Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
HUMAN RESOURCES OFFICE
500 E. Santa Barbara St.
Santa Paula, CA 93060
Thursday, February 10, 2022 - 4:00 P.M.

NOTICE OF ZOOM MEETING
Members of the public wishing to view the meeting remotely may login to the link:
https://santapaulaunified.zoom.us/j/82228566644?pwd=N0xlyeG16UzRBRIVvOEkwZk1HUGt6UT09

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 January 20, 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. None

G. NEW BUSINESS – ACTION OR INFORMATION
   1. Revision of Merit System Rule 2.2.1 “Regular Meetings” – 1st Reading
      The Personnel Commission, in accordance with Merit System Rule 2.2.7.2, will take action on this item at the March 10, 2022 meeting.

   2. Eligibility lists for Instructional Assistant-Severely Disabled (Bilingual & Non-Bilingual) and Instructional Assistant-Special Education (Bilingual & Non-Bilingual)

   3. Personnel Activity Reports for January 12, and January 26, 2022

H. COMMISSION COMMENTS
I. SCHEDULE NEXT REGULAR MEETING

J. ADJOURNMENT
PERSONNEL COMMISSION MINUTES

January 20, 2022

ROLL CALL

COMMISSION MEMBERS

Present:
Tommie Sanchez-Reyes, Member
Jeff Steiger, Member

Absent:
Karen Harrison (Djernaes), 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 Steiger at 4:01 p.m.

APPROVAL OF MINUTES

November 18, and December 16, 2021

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MR. STEIGER, THE ITEM WAS OPENED FOR DISCUSSION AND APPROVED WITH THE CORRECTION FOR THE DECEMBER MINUTES WITH A 2-0 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 2-0 VOTE.

PUBLIC COMMENTS

No public comments were made.

REPORTS AND DISCUSSION

CSEA Report

CSEA President, Ilda Sanchez, relayed information on negotiations with the District regarding bonuses for bargaining unit members.

District Report

Certificated HR Director, Edd Bond, informed the Commission about expanding staff in the Certificated HR office and acknowledged there would not be any classified layoffs this school year.

Director’s Report

Classified HR Director, Cynthia Carrillo, provided Covid information to the Commission in relation to absences and obtaining substitutes; relaying information to staff regarding positive Covid cases; and continuous weekly Covid testing for unvaccinated employees.
OLD BUSINESS
None

NEW BUSINESS
Election of Chair – Action.
UPON A MOTION BY MRS. SANCHEZ-REYES, WITH A SECOND BY MR. STEIGER, THE ITEM WAS OPENED AND APPROVED TO ELECT COMMISSIONER KAREN HARRISON AS CHAIR WITH A 2-0 VOTE.

Election of Vice-Chair – Action.
UPON A MOTION BY MRS. SANCHEZ-REYES, WITH A SECOND BY MR. STEIGER, THE ITEM WAS OPENED AND APPROVED TO ELECT COMMISSIONER JEFF STEIGER AS VICE-CHAIR WITH A 2-0 VOTE.

Scheduling of Regular Meetings – Action.
UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MR. STEIGER, THE ITEM WAS OPENED AND APPROVED TO MOVE THE REGULAR PERSONNEL COMMISSION MEETINGS TO THE SECOND THURSDAY OF THE MONTH.

Eligibility lists for Computer Technician and Network Technician – Action.
UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MR. STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. THE ITEM WAS APPROVED WITH A 2-0 VOTE.

Personnel Activity Report for December 15, 2021 - Information.
Approved by consensus.

COMMISSION COMMENTS
Commissioners Sanchez-Reyes and Steiger expressed concern over the workload for the human resources office staff.

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

ADJOURNMENT
The meeting was adjourned at 4:48 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, January 20, 2022, as approved by the Santa Paula Unified School District.

______________________________
Chair, Personnel Commission

______________________________
Date

2
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.
To: PERSONNEL COMMISSION  
From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Instructional Assistant-Severely Disabled (Bilingual & Non-Bilingual) 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 (written) 02*
Number of Applicants Tested (oral) 05
Number of Applicants Passing Test 05
Number of Applicants to be Certified 05

*Number does not indicate candidates currently meeting Instructional position requirements.

INTERVIEW COMMITTEE:

Jennie Bautista, Retired Instructional Asst.-Special Ed. Bilingual - Santa Paula Unified School District
Cristina Mendez, Retired Instructional Asst.-Severely Disabled Bil. - Santa Paula Unified School District

It is recommended that the Eligibility List for Instructional Assistant-Severely Disabled (Bilingual & Non-Bilingual) 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 (Bilingual & Non-Bilingual) 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 (written) 04*
Number of Applicants Tested (oral) 06
Number of Applicants Passing Test 06
Number of Applicants to be Certified 06

*Number does not indicate candidates currently meeting Instructional position requirements.

