

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, March 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 February 13, 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:

Action

- Instructional Assistant-After School Program
- Instructional Assistant-Severely Disabled

2. Personnel Activity Report for February 12, 2025

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

April 10, 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 – FEBRUARY 13, 2025

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:13 p.m. <u>Commission Members Present:</u> Karen Harrison, Chair Jeff Steiger, Vice-Chair <u>Commission Member Absent:</u> 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 STEIGER WITH A SECOND BY COMMISSIONER HARRISON, 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 COMMISSIONER HARRISON, 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 report was provided by CSEA. <u>District Report</u> Vanessa Donahue, Certificated HR Director Director Donahue provided information regarding staffing for next school year due to the current budget situation. <u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson relayed information on the Budget Committee addressing classified staffing and working alongside Certificated HR and the Business Office. The Director also provided information on seniority lists, providing information to CSEA and resolving issues to questions. He also noted information regarding negotiations, the labor relations meeting, recruitments, and employees working out of classification.
F. OLD BUSINESS	None

G. NEW BUSINESS 1. Certification of Eligibility Lists - Action	UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY COMMISSIONER HARRISON, THE ELIGIBILITY LISTS LISTED BELOW WERE APPROVED WITH A 2-0 VOTE. • After School Program Leader • Network & Systems Manager
2. Personnel Activity Report - Information	Approved by consensus.
H. COMMISSION COMMENTS	None
I. SCHEDULE NEXT REGULAR MEETING	March 13, 2025 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 4:20 p.m.
K. RECONVENE TO PUBLIC SESSION	The meeting was reconvened to public session at 4:52 p.m. No action was taken.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:52 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, February 13, 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

February 26, 2025

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 District employees that applied 02

Number of Applications 19

Number of Applicants Passing Screening 18

Number of Applicants Passing Qualification Examination 08

Number of Applicants to be Certified 08

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 19, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Instructional Assistant-Severely Disabled (Bilingual & Non-Bilingual)** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 01

Number of Applications 13

Number of Applicants Passing Screening 12

Number of Applicants Passing Qualification Examination 08

Number of Applicants to be Certified 08

It is recommended that the Eligibility List for **Instructional Assistant-Severely Disabled (Bilingual & Non-Bilingual)** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

February 12, 2025

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Marisol Meza	Blanchard	Campus Supervision Asst.	5.5/day	01/23/25
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PROMOTIONS

Kylie Skoe	D.O.	HR Analyst-Certificated	8.0/day	01/17/25
Maria D. Munoz Vargas	Glen City	After School Program Leader	5.5/day	02/03/25
Jessie Prado	Webster	SLPA	6.5/day	02/03/25

CHANGE IN ASSIGNMENT

Patricia Troncoso	SPHS	CNS Assistant I	5.5/day	02/03/25
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RESIGNATIONS

Maria Toxqui Ramirez	Isbell	Instructional Asst.-SD	6.0/day	01/02/25
Almendra Valdez	Isbell	Instructional Asst.-ASP	4.0/day	01/09/25
Trinidad Rodriguez	Webster	Instructional Asst.-SD	5.5/day	01/13/25

RETIREMENT

Mercedes Vera	SPHS	Instructional Asst.-Bil.	6.0/day	01/27/25
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SUBSTITUTES

Mia Ayala		Instructional Asst.		01/16/25
Louren Aldahi		CNS Assistant		01/27/25
Ana Maria Contreras		CNS Assistant		02/05/25

February 12, 2025