Santa Paula Unified School District

PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
HUMAN RESOURCES OFFICE
500 E. Santa Barbara St.
Santa Paula, CA 93060
Thursday, January 20, 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 November 18, and December 16, 2021.

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. Election of Chair	**Action**
2. Election of Vice-Chair	**Action**
3. Scheduling of Regular Meetings	**Action**
4. Eligibility lists for Computer Technician and Network Technician	**Action**
5. Personnel Activity Report for December 15, 2021	**Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES

November 18, 2021

ROLL CALL

COMMISSION MEMBERS

Present:
Mary Lowe, Chair
Jeff Steiger, Member

Absent:
Karen Harrison (Djernaes), 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 Chair Lowe at 4:06 p.m.

APPROVAL OF MINUTES
October 21, 2021

UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. LOWE, THE ITEM WAS OPENED FOR DISCUSSION. WITH NO COMMENTS, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

APPROVAL OF ORDER OF AGENDA ITEMS

UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. LOWE, THE ITEM WAS OPENED FOR DISCUSSION. WITH NO COMMENTS, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

PUBLIC COMMENTS

No public comments were made.

REPORTS AND DISCUSSION
Director's Report

The HR Director provided a handout to the Personnel Commission outlining current activities in the Classified HR Department. She shared with the Commission that after a school site visit, the Webster School Principal, Jeff Madrigal, complimented our office stating our level of service has increased and was impressed with our department.
The HR Director also noted that this would be the last meeting for Commissioner Lowe, as CSEA will appoint someone else to represent them on the Personnel Commission and thanked Commissioner Lowe for her service.

OLD BUSINESS
None

NEW BUSINESS

Eligibility lists for Campus Supervision Assistant, Instructional Assistant-Speech (Bilingual & Non-Bilingual) and Instructional Assistant-After School Program (Bilingual & Non-Bilingual) – Action.	UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. LOWE, THE ITEM WAS OPENED FOR DISCUSSION. The HR Director provided additional summaries on the established eligibility lists. AFTER A BRIEF DISCUSSION, THE ITEM WAS APPROVED A 2-0 VOTE.
Personnel Activity Reports for October 13, and November 10, 2021 - Information.	UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. LOWE, THE ITEM WAS OPENED FOR DISCUSSION. AFTER SOME DISCUSSION, THE ITEM WAS APPROVED WITH A 2-0 VOTE.
COMMISSION COMMENTS	Commissioner Lowe thanked staff and noted she learned a great deal during her term as Commissioner.
SCHEDULE NEXT REGULAR MEETING	The next regular meeting was scheduled for 4:00 p.m., Thursday, December 16, 2021.
ADJOURNMENT	The meeting was adjourned at 4:26 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, November 18, 2021, as approved by the Santa Paula Unified School District.

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Chair, Personnel Commission Date

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

PERSONNEL COMMISSION MINUTES

December 16, 2021

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 4:00 p.m.

APPROVAL OF MINUTES
November 18, 2021

Minutes were tabled for the next regular meeting.

PUBLIC COMMENTS

No public comments were made.

REPORTS AND DISCUSSION
Director's Report

The HR Director welcomed CSEA President, Ilda Sanchez, to the meeting and informed the Commission that there would be a CSEA report listed under Reports and Discussion on the Personnel Commission agenda for future meetings. She also highlighted information provided on the Annual Report, inquired as to the Commission's interest in attending the CSPCA Annual conference scheduled for March 6 – March 8, and noted AB 438, a new law that will affect how classified employee layoffs are processed.

OLD BUSINESS
None

NEW BUSINESS
Administration of Oath of Office – CSEA's Appointee Personnel Commissioner – Tommie Sanchez-Reyes – Action.

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

The HR Director administered the oath of office to Commissioner Sanchez-Reyes.

