

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, September 11, 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 June 12, 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. Establishment of New Class – Mental Health Supervisor
 - a. Approval of job specification and salary allocation

Action

2. Certification of Eligibility Lists:

Action

- Community Schools Outreach Coordinator-Bilingual
- Director-Budget & Finance
- Early Education Teacher
- Instructional Assistant-Extensive Support Needs
- Instructional Assistant-Special Education
- Office Assistant
- Payroll Technician
- Preschool Coordinator
- School Administrative Assistant I
- School Office Assistant
- Senior Accountant
- Student Store Clerk

3. Personnel Activity Reports for June 11, July 30, and August 27, 2025

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

October 9, 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 – JUNE 12, 2025

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:18 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 SANCHEZ-REYES 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> CSEA Representative, Diane Wilkinson, thanked the Commission and the Classified Human Resources Director for all their support. <u>District Report</u> Vanessa Donahue provided a brief report on summer school and extended school year and also noted the approved tentative agreement between the district and CSEA. <u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson provided information on the number of eligibility lists, current recruitments and testing, along with promotional information. He thanked staff for their overall support highlighting staffing for summer school in excess of 150 classified staff in accordance with their seniority.
F. OLD BUSINESS	None

G. NEW BUSINESS 1. Recognition of Retirees - Information	Commissioner Harrison recognized classified employee retirees which included the following: Karen Alamillo, Lalo Alvarado, Lisa Christman, Cynthia Cruz, Helen De Los Santos, Susan Delgadillo, Manny Elizarraraz, Anna Forhan, Lupe Garcia, Joyce Garnica, Sabrina Kohr, Marguerite Lopez, Sonia Medina, Estela Montiel, Bertha Quintana, Miguel Reynoso, Donna Rodriguez, Leticia Salazar, Diana Sandoval, Mercedes Vera and Diane Wren.
2. Establishment of New Class - School Farm Specialist a. Approval of job specification and salary allocation - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. Background information was provided by the HR Director which included placement on range 16.00 of the classified salary schedule. THE ITEM WAS APPROVED WITH A 2-0 VOTE.
3. 2. Establishment of New Class - Payroll Technician a. Approval of job specification and salary allocation - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. Information was provided by the HR Director including placement on range 17.25 of the classified salary schedule. THE ITEM WAS APPROVED WITH A 2-0 VOTE.
4. Transfer of Human Resources Assistant position	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. AFTER SOME DISCUSSION, THE ITEM WAS APPROVED WITH A 2-0 VOTE TO TRANSFER ONE HR ASSISTANT POSITION FROM THE CLASSIFIED HR OFFICE TO THE CERTIFICATED HR OFFICE.
5. Approval of Initial Salary Placement for Specialized Health Care Technician/LVN at Step 5 - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. AFTER DISCUSSION ON RECRUITMENT DIFFICULTIES, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

6. Approval of Initial Salary Placement for Board Certified Behavior Specialist Candidate #1 at Step 5 - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. The HR Director provided the Commission with information on the candidate for this position. AFTER DISCUSSION, THE ITEM WAS APPROVED WITH A 2-0 VOTE.
7. Approval of Initial Salary Placement for Board Certified Behavior Specialist Candidate #2 at Step 5 - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. AFTER DISCUSSION, THE ITEM WAS APPROVED WITH A 2-0 VOTE.
8. Certification of Eligibility Lists: • ASB Accounting Technician • Board Certified Behavior Specialist • Child Nutrition Services Site Lead - Elementary • Computer Technician • Library/Media Specialist • Resource Services Specialist-P.E. • Specialized Health Care Technician/LVN	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. AFTER SOME DISCUSSION, THE ITEM WAS APPROVED WITH A 2-0 VOTE.
9. Personnel Activity Report for May 14, 2025 - Information	Approved by consensus.
H. COMMISSION COMMENTS	None
I. SCHEDULE NEXT REGULAR MEETING	September 11, 2025 at 4:00 p.m.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:43 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, June 12, 2025, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date



