

**Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA**

**PERSONNEL COMMISSION MEETING
HUMAN RESOURCES OFFICE
500 E. Santa Barbara St.
Santa Paula, CA 93060
Thursday, October 7, 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 June 8, 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. Establishment of New Classification – **Action**
Media & Web Communications Specialist-Bilingual
a. Approval of job specification and salary allocation
2. 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**
3. Personnel Activity Reports for June 9, July 14, July 28, August 11, September 8, and September 22, 2021 **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

1. November 18, 2021

NEW BUSINESS

Recognition of Retirees: Sandee Alamillo, Kathy Barker, Irma Gomez, Donna Nelson, John Peralta, Tommie Sanchez-Reyes, Juliet Serrano and Juana Villarreal - Information

The HR Director reviewed the list of eight classified employee retirees and their respective positions and years of service. Due to the current pandemic, each retiree was congratulated with a traditional clock in appreciation for their dedicated service.

Eligibility list for Network Technician – Action

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

AFTER A BRIEF DISCUSSION, THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Personnel Activity Report for May - 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, September 16, 2021.

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 Tuesday, June 8, 2021, as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: MEDIA & WEB COMMUNICATIONS SPECIALIST-BILINGUAL

BASIC FUNCTION:

Under the direction of an assigned administrator, supports District initiatives, programs and related outreach by disseminating information and publicity pertaining to various District related events, activities, and programs. Develops and maintains related websites and social media platforms and produces a wide variety of pictorial, graphic, and related print materials. Facilitates cooperative relationships with the media, local business organizations, civic leaders and community partners to communicate efforts and project a positive image of the District.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Researches and utilizes current web and internet resources; creates and modifies websites and pages; maintains up-to-date internet and intranet web pages.

Monitors, creates and edits text, graphics, animation, audio, and video files and places on web servers; converts files between various formats, including word processing, spreadsheet, Adobe PDF, audio and video, and HTML.

Web-enables access to information residing in databases on servers with read-only and read/write capability.

Assists with coordinating and preparing media alerts.

Assists with composing and preparing a variety of publications and materials such as calendars, newsletters, and brochures.

Assists with photography and/or video recording of District and school site programs and events.

Designs and produces camera-ready artwork.

Utilizes a variety of equipment used in video and graphic production.

Participates in meetings, committees, and task forces to design, develop, and implement web-based applications and other media to communicate the District's programs, objects, vision, and mission.

Communicates with a variety of users requesting content published in web format.

Provides training and assistance in web skills.

Assists in the development of marketing plan to increase student enrollment.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Proper telephone etiquette.

Proper English usage, grammar, spelling, punctuation, vocabulary and speaking skills.

Interpersonal skills using tact, patience and courtesy.

Strong human relations skills to network, enhance community partnerships and collaborate with diverse individuals and groups.

Oral and written communication skills in English and a designated second language.

Operation of a computer and assigned software and applications.

Programming languages, desktop publishing, Adobe and other related software including image scanning and manipulation and digital multimedia.

Mobile application development.

Methods of media and web communications, practices, and procedures.

District organization, operations, policies and objectives.

ABILITY TO:

Communicate effectively in oral, written and electronic forms using a journalistic and technical writing style in English and a designated second language.

Maintain confidentiality of District information.

Understand and follow complex oral and written instructions and complete assignments in an independent manner.

Establish and maintain cooperative and effective working relationships with media representatives, staff, students, parents, community members, and others.

Prepare and deliver oral presentations.

Maintain records and prepare reports.

Plan, organize, and coordinate assigned tasks so as to meet established timelines.

Remain informed of social media platforms and social media marketing trends and strategies.

Systematically and skillfully organize, design, layout and edit public information and promotional materials.

Utilize a variety of equipment used in video and graphic production.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: bachelor's degree in communications, journalism, public relations, business administration, or other related field and two or more years of recent experience with web publishing and writing, editing, designing and layout of publications and social media.

LICENSES AND OTHER REQUIREMENTS:

Ability to read, speak and write in a designated second language.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Sitting and standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard; video equipment; and other related equipment.

Ability to see and read a computer screen and printed matter with or without vision aids.

Ability to hear in person and over the telephone.

Ability to work at a computer for extended periods of time.

Proposed Draft Prepared: 7/28/21

Establishment of New Position by Board: 8/11/21

New Position Approval by Personnel Commission: _____



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

August 3, 2021

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the **Athletic Trainer** Eligibility List has been completed.

Recruitment:	<u>Open and Promotional</u>
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Number of District employees that applied:	00
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Number of Applications	08
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Number of Applicants Tested (written)	00
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Number of Applicants Tested (oral qualifications)	03
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Number of Applicants Passing Test	03
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Number of Applicants to be Certified	03
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INTERVIEW COMMITTEE:

Dr. Michael Tushla, *General Practitioner* – Identity Medical Group, Santa Paula

Breanna McClain, *Director of Sports Medicine*—Fillmore Unified School District

It is recommended that the Eligibility List for **Athletic Trainer** be certified as presented.



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 Computer Technician 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	17
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Number of Applicants Tested (written)	09
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Number of Applicants Tested (oral)	07
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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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INTERVIEW COMMITTEE:

Devin Holzer, *Director of Technology* – Pleasant Valley School District

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

July 27, 2021

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the Custodial Supervisor Eligibility List has been completed.

