

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 10, 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 September 12, 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. Revision of Merit System Rule 16.1.1 “Holidays” – 1st Reading **Action**
It is recommended the Personnel Commission approve the 1st Reading of the revision to Merit System Rule 16.1.1.
2. Revision of Merit System Rule 13.1.3.1 “Probationary Employees” – 1st Reading **Action**
It is recommended the Personnel Commission approve the 1st Reading of the revision to Merit System Rule 13.1.3.1.
3. Approval of initial salary placement for Speech & Language Pathology Assistant at step 5. **Action**
In accordance with Merit System Rule 17.2.1.1, it is recommended that the candidate be placed at Step 5 due to the difficulty experienced in recruiting qualified applicants for the Speech and Language Pathology Assistant position. Despite continuous recruitment efforts, this candidate was the only applicant to meet the required qualifications, justifying the advanced step placement. The prolonged vacancy highlights the ongoing challenges in filling this critical role.

4. Certification of Eligibility Lists:

Action

- Associate Mental Health Therapist Assistant
- Instructional Assistant-After School Program

5. Personnel Activity Report for September 25, 2024

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

November 14, 2024

J. ADJOURNMENT

Santa Paula Unified School District
Personnel Commission Meeting
Classified Human Resources Office
201 S. Steckel Drive
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES – SEPTEMBER 12, 2024

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Sanchez-Reyes at 4:00 p.m. <u>Commission Members Present:</u> Tommie Sanchez-Reyes, Chair Jeff Steiger, Vice-Chair <u>Commission Members Absent:</u> Karen Harrison, Member <u>Staff Present:</u> Gregg Robinson, Director-Classified Human Resources Sonia Bautista, Human Resources Analyst-Classified
B. APPROVAL OF MINUTES	UPON A MOTION BY COMMISSIONER STEIGER 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 STEIGER 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> Vanessa Hernandez, CSEA President CSEA President, Vanessa Hernandez, was absent. <u>District Report</u> Vanessa Donahue, Director-Certificated Human Resources Mrs. Donahue provided information on an early retirement incentive for certificated and classified qualified employees through PARS. <u>Director's Report</u> Director Robinson thanked classified human resources staff for their support with the transition. He provided information on relaying substitute procedures; collaborating with leadership on PARS and the retirement incentive; meeting with district leadership and the classified labor relations representative. He also noted he would be visiting school sites.

F. OLD BUSINESS None	
G. NEW BUSINESS 1. Certification of Eligibility Lists - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY CHAIR SANCHEZ-REYES THE ELIGIBILITY LISTS LISTED BELOW WERE APPROVED WITH A 2-0 VOTE. • Associate Mental Health Therapist - established 8/16/24 • Attendance Technician - 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	Approved by consensus.
H. COMMISSION COMMENTS	Chair Sanchez-Reyes welcomed Gregg Robinson, the new Classified Human Resources Director and Dr. Williams, new Chief Business Officer and thanked the classified human resources staff for their support.
I. SCHEDULE NEXT REGULAR MEETING	October 10, 2024 at 4:00 p.m.

J. CONVENE TO CLOSED SESSION - PUBLIC EMPLOYEE PERFORMANCE EVALUATION G.C.54954.5, 54957	The meeting was convened to closed session at 4:14 p.m.
K. RECONVENE TO PUBLIC SESSION	The meeting was reconvened to public session at 4:44 p.m. No action was taken.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:44 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, September 12, 2024, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date

MERIT SYSTEM RULES

16.1.1 HOLIDAYS FOR CLASSIFIED EMPLOYEES:

All classified employees shall be entitled to the following paid holidays, provided that the employee is in a paid status during any portion of the workday immediately preceding or succeeding the holiday, subject to eligibility provisions of this rule:

- a. Independence Day
- b. Labor Day
- c. Veteran's Day
- d. Thanksgiving Day
- e. Friday after Thanksgiving Day
- f. Christmas Eve
- g. Christmas Day
- h. New Year's Eve
- i. New Year's Day
- j. Martin Luther King, Jr. Day
- k. Lincoln's Day
- l. Washington's Day
- m. Friday of Spring Recess
- n. Memorial Day
- o. Juneteenth (June 19)**

Reference: EC§ 45203, 45260 and 45261

MERIT SYSTEM RULES

- 13.1.3.1 **Probationary Employees:** Employees designated as probationary shall be evaluated at the end of the ~~third~~ **second** and ~~fifth~~ **fourth** months of service. For persons in positions designated as supervisory or administrative by the Commission, performance evaluations shall take place at the end of the sixth and eleventh month of service.