**SANTA PAULA UNIFIED
SCHOOL DISTRICT**
Committed to Serving Every Student Every Day

Personnel Commission
Karen Harrison, Chair
Tommie Sanchez-Reyes
Jeff Steiger

TO: Personnel Commission

FROM: Gregg Robinson, Director of Human Resources

DATE: September 11, 2025

SUBJECT: ESTABLISHMENT OF MENTAL HEALTH SUPERVISOR

BACKGROUND:

This classification was developed at the request of the Superintendent in conjunction with the Director of Student Support Services to strengthen the District's capacity to provide comprehensive school-based mental health services. The Mental Health Supervisor position will provide clinical supervision to interns, trainees, and Associate Mental Health Therapists in accordance with Board of Behavioral Sciences (BBS) regulations and will coordinate service delivery across multiple school sites.

The position plays a critical role in ensuring legal and ethical compliance, supporting Multi-Tiered Systems of Support (MTSS), and maintaining continuity of care through internal staff development and external partnerships. This role is essential to expanding student access to mental health services, improving school climate and wellness outcomes, and sustaining grant-funded mental health initiatives.

The position was approved by the Board of Education on August 27, 2025, with the estimated salary placement proposed at that time.

RECOMMENDATION

It is recommended that the Personnel Commission approve the establishment of the new classification of Mental Health Supervisor to support the supervision, coordination, and implementation of mental health services across the District. It is further recommended that the classification be placed at Range 323 on the Classified Management Salary Schedule, with an annual salary range of \$117,728 – \$137,722, based on internal alignment with similar supervisory roles and external comparability to positions in Ventura Unified School District, Ventura County Office of Education, and Los Angeles County Department of Mental Health.

Based on a salary study of comparable positions in neighboring districts and public agencies, the proposed maximum salary falls within the 80th percentile, supporting a competitive and fiscally responsible salary placement for a licensed supervisory role within the classified service.

CLASS TITLE: MENTAL HEALTH SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Student Support Services or designee, the Mental Health Supervisor oversees classified mental health staff and provides clinical supervision to interns/trainees and associates in accordance with Board of Behavioral Sciences (BBS) guidelines. The position coordinates the delivery of school-based mental health services and ensures compliance with applicable legal, ethical, and program standards. The role also supports the implementation of districtwide mental health initiatives within a Multi-Tiered System of Support (MTSS).

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supervise the performance of classified clinical staff, including Associate Mental Health Therapists, and provide regular performance feedback, direction, and evaluation in alignment with District policies.

Provide clinical supervision to interns/trainees and associates in compliance with Board of Behavioral Sciences (BBS) requirements.

Coordinate school-based mental and behavioral health service delivery aligned with Multi-Tiered Systems of Support (MTSS).

Provide consultation and leadership to school teams in the implementation of culturally responsive, trauma-informed mental health practices.

Assist in the development, coordination, and evaluation of mental health programs and initiatives, including suicide prevention, Social Emotional Learning (SEL), and crisis response.

Participate in the selection, onboarding, and training of clinical staff and interns/trainees.

Monitor program fidelity and ensure compliance with FERPA, HIPAA, Medi-Cal billing, Ed Code, and ethical standards of care.

Coordinate communication and referral pathways among school personnel, families, and external service providers.

Maintain partnerships with community mental health agencies, institutions of higher education, and public agencies to expand access to student support services.

Collaborate with school administrators, counselors, psychologists, and teachers to develop and evaluate student mental health interventions.

Provide professional development and consultation to staff on mental health topics, including classroom climate, trauma, and behavior.

Mental Health Clinical Supervisor - Continued

2

Oversee data collection and reporting for mental health-related programs, including grant-funded services, and use data to inform service improvement. Assures accuracy of all information and ensures confidentiality of students and their families.

Support university field placement processes and maintain required documentation for interns/trainees.

