

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

**PERSONNEL COMMISSION MEETING  
HUMAN RESOURCES OFFICE  
500 E. Santa Barbara St.  
Santa Paula, CA 93060  
Thursday, April 7, 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 March 10, 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. None

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

1. Annual Budget 2022/2023 – 1<sup>st</sup> Reading **Action**  
*It is recommended that the Personnel Commission accept the 1<sup>st</sup> Reading of 2022/2023 Annual Budget as presented.*
  - a. Set Date of Public Hearing **Action**
2. Eligibility lists for Instructional Assistant-After School Program and -  
Instructional Assistant-Special Education **Action**
3. Personnel Activity Report for March 10, 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**

March 10, 2022

### **ROLL CALL**

### **COMMISSION MEMBERS**

#### **Present:**

Karen Harrison, Chair  
Tommie Sanchez-Reyes, Member

#### **Absent:**

Jeff Steiger, Vice-Chair

#### **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 4:00 p.m.

### **APPROVAL OF MINUTES**

February 10, 2022

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISON, THE ITEM WAS OPENED AND APPROVED WITH A 2-0 VOTE.

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

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

### **PUBLIC COMMENTS**

No public comments were made.

### **REPORTS AND DISCUSSION**

CSEA Report

Ilda Sanchez, CSEA President, reported that CSEA and the District had their first negotiations meeting and proposals were presented on both sides, including summer school.

District Report

Edd Bond, Executive Director-Certificated HR, reported on the District's town hall meetings to discuss grade reconfiguration models and collecting information for future implementation. He also reported on recruitment for administration positions for the next school year.

Director's Report

The Executive Director-Classified HR provided her report to the Commission which included scheduling of new employee orientations and CSEA/Classified HR monthly meetings; and relayed information from the CSPCA annual conference.

**OLD BUSINESS**

Revision of Merit System Rule 2.2.1 “Regular Meetings” – 2<sup>nd</sup> Reading

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. THE ITEM WAS APPROVED WITH A 2-0 VOTE.

**NEW BUSINESS**

Establishment of a 4.0-hour Human Resources Assistant position for the Personnel Commission Office – Action.

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISON, THE ITEM WAS OPENED FOR DISCUSSION.

The HR Director relayed information on the assistance the 4-hour position would provide along with Commissioners’ input.

AFTER LENGTHY DISCUSSION, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

Eligibility lists for Custodial Supervisor, Director-Maintenance & Operations, Executive Assistant-Confidential, Media & Web Communications Specialist-Bilingual and Office Assistant (Bilingual) – Action

UPON A MOTION BY MRS. SANCHEZ-REYES WITH A SECOND BY MRS. HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. THE ITEM WAS APPROVED WITH A 2-0 VOTE.

Personnel Activity Report for February 9, 2022 - Information.

Approved by consensus.

**COMMISSION COMMENTS**

Commissioner Sanchez-Reyes stated she was impressed with the conference topics and accommodations. Commissioner Harrison noted the topics could be accessed on the website.

**SCHEDULE NEXT REGULAR MEETING**

The next regular meeting was scheduled for 4:00 p.m., Thursday, April 7, 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 4:49 p.m.

**RECONVENE TO PUBLIC SESSION**

The meeting reconvened to open session at 5:18 p.m. No action was taken.

**ADJOURNMENT**

The meeting was adjourned at 5:18 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, March 10, 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)* \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_, 2022, at \_\_\_\_\_ *(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**

|                 |                            |                           | <b>2021-22<br/>Current<br/>Budget</b> | <b>2022-23<br/>Proposed<br/>Budget</b> |
|-----------------|----------------------------|---------------------------|---------------------------------------|----------------------------------------|
| <b>2000</b>     | <b>CLASSIFIED SALARIES</b> |                           |                                       |                                        |
|                 | 2300                       | Administrative Personnel  | 145,000                               | 158,569                                |
|                 |                            | Commission Members        | 2,500                                 | 1,500                                  |
|                 | 2400                       | Clerical & Other Office   | 201,000                               | 221,647                                |
|                 | 2900                       | Other                     | 2,000                                 | 8,000                                  |
| <i>Subtotal</i> |                            |                           | <b>\$ 350,500</b>                     | <b>\$ 389,716</b>                      |
| <b>3000</b>     | <b>EMPLOYEE BENEFITS</b>   |                           |                                       |                                        |
|                 | 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                                      |
| <i>Subtotal</i> |                            |                           | <b>\$ 170,483</b>                     | <b>\$ 185,325</b>                      |
| <b>4000</b>     | <b>SUPPLIES</b>            |                           |                                       |                                        |
|                 | 4300                       | Other Supplies            | 5,000                                 | 5,000                                  |
|                 |                            | Literature, Periodicals   | 1,000                                 | 1,000                                  |
|                 |                            | Office Supplies           | 3,000                                 | 3,000                                  |
|                 |                            | Examinations Purchase     | 0                                     | 0                                      |
|                 |                            | Printing & Forms          | 0                                     | 0                                      |
|                 |                            | Other                     | 0                                     | 0                                      |
|                 | 4400                       | Non-Capitalized Equipment | 0                                     | 1,400                                  |
| <i>Subtotal</i> |                            |                           | <b>\$ 9,000</b>                       | <b>\$ 10,400</b>                       |

