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.

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

<table>
<thead>
<tr>
<th>Recruitment</th>
<th>Open and Promotional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of District employees that applied:</td>
<td>04</td>
</tr>
<tr>
<td>Number of Applications</td>
<td>11</td>
</tr>
<tr>
<td>Number of Applicants Tested (written)</td>
<td>07</td>
</tr>
<tr>
<td>Number of Applicants Tested (oral qualifications)</td>
<td>06</td>
</tr>
<tr>
<td>Number of Applicants Passing Test</td>
<td>05</td>
</tr>
<tr>
<td>Number of Applicants to be Certified</td>
<td>05</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Recruitment:</th>
<th>Open and Promotional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of District employees that applied:</td>
<td>02</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Site</th>
<th>Position</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neftali Arevalo</td>
<td>Webster</td>
<td>After School Program Lead</td>
<td>4.4/day</td>
<td>12/16/20</td>
</tr>
<tr>
<td>Guadalupe Salgado</td>
<td>Bedell</td>
<td>Instructional Asst. Special Ed</td>
<td>5.0/day</td>
<td>01/27/21</td>
</tr>
<tr>
<td>Nicole Cruz</td>
<td>Bedell</td>
<td>Instructional Asst. Special Ed.</td>
<td>5.5/day</td>
<td>02/03/21</td>
</tr>
</tbody>
</table>

## Retirement:

<table>
<thead>
<tr>
<th>Name</th>
<th>Site</th>
<th>Position</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juliet Serrano</td>
<td>McKevett</td>
<td>CNS Asst. II</td>
<td>5.5/day</td>
<td>02/03/21</td>
</tr>
</tbody>
</table>

## Resignation:

<table>
<thead>
<tr>
<th>Name</th>
<th>Site</th>
<th>Position</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frances McNamara</td>
<td>Blanchard</td>
<td>Instructional Asst. Special Ed</td>
<td>5.5/day</td>
<td>01/08/21</td>
</tr>
</tbody>
</table>

## Limited Term:

<table>
<thead>
<tr>
<th>Name</th>
<th>Site</th>
<th>Position</th>
<th>Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amparo Lopez</td>
<td>Bedell</td>
<td>School Administrative Asst. I</td>
<td>8.0/day</td>
<td>11/30/20-01/29/21</td>
</tr>
<tr>
<td>Olivia Arana</td>
<td>Glen City</td>
<td>Instructional Assistant</td>
<td>up to 5.0/day extended to 06/03/21</td>
<td></td>
</tr>
<tr>
<td>Neftali Arevalo</td>
<td>Thille</td>
<td>Instructional Assistant</td>
<td>up to 5.0/day extended to 06/03/21</td>
<td></td>
</tr>
<tr>
<td>Jessica Limon</td>
<td>Thille</td>
<td>Instructional Assistant</td>
<td>up to 5.0/day extended to 06/03/21</td>
<td></td>
</tr>
<tr>
<td>Lisa Palencia</td>
<td>Blanchard</td>
<td>Instructional Assistant</td>
<td>up to 5.0/day extended to 06/03/21</td>
<td></td>
</tr>
<tr>
<td>Patty Pegueros</td>
<td>Blanchard</td>
<td>Instructional Assistant</td>
<td>up to 5.0/day extended to 06/03/21</td>
<td></td>
</tr>
<tr>
<td>Maria Toxqui Ramirez</td>
<td>Glen City</td>
<td>Instructional Assistant</td>
<td>up to 5.0/day extended to 06/03/21</td>
<td></td>
</tr>
</tbody>
</table>

## AVID Tutor:

<table>
<thead>
<tr>
<th>Name</th>
<th>Site</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean Mendes</td>
<td></td>
<td>01/11/21</td>
</tr>
</tbody>
</table>