Attending IEP, 504, SST, SARB, or related student support meetings as needed to support appropriate mental health service planning.

Maintain partnerships with community mental health agencies, higher education institutions, and other organizations to enhance service access.

Respond to site-based mental health crises in coordination with administrators and school teams.

OTHER DUTIES:

Assist with documentation required for university field placements and BBS supervision hours.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Clinical supervision models and BBS standards
School-based mental health best practices and systems of care
MTSS implementation principles
Culturally responsive and trauma-informed service delivery
Suicide prevention and crisis response protocols
Legal and regulatory compliance related to FERPA, HIPAA, Ed Code, and Medi-Cal
Community mental health systems and interagency coordination
Documentation practices and confidentiality standards

ABILITY TO:

Provide leadership and supervision to clinical staff and interns
Coordinate service delivery across multiple school sites
Maintain effective communication with diverse internal and external stakeholders
Analyze program and service data for continuous improvement
Respond calmly and effectively to crises or high-risk situations
Prepare and present professional reports, plans, and recommendations
Operate technology systems used for secure record-keeping and case management
Establish and maintain productive, collaborative relationships with school teams and community providers

EDUCATION AND EXPERIENCE:

Master's degree in counseling, psychology, social work, or a related field from an accredited college or university. Two (2) years of experience working with students or families in a social services or educational environment is required. Experience providing mental health services in school settings is preferred.

LICENSES AND OTHER REQUIREMENTS:

Current, valid license issued by the California Board of Behavioral Sciences as a Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC) is required.

Eligibility to supervise interns/trainees and associates in accordance with BBS regulations is required.

Valid First Aid and CPR certification is required.

Some positions in this class may require a valid California driver's license to travel between school sites or attend meetings.

WORKING CONDITIONS:

ENVIRONMENT:

Office and school site settings. Travel between district schools and partner agency locations. Occasional evening or weekend hours for meetings or events.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer and office equipment.

Sitting or standing for extended periods.

Lifting, reaching, and movement to set up meetings or training materials.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 8, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Community Schools Outreach Coordinator-Bilingual** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 06

Number of Applications 29

Number of Applicants Passing Screening 22

Number of Applicants Passing Qualification Interview 14

Number of Applicants to be Certified 14

It is recommended that the Eligibility List for **Community Schools Outreach Coordinator-Bilingual** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 2, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

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

Recruitment type:	<u>Open</u>
Number of District employees that applied	01

Number of Applications	07
Number of Applicants Passing Screening	04
Number of Applicants Passing Qualification Interview	02
Number of Applicants to be Certified	02

It is recommended that the Eligibility List for **Director-Budget & Finance** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

August 8, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Early Education Teacher (Bilingual)** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 02

Number of Applications 11

Number of Applicants Passing Screening 05

Number of Applicants Passing Qualification Interview 02

Number of Applicants to be Certified 02

It is recommended that the Eligibility List for **Early Education Teacher (Bilingual)** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 10, 2025

TO: PERSONNEL COMMISSION
FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Instructional Assistant-Extensive Support Needs** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 02

Number of Applications 24

Number of Applicants Passing Screening 20

Number of Applicants Passing Written Examination 11

Number of Applicants Passing Qualification Interview 07

Number of Applicants to be Certified 07

It is recommended that the Eligibility List for **Instructional Assistant-Extensive Support Needs** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 10, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Instructional Assistant-Special Education** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 02

Number of Applications 24

Number of Applicants Passing Screening 20

Number of Applicants Passing Written Examination 11

Number of Applicants Passing Qualification Interview 07

Number of Applicants to be Certified 07

It is recommended that the Eligibility List for **Instructional Assistant-Special Education** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 1, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Office Assistant** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	07
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Number of Applications	80
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Number of Applicants Passing Screening	55
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Number of Applicants Passing Written Examination	25
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Number of Applicants Passing Qualification Interview	21
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Number of Applicants to be Certified	21
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It is recommended that the Eligibility List for **Office Assistant** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

