

**Santa Paula Unified School District  
PERSONNEL COMMISSION AGENDA**

<p><b>PERSONNEL COMMISSION MEETING HUMAN RESOURCES OFFICE 500 E. Santa Barbara St. Santa Paula, CA 93060 Thursday, December 19, 2019 - 4:00 P.M.</b></p>
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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 Commissioners 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 November 21, 2019.*

**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. Director's Report

**F. OLD BUSINESS – ACTION OR INFORMATION**

1. None. **Action**

**G. NEW BUSINESS – ACTION OR INFORMATION**

1. Administration of Oath of Office – Board's Re-Appointee - Personnel Commissioner – Tim Hicks **Action**
2. Election of Chair **Action**
3. Election of Vice-Chair **Action**
4. Scheduling of Regular Meetings **Action**
5. Eligibility lists for Custodian, Speech & Language Pathology Assistant and Instructional Assistant-Speech. **Action**
6. Personnel Activity Report for December **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

J. ADJOURNMENT

Santa Paula Unified School District  
Human Resources Office  
500 E. Santa Barbara St.  
Santa Paula, CA 93060

## **PERSONNEL COMMISSION MINUTES**

November 21, 2019

### **ROLL CALL**

### **COMMISSION MEMBERS**

#### **Present:**

Karen Djernaes, Chair  
Mary Lowe, Vice-Chair  
Tim Hicks, Member

#### **Staff Present:**

Tommie Sanchez-Reyes, Executive Director-Human Resources  
Renee Vasquez, Human Resources Assistant-Classified

### **CALL TO ORDER**

The regular meeting of the Personnel Commission was called to order by Chair Djernaes at 4:01 p.m.

### **APPROVAL OF MINUTES**

September 19, 2019

UPON A MOTION BY MRS. LOWE WITH A SECOND BY MR. HICKS, THE ITEM WAS OPENED FOR DISCUSSION. WITH NO COMMENTS, THE ITEM WAS APPROVED WITH A 3-0 VOTE.

### **APPROVAL OF ORDER OF AGENDA ITEMS**

UPON A MOTION BY MRS. LOWE WITH A SECOND BY MR. HICKS, THE ITEM WAS OPENED FOR DISCUSSION. WITH NO COMMENTS, THE ITEM WAS APPROVED WITH A 3-0 VOTE.

### **PUBLIC COMMENTS**

No public comments were made.

### **REPORTS AND DISCUSSION**

Director's Report

The HR Director informed the Commission that Amparo Lopez is continuing to help at Renaissance High School and Kylie Skoe is assisting the Classified HR Office part-time in her absence.

The HR office continues to be busy with several recruitments. However, the HR Director was informed that the district will now be cautious when filling replacements due to budget concerns. The Assistant Superintendent-Business is monitoring the budget for the 2020-2021 school year, and may possibly reduce costs by freezing conferences, reducing overtime, and is reviewing other creative ideas.

**OLD BUSINESS**

None

**NEW BUSINESS**

Annual Report 2018/2019 Draft - Action

UPON A MOTION BY MRS. LOWE WITH A SECOND BY MR. HICKS, THE ITEM WAS OPENED FOR DISCUSSION.

The HR Director reviewed the data on the annual report noting: employment history showed 21 recruitments for the 2017/18 school year and 32 recruitments for 2018/19; 35 new employees hired in the 2017/18 school year compared to 59 newly hired employees in 2018/19; recruitment testing was 165 for 2017/18 compared to 294 for 2018/19; and request for personnel forms for 2017/18 was 239 and the 2018/19 school year reflected 347.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Eligibility lists for Child Nutrition Services Assistant I, Instructional Assistant-Special Education Bilingual and School Office Assistant (Bilingual) – Action.

UPON A MOTION BY MRS. LOWE AND A SECOND BY MR. HICKS, THE ITEM WAS OPENED FOR DISCUSSION.

The HR Director provided information on the eligibility lists stating Child Nutrition Services has the Fresh Fruit & Vegetable program, which has increased their staffing and the Special Ed. Department has continued to increase staffing due to the high percentage of special education students in the district.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Personnel Activity Reports for October and November – Information.

Approved by consensus.

**COMMISSION COMMENTS**

No comments were made.

**SCHEDULE NEXT REGULAR MEETING**

The next regular meeting was scheduled for 4:00 p.m., Thursday, January 16, 2020.

**CONVENE TO CLOSED SESSION**

Complaints or charges against employees  
G.C. § 54957

The meeting was convened to closed session at 4:15 p.m.

**RECONVENE TO PUBLIC SESSION**

The meeting reconvened to open session at 4:31 p.m. No action was taken.

