

Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
HUMAN RESOURCES OFFICE
500 E. Santa Barbara St.
Santa Paula, CA 93060
Thursday, November 18, 2021 - 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 October 21, 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. Director's Report

F. OLD BUSINESS – ACTION OR INFORMATION

1. None

G. NEW BUSINESS – ACTION OR INFORMATION

1. Eligibility lists for Campus Supervision Assistant, Instructional Assistant-Speech (Bilingual & Non-Bilingual) and Instructional Assistant-After School Program (Bilingual & Non-Bilingual) **Action**
2. Personnel Activity Reports for October 13, and November 10, 2021 **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

1. December 16, 2021

J. ADJOURNMENT

PERSONNEL COMMISSION MINUTES

October 21, 2021

ROLL CALL

COMMISSION MEMBERS

Present:

Mary Lowe, Chair

Karen Harrison (Djernaes), Vice-Chair

Absent:

Jeff Steiger, Member

Staff Present:

Cynthia Carrillo, Executive Director-Human Resources

CALL TO ORDER

The regular meeting of the Personnel Commission was called to order by Chair Lowe at 4:07 p.m.

APPROVAL OF MINUTES

June 8, 2021

UPON A MOTION BY MRS. HARRISON 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 MRS. HARRISON 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 outlining activities that have transpired since the last Personnel Commission meeting. This specifically noted the COVID mandate; Frontline employee absence and substitute tracking system, NeoEd applicant tracking system, new employee orientations, updating processes and procedures, calendars and negotiations.

OLD BUSINESS

None

NEW BUSINESS

Establishment of New Classification –
Media & Web Communications Specialist-Bilingual -
Action

UPON A MOTION BY MRS. HARRISON WITH A SECOND
BY MRS. LOWE, THE ITEM WAS OPENED FOR
DISCUSSION.

The HR Director provided a memo to the Commission regarding
the recommendation and rationale for the establishment and
salary allocation.

- a. Approval of job specification and salary
allocation – Action.

AFTER A LENGTHY DISCUSSION, THE ITEM WAS
APPROVED, ALONG WITH THE SALARY ALLOCATION
TO RANGE 21.50 AND UNDER THE INFORMATION
TECHNOLOGY HIERARCHY, WITH A 2-0 VOTE.

Eligibility lists for Athletic Trainer, Computer
Technician, Custodial Supervisor, Custodian,
Instructional Assistant-Bilingual, Instructional
Assistant-After School Program (Bilingual & Non-
Bilingual), Instructional Assistant-Severely Disabled
(Bilingual & Non-Bilingual), Instructional Assistant-
Special Education (Bilingual & Non-Bilingual),
Network & Systems Manager, Occupational
Therapist, School Administrative Assistant I
(Bilingual) and School Office Assistant (Bilingual) –
Action.

UPON A MOTION BY MRS. HARRISON WITH A SECOND
BY MRS. LOWE, THE ITEM WAS OPENED FOR
DISCUSSION. AFTER A BRIEF DISCUSSION, THE ITEM
WAS APPROVED WITH A 2-0 VOTE.

Personnel Activity Reports for June 9, July 14, July 28,
August 11, September 8, and September 22, 2021 -
Information.

Approved by consensus.

COMMISSION COMMENTS

No comments were made.

SCHEDULE NEXT REGULAR MEETING

The next regular meeting was scheduled for 4:00 p.m., Thursday,
November 18, 2021.

