

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 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 November 20, 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

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| 1. Administration of Oath of Office – CSEA's Re-Appointee –
Personnel Commissioner – Tommie Sanchez-Reyes | Action |
| 2. Election of Chair | Action |
| 3. Election of Vice-Chair | Action |
| 4. Scheduling of Regular Meetings | Action |
| 5. Certification of Eligibility Lists: | Action |
| • Director – Technology | |
| • Instructional Assistant-After School Program | |

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

January 9, 2025

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 – NOVEMBER 20, 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 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 HARRISON, THE MINUTES WERE APPROVED WITH A 3-0 VOTE.
C. 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.
D. PUBLIC COMMENTS	None
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> Vanessa Hernandez, CSEA President CSEA President, Vanessa Hernandez, discussed the chapter elections for their negotiations team and upcoming negotiations meetings with the District. CSEA also wanted to note that Child Nutrition Services would be recognized for their efforts with recycling. <u>District Report</u> No District report was provided. <u>Director's Report</u> Director Robinson provided information on the PARS deadline and that the group was expanded to include management as well and would be brought before the Board for action on December 18. He also noted the budget committee and topics discussed ranging from classified staffing, seniority reports and March 15 letters. Appreciation was also noted to CSEA, directors and administration for their cooperation in handling issues related to the fire.
F. OLD BUSINESS	

1. Revision of Merit System Rule 16.1.1 “Holidays” - 2nd Reading - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION AND APPROVED WITH A 3-0 VOTE TO INCLUDE JUNETEENTH ON THE HOLIDAY LIST.
2. Revision of Merit System Rule 13.1.3.1 “Probationary Employees” - 2nd Reading - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS APPROVED WITH A 3-0 VOTE.
G. NEW BUSINESS	
1. Revision of job description - Campus Supervision Assistant - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. There was discussion on the additional representative duty on the job description. THE ITEM WAS TABLED WITH A 3-0 VOTE.
2. Revision of job description - Human Resources Analyst-Certificated - Action	UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. There was a brief discussion on the item. THE ITEM WAS APPROVED WITH A 3-0 VOTE.
4. Certification of Eligibility Lists - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON, THE ELIGIBILITY LISTS LISTED BELOW WERE APPROVED WITH A 3-0 VOTE. • Campus Supervision Assistant • Instructional Assistant-Special Education • Instructional Assistant-Severely Disabled
5. Personnel Activity Report for October 23, 2024 - Action	Approved by consensus.
H. COMMISSION COMMENTS	None
I. SCHEDULE NEXT REGULAR MEETING	December 12, 2024 at 4:00 p.m.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:25 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Wednesday, November 20, 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

December 6, 2024

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Director-Technology** Eligibility List has been completed.

Recruitment type:	<u>Open</u>
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Number of District employees that applied	01
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Number of Applications	05
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Number of Applicants Passing Screening	04
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Number of Applicants Passing Qualification Examination	02
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Number of Applicants to be Certified	02
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It is recommended that the Eligibility List for **Director-Technology** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 5, 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:	<u>Open and Promotional</u>
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Number of District employees that applied	02
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Number of Applications	28
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Number of Applicants Passing Screening	27
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Number of Applicants Meeting ESSA/Passing Written Exam	13
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Number of Applicants Passing Qualification/Examination	10
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Number of Applicants to be Certified	10
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It is recommended that the Eligibility List for Instructional Assistant-After School Program be certified as presented.