

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

**PERSONNEL COMMISSION MEETING
HUMAN RESOURCES OFFICE
500 E. Santa Barbara St.
Santa Paula, CA 93060
Thursday, May 12, 2022 - 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 April 7, 2022 and special meeting on April 28, 2022.

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

1. PUBLIC HEARING **Action**
Annual Budget 2022/2023 – 2nd Reading
It is recommended that the Personnel Commission approve the 2nd Reading of 2022/2023 Annual Budget as presented.

G. NEW BUSINESS – ACTION OR INFORMATION

1. Resolution of Commendation for “Classified School Employee Week” **Action**
It is recommended that the Personnel Commission accept the resolution recognizing and honoring classified employees.
2. Eligibility lists for ASPIRE Office Assistant-Bilingual and Human Resources Assistant **Action**
3. Personnel Activity Report for April 6, 2022 **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

J. CONVENE TO CLOSED SESSION

Public Employee Performance Evaluation G.C. § 54954.5, 54957

Title: Executive Director-Human Resources-Classified

K. RECONVENE TO PUBLIC SESSION

The Personnel Commission will report on formal action, if any, taken during closed session.

L. ADJOURNMENT

PERSONNEL COMMISSION MINUTES

April 7, 2022

ROLL CALL

COMMISSION MEMBERS

Present:

Karen Harrison, Chair
Jeff Steiger, Vice-Chair
Tommie Sanchez-Reyes, Member

Staff Present:

Cynthia Carrillo, 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 Commissioner Harrison at 4:03 p.m.

APPROVAL OF MINUTES

March 10, 2022

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MR. STEIGER, THE ITEM WAS APPROVED WITH A 3-0 VOTE.

APPROVAL OF ORDER OF AGENDA ITEMS

UPON A MOTION BY MRS. SANCHEZ-REYES AND A SECOND BY MR. STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. THE ITEM WAS APPROVED WITH THE CORRECTION TO ITEM G-2 WITH A 3-0 VOTE.

PUBLIC COMMENTS

No public comments were made.

REPORTS AND DISCUSSION

CSEA Report

Ilda Sanchez, CSEA President, reported that CSEA recently negotiated with the District on professional growth; questioned how long campus assistants would continue to do temperature checks; has concerns with the Design Day event including the classified employee \$25 attendance stipend amount and no invitation for ASPIRE staff and relayed her appreciation for the extra Campus Safety Assistants at Isbell.

District Report

No report was provided.

Director's Report

The Executive Director-Classified HR provided a report to the Commission, highlighting the new employee orientation on April 26; relaying the continuing Covid-related responsibilities placed upon the Classified HR Office; the training meeting with administrative assistants for the new absence management

system; relayed the board approved establishing the 4-hour Human Resources Assistant position; classified employee newsletter which will include CSEA's input; the restorative justice program with the District; the CASBO conference and campus security training for our classified staff.

OLD BUSINESS

None

NEW BUSINESS

Annual Budget 2022/2023 – 1st Reading – Information The 2022/2023 Annual Budget-1st reading was provided.

a. Set Date of Public Hearing

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY JEFF STEIGER, THE PUBLIC HEARING WAS SET FOR MAY 12, 2022. THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Eligibility lists for Instructional Assistant-After School Program and Child Nutrition Services Assistant I – Action

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISION, THE ITEM WAS OPENED FOR DISCUSSION. THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Personnel Activity Report for March 10, 2022 - Information.

Approved by consensus.

COMMISSION COMMENTS

None.

SCHEDULE NEXT REGULAR MEETING

The next regular meeting was scheduled for 4:00 p.m., Thursday, May 12, 2022.

CONVENE TO CLOSED SESSION

Public Employee Performance Evaluation G.C.
§54954.5, 54957, Title: Executive Director-Human Resources Classified

The meeting was convened to closed session at 4:47 p.m.

RECONVENE TO PUBLIC SESSION

The meeting reconvened to open session at 5:23 p.m. No action was taken.

ADJOURNMENT

The meeting was adjourned at 5:23 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, April 7, 2022, as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date

SPECIAL PERSONNEL COMMISSION MINUTES

April 28, 2022

ROLL CALL

COMMISSION MEMBERS

Present:

Karen Harrison, Chair – arrived at 4:25 pm.
Jeff Steiger, Vice-Chair
Tommie Sanchez-Reyes, Member

Staff Present:

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

CALL TO ORDER

The special meeting of the Personnel Commission was called to order by Vice-Chair Steiger at 4:02 p.m.

APPROVAL OF ORDER OF AGENDA ITEMS

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MR. STEIGER, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

CONVENE TO CLOSED SESSION

Public Employee Performance Evaluation G.C. § 54954.5, 54957
Title: Executive Director-Human Resources - Classified

The meeting was convened to closed session at 4:02 p.m.

RECONVENE TO PUBLIC SESSION

The meeting reconvened to open session at 5:26 p.m. No action was taken.

ADJOURNMENT

The meeting was adjourned at 5:26 p.m.

