

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, September 12, 2024 - 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 June 13, and special meeting on July 31, 2024.

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. Certification of Eligibility Lists:

Action

- Associate Mental Health Therapist Assistant – established 8/16/24
- Attendance Technician (Bilingual) – established 8/2/24
- Chief Business Officer – established 7/2/24
- Child Nutrition Services Assistant I – established 8/27/24
- Custodian – established 6/18/24
- Director-Classified Human Resources – established 7/12/24 (Via VUSD)
- Early Education Teacher (Bilingual) – established 8/1/24
- Instructional Assistant-Bilingual – established 8/28/24
- Instructional Assistant-Severely Disabled – established 8/14/24
- Network Technician – established 7/16/24
- Speech and Language Pathology Assistant – established 6/20/24

2. Personnel Activity Reports for June, July and August, 2024

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

October 10, 2024

J. CONVENE TO CLOSED SESSION

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

K. RECONVENE TO PUBLIC SESSION

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-JUNE 13, 2024

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Chair Sanchez-Reyes at 4:02 p.m. <u>COMMISSION MEMBERS PRESENT:</u> Tommie Sanchez-Reyes, Chair Karen Harrison, Member <u>COMMISSION MEMBERS ABSENT:</u> Jeff Steiger, Vice Chair <u>Staff Present:</u> Sonia Bautista, Interim Executive Director-Human Resources Renee Vasquez, Interim Human Resources Analyst-Classified
B. APPROVAL OF MINUTES	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY CHAIR SANCHEZ-REYES, THE MINUTES WERE APPROVED WITH A 2-0 VOTE. CORRECTED SPECIAL MEETING AMENDMENT WILL BE BROUGHT TO NEXT MEETING
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY CHAIR SANCHEZ-REYES, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 2-0 VOTE.
D. PUBLIC COMMENTS	None
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> No one was present from CSEA <u>District Report</u> No one was present from the District <u>Director's Report</u> Interim Director, Sonia Bautista reported that Summer School started and 122 positions were filled. There were many changes happening due to increased enrollment & reassignments from the Special Ed. Dept. Recruitment for CBO, Director of HR, Attendance & Network Tech have been posted. Employees who are participating in the 9/80 schedule have started working their new schedule for the next 3 weeks.

F. NEW BUSINESS – ACTION OR INFORMATION 1. Recognition of Retirees: Arlene Amaro, Christina Castro, John Jacinto, Celerina Lopez, Herminia Marquez, Fred Perez, Terrie Ramos, Lucila Sanchez, Patricia Urrutia, and Gilbert Zamora 2. Recruitment Update-Director, Classified Human Resources 3. Certification of Eligibility Lists:	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY CHAIR SANCHEZ-REYES, THE ITEM WAS OPENED FOR DISCUSSION. Employees who retired received a clock hand delivered by Director, Cynthia Carrillo and HR Asst. Renee Vasquez The Director of Classified HR is closing 6/24/24. The Oral Panel will be scheduled for the week of July 1st. The Community Panel, with CSEA and a representative of the District will take place followed by the Final Selection Interviews with the Commissioners UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY SANCHEZ-REYES, THE ELIGIBILITY LISTS LISTED BELOW WERE APPROVED WITH A 2-0 VOTE • Associate of Mental Health Therapist-established 5/2/24 • Data Services Specialist-established 5/9/24 • Instructional Assistant-Sp. Ed.-established 5/17/24 • Lead Custodian-established 5/21/24 • School Administrative Assistant I (Bilingual)-established 5/7/24
G. ADJOURNMENT	With no further business, the meeting was adjourned at 4:20 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, June 13, 2024, 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-JULY 31, 2024

A. ROLL CALL	The special meeting of the Personnel Commission was called to order by Chair Sanchez-Reyes at 9:00 a.m. <u>COMMISSION MEMBERS PRESENT:</u> Tommie Sanchez-Reyes, Chair Jeff Steiger, Vice Chair Karen Harrison, Member <u>Staff Present:</u> Sonia Bautista, Interim Executive Director-Human Resources Renee Vasquez, Interim Human Resources Analyst-Classified
B. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY COMMISSIONER STEIGER, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 3-0 VOTE
C. CONVENE TO CLOSED SESSION	The Commission adjourned to Closed session at 9:01 a.m. to conduct interviews for The Director-Human Resources-Classified position
D. RECONVENE TO OPEN SESSION	The Commission reconvened to Open session at 1:57 p.m. A selection was made for the Director-Human Resources, Classified. Direction has been given to make offer pending references
E. ADJOURNMENT	With no further business, the meeting was adjourned at 1:58 p.m.

