

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

**PERSONNEL COMMISSION MEETING
HUMAN RESOURCES OFFICE
500 E. Santa Barbara St.
Santa Paula, CA 93060
Thursday, October 29, 2020 - 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 17, 2020.

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

G. NEW BUSINESS – ACTION OR INFORMATION

1. Eligibility list for Computer Technician **Action**
2. Personnel Activity Report for October **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

1. November 19, 2020

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES

September 17, 2020

ROLL CALL

COMMISSION MEMBERS

Present:

Mary Lowe, Vice-Chair
Karen Djernaes, Member
Jeff Steiger, Member

Staff Present:

Cynthia Carrillo, Executive Director-Human Resources
Renee Vasquez, Human Resources Assistant-Classified
Sonia Bautista, Human Resources Analyst-Classified

CALL TO ORDER

The regular meeting of the Personnel Commission was called to order by Vice-Chair Lowe at 4:05 p.m.

APPROVAL OF MINUTES

June 18, 2020, July 1, 2020 and
August 20, 2020

UPON A MOTION BY MS. DJERNAES WITH A SECOND BY MR. STEIGER, 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 MS. DJERNAES WITH A SECOND BY MR. STEIGER, 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 provided a handout with a summary of all recruitments and events for the classified staff.

OLD BUSINESS

None

NEW BUSINESS

Administration of Oath of Office-Board’s Appointee-
Jeff Steiger-Personnel Commissioner – Action.

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

The Human Resources Director administered the Oath of Office
to new Personnel Commissioner, Jeffrey Steiger.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Eligibility lists for Accounting Attendance Specialist,
Accounting Technician, ASPIRE Office Assistant-
Bilingual, Assistant Superintendent-Business, College
& Career Guidance Specialist, Executive Director-
Human Resources Classified and Speech & Language
Pathologist Assistant – Action.

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

The HR Director explained Eligibility Lists to Commissioner
Steiger.

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Personnel Activity Reports for July, August, August
31 and September – 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,
October 15, 2020.

ADJOURNMENT

The meeting was adjourned at 4:23 p.m.

Cynthia Carrillo, Executive Director, Human Resources-Classified
and Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the regular meeting of Thursday, September 17, 2020 as
approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 2, 2020

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

Number of Applications	23
Number of Applicants Tested (written)	14
Number of Applicants Tested (oral qualifications)	12
Number of Applicants Passing Test	05
Number of Applicants to be Certified	05

INTERVIEW COMMITTEE:

Devin Holzer, *Director of Technology* – Pleasant Valley School District

Jon Carrino, *Director of Technology* – William S. Hart Union High School District

Anthony Ibarra, *Director of Technology* – Fillmore Unified School District

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

CLASSIFIED PERSONNEL ACTIVITY REPORT

OCTOBER 2020

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENT

Vanessa Chavez	SPHS	College & Career Guid. Spec	8.0/day	09/23/20
Miguel Mendoza	District Office	Aspire Office Assistant	5.0/day	10/01/20

LIMITED TERM

Carolina Hernandez	Thille	School Admin. Asst	NTE 14	08/04/20-08/11/20
Brenda Camacho	Webster	School Office Asst.	Vary	08/06/20-02/12/21
Gladys Diaz	Glen City	School Office Asst.	8.0/day	08/07/20-08/11/20
Nancy Salceda	Webster	Inst. Asst.	3.0/day	08/12/20-11/20/20
Regina Gaeta	Thille	Custodian	4.0/day	08/17/20-01/17/21
Noel Chavez	McKevett	Custodian	8.0/day	08/17/20-09/20/20
Jacob Marquez	District Office	Custodian	8.0/day	08/17/20-01/17/21
Estela Montiel	SPHS	SPHS Classified Staff	4.0/day	08/19/20-08/31/20
Dalia Crespo	SPHS	SPHS Classified Staff	4.0/day	08/19/20-08/31/20
Suzie Sierra	SPHS	SPHS Classified Staff	4.0/day	08/19/20-08/31/20
Vanessa Sierra	SPHS	SPHS Classified Staff	4.0/day	08/19/20-08/31/20
Frank Espinoza	SPHS	SPHS Classified Staff	4.0/day	08/19/20-08/31/20
Sergio Arana	Technology	Network Technician	NTE 80	09/01/20-03/01/21
Lorena Arenas	Isbell	CNS Asst. I	3.25/day	09/09/20-03/21/21
Michelle Chaveste	Isbell	CNS Asst. I	3.25/day	09/09/20-03/21/21

RESIGNATION

Raquel Marin de Quijas	Isbell	CNS Asst. I	5.5/day	09/11/20
Karen Alamillo	Glen City	Inst. Asst.-ASP	2.25/day	09/11/20
Joanna Bustillos	Glen City	Inst. Asst.-ASP	2.0/day	09/11/20
Frances Cota	Glen City	Inst. Asst.-ASP	1.6/day	09/11/20
Sabrina Kohr	Isbell	Inst. Asst.-ASP	2.95/day	09/11/20

October 14, 2020

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
RESIGNATION con't				
Rosalba Virto Berumen	Glen City	Inst. Asst.-ASP	2.0/day	09/11/20
Corinna Cabacungan	Isbell	Inst. Asst.-Special Ed. Bil.	6.0/day	09/18/20
NEW ASSIGNMENT				
Noel Chavez Barrios	SPHS	Custodian	8.0/day	09/21/20