

ADDENDUM

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, November 16, 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 October 12, 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. Approval of Initial Salary Placement for Network & Systems Manager at Step 3 **Action**
2. Personnel Commission Review of Job Descriptions **Information**
 - Executive Director, Human Resources-Classified
 - HR Analyst-Classified
3. Certification of Eligibility lists: **Action**
 - Computer Technician - established 11/6/23
 - Instructional Assistant-ASP - established 10/10/23
 - Instructional Assistant-SD Bil. - established 10/13/23
 - Lead Custodian - established 10/31/23
 - Network & Systems Manager - established 10/23/23

4. Personnel Activity Reports for October 11, 2023 & November 8, 2023

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

December 14, 2023

J. CONVENE TO CLOSED SESSION

Complaints or charges against employee G.C. § 54957

Public employee performance evaluation G.C. § 54954.5, 54957

K. RECONVENE TO PUBLIC SESSION

L. ADJOURNMENT

CANCELLED DUE TO LACK OF QUORUM

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

PERSONNEL COMMISSION MINUTES – OCTOBER 12, 2023

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Sanchez-Reyes at 4:04 p.m. <u>Commission Members Present:</u> Karen Harrison, Member Tommie Sanchez-Reyes, Chair Jeff Steiger, Vice-Chair (arrived after the approval of minutes) <u>Staff Present:</u> Cynthia Carrillo, Executive Director-HR Sonia Bautista, HR Analyst-Classified
B. APPROVAL OF MINUTES	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY COMMISSIONER SANCHEZ-REYES, THE MINUTES WERE APPROVED WITH A 2-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY COMMISSIONER SANCHEZ-REYES, THE AGENDA WAS APPROVED WITH A 2-0 VOTE.
D. PUBLIC COMMENTS	Jeff Weinstein, Superintendent of Santa Paula Unified School District Shared with the Commission regarding a few disparities that the District would like to address. There are 5 steps in the current salary schedule and the district would like to square up the salary schedule to equalize the percentages between each step. In addition, the steps in the classified management schedule should be equalized and adjusted to be comparable to other districts in the area. In collaboration with Mrs. Carrillo and the CSEA unit, Job descriptions and salary ranges in the district will be reviewed as the tasks of each job have evolved since these were last written. The District will continue to update the Commission.
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> Christina Ines-Solis, CSEA President Union Stewards Nora Perez and herself have been busy with various concerns throughout the District. A survey has been sent out to all CSEA Members regarding professional development and essential job functions. Ms. Perez and Ms. Ines-Solis will meet with Mrs. Carrillo and Mr. Olson regarding the results of the survey. With respect to the classification study mentioned by Mr. Weinstein, the negotiation team is ready for the challenge and ready to answer questions by the unit members. Site reps will be contacted today to make sure everyone has received their job description for review. If not, there may need to be an extension of the deadline to return.

	Next week, the CSEA negotiation team will be meeting with the district to discuss HSA Accounts and Professional Development. In collaboration with Mrs. Carrillo, CSEA will now be present when interview panels are conducted in order to ensure the process is transparent and in order with the bargaining unit as there has already been one questionable situation. Mrs. Carrillo, Executive Director Clarified for the Commissioners that this would be at the final selection interviews, not the testing panels.
F. OLD BUSINESS – ACTION OR INFORMATION	None
G. NEW BUSINESS – ACTION OR INFORMATION	
G.1 Update on Classification & Compensation Study	Mr. Fred Corn of Educational Management Solutions shared a PowerPoint Presentation on the Classification & Compensation Study (via Zoom) as follows: Mr. Corn acknowledged the opportunity to work with Santa Paula Unified School District in an effort to complete a Classification & Compensation Study for the District. The purpose of a Classification & Compensation Study is normally to update and create accurate and effective job descriptions. Updated job descriptions will allow the District to update salary structures and establish internal equity. Mr. Corn presented an overview of the steps that are involved in completing the study and implementing the process, including staff involvement. Comments from the Commission: Mrs. Carrillo, Executive Director Although it was mentioned in the presentation, Mrs. Carrillo shared that there would be no reduction in range placement in any of the District's job descriptions. Commissioner Sanchez-Reyes: As mentioned in the presentation, there were meetings with approx. 120 employees. How were those employees selected? Mr. Corn: The recommendation was to identify the employees who have been in the district for some time, have been in selected positions for extended periods of times and peer leaders. Mrs. Carrillo, Executive Director Shared that an invitation was also extended to a number of employees who were not part of the original group. In addition, there were a number of employees who were invited who didn't attend the meeting.

