

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, February 13, 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 January 16, 2025.

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:

- After School Program Leader
- Network & Systems Manager

Action

2. Personnel Activity Report for January 22, 2025

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

March 13, 2025

J. CONVENE TO CLOSED SESSION

Public Employee Performance Evaluation G.C. § 54954.5, 54957

Title: Director-Classified Human Resources

K. RECONVENE TO PUBLIC SESSION

The Personnel Commission will report on formal action, if any, taken during closed session.

L. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES – JANUARY 16, 2025

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:03 p.m. <u>Commission Members Present:</u> Karen Harrison, Chair Jeff Steiger, Vice-Chair Tommie Sanchez-Reyes, 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 SANCHEZ-REYES 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 SANCHEZ-REYES 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 Ms. Hernandez thanked Commissioner Sanchez-Reyes and the Classified HR Director for the invitation to the CSPCA conference focusing on Merit System school districts. Ms. Hernandez also noted the pending voting for their new negotiations team. <u>District Report</u> Vanessa Donahue, Certificated HR Director Director Donahue announced information related to PARS that included 19 classified staff, 13 certificated and 1 certificated management and that the Governing Board would be taking action on the issue at the January meeting. <u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson communicated information on the Professional Development Day for classified staff and thanked staff for their assistance; he informed the Commission the seniority list has been provided to CSEA; relayed appreciation from Dr. Ramirez on her fully staffed ASPIRE Instructional Assistant positions; and noted establishing an exit survey procedure for classified staff deciding to move on from the district. Director Robinson also discussed the classification study

	conducted by EMS was placed on hold and that renewal for EMS' services has been cancelled due to the District's budget crisis.
F. OLD BUSINESS	None
G. NEW BUSINESS	
1. Annual Report 2023-2024 Draft - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. There was discussion on the report as Director Robinson reviewed the details of work accomplished by the department for 2023-2024. THE ITEM WAS APPROVED WITH A 3-0 VOTE.
2. Certification of Eligibility List - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES WITH A SECOND BY COMMISSIONER STEIGER, THE ELIGIBILITY LIST LISTED BELOW WAS APPROVED WITH A 3-0 VOTE. Human Resources Analyst-Certificated
3. Personnel Activity Report - Information	Approved by consensus.
H. COMMISSION COMMENTS	Commissioners Sanchez-Reyes and Harrison noted appreciation for the annual report and annual Commissioner calendar.
I. SCHEDULE NEXT REGULAR MEETING	February 13, 2025 at 4:00 p.m.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:22 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, January 16, 2025, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

January 30, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the After School Program Leader (Bilingual) Eligibility List has been completed.

Recruitment type:	<u>Promotional Only</u>
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Number of District employees that applied	01
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Number of Applications	02
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Number of Applicants Passing Screening	01
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Number of Applicants Passing Qualification Examination	01
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Number of Applicants to be Certified	01
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It is recommended that the Eligibility List for After School Program Leader (Bilingual) be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

January 29, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the Network & Systems Manager Eligibility List has been completed.

Recruitment type:	<u>Open Recruitment</u>
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Number of District employees that applied	02
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Number of Applications	04
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Number of Applicants Passing Screening	03
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Number of Applicants Passing Qualification Examination	01
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Number of Applicants to be Certified	01
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It is recommended that the Eligibility List for Network & Systems Manager be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

January 22, 2025

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Nichole Claudio	Glen City	Instructional Asst.-ASP	4.0/day	12/12/24
Kianna Covarrubias	Webster	Instructional Asst.-ASP	4.0/day	12/13/24
Pedro Vargas	Glen City	Instructional Asst.-ASP	4.0/day	12/13/24
Adilene Fernandez	Glen City	Instructional Asst.-ASP	4.0/day	01/07/25
Brenda Chard	Isbell	Instructional Asst.-ASP	3.1/day	01/07/25
JonCarlos Cruz	Thille	Instructional Asst.-ASP	4.0/day	01/07/25
Natalie Rivas	Thille	Instructional Asst.-ASP	4.0/day	01/10/25
Angelica Mendez	Isbell	Campus Supervision Asst.	3.9/day	01/10/25
Celeste Morales	Thille	Instructional Asst.-ASP	4.0/day	01/13/25
Jorge Ruiz	Bedell	Custodian	8.0/day	01/16/25

PROMOTIONS

Marco Reyes Zambrano	Technology	Director-Technology	8.0/day	01/01/25
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CHANGE IN ASSIGNMENT

Olivia Arana	McKevett	Instructional Asst.-ASP	4.0/day	01/07/25
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RESIGNATIONS

Leslie Fonseca Contreras	SPHS	Outreach Specialist Bil	8.0/day	01/10/25
Mercedes Montoya	Blanchard	Instructional Asst.-SD	5.75/day	01/03/25
Marissa Rodriguez	Glen City	Instructional Asst.-SD	5.5/day	01/10/25

UNPAID LEAVE OF ABSENCE

A. Santa Cruz-Magana	Glen City	Instructional Asst.-SD	5.0/day	01/06/25-06/04/25
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SUBSTITUTES

Andrew Payne		Campus Supervision Asst.		01/10/25
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January 22, 2025