Reference: EC§45260 and 45261



**SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

October 3, 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: Open and Promotional

Number of Applications	03
Number of Applicants Passing Screening	03
Number of Applicants Passing Assessment	03
Number of Applicants to be Certified	03

It is recommended that the Eligibility List for **Associate Mental Health Therapist** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 1, 2024

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

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 Applications	40
Number of Applicants Passing Screening	21
Number of Applicants Passing Qualification/Appraisal	09
Number of Applicants to be Certified	09

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

CLASSIFIED PERSONNEL ACTIVITY REPORT

September 25, 2024

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Luis Partida	D.O.	Data Services Specialist	8.0/day	07/29/24
Corina Juanes	Bedell	CNS Asst. I	3.0/day	08/05/24
James Munding	Isbell	Campus Security Officer	8.0/day	08/06/24
Marissa Rodriguez	Glen City	Instructional Asst.-SD	5.5/day	08/06/24
Rose Segovia	Blanchard	Instructional Asst.-Sp. Ed.	5.5/day	08/06/24
Stephanie Alonzo	Webster	Instructional Asst.-ASP	4.0/day	08/07/24
Denise Duran	Blanchard	Instructional Asst.-ASP	4.0/day	08/07/24
Brian Valdovinos	Glen City	Instructional Asst.-ASP	4.0/day	08/07/24
Marc Uriarte	Technology	Network Technician	8.0/day	08/12/24
Maria Munoz Vargas	Blanchard	Instructional Asst.-ASP	4.0/day	08/13/24
Marguerite Williams	D.O.	Chief Business Officer	8.0/day	08/15/24
Nathan Burgos	Glen City	Custodian	8.0/day	08/19/24
Brucelee Coria	Bedell	Custodian	8.0/day	08/19/24
Francesca Overmyer	D.O.	Assoc. Mental Health Ther.	8.0/day	08/20/24
Kandice Martinez	D.O.	Assoc. Mental Health Ther.	8.0/day	08/23/24
Gregg Robinson	D.O.	Director-Classified HR	8.0/day	08/26/24
Vanessa Flores	Bedell	Instructional Asst.-SD	5.5/day	08/28/24
Rudy Vasquez	Blanchard	Campus Supervision Asst.	5.5/day	09/09/24
Yvette Gonzalez	Webster	Instructional Asst.-SD	5.0/day	09/11/24
Agustin Molina	SPHS	Custodian	8.0/day	09/19/24
Dolores Rojas	Webster	School Office Assistant	8.0/day	09/19/24

PROMOTIONS

Bianca Hernandez	Isbell	Attendance Technician (Bil.)	8.0/day	08/19/24
Maggie Alonso	Webster	Instructional Asst.-SD	8.0/day	09/04/24

September 25, 2024

CLASSIFIED PERSONNEL ACTIVITY REPORT

September 25, 2024

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APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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CHANGE IN ASSIGNMENT

Denise Alvarez	Glen City	Instructional Asst.-Sp. Ed.	5.5/day	08/06/24
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RESIGNATIONS

Amri Cardenas	Isbell	Instructional Asst.-Sp. Ed.	5.0/day	08/13/24
Bernice Aguirre	D.O.	Assoc. Mental Health Ther.	8.0/day	08/14/24
Yesenia Molina	Thille	Campus Supervision Asst.	4.0/day	08/23/24
Lesly Munoz	McKevett	Instructional Asst.-ASP	4.0/day	09/25/24
Clara Espejel	Isbell	Instructional Asst.-Bilingual	3.5/day	09/26/24

INCREASE IN HOURS

TBD	Glen City	Child Nutrition Serv. Asst. I	4.0-5.5	09/11/24
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RELEASED FROM PROBATION

685417172024				08/07/24
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SUBSTITUTES

Patricia Troncoso		Child Nutrition Serv. Asst. I		08/01/24
Alessandra Carrasco Hernandez		Instructional Asst.		08/07/24
Yatzi Paula		Instructional Asst.		08/07/24
Erika Balderas Perez		Child Nutrition Serv. Asst. I		08/12/24
Ashley Garcia Hernandez		Instructional Asst.		08/13/24
Natali Mendez		Child Nutrition Serv. Asst. I		08/13/24
Giselle Delgado Garcia		Instructional Asst.		08/21/24
Bernadette Alvarado		Instructional Asst.		08/29/24
Rafael Perez		Instructional Asst.		09/01/24

September 25, 2024

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
STUDENT WORKERS				
Alondra Torres	SPHS			08/07/24
Nicholas Gavin Gutierrez	SPHS			08/07/24
Janelle Paniagua	SPHS			08/07/24
Paula Cancino	SPHS			08/07/24
Jocelyn Hernandez	SPHS			08/07/24
Jhoseline A. Gutierrez	SPHS			08/07/24
Ashley Grimaldo	SPHS			08/07/24