

**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, December 14, 2023 - 3:30 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 ORDER OF AGENDA ITEMS

C. CONVENE TO CLOSED SESSION

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

D. RECONVENE TO PUBLIC SESSION

4:00 p.m. (Approximate Time)

E. APPROVAL OF MINUTES

It is recommended that the Personnel Commission approve the minutes of the regular meeting on October 12, 2023.

F. PUBLIC COMMENTS

Public comment from the audience on agenda and/or non-agenda items (no action may be taken).

G. REPORTS AND DISCUSSION

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

H. OLD BUSINESS – ACTION OR INFORMATION

None

I. NEW BUSINESS – ACTION OR INFORMATION

- | | |
|---|---------------|
| 1. Administration of Oath of Office - Joint Re-Appointee
Personnel Commissioner - Karen Harrison | Action |
| 2. Election of Chair | Action |
| 3. Election of Vice-Chair | Action |
| 4. Scheduling of Regular Meetings | Action |
| 5. Annual Report 2022-2023 – Draft | Action |

6. Personnel Commission Review of Job Descriptions
- Executive Director, Human Resources-Classified
 - HR Analyst-Classified

Information

7. Certification of Eligibility lists:
- Administrative Assistant II – established 11/15/23
 - Computer Technician - established 11/6/23
 - Custodian – established 12/1/23
 - Instructional Assistant-ASP - established 10/10/23
 - Instructional Assistant-Bilingual – established 11/30/23
 - Instructional Assistant-SD Bil. - established 10/13/23
 - Lead Custodian - established 10/31/23
 - Network & Systems Manager - established 10/23/23
 - School Office Assistant (Bilingual) – established 11/29/23

Action

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

Information

J. COMMISSION COMMENTS

K. SCHEDULE NEXT REGULAR MEETING

January 11, 2024

L. ADJOURNMENT

**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

Classified Human Resources PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING SCHEDULE – 2024



Thursday, January 11, 2024

Thursday, February 8, 2024

Thursday, March 14, 2024

Thursday, April 11, 2024

Thursday, May 9, 2024

Thursday, June 13, 2024

July 2024 – No meeting scheduled

August 2024 – No meeting scheduled

Thursday, September 12, 2024

Thursday, October 10, 2024

Thursday, November 14, 2024

Thursday, December 12, 2024

Personnel Commission Meetings are held on the second Thursday of each month,
4:00 pm (*per Merit Rule & Regulation 2.2.1*)

Classified HR: 12/6/24

Classified HR Procedures/PERSONNEL COMMISSION MEETING SCHEDULE 2024



SANTA PAULA UNIFIED SCHOOL DISTRICT

Classified Human Resources

PERSONNEL COMMISSION

DRAFT

Annual Report

2022-2023

Current Recruitments:

<https://www.schooljobs.com/careers/santapaulausd>

Website:

www.santapaulausd.org

Classified Employment Activity	2022-2023	2021-2022
Number of RFP's Processed	381	623
New Hires – Probationary	87	60
New Hires – Substitutes	34	34
New Hires – AVID	15	-
New Hires – Student Workers	22	27
Promotions	20	12
Changes of Status	115	24
Voluntary Demotion	0	0
Limited Term	114	164
Summer School/ESY	137	112
Leaves of Absence	7	0
Exhaustion of Leave	1	6
Resignations	33	31
Retirements	11	6
Layoffs	0	0
Separations	3	1
Positions Abolished	0	0
Fingerprints Completed	68	76
New Positions Added	53	42

Other Classified Activities	2022 - 2023	2021 - 2022
Number of:		
Substitute Absences Filled	1,480	-
W/C Claims Processed	30	40
UE Claims Processed	21	56

New Positions Approved by the Board of Trustees During the 2022-2023 School Year	
Position Classification	Number of Positions Established
Administrative Assistant II	1
Afterschool Program Leader	1
Campus Security Officer	6
Campus Supervision Assistant	2
Child Nutrition Services Assistant I	1
Early Education Teacher (<i>new classification</i>)	4
Instructional Assistant-ASP	8
Instructional Assistant-Bilingual	6
Instructional Assistant-SD	5
Instructional Assistant-Special Education	1
Lead Campus Security Officer	2
Lead LVN/RN (<i>new classification</i>)	1
Outreach Specialist-Bilingual	6
Resource Services Specialist - PE	1
Restorative Justice Facilitator (<i>new classification</i>)	1
School Administrative Assistant I (Bilingual)	1
School Administrative Assistant II	1
School Office Assistant	3
Senior Accountant (<i>new classification</i>)	1
Sous Chef (<i>new classification</i>)	1