This certifies that these are the full and correct minutes of the special meeting of Wednesday, July 31, 2024, 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 16, 2024

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Associate Mental Health Therapist** 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	07
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Number of Applicants Tested	07
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Number of Applicants Passing	07
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Number of Applicants to be Certified	07
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It is recommended that the Eligibility List for **Associate Mental Health Therapist** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

August 2, 2024

TO: PERSONNEL COMMISSION
FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Attendance Technician (Bilingual)** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 07

Number of Applications 34

Number of Applicants Tested 14

Number of Applicants Passing 06

Number of Applicants to be Certified 07

It is recommended that the Eligibility List for **Attendance Technician (Bilingual)** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 2, 2024

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Chief Business Officer** Eligibility List has been completed.

Recruitment type: Open and Unranked

Number of Applications	13
Number of Applicants Passing Screening	06
Number of Applicants Tested	06
Number of Applicants Passing Technical	03
Number of Applicants to be Certified	03

It is recommended that the Eligibility List for **Chief Business Officer** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

August 27, 2024

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

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

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 27

Number of Applicants Passing Screening 27

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 **Child Nutrition Services Assistant I** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

June 18, 2024

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the Custodian 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	40
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Number of Applicants Tested	15
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Number of Applicants Passing	11
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Number of Applicants to be Certified	11
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It is recommended that the Eligibility List for Custodian be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 12, 2024

TO: PERSONNEL COMMISSION
FROM: VENTURA UNIFIED SCHOOL DISTRICT
DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Director-Human Resources, Classified** Eligibility List has been completed.

Recruitment type: Dual Certification

Number of Applications	13
Number of Applicants Passing Screening	07
Number of Applicants Passing (Technical Interview)	04
Number of Applicants to be Certified	04

It is recommended that the Eligibility List for **Director-Human Resources, Classified** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

August 1, 2024

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Early Education Teacher (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	10
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Number of Applicants Tested	05
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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 **Early Education Teacher (Bilingual)** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

August 28, 2024

TO: PERSONNEL COMMISSION
FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

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

Recruitment type: Open and Promotional

Number of District employees that applied 01

Number of Applications 19

Number of Applicants Tested 15

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

August 14, 2024

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Instructional Assistant-Severely Disabled** 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	10
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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 **Instructional Assistant-Severely Disabled** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 16, 2024

TO: PERSONNEL COMMISSION
FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the Network Technician 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	16
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Number of Applicants Tested	06
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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 Network Technician be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

June 20, 2024

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Speech and Language Pathology Assistant** 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 Passing Screening	01
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Number of Applicants Tested	01
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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 **Speech and Language Pathology Assistant** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

June 12, 2024

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Alondra Carrasco Hernandez	Glen City	Instructional Asst.-ASP	20 hrs/wk	05/29/24
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RESIGNATIONS

Brenda Chard	Glen City	Instructional Asst.-SD	5.5/day	04/12/24
Ar-tittaya Camacho	Glen City	Instructional Asst.-SD	6.0/day	05/17/24
Sarai Lira	Blanchard	Campus Supervision	5.5/day	05/24/24
Evelyn Perez	Bedell	Instructional Asst.-SD	5.5/day	06/04/24
Kevin Olson	D.O.	Asst. Supt.-Business	8.0/day	06/30/24
Genevieve Martinez	Glen City	Instructional Asst.-Sp. Ed.	5.5/day	07/12/24
Sophia Maximo	Blanchard	Instructional Asst.-Sp. Ed.	5.5/day	07/31/24

PROMOTIONS

Anthony Magdaleno	Webster	Lead Custodian	8.0/day	07/01/24
Luis Perez	Isbell	Lead Custodian	8.0/day	07/01/24

PAID ADMINISTRATIVE LEAVE

143868362024				05/08/24
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SUBSTITUTES

Adrian Hernandez	Custodian	04/24/24
Annalilia Fonseca	Clerical	05/01/24
Alejandro Penuelas	Custodian	05/02/24
Sandra Forhan	Campus Supervision Assistant	05/14/24
Anthony Pasten	Custodian	05/14/24
Lucia Magana	Instructional Assistant	05/16/24
Vanessa Diego	Instructional Assistant	05/30/24
Pedro Vargas	Instructional Assistant	05/30/24

June 12, 2024

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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SUBSTITUTES (continued)

Joseph Beerhalter		Instructional Assistant		06/05/24
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CHANGES IN ASSIGNMENT

Barbara Olney-Jue	McKevett	CNS Asst. I	5.5/day	04/29/24
Elena Arceo Rodriguez	Thille	Campus Supervision Asst.	5.0/day	05/06/24
Tina Rodriguez	SPHS	CNS Asst. I	5.5 hrs/day	05/29/24
Maggie Alonso	SPHS/RHS	CNS Asst. I	5.5 hrs/day	05/29/24
Octavio Gonzalez	Webster	Custodian	5.5 hrs/day	06/03/24
Adriana Quiroz	Thille	CNS Asst. I	5.5 hrs/day	06/03/24

