

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

**PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
BOARDROOM
201 S. Steckel Drive
Santa Paula, CA 93060
Thursday, March 9, 2023 - 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 9, and special meeting on March 2, 2023.

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. CSEA Report
2. District Report
3. Director's Report

F. OLD BUSINESS – ACTION OR INFORMATION

1. Addition of Merit System Rules 2.1.4.1 "Vision and Dental Benefits for Current Personnel Commissioners" and 2.1.4.2 "Vision and Dental Benefits for former Personnel Commissioners" – 2nd Reading

Action

It is recommended the Personnel Commission approve the 2nd reading.

G. NEW BUSINESS – ACTION OR INFORMATION

1. New classification - Restorative Justice Facilitator
(It is recommended the P.C. approve the new classification and salary range.)
2. Certification of Eligibility lists:
 - Child Nutrition Services Assistant I – Established 2/24/23
 - School Administrative Assistant I (Bilingual) – Established 2/23/23
 - School Office Assistant (Bilingual) – Established 2/28/23

Action

Action

3. Personnel Activity Reports for February 8, and February 22, 2023

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

J. ADJOURNMENT

Santa Paula Unified School District
Personnel Commission Meeting
District Office – Board Room
201 S. Steckel Drive
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES – FEBRUARY 9, 2023

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:03 p.m. <u>Commission Members Present:</u> Tommie Sanchez-Reyes, Chair Jeff Steiger, Vice-Chair Karen Harrison, Member <u>Staff Present:</u> Cynthia Carrillo, Executive Director-HR Sonia Bautista, HR Analyst-Classified
B. APPROVAL OF MINUTES	UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 3-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY MR. STEIGER WITH A SECOND BY MRS. HARRISON, THE ITEM WAS APPROVED WITH A 3-0 VOTE.
D. PUBLIC COMMENTS	No public comments were made.
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> – CSEA President, Christina Ines-Solis, provided her report noting the CSPCA conference, negotiated .3% increase for COLA, negotiated increase in calendar days for professional development and the classification and compensation study. <u>District Report</u> – Assistant Superintendent, Human Resources and Employee Development, Edd Bond, reported on summer school planning, rebranding school sites, and assistance with professional development for classified employees. Assistant Superintendent, Business, Kevin Olson, provided information on information meetings for the construction at Isbell and the SPSHS gym. <u>Director's Report</u> – Executive Director, Human Resources, Mrs. Cynthia Carrillo, reported on the classified human resources office and the need to finish several details within the office; provided information on the current classification and compensation study; provided information on Ojai Unified School District's status and the assistance that our office could provide; reported on summer school assignments that classified human resources office is expected to fill; and current recruitment information.
F. OLD BUSINESS – ACTION OR INFORMATION	None

G. NEW BUSINESS – ACTION OR INFORMATION	1. Addition of Merit System Rules 2.1.4.1 “Vision and Dental Benefits for Current Personnel Commissioners” and 2.1.4.2 “Vision and Dental Benefits for former Personnel Commissioners” – 1st Reading - Information <i>The Personnel Commission, in accordance with Merit System Rule 2.2.7.2, will take action on this item at the March 9, 2023 meeting.</i>
	2. Certification of Eligibility lists: Early Education Teacher – Established 1/27/23, Grounds Maintenance Worker - Established 2/3/23, Instructional Assistant-Bilingual-Established 2/1/23, Instructional Assistant-Severely Disabled – Established 1/19/23, Instructional Assistant-Special Education – Established 1/18/23 - Action UPON A MOTION BY MRS. HARRISION AND A SECOND BY MR. STEIGER, THE FOLLOWING ELIGIBILITY LISTS WERE APPROVED WITH A 3-0 VOTE: Early Education Teacher, Instructional Assistant-Bilingual, Instructional Assistant-Severely Disabled and Instructional Assistant-Special Education. UPON A MOTION BY MRS. HARRISION AND A SECOND BY MR. STEIGER, THE FOLLOWING ELIGIBILITY LIST WAS APPROVED WITH A 2-0 VOTE AND 1 ABSTAIN FROM COMMISSIONER SANCHEZ-REYES: Grounds Maintenance Worker
	3. Personnel Activity Report for January 11, 2023 - Information
H. COMMISSION COMMENTS	Commissioner Harrison expressed that it was a great conference and noted some classes she attended that included superintendent and board member attendance at personnel commission meetings, quiet quitting and motivating struggling employees, and banding. Commissioner Sanchez-Reyes noted suggestions from the conference including monthly recruitment listings with proposed examination dates to stakeholders, review consistent failed exams, provide tutoring; and identification pictures to staff.
I. SCHEDULE NEXT REGULAR MEETING	Thursday, March 9, 2023.
J. ADJOURNMENT	The meeting was adjourned at 4:52 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, February 9, 2023, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date

