

**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, October 12, 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 September 14, 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

None

G. NEW BUSINESS – ACTION OR INFORMATION

1. Update on classification & compensation study as presented by Fred Corn of Educational Management Solutions (via Zoom)
2. Certification of Eligibility lists:
 - Instructional Assistant-Special Education – established 8/9/23
 - Sous Chef – established 9/14/23
 - Instructional Assistant-After School Program – established 9/19/23
 - Instructional Assistant-Severely Disabled Bil. – established 9/22/23
 - Instructional Assistant-Bilingual – established 9/26/23
 - Child Nutrition Services Assistant I – established 9/28/23
 - Instructional Assistant-After School Program – established 10/4/23
 - Instructional Assistant-Bilingual – established 10/5/23
3. Personnel Activity Report for September 13, 2023

Information

Action

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

November 9, 2023

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 – SEPTEMBER 14, 2023

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Sanchez-Reyes at 4:02 p.m. <u>Commission Members Present:</u> Tommie Sanchez-Reyes, Chair Jeff Steiger, Vice-Chair <u>Commission Member Absent:</u> 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 COMMISSIONER STEIGER WITH A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ITEM WAS APPROVED WITH A 2-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ITEM WAS APPROVED WITH A 2-0 VOTE.
D. PUBLIC COMMENTS	None.
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> – CSEA President, Christina Ines-Solis, provided a report regarding the district's welcome-back meeting, a presentation by American Fidelity and a PERS retirement presentation. Staff was also informed regarding the upcoming benefit fair. Ms. Ines-Solis attended the Leadership Conference in Ventura and shared that the membership is looking for accountability and safety in the workplace. CSEA is encouraging professional growth among the staff as the contract language has been revised. Acknowledged the Classified HR Office for distributing updated information on professional growth to the classified staff. <u>District Report</u> – Dr. Bond, Assistant Superintendent of Certificated Human Resources & Employee Development, shared a report on the five new administrators to the district. The back-to-school nights at the sites have been very well attended. As part of the district's professional development day next week, the district will provide active shooter training for all staff members. <u>Director's Report</u> – Executive Director, Human Resources, Mrs. Cynthia Carrillo, shared that in cooperation with Ms. Bautista, HR Analyst and Mr. Colmenares, Network and Systems Manager, the HR Department will soon be piloting an online testing process. This will be a game changer for the department and the applicants. The Board has approved six new positions for recruitment at last night's meeting. Mrs. Carrillo is working with the Special Education Dept. to fine-tune their needs to better serve our students.

F. OLD BUSINESS – ACTION OR INFORMATION	None
G. NEW BUSINESS – ACTION OR INFORMATION	
G.1 CERTIFICATION OF ELIGIBILITY LISTS:	Child Nutrition Services Assistant I — established 7/14/23 Health Specialist (Bil.) — established 7/12/23 Instructional Assistant-Severely Disabled — established 8/15/23 ~~Instructional Assistant-Special Education — established 8/9/23~~ Lead LVN/RN - established 7/20/23 Locker Room Attendant — established 9/7/23 Network & Systems Manager — established 9/6/23 Occupational Therapist — established 7/18/23 Outreach Specialist-Bilingual — established 7/28/23 Resource Serv. Specialist-P.E. — established 7/21/23 School Office Assistant (Bil.) — established 8/3/23 Substitute Placement Clerk — established 7/12/23 UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER SANCHEZ-REYES - THE INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION WAS REMOVED FROM THE CERTIFICATION OF ELIGIBILITY LISTS ITEM - WITH THE REMAINDER OF THE LISTS APPROVED WITH A 2-0 VOTE. THE POSITION OF INSTRUCTIONAL ASSISTANT- SPECIAL EDUCATION WILL BE BROUGHT BACK FOR CONSIDERATION WHEN THE THREE COMMISSIONERS ARE IN ATTENDANCE DUE TO A CONFLICT OF INTEREST.
G.2 PERSONNEL ACTIVITY REPORTS	Information Items June 14, June 28 and August 9, 2023 Mrs. Carrillo acknowledged her staff for the tremendous amount of work that has been done as reflected in the reports above. The department has been very busy.
H. COMMISSION COMMENTS	Commissioner Steiger No Comments Commissioner Sanchez-Reyes apologized that the commissioners were not present at the Districts Welcome Back Meeting; there were no invitations sent out to the members of the Personnel Commission.

I. SCHEDULE NEXT REGULAR MEETING	Thursday, October 12, 2023, if room is available.
J. CONVENE TO CLOSED SESSION	The Commission adjourned to Closed session at 4:17 p.m. to discuss: Conference with Legal Counsel Anticipated Litigation GC§ 54954.5, 54956.9
K. RECONVENE TO OPEN SESSION	The Commission reconvened to Open session at approximately 4:46 p.m. No action was taken.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:47 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, September 14, 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

August 9, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type:

Open and Promotional

Number of District employees that applied

01

Number of Applications

22

Number of Applicants Tested

17

Number of Applicants Passing

13

Number of Applicants to be Certified

13

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 14, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Sous Chef Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 08

Number of Applicants Tested 02

Number of Applicants Passing 02

Number of Applicants to be Certified 02

It is recommended that the Eligibility List for Sous Chef be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 19, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 12

Number of Applicants Tested 11

Number of Applicants Passing 11

Number of Applicants to be Certified 11

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 22, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Instructional Assistant-Severely Disabled Bilingual 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	04
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Number of Applicants Tested	04
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Number of Applicants Passing	01
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Number of Applicants to be Certified	01
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It is recommended that the Eligibility List for Instructional Assistant-Severely Disabled Bilingual be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 26, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type:	<u>Open and Promotional</u>
Number of District employees that applied	00