NUMBER OF NEW POSITIONS ADDED IN 2023-2024

Total Number of New Positions Added: 53

Total Number of New Classifications Created: 5

NUMBER OF NEW POSITIONS ADDED IN 2022-2023

Total Number of New Positions Added: 42

PERSONNEL COMMISSIONERS

Tommie Sanchez-Reyes, Chair

CSEA Appointee – Term Expires December 1, 2024

Jeff Steiger, Vice Chair

District Appointee – Term Expires December 1, 2025

Karen Harrison, Member

Joint Appointee – Term Expires December 1, 2023

**Classified Human Resources
Personnel Commission Office**

201 S. Steckel Drive

Santa Paula, CA 93060

805-933-8889

www.santapaulausd.org

PERSONNEL COMMISSION STAFF

Cynthia L. Carrillo

Executive Director, Human Resources-Classified

Sonia Bautista

HR Analyst-Classified

Renee Vasquez

HR Assistant-Classified

Alexis Gonzales

HR Assistant-Classified

Gabby Hernandez

Substitute Placement Clerk-Classified

Contact us at: classifiedhr@santapaulausd.org

RECRUITMENTS POSTED DURING THE 2022-2023 SCHOOL YEAR

Administrative Assistant II - Bilingual
After School Program Leader
Campus Security Officer (2 times)
Campus Supervision Assistant
Child Nutrition Services Assistant I (2 times)
Child Nutrition Services Worker II
Computer Technician
Custodian
Custodian Substitute (3 times)
Early Education Teacher
Executive Assistant-Superintendent (Confidential)
Health Specialist - Bilingual
Instructional Assistant - After School Program
Instructional Assistant - After School Program Substitute
Instructional Assistant - Bilingual (2 times)
Instructional Assistant - Severely Disabled
Instructional Assistant - Special Education
Instructional Assistant - Speech
Instructional Assistant (2 times)
Lead Campus Security Officer (2 times)
Lead Licensed Vocational Nurse (LVN) / Registered Nurse (RN) (3 times)
Library/Media Specialist (Bilingual) (3 times)
Library/Textbook Technician (3 times)
Locker Room Attendant
Network Technician
Occupational Therapist
Office Assistant - Bilingual
Outreach Specialist - Bilingual (3 times)
Resource Services Specialist-Physical Education
Restorative Justice Facilitator (2 times)
School Administrative Assistant I - Bilingual
School Administrative Assistant II - Bilingual (2 times)
School Office Assistant (Bilingual) (2 times)
Senior Accountant
Sous Chef (2 times)
Special Education Bus Attendant
Speech and Language Pathology Assistant
Substitute Only - Child Nutrition Services Assistant I
Substitute Placement Clerk

Classified Recruitment Data	2022-2023	2021-2022
Number of Recruitments Posted	58	31
Total Number of Hits on Posted Recruitments	29,825	-
Total Applications Received	495	417
Promotional Applications Received	45	28
Outside Applications Received	450	389
Number of Written Examinations	29	-
Number of Oral Examinations	38	-
Number of Performance/Other Examinations	40	-
Total Number of Applicants Certified as Eligibles	236	151

CLASSIFIED EMPLOYEE DATA

Regular Employees

2022-2023

345

2021-2022

307

Substitute Employees

2022-2023

70

2021-2022

67

AVID Tutors

2022-2023

16

2021-2022

10

Student Workers

2022-2023

22

2021-2022

29

Total Classified Employees

2022-2023

453

2021-2022

413

*"Work hard, be
kind, and
amazing things
will happen."
-Conan O'Brian*

*Thank you to the
Classified Human
Resources Team for
all of their hard
work!!!*



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

November 15, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Administrative Assistant II Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 06

Number of Applications 41

Number of Applicants Tested 23

Number of Applicants Passing 07

Number of Applicants to be Certified 07

It is recommended that the Eligibility List for Administrative Assistant II be certified as presented.



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:	<u>Open and Promotional</u>
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Number of District employees that applied	01
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Number of Applications	21
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Number of Applicants Tested	14
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Number of Applicants Passing	08
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Number of Applicants to be Certified	08
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It is recommended that the Eligibility List for Computer Technician be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 1, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 34

Number of Applicants Tested 07

Number of Applicants Passing 04

Number of Applicants to be Certified 04

It is recommended that the Eligibility List for Custodian 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>
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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	06
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Number of Applicants Passing	03
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Number of Applicants to be Certified	03
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It is recommended that the Eligibility List for **Instructional Assistant-ASP** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

November 30, 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	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	03
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Number of Applicants to be Certified	03
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It is recommended that the Eligibility List for **Instructional Assistant-Bilingual** 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:	<u>Open and Promotional</u>
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Number of District employees that applied	05
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Number of Applications	15
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Number of Applicants Tested	05
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Number of Applicants Passing	03
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Number of Applicants to be Certified	03
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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>
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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	05
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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 **Network & Systems Manager** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

November 29, 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:	<u>Open and Promotional</u>
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Number of District employees that applied	00
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Number of Applications	25
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Number of Applicants Tested	09
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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 School Office Assistant (Bilingual) be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

OCTOBER 11, 2023

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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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
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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
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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
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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
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RESIGNATION

Alyssa Romero	Bedell	Instructional Asst.-Sp. Ed.	5.5/day	11/17/23
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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
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November 8, 2023