Recruitment: Open and Promotional

Number of District employees that applied: 00

Number of Applications 05

Number of Applicants Tested (written) 00

Number of Applicants Tested (oral qualifications) 02

Number of Applicants Passing Test 01

Number of Applicants to be Certified 01

INTERVIEW COMMITTEE:

Eric Lopez, *Custodial Supervisor II* – Moorpark College

Ulises Valenzuela, *Parks & Facilities Supervisor*– City of Santa Paula

It is recommended that the Eligibility List for Custodial Supervisor be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 23, 2021

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the Custodian Eligibility List has been completed.

Recruitment:	<u>Open and Promotional</u>
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Number of District employees that applied:	01
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Number of Applications	18
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Number of Applicants Tested (written)	09
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Number of Applicants Tested (oral qualifications)	07
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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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INTERVIEW COMMITTEE:

Mark Vera, *Custodian* – Pleasant Valley School District

Rafael Lira, *Head Custodian*– Hueneme Elementary School District

It is recommended that the Eligibility List for Custodian be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

August 27, 2021

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the **Instructional Assistant-Bilingual** Eligibility List has been completed.

Recruitment:	<u>Open and Promotional</u>
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Number of District employees that applied:	00
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Number of Applications	11
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Number of Applicants Tested (written)	02
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Number of Applicants Tested (oral qualifications)	07
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Number of Applicants Passing Test	07
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Number of Applicants to be Certified	07
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INTERVIEW COMMITTEE:

Jennie Bautista, *Instructional Asst.-Special Ed Bil (Retired)*– Santa Paula Unified School District
Grace Vasquez, *Instructional Asst.-Special Ed Bil (Retired)*–Santa Paula Unified School District

It is recommended that the Eligibility List for **Instructional Assistant-Bilingual** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 28, 2021

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the **Instructional Assistant-ASP & Bil** Eligibility List has been completed.

Recruitment: Open and Promotional

Number of District employees that applied: 01

Number of Applications	17
Number of Applicants Tested (written)	01
Number of Applicants Tested (oral qualifications)	09
Number of Applicants Passing Test	08
Number of Applicants to be Certified	08

INTERVIEW COMMITTEE:

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

Angela Borrego-Chavez, *Retired Elementary Teacher*–Santa Paula Unified School District

It is recommended that the Eligibility List for **Instructional Assistant-ASP & Bil** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 21, 2021

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the **Instructional Assistant-Severely Disabled & Bil** 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) 00

Number of Applicants Tested (oral qualifications) 03

Number of Applicants Passing Test 03

Number of Applicants to be Certified 03

INTERVIEW COMMITTEE:

Christina Mendez, *Retired Inst. Asst.-Severely Disabled* – Santa Paula Unified School District

Jennie Bautista, *Retired Inst. Asst.-Special Ed Bil*– Santa Paula Unified School District

It is recommended that the Eligibility List for **Instructional Assistant-Severely Disabled & Bil** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 21, 2021

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the Instructional Assistant-Special Ed & Bil Eligibility List has been completed.

Recruitment:

Open and Promotional

Number of District employees that applied:

02

Number of Applications

19

Number of Applicants Tested (written)

04

Number of Applicants Tested (oral qualifications)

07

Number of Applicants Passing Test

07

Number of Applicants to be Certified

07

INTERVIEW COMMITTEE:

Christina Mendez, *Retired Inst. Asst.-Severely Disabled* – Santa Paula Unified School District

Jennie Bautista, *Retired Inst. Asst.-Special Ed Bil*– Santa Paula Unified School District

It is recommended that the Eligibility List for Instructional Assistant-Special Ed & Bil be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

August 9, 2021

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the Network & Systems Manager Eligibility List has been completed.

Recruitment:

Open and Promotional

Number of District employees that applied:

01

Number of Applications

02

Number of Applicants Tested (written)

00

Number of Applicants Tested (oral qualifications)

01

Number of Applicants Passing Test

01

Number of Applicants to be Certified

01

INTERVIEW COMMITTEE:

Dr. Julie Judd, *Chief Technology Officer*– Ventura County Office of Education

Anthony Ibarra, *Director of Technology Services*–Fillmore Unified School District

It is recommended that the Eligibility List for Network & Systems Manager be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 17, 2021

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Occupational Therapist** 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	01
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Number of Applicants Tested (written)	01
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Number of Applicants Tested (oral)	01
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Number of Applicants Passing Test	01
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Number of Applicants to be Certified	01
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INTERVIEW COMMITTEE:

Dr. Edd Bond, *Executive Director-Human Resources Certificated* – Santa Paula Unified School District

Bianca Hernandez, *Special Education/Student Services Coordinator* – Santa Paula Unified School District

It is recommended that the Eligibility List for **Occupational Therapist** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 9, 2021

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

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

Recruitment: Open and Promotional

Number of District employees that applied: 02

Number of Applications 18

Number of Applicants Tested (written) 08

Number of Applicants Tested (oral qualifications) 05

Number of Applicants Passing Test 04

Number of Applicants to be Certified 04

INTERVIEW COMMITTEE:

Teresa Acosta, *Executive Asst., Business Services*– Lompoc Unified School District