<sup>1</sup> 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.

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

<sup>3</sup> 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<br>Current<br>Budget | 2022-23<br>Proposed<br>Budget |
|-----------------|------------------------------------------------|------------------------------|-------------------------------|
| <b>5000</b>     | <b>SERVICES &amp; OTHER OPERATING EXPENSES</b> |                              |                               |
| 5200            | <b>Travel &amp; Conference Expense</b>         |                              |                               |
|                 | Mileage (Local)                                | 2,700                        | 2,700                         |
|                 | Other                                          |                              | 0                             |
|                 | Conference                                     | 8,100                        | 8,100                         |
| 5300            | <b>Dues &amp; Membership</b>                   | 4,000                        | 4,000                         |
| 5500            | <b>Utilities &amp; Operating Expenses</b>      |                              |                               |
|                 | Electricity                                    | 0                            | 0                             |
|                 | Heat                                           | 0                            | 0                             |
|                 | Water                                          | 1,200                        | 1,200                         |
|                 | Other                                          | 0                            | 0                             |
| 5600            | <b>Rentals, Leases &amp; Repairs</b>           |                              |                               |
|                 | Leasing of Equipment                           | 4,500                        | 3,000                         |
|                 | Equipment Maintenance Contracts                | 0                            |                               |
|                 | Other                                          | 0                            | 11,500                        |
| 5800            | <b>Other Services &amp; Operating Expenses</b> |                              |                               |
|                 | Advertising                                    | 4,500                        | 4,000                         |
|                 | Salary Classification Surveys                  | 0                            |                               |
|                 | Physical Examination                           | 3,000                        | 3,000                         |
|                 | Fingerprinting                                 | 4,000                        | 4,000                         |
|                 | Other Recruitment Expense                      | 0                            |                               |
|                 | Legal Expenses                                 | 5,000                        | 5,000                         |
|                 | Contracted Testing                             | 0                            |                               |
|                 | Contracted Personnel Services                  | 0                            |                               |
|                 | Other                                          | 0                            |                               |
| 5900            | <b>Communications</b>                          |                              |                               |
|                 | Telephone/Fax                                  | 0                            |                               |
|                 | Postage                                        | 0                            |                               |
|                 | Other                                          | 0                            |                               |
| <b>Subtotal</b> |                                                | <b>\$ 37,000</b>             | <b>\$ 46,500</b>              |

Santa Paula Unified SCHOOL DISTRICT  
**PERSONNEL COMMISSION**  
**ANNUAL BUDGET**  
**2022-23 FISCAL YEAR**

|                 |                            | 2021-22<br>Current<br>Budget | 2022-23<br>Proposed<br>Budget |
|-----------------|----------------------------|------------------------------|-------------------------------|
| <b>6000</b>     | <b>EQUIPMENT</b>           |                              |                               |
|                 | 6400 New Equipment         |                              |                               |
|                 | Office Furniture           | 0                            |                               |
|                 | Office Equipment           | 500                          |                               |
|                 | Other                      | 0                            |                               |
|                 | 6500 Equipment Replacement | 0                            |                               |
| <i>Subtotal</i> |                            | <b>\$ 500</b>                | <b>\$ 0</b>                   |

|                                                         |                   |                   |
|---------------------------------------------------------|-------------------|-------------------|
| <b>Total Budget Designated for Personnel Commission</b> | <b>\$ 567,483</b> | <b>\$ 631,941</b> |
|---------------------------------------------------------|-------------------|-------------------|



# SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

March 2, 2022

**To: PERSONNEL COMMISSION**

**From: HUMAN RESOURCES DIRECTOR-CLASSIFIED**

The screening process for the establishment of the **Child Nutrition Services Assistant I** Eligibility List has been completed.