ADJOURNMENT

The meeting was adjourned at 4:52 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, October 21, 2021, as approved
by the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 20, 2021

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Campus Supervision Assistant Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 12

Number of Applicants Tested (supplemental) 12

Number of Applicants Passing Supplemental 08

Number of Applicants to be Certified 08

It is recommended that the Eligibility List for Campus Supervision Assistant be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 11, 2021

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Instructional Assistant-Speech (Bilingual & Non-Bilingual) Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 03

Number of Applications 15

Number of Applicants Tested (written) 09

Number of Applicants Tested (oral) 09

Number of Applicants Passing Test 09

Number of Applicants to be Certified 09

INTERVIEW COMMITTEE:

Samantha Gonzalez, *Speech & Language Pathology Assistant* - Santa Paula Unified School District

Vanessa Hernandez, *Executive Assistant (Special Ed. Dept.)* - Santa Paula Unified School District

It is recommended that the Eligibility List for Instructional Assistant-Speech (Bilingual & Non-Bilingual) be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 20, 2021

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Instructional Assistant-After School Program (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) 12

Number of Applicants Tested (oral) 10

Number of Applicants Passing Test 10

Number of Applicants to be Certified 10

INTERVIEW COMMITTEE:

Marisela Soriano, *Branch Director* – Boys & Girls Club of Santa Clara Valley

Jennie Bautista, *Retired Instructional Asst.-Special Ed. Bilingual* - Santa Paula Unified School District

It is recommended that the Eligibility List for Instructional Assistant-After School Program (Bilingual & Non-Bilingual) be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

OCTOBER 13, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS DATE	EFFECTIVE
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PROMOTION

Brenda Camacho	Webster	School Admin Asst. I	8.0/day	09/20/21
Leticia Sanchez	Webster	Instructional Asst.-Bil.	5.5/day	10/01/21

PROBATIONARY ASSIGNMENTS

Delia Vega de Castanon	Isbell	CNS Asst. I	5.5/day	09/22/21
Zaira Juarez Aguilar	Glen City	Instructional Asst.-Bil.	3.0/day	09/29/21
Stephanie Gomez	McKevett	Instructional Asst.-Bil.	3.0/day	10/05/21
Ana Banda	Glen City	Instructional Asst.-Bil.	3.0/day	10/06/21
Daniel Cancino	Technology	Computer Technician	8.0/day	10/12/21
Crisencio Sabilla, Jr.	Technology	Computer Technician	8.0/day	10/25/21

RESIGNATION

Lisa Palencia	Thille	Instructional Asst.-ASP	4.0/day	09/22/21
Rosemary Del Rio	SPHS	Instructional Asst.-Sp. Ed.	6.0/day	09/30/21
Jesus Llamas	Webster	Instructional Asst.-ASP	4.0/day	09/30/21
Leslie Magana	Bedell	Instructional Asst.-SD	5.5/day	09/30/21
Ayako Oba	Webster	Instructional Asst.-SD	5.75/day	10/01/21
Susy Guerrero	SPHS	Instructional Asst.-SD	5.75/day	10/15/21

INCREASE IN HOURS

TBD	Maintenance	Grounds Maintenance Worker	4.0-8.0	10/14/21
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LIMITED TERM

Sonia Molina	Isbell	Health Specialist	8.0/day	08/02/21-08/3/21
Janessa Tubbs	Isbell	Campus Safety Asst.	8.0/day	08/03/21-08/09/21
Cynthia Cruz	Webster	Library/Media Specialist	2.5/day	08/09/21-08/27/21

October 13, 2021

CLASSIFIED PERSONNEL ACTIVITY REPORT
October 13, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
LIMITED TERM continued				
Debbie Gonzales	Isbell	Campus Safety Asst.	8.0/day	08/09/21
Jerry Segura	Isbell	Campus Safety Asst.	8.0/day	08/09/21
Janelle Hodgson	McKevett	Library/Media Specialist	8.0/day	08/10/21-08/31/21
Cynthia Alvarez	Webster	Instructional Asst.-SD	6.25/day	08/18/21-02/18/22
Daniel Cancino	Webster	Instructional Asst.-SD	6.0/day	08/18/21-10/11/22
Miriam Gonzalez	Webster	Instructional Asst.-SD	6.25/day	08/19/21-02/19/22
Joanna Bustillos	Webster	Instructional Asst.-SD	6.5/day	08/24/21-02/24/22

STUDENT WORKER

Marisol Zacarias	SPHS	Student Worker	08/11/21
Luis Bahena	SPHS	Student Worker	09/20/21
Nickolas Sanchez	SPHS	Student Worker	09/30/21