Erika Diggs, *Former School Administrative Asst.*–Lompoc Unified School District

It is recommended that the Eligibility List for School Administrative Assistant (Bilingual) be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 15, 2021

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

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

Recruitment: Open and Promotional

Number of District employees that applied: 02

Number of Applications	20
Number of Applicants Tested (written)	15
Number of Applicants Tested (oral qualifications)	10
Number of Applicants Passing Test	10
Number of Applicants to be Certified	10

INTERVIEW COMMITTEE:

Martha Vazquez, *Attendance & Enrollment Specialist*– Pleasant Valley School District

Susan Williams, *Former Principal*–Lompoc Unified School District

It is recommended that the Eligibility List for School Office Assistant (Bilingual) be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

JUNE, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROMOTION

Samia Ibrahim	Glen City	CNS Site Lead-Elementary	8.0/day	6/1/21
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RETIREMENT

Sandee Alamillo	D.O.	Accounting Asst.-CNS	8.0/day	06/16/21
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RESIGNATION

Julian Morral	Technology	Computer Technician	8.0/day	6/10/21
Hazel Gonzales	Bedell	School Administrative Asst. I	8.0/day	6/16/21

AVID TUTORS

Sabrina Moreno				05/13/21
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CLASSIFIED PERSONNEL ACTIVITY REPORT

JULY, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
LIMITED TERM				
Nancy Gonzalez	D.O.	School Office Asst.	4.5 hrs/day	05/17/21-06/11/21
Nancy Gonzalez	D.O.	School Office Asst.	4.5 hrs/day	05/24/21-06/11/21
Vanessa Chavez	SPHS	College & Career Guid Spec	8 hrs/day	06/01/21-06/09/21
Pauline Lovato	SPHS	Locker Room Attendant	8 hrs/day	06/01/21-06/09/21
Patricia Magana	SPHS	Student Store Clerk	8 hrs/day	06/01/21-06/09/21
Michael Montoya	SPHS	Locker Room Attendant	8 hrs/day	06/01/21-06/09/21
Cynthia Cruz	Webster	Library/Media Specialist	5.5 hrs/day	06/04/21
Yanette Frutos	Blanchard	School Office Assistant	8 hrs/day	06/04/21
Janelle Hodgson	McKevett	Library/Media Specialist	8 hrs/day	06/04/21
Diana Sandoval	Blanchard	Library/Media Specialist	6 hrs/day	06/04/21
Irene Sandoval	Thille	Library/Media Specialist	5 hrs/day	06/04/21
Brenda Camacho	Webster	School Office Assistant	8 hrs/day	06/04/21-06/11/21
Frank Jordan	SPHS	School Office Assistant	NTE 80 hrs	06/04/21-07/31/21

SUMMER SCHOOL

Brenda Camacho	Webster	School Admin. Asst. I	7.5 hrs/day	06/07/21-07/02/21
Hermie Marquez	Glen City	School Admin. Asst. I	7.5 hrs/day	06/17/21-07/02/21
Mary Bustos	Glen City	School Admin. Asst. I	7.5 hrs/day	06/08/21-06/16/21
Lucila Sandez	Isbell	School Admin. Asst. II	5.5 hrs/day	06/07/21-07/18/21
Ilda Sanchez	Isbell	School Admin. Asst. II	5.5 hrs/day	06/21/21-07/02/21
Patricia Magana	SPHS	School Office Asst.	7.5 hrs/day	06/07/21-07/13/21
Vanessa Chavez	SPHS	College & Career Guid. Spec.	6 hrs/day	06/07/21-07/13/21
Veronica Solis	Glen City	Health Specialist	7.25 hrs/day	06/07/21-07/02/21
Erica Barrios	Webster	Health Specialist	7.25 hrs/day	06/07/21-07/02/21
Sonia Molina	Isbell	Health Specialist	6 hrs/day	06/07/21-07/02/21

