SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

4400 Cathedral Oaks Road
P.O. Box 6307
Santa Barbara, CA 93160-6307

REGULAR MEETING
July 30, 2020 – 12:30 p.m.

LOCATION
In compliance with Governor Newsom’s Executive Order N-33-20 effective March 19, 2020 directing Californians to stay home, and as authorized by the Governor’s Executive Order N-29-20 effective March 17, 2020 suspending the Brown Act requirement that members of the public be allowed to attend a public meeting in person, the meeting was conducted by videoconference only, with members of the public instructed to contact the Director, Human Resources to obtain login credentials if they wished to attend.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order
   Mike Ostini called the meeting to order at 12:38 p.m.

2. Roll Call
   Members Present
   Mike Ostini, Chair
   Gary Pickavet, Commissioner

3. Pledge of Allegiance
   Gary Pickavet led the Pledge of Allegiance, while Mike Ostini held up a U.S. flag for attendees to see.

4. Changes to the Agenda — None

5. Introduction of Guests
   Staff present:
   Mari Minjarez Baptista, Assistant Superintendent, Human Resources
   Amy Ramos, Director, Human Resources
   Tracie Cordero, Classified Human Resources Specialist
   Toni Gutierrez, Office Assistant, Human Resources
   Lettie Padilla, Paraprofessional
   Olivia Carbajal-Esparza, Paraprofessional
Diana Macias, Staff and Student Support Specialist
Mark Moore, Field Representative, CSEA
Teresa Acosta, Personnel Commissioner Nominee
Carmen Jaramillo, Personnel Commissioner Nominee

6. Public Comment — None
   No other members of the public contacted the Director, Human Resources requesting login credentials for the meeting.

7. Approval of Minutes of Meeting Held June 25, 2020
   MOVED: Gary Pickavet       SECONDED: Mike Ostini  VOTE: 2-0

8. Communications — None

9. Informational Items
   a. Media Releases
      A newspaper column from the County Superintendent of Schools was made available.
   b. Legislative Update
      This was made available from the Director, Human Resources.

REGULAR BUSINESS

10. Informational Items
   a. List of New Positions — None
   b. Classified Personnel Report dated August 6, 2020
   c. Position Announcements

11. Action Items
   a. Ratification of Eligibility List
      i. Paraprofessional (Dual – North)
      MOVED: Gary Pickavet       SECONDED: Mike Ostini  VOTE: 2-0
b. **Classification of Positions**

Reclassification of three Staff and Student Support Specialist positions in Special Education to Student Information Specialist in the Administrative Support Series.

MOVED: Gary Pickavet  SECONDED: Mike Ostini  VOTE: 2-0

c. **Job Descriptions** — None

**UNFINISHED BUSINESS** — None

**NEW BUSINESS**

12. **Public Hearing on Appointment to Fill Vacant Seat on Personnel Commission**

Mike Ostini called the public hearing to order at 1:00 p.m. The public hearing was conducted in accordance with the requirements of California Education Code Section 45246. Nominees Teresa Acosta and Carmen Jaramillo were both present; each nominee made an opening statement of their qualifications, answered questions posed by the Commissioners, and made a closing statement. The Commissioners chose to take time to reflect further on the appointment and not to make the appointment at the July 30 meeting. The public hearing was closed at 2:03 p.m.

**REPORTS**

13. **PERSONNEL COMMISSIONER REPORTS**

Commissioners Pickavet and Ostini had no Commission-related items to report.

14. **DIRECTOR, HUMAN RESOURCES REPORT**

The Director described HR’s role in developing measures to support SBCEO’s reopening, including:

- requiring face coverings in many situations
- training employees on use of PPE and cleaning supplies
- setting appropriate expectations for visitors.

Preparations have included creating appropriate signage and supporting employees in adjusting to the new requirements. HR is playing a major role in supporting employees in their professional and personal roles. SBCEO leadership continues to monitor changing conditions in our community in order to make appropriate adjustments to our own operations.
The Director further noted that HR is following the same guiding principles that SBCEO has been: protecting the health of staff and community, maintaining excellent service and leadership, and providing prudent stewardship of public funds. Classified HR has conducted in-person testing with a number of safety measures and, in light of pandemic-related conditions in our community, will continue to pursue online testing.

