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, October 21st, 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 September 16, 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. Intent to Re-appoint Joint Appointee Personnel Commissioner - Karen Harrison — **Information**
2. Request for Promotional Salary Placement for Executive Assistant to the Superintendent Candidate at Step 3 — **Action**
3. Certification of Eligibility Lists: — **Action**
   - Instructional Assistant
   - Instructional Assistant Bilingual
   - Instructional Assistant - Special Education
   - Instructional Assistant - Special Education Bilingual
   - Instructional Assistant - Extensive Support Needs
   - Instructional Assistant - Extensive Support Needs Bilingual
   - Instructional Assistant - After School Program
   - Instructional Assistant - After School Program Bilingual

- Lead Campus Security Officer
- Library/Media Specialist
- Community Schools Outreach Coordinator

4. Personnel Activity Reports for August 2026 and September 2026 **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

Wednesday, November 18, 2026

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES – September 16, 2026

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:01 p.m. **Commission Members Present:** Tommie Sanchez-Reyes, Chair Karen Harrison, Vice-Chair Matt Klinefelter, Member **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 3-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY COMMISSIONER KLINEFELTER, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 3-0 VOTE.
D. PUBLIC COMMENTS	Olivia Lucio, Executive Assistant to the Superintendent, requested consideration for a Promotional Increase for self due to broader scope of duties assigned to be added to next Personnel Commission meeting agenda.
E. REPORTS AND DISCUSSION	**CSEA Report** **Vanessa Hernandez, CSEA President** Ms. Hernandez spoke regarding the Annual Conference with CSEA on July 27th in Vegas celebrating the 100 yr anniversary. Different session topics included new policies in place and pro-active measures to be taken prior to the November 3rd general election. Ms. Hernandez expressed wanting to interview School Board Election Candidates to see what changes might be in store for SPUSD School Board. Ms. Hernandez spoke regarding successful meetings with the Classified HR Director and CSEA and also meeting with Lori Toms, CBO regarding Labor Relations support from the Business Office. The New Sergeant at Arms, Tina Rodriguez, will be introduced at the Chapter meeting Thursday, September 20th, where she will be joining the negotiations team this upcoming 2027 school year. Ms. Hernandez is excited to continue collaboration with all parties. **District Report** No report provided.

	Director's Report **Greggory Robinson, Classified HR Director** Director Robinson spoke regarding the 5 Eligibility Lists included in the current meeting and the 9 more that would be coming soon. Classified HR has introduced Online Interviews for Instructional Assistant, Child Nutrition Services Assistant I and Campus Supervision Assistants via SparkHire. Classified HR also has a new Instagram Account where recruitment and general HR information is being posted. The last posting received 15.8k views and resulted in 21 submitted applications in less than 24 hours of posting a new recruitment. The Classified HR Team is working to streamline the recruitment process and Edith has continued in her Sub Placement Duties to coordinate more with Hiring Managers to help provide substitute placement support. The Classified HR Team is also taking a Leaves Bootcamp put on by a Law Firm to grow their knowledge in Leave Management.
F. OLD BUSINESS	None
G. NEW BUSINESS 1. Approval of Initial Salary Placement for Associate Mental Health Therapist Candidate at Step 3	After public comment from Associate Mental Health Therapist Candidate Arlene Hernandez regarding her education, qualifications, and experience, initial placement at Step 3 was approved by consensus.
2. Approval of Initial Salary Placement for Child Nutrition Services Asst. I Candidate at Step 3	Rejected by consensus.
3. Certification of Eligibility List:	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER KLINEFELTER, THE ELIGIBILITY LIST LISTED BELOW WAS APPROVED WITH A 3-0 VOTE. • Executive Assistant to the Superintendent (Confidential) • Associate Mental Health Therapist • Child Nutrition Services Assistant I • Campus Security Officer • Computer Technician
4. Personnel Activity Report for June 17, 2026 and July 15, 2026	Approved by consensus.
H. COMMISSION COMMENTS	Commissioner Sanchez-Reyes confirmed with Olivia Lucio that her request be added to the next meeting as an agenda item.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:24 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

September 14, 2026

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the **Instructional Assistant Recruitment Pool - Multiple Eligibility Lists** Eligibility List has been completed.

Open/Promotional/Dual	Open and Promotional
Number of District employees that applied	5
Number of Applications	50
Number of Applications Passing Screening	31
Number of Applicants Passing Qualification Interview	19
Number of Applicants to be Certified	19

INTERVIEW COMMITTEE:

Corrina Cabacungan, *Administrative Assistant I* – Santa Paula Unified School District
Jeffrey Madrigal, *Adult Education Coordinator* – Santa Paula Unified School District

It is recommended that the Eligibility Lists for **Instructional Assistant Recruitment Pool – Multiple Eligibility Lists** be certified as presented. Eight eligibility lists were created from one recruitment: Instructional Assistant; Instructional Assistant – Bilingual; Instructional Assistant – Special Education; Instructional Assistant – Special Education – Bilingual; Instructional Assistant – Extensive Support Needs; Instructional Assistant – Extensive Support Needs – Bilingual; Instructional Assistant – After School Program; and Instructional Assistant – After School Program – Bilingual.