July 14, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
SUMMER SCHOOL				
Margaret Lopez	SPHS	Spec Health Care Tech/LVN	6 hrs/day	06/07/21-07/12/21
Jessie Prado	Isbell	Campus Safety Asst.	5 hrs/day	06/07/21-07/02/21
Janessa Tubbs	Isbell	Campus Safety Asst.	5 hrs/day	06/07/21-07/02/21
Christopher Monen	SPHS	Campus Security Officer	6 hrs/day	06/07/21-07/13/21
Ruben Barreto	SPHS	Campus Security Officer	6 hrs/day	06/07/21-07/13/21
Isidro Valdivia	SPHS	Campus Security Officer	6 hrs/day	06/07/21-07/13/21
Teresa Zamora	Webster	Campus Supervision Asst.	5 hrs/day	06/07/21-07/02/21
Daniel Romo	Webster	Campus Supervision Asst.	5 hrs/day	06/07/21-07/02/21
Estela Montiel	Webster	Campus Supervision Asst.	5 hrs/day	06/07/21-07/02/21
Sonia Mendez	Webster	Campus Supervision Asst.	5 hrs/day	06/07/21-07/02/21
Fabiola Reyes	Glen City	Campus Supervision Asst.	5 hrs/day	06/07/21-07/02/21
Maria G. Medina	Glen City	Campus Supervision Asst.	5 hrs/day	06/07/21-07/02/21
Esmeralda Pizano	Glen City	Campus Supervision Asst.	5 hrs/day	06/07/21-07/02/21
Jessie Puga	Glen City	Campus Supervision Asst.	5 hrs/day	06/07/21-07/02/21
Shirley Fergerson	Glen City	Campus Supervision Asst.	5 hrs/day	06/07/21-07/02/21
Vicky Bonilla	Glen City	Campus Supervision Asst.	5 hrs/day	06/07/21-07/02/21
Salina Jacinto	Glen City	Campus Supervision Asst.	5 hrs/day	06/07/21-07/02/21
Oscar Rodriguez	Glen City	Campus Supervision Asst.	5 hrs/day	06/07/21-07/02/21
Jerry Segura Sr.	Isbell	Campus Supervision Asst.	5 hrs/day	06/07/21-07/02/21
Nancy Vasquez	Isbell	Campus Supervision Asst.	5 hrs/day	06/07/21-07/02/21
Judah Prado	SPHS	Campus Supervision Asst.	5 hrs/day	06/07/21-07/13/21
Stephanie Alonzo	SPHS	Campus Supervision Asst.	5 hrs/day	06/07/21-07/13/21
Vanessa Bracamontes	SPHS	Campus Supervision Asst.	6 hrs/day	06/07/21-07/13/21
Maria Ramirez	Glen City	Instructional Asst. Bil	4.5 hrs/day	06/07/21-07/02/21
Kathy Salazar	Glen City	Instructional Asst.	4.5 hrs/day	06/07/21-07/02/21
Frances Cota	SPHS	Instructional Asst. Bil	4.5 hrs/day	06/07/21-07/12/21
Leticia Mariscal	SPHS	Instructional Asst. Bil	5.75 hrs/day	06/07/21-07/12/21

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
SUMMER SCHOOL				
Mercedes Vera	SPHS	Instructional Asst. Bil	5.75 hrs/day	06/07/21-07/12/21
Lisa Palencia	SPHS	Instructional Asst.	5.75 hrs/day	06/07/21-07/12/21
Donna Rodriguez	SPHS	Instructional Asst.	5.75 hrs/day	06/07/21-07/12/21
Hoda Kerissa	Webster	Instructional Asst.	4.5 hrs/day	06/07/21-07/02/21
Laura Chacon	Webster	Instructional Asst.	4.5 hrs/day	06/07/21-07/02/21
Amariza Almaguer	Webster	Instructional Asst.	4.5 hrs/day	06/07/21-07/02/21
Karen Alamillo	SPHS	Inst. Asst.-Special Ed	5.75 hrs/day	06/07/21-07/12/21
Regina Mendez Medina	Glen City	Inst. Asst.-Special Ed	4.5 hrs/day	06/07/21-07/02/21
Denise Basua	SPHS	Inst. Asst.-Special Ed	5.75 hrs/day	06/07/21-07/12/21
Christina Ines-Solis	SPHS	Inst. Asst.-Special Ed	5 hrs/day	06/07/21-07/12/21
Jessie Prado	SPHS	Inst. Asst.-Special Ed	5 hrs/day	06/07/21-07/12/21
Griselda Martinez	Isbell	Inst. Asst.-Special Ed	5 hrs/day	06/07/21-07/02/21
Kattie Morales	Isbell	Inst. Asst.-Special Ed	5 hrs/day	06/07/21-07/02/21
Marilu Gwynn	Webster	Inst. Asst.-Special Ed	5 hrs/day	06/07/21-07/02/21
Maribel Rodriguez	Webster	Inst. Asst.-Special Ed	5 hrs/day	06/07/21-07/02/21
Kaeli Almaguer	Webster	Inst. Asst.-Special Ed	5 hrs/day	06/07/21-07/02/21
Magaly Magana	Webster	Inst. Asst.-Special Ed	5 hrs/day	06/07/21-07/02/21
Anahi Magana-Garcia	Webster	Inst. Asst.-Special Ed	5 hrs/day	06/07/21-07/02/21
Aide Tapia	Webster	Inst. Asst.-Special Ed	5 hrs/day	06/07/21-07/02/21
Irma Ramos	SPHS	Inst. Asst.-Sev. Disabled	5.75 hrs/day	06/07/21-07/12/21
Gisela Dominguez	SPHS	Inst. Asst.-Sev. Disabled	5.75 hrs/day	06/07/21-07/12/21
Cyndell Arana	Isbell	Inst. Asst.-Sev. Disabled	5 hrs/day	06/07/21-07/02/21
Athena Cabral	Isbell	Inst. Asst.-Sev. Disabled	5 hrs/day	06/07/21-07/02/21
Joanna Bustillos	Webster	Inst. Asst.-Sev. Disabled	5.75 hrs/day	06/07/21-07/02/21
Patty Pegueros	Webster	Inst. Asst.-Sev. Disabled	5 hrs/day	06/07/21-07/02/21
Jasmin Murillo	Webster	Inst. Asst.-Sev. Disabled	5 hrs/day	06/07/21-07/02/21
Yaritza Magana	Webster	Inst. Asst.-Sev. Disabled	5 hrs/day	06/07/21-07/02/21