**Santa Paula Unified School District
Personnel Commission Meeting
District Office – Board Room
201 S. Steckel Drive
Santa Paula, CA 93060**

SPECIAL PERSONNEL COMMISSION MINUTES – MARCH 2, 2023

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Sanchez-Reyes at 4:03 p.m. <u>Commission Members Present:</u> Tommie Sanchez-Reyes, Chair Jeff Steiger, Vice-Chair Karen Harrison, Member <u>Staff Present:</u> Cynthia Carrillo, Executive Director-HR Sonia Bautista, HR Analyst-Classified
B. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY MRS. HARRISON WITH A SECOND BY MR. STEIGER, THE ITEM WAS APPROVED WITH A 3-0 VOTE.
C. CONVENE TO CLOSED SESSION COMPLAINTS OR CHARGES AGAINST EMPLOYEES GC §54957	The meeting was convened to closed session at 4:04 p.m.
D. RECONVENE TO PUBLIC SESSION	The meeting was reconvened to open session at 4:48 p.m. No action was taken.
E. ADJOURNMENT	The meeting was adjourned at 4:48 p.m.

This certifies that these are the full and correct minutes of the special meeting of Thursday, March 2, 2023, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date

Personnel Commission Merit System Rules

Proposed New Language: First Reading February 9, 2023

2.1.4 COMPENSATION OF COMMISSION MEMBERS

Each Commissioner shall receive the sum of \$50 for each meeting attended in any one (1) month, including regular, adjourned, or special meetings, but not to exceed a total of \$250 per month.

2.1.4.1 Vision and Dental Benefits for Current Personnel Commissioners

Personnel Commissioners may participate in the vision and dental benefits provided for district employees.

Health and welfare benefits shall be no greater than that received by the district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

The district shall pay the premiums required for personnel commissioners electing to participate in the district vision and dental benefits program to the same extent that it pays for district employees.

Vision and dental benefits provided to the personnel commission shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

2.1.4.2 Vision and Dental Benefits for former Personnel Commissioners

Any former personnel commissioner leaving the Commission after at least one full term may participate in the vision and dental benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

Reference: Education Code Sections 45250 and 45260
Government Code Sections 53201 and 53208.5

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: RESTORATIVE JUSTICE FACILITATOR-BILINGUAL

BASIC FUNCTION:

Under the direction of the Director of Student Support Services or designee, the Restorative Justice Facilitator is responsible for supporting the district-wide restorative justice initiative by coordinating, implementing, and facilitating school-based restorative practices to foster safe and supportive school environments and promote positive climate and culture.

REPRESENTATIVE DUTIES:

Serve as a spokesperson for restorative justice practices; clearly articulate and explain the benefits of restorative processes to school site staff, parents, students, and the community. E

Assist in the training, implementation, and evaluation of site based restorative practices, including the training and mentorship of new RJ Facilitators. E

Coordinate, implement and facilitate peer restorative justice program at designated school sites. E

Provide leadership to the school culture and climate through integration and implementation of restorative practices to improve conditions for learning, reduce suspensions, and increase academic engagement.

Collaborate with appropriate staff to infuse restorative justice practices with existing violence prevention, truancy reduction, crisis intervention, academic and alternative educational enrichment, health and medical health services and support. E

Assist with data collection, progress monitoring and program evaluation to determine the efficacy of restorative justice practices to increase safety and reduce racially disproportionate discipline, referral, and incarceration and recidivism; present periodic reports to stakeholders, including management, cabinet and/or the Board of Education. E

Serve as liaison to community based organizations working with the school site to increase community support for and implementation of restorative practices with students. E

OTHER DUTIES:

Perform related duties as assigned.

