

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

**PERSONNEL COMMISSION MEETING
HUMAN RESOURCES OFFICE
500 E. Santa Barbara St.
Santa Paula, CA 93060
Thursday, December 17, 2020 - 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 November 19, 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

- | | |
|--|---------------|
| 1. Administration of Oath of Office – Commissioner's Re-Appointee – Personnel Commissioner – Karen Harrison (Djernaes) | Action |
| 2. Election of Chair | Action |
| 3. Election of Vice-Chair | Action |
| 4. Scheduling of Regular Meetings | Action |
| 5. Personnel Commission Meetings via Zoom | Action |
| 6. Eligibility lists for Instructional Assistant-Special Education and Instructional Assistant-Severely Disabled | Action |

7. Personnel Activity Report for November

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

1. January 21, 2021

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES

November 19, 2020

ROLL CALL

COMMISSION MEMBERS

Present:

Mary Lowe, Vice-Chair
Karen Djernaes, Member
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 4:00 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, meetings attended, HR Dept./staff goals, and a November Work Calendar

OLD BUSINESS

None

NEW BUSINESS

Annual Report 2019/2020 Draft

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

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Eligibility Lists for Health Specialist (Bilingual) and Network Technician

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

THE ITEM WAS APPROVED WITH A 3-0 VOTE

COMMISSION COMMENTS

Ms. Harrison questioned the titles of the Commissioners.

Ms. Bautista, Human Resources Analyst, clarified the upcoming appointments, which are scheduled to take place at the December Commission meeting.

SCHEDULE NEXT REGULAR MEETING

The next regular meeting was scheduled for 4:00 p.m., Thursday, December 17, 2020.

ADJOURNMENT

The meeting was adjourned at 4:33 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, October 29, 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 **Instructional Assistant-Special Ed.** Eligibility List has been completed.

Recruitment:

Open and Promotional

Number of District employees that applied:

00

Number of Applications

09

Number of Applicants Tested (written)

00

Number of Applicants Tested (oral qualifications)

08

Number of Applicants Passing Test

08

Number of Applicants to be Certified

08

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

INTERVIEW COMMITTEE:

Barbara Sandoval, *Retired Inst. Asst.-Special Ed.* - Lompoc Unified School District

Christina Mendez, *Retired Inst. Asst.-Severely Disabled*— Santa Paula Unified School District

It is recommended that the Eligibility List for **Instructional Assistant-Special Ed.** 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-Severely Disabled** Eligibility List has been completed.

Recruitment:

Open and Promotional

Number of District employees that applied:

01

Number of Applications

14

Number of Applicants Tested (written)

04

Number of Applicants Tested (oral qualifications)

06

Number of Applicants Passing Test

06

Number of Applicants to be Certified

06

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

INTERVIEW COMMITTEE:

Barbara Sandoval, *Retired Inst. Asst.-Special Ed.* - Lompoc Unified School District

Christina Mendez, *Retired Inst. Asst.-Severely Disabled*— Santa Paula Unified School District

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

c:\wp\forms\eliglstout

CLASSIFIED PERSONNEL ACTIVITY REPORT

NOVEMBER 2020

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROMOTION

Michael Colmenares	Technology	Network Technician	8.0/day	11/02/20
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PROBATIONARY ASSIGNMENT

Regina Gaeta	McKevett	Custodian	5.0/day	10/07/20
Norberto Soto	Technology	Computer Technician	8.0/day	11/04/20

RETIREMENT

Irma Gomez	District Office	Special Programs Asst.	8.0/day	01/03/21
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REINSTATEMENT

Marisol Gonzalez	Isbell	Inst. Asst.-Special Ed Bil	6.0/day	10/12/20
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INCREASE IN HOURS

TBD	Isbell	School Office Asst. (Bil.)	3.0-8.0/day	10/26/20
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LIMITED TERM

Leticia Sanchez	Webster	Campus Supervision Asst.	2.0-5.5/day	09/01/20-01/11/21
Lisette Martinez	Bedell	Inst. Asst.	3.0/day	09/04/20-11/20/20
Julia Quijas	Webster	Campus Supervision Asst.	2.0-5.5/day	09/14/20-01/11/21
Leticia Sanchez	Webster	Campus Supervision Asst.	2.0-5.5/day	09/16/20-01/11/21
Nancy Salceda	Webster	Inst. Asst.	3.0-5.5/day	09/17/20-01/11/21
Alondra Urbina	Webster	Inst. Asst.	3.0-5.5/day	09/17/20-01/21/21
Leticia Arana	McKevett	Inst. Asst.-Bil.	2.5/day	09/21/20-10/30/20
Haley Galvan	McKevett	Inst. Asst.-ASP	4.0/day	09/21/20-10/30/20
Stephanie Gomez	McKevett	Inst. Asst.	2.5/day	09/21/20-10/30/20

November 18, 2020

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
LIMITED TERM cont.				
Maricruz Magana	McKevett	Inst. Asst.-ASP	4.0/day	09/21/20-10/30/20
Stephanie Solis	McKevett	Inst. Asst.	2.5/day	09/21/20-10/30/20
Amparo Lopez	Bedell	School Admin. Asst. I	8.0/day	09/28/20-10/16/20
Ramona Villa	Webster	Campus Supervision Asst.	2.0-5.5/day	10/05/20-01/11/21
Maria Castillo	Blanchard	Inst. Asst.	1.0/day	10/09/20-10/30/20
Denise Duran	Blanchard	Inst. Asst.	1.0/day	10/14/20-10/30/20
Sofia Pacheco	Webster	Inst. Asst.	3.0-5.5/day	10/21/20-01/11/21