CLASSIFIED PERSONNEL ACTIVITY REPORT

July, 2021

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APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
SUMMER SCHOOL				
Donna De Leon	Webster	Inst. Asst.-Sev. Disabled	5 hrs/day	06/07/21-07/02/21
Neftali Arevalo	Webster	After School Program Lead	5 hrs/day	06/07/21-07/02/21
Jessica Limon	Glen City	After School Program Lead	5 hrs/day	06/07/21-07/02/21
Maria Castillo	Glen City	After School Program Lead	5 hrs/day	06/07/21-07/02/21
Maria Munoz	Glen City	After School Program Lead	5 hrs/day	06/07/21-07/02/21
Jasmin Hernandez	Webster	After School Program Lead	5 hrs/day	06/07/21-07/02/21
Maricruz Magana	Webster	After School Program Lead	5 hrs/day	06/07/21-07/02/21
Jasmin Murillo	Webster	Instructional Asst.-ASP	3 hrs/day	06/08/21-07/02/21
Denise Duran	Webster	Instructional Asst.-ASP	5 hrs/day	06/08/21-07/02/21
Asucena Almaraz	Glen City	Instructional Asst.-ASP	5 hrs/day	06/08/21-07/02/21
Diana Tapia	Glen City	Instructional Asst.-ASP	5 hrs/day	06/08/21-07/02/21
Lisa Palencia	Glen City	Instructional Asst.-ASP	2.25 hrs/day	06/08/21-07/02/21
Denise Basua	Glen City	Instructional Asst.-ASP	2 hrs/day	06/08/21-07/02/21
Frances Cota	Glen City	Instructional Asst.-ASP	2 hrs/day	06/08/21-07/02/21
Eduardo Hernandez	Glen City	Instructional Asst.-ASP	2 hrs/day	06/08/21-07/02/21
David Alvarez	Webster	Aspire Program	2 hrs/day	06/08/21-07/02/21
Evelin Munoz	Glen City	Aspire Program	5 hrs/day	06/08/21-07/02/21
Nadine Vasquez	Webster	Aspire Program	5 hrs/day	06/08/21-07/02/21
Denise Luna	Glen City	CNS Asst. I	5.5 hrs/day	06/07/21-08/06/21
Rosario Guillen	Glen City	CNS Asst. I	5.5 hrs/day	06/07/21-08/06/21
Kristy Ruiz	Glen City	CNS Asst. I	5.5 hrs/day	06/07/21-08/06/21
Nancy Ruiz	Webster	CNS Asst. I	6 hrs/day	06/07/21-08/06/21
Maria Magana-Mendez	Glen City	CNS Asst. I	5.5 hrs/day	06/07/21-07/02/21
Amelia Delgadillo	Webster	CNS Asst. I	6 hrs/day	06/07/21-07/02/21
Maria Ramirez-Guzman	Webster	CNS Asst. I	6 hrs/day	06/07/21-08/06/21
Vanessa Bracamontes	Webster	CNS Asst. I	16.5 hrs/wk	06/07/21-07/02/21
Ava Ramirez	Webster	CNS Asst. I	16.5 hrs/wk	06/07/21-07/02/21

July 14, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
SUMMER SCHOOL				
Susan Vega	SPHS	CNS Asst. I	5.5 hrs/day	06/07/21-07/13/21
Susan Delgadillo	SPHS	CNS Asst. I	5.5 hrs/day	06/07/21-07/13/21
Delia Castanon	Isbell	CNS Asst. I	5.5 hrs/day	06/07/21-07/02/21
Barbara Olney-Jue	Isbell	CNS Asst. I	5.5 hrs/day	06/07/21-07/02/21
Selena Robles	Isbell	CNS Asst. I	10 hrs/wk	06/15/21-07/28/21
Selena Robles	SPHS	CNS Asst. I	16.5 hrs/wk	06/07/21-07/13/21
Ava Ramirez	Isbell	CNS Asst. I	10 hrs/wk	06/15/21-07/28/21
Vanessa Bracamontes	Isbell	CNS Asst. I	10 hrs/wk	06/15/21-07/28/21
Silvia Aguayo	Thille	CNS Asst. I	10 hrs/wk	06/15/21-07/28/21
Lorena Arenas Hernandez	Thille	CNS Asst. I	10 hrs/wk	06/15/21-07/28/21
Sonia Blaskey	Webster	CNS Asst. II	6 hrs/day	06/07/21-08/06/21
Diana Leon	Isbell	CNS Asst. II	5.5 hrs/day	06/07/21-07/02/21
Maria Jimenez	Thille	CNS Asst. II	10 hrs/wk	06/15/21-07/28/21
Samia Ibrahim	Glen City	CNS Site Lead-Elementary	6 hrs/day	06/07/21-08/06/21
Laurie Saldino	Webster	CNS Site Lead-Elementary	6 hrs/day	06/07/21-08/06/21
Irene Salas	Thille	CNS Site Lead-Elementary	6 hrs/day	06/15/21-07/28/21
Kristi Henderson	Isbell	CNS Site Lead-Middle Sch.	6 hrs/day	06/07/21-08/06/21
Olivia Jimenez	SPHS	CNS Site Lead-High School	6 hrs/day	06/07/21-07/13/21
Gonzalo Paz	D.O.	CNS Nutrition Specialist	5 hrs/day	06/07/21-08/06/21
Liliana Nuno	SPHS	Attendance Tech	7.5 hrs/day	07/01/21-07/13/21

