

Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES OFFICE

201 S. Steckel Drive

Santa Paula, CA 93060

Thursday, January 16, 2025 - 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 December 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
 - Status on Classification Study

F. OLD BUSINESS – ACTION OR INFORMATION

None

G. NEW BUSINESS – ACTION OR INFORMATION

1. Annual Report 2023-2024 – Draft **Action**
2. Certification of Eligibility List: **Action**
 - Human Resources Analyst-Certificated
3. Personnel Activity Report for December 18, 2024 **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

February 13, 2025

J. ADJOURNMENT

Santa Paula Unified School District
Personnel Commission Meeting
Boardroom
201 S. Steckel Drive
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES – DECEMBER 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 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 HARRISON WITH A SECOND BY COMMISSIONER STEIGER, 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> Carmina Lira , CSEA representative Carmina Lira informed the Commission that CSEA elected a new negotiations team and names would be provided later. <u>District Report</u> Vanessa Donahue, Certificated HR Director Director Donahue relayed that both Certificated and Classified HR Directors have been reviewing staffing numbers with the Budget Committee to address the budget deficit, including the number of classified, certificated and management employees participating through PARS. She discussed revised policies and procedures that have been addressed to protect students and staff due to the arrest and allegations of a former SPUSD counselor. <u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson congratulated Commissioner Sanchez-Reyes as CSEA's selection for reappointment as Personnel Commissioner. He also informed the Commission on the status of the seniority report which will be provided to CSEA; relayed information on Professional Development for classified staff scheduled for January 7; provided an update on the revision for the Campus Supervision Assistant job description, pending CSEA's review; announced that ranks have been provided to

	the CBO and Superintendent for the Director-Technology; thanked Classified HR staff for their dedication and informed the Commission on the upcoming CSPCA conference scheduled in March.
F. OLD BUSINESS	None
G. NEW BUSINESS	
1. Administration of Oath of Office - CSEA's Re-appointee - Personnel Commissioner - Tommie Sanchez-Reyes - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. Director Robinson administered the oath of office to Commissioner Sanchez-Reyes. THE ITEM WAS APPROVED WITH A 3-0 VOTE.
2. Election of Chair - Action	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY COMMISSIONER STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. Commissioner Sanchez-Reyes nominated Commissioner Harrison as Chair and nomination was accepted by Commissioner Harrison. THE MOTION WAS AMENDED BY COMMISSIONER SANCHEZ-REYES WITH A SECOND BY COMMISSIONER STEIGER TO ELECT COMMISSIONER HARRISON AS CHAIR. THE ITEM WAS APPROVED WITH A 3-0 VOTE. As new Personnel Commission Chair, Commissioner Harrison led the remainder of the meeting.
3. Election of Vice-Chair - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES WITH A SECOND BY COMMISSIONER HARRISON, COMMISSIONER STEIGER WAS ELECTED VICE-CHAIR. THE ITEM WAS APPROVED WITH A 3-0 VOTE.
4. Scheduling of Regular Meetings - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES WITH A SECOND BY COMMISSIONER STEIGER, THE SCHEDULING OF REGULAR MEETING WAS OPENED FOR DISCUSSION. There was a brief discussion on dates and times of the regular Personnel Commission meetings. THE ITEM WAS APPROVED 3-0 TO KEEP THE REGULAR PERSONNEL COMMISSION MEETINGS AS THE SECOND THURSDAYS OF THE MONTH AT 4:00 PM.

5. Certification of Eligibility Lists - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ELIGIBILITY LISTS LISTED BELOW WERE APPROVED WITH A 3-0 VOTE. • Director - Technology • Instructional Assistant-After School Program
H. COMMISSION COMMENTS	Commissioner Sanchez-Reyes noted appreciation for Classified HR staff, requested CSPCA login information and additional details for CSPCA conference.
I. SCHEDULE NEXT REGULAR MEETING	January 16, 2025 at 4:00 p.m.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:15 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, December 12, 2024, 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
Annual Report
2023-2024

DRAFT

Current Recruitments:
<https://www.schooljobs.com/careers/santapaulausd/>
Website:
www.santapaulausd.org

Classified Employment Activity	2022-2023	2023-2024
RFP's Processed	381	421
New Hires – Probationary	87	64
New Hires – Substitutes	34	96
New Hires – AVID	15	23
New Hires – Student Workers	22	11
Promotions	20	15
Changes in Assignments	115	41
Reinstatements	0	3
Limited Term	114	162
Summer School/ESY	137	135
Leaves of Absence	7	4
Exhaustion of Leave	1	1
Resignations	33	36
Retirements	11	11
Layoffs	0	0
Separations	3	3
Positions Abolished	0	0
Fingerprints Completed	68	127
New Positions Added	53	29

New Positions Approved by the Board of Trustees During the 2023-2024 School Year	
Position Classification	Number of Positions Established
Administrative Assistant II	1
Associate Mental Health Therapist	5
Campus Supervision Assistant	1
Child Nutrition Services Assistant I	2
Child Nutrition Services Satellite Lead	1
Custodian	1
Early Education Teacher	1
Instructional Assistant-Bilingual	9
Instructional Assistant-SD	2
Instructional Assistant-Special Education	5
School Office Assistant	1

Other Classified Activities	2022 - 2023	2023 - 2024
Number of:		
Substitute Absences Filled	--	2,811
W/C Claims Processed	40	21
UE Claims Processed	56	22

NUMBER OF NEW POSITIONS ADDED IN 2023-2024
Total Number of New Positions Added: 29
Total Number of New Classifications Created: 1
NUMBER OF NEW POSITIONS ADDED IN 2022-2023
Total Number of New Positions Added: 53