This certifies that these are the full and correct minutes of the special meeting of Thursday, April 28, 2022, as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date

**ANNUAL BUDGET OF PERSONNEL COMMISSION
FISCAL YEAR 2022-2023**

(Education Code Sections 45253 and 88073)

Santa Paula Unified

School District, Ventura County, California.

NOTICE OF PUBLIC HEARING BY THE PERSONNEL COMMISSION

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at (site) Classified Human Resources Office,
500 E. Santa Barbara St. on May 12, 2022, at 4:00 PM(time)

You are invited to attend and present your views.

Signed: _____
Chairperson or Director of Personnel Commission

ADOPTED ANNUAL BUDGET OF PERSONNEL COMMISSION

To: Dr. César Morales, County Superintendent of Schools, Ventura County Office of Education

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the District.

Date of Meeting: _____

Signed: _____
Chairperson or Director of Personnel Commission

APPROVAL OF ANNUAL BUDGET OF PERSONNEL COMMISSION

To the Governing Board and Personnel Commission:

This report has been examined and approved by Dr. César Morales, County Superintendent of Schools, Ventura County Office of Education.

By: _____

Date: _____

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2022-23 FISCAL YEAR

			2021-22 Current Budget	2022-23 Proposed Budget
2000 CLASSIFIED SALARIES				
2300	Administrative Personnel		145,000	159,120
	Commission Members		2,500	2,500
2400	Clerical & Other Office		201,000	221,647
2900	Other		2,000	8,000
Subtotal			\$ 350,500	\$ 391,267
3000 EMPLOYEE BENEFITS				
3100	STRS		0	0
3200	PERS		79,580	88,380
3300	OASDI & Medicare		26,300	28,197
3400	Health & Welfare Benefits		56,500	57,546
3500	SUI		163	2,492
3600	Worker's Compensation		7,940	8,710
3900	Other Benefits		0	0
Subtotal			\$ 170,483	\$ 185,325
4000 SUPPLIES				
4300	Other Supplies		5,000	5,000
	Literature, Periodicals		1,000	1,000
	Office Supplies		3,000	3,000
	Examinations Purchase			
	Printing & Forms			
	Other			
4400	Non-Capitalized Equipment			1,400
Subtotal			\$ 9,000	\$ 10,400

¹ Include only those expenditures directly attributable to the activities of the Commission and its employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the Personnel Director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (*Education Code Section 45250*).

³ Group medical benefits cannot be provided to former Personnel Commission members.

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2022-23 FISCAL YEAR

		2021-22 Current Budget	2022-23 Proposed Budget
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	2,700	2,700
	Other	0	0
	Conference	8,100	8,100
5300	Dues & Membership	4,000	4,000
5500	Utilities & Operating Expenses		
	Electricity	0	0
	Heat	0	0
	Water	1,200	1,200
	Other	0	0
5600	Rentals, Leases & Repairs		
	Leasing of Equipment	3,000	3,000
	Equipment Maintenance Contracts	0	0
	Other	0	11,500
5800	Other Services & Operating Expenses		
	Advertising	4,000	4,000
	Salary Classification Surveys	0	0
	Physical Examination	3,000	3,000
	Fingerprinting	4,000	4,000
	Other Recruitment Expense	0	0
	Legal Expenses	5,000	5,000
	Contracted Testing	0	0
	Contracted Personnel Services	0	0
	Other	11,500	0
5900	Communications		
	Telephone/Fax	0	0
	Postage	0	0
	Other	0	0
Subtotal		\$ 46,500	\$ 46,500

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2022-23 FISCAL YEAR

			2021-22 Current Budget	2022-23 Proposed Budget
6000	EQUIPMENT			
	6400	New Equipment		
		Office Furniture	0	0
		Office Equipment	0	0
		Other	0	0
	6500	Equipment Replacement	0	0
<i>Subtotal</i>			\$ 0	\$ 0

Total Budget Designated for Personnel Commission	\$ 576,483	\$ 633,492
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Santa Paula Unified School District
PERSONNEL COMMISSION

**RESOLUTION OF COMMENDATION
CLASSIFIED SCHOOL EMPLOYEE WEEK**

WHEREAS: The Legislature of the State of California has designated Classified School Employee Week to be the third full week of May; recognizing the major contributions and efforts of classified employees; and

WHEREAS: Classified school employees are crucial partners with teachers, parents, and administrators in our schools. They are essential to the process of education and, through their superior efforts, are involved in nearly every aspect of education including maintaining clean and safe school buildings and grounds, providing accounting, administrative and clerical assistance, securing the safety of our students, preparing and serving meals, assisting in classrooms and libraries, and providing health and support services; and

WHEREAS: Classified school employees' support to our students, families and staff is an invaluable asset in our efforts to ensure and nurture student success, both in school and life, and to create a positive learning environment for students. They provide the necessary support functions so teachers can concentrate on teaching and students can focus on learning. These devoted individuals deserve recognition and our deepest appreciation for their exceptional service.

NOW THEREFORE, BE IT RESOLVED:

That the Personnel Commission of the Santa Paula Unified School District is proud to hereby honor the professionalism and commitment of classified employees and recognize the week of May 15 through May 21, 2022 as Classified School Employee Week in the Santa Paula Unified School District.