CLASSIFIED PERSONNEL ACTIVITY REPORT

JULY 28, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROMOTION

Silvia Aguayo	Thille	Child Nutrition Serv. Asst. II	5.5/day	08/09/21
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INCREASE IN HOURS

Clara Espejel	D.O.	Office Assistant (Bilingual)	6.0-8.0/day	08/01/21
Miguel Mendoza	D.O.	ASPIRE Office Assistant	5.0-8.0/day	08/01/21
TBD	Glen City	Campus Supervision Asst.	3.75-4.0/day	08/11/21

CHANGE IN ASSIGNMENT

Susan Delgadillo	SPHS	Child Nutrition Serv. Asst. I	5.5/day	08/09/21
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RESIGNATION

Rachel Henno	Isbell/Blanchard	Speech & Lang. Path. Asst.	6.5/day	06/04/21
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LIMITED TERM

Miguel Mendoza	D.O.	Aspire Office Assistant	3.0/day	06/07/21-07/02/21
Regina Mendez Medina	Glen City	Instructional Asst.-Special Ed.	4.5/day	06/08/21-07/02/01
Nancy Gonzalez	D.O.	Office Assistant	7.5/day	06/14/21-06/30/21
Carlos Corona	Blanchard	Custodian	8.0/day	07/01/21-08/06/21
David Arguelles	Blanchard	Custodian	8.0/day	07/01/21-08/06/21
Brenda Camacho	Webster	School Office Assistant	8.0/day	07/23/21-08/09/21
Mary Bustos	Glen City	School Office Assistant (Bil.)	8.0/day	08/02/21-08/09/21

LIMITED TERM/OVERTIME

Vanessa Hernandez	D.O.	Executive Assistant	2.0/day	05/13/21-06/30/21
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July 28, 2021

CLASSIFIED PERSONNEL ACTIVITY REPORT

AUGUST 11, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE
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PROBATIONARY ASSIGNMENT

Maria Ramirez-Guzman	Webster	CNS Asst. I	3.0/day	08/09/21
Irma Axmacher	Blanchard	Instructional Asst. Sp. Ed.	5.5/day	08/10/21
Susy Guerrero	RHS	Instructional Asst.-SD	5.75/day	08/10/21
Alexandra Luna	Blanchard	Instructional Asst.-Sp. Ed.	5.0/day	08/10/21
Erica Magana	Blanchard	Instructional Asst.-SD Bil.	5.0/day	08/10/21
Jessie Prado	SPHS	Instructional Asst.-Sp. Ed.	5.0/day	08/10/21
Maribel Rodriguez	Webster	Instructional Asst.-SD Bil.	5.5/day	08/10/21
Sulema Saldivar	Blanchard	Instructional Asst.-Sp. Ed.	5.5/day	08/10/21

RESIGNATION

Lauren Colomy	Bedell/Thille	Speech & Lang. Path. Asst.	7.5/day	07/21/21
Cyndell Arana	Isbell	Instructional Asst.-SD	5.75/day	08/02/21

LIMITED TERM

Vanessa Chavez	SPHS	Outreach Specialist Bil	1.0/day	07/01/21-07/16/21
Samia Ibrahim	SPHS	Outreach Specialist Bil	1.0/day	07/01/21-07/16/21
Christina Ines-Solis	SPHS	Outreach Specialist Bil	1.0/day	07/01/21-07/16/21
Steven Lapointe	SPHS	Outreach Specialist Bil	1.0/day	07/01/21-07/16/21
Pauline Lovato	SPHS	Outreach Specialist Bil	1.0/day	07/01/21-07/16/21
Patricia Magana	SPHS	Outreach Specialist Bil	1.0/day	07/01/21-07/16/21
Leticia Salazar	SPHS	Outreach Specialist Bil	1.0/day	07/01/21-07/16/21
Maricarmen Viveros	SPHS	Outreach Specialist Bil	1.0/day	07/01/21-07/16/21
Carlos Corona	Blanchard	Custodian	8.0/day	07/02/21-08/06/21
Gilbert Gomez	Glen City	Custodian	8.0/day	07/13/21-08/06/21
Judah Prado	Isbell	Custodian	8.0/day	07/13/21-07/19/21
Daniel Romo	Glen City	Custodian	8.0/day	07/13/21-08/06/21
Oscar Rodriguez	Webster	Custodian	8.0/day	07/13/21-08/06/21

