

**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, February 18, 2021 - 4:00 P.M.</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 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 January 21, 2021.

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 Campus Safety Assistant | Action |
| 2. Personnel Activity Report for January | Information |

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

1. March 18, 2021

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES

January 21, 2021

ROLL CALL

COMMISSION MEMBERS

Present:

Mary Lowe, Chair
Karen Harrison, Vice-Chair
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 4:01 p.m.

APPROVAL OF MINUTES

October 29, 2020

UPON A MOTION BY MS. HARRISON 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. HARRISON 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

None

REPORTS AND DISCUSSION

Director's Report

The HR Director provided a handout with a summary of all recruitments, Covid updates, and events for the classified staff

OLD BUSINESS

None

NEW BUSINESS

Eligibility Lists for After School Program Leader,
Instructional Assistant-ASP

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

THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Personnel Activity Report for December

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

THE ITEM WAS APPROVED WITH A 3-0 VOTE

COMMISSION COMMENTS

None

SCHEDULE NEXT REGULAR MEETING

The next regular meeting was scheduled for 4:00 p.m., Thursday, February 18, 2021.

ADJOURNMENT

The meeting was adjourned at 4:17 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, January 21, 2021 as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

January 28, 2021

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the Campus Safety Assistant Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 03

Number of Applicants Tested (written) 02

Number of Applicants Tested (oral qualifications) 02

Number of Applicants Passing Test 02

Number of Applicants to be Certified 02

INTERVIEW COMMITTEE:

Jeff Argend, *Safety Manager* – Santa Paula Unified School District

Jessie Prado, *Campus Safety Assistant* – Santa Paula Unified School District

It is recommended that the Eligibility List for Campus Safety Assistant be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

JANUARY 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROMOTION

Veronica Solis	Glen City	Health Specialist-Bil	6.0/day	11/30/20
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