ADOPTED this 12th day of May, 2022

Karen Harrison, Chair, Personnel Commission



Jeff Steiger, Vice-Chair

Tommie Sanchez-Reyes, Member



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

April 5, 2022

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the ASPIRE Office Assistant-Bilingual Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	02
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Number of Applications	25
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Number of Applicants Tested (written)	05
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Number of Applicants Tested (oral)	03
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Number of Applicants Passing Test	03
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Number of Applicants to be Certified	03
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INTERVIEW COMMITTEE:

Laura Andrade, *Administrative Assistant, Parks and Recreation* – City of Santa Paula

Marisela Garcia, *Executive Assistant-Superintendent* - Santa Paula Unified School District

It is recommended that the Eligibility List for ASPIRE Office Assistant-Bilingual be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

May 4, 2022

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the **Human Resources Assistant** Eligibility List has been completed.

Recruitment: Open and Promotional

Number of District employees that applied: 02

Number of Applications	26
Number of Applicants Tested (written)	16
Number of Applicants Tested (oral qualifications)	10
Number of Applicants Passing Test	08
Number of Applicants to be Certified	08

INTERVIEW COMMITTEE:

Vanessa Olmos, *Human Resources Technician* – Pleasant Valley School District

Rita Montejano, *Human Resources Technician*– Ventura Unified School District

It is recommended that the Eligibility List for **Human Resources Assistant** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

APRIL 6, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE
PROBATIONARY ASSIGNMENTS				
Nancy Gonzalez	D.O.	Office Assistant-Bilingual	8.0/day	03/08/22
Julissa Vasquez	Technology	Media & Web Comm. Spec	8.0/day	03/14/22
Shayna Steiner	Webster	Instructional Asst.-SD	5.75/day	03/16/22
Valeria Ramirez Casas	Webster	Instructional Asst.-SD	5.5/day	03/17/22
Elena Arceo	Thille	Child Nutrition Serv. Asst. I	5.5/day	03/21/22
Jeff Argend	Maint.	Director-Maint. & Operations	8.0/day	03/28/22
Joseph Wilmot	SPHS	Inst. Asst.-Severely Disabled	5.75/day	03/28/22
Ana Banda	Thille	Inst. Asst.-ASP	4.0/day	03/28/22
Marcela Solis	D.O.	Executive Asst-Confidential	8.0/day	03/31/22
Esperanza Arellano Huerta	Thille	Child Nutrition Serv. Asst. I	10/wk	04/05/22
RETIREMENT				
Rozanne Rocksvold	Bedell	CNS Satellite Lead	8.0/day	08/10/22
RESIGNATION				
Yaritza Magana	McKevett	Instructional Asst.-SD	5.75/day	03/21/22
Asucena Almaraz	Glen City	Instructional Asst.-ASP Bil	4.0/day	03/31/22
CHANGE IN ASSIGNMENT				
Angelica Perez	McKevett	Child Nutrition Serv. Asst. I	5.5/day	04/01/22
EXHAUSTION OF LEAVES				
Maricruz Magana	McKevett	After School Program Leader	4.4/day	03/08/22
DISMISSAL				
Emp#142868192022				03/04/22

April 6, 2022

CLASSIFIED PERSONNEL ACTIVITY REPORT
April 6, 2022

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
LIMITED TERM				
Kirk Larson	SPHS	Campus Security Officer	40/wk	01/03/22-06/02/22
Patricia Magana	SPHS	School Office Asst.	2.5/day	01/10/22-05/31/22
David Sotelo	Bedell	Inst. Asst.-Special Ed.	5.0/day	01/27/22-06/02/22
S. Miranda de Arenas	McKevett	Campus Supervision Asst.	0.5/day	02/28/22-06/02/22
David Arguelles	SPHS	Campus Supervision Asst.	2.0/day	03/01/22-03/03/22
Amelia Delgadillo	BW/Blan/Thille	Campus Supervision Asst.	2.0/day	03/07/22-03/10/22
Brandi Jackson	Bedell	Campus Supervision Asst.	2.0/day	03/07/22
Maribel Montelongo	Glen City	Inst. Asst.-Special Ed.	2.5/day	03/07/22-06/02/22
Maria Alejos Hernandez	Glen City	Campus Supervision Asst.	2.0/day	03/08/22
Eric Castaneda	SPHS	Campus Supervision Asst.	2.0/day	03/08/22-05/26/22
Dalia Crespo	McKevett/Isbell	Campus Supervision Asst.	2.0/day	03/10/22-03/15/22
Leticia Arana	McKevett	Instructional Asst.-Bilingual	2.0/day	03/14/22-04/01/22
Stephanie Gomez	McKevett	Instructional Asst.-Bilingual	2.0/day	03/14/22-04/01/22
Dalia Crespo	SPHS	Campus Supervision Asst.	2.0/day	04/25/22

SUBSTITUTES

Juan Fiscal	Substitute Custodian	03/29/2022
Ascenet Arce	Parent Training	03/30/2022