August 11, 2021

CLASSIFIED PERSONNEL ACTIVITY REPORT
August 11, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
LIMITED TERM (continued)				
Jerry Segura Sr.	Isbell	Custodian	8.0/day	07/13/21-08/06/21
Salina Jacinto	Webster	Custodian	8.0/day	07/14/21-08/06/21
Isidro Valdivia	SPHS	Custodian	8.0/day	07/15/21-08/06/21
Vanessa Chavez	SPHS	School Office Asst.	1.0/day	07/19/21-12/31/21
Samia Ibrahim	SPHS	School Office Asst.	1.0/day	07/19/21-12/31/21
Christina Ines-Solis	SPHS	School Office Asst.	1.0/day	07/19/21-12/31/21
Steven Lapointe	SPHS	School Office Asst.	1.0/day	07/19/21-12/31/21
Pauline Lovato	SPHS	School Office Asst.	1.0/day	07/19/21-12/31/21
Patricia Magana	SPHS	School Office Asst.	1.0/day	07/19/21-12/31/21
Leticia Salazar	SPHS	School Office Asst.	1.0/day	07/19/21-12/31/21
Maricarmen Viveros	SPHS	School Office Asst.	1.0/day	07/19/21-12/31/21
George Garcia	SPHS	Custodian	8.0/day	07/21/21-08/06/21
Judah Prado	Isbell	Custodian	8.0/day	07/27/21-08/06/21
Vanessa Chavez	SPHS	School Office Asst.	8.0/day	08/02/21-08/09/21
Raelene Donnelly	Bedell	School Office Asst.	8.0/day	08/02/21-08/09/21
Yanette Frutos	Blanchard	School Office Asst.	8.0/day	08/02/21-08/09/21
Pauline Lovato	SPHS	School Office Asst.	8.0/day	08/02/21-08/09/21
Patricia Magana	SPHS	School Office Asst.	8.0/day	08/02/21-08/09/21
Leticia Mariscal	SPHS	School Office Asst.	8.0/day	08/02/21-08/09/21
Irma Ramos	SPHS	School Office Asst.	8.0/day	08/02/21-08/09/21
Maricarmen Viveros	SPHS	School Office Asst.	8.0/day	08/02/21-08/09/21

CHANGE IN ASSIGNMENT

Lola Salcedo	Bedell	School Admin. Asst. I	8.0/day	07/26/21
Michael Magana	Maint.	Grounds Maint. Worker	8.0/day	08/02/21
Patricia Navarro	SPHS	CNS Asst. II	8.0/day	08/09/21

CLASSIFIED PERSONNEL ACTIVITY REPORT

SEPTEMBER 8, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE
PROMOTIONS				
Silvia Aguayo	McKevett	Child Nutrition Serv. Asst. II	5.5/day	08/09/21
Michael Colmenares	Technology	Network & Systems Manager	8.0/day	08/20/21
Denise Luna	Blanchard	Child Nutrition Serv. Asst. II	5.5/day	09/01/21

PROBATIONARY ASSIGNMENT

Gilbert Gomez	SPHS	Custodian	8.0/day	08/10/21
Jesus Llamas	Bedell	Instructional Asst.-ASP	4.0/day	08/11/21
Laura Chacon Angeles	Isbell	Instructional Asst.-ASP	4.0/day	08/12/21
Neftali Arevalo	Webster	Instructional Asst.-Bil.	3.0/day	08/16/21
Ashley Guzman	McKevett	Instructional Asst.-ASP Bil	4.0/day	08/16/21
Asucena Almaraz	Glen City	Instructional Asst.-ASP	4.0/day	08/25/21
Ar-tittaya Camacho	Blanchard	Instructional Asst.-Special Ed	5.0/day	08/31/21
Lizbeth Vasquez	Webster	Instructional Asst.-Bil.	3.5/day	09/01/21
Rosario Cardenas Santiago	SPHS	CNS Asst. I	3.0/day	09/07/21

INCREASE IN HOURS/DAYS

Gonzalo Paz	CNS	Nutrition Specialist	5.0-8.0/day	09/09/21
Gonzalo Paz	CNS	Nutrition Specialist	183 - 202 work days	09/09/21

RESIGNATION

Nicole Cruz	Bedell	Instructional Asst.-Special Ed	5.5/day	08/11/21
Norberto Soto	Technology	Computer Technician	8.0/day	08/23/21
Miguel Mendoza	DO	Aspire Office Asst.	8.0/day	08/30/21
Michelle Ruiz	Isbell	Instructional Asst.-ASP	4.0/day	09/01/21
Theresa Donovan	DO	Accounting Technician	8.0/day	09/11/21

September 8, 2021

CLASSIFIED PERSONNEL ACTIVITY REPORT
September 8, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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CHANGE IN ASSIGNMENT

Regina Gaeta	Isbell/Glen City	Custodian	8.0/day	08/10/21
Sonia Valdez	Glen City	Campus Supervision Asst.	4.0/day	08/11/21

LIMITED TERM

Luzmaria Espinosa	Webster	Instructional Asst.-Bil.	3.5/day	07/08/21-07/09/21
Joel Ramos	Glen City	Custodian	8.0/day	07/12/21-08/06/21
Bianca Hernandez	McKevett	Office Asst.	8.0/day	07/30/21-08/13/21
Francine Carrera	Thille	School Office Asst.	8.0/day	08/02/21-08/09/21
Raelene Donnelly	Bedell	School Office Asst.	8.0/day	08/02/21-08/09/21
Patricia Estrada	SPHS	Campus Security Officer	8.0/day	08/02/21-08/09/21
Bridget Harman	Thille	Instructional Asst.-Sp. Ed.	NTE 15 total	08/02/21-08/06/21
Christopher Monen	SPHS	Campus Security Officer	8.0/day	08/02/21-08/02/21
Jasmin Hernandez	DO	After School Prog. Leader	NTE 80 total	08/05/21-08/16/21
Leticia Arana	McKevett	Instructional Asst.-Bil.	3.0/day	08/11/21-11/07/21
Stephanie Gomez	McKevett	Instructional Asst.-Bil.	3.0/day	08/11/21-11/07/21
Elisa Robledo	Thille	Custodian	4.0/day	08/11/21-10/11/21
Stephanie Solis	McKevett	Instructional Asst.-Bil.	3.0/day	08/11/21-11/07/21