	THE ITEM WAS APPROVED WITH A 2-0 VOTE.
Election of Chair – Action.	Item tabled to next regular meeting.
Election of Vice-Chair – Action.	Item tabled to next regular meeting.
Scheduling of Regular Meetings – Action.	UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MR. STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. Commissioner Sanchez-Reyes recommended moving the regular Personnel Commission meetings to the second Thursday of each month. AFTER SOME DISCUSSION, THE ITEM WAS TABLED TO THE NEXT REGULAR MEETING.
Annual Report 2020/2021 Draft – 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.
Approval of initial salary placement for Director of Technology at step 4 – Action.	UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MR. STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. AFTER LENGTHY DISCUSSION, THE ITEM WAS MODIFIED TO APPROVE INITIAL SALARY PLACEMENT AT STEP 3 WITH A 2-0 VOTE.
Eligibility lists for Accounting Technician, Administrative Assistant II and Director-Technology – Action.	UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. LOWE, THE ITEM WAS OPENED FOR DISCUSSION. THE ITEM WAS APPROVED WITH A 2-0 VOTE
COMMISSION COMMENTS	Commissioner Sanchez-Reyes thanked CSEA for selecting her as their appointment to the Personnel Commission and inquired as to the duties of the Safety Manager, should the position be abolished.
SCHEDULE NEXT REGULAR MEETING	The next regular meeting was scheduled for 4:00 p.m., Thursday, January 20, 2022.
ADJOURNMENT	The meeting was adjourned at 4:33 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, December 16, 2021, as approved by the Santa Paula Unified School District.

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Chair, Personnel Commission Date

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

January 12, 2022

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the **Computer Technician** Eligibility List has been completed.

Recruitment:	Open and Promotional
Number of District employees that applied:	00

Number of Applications	12
Number of Applicants Tested (written)	09
Number of Applicants Tested (oral qualifications)	06
Number of Applicants Passing Test	06
Number of Applicants to be Certified	06

INTERVIEW COMMITTEE:

Sally Rowland, *Director, Technology & User Support Services*– College of the Canyons
Gil San Jose, *Manager, Technology Services*–Fillmore Unified School District

It is recommended that the Eligibility List for **Computer Technician** be certified as presented.

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

January 12, 2022

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the **Network Technician** Eligibility List has been completed.

Recruitment:	Open and Promotional
Number of District employees that applied:	01

Number of Applications	08
Number of Applicants Tested (written)	05
Number of Applicants Tested (oral qualifications)	03
Number of Applicants Passing Test	03
Number of Applicants to be Certified	03

INTERVIEW COMMITTEE:

Sally Rowland, *Director, Technology & User Support Services*– College of the Canyons
Gil San Jose, *Manager, Technology Services*–Fillmore Unified School District

It is recommended that the Eligibility List for **Network Technician** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

DECEMBER 15, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
PROMOTIONS				
Haley Galvan	Bedell/McKevett	Instructional Asst.-Speech Bil.	5.5 hrs/day	11/08/21
Corinna Cabacungan	D.O.	Administrative Asst. II	8.0 hrs/day	12/01/21
PROBATIONARY ASSIGNMENTS				
Alondra Urbina	Blanchard	Instructional Asst.-Bil.	3.0 hrs/day	11/08/21
Jose Munoz	Isbell	Instructional Asst.-ASP	3.75 hrs/day	11/09/21
Jailene Hernandez	Glen City	Instructional Asst.-ASP	4.0 hrs/day	11/18/21
Nadine Vasquez	Blanchard	Instructional Asst.-ASP	4.0 hrs/day	12/06/21
RETIREMENT				
L. Darai Voss Roundy	D.O.	Executive Asst.-Confidential	8.0 hrs/day	01/04/22
RESIGNATIONS				
Sally Rowland	Technology	Director of Technology	8.0 hrs/day	11/01/21
Jailene Hernandez	Glen City	Instructional Asst.-ASP	4.0 hrs/day	12/01/21
Javier Felix	Webster	Custodian	5.0 hrs/day	12/02/21
Kevin Schmitz	Maintenance	Director of M&O	8.0 hrs/day	12/17/21
Bridget Harman	Thille	Instructional Asst.-Special Ed.	5.5 hrs/day	12/31/21
LIMITED TERM				
Kylie Skoe	DO	Human Resources Asst.-Cert.	8.0 hrs/day	07/01/21-12/31/21
Nancy Gonzalez	DO	Office Assistant	8.0 hrs/day	10/28/21-12/17/21
Sally Rowland	DO	Interim Director-Technology	10 hrs/wk	11/02/21-12/31/21
Lalo Alvarado	Webster	Resources Serv. Spec.-P.E.	5.0 hrs/wk	12/03/21-05/31/22
SUBSTITUTES				
Michael Ramirez		Campus Supervision Asst.		10/19/21