

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

PERSONNEL COMMISSION MEETING HUMAN RESOURCES OFFICE 500 E. Santa Barbara St. Santa Paula, CA 93060 Thursday, March 18, 2021 - 4:00 P.M.
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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 February 18, 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 Special Program Assistant-Bilingual and Office Assistant (Bilingual) | Action |
| 2. Personnel Activity Report for February | Information |

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

1. April 15, 2021

J. CONVENE TO CLOSED SESSION

Public Employee Performance Evaluation G.C. § 54954.5, 54957
Title: Executive Director, Human Resources-Classified

K. RECONVENE TO PUBLIC SESSION

The Personnel Commission will report on formal action, if any, taken during closed session.

L. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES

February 18, 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 Vice-Chair Lowe at 4:01 p.m.

APPROVAL OF MINUTES

January 21, 2021

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

Ms. Harrison noted that the previous month's minutes did not include her inquiry as to whether or not HR needed help due to one staff member being out. Further, Ms. Harrison offered to ask the Board to get the help needed. Ms. Carrillo advised the minutes would be amended, as requested.

THE ITEM WAS APPROVED, AS AMENDED, WITH A 3-0 VOTE.

APPROVAL OF ORDER OF AGENDA ITEMS

UPON A MOTION BY MS. 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

None

REPORTS AND DISCUSSION

Director's Report

The HR Director provided a handout and explained vacancy/recruitment lists, workers' compensation workflow leadership team updates and read and explained the letter to assemblywoman, Lisa Calderon regarding AB289's fair elections in merit system districts.

Ms. Harrison is concerned that Amparo Lopez is still out on leave and wants a sub secured to help in her absence. Ms. Carrillo stated that she would secure a substitute if Ms. Lopez did not return from leave, as confirmed.

Ms. Lowe inquired if any workers' compensation claims were Covid related and when the district would be back in session. Ms. Carrillo stated that she was informed by Mr. Argend that none of the COVID cases have been related to working on site. .

OLD BUSINESS

None

NEW BUSINESS

Eligibility Lists for Campus Safety Assistant

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

Ms. Harrison expressed concern about the minimal number of applicants on the eligibility list. Ms. Carrillo stated that it has been difficult to attract applicants due to the pandemic. Classified HR would continue to seek ways to advertise and fill positions. She also stated that the next report would include more new hires.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Personnel Activity Report for December

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

THE ITEM WAS APPROVED WITH A 3-0 VOTE

COMMISSION COMMENTS

Sonia Bautista, HR Analyst explained the evaluation process for the HR Director for next month's meeting

SCHEDULE NEXT REGULAR MEETING

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

ADJOURNMENT

The meeting was adjourned at 4:24 p.m.

Cynthia Carrillo, Executive Director, Human Resources-Classified
and Secretary to the Personnel Commission

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

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 19, 2021

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

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

Recruitment:	<u>Open and Promotional</u>
Number of District employees that applied:	04

Number of Applications	11
Number of Applicants Tested (written)	07
Number of Applicants Tested (oral qualifications)	06
Number of Applicants Passing Test	05
Number of Applicants to be Certified	05

INTERVIEW COMMITTEE:

Dora Frausto, *School Administrative Assistant II* – Santa Paula Unified School District

Sara Kleingarn, *Senior Administrative Assistant*– Simi Valley Unified School District

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 17, 2021

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

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

Recruitment:	<u>Open and Promotional</u>
Number of District employees that applied:	02

Number of Applications	17
Number of Applicants Tested (written)	05
Number of Applicants Tested (oral qualifications)	04
Number of Applicants Passing Test	03
Number of Applicants to be Certified	03

INTERVIEW COMMITTEE:

Maria Castano, *District Translator* – Ventura Unified School District

Sara Kleingarn, *Senior Administrative Assistant*– Simi Valley Unified School District

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

CLASSIFIED PERSONNEL ACTIVITY REPORT

FEBRUARY 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENT

Neftali Arevalo	Webster	After School Program Lead	4.4/day	12/16/20
Guadalupe Salgado	Bedell	Instructional Asst. Special Ed	5.0/day	01/27/21
Nicole Cruz	Bedell	Instructional Asst. Special Ed.	5.5/day	02/03/21

RETIREMENT

Juliet Serrano	McKevett	CNS Asst. II	5.5/day	02/03/21
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RESIGNATION

Frances McNamara	Blanchard	Instructional Asst. Special Ed	5.5/day	01/08/21
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LIMITED TERM

Amparo Lopez	Bedell	School Administrative Asst. I	8.0/day	11/30/20-01/29/21
Olivia Arana	Glen City	Instructional Assistant	up to 5.0/day	extended to 06/03/21
Neftali Arevalo	Thille	Instructional Assistant	up to 5.0/day	extended to 06/03/21
Jessica Limon	Thille	Instructional Assistant	up to 5.0/day	extended to 06/03/21
Lisa Palencia	Blanchard	Instructional Assistant	up to 5.0/day	extended to 06/03/21
Patty Pegueros	Blanchard	Instructional Assistant	up to 5.0/day	extended to 06/03/21
Maria Toxqui Ramirez	Glen City	Instructional Assistant	up to 5.0/day	extended to 06/03/21

AVID TUTOR

Jean Mendes				01/11/21
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