INTERVIEW COMMITTEE:

Jennie Bautista, Retired Instructional Asst.-Special Ed. Bilingual - Santa Paula Unified School District
Cristina Mendez, Retired Instructional Asst.-Severely Disabled Bil. - Santa Paula Unified School District

It is recommended that the Eligibility List for Instructional Assistant-Special Education (Bilingual & Non-Bilingual) be certified as presented.
## APPROVAL/RATIFICATION:

### PROBATIONARY ASSIGNMENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>SITE</th>
<th>POSITION</th>
<th>HOURS DATE</th>
<th>EFFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paola Diaz</td>
<td>Glen City</td>
<td>Inst. Asst.-After School Prog.</td>
<td>20 hrs/wk</td>
<td>12/16/21</td>
</tr>
<tr>
<td>Jamilex Valencia</td>
<td>Webster</td>
<td>Inst. Asst.-After School Prog.</td>
<td>20 hrs/wk</td>
<td>12/16/21</td>
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<tr>
<td>Joaquin Licea</td>
<td>Technology</td>
<td>Director-Technology</td>
<td>8.0 hrs/day</td>
<td>12/29/21</td>
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### RESIGNATIONS

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<tr>
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<th>POSITION</th>
<th>HOURS DATE</th>
<th>EFFECTIVE</th>
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</thead>
<tbody>
<tr>
<td>Crisencio Sabilla</td>
<td>Technology</td>
<td>Computer Technician</td>
<td>8.0 hrs/day</td>
<td>12/24/21</td>
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### LIMITED TERM

<table>
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<tr>
<th>NAME</th>
<th>SITE</th>
<th>POSITION</th>
<th>HOURS DATE</th>
<th>EFFECTIVE</th>
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<tbody>
<tr>
<td>Kylie Skoe</td>
<td>D.O.</td>
<td>Human Resources Asst.</td>
<td>8.0 hrs/day</td>
<td>07/01/21-12/31/21</td>
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<tr>
<td>Sally Rowland</td>
<td>Technology</td>
<td>Interim Technology Director</td>
<td>10 hrs/wk</td>
<td>11/02/21-01/31/21</td>
</tr>
<tr>
<td>Sonia Mendez</td>
<td>Glen City</td>
<td>School Office Asst. Bil</td>
<td>8.0 hrs/day</td>
<td>11/08/21-03/31/22</td>
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<tr>
<td>Karla Wiley</td>
<td>SPHS</td>
<td>Library/Textbook Technician</td>
<td>8.0 hrs/day</td>
<td>01/03/22-06/30/22</td>
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</table>

### SUBSTITUTES

<table>
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<tr>
<th>NAME</th>
<th>SITE</th>
<th>POSITION</th>
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<tbody>
<tr>
<td>Carolina Perez</td>
<td></td>
<td>Child Nutrition Services</td>
<td>11/09/21</td>
</tr>
<tr>
<td>Ileah Marquez</td>
<td></td>
<td>Campus Supervision Asst.</td>
<td>11/29/21</td>
</tr>
<tr>
<td>Margarita Alonso</td>
<td></td>
<td>Campus Supervision Asst.</td>
<td>12/06/21</td>
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### STUDENT WORKERS

<table>
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<tr>
<th>NAME</th>
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<th>EFFECTIVE</th>
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<tbody>
<tr>
<td>Sarah Feldman</td>
<td>SPHS</td>
<td>11/15/21</td>
</tr>
<tr>
<td>Shandi Mercado</td>
<td>SPHS</td>
<td>11/15/21</td>
</tr>
<tr>
<td>Jamie Rodriguez</td>
<td>SPHS</td>
<td>11/15/21</td>
</tr>
<tr>
<td>Arturo Zamora</td>
<td>SPHS</td>
<td>11/17/21</td>
</tr>
<tr>
<td>Kira Gomez</td>
<td>SPHS</td>
<td>12/07/21</td>
</tr>
<tr>
<td>Sophia Lopez</td>
<td>SPHS</td>
<td>12/14/21</td>
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</table>
# Classified Personnel Activity Report

**January 26, 2022**

**Approval/Ratification:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Site</th>
<th>Position</th>
<th>Hours</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>Erica Barrios</td>
<td>Webster</td>
<td>Health Specialist</td>
<td>6.0-8.0</td>
<td>01/03/2022</td>
</tr>
<tr>
<td>Dina Fiorentino</td>
<td>McKevett</td>
<td>Health Specialist</td>
<td>6.0-8.0</td>
<td>01/03/2022</td>
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<tr>
<td>Sherrie Lemos</td>
<td>Bedell</td>
<td>Health Specialist</td>
<td>6.0-8.0</td>
<td>01/03/2022</td>
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<tr>
<td>Leticia Lemus</td>
<td>Thille</td>
<td>Health Specialist</td>
<td>6.0-8.0</td>
<td>01/03/2022</td>
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<tr>
<td>Jeannette Martinez</td>
<td>Blanchard</td>
<td>Health Specialist</td>
<td>6.0-8.0</td>
<td>01/03/2022</td>
</tr>
<tr>
<td>Veronica Solis</td>
<td>Glen City</td>
<td>Health Specialist</td>
<td>6.0-8.0</td>
<td>01/03/2022</td>
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</table>