Attend trainings and collaborative sessions to acquire knowledge and disseminate best practices in restorative justice.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Building partnerships and collaboration with individuals, departments, agencies, and institutions.
Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students, community, partners, and agencies.
Utilization of various forms of assessment to guide and design RJ program.
District's Strategic Plan, LCAP, and District goals.
Planning, organization and coordinating needed for assignment program.
Interpersonal skills emphasizing tact, patience, courtesy and respect.
Facilitation techniques to foster new behaviors and practices in challenging contexts.
Oral and written communication in English ~~and a secondary language~~.
Correct English usage, grammar, spelling, vocabulary and punctuation.
Data analysis and decision making.
Presentation, communication, and public speaking techniques.
Use and application of computer software, hardware, and related technology.
Effective strategies, theories, techniques, and methods of professional and organizational development.

ABILITY TO:

Demonstrative cultural competence and sensitivity with diverse groups across lines of race, ethnicity, religion, gender, socio-economic group, sexual orientation, and other identifiers.
Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing scope of work.
Maintain current knowledge of new developments related to scope of work.
Analyze situations accurately and adopt effective courses of action.
Manage competing priorities and time.
Establish and maintain effective working relationships among diverse groups of students, parents, school staff, and the community across race, ethnicity, religion, gender, class, and sexuality.
Establish and maintain effective leadership and working relationships with multifaceted public and private agencies.
Successfully interact with principals, teachers, staff, parents, students, partner agencies, and other community members.
Develop and facilitate community partnerships.
Communicate effectively using tact, patience, and courtesy.
Maintain confidentiality and discretion.
Facilitate and foster new behaviors and practices in challenging contexts.
Build authentic and trusting relationships.
Multi-task; skills to be a team player and self-starter.
Strong written and verbal communication skills in English ~~and a designated second language~~.
Operation personal computers, related software and other office equipment.

EDUCATION AND EXPERIENCE:

Sufficient experience training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through a Bachelor's degree with coursework in liberal

arts, sociology, psychology or related field and two years direct experience implementing conflict mediation and positive youth development in a school or community setting. Experience working in a school district and providing training and coaching to educators preferred. Proven commitment to school success, student achievement, and positive child, youth, and family development.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

~~Incumbents in this classification are required to read, speak, and write in a designated second language.~~

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

PHSICAL DEMANDS:

Consistent mental awareness

Sitting or standing for extended periods of time

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone, and make presentations.

Lifting, carrying, pushing, and pulling objects up to 30 pounds.

Bending at the waist, reaching overhead, above the shoulders and horizontally.

The ability to see and read a variety of materials

Board Approval: 8/10/22

PC Approval: 9/21/22; _____

Range: 22.50-**22.00**



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 24, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Child Nutrition Services Assistant I** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	00
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Number of Applications	06
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Number of Applicants Tested	03
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Number of Applicants Passing	02
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Number of Applicants to be Certified	02
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It is recommended that the Eligibility List for **Child Nutrition Services Assistant I** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 23, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the School Administrative Assistant I (Bilingual) Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	01
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Number of Applications	15
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Number of Applicants Tested	08
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Number of Applicants Passing	04
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Number of Applicants to be Certified	04
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It is recommended that the Eligibility List for School Administrative Assistant I (Bilingual) be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 28, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type: Open and Promotional

Number of District employees that applied 04

Number of Applications 21

Number of Applicants Tested 10

Number of Applicants Passing 06

Number of Applicants to be Certified 06

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

CLASSIFIED PERSONNEL ACTIVITY REPORT

FEBRUARY 8, 2023

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Joselyn Padilla	Isbell	Instructional Asst.-Sp. Ed.	5.5/day	01/11/23
Jacob Urrutia	Bedell	Campus Supervision Asst.	5.5/day	01/27/23
Jessica Esquivel	Webster	Campus Supervision Asst.	5.5/day	01/31/23

PROMOTIONS

Rudy Magdaleno	SPHS	Lead Custodian	8.0/day	12/20/22
Nancy Gonzalez	D.O.	Admin. Asst. II	8.0/day	12/27/22
Ilda Sanchez	D.O.	Exec. Asst.-Supt Conf	8.0/day	01/09/23
Gabriel Barreto	Maintenance	Custodial Supervisor	8.0/day	02/01/23

CHANGE IN ASSIGNMENT

Corinna Cabacungan	Technology	Admin Asst. II	8.0/day	12/27/22
Olivia Lucio	D.O.	Executive Asst. Conf	8.0/day	12/16/22
Yicel Huante	Isbell	School Admin Asst.	8.0/day	01/17/23
Joel Ramos	SPHS	Custodian	8.0/day	02/01/23