August 28, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Payroll Technician** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	00
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Number of Applications	41
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Number of Applicants Passing Screening	15
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Number of Applicants Passing Written Examination	06
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Number of Applicants Passing Qualification Interview	04
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Number of Applicants to be Certified	04
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It is recommended that the Eligibility List for **Payroll Technician** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

May 15, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Preschool Coordinator** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 01

Number of Applications 07

Number of Applicants Passing Screening 02

Number of Applicants Passing Qualification Interview 02

Number of Applicants to be Certified 02

It is recommended that the Eligibility List for **Preschool Coordinator** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 17, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **School Administrative Assistant I** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 09

Number of Applications 78

Number of Applicants Passing Screening 45

Number of Applicants Passing Written Examination 18

Number of Applicants Passing Qualification Interview 11

Number of Applicants to be Certified 11

It is recommended that the Eligibility List for **School Administrative Assistant I** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 1, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the School Office Assistant Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 07

Number of Applications 80

Number of Applicants Passing Screening 55

Number of Applicants Passing Written Examination 25

Number of Applicants Passing Qualification Interview 21

Number of Applicants to be Certified 21

It is recommended that the Eligibility List for School Office Assistant be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

July 23, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Senior Accountant** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	01
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Number of Applications	06
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Number of Applicants Passing Screening	04
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Number of Applicants Passing Written Examination	02
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Number of Applicants Passing Qualification Interview	01
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Number of Applicants to be Certified	01
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It is recommended that the Eligibility List for **Senior Accountant** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 5, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Student Store Clerk** 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	40
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Number of Applicants Passing Screening	37
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Number of Applicants Passing Written Examination	12
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Number of Applicants Passing Qualification Interview	04
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Number of Applicants to be Certified	04
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It is recommended that the Eligibility List for **Student Store Clerk** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

JUNE 11, 2025

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROMOTION

Alicia Jimenez	D.O.	Preschool Coordinator	8.0/day	06/25/25
Lori Toms	D.O.	Chief Business Officer	8.0/day	07/01/25
Patricia Magana	SPHS	ASB Accounting Tech	8.0/day	07/28/25
Andres Magana	Webster	Resource Serv. Spec.-P.E.	5.5/day	08/08/25

PROBATIONARY ASSIGNMENTS

Silvia Mojica	Glen City	Instructional Asst.-ESN	4.0/day	05/07/25
Fernando Contreras	SPHS	Custodian	5.0/day	05/07/25
Louren Aldahi	SPHS	CNS Asst. I	5.5/day	05/14/25
Megan Herrod	Isbell	Instructional Asst.-ASP	4.0/day	05/14/25
Rachel Ortiz	SPHS	CNS Asst. I	5.5/day	08/07/25
Edith Navarro	Thille	Campus Supervision Asst.	3.5/day	08/11/25

RESIGNATIONS

Brenda Chard	Isbell	Instructional Asst.-ASP	3.1/day	05/12/25
Adilene Fernandez	Glen City	Instructional Asst.-ASP	4.0/day	05/22/25
Rayna Chias	Glen City	CNS Asst. I	5.5/day	06/04/25

CHANGE IN ASSIGNMENT

Frances Cota	GC to McKeve	Instructional Asst.-Bil.	6.0/day	08/08/25
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SUBSTITUTES

Aaliyah Zavala	Instructional Asst.	05/07/25
Nancy Santana	Accounting Tech	05/27/25
Blanca Berumen	Campus Supervision Asst.	05/29/25
Keyri Gomez	Instructional Assistant	05/29/25

June 11, 2025

CLASSIFIED PERSONNEL ACTIVITY REPORT

JULY 30, 2025

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROMOTIONS

Steven Lapointe	DO	Computer Technician	8.0/day	06/23/25
Lynette Kuchta	DO	Director-Budget & Finance	8.0/day	07/14/25
Juan Garcia	RHS	Comm Sch. Outreach Coord.	8.0/day	08/06/25
Alfonso Zamarripa	SPHS	Comm Sch. Outreach Coord.	8.0/day	08/06/25
Paula Yatzi	Glen City	Inst. Asst.-Ext. Support Needs	5.75/day	08/08/25

