

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

PERSONNEL COMMISSION MEETING HUMAN RESOURCES OFFICE 500 E. Santa Barbara St. Santa Paula, CA 93060 Thursday, January 21, 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 December 17, 2020.

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

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|--|--------------------|
| 1. Eligibility lists for After School Program Leader, Instructional Assistant-ASP
and Instructional Assistant-Bilingual | Action |
| 2. Personnel Activity Report for December | Information |

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

1. February 18, 2021

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES

December 17, 2020

ROLL CALL

COMMISSION MEMBERS

Present:

Mary Lowe, Vice-Chair (Acting Chair)

Karen Harrison, Member

Absent:

Jeff Steiger, Member

Staff Present:

Cynthia Carrillo, Executive Director-Human Resources

Sonia Bautista, Human Resources Analyst-Classified

CALL TO ORDER

The regular meeting of the Personnel Commission was called to order by Acting-Chair Lowe at 4:09 p.m.

APPROVAL OF MINUTES

NOVEMBER 19, 2020

UPON A MOTION BY MS. HARRISON WITH A SECOND BY MS. LOWE, THE ITEM WAS OPENED FOR DISCUSSION. WITH NO COMMENTS, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

APPROVAL OF ORDER OF AGENDA ITEMS

UPON A MOTION BY MS. HARRISON WITH A SECOND BY MS. LOWE, THE ITEM WAS OPENED FOR DISCUSSION. WITH NO COMMENTS, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

PUBLIC COMMENTS

No public comments were made.

REPORTS AND DISCUSSION

Director's Report

The HR Director provided a handout with a summary of all recruitments and events for the classified staff.

OLD BUSINESS

None

None

NEW BUSINESS

Administration of Oath of Office-Commissioner's Re-Appointee – Personnel Commissioner – Karen Harrison

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

The Human Resources Director administered the Oath of Office to the Commissioner's Re-appointee, Ms. Karen Harrison.

THE ITEM WAS APPROVED WITH A 2-0 VOTE.

Election of Chair

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

Ms. Lowe was nominated by Ms. Harrison to serve as Chair.

THE ITEM WAS APPROVED WITH A 2-0 VOTE.

Election of Vice-Chair

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

Ms. Harrison was nominated by Ms. Lowe to serve as Vice-Chair.

THE ITEM WAS APPROVED WITH A 2-0 VOTE.

Scheduling of Regular Meetings

UPON A MOTION BY MS. LOWE WITH A SECOND BY MS. HARRISON, THE ITEM WAS OPENED FOR DISCUSSION, AND THE ITEM WAS APPROVED WITH A 2-0 VOTE.

Personnel Commission Meetings Via Zoom

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

After a brief discussion, the Personnel Commission agreed to determine at each monthly Commission Meeting, whether they would meet via Zoom or in-person. The next meeting to be held January 21, 2021, would be an in-person meeting.

THE ITEM WAS APPROVED WITH A 2-0 VOTE.

Eligibility lists for Instructional Assistant-Special Education and Instructional Assistant-Severely Disabled – Action.

UPON A MOTION BY MRS. HARRISON AND A SECOND BY MS. LOWE, THE ITEM WAS OPENED FOR DISCUSSION. THE ITEM WAS APPROVED WITH A 2-0 VOTE.

Personnel Activity Reports for November –
Information

This was an information item only.

COMMISSION COMMENTS

No comments were made.

SCHEDULE NEXT REGULAR MEETING

The next regular meeting was scheduled for 4:00 p.m., Thursday,
January 21, 2021.

ADJOURNMENT

The meeting was adjourned at 4:31 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, December 17, 2020 as
approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 11, 2020

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the After School Program Leader Eligibility List has been completed.

Recruitment: Open and Promotional

Number of District employees that applied: 00

Number of Applications 04

Number of Applicants Tested (written) 01

Number of Applicants Tested (oral qualifications) 01

Number of Applicants Passing Test 01

Number of Applicants to be Certified 01

*Number does not indicate those candidates who currently meet NCLB requirements

INTERVIEW COMMITTEE:

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

Elise Lopez, *Math & Literacy Coordinator*– City of Oxnard, Recreation Dept.

It is recommended that the Eligibility List for After School Program Leader be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 11, 2020

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

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

Recruitment:

Open and Promotional

Number of District employees that applied:

00

Number of Applications

07

Number of Applicants Tested (written)

02

Number of Applicants Tested (oral qualifications)

04

Number of Applicants Passing Test

04

Number of Applicants to be Certified

04

*Number does not indicate those candidates who currently meet NCLB requirements

INTERVIEW COMMITTEE:

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

Elise Lopez, *Math & Literacy Coordinator*– City of Oxnard, Recreation Dept.

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

January 14, 2021

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the **Instructional Assistant-Bil** 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	10
Number of Applicants Tested (written)	00
Number of Applicants Tested (oral qualifications)	07
Number of Applicants Passing Test	07
Number of Applicants to be Certified	07

*Number does not indicate those candidates who currently meet NCLB requirements

INTERVIEW COMMITTEE:

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

Julie Herrera, *Retired Instructional Assistant*– Santa Paula Unified School District

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

CLASSIFIED PERSONNEL ACTIVITY REPORT

DECEMBER 2020

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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RETIREMENT

Kathy Barker	Glen City	CNS Site Lead-Elem.	8.0/day	11/30/20
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NEW SUBSTITUTES

Gabriel Buenrostro		Substitute Custodian		10/28/20
Pedro Ortiz		Substitute Custodian		10/28/20
Johnny Amaro		Substitute Instructional Asst.		11/16/20
J D Couch		Substitute Custodian		11/16/20
Jessica Esquivel		Substitute Health Specialist		11/16/20
Salina Jacinto		Substitute Custodian		11/16/20
Guadalupe Salgado		Substitute Instructional Asst.		11/17/20
Crystal Cardenas-Morfin		Substitute Health Specialist		11/20/20
Alfonso Soto		Substitute Custodian		11/20/20

NEW AVID TUTORS

Nicole Cruz				10/14/20
Michael Schouten				10/14/20
Mia Bustillos				10/30/20
Nathan Jordan				10/27/20
Zaira Juarez				11/02/20
Evelin Munoz				11/04/20
Gabriel Escoto				11/17/20
Isaiah Gonzalez				12/01/20