of Maintenance & Operations—Lompoc Unified School District
Kevin Schmitz, Director of Maintenance, Operations & Trans—Fillmore Unified School District

It is recommended that the Eligibility List for Director-Maintenance & Operations be certified as presented.
To: PERSONNEL COMMISSION  
From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

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

Recruitment: Open and Promotional
Number of District employees that applied: 02

- Number of Applications: 06
- Number of Applicants Tested (written): 04
- Number of Applicants Tested (oral qualifications): 03
- Number of Applicants Passing Test: 03
- Number of Applicants to be Certified: 03

INTERVIEW COMMITTEE:
Teresa Acosta, Executive Assistant – Lompoc Unified School District
Irma Mendez, Secretary to Superintendent– Fillmore Unified School District

It is recommended that the Eligibility List for Executive Assistant-Confidential be certified as presented.
To: PERSONNEL COMMISSION  
From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the Media & Web Communications Specialist-Bilingual Eligibility List has been completed.

<table>
<thead>
<tr>
<th>Recruitment</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>03</td>
</tr>
<tr>
<td>Number of Applicants Tested (written)</td>
<td>00</td>
</tr>
<tr>
<td>Number of Applicants Tested (oral qualifications)</td>
<td>03</td>
</tr>
<tr>
<td>Number of Applicants Passing Test</td>
<td>02</td>
</tr>
<tr>
<td>Number of Applicants to be Certified</td>
<td>02</td>
</tr>
</tbody>
</table>

INTERVIEW COMMITTEE:

David Schermer, Director of Communications–Ventura County Office of Education  
Patti Blair, Director of Public Affairs & Marketing–Ventura County Community College District

It is recommended that the Eligibility List for Media & Web Communications Specialist-Bilingual be certified as presented.
To: PERSONNEL COMMISSION
From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the Office Assistant (Bilingual) Eligibility List has been completed.

<table>
<thead>
<tr>
<th>Recruitment</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Open and Promotional</td>
<td></td>
</tr>
<tr>
<td>Number of District employees that applied:</td>
<td>00</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Applications</td>
<td>08</td>
</tr>
<tr>
<td>Number of Applicants Tested (written)</td>
<td>04</td>
</tr>
<tr>
<td>Number of Applicants Tested (oral qualifications)</td>
<td>04</td>
</tr>
<tr>
<td>Number of Applicants Passing Test</td>
<td>03</td>
</tr>
<tr>
<td>Number of Applicants to be Certified</td>
<td>03</td>
</tr>
</tbody>
</table>

INTERVIEW COMMITTEE:
Kimberley Battung, Senior Administrative Assistant– Simi Valley Unified School District
Natalie Mendez, Receptionist/Office Assistant–Pleasant Valley School District

It is recommended that the Eligibility List for Office Assistant (Bilingual) be certified as presented.
# CLASSIFIED PERSONNEL ACTIVITY REPORT

**FEBRUARY 9, 2022**

## APPROVAL/RATIFICATION:

<table>
<thead>
<tr>
<th>NAME</th>
<th>SITE</th>
<th>POSITION</th>
<th>HOURS</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irving Garcia</td>
<td>Technology</td>
<td>Computer Technician</td>
<td>8.0 hrs/day</td>
<td>01/31/22</td>
</tr>
<tr>
<td>Micah O'Leary</td>
<td>Technology</td>
<td>Network Technician</td>
<td>8.0 hrs/day</td>
<td>01/31/22</td>
</tr>
<tr>
<td>Amanda Tobias</td>
<td>Webster</td>
<td>Instructional Asst.-Speech</td>
<td>5.5 hrs/day</td>
<td>01/31/22</td>
</tr>
<tr>
<td>Jenaé Quintana</td>
<td>DO</td>
<td>Administrative Asst. II</td>
<td>8.0 hrs/day</td>
<td>02/01/22</td>
</tr>
</tbody>
</table>

## CHANGE IN ASSIGNMENT

<table>
<thead>
<tr>
<th>NAME</th>
<th>SITE</th>
<th>POSITION</th>
<th>HOURS</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athena Cabral</td>
<td>SPHS</td>
<td>Instructional Asst.-Sp Ed.</td>
<td>6.0 hrs/day</td>
<td>01/13/22</td>
</tr>
</tbody>
</table>

## RESIGNATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>SITE</th>
<th>POSITION</th>
<th>HOURS</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raymond Flores</td>
<td>Isbell</td>
<td>Instructional Asst.-Sp Ed.</td>
<td>5.5 hrs/day</td>
<td>02/01/22</td>
</tr>
<tr>
<td>Leticia Lepe</td>
<td>Thille</td>
<td>Child Nutrition Serv. Asst. I</td>
<td>2.0 hrs/day</td>
<td>02/10/22</td>
</tr>
<tr>
<td>Christian Leon</td>
<td>Maintenance</td>
<td>Grounds Maint. Worker</td>
<td>8.0 hrs/day</td>
<td>02/03/22</td>
</tr>
</tbody>
</table>

## LIMITED TERM

<table>
<thead>
<tr>
<th>NAME</th>
<th>SITE</th>
<th>POSITION</th>
<th>HOURS</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maithe Casimiro</td>
<td>RHS</td>
<td>School Office Asst.</td>
<td>3.5 hrs/day</td>
<td>09/20/21-03/20/22</td>
</tr>
<tr>
<td>Regina Gaeta</td>
<td>Glen City</td>
<td>Custodian (Saturday Sch.)</td>
<td>8.0 hrs/wk</td>
<td>11/06/21-05/21/22</td>
</tr>
<tr>
<td>Luis Perez</td>
<td>Glen City</td>
<td>Custodian (Saturday Sch.)</td>
<td>8.0 hrs/wk</td>
<td>11/06/21-05/21/22</td>
</tr>
<tr>
<td>Joel Ramos</td>
<td>Glen City</td>
<td>Custodian (Saturday Sch.)</td>
<td>8.0 hrs/wk</td>
<td>11/06/21-05/21/22</td>
</tr>
<tr>
<td>Gilbert Zamora</td>
<td>Glen City</td>
<td>Custodian (Saturday Sch.)</td>
<td>8.0 hrs/wk</td>
<td>11/06/21-05/21/22</td>
</tr>
<tr>
<td>Luzmária Espinosa</td>
<td>DO</td>
<td>Inst. Asst.-Bilingual</td>
<td>3.0 hrs/day</td>
<td>01/06/22-06/06/22</td>
</tr>
<tr>
<td>Jessie Puga</td>
<td>Isbell</td>
<td>School Office Asst.</td>
<td>6.0 hrs/day</td>
<td>01/10/22-06/03/22</td>
</tr>
<tr>
<td>Eric Castaneda</td>
<td>Webster</td>
<td>Campus Supervision Asst.</td>
<td>3.0 hrs/day</td>
<td>01/12/22-01/13/22</td>
</tr>
<tr>
<td>Jessica Esquivel</td>
<td>Webster</td>
<td>Campus Supervision Asst.</td>
<td>3.0 hrs/day</td>
<td>01/12/22-01/13/22</td>
</tr>
<tr>
<td>Bianca Hernandez</td>
<td>Webster</td>
<td>School Office Asst.</td>
<td>2.0 hrs/day</td>
<td>01/12/22-01/13/22</td>
</tr>
<tr>
<td>Alejandra Lozano</td>
<td>SPHS</td>
<td>School Office Asst. (Bil.)</td>
<td>8.0 hrs/day</td>
<td>01/20/22-06/30/22</td>
</tr>
<tr>
<td>Susanne Catalano</td>
<td>Thille</td>
<td>School Office Asst.</td>
<td>Not to exceed 20 hrs/wk</td>
<td>01/26/22-04/08/22</td>
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</table>
### 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>Kirk Larson</td>
<td>Campus Security Officer</td>
<td></td>
<td></td>
<td>01/03/22</td>
</tr>
<tr>
<td>Rudy Vasquez</td>
<td>Custodian</td>
<td></td>
<td></td>
<td>01/05/22</td>
</tr>
<tr>
<td>Vincent Phan</td>
<td>AVID Tutor</td>
<td></td>
<td></td>
<td>01/13/22</td>
</tr>
<tr>
<td>Valeria Arenas</td>
<td>Student Worker</td>
<td></td>
<td></td>
<td>01/28/22</td>
</tr>
<tr>
<td>Jose Parocua</td>
<td>Student Worker</td>
<td></td>
<td></td>
<td>01/28/22</td>
</tr>
<tr>
<td>Sofia Ortiz Guiterrez</td>
<td>Campus Supervision Asst.</td>
<td></td>
<td></td>
<td>02/02/22</td>
</tr>
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</table>