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
Wednesday, September 16, 2026 - 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 25, 2026.

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. Approval of Initial Salary Placement for Associate Mental Health Therapist Candidate at Step 3 — **Action**
2. Approval of Initial Salary Placement for Child Nutrition Services Asst. I Candidate at Step 3 — **Action**
3. Certification of Eligibility Lists: — **Action**
   - Executive Assistant to the Superintendent (Confidential)
   - Associate Mental Health Therapist
   - Child Nutrition Services Assistant I
   - Campus Security Officer
   - Computer Technician
4. Personnel Activity Reports for June 17, 2026 and July 15, 2026 — **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

Wednesday, October 21, 2026

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES – JUNE 25, 2026

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:00 p.m. **Commission Members Present:** Karen Harrison, Vice-Chair Matt Klinefelter, Member **Commission Member Absent:** Tommie Sanchez-Reyes, Chair **Staff Present:** Gregg Robinson, Director-Classified Human Resources Lindsay Collier, Human Resources Analyst-Classified
B. APPROVAL OF MINUTES	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY COMMISSIONER KLINEFELTER, THE MINUTES WERE APPROVED WITH A 2-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER KLINEFELTER WITH A SECOND BY COMMISSIONER HARRISON, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 2-0 VOTE.
D. PUBLIC COMMENTS	None - REVISION TO AGENDA - SCHEDULED NEXT REGULAR MEETING IS SEPTEMBER 16, 2026 AT 4PM
E. REPORTS AND DISCUSSION	**CSEA Report** No report provided. **District Report** No report provided. **Director's Report** **Greggory Robinson, Classified HR Director** Summer school is underway and Mr. Robinson would like to thank the Classified HR Staff for their hard work. There were less available summer school positions and so seniority was very important in selection. Next year, the process will be a little different in order to allow staff to select their summer school role based on seniority. Classified HR is building lists for current and upcoming recruitments. Also wanted to thank staff for their great customer service, improvements to the Classified HR office and

	clean-up and a new Instagram account to better serve the SPUSD employees. Commissioner Klinefelter commented that after meeting with a member of the SPUSD School Board, he thinks it might be beneficial to continue to explain the purpose of the Personnel Commission and Benefits of the Merit System via a presentation to the Board.
F. OLD BUSINESS	None
G. NEW BUSINESS 1. Recognition of Retirees: Maggie Herrera Sonia Bautista Cynthia Cobos Marilu Gwynn Aida Rodriguez Benjamin Villa	Approved by consensus.
2. Establishment of New Class - Mental Health Therapist	UPON A MOTION BY COMMISSIONER KLINEFELTER AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS APPROVED WITH A 2-0 VOTE.
3. Certification of Eligibility List:	UPON A MOTION BY COMMISSIONER KLINEFELTER AND A SECOND BY COMMISSIONER HARRISON, THE ELIGIBILITY LIST LISTED BELOW WAS APPROVED WITH A 2-0 VOTE. • Enrollment & Records Specialist - established June 11, 2026
3. Personnel Activity Report for May 20, 2026	Approved by consensus.
H. COMMISSION COMMENTS	Commissioners credited HR staff for their work.
I. SCHEDULE NEXT REGULAR MEETING	Next regular meeting revised to September 16, 2026 at 4:00 p.m.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:23 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, June 25, 2026, as approved by the Personnel Commission of the Santa Paula Unified School District.

_____ _____

Chair, Personnel Commission Date

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

July 21, 2026

To: **PERSONNEL COMMISSION**

From: **HUMAN RESOURCES DIRECTOR-CLASSIFIED**

The screening process for the establishment of the **Executive Assistant to the Superintendent (Confidential)** Eligibility List has been completed.

Open/Promotional/Dual	Promotional
Number of District employees that applied	2
Number of Applications	6
Number of Applications Passing Screening	2
Number of Applicants to be Certified	2

It is recommended that the Eligibility List for **Executive Assistant to the Superintendent (Confidential)** be certified as presented.

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

July 23, 2026

To: **PERSONNEL COMMISSION**

From: **HUMAN RESOURCES DIRECTOR-CLASSIFIED**

The screening process for the establishment of the **Associate Mental Health Therapist** Eligibility List has been completed.

Recruitment:	Open and Promotional
Number of District employees that applied:	2

Number of Applications	9
Number of Applicants Tested	9
Number of Applicants Passing Test	7
Number of Applicants to be Certified	7

It is recommended that the Eligibility List for **Associate Mental Health Therapist** be certified as presented.