SUBSTITUTES

Sandra Madrigal	Clerical Substitute	10/01/21
Susanne Catalano	Clerical Substitute	10/01/21
Valeria Ramirez Casas	Instructional/Clerical Substitute	10/06/21

CLASSIFIED PERSONNEL ACTIVITY REPORT

NOVEMBER 10, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS DATE	EFFECTIVE
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PROMOTION

Marco Reyes Zambrano	Technology	Network Technician	8 hrs/day	10/26/21
Haley Galvan	Bedell/McKevett	Inst. Asst.-Speech Bil.	5.5 hrs/day	11/08/21

PROBATIONARY ASSIGNMENTS

Joseph Miranda-Hernandez	McKevett	Custodian	5 hrs/day	10/21/21
Crisencio Sabilla, Jr.	Technology	Computer Technician	8 hrs/day	10/25/21
Bianca Hernandez	Webster	School Office Asst. (Bil.)	8 hrs/day	10/26/21

RESIGNATION

Sally Rowland	Technology	Director of Technology	8 hrs/day	11/01/21
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INCREASE IN HOURS

Elisa Robledo	Thille	Custodian	4 to 8 hrs/day	11/11/21
Ben Villa	Bedell	Custodian	6 to 8 hrs/day	11/11/21
Joseph Miranda-Hernandez	McKevett	Custodian	5 to 8 hrs/day	11/11/21

LIMITED TERM

Patty Magana	SPHS	Office Asst.	2 hrs/day	08/09/21-12/17/21
Lilia Perez	Glen City	Campus Supervision Asst.	3.75 hrs/day	09/20/21-03/20/22
Diane Tran	Bedell	Campus Supervision Asst.	3.75 hrs/day	09/20/21-03/20/22
Vicky Bonilla	McKevett	Campus Supervision Asst.	3.75 hrs/day	09/24/21-03/24/22
Estela Lopez Sanchez	Glen City	Campus Supervision Asst.	3.75 hrs/day	09/24/21-03/24/22
Cynthia Mata	Bedell	Campus Supervision Asst.	3.75 hrs/day	09/24/21-03/24/22
Faviola Medrano	Blanchard	Campus Supervision Asst.	3.75 hrs/day	09/24/21-03/24/22
Esmeralda Pizano	McKevett	Campus Supervision Asst.	3.75 hrs/day	09/29/21-03/29/22
Ruben Barreto	Isbell	Campus Safety Asst.	6 hrs/day	10/01/21-04/01/22

November 10, 2021

CLASSIFIED PERSONNEL ACTIVITY REPORT
November 10, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
LIMITED TERM continued				
Janessa Tubbs	Isbell	Campus Safety Asst.	6 hrs/day	10/01/21-04/01/22
Erica Magana	Blanchard	Instructional Asst.-SD	1 hr/day	10/06/21-03/06/22

LIMITED TERM – WOC (not to exceed 6 months)				
Amparo Lopez	Class. HR	Human Resources Asst.	8 hrs/day	08/01/21-02/01/21
Nora Perez	SPHS	Computer Technician	8 hrs/day	08/01/21-08/31/21
Corinna Cabacungan	DO	Admin Asst. II	8 hrs/day	09/20/21-06/30/22

STUDENT WORKER				
Freddy Rincon	SPHS	Student Worker		10/07/21

SUBSTITUTES				
Susanne Catalano		Clerical		10/01/21
Sandra Madrigal		Child Nutrition Services		10/01/21
Valeria Ramirez Casas		Instructional Asst./Clerical		10/05/21
Ralph Frutos		Custodian		10/13/21
Noelia Valdovinos		AVID Tutor		10/26/21
Gabriela Magana		AVID Tutor		10/26/21
Daisy Ruiz		AVID Tutor		10/26/21
Mariola Perez		Campus Supervision Asst.		10/26/21
Amy Ibarra		AVID Tutor		10/28/21