

**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 20, 2021 - 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 15, 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. Annual Budget 2021/2022 – 2nd Reading **Action**
It is recommended that the Personnel Commission accept the 2nd Reading of 2021/2022 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 Child Nutrition Services Site Lead-Elementary, Child Nutrition Services Assistant II and Child Nutrition Services Assistant I **Action**
3. Personnel Activity Report for April **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

1. June 17, 2021

J. ADJOURNMENT

PERSONNEL COMMISSION MINUTES

April 15, 2021

ROLL CALL

COMMISSION MEMBERS

Present:

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 Harrison at 4:00 p.m.

APPROVAL OF MINUTES

March 18, 2021

UPON A MOTION BY MR. STEIGER WITH A SECOND BY MS. HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. WITH NO COMMENTS, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

APPROVAL OF ORDER OF AGENDA ITEMS

UPON A MOTION BY MR. STEIGER WITH A SECOND BY MS. HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. WITH NO COMMENTS, THE ITEM WAS APPROVED WITH A 2-0 VOTE.

PUBLIC COMMENTS

None

REPORTS AND DISCUSSION

Director's Report

The HR Director provided a handout and an itemized list of the annual budget. She explained in detail the increase in each account. A date for public hearing and is set for May 2021.

Ms. Carrillo spoke about schools opening up to students. 14 subs were hired to ensure schools were fully staffed for a smooth transition.

OLD BUSINESS

None

NEW BUSINESS

Eligibility Lists for Campus Supervision Assistant
and Skilled Maintenance Worker I

UPON A MOTION BY MR. STEIGER WITH A SECOND BY MS. HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. THE ITEM WAS APPROVED WITH A 2-0 VOTE.

Personnel Activity Report for March

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

THE ITEM WAS APPROVED WITH A 2-0 VOTE.

COMMISSION COMMENTS

None

SCHEDULE NEXT REGULAR MEETING

The next regular meeting was scheduled for 4:00 p.m., Thursday, May 20, 2021.

ADJOURNMENT

The meeting was adjourned at 4:21 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, April 15, 2021 as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date

Santa Paula Unified School District, Ventura County, California.

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2021-2022**

			2020-2021 Budgeted Amount (dollars only)	2021-2022 Proposed Budget (dollars only)
2000	CLASSIFIED SALARIES¹			
2300	Administrative Personnel		153,653.00	145,000.00
	Commission Members ²		2,500.00	2,500.00
2400	Clerical & Other Office		175,764.00	201,000.00
2900	Other		2,000.00	2,000.00
<i>Subtotal</i>			333,917.00	350,500.00
3000	EMPLOYEE BENEFITS			
3100	STRS		--	--
3200	PERS		75,563.00	79,580.00
3300	OASDI & Medicare		25,353.00	26,300.00
3400	Health & Welfare Benefits ³		55,088.00	56,500.00
3500	SUI		166.00	163.00
3600	Worker's Compensation		7,457.00	7,940.00
3900	Other Benefits		--	--
<i>Subtotal</i>			163,627.00	170,483.00
4000	SUPPLIES			
4300	Other Supplies		4,000.00	5,000.00
	Literature, Periodicals		1,000.00	1,000.00
	Office Supplies		2,500.00	3,000.00
	Examinations Purchase		--	--
	Printing & Forms		--	--
	Other		--	--
4400	Non-Capitalized Equipment		--	--
<i>Subtotal</i>			7,500.00	9,000.00

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.

		2020-2021 Budgeted Amount (dollars only)	2021-2022 Proposed Budget (dollars only)
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	3,000.00	2,700.00
	Expense Allowance	2,000.00	--
	Conference	4,000.00	8,100.00
5300	Dues & Membership	5,500.00	4,000.00
5500	Utilities & Operating Expenses		
	Electricity	--	--
	Heat	--	--
	Water	--	1,200.00
	Other	--	--
5600	Rentals, Leases & Repairs		
	Leasing of Equipment	4,500.00	3,000.00
	Equipment Maintenance Contracts	--	--
	Other	--	--
5800	Other Services & Operating Expenses		
	Advertising	4,500.00	4,000.00
	Salary Classification Surveys	--	--
	Physical Examination	3,000.00	3,000.00
	Fingerprinting	4,000.00	4,000.00
	Other Recruitment Expense	--	--
	Legal Expenses	5,000.00	5,000.00
	Contracted Testing	--	--
	Contracted Personnel Services	--	--
	Other	--	11,500.00
5900	Communications		
	Telephone/Fax	--	--
	Postage	--	--
	Other	--	--
Subtotal		35,500.00	46,500.00

		2020-2021 Budgeted Amount <i>(dollars only)</i>	2021-2022 Proposed Budget <i>(dollars only)</i>
6000	EQUIPMENT		
6400	New Equipment		
	Office Furniture	--	--
	Office Equipment	500.00	--
	Other	--	--
6500	Equipment Replacement	--	--
<i>Subtotal</i>		500.00	0

Total Budget Designated for Personnel Commission	541,044.00	576,483.00
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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, secretarial 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 16 through May 22, 2021 as Classified School Employee Week in the Santa Paula Unified School District.

