

**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.**

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.

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=N0dycG16UzRBRlVvOEkwZk1HUGt6UT09>

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

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|--|--------------------|
| 1. Revision of Merit System Rule 2.2.1 “Regular Meetings” – 1 st Reading
<i>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.</i> | Information |
| 2. Eligibility lists for Instructional Assistant-Severely Disabled (Bilingual & Non-Bilingual) and Instructional Assistant-Special Education (Bilingual & Non-Bilingual) | Action |
| 3. Personnel Activity Reports for January 12, and January 26, 2022 | Information |

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 **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.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 4, 2022

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:	<u>Open and Promotional</u>
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Number of District employees that applied	00
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Number of Applications	13
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Number of Applicants Tested (written)	02*
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Number of Applicants Tested (oral)	05
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Number of Applicants Passing Test	05
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Number of Applicants to be Certified	05
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*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.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 4, 2022

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:	<u>Open and Promotional</u>
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Number of District employees that applied	00
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Number of Applications	21
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Number of Applicants Tested (written)	04*
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Number of Applicants Tested (oral)	06
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Number of Applicants Passing Test	06
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Number of Applicants to be Certified	06
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*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.

CLASSIFIED PERSONNEL ACTIVITY REPORT

JANUARY 12, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS DATE	EFFECTIVE
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PROBATIONARY ASSIGNMENTS

Paola Diaz	Glen City	Inst. Asst.-After School Prog.	20 hrs/wk	12/16/21
Jamilex Valencia	Webster	Inst. Asst.-After School Prog.	20 hrs/wk	12/16/21
Joaquin Licea	Technology	Director-Technology	8.0 hrs/day	12/29/21

RESIGNATIONS

Crisencio Sabilla	Technology	Computer Technician	8.0 hrs/day	12/24/21
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LIMITED TERM

Kylie Skoe	D.O.	Human Resources Asst.	8.0 hrs/day	07/01/21-12/31/21
Sally Rowland	Technology	Interim Technology Director	10 hrs/wk	11/02/21-01/31/21
Sonia Mendez	Glen City	School Office Asst. Bil	8.0 hrs/day	11/08/21-03/31/22
Karla Wiley	SPHS	Library/Textbook Technician	8.0 hrs/day	01/03/22-06/30/22

SUBSTITUTES

Carolina Perez		Child Nutrition Services		11/09/21
Ileah Marquez		Campus Supervision Asst.		11/29/21
Margarita Alonso		Campus Supervision Asst.		12/06/21

STUDENT WORKERS

Sarah Feldman	SPHS			11/15/21
Shandi Mercado	SPHS			11/15/21
Jamie Rodriguez	SPHS			11/15/21
Arturo Zamora	SPHS			11/17/21
Kira Gomez	SPHS			12/07/21
Sophia Lopez	SPHS			12/14/21

January 12, 2022

CLASSIFIED PERSONNEL ACTIVITY REPORT

JANUARY 26, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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INCREASE IN HOURS

Erica Barrios	Webster	Health Specialist	6.0-8.0	01/03/2022
Dina Fiorentino	McKevett	Health Specialist	6.0-8.0	01/03/2022
Sherrie Lemos	Bedell	Health Specialist	6.0-8.0	01/03/2022
Leticia Lemus	Thille	Health Specialist	6.0-8.0	01/03/2022
Jeannette Martinez	Blanchard	Health Specialist	6.0-8.0	01/03/2022
Veronica Solis	Glen City	Health Specialist	6.0-8.0	01/03/2022

January 26, 2022