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

August 21, 2026

To: **PERSONNEL COMMISSION**

From: **HUMAN RESOURCES DIRECTOR-CLASSIFIED**

The screening process for the establishment of the **Child Nutrition Services Assistant I** Eligibility List has been completed.

Open/Promotional/Dual	Open and Promotional
Number of District employees that applied	0

Number of Applications	26
Number of Applications Passing Screening	23
Number of Applicants Passing Written Test	10
Number of Applicants Passing Qualification Interview	9
Number of Applicants to be Certified	9

INTERVIEW COMMITTEE:

Christopher Lichtman, *Sous Chef* – Santa Paula Unified School District

Gonzalo Paz, *Nutrition Specialist* – Santa Paula Unified School District

It is recommended that the Eligibility List for **Child Nutrition Services Assistant I** be certified as presented.

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

August 26, 2026

To: **PERSONNEL COMMISSION**

From: **HUMAN RESOURCES DIRECTOR-CLASSIFIED**

The screening process for the establishment of the **Campus Security Officer** Eligibility List has been completed.

Open/Promotional/Dual	Open and Promotional
Number of District employees that applied	1

Number of Applications	18
Number of Applications Passing Screening	10
Number of Applicants Tested (oral qualifications)	3
Number of Applicants Passing Test	3
Number of Applicants to be Certified	3

INTERVIEW COMMITTEE:

Shane Norwood, *Previous Lead Campus Security Officer* – Santa Paula Unified School District

Ruben Barreto, *Campus Security Officer* – Santa Paula Unified School District

It is recommended that the Eligibility List for **Campus Security Officer** be certified as presented.

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

September 8, 2026

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

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

Open/Promotional/Dual	Open and Promotional
Number of District employees that applied	1

Number of Applications	24
Number of Applications Passing Screening	16
Number of Applicants Passing Written Test	12
Number of Applicants Passing Qualification Interview	8
Number of Applicants to be Certified	8

INTERVIEW COMMITTEE:

Daniel Cancino, *Network Technician* – Santa Paula Unified School District
Irving Garcia, *Computer Technician* – Santa Paula Unified School District
Marc Uriarte Petez, *Network Technician* – Santa Paula Unified School District

It is recommended that the Eligibility List for **Computer Technician** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

JUNE 17, 2026

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
RESIGNATIONS				
Julia Barrios	Blanchard	Library and Media Specialist	8.0	6/18/2026
Alondra Urbina	Blanchard	IA- Bil.	5.75	6/4/2026
Silvia Mojica	Blanchard	IA	5.0	6/9/2026
SUBSTITUTES				
Harold Hutton		CSA/CSO/Custodian		7/14/2026

CLASSIFIED PERSONNEL ACTIVITY REPORT

JULY 15, 2026

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
PROBATIONARY ASSIGNMENTS				
Ashley Riesgo	SPHS	Student Store Clerk	5.5	8/3/2026
Pola Gutierrez	SPHS	Enrollment and Rec. Spec. Bil	8	7/27/2026
Nazhely Patron	Isbell	Custodian	5.0	7/22/2026
Arlene Hernandez	DO	Asso. Mental Health Ther.	8	8/17/2026
ADDITIONAL ASSIGNMENT				
Alyse Mancilla	Thille	Campus Supervision Asst	1.0	8/12/2026
Jessica Esquivel	Webster	Campus Supervision Asst	1.0	8/12/2026
RESIGNATIONS				
Andrew Martinez	DO	Computer Technician	8.0	7/16/2026
Lizbeth Vazquez	DO	Comm. Sch. Outreach Cor.	8.0	7/17/2026
Samantha Tizcareno	SPHS	IA-SPED	5.0	7/16/2026
Shane Norwood	SPHS	Lead CSO	8.0	7/30/2026
Leticia Martines	Bedell	CSA	3.5	7/31/2026
Azucena Ramos O.	Webster	IA-ASP	4.0	8/12/2026
Caralyn Garcia	Webster	CNS I	5.5	8/5/2026
Chloe Hernandez	Aspire	IA-ASP	4.0	8/6/2026
Celeste Morales	Aspire	IA-ASP	4.0	8/11/2026
SUBSTITUTES				
Esther Ramirez		Clerical		8/1/2026
Julyssa Rodriguez		Instructional Assistant		8/1/2026
Lana Schouten		Instructional Assistant		8/1/2026
CHANGE IN ASSIGNMENT				
Ronald Garcia	Isbell	Custodian	8.0	8/3/2026