PROBATIONARY ASSIGNMENT

Julia Barrios	Blanchard	Library/Media Specialist	8.0/day	08/08/25
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RETIREMENT

Maggie Herrera	Webster	Early Education Teacher	8.0/day	07/25/25
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RESIGNATIONS

Alondra Elizarraraz	Glen City	Instructional Asst.-ASP	4.0/day	06/04/25
A. Santa Cruz-Magana	Glen City	Inst. Asst.-Ext. Support Needs	5.0/day	07/16/25

CHANGE IN ASSIGNMENT

Leticia Arana	Blanchard	Instructional Asst.-Bil.	3.0/day	08/08/25
Alondra Urbina	Blanchard	Instructional Asst.-Bil.	5.75/day	08/08/25

SUBSTITUTES

Karina Lopez		Instructional Assistant		06/17/25
Jose Delgado		Driver		06/23/25
Dinuka Ranasinghe		Driver		06/23/25
Justin Robinson		Driver		06/23/25
Marivel Juarez		Office Assistant		07/22/25

July 30, 2025

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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SUBSTITUTES (con't)

Alicia Ramos		Campus Supervision Asst.		07/22/25
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STUDENT WORKER

Carolina Valdovinos				06/02/25
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CLASSIFIED PERSONNEL ACTIVITY REPORT

AUGUST 27, 2025

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROMOTIONS

Sylvia Meza	DO	Senior Accountant	8.0/day	08/01/25
Juan Garcia	RHS/District	Comm. Schools Outreach Coord.	8.0/day	08/06/25
Jessica Limon	BW/District	Comm. Schools Outreach Coord.	8.0/day	08/06/25
Lizbeth Vazquez	District	Comm. Schools Outreach Coord.	8.0/day	08/06/25
Alfonso Zamarripa	SPHS/District	Comm. Schools Outreach Coord.	8.0/day	08/06/25
Gabriela Hernandez	McKevett	School Admin. Asst. I	8.0/day	08/08/25
Julie Price	Barbara Webster	Library/Media Specialist	8.0/day	08/08/25

PROBATIONARY ASSIGNMENTS

Reina Azpera	SPHS	Spec. Health Care Tech./LVN	8.0/day	07/28/25
Martha Barreto	Bedell	School Office Assistant (Bil.)	8.0/day	08/04/25
Courtney Binkley	DO/SPED	Board Cert. Behavior Analyst	8.0/day	08/04/25
Laura Martinez Sandoval	DO/SPED	Board Cert. Behavior Analyst	8.0/day	08/05/25
Rafael Reyes	Isbell/District	Comm. Schools Outreach Coord.	8.0/day	08/06/25
Abbygale Cardenas	Glen City	Instructional Asst. -Spec. Ed.	5.5/day	08/08/25
David Lozano	Glen City	IA-Extensive Support Needs	5.5/day	08/08/25
Alma Meisel	Barbara Webster	Instructional Asst. -Sp. Ed.	5.75/day	08/08/25
Yatzi Paula	Glen City	IA-Extensive Support Needs	5.75/day	08/08/25
Suzie Sierra	Blanchard	Campus Supervision Asst.	1.0/day	08/11/25
Vanessa Sierra	Blanchard	Campus Supervision Asst.	1.0/day	08/11/25
Deborah Hurtado	Bedell	Campus Supervision Asst.	1.0/day	08/11/25
Brandi Jackson	Bedell	Campus Supervision Asst.	1.0/day	08/11/25
Julia Quijas	Barbara Webster	Campus Supervision Asst.	1.0/day	08/11/25
Teresa Zamora	Barbara Webster	Campus Supervision Asst.	1.0/day	08/11/25
Maria Alejos Hernandez	Glen City	Campus Supervision Asst.	1.0/day	08/11/25
Sonia Valdez	Glen City	Campus Supervision Asst.	1.0/day	08/11/25