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

Mark Moore reported that he and Mari Baptista were working collaboratively to ensure measures were in place to bring staff back to work safely for the new school year. He praised SBCEO for having our employees’ interests at heart and for having leaders who model appropriate behavior.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:33 p.m. The next regularly scheduled meeting will be held on August 27, 2020 at 12:30 p.m. by videoconference.

______________________________  _________________
Amy R. Ramos                  Michael Ostini
Director, Human Resources     Chair, Personnel Commission
Secretary to the Personnel Commission
Santa Barbara County Board of Education
Classified Personnel Report
September 25, 2020

Appointments

Probationary

Carpio, Andrew  
Paraprofessional • Special Education • Orcutt Academy H.S Preschool  
67.5% • 10 months  
August 10, 2020

Lyons, Virginia  
Office Assistant • Partners In Education • Partners In Education  
100% • 12 months  
August 17, 2020

Reemployment

Contreras, Nancy  
Child Development Technician • Child Development • Child Development  
100% • 12 months  
August 24, 2020

Reinstatement

De La Mora, Dianna  
Paraprofessional • Special Education • Cabrillo High School  
59.38% • 10 months  
August 12, 2020

Changes

Anniversary Increase

Aceves Garcia, Alejandra  
Paraprofessional • Special Education • Clarence Ruth Preschool  
75% • 10 months  
August 1, 2020

Aguilar, Xochitl  
Child Care Assistant • Child Development • Early Steps to Learning  
75% • 12 months  
August 1, 2020
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Percentage</th>
<th>Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corley, Christina</td>
<td>Educational Interpreter, American Sign Language, Waiver • Special Education • Ralph Dunlap School DHOH 2</td>
<td>75% • 10 months</td>
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<td></td>
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<tr>
<td>Furman, Timothy</td>
<td>Technology Support Administrative Assistant • Information Technology Services • Information Technology Services</td>
<td>100% • 12 months</td>
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<tr>
<td>Graves, Melody</td>
<td>Student Information Specialist • Special Education • Special Education Support Staff, Santa Barbara</td>
<td>100% • 12 months</td>
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<tr>
<td>Hankins, Laurie</td>
<td>CalSTRS Retirement Benefits Counselor • Human Resources • STRS Counseling</td>
<td>50% • 12 months</td>
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<tr>
<td>Klammer, Kathleen</td>
<td>Welcome Every Baby (WEB) Nurse • Children and Family Resource Services • Welcome Every Baby</td>
<td>40% • 12 months</td>
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<td>Lazaer, Daisy</td>
<td>Financial Analyst • School Business Advisory Services • School Business Advisory Services</td>
<td>100% • 12 months</td>
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<td>Noronha, Patricia</td>
<td>Senior Administrative Analyst • Curriculum and Instruction • Curriculum and Instruction</td>
<td>100% • 12 months</td>
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<tr>
<td>Porter, Myron</td>
<td>Payroll Systems Supervisor • School Business Advisory Services • School Business Advisory Services Payroll Administration</td>
<td>100% • 12 months</td>
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</table>
### Differential - Add

**Sagrero, Maria**  
Administrative Assistant • Internal Services • North County Office  
100% • 12 months  
Bilingual stipend

### Differential - Remove

**Aguirre, Ancelmo**  
Paraprofessional • Special Education • Cabrillo High School  
89.575% • 10 months  
Specialized Health Care

**Barba, Andrea**  
Paraprofessional • Special Education • Robert Bruce Preschool  
67.5% • 10 months  
Specialized Health Care

**Burquez, Patricia**  
Paraprofessional • Special Education • Cabrillo High School  
81.25% • 10 months  
Specialized Health Care x 2

**Cahill, Joan**  
Paraprofessional • Special Education • Cabrillo High School  
81.25% • 10 months  
Specialized Health Care x 2