---

Recruitment:

Open and Promotional

Number of District employees that applied:

00

---

Number of Applications

16

Number of Applicants Tested (written)

00

Number of Applicants Tested (oral qualifications)

11

Number of Applicants Passing Test

06

Number of Applicants to be Certified

06

## INTERVIEW COMMITTEE:

Barbara Vazquez, *Child Nutrition Services Manager* – Fillmore Unified School District

Vanessa Ortiz-Martinez, *Food Service Technician*– Hueneme Elementary School District

It is recommended that the Eligibility List for **Child Nutrition Services Assistant I** be certified as presented.



# SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

March 22, 2022

**To: PERSONNEL COMMISSION**

**From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED**

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

---

Recruitment type: Open and Promotional

Number of District employees that applied 00

---

Number of Applications 25

Number of Applicants Tested (written) 09\*

Number of Applicants Tested (oral) 04

Number of Applicants Passing Test 04

Number of Applicants to be Certified 04

\*Number does not indicate candidates currently meeting Instructional position requirements.

## INTERVIEW COMMITTEE:

Jennie Bautista, *Retired Instructional Asst.-Special Ed. Bilingual* - Santa Paula Unified School District

Angela Borrego-Chavez, *Retired Teacher* - Santa Paula Unified School District

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

# CLASSIFIED PERSONNEL ACTIVITY REPORT

MARCH 9, 2022

## APPROVAL/RATIFICATION:

| NAME | SITE | POSITION | HOURS | EFFECTIVE |
|------|------|----------|-------|-----------|
|------|------|----------|-------|-----------|

### PROBATIONARY ASSIGNMENTS

|                     |            |                       |         |          |
|---------------------|------------|-----------------------|---------|----------|
| JD Couch            | Webster    | Custodian             | 5.0/day | 02/11/22 |
| Ronaldo Soto        | Technology | Computer Technician   | 8.0/day | 02/17/22 |
| Jacquelyn Gutierrez | D.O.       | Accounting Technician | 8.0/day | 02/22/22 |
| Lucia Marquez       | Technology | Computer Technician   | 8.0/day | 02/22/22 |

### RETIREMENT

|             |        |                               |         |          |
|-------------|--------|-------------------------------|---------|----------|
| Irene Salas | Thille | Child Nutrition Site Lead-El. | 8.0/day | 06/02/22 |
|-------------|--------|-------------------------------|---------|----------|

### RESIGNATION

|              |     |           |         |          |
|--------------|-----|-----------|---------|----------|
| Josue Aguayo | RHS | Custodian | 5.5/day | 02/04/22 |
|--------------|-----|-----------|---------|----------|

### EXHAUSTION OF LEAVES

|                    |          |                                 |         |          |
|--------------------|----------|---------------------------------|---------|----------|
| Patricia Dominguez | Isbell   | After School Program Leader     | 4.4/day | 02/04/22 |
| Rita Donnelly      | Webster  | Child Nutrition Site Lead-El.   | 8.0/day | 02/04/22 |
| Pamela Oliver      | McKevett | Child Nutrition Serv. Asst. I   | 5.5/day | 02/09/22 |
| Jamie Garcia       | Isbell   | Instructional Asst.-Special Ed. | 5.0/day | 02/16/22 |

### CHANGE IN ASSIGNMENT

|                 |         |                        |          |          |
|-----------------|---------|------------------------|----------|----------|
| Cynthia Alvarez | Webster | Instructional Asst.-SD | 5.75/day | 02/28/22 |
|-----------------|---------|------------------------|----------|----------|

### LIMITED TERM

|                   |                        |                          |          |                   |
|-------------------|------------------------|--------------------------|----------|-------------------|
| Luzmaria Espinosa | Various (translations) | Admin. Asst. II          | 2.0/wk   | 01/06/22-06/30/22 |
| Vicky Bonilla     | DO/ELPAC               | Campus Supervision Asst. | 6.25/day | 02/17/22-05/31/22 |
| Sofia Ortiz       | DO/ELPAC               | Campus Supervision Asst. | 6.25/day | 02/17/22-05/31/22 |
| Alexandra Luna    | Blanchard              | Inst. Asst.-Special Ed.  | 0.5/day  | 02/22/22-06/02/22 |
| Raelene Donnelly  | DO/Business            | Office Assistant         | 8.0/day  | 02/28/22-03/14/22 |

March 9, 2022