ADOPTED this 20th day of May, 2021

Mary Lowe, Chair, Personnel Commission



Karen Harrison, Vice-Chair

Jeff Steiger, Member



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

May 13, 2021

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the Child Nutrition Services Site Lead-Elementary Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 04

Number of Applications 05

Number of Applicants Tested (written) 05

Number of Applicants Tested (oral) 05

Number of Applicants Passing Test 04

Number of Applicants to be Certified 04

INTERVIEW COMMITTEE:

Joanna Carino, *Director of Food Service* – Hueneme Elementary School District

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

It is recommended that the Eligibility List for Child Nutrition Services Site Lead-Elementary be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

May 13, 2021

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type: Open and Promotional

Number of District employees that applied 03

Number of Applications 05

Number of Applicants Tested (written) 03

Number of Applicants Tested (oral) 03

Number of Applicants Passing Test 03

Number of Applicants to be Certified 03

INTERVIEW COMMITTEE:

Joanna Carino, *Director of Food Service* – Hueneme Elementary School District

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

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

May 11, 2021

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 18

Number of Applicants Tested (written) 16

Number of Applicants Tested (oral) 12

Number of Applicants Passing Test 11

Number of Applicants to be Certified 11

INTERVIEW COMMITTEE:

Allison England, *Assistant Director of Child Nutrition Services* – Oxnard School District

Gonzalo Paz, *Nutrition Specialist* – Santa Paula Unified School District

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

CLASSIFIED PERSONNEL ACTIVITY REPORT

APRIL, 2021

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENT

Corinna Cabacungan	D.O.	Special Program Asst. Bil.	8.0/day	03/22/21
Maria G. Medina	Blanchard	Campus Supervision Asst.	0.5/day	04/12/21
Esmeralda Pizano	Blanchard	Campus Supervision Asst.	2.12/day	04/12/21
Fabiola Reyes	McKevett	Campus Supervision Asst.	2.0/day	04/12/21
Clara Espejel	D.O.	Office Assistant (Bilingual)	6.0/day	04/26/21

RETIREMENT

John Peralta	Technology	Network & Systems Manager	8.0/day	06/30/21
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RESIGNATION

Benjamin Vazquez		Substitute Instructional Asst.		03/03/21
Susie Guerrero		Substitute Instructional Asst.		03/03/21
Yajaira Millan		Substitute Instructional Asst.		03/03/21
Sofia Pacheco		Substitute Instructional Asst.		03/03/21
Nancy Salceda		Substitute Instructional Asst.		03/03/21
Brianna Rivas		Substitute Child Nutrition Serv. Asst.		03/03/21
Yecenia Aguilar	Webster	Inst. Asst.-SD Bil	5.5/day	03/30/21
Norma Gonzalez Galvan	Isbell	School Office Assistant	5.0/day	04/12/21
Guadalupe Salgado	Bedell	Inst. Asst.-Special Ed.	5.0/day	04/14/21

INCREASE IN HOURS

TBD	SPHS	Child Nutrition Serv. Asst. I	4.0-5.5	04/22/21
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UNPAID LEAVE OF ABSENCE

Julian Quintero	Technology	Network Technician	8.0/day	03/15/21-04/14/21
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APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
LIMITED TERM				
Alondra Urbina	Webster	Instructional Asst.	up to 5.0/day	extended to 06/03/21
Johnny Amaro	Webster	Instructional Asst.	up to 5.0/day	extended to 06/03/21
Maria Castillo	Blanchard	Instructional Asst.	1.0/day	03/01/21-03/12/21
Denise Duran	Blanchard	Instructional Asst.	1.0/day	03/01/21-03/12/21
Frank Jordan	SPHS	School Office Assistant	2.0/day	03/01/21-06/03/21
Luzmaria Espinosa	DO	Inst. Asst.-Bil.	2.0/day	03/22/21
Asucena Almaraz	Isbell	Instructional Asst.	4.0/day	04/12/21-06/03/21

AVID TUTORS

Ashley Guzman				03/18/21
Lucca Camarillo				03/18/21
David Alvarez				04/13/21

EXHAUSTION OF LEAVE

Donald Quiroz	Maintenance	Skilled Maintenance Worker I	8.0/day	01/22/21
Rosa Molina	Blanchard	Campus Supervision Asst.	0.5/day	03/04/21

CHANGE IN ASSIGNMENT

Annette Venegas	McKevett	Campus Supervision Asst.	3.0/day	04/12/21
Lorena Arenas Hernandez	Glen City	Child Nutrition Serv. Asst. I	5.5/day	04/12/21
Sonia Blaskey	Isbell	Child Nutrition Serv. Asst. I	5.5/day	04/12/21
Denise Luna	Isbell	Child Nutrition Serv. Asst. I	5.5/day	04/12/21
Steven Lapointe	SPHS	Campus Security Officer	6.5/day	04/19/21

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
SUBSTITUTES				
Aide Tapia		Instructional. Asst.		03/26/21
Jesus Llamas		Instructional Asst.		03/29/21
Sonia Mendez		Campus Supervision Asst./Clerical		03/29/21
Lilia G. Perez		Campus Supervision Asst.		03/29/21
Maribel Rodriguez		Inst. Asst./Child Nutrition Asst.		03/29/21
Violeta Garza Cancino		Inst. Asst/Campus Supervision Asst.		03/30/21
Elsa Ramirez		Campus Supervision Asst.		03/30/21
Stephanie Alonzo		Campus Supervision Asst./Clerical		04/05/21
Maithe Casimiro		Inst. Asst./Clerical/Campus Supv. Asst.		04/05/21
Laura Chacon Angeles		Instructional Asst.		04/05/21
Amelia Delgadillo		Campus Supervision Asst.		04/05/21
Ava Ramirez		Campus Supervision Asst.		04/05/21
Maria Luisa Magana Mendez		CNS Asst./Campus Supervision Asst.		04/07/21
Magaly Magana		Instructional Asst.		04/09/21
Keily Valdez		Instructional Asst.		04/12/21
Jessie Prado		Instructional Asst.		04/13/21