Number of Applications	10
Number of Applicants Tested	09
Number of Applicants Passing	08
Number of Applicants to be Certified	08

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 28, 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	01
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Number of Applications	38
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Number of Applicants Tested	22
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Number of Applicants Passing	14
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Number of Applicants to be Certified	14
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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

October 4, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Instructional Assistant-After School Program** 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	08
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Number of Applicants Tested	06
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Number of Applicants Passing	05
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Number of Applicants to be Certified	05
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It is recommended that the Eligibility List for **Instructional Assistant-After School Program** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 5, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Instructional Assistant-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	04
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Number of Applicants Tested	04
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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 **Instructional Assistant-Bilingual** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

SEPTEMBER 13, 2023

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENT

Luis Nunez Penuelas	Isbell	Custodian	8.0/day	08/07/23
Ruby Segovia	Glen City	Health Specialist	8.0/day	08/07/23
Sarah Riddle	District	Occupational Therapist	8.0/day	08/08/23
Kyle Poe	Webster	Resource Svcs. Specialist-PE	5.0/day	08/09/23
Marisol Luna-Lopez	D.O.	Outreach Specialist-Bil.	8.0/day	09/05/23
Leonel Mendoza	Blanchard	Instructional Asst.-Sp. Ed.	5.0/day	09/05/23
Daniel Romo	SPHS	Custodian	5.0/day	09/06/23
Lisbeth Gonzalez	Blanchard	Instructional Asst.-Sp. Ed.	5.0/day	09/06/23
Tina Rodriguez	Thille	CNS Asst. I	3.0/day	09/07/23

PROMOTION

Jessica Limon	Isbell	Outreach Specialist-Bil.	8.0/day	08/09/23
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RESIGNATIONS

Julie Howard	D.O.	HR Assistant	8.0/day	08/07/23
Hope Rodriguez	Bedell	Instructional Asst.-SD	5.75/day	08/08/23
Michelle Chaveste	Webster	CNS Asst. I	5.5/day	08/11/23
Ronnie Lemos	McKevett	Instructional Asst.-ASP	20/wk	08/29/23
Sarah Riddle	D.O.	Occupational Therapist	8.0/day	08/31/23
Adam Grether	Glen City	Instructional Asst.-SD	5.5/day	09/15/23
Timothy Holmgren	Technology	Computer Technician	8.0/day	09/22/23

RETIREMENT

Ivan Bonds	Maint.	Grounds Maint. Worker	8.0/day	09/01/23
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September 13, 2023

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
UNPAID LEAVE OF ABSENCE				
Celina Segovia	Isbell	Inst. Asst.-Bilingual	2.5 hrs/day	08/07/23-09/29/23

CHANGE IN ASSIGNMENT

Sanjuana Esquivel	Bedell	CNS Asst. I	3.0/day	08/10/23
Bertha Quintana	Webster	Instructional Asst.-SD	5.75/day	08/28/23

LIMITED TERM

Jessie Prado	Webster	Instructional Asst.-Speech	12.5 hrs/wk	06/21/23-07/21/23
David Arguelles	Maint.	Skilled Maint. Worker	48 hrs	06/22/23-06/29/23
Gerardo Segura Sr.	Maint.	Custodian	40 hrs/wk	07/21/23-08/07/23
Patricia Navarro	Webster	CNS Site Lead-Elementary	5.5 hrs/day	07/21/23-08/04/23
Ruben Barreto	SPHS	Custodian	40/wk	07/24/23-08/04/23
Fernando Contreras	Glen City	Custodian	40/wk	07/24/23-08/04/23
Cynthia Alvarez	Webster	Instructional Asst.-ASP	8.0 hrs/wk	07/24/23-08/03/23
Erica Magana	Webster	Instructional Asst.-ASP	8.0 hrs/wk	07/24/23-08/03/23
Michael R. Ramirez	Webster	Instructional Asst.-ASP	8.0 hrs/wk	07/24/23-08/03/23
Raelene Donnelly	Bedell	School Office Asst.	30 hrs/wk	07/24/23-07/28/23
Sonia Blaskey	SPHS	CNS Asst. I	5.0 hrs/wk	07/24/23-08/04/23
Kirk Larson	SPHS	Custodian	40 hrs/wk	07/24/23-08/04/23
Rodolfo Magdaleno	Isbell	Custodian	40/wk	08/03/23-08/08/23

SUBSTITUTES

Kelly Faulkner	Clerical	08/08/23
Yesni Gomez	AVID Tutor	08/08/23
Celeste Morales	Instructional Assistant	08/14/23
Michelle Hernandez	Instructional Assistant	08/18/23

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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SUBSTITUTES (continued)

Sophia Maximo		Instructional Assistant		08/21/23
Alondra Carrasco Hernandez		Instructional Assistant		08/21/23
Daisy Vaca		AVID Tutor		08/29/23
Janay Aguayo		Instructional Assistant		09/01/23
Carmen Guerrero		Child Nutrition Services		09/01/23
Adrian Martinez		Instructional Assistant		09/01/23
Leslie Fallejo		Child Nutrition Services		09/06/23
Almendra Valdez		Child Nutrition Services		09/06/23
Oscar Luna		AVID Tutor		09/06/23

STUDENT WORKERS

Isabel Sorto	SPHS		08/22/23
Ailani Mora	SPHS		08/22/23
Diego Santiago	SPHS		08/22/23
Valerie Aguayo	SPHS		08/22/23
Jacob Leon	SPHS		08/22/23
Adrian Rincon Vargas	SPHS		08/28/23
Brianna Montalvo	SPHS		08/28/23
Raul Saucedo	SPHS		09/01/23
Sarah Alvarez	SPHS		09/01/23
Yoselin Molinero Luquin	SPHS		09/01/23