	Question from the Audience, Ms. Carmina Lira, Administrative Assistant When there are no distinguishing characteristics on a job title, will those be included? In addition, how would an employee be promoted within the job title? Mr. Corn: Those are typically not required. One of the recommendations will be to look at titles such as Instructional Assistant I, Instructional Assistant II and Instructional Assistant III to identify the scope of the work and identify specific job titles. The employee would be promoted in the career ladder as outlined by the District and effective job titling. Commissioner Sanchez-Reyes: For clarification purposes, is the recommendation to eliminate the different job titles with I and II's? If it is the recommendation to eliminate some of these titles, the District should be consistent in the elimination of all job titles with these categories. Mr. Corn: While the company makes recommendations, the district makes the final decision. Commissioner Sanchez-Reyes: Acknowledged Mr. Corn for his presentation and all of the work he and the company has done with this study. Mrs. Carrillo, Executive Director Concurred and acknowledged Mr. Corn for all his work.
G.2 Certification of Eligibility Lists:	● Instructional Assistant-Special Education — established 8/9/23 UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER STEIGER THE ABOVE ELIGIBILITY LIST WAS APPROVED WITH A 2-0 VOTE. COMMISSIONER SANCHEZ-REYES ABSTAINED HER VOTE. ● 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 UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER STEIGER THE ELIGIBILITY LISTS ABOVE WAS APPROVED WITH A 3-0 VOTE.

G.3 Personnel Activity Report	September 13, 2023
H. COMMISSION COMMENTS	None
I. SCHEDULE NEXT REGULAR MEETING	Thursday, November 16, 2023 at 4:00 p.m.
J. ADJOURNMENT	With no further business, the meeting was adjourned at 5:02 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, October 12, 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

November 6, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Computer Technician** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 01

Number of Applications 21

Number of Applicants Tested 14

Number of Applicants Passing 08

Number of Applicants to be Certified 08

It is recommended that the Eligibility List for **Computer Technician** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 10, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type:	<u>Open and Promotional</u>
-------------------	-----------------------------

Number of District employees that applied	00
---	----

Number of Applications	06
------------------------	----

Number of Applicants Tested	06
-----------------------------	----

Number of Applicants Passing	03
------------------------------	----

Number of Applicants to be Certified	03
--------------------------------------	----

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 13, 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: Open and Promotional

Number of District employees that applied 01

Number of Applications 01

Number of Applicants Tested 01

Number of Applicants Passing 01

Number of Applicants to be Certified 01

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 31, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Lead Custodian Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 05

Number of Applications 15

Number of Applicants Tested 05

Number of Applicants Passing 03

Number of Applicants to be Certified 03

It is recommended that the Eligibility List for Lead Custodian be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 23, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Network & Systems Manager Eligibility List has been completed.

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

Number of Applications	06
Number of Applicants Tested	05
Number of Applicants Passing	04
Number of Applicants to be Certified	04

It is recommended that the Eligibility List for Network & Systems Manager be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

OCTOBER 11, 2023

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
PROBATIONARY ASSIGNMENT				
Celia Arenas Hernandez	SPHS	School Office Asst.	8.0/day	09/14/23
Nancy Vasquez	Isbell	Locker Room Attendant	8.0/day	09/18/23
Martin Rubio	Webster	Custodian	5.0/day	09/19/23
Vanessa Bracamontes	Webster	Instructional Assistant-SD	5.5/day	09/21/23
Sophia Maximo	Blanchard	Instructional Assistant-Sp. Ed.	5.5/day	09/26/23
Michelle Hernandez	SPHS	Instructional Asst.-Sp. Ed.	5.0/day	09/29/23
Marco Juarez	Isbell	Library/Textbook Technician	8.0/day	10/02/23
Alexa Ramirez	Isbell	Instructional Asst.-ASP	3.1/day	10/02/23
Brenda Chard	Glen City	Instructional Asst.-ASP	4.0/day	10/02/23
Lilia Perez	Thille	Campus Supervision Asst.	5.0/day	10/03/23
Danisha Soto	McKevett	Instructional Asst.-ASP	4.0/day	10/04/23
Isabel Llamas	Glen City	Instructional Asst.-ASP	4.0/day	10/06/23

RESIGNATIONS

Martin Rubio	Webster	Custodian	5.0/day	09/20/23
Valeria Ramirez Casas	SPHS	Outreach Specialist-Bil.	8.0/day	09/29/23
Luis Salazar	Glen City	Instructional Asst.-Bil.	6.0/day	10/11/23

REINSTATEMENT

Michelle Bazan	Glen City	Instructional Asst.-ASP	4.0/day	08/12/23
Patricia Dominguez	Bedell	After School Program Leader	8.0/day	09/12/23

INCREASE IN MONTHS

Pos. # 474	Webster	Child Nutrition Serv. Asst. I	10-12 mos/yr	10/12/23
------------	---------	-------------------------------	--------------	----------