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

September 16, 2026

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

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

Open/Promotional/Dual	Open and Promotional
Number of District employees that applied	2

Number of Applications	10
Number of Applications Passing Screening	7
Number of Applicants Passing Qualification Interview	4
Number of Applicants to be Certified	4

INTERVIEW COMMITTEE:

Officer Benson, *Resource Officer* – Santa Paula Unified School District

Officer Ramirez, *Resource Officer* – Santa Paula Unified School District

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

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

October 8, 2026

To: **PERSONNEL COMMISSION**

From: **HUMAN RESOURCES DIRECTOR-CLASSIFIED**

The screening process for the establishment of the **Library/Media Specialist** Eligibility List has been completed.

Open/Promotional/Dual	Open and Promotional
Number of District employees that applied	5

Number of Applications	48
Number of Applications Passing Screening	30
Number of Applicants Passing Written Test	15
Number of Applicants Passing Qualification Interview	10
Number of Applicants to be Certified	10

INTERVIEW COMMITTEE:

Ashlee Nishiya, *Coordinator-Library, Media, Reading, and Literacy* – Ventura County Office of Education
Sierra Whiting, *Library TOSA* – Santa Paula Unified School District

It is recommended that the Eligibility List for **Library/Media Specialist** be certified as presented.

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

October 13, 2026

To: **PERSONNEL COMMISSION**

From: **HUMAN RESOURCES DIRECTOR-CLASSIFIED**

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

Open/Promotional/Dual	Open and Promotional
Number of District employees that applied	5

Number of Applications	52
Number of Applications Passing Screening	19
Number of Applicants Passing Qualification Interview	10
Number of Applicants to be Certified	10

INTERVIEW COMMITTEE:

Jessica Limon, *Community Schools Outreach Coordinator* – Santa Paula Unified School District
Rafael Reyes, *Community Schools Outreach Coordinator* – Santa Paula Unified School District

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

CLASSIFIED PERSONNEL ACTIVITY REPORT

AUGUST 2026

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
PROBATIONARY ASSIGNMENTS				
Ashley Riesgo	SPHS	Student Store Clerk	5.5	8/3/2026
Arlene Hernandez	DO	Asso. Mental Health Ther.	8	8/17/2026
RESIGNATIONS				
Andres Magana	Aspire	IA-ASP	4.0	8/21/2026
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
Abbygayle Cardenas	Glen City	IA- Extensive Sup. Needs	5.5	8/24/2026
RETIREMENT				
ADDITIONAL ASSIGNMENTS				
Alyse Mancilla	Thille	Campus Supervision Asst	1.0	8/12/2026
Jessica Esquivel	Webster	Campus Supervision Asst	1.0	8/12/2026
SUBSTITUTES				
Esther Ramirez		Clerical		8/1/2026
Julyssa Rodriguez		Instructional Assistant		8/1/2026
Lana Schouten		Instructional Assistant		8/1/2026
Rafael Aguilera		CSA		8/1/2026
Johnny Claudio		CSO		8/1/2026
Anngelique Colmenero		CSA		8/1/2026
Zoey Morales		IA		8/1/2026
RELEASED FROM PROBATION				
CHANGE IN ASSIGNMENT				
Ronald Garcia	Isbell	Custodian	8.0	8/3/2026

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
PROMOTIONS				
Olivia Lucio	DO	Exec Asst. to the Super	8.0	8/1/2026
Ileah Marquez	DO	SLPA	6.0	8/11/2026

CLASSIFIED PERSONNEL ACTIVITY REPORT

SEPTEMBER 2026

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
PROBATIONARY ASSIGNMENTS				
Alexis Bracamontes	Webster	CNS-ASST I	5.5	9/9/2026
RESIGNATIONS				
RETIREMENT				
Susan Vega	SPHS	CNS-ASST I	3.5/2.0	9/4//2026
Barbara Olney-Jue	Mckevett	CNS-ASST I	5.5	9/22/2026
SUBSTITUTES				
Alejandro Alvizo		CSO		9/1/2026
Emely Avalos-Gavutyan		IA		9/1/2026
Patricia Carrillo		CSO and CSA		9/1/2026
Jennifer Gomez		IA		9/1/2026
Chelsea Josmar		IA		9/1/2026
America Mancilla		IA		9/1/2026
Hailey Martines		IA and CSA		9/1/2026
Esteban Mendez		CNS Assit. I		9/1/2026
Krystal Meza		IA		9/1/2026
Lizbeth Rizo		IA		9/1/2026
Monica Valdovinos		IA		9/1/2026
RELEASED FROM PROBATION				
192473072026	Aspire	IA-ASP	4.0	9/18/2026
CHANGE IN ASSIGNMENT				
PROMOTIONS				
Joseph Moreno	DO	Computer Technician	8.0	9/10/2026