

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

<p>PERSONNEL COMMISSION MEETING HUMAN RESOURCES OFFICE 500 E. Santa Barbara St. Santa Paula, CA 93060 Thursday, January 23, 2020 - 4:00 P.M.</p>

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 December 19, 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. Eligibility lists for Warehouse Worker/Delivery Driver and Athletic Trainer **Action**
2. Personnel Activity Report for January **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

December 19, 2019

ROLL CALL

COMMISSION MEMBERS

Present:

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

Staff Present:

Tommie Sanchez-Reyes, Executive Director-Human Resources
Sonia Bautista, Human Resources Analyst-Classified

CALL TO ORDER

The regular meeting of the Personnel Commission was called to order by Chair Djernaes at 4:00 p.m.

APPROVAL OF MINUTES

November 21, 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 MR. HICKS WITH A SECOND BY MRS. LOWE, 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 on detailed coverage and closing for the Classified HR Office during the winter recess.

OLD BUSINESS

None

NEW BUSINESS

Administration of Oath of Office – Board’s re-appointee – Personnel Commissioner, Tim Hicks - Action

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

Commissioner Tim Hicks was administered the oath of office by the HR Director.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Election of Chair – Action

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

Ms. Djernaes asked Mrs. Lowe her interest in taking the Chair position. Mrs. Lowe respectfully declined.

Ms. Djernaes nominated Mr. Hicks as Chair and Mrs. Lowe seconded the nomination. Mr. Hicks accepted the nomination.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Election of Vice-Chair – Action

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

Mr. Hicks nominated Mary Lowe as Vice-Chair and Ms. Djernaes seconded the nomination. Mrs. Lowe accepted the nomination.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Mr. Hicks continued the meeting as Chair of the Personnel Commission.

Scheduling of Regular Meetings – Action.

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

AFTER A BRIEF DISCUSSION, THE ITEM WAS APPROVED WITH A 3-0 VOTE TO KEEP THE MEETINGS AT 4:00 PM ON THE THIRD THURSDAY OF THE MONTH.

Eligibility lists for Custodian, Speech & Language Pathology Assistant and Instructional Assistant-Speech – Action.

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

There was discussion on the selections for the various positions.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Personnel Activity Report for December – 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.

ADJOURNMENT

The meeting was adjourned at 4:17 p.m.

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, December 19, 2019, as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

December 17, 2019

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the Warehouse Worker/Delivery Driver Eligibility List has been completed.

Open/Promotional	<u>Open</u>
Number of District employees that applied	01

Number of Applications	42
Number of Applicants Tested (written)	25
Number of Applicants Tested (oral qualifications)	21
Number of Applicants Passing Test	16
Number of Applicants to be Certified	16

INTERVIEW COMMITTEE:

Geoffrey Freedman, *Warehouse Operator* – Moorpark College

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

Marco Sandoval, *Shipping/Receiving/Delivery Clerk* – Fillmore Unified School District

It is recommended that the Eligibility List for Warehouse Worker/Delivery Driver be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

January 7, 2020

To: PERSONNEL COMMISSION
From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

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

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

Number of Applications	07
Number of Applicants Tested (written)	00
Number of Applicants Tested (oral qualifications)	05
Number of Applicants Passing Test	05
Number of Applicants to be Certified	05

INTERVIEW COMMITTEE:

Dr. Michael Tushla, *General Practitioner* – Identity Medical Group

Breanna McLain, *Director of Sports Medicine* – Fillmore Unified School District

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

CLASSIFIED PERSONNEL ACTIVITY REPORT

JANUARY, 2020

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENT

Abril Pacheco	SPHS/McKevett	Instructional Asst.-Speech	5.5/day	12/04/19
Marisa Lovato	SPHS	Instructional Asst.-Special Ed.	5.0/day	01/07/20
Maria Medina	SPHS	Instructional Asst.-Special Ed.	5.5/day	01/07/20

REINSTATEMENT

Rafael A. Sandoval	SPHS	Athletic Trainer	8.0/day	01/13/20
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NEW ASSIGNMENT

Angelica Tapia	Webster	Instructional Asst.-Speech	5.5/day	12/05/19
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RESIGNATION

Alyssa Aguilar	SPHS	Inst. Asst.-Severely Disabled	5.0/day	12/20/19
Chelsea Lizarraga	Webster	After School Program Leader	4.4/day	12/31/19

LIMITED TERM

Alyssa Aguilar	Bedell	Inst. Asst.-Severely Disabled	5.5/day	11/13/19-12/20/19
Kathy Salazar	Bedell	Instructional Asst.	3.0/day	12/03/19-02/14/20
Stephanie Solis	Bedell	Instructional Asst.	3.0/day	12/03/19-02/14/20
Luzmaria Espinosa	Thille	Instructional Asst.-Bilingual	90 hrs. total	12/18/19-06/04/20
Yaritza Magana	Webster	Instructional Asst.	5.5/day	01/06/20-03/27/20
Neftali Arevalo	Webster	Instructional Asst.	5.5/day	01/06/20-03/27/20
Bucho Zamora	McKevett	Custodian	3.0/wk	01/25/20-06/04/20

January 15, 2020