RESIGNATIONS

Adrian Ramos	Maint.	Custodial Supervisor	8.0/day	01/31/23
Athena Cabral	SPHS	Instructional Asst.-Sp, Ed.	6.0/day	02/10/23

UNPAID LEAVE OF ABSENCE

Denise Duran	Blanchard	Instructional Asst.-ASP	1.0/wk	01/30/23-05/12/23
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LIMITED TERM

Marco Garcia Espinoza	Technology	Computer Technician	8.0/day	01/12/23-02/17/23
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February 8, 2023

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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SUBSTITUTES

Karin Rodriguez		Instructional Asst.		11/15/22
Claudia Aguirre		Instructional Asst.		12/15/22
Rosa Maria Deciga		Instructional Asst.-ASP		01/13/23
Cynthia Ham		Library Asst.		01/13/23
Melanie Garcia		Instructional Asst.		01/25/23
Martin Gutierrez		Instructional Asst.-ASP		01/25/23
Reggie Gaeta		Custodian		01/26/23

AVID TUTORS

Gerardo Jimenez				12/01/22
Simon Reyes				12/01/22
Kenya Valdez				12/02/22
Angelica Velasquez				01/20/23
Angela Martinez				01/24/23
Adrian Martinez				01/31/23
Cesar Valdovinos				01/31/23

CLASSIFIED PERSONNEL ACTIVITY REPORT

FEBRUARY 22, 2023

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Eric Castaneda	Webster	Campus Supervision Asst.	5.5/day	02/01/23
Lynette Kuchta	D.O.	Senior Accountant	8.0/day	02/02/23
Elva Zamora	McKevett	Campus Supervision Asst.	5.5/day	02/08/23
Olivia Arana	McKevett	Instructional Asst.-Bil.	3.0/day	02/09/23
Leticia Arana	McKevett	Instructional Asst.-Bil.	3.0/day	02/09/23
Brianna Murillo	Bedell	Instructional Asst.-SD	5.0/day	02/10/23

CHANGE IN ASSIGNMENT

Jessie Prado	Webster	Instructional Asst.-Speech	5.5/day	01/17/23
Leticia Sanchez	Blanchard	Instructional Asst.-Bil.	8.0/day	01/20/23
Daisy Mendez	Webster	Instructional Asst.-Speech	5.5/day	02/15/23

RESIGNATIONS

Roberto Martinez	Bedell	CNS Asst. I	5.5/day	08/04/22
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INCREASE IN HOURS

Position # 1228	SPHS	Inst. Asst.-Sp. Health Needs Bil.	5.5-6.0/day	02/23/23
Position # 1327	SPHS	Inst. Asst.-Severely Disabled	5.0-7.0/day	02/23/23
Position # 1384	SPHS	Inst. Asst.-Severely Disabled	5.75-7.0/day	02/23/23
Position # 1417	SPHS	Inst. Asst.-Severely Disabled	6.0-7.0/day	02/23/23
Position # 1498	SPHS	Inst. Asst.-Severely Disabled	5.5-7.0/day	02/23/23

LIMITED TERM

Jenae Quintana	D.O.	Administrative Asst. II	5.0/wk	01/24/23-06/30/23
Vicky Bonilla	All Sites	Campus Supervision Asst.	6.0/day	02/02/23-06/04/23

February 22, 2023

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
LIMITED TERM (continued)				
Sofia Ortiz	All Sites	Campus Supervision Asst.	6.0/day	02/02/23-06/04/23
Maria Alejos Hernandez	D.O.	Campus Supervision Asst.	2.0/day	02/15/23
Noemi Rodriguez	D.O.	Translator	2.0/day	02/15/23

EXHAUSTION OF LEAVES

Ramona Villa	Webster	Campus Supervision Asst.	5.5/day	02/07/23
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SUBSTITUTES

Ana Lidia Nava		Clerical		02/08/23
Jaysik Campos		Custodian		02/15/23

STUDENT WORKERS

Jhared Vargas	SPHS			02/01/23
Jordana Vargas	SPHS			02/02/23
Mauricio Ortega	SPHS			02/08/23
Cesar Ortega	SPHS			02/08/23
Adan Reyes	SPHS			02/10/23