STUDENT WORKERS

Jocelyn Guzman	SPHS	Student Worker	08/11/21
Daniela Ruiz	SPHS	Student Worker	08/11/21
Miguel Salmeron	SPHS	Student Worker	08/11/21
Alondra Ortiz	SPHS	Student Worker	08/11/21
Erica Valladolid	SPHS	Student Worker	08/11/21
Lucia Magana	SPHS	Student Worker	08/11/21
Litzzy Arredondo	SPHS	Student Worker	08/11/21
Denisse Gonzalez	SPHS	Student Worker	08/11/21
Nancy Nguyen	SPHS	Student Worker	08/11/21

CLASSIFIED PERSONNEL ACTIVITY REPORT
September 8, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
STUDENT WORKERS (continued)				
Esgar Villanueva	SPHS	Student Worker		08/11/21
Everardo Villanueva	SPHS	Student Worker		08/11/21
Marisol Zacarias	SPHS	Student Worker		08/11/21
Bianca Godinez	SPHS	Student Worker		08/16/21
Stephanie Zavala	SPHS	Student Worker		08/17/21
Richard Medina	SPHS	Student Worker		08/17/21
Bonnie Galvan	SPHS	Student Worker		08/17/21
SUBSTITUTES				
Faviola Medrano Lopez		CNS/Campus Supervision Asst.		08/25/21

CLASSIFIED PERSONNEL ACTIVITY REPORT

SEPTEMBER 22, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS DATE	EFFECTIVE
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PROBATIONARY ASSIGNMENTS

Leticia Lepe	Thille	CNS Asst. I	10/wk	09/16/21
Diana Martinez	Thille	Instructional Asst.-Bil.	3.0/day	09/20/21
Salvador Mora	SPHS	Athletic Trainer	8.0/day	09/20/21

RESIGNATION

Rosalba Virto Berumen	Bedell	Instructional Asst.-Speech Bil	5.5/day	09/24/21
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LIMITED TERM

Luzmaria Espinosa	Webster	Instructional Asst.-Bil	3.5/day	07/08/21
Sonia Mendez	Isbell	School Office Assistant	8.0/day	08/02/21-08/09/21
Shirley Fergerson	Webster	Office Assistant	5.0/day	08/03/21-08/10/21
Julia Quijas	Webster	Office Assistant	5.0/day	08/03/21-08/10/21
Leticia Sanchez	Webster	Office Assistant	5.0/day	08/03/21-08/10/21
Ramona Villa	Webster	Office Assistant	5.0/day	08/03/21-08/10/21
Teresa Zamora	Webster	Office Assistant	5.0/day	08/03/21-08/10/21
Bianca Hernandez	Isbell	School Office Assistant	8.0/day	08/04/21-08/09/21
Anahi Magana	Isbell	School Office Assistant	8.0/day	08/04/21-08/09/21
Stephanie Alonzo	Webster	Campus Supervision Asst.	3.0/day	08/11/21-12/17/21
Amelia Delgadillo	Webster	Campus Supervision Asst.	3.0/day	08/11/21-12/07/21
Shirley Fergerson	Thille	Campus Supervision Asst.	5.5/day	08/11/21-12/17/21
Haley Galvan	McKevett	After School Program Leader	5.5/day	08/11/21-01/03/22
Salina Morales	Isbell	After School Program Leader	4.75/day	08/11/21-01/03/22
Judah Prado	Glen City	Campus Supervision Asst.	2.5/day	08/11/21-12/17/21
Ramona Villa	Webster	Campus Supervision Asst.	3.0/day	08/11/21-12/17/21
Teresa Zamora	Webster	Campus Supervision Asst.	3.0/day	08/11/21-12/17/21
Shirley Fergerson	Glen City	Campus Supervision Asst.	2.5/day	08/12/21-12/17/21

September 22, 2021

CLASSIFIED PERSONNEL ACTIVITY REPORT
September 22, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
LIMITED TERM (continued)				
Lilia Perez	Thille	Campus Supervision Asst.	5.5/day	08/12/21-12/17/21
Vicky Bonilla	McKevett	Campus Supervision Asst.	3.5/day	08/16/21-12/17/21
Elizabeth Garcia	Thille	Campus Supervision Asst.	5.5/day	08/16/21-12/17/21
Evelyn Munoz	Blanchard	Campus Supervision Asst.	5.5/day	08/16/21-12/17/21
Judah Prado	Webster	Campus Supervision Asst.	3.0/day	08/16/21-12/17/21
Bertha Quintana	Webster	Instructional Asst.-SD	.75/day	08/18/21-02/18/22

STUDENT WORKER

Brandon Martinez	Student Worker	09/10/21
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SUBSTITUTES

Elia Valencia	Clerical	09/10/21
Ana Banda	Instructional Assistant	09/10/21
Casandra Morales	Campus Supervision	09/10/21
Brigida De La Torre	Child Nutrition	09/10/21
Estela Lopez	Child Nutrition/Campus Supervision	09/10/21
Luzmaria Gonzalez	Child Nutrition/Campus Supervision	09/10/21
Celina Segovia	Instructional Assistant	09/10/21