

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

**PERSONNEL COMMISSION MEETING
HUMAN RESOURCES OFFICE
500 E. Santa Barbara St.
Santa Paula, CA 93060
Tuesday, June 8, 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 May 20, 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. Recognition of Retirees: Sandee Alamillo, Kathy Barker, Irma Gomez, Donna Nelson, John Peralta, Tommie Sanchez-Reyes, Juliet Serrano and Juana Villarreal
2. Eligibility list for Network Technician
3. Personnel Activity Report for May

Information

Action

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

1. September 16, 2021

J. ADJOURNMENT

PERSONNEL COMMISSION MINUTES

May 20, 2021

ROLL CALL

COMMISSION MEMBERS

Present:

Mary Lowe, Chair
Karen Harrison, Vice-Chair
Jeff Steiger, Member

Staff Present:

Cynthia Carrillo, Executive Director-Human Resources
Renee Vasquez, Human Resources Assistant-Classified
Sonia Bautista, Human Resources Analyst-Classified

CALL TO ORDER

The regular meeting of the Personnel Commission was called to order by Chair Lowe at 4:04 p.m.

APPROVAL OF MINUTES

April 15, 2021

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

Commissioner Harrison requested the minutes reflect Commissioner Mary Lowe's absence for the April meeting.

THE ITEM WAS APPROVED WITH THE CORRECTION ON COMMISSIONER LOWE'S ABSENCE WITH A 3-0 VOTE.

APPROVAL OF ORDER OF AGENDA ITEMS

UPON A MOTION BY MRS. HARRISON WITH A SECOND BY MR. STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. WITH NO COMMENTS, THE ITEM WAS APPROVED WITH A 3-0 VOTE.

PUBLIC COMMENTS

No public comments were made.

REPORTS AND DISCUSSION

Director's Report

The HR Director provided the Personnel Commission with her report, specifically noting the increase of the annual budget for obtaining HR software to improve our recruitment system, summer school, moving Classified HR to the district office and the CSPCA conference scheduled for February.

OLD BUSINESS

Annual Budget 2021/2022 – 2nd Reading - Action

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

DISCUSSION AND THE PUBLIC HEARING OPENED AT 4:12 PM.

The HR Director again noted the increase from the first annual budget reading due to new HR software. There was also brief discussion on the water increase.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Public Hearing closed at 4:17 PM.

NEW BUSINESS

Resolution of Commendation for "Classified School Employee Week" - Action

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

The HR Director informed the Commission that the District recognized staff by providing each department with a VIP lunch and a small bundt cake for each staff member, which was well received.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Eligibility lists for Child Nutrition Services Site Lead-Elementary, Child Nutrition Services Assistant II and Child Nutrition Services Assistant I – 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 April - Information.

Approved by consensus.

COMMISSION COMMENTS

No comments were made.

SCHEDULE NEXT REGULAR MEETING

Due to a scheduling conflict, the next regular meeting was tentatively scheduled for 4:00 p.m., Wednesday, June 9, 2021.

ADJOURNMENT

The meeting was adjourned at 4:38 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, May 20, 2021, as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

May 25, 2021

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type: Open and Promotional

Number of District employees that applied 03

Number of Applications 07

Number of Applicants Tested (written) 04

Number of Applicants Tested (oral) 04

Number of Applicants Passing Test 04

Number of Applicants to be Certified 04

INTERVIEW COMMITTEE:

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

Tom Kranzler, *Director of Network Operations* – Oxnard School District

Jerry Miller, *Technical Support Specialist II* – Simi Valley Unified School District

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

CLASSIFIED PERSONNEL ACTIVITY REPORT

MAY, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROMOTION

Noel Chavez Barrios	Maintenance	Skilled Maint. Worker I	8.0/day	04/26/21
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PROBATIONARY ASSIGNMENT

Lisette Martinez	Isbell	Inst. Asst.-Bil.	3.5/day	04/12/21
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RETIREMENT

Juana Villarreal	Glen City/Isbell	Custodian	8.0/day	04/30/21
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REEMPLOYMENT

Sandra Cantero	SPHS	Campus Security Officer	5.75/day	05/04/21
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RESIGNATION

Rafael Sandoval	SPHS	Athletic Trainer	8.0/day	04/21/21
Elizabeth Lomeli	Glen City	Inst. Asst.-Special Ed.	5.5/day	05/02/21
Daisy Martinez	Webster	Inst. Asst.-Bil	3.5/day	05/10/21

FMLA

Helen De Los Santos	Blanchard	CNS Site Lead-Elementary	8.0/day	05/03/21-06/30/21
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LIMITED TERM

Vanessa Chavez	SPHS	Outreach Specialist	1.0/day	04/26/21-06/03/21
Samia Ibrahim	SPHS	Outreach Specialist	1.0/day	04/26/21-06/03/21
Steve Lapointe	SPHS	Outreach Specialist	1.0/day	04/26/21-06/03/21
Pauline Lovato	SPHS	Outreach Specialist	1.0/day	04/26/21-06/03/21

May 12, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
LIMITED TERM (CONT)				
Patty Magana	SPHS	Outreach Specialist	1.0/day	04/26/21-06/03/21
Leticia Salazar	SPHS	Outreach Specialist	1.0/day	04/26/21-06/03/21
Maricarmen Viveros	SPHS	Outreach Specialist	1.0/day	04/26/21-06/03/21

AVID TUTORS

Megan Lee	04/26/21
Amy Tran	05/03/21

SUBSTITUTES

Maria Garza Vasquez	04/14/21
Maria Ramirez Guzman	04/15/21
Judah Prado	04/21/21
Amariza Almaguer	04/23/21
George Garcia	04/23/21
Selena Robles	04/28/21