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 January 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 list for Campus Safety Assistant  
   Action

2. Personnel Activity Report for January  
   Information

H. **COMMISSION COMMENTS**

I. **SCHEDULE NEXT REGULAR MEETING**

1. March 18, 2021

J. **ADJOURNMENT**
Santa Paula Unified School District
Human Resources Office
500 E. Santa Barbara St.
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES

January 21, 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
October 29, 2020

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.

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 with a summary of all recruitments, Covid updates, and events for the classified staff

OLD BUSINESS
None

NEW BUSINESS

Eligibility Lists for After School Program Leader, Instructional Assistant-ASP

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.
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
None

SCHEDULE NEXT REGULAR MEETING
The next regular meeting was scheduled for 4:00 p.m., Thursday, February 18, 2021.

ADJOURNMENT
The meeting was adjourned at 4:17 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, January 21, 2021 as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date
The screening process for the establishment of the **Campus Safety Assistant** Eligibility List has been completed.

<table>
<thead>
<tr>
<th>Recruitment type:</th>
<th>Open and Promotional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of District employees that applied</td>
<td>00</td>
</tr>
</tbody>
</table>

Number of Applications 03
Number of Applicants Tested (written) 02
Number of Applicants Tested (oral qualifications) 02
Number of Applicants Passing Test 02
Number of Applicants to be Certified 02

**INTERVIEW COMMITTEE:**

Jeff Argend, *Safety Manager* – Santa Paula Unified School District
Jessie Prado, *Campus Safety Assistant* – Santa Paula Unified School District

It is recommended that the Eligibility List for **Campus Safety Assistant**, be certified as presented.
## 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>Veronica Solis</td>
<td>Glen City</td>
<td>Health Specialist-Bil</td>
<td>6.0/day</td>
<td>11/30/20</td>
</tr>
</tbody>
</table>

January 13, 2020