PERSONNEL COMMISSIONERS
Karen Harrison, Chair
Joint Appointee – Term Expires December 1, 2026
Jeff Steiger, Vice Chair
District Appointee – Term Expires December 1, 2025
Tommie Sanchez-Reyes, Member
CSEA Appointee – Term Expires December 1, 2027

**Classified Human Resources
Personnel Commission Office**
201 S. Steckel Drive
Santa Paula, CA 93060
805-933-8889

PERSONNEL COMMISSION STAFF
Gregory Robinson
Director, Classified Human Resources
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 2023-2024 SCHOOL YEAR

Administrative Assistant II
After School Program Leader
Associate Mental Health Therapist
Attendance Technician (Bilingual)
Campus Security Officer
Campus Supervision Assistant
Chief Business Officer
Child Nutrition Services Assistant I (3)
Child Nutrition Services Satellite Lead
Child Nutrition Services Site Lead-Elementary
Computer Technician
Custodian (2)
Custodian Substitute (2)
Data Services Specialist
Database Analyst
Early Education Teacher
Grounds Maintenance Worker (2)
Instructional Assistant - After School Program (2)
Instructional Assistant - After School Program Substitute (2)
Instructional Assistant – Bilingual (2)
Instructional Assistant - Severely Disabled (3)
Instructional Assistant - Severely Disabled Bilingual
Instructional Assistant - Special Education (2)
Instructional Assistant - Special Education Substitute
Instructional Assistant – Speech
Lead Custodian (2)
Lead Licensed Vocational Nurse (LVN)/Registered Nurse (RN)
Library/Textbook Technician
Network Technician
Network & Systems Manager (2)
Occupational Therapist
Outreach Specialist – Bilingual
Resource Services Specialist-Physical Education
School Administrative Assistant I (Bilingual)
School Office Assistant (Bilingual) (2)
Sous Chef
Speech and Language Pathology Assistant

CLASSIFIED EMPLOYEE DATA

**Regular
Employees
2023-2024
378**

2022-2023
345

**Substitute
Employees
2023-2024
116**

2022-2023
70

**AVID Tutors
2023-2024
23**

2022-2023
16

**Student
Workers
2023-2024
29**

2022-2023
22

**Total Classified
Employees
2023-2024
546**

2024-2025
453

*“Coming together
is a beginning;
keeping together is
progress; working
together is
success.”
-Henry Ford*

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

Classified Recruitment Data	2022-2023	2023-2024
Number of Recruitments Posted	58	55
Total Number of Hits on Posted Recruitments	29,825	29,210
Total Applications Received	495	998
Promotional Applications Received	45	133
Outside Applications Received	450	865
Number of Written Examinations	29	36
Number of Oral Examinations	38	43
Total Number of Applicants Certified as Eligibles	236	377



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 16, 2024

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Human Resources Analyst-Certificated** Eligibility List has been completed.

Recruitment type: Dual Certification

Number of District employees that applied 04

Number of Applications 11

Number of Applicants Passing Screening 04

Number of Applicants Passing Qualification Examination 04

Number of Applicants to be Certified 04

It is recommended that the Eligibility List for **Human Resources Analyst-Certificated** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

December 18, 2024

APPROVAL/RATIFICATION:

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

PROBATIONARY ASSIGNMENTS

Ana Menzie	Thille	CNS Asst. I	3.0/day	10/21/24
Bryan Orozco	Glen City	Instructional Asst.-ASP	4.0/day	10/21/24
Serenity Guevara	Bedell	Instructional Asst.-ASP	4.0/day	10/28/24
Maria Rodriguez	Webster	CNS Asst. I	5.5/day	10/30/24
Dustin Magdaleno	Blanchard	Campus Supervision Asst.	4.0/day	11/20/24
Marisela Villanueva	Thille	Campus Supervision Asst.	4.0/day	11/21/24
Kelly Faulkner	SPHS	Instructional Asst.-Sp. Ed.	5.0/day	12/02/24
Valerie Derrington	SPHS	Instructional Asst.-SD	5.75/day	12/04/24
Carolina Martinez	Blanchard	Instructional Asst.-Sp. Ed.	5.0/day	12/05/24
Evelyn Hernandez	Thille	Instructional Asst.-ASP	4.0/day	12/06/24
Alin Silva	Bedell	Instructional Asst.-Sp. Ed.	2.0/day	12/06/24

PROMOTIONS

Elena Arceo Rodriguez	Bedell	Instructional Asst.-Sp. Ed.	5.5/day	12/09/24
-----------------------	--------	-----------------------------	---------	----------

RELEASED FROM PROBATION

75243812024				10/17/24
-------------	--	--	--	----------

RESIGNATIONS

Verena Hernandez	D.O.	HR Analyst-Certificated	8.0/day	11/01/24
Marcela Ramirez	D.O.	Executive Assistant	8.0/day	12/06/24
Stephanie Alonzo	Webster	Instructional Asst.-ASP	3.1/day	12/11/24

SUBSTITUTES

Natalie Garcia Hernandez		Instructional Assistant		10/03/24
Joncarlos Cruz		Instructional Assistant		10/18/24

December 18, 2024

CLASSIFIED PERSONNEL ACTIVITY REPORT

December 18, 2024

Page 2

APPROVAL/RATIFICATION:

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

SUBSTITUTES (continued)

Brittney Nieves		Clerical		10/18/24
Xavier Garcia		Instructional Assistant		10/21/24
Alexander Sanchez		Avid Tutor		10/21/24
Andrea Hernandez		Instructional Assistant		10/28/24
Carolina Patino		Child Nutrition Services		11/20/24
Elias Ramirez		Campus Supervision Asst.		11/24/24
Richard Garcia		Avid Tutor		12/05/24
Giovanni Ramirez		Custodian		12/06/24