**ADJOURNMENT**

The meeting was adjourned at 4:31 p.m.

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Tommie Sanchez-Reyes, Human Resources Director-Classified  
and Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the regular meeting of Thursday, November 21, 2019, as approved by the Santa Paula Unified School District.

\_\_\_\_\_  
Chair, Personnel Commission

\_\_\_\_\_  
Date



# SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

November 15, 2019

**To: PERSONNEL COMMISSION**  
**From: HUMAN RESOURCES DIRECTOR-CLASSIFIED**

The screening process for the establishment of the Custodian Eligibility List has been completed.

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Open/Promotional	<u>Open</u>
Number of District employees that applied	00

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Number of Applications	26
Number of Applicants Tested (written)	18
Number of Applicants Tested (oral qualifications)	16
Number of Applicants Passing Test	12
Number of Applicants to be Certified	12

## INTERVIEW COMMITTEE:

James Wallace, *Retired Custodian* – Santa Paula Unified School District

Teresa Campos, *Retired Grounds Maintenance Worker* – Santa Paula Unified School District

Hector Mayer, *Retired Custodian* – Santa Paula Unified School District

It is recommended that the Eligibility List for Custodian be certified as presented.



# SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

November 18, 2019

**To: PERSONNEL COMMISSION**  
**From: HUMAN RESOURCES DIRECTOR-CLASSIFIED**

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

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Open/Promotional	<u>Open</u>
Number of District employees that applied	02

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Number of Applications	20
Number of Applicants Tested (written)	00
Number of Applicants Tested (oral qualifications)	16
Number of Applicants Passing Test	15
Number of Applicants to be Certified	15

## INTERVIEW COMMITTEE:

Cathy Decker, *Speech & Language Pathologist* – Santa Paula Unified School District  
A Elizabeth Perez, *Speech & Language Pathologist* – Santa Paula Unified School District  
Tillie Garcia, *Instructional Assistant-Speech Bil* – Santa Paula Unified School District

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



# SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

November 18, 2019

**To: PERSONNEL COMMISSION**  
**From: HUMAN RESOURCES DIRECTOR-CLASSIFIED**

The screening process for the establishment of the Speech & Language Pathology Assistant Eligibility List has been completed.

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Recruitment type:	<u>Open and Promotional</u>
Number of District employees that applied	00

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Number of Applications	01
Number of Applicants Tested (oral qualifications)	01
Number of Applicants Passing Test	01
Number of Applicants to be Certified	01

## INTERVIEW COMMITTEE:

Cathy Decker, *Speech & Language Pathologist* – Santa Paula Unified School District

A. Elizabeth Perez, *Speech & Language Pathologist* – Santa Paula Unified School District

It is recommended that the Eligibility List for Speech & Language Pathologist Assistant be certified as presented.



# CLASSIFIED PERSONNEL ACTIVITY REPORT

DECEMBER, 2019

## APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
<b>PROBATIONARY ASSIGNMENT</b>				
Sonia Blaskey	Webster	Child Nutrition Serv. Asst. I	3.0/day	11/13/19
Sonia Magana	Isbell	School Office Asst. (Bil.)	3.0/day	12/02/19
Noel Chavez Barrios	McKevett	Custodian	5.0/day	12/03/19

## **INCREASE IN HOURS**

TBD	SPHS	Inst. Asst.-Sev. Disabled Bil.	5.5-5.75/day	12/12/19
TBD	Bedell	Inst. Asst.-Severely Disabled	5.5-5.75/day	12/12/19

## **NEW ASSIGNMENT**

Cyndell Arana	Isbell	Inst. Asst.-Severely Disabled	5.75/day	11/20/19
Irma Ramos	SPHS	Inst. Asst.-Severely Disabled	5.75/day	11/20/19
Christian Leon	Maintenance	Grounds Maintenance Worker	8.0/day	12/03/19

## **RESIGNATION**

Jerra Josephson	Isbell	Inst. Asst.-Special Ed.	5.0/day	11/28/19
Joe Colmenares	Webster	Computer Technician	8.0/day	12/04/19
Rafael Sandoval	SPHS	Athletic Trainer	8.0/day	12/05/19
Livia Wyant	SPHS	Administrative Asst. II	8.0/day	01/05/20

## **LIMITED TERM**

Kathy Salazar	Bedell	Inst. Asst.-Severely Disabled	3.0/day	09/06/19-09/30/19
Marisa Lovato	Blanchard	Instructional Asst.	3.0/day	11/12/19-02/28/20
Lizbeth Rivera	Blanchard	Instructional Asst.	3.0/day	11/12/19-02/28/20
H. Cahuantziyapantecat	Webster	Custodian	8.0/day	11/15/19

December 11, 2019