August 27, 2025

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS continued

Azucena Cisneros	Grace Thille	Campus Supervision Asst.	1.0/day	08/11/25
Frank Espinoza	Grace Thille	Campus Supervision Asst.	1.0/day	08/11/25
Sebastiana Miranda	Mckevett	Campus Supervision Asst.	1.0/day	08/11/25
Annette Venegas	Mckevett	Campus Supervision Asst.	1.0/day	08/11/25
Alejandro Negrete	Grace Thille	Instructional Asst.-Aspire	20/week	08/11/25
Anel Duran Ramirez	District	Comm. Schools Outreach Coord.	8.0/day	08/12/25
Valeria Ramirez Casas	District	Comm. Schools Outreach Coord.	8.0/day	08/19/25

INCREASE IN HOURS

Pos. #1711	Webster	Campus Supv. Asst. (Aspire)	17.5-20/wk	08/28/25
Pos. #1713	McKevett	Campus Supv. Asst. (Aspire)	17.5-20/wk	08/28/25
Pos. #1714	Glen City	Campus Supv. Asst. (Aspire)	17.5-20/wk	08/28/25
Pos. #1715	Blanchard	Campus Supv. Asst. (Aspire)	17.5-20/wk	08/28/25
Pos. #1716	Bedell	Campus Supv. Asst. (Aspire)	17.5-20/wk	08/28/25
Pos. #1717	Isbell	Campus Supv. Asst. (Aspire)	17.5-20/wk	08/28/25
Pos. #1855	Thille	Campus Supv. Asst. (Aspire)	17.5-20/wk	08/28/25

INCREASE IN MONTHS

Elsa Andrade	DO	Aspire Office Assistant	11 mos. to 12 mos.	08/01/25
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RETIREMENT

Maggie Herrera	SPHS	Early Education Teacher	8.0/day	07/25/25
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RESIGNATIONS

Kandice Martinez	DO	Assoc. Mental Health Ther.	8.0/day	07/30/25
Matthew Inouye	DO	Restorative Justice Facilitator	8.0/day	08/01/25

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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RESIGNATIONS continued

Alin Rubi Silva	Bedell	Instructional Asst.-Sp. Ed.	2.0/day	08/04/25
Naibeth Garcia	Bedell	Instructional Asst.-ASP	20/week	08/07/25
Camila Mendez	Blanchard	IA-Extensive Support Needs	5.0/day	08/07/25
Lisbeth Gonzalez	Blanchard	Instructional Asst.-Sp. Ed.	5.0/day	08/15/25
Dalia Crespo Becerra	Grace Thille	Campus Supervision Asst.	3.5/day	08/20/25

CHANGE IN ASSIGNMENT

Maggie Alonso	Blanchard	Instructional Assistant – ESN	5.5/day	08/08/25
Ruben Barreto	SPHS	Campus Security Officer	8.0/day	08/08/25
Maria C. Ramirez	SPHS	I.A.-Spec. Health Needs Bil.	6.0/day	08/08/25
Maria Barajas	Barbara Webster	Instructional Asst.-Bilingual	5.75/day	08/14/25

SUBSTITUTES

Angela Bernal	Clerical	08/08/25
Kevin Barrios	Avid Tutor	08/11/25
Diane Perez	CNS Asst. I	08/11/25
Sadrak Becerra	Instructional Assistant	08/12/25
Samantha Coria	Instructional Assistant	08/12/25
Lizbeth Hernandez	Instructional Assistant	08/12/25
Esmeralda Morales	Instructional Assistant	08/12/25
Vanessa Ramirez	Instructional Assistant	08/12/25
Edith Boarman	Instructional Assistant	08/14/25
Jason Isais	Instructional Assistant	08/14/25
Delilah Medina	CNS Assistant I	08/14/25