October 11, 2023

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
INCREASE IN HOURS				
Pos. # 1290	SPHS	Child Nutrition Serv. Asst. I	3.0-4.0/day	10/12/23
Pos. #142	Bedell	Child Nutrition Serv. Asst. II	5.5-6.5/day	10/12/23
UNPAID LEAVE OF ABSENCE				
Michelle Bazan	Glen City	Instructional Asst.-ASP	1.0/week	08/10/23-12/11/23
CHANGE IN ASSIGNMENT				
Maribel Rodriguez	Webster	Instructional Asst.-SD Bil.	5.75/day	09/23/23
Leslie Fonseca Contreras	SPHS	Outreach Specialist-Bil.	8.0/day	10/02/23
Maricruz Magana	D.O.	After School Program Leader	8.0/day	10/03/23
Sarai Lira	Blanchard	Campus Supervision Asst.	5.5/day	10/02/23
LIMITED TERM				
Bianca Hernandez	Webster	School Office Asst.	up to 4.5/day	08/01/23-09/01/23
Deisy Lotz	Thille	Inst. Asst.-Bilingual	3.0/day	08/09/23-09/08/23
Diana Martinez	Thille	Inst. Asst.-Bilingual	3.0/day	08/09/23-09/08/23
Leticia Arana	McKevett	Inst. Asst.-Bilingual	3.0/day	08/10/23-02/09/24
Olivia Arana	McKevett	Inst. Asst.-Bilingual	3.0/day	08/10/23-02/09/24
Stephanie Gomez	McKevett	Inst. Asst.-Bilingual	3.0/day	08/10/23-02/09/24
Liliana Nuno	D.O.	Data Services Specialist	8.0/day	08/28/23-12/31/23
Marisela Garcia	DO	Administrative Asst. II	20/week	09/26/23-12/30/23
Sophia Ortiz Gutierrez	Adult Ed.	Campus Supervision Asst.	5.0/week	09/26/23-12/15/23
SUBSTITUTES				
Teresa Zendejas		Instructional Assistant		09/07/23
Yazmin Garcia		AVID Tutor		09/07/23
William Zavala		Campus Security Officer		09/08/23

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
------	------	----------	-------	-------------------

SUBSTITUTES (continued)

Maribel Lizama		Child Nutrition Services		09/11/23
Diana Salazar		Child Nutrition Services		09/11/23
Brisa Villanueva		Child Nutrition Services		09/12/23
Martha Sandez		Clerical		09/14/23
Valerie Bautista		Instructional Assistant		09/22/23
Mikelyn Zufelt		Child Nutrition Services		09/26/23
Jennifer Mitchell		Child Nutrition Services		09/26/23
Martha Rico		Instructional Assistant		09/27/23
Selene Gutierrez		AVID Tutor		10/03/23

CLASSIFIED PERSONNEL ACTIVITY REPORT

NOVEMBER 8, 2023

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
------	------	----------	-------	----------------

PROBATIONARY ASSIGNMENTS

Chloe Hernandez	McKevett	Instructional Asst.-ASP	4.0/day	11/01/23
Maria Elena Rivera	Glen City	Instructional Asst.-Bil	3.0/day	11/01/23
Teresa Zendejas	Webster	Instructional Asst.-SD Bil	5.5/day	11/01/23
Zuriel Avila	Webster	Instructional Asst.-ASP	4.0/day	11/02/23

PROMOTION

Brianna Murillo	Bedell	Instructional Asst.-SD	5.75/day	10/24/23
-----------------	--------	------------------------	----------	----------

RESIGNATION

Alyssa Romero	Bedell	Instructional Asst.-Sp. Ed.	5.5/day	11/17/23
---------------	--------	-----------------------------	---------	----------

CHANGE IN ASSIGNMENT

Cristina Gonzalez	Webster	Instructional Asst.-SD Bil.	5.75/day	10/23/23
Alondra Urbina	Blanchard	Instructional Asst.-Bil.	5.75/day	10/30/23
Patricia Navarro	Webster	CNS Site Lead-Elementary	12 mos/yr	10/16/23
Elsa Ramirez	Webster	Instructional Asst.-Bil.	5.75/day	10/20/23
Laurie Saldino	Bedell	CNS Assistant II	6.5/day	10/16/23

SUBSTITUTES

Joseph Moreno	Instructional Assistant	10/19/23
Brian Valdovinos	Instructional Assistant	10/19/23
Julie Price	Instructional Assistant	10/24/23
Evelyn Perez	Instructional Assistant	10/27/23
Jose Luis Magana	Custodian	10/30/23
Rose Segovia	Instructional Assistant	10/30/23

STUDENT WORKER

Xithlaly Abrego	RHS	10/20/23
-----------------	-----	----------

November 8, 2023