LIMITED TERM

Sonia Bautista	D.O.	Exec. Director-HR Class	8 hrs/day	03/14/24-6/30/24
Renee Vasquez	D.O.	HR Analyst	8 hrs/day	03/14/24-6/30/24

CLASSIFIED PERSONNEL ACTIVITY REPORT

July 31, 2024

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Luis Partida	DO	Data Services Specialist	8.0/day	07/29/24
Datan Lira	Isbell	School Office Assistant	8.0/day	07/30/24
Salina Jacinto	SPHS	CNS Asst. I	5.5/day	08/05/24
Maribel Lizama	Isbell	CNS Asst. I	5.5/day	08/05/24

PROMOTIONS

Rita Donnelly	McKevett	CNS Site Lead-Elem	8.0/day	07/1/24
Noemi Rodriguez	Glen City	School Admin. Asst. I (Bil.)	8.0/day	07/24/24
Maria Ramirez Guzman	Bedell	CNS Satellite Lead	8.0/day	08/05/24
Samantha Tizcareno	SPHS	Instructional Asst. Sp. Ed.	5.0/day	08/06/24

RESIGNATIONS

Isabel Llamas	Glen City	Instructional Asst.-ASP	20/week	07/22/24
Ana Banda	Thille	Instructional Asst.-ASP	20/week	07/31/24
Joaquin Licea	DO	Director-Technology	8.0/day	08/13/24

INCREASE IN HOURS

Position #1677	Glen City	Inst. Asst.-After School Prog.	3.1-4.0/day	08/07/24
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REINSTATEMENT

JD Couch	Blanchard	Custodian	5.0/day	07/22/24
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CHANGES IN ASSIGNMENT

Fernando Hernandez	GC/Isbell	Custodian	8.0/day	08/01/24
Ben Villa	Isbell	Custodian	8 hrs/day	08/01/24
Martin Ceja Mejia	Blan./BW	Outreach Specialist Bilingual	8.0/day	08/06/24

July 31, 2024

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
SUMMER SCHOOL				
Kristi Henderson	Blanchard	CNS Site Lead-Elem	7.0/day	06/10/24-07/26/24
Denise Luna	Glen City	CNS Asst. II	5.5/day	06/12/24-07/12/24
Noreen Martinez	Glen City	CNS Site Lead-Elem	7.0/day	06/12/24-07/12/24
Michael Ramirez	SPHS	Instructional Asst.-Sp. Ed.	5.75/day	06/11/24-07/18/24
Chris Ines-Solis	SPHS	Instructional Asst.-Sp. Ed.	5.75/day	06/11/24-07/18/24
Robert Thompson	D.O.	Instructional Asst.-ASP	5.0/day	06/11/24-07/15/24
Joseph Moreno	D.O.	Instructional Asst.-ASP	5.0/day	06/11/24-07/15/24
Nicole Claudio	D.O.	Instructional Asst.-ASP	5.0/day	06/11/24-07/15/24
Evelin Munoz	D.O.	Instructional Asst.-ASP	5.0/day	06/11/24-07/15/24
Denise Magana	D.O.	Instructional Asst.-ASP	5.0/day	06/11/24-07/15/24
Denise Duran	D.O.	Instructional Asst.-ASP	5.0/day	06/11/24-07/15/24
Michael Ramirez	D.O.	Instructional Asst.-ASP	5.0/day	06/11/24-07/15/24
Sebastian Miller	D.O.	Instructional Asst.-ASP	5.0/day	06/11/24-07/15/24

SUBSTITUTES

Yvette Gonzalez	Instructional Asst.	06/17/24
Jorge Ruiz	Custodian	08/01/24
Justin Urbina	Custodian	08/01/24
Vanessa Flores	Instructional Asst.	08/07/24
Denise Rubio	Instructional Asst.	08/07/24

CLASSIFIED PERSONNEL ACTIVITY REPORT

August 14, 2024

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Bernice Aguirre	D.O.	Assoc. Mental Health Therapist	8.0/day	08/05/24
Isabel C. Valenzuela	Bedell	Instructional Asst.-ASP	4.0/day	08/07/24

RESIGNATIONS

Diana Martinez	Thille	Instructional Asst.-Bil.	3.0/day	07/16/24
Diana Martinez	Thille	Instructional Asst.-ASP Bil	4.0/day	07/16/24
Cynthia I. Alvarez	Bedell	Instructional Asst.-ASP	4.0/day	07/30/24
Jenae Quintana	D.O.	Administrative Asst. II	8.0/day	08/02/24

CHANGES IN ASSIGNMENT

Esmeralda Pizano	Bedell	Campus Supervision Asst.	5.5/day	08/07/24
Isaiah Thompson	Blanchard	Campus Supervision Asst.	5.5/day	08/07/24

August 14, 2024