**Clapp, Charles**  
Paraprofessional • Special Education • Hollister School Elementary  
81.25% • 10 months  
Specialized Health Care x 3
Filomia, Andres
Paraprofessional • Special Education • Hollister School Elementary
81.25% • 10 months
Specialized Health Care x 3
August 14, 2020

Fonceca, Ernestina
Paraprofessional • Special Education • Cuyama Elementary School
81.25% • 10 months
Specialized Health Care x 2
August 11, 2020

Funkhouser, Rose Mary
Paraprofessional • Special Education • Cuyama Elementary School
81.25% • 10 months
Specialized Health Care
August 11, 2020

Gonzalez, James
Paraprofessional • Special Education • Manzanita Charter School
81.25% • 10 months
Specialized Health Care
August 12, 2020

Gonzalez, Jose
Paraprofessional • Special Education • Alice Shaw Elementary
77.5% • 10 months
Specialized Health Care
August 10, 2020

Montgomery, Karyn
Paraprofessional • Special Education • Alice Shaw Elementary
77.5% • 10 months
Specialized Health Care
August 10, 2020

Munoz, Ramona
Paraprofessional • Special Education • Robert Bruce Preschool
70% • 10 months
Specialized Health Care
August 10, 2020
Rodriguez, Isabel
Paraprofessional • Special Education • Manzanita Charter School
81.25% • 10 months
Specialized Health Care
August 12, 2020

Rodriguez, Yenica
Paraprofessional • Special Education • Cuyama Elementary School
81.25% • 10 months
Specialized Health Care
August 11, 2020

Santizo, Marissa
Paraprofessional • Special Education • Hollister School Elementary
81.25% • 10 months
Specialized Health Care
August 14, 2020

Sprague, Lynette
Paraprofessional • Special Education • Hollister School Elementary
81.25% • 10 months
Specialized Health Care x 3
August 14, 2020

Williams, Shirley
Paraprofessional • Special Education • Olga Reed Elementary
77.5% • 10 months
Specialized Health Care
August 10, 2020

**Probation to Permanent**

Mahto, Richard
Program Associate • Partners In Education • Partners in Education - Program Services
50% • 12 months
August 1, 2020

Montero, Lupe
Clerical Assistant • Child Development • Child Development Lompoc
100% • 12 months
August 1, 2020

Prepared on: 08-24-2020
Steelman, Marcella  
Accounting Technician, Senior • Internal Services • Accounting - Fiscal Services  
100% • 12 months

Reassignment

McDaniel, Aaron  
Educational Interpreter, American Sign Language, Certified • Special Education • Ernest Righetti High School  
DHOH  
81.25% • 10 months

Wold, Kristen  
Paraprofessional • Special Education • Montecito Union School  
81.25% • 10 months

Reclassification

Coates, Jenise  
Student Information Specialist • Special Education • Special Education Support Staff North  
100% • 12 months  
Range 71 to 72 and title change

Graves, Melody  
Student Information Specialist • Special Education • Special Education Support Staff, Santa Barbara  
100% • 12 months  
Range 71 to 72 and title change

Macias, Diana  
Student Information Specialist • Special Education • Special Education Support Staff, Santa Barbara  
100% • 12 months  
Range 71 to 72 and title change

Separation

Leave of Absence

Holladay, Jason  
Paraprofessional • Special Education • Olga Reed Elementary  
77.5% • 10 months  
Through 12/4/20
Seeks candidates for the position of

**Child Care Services Technician**

Full-Time • 12 months/year
2 positions - Santa Barbara & Santa Maria
Child Development - Hope Center
Santa Barbara & Santa Maria

Salary: $2994 - $4203 per month

Apply by: 9-14-2020

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

**Ideal candidate:** You are a team player with a “can-do” attitude and a flexible approach to carrying out assignments. You are detail-oriented and accurate in your work. You are adept to following rules and regulations and working within prescribed guidelines. You are a creative problem-solver, highly responsible, and take full ownership of your assigned responsibilities. You collaborate and have positive relationships with the community organizations and providers. You strive to provide the best services to families and their children; supporting SBCEO’s vision of service and leadership.

**The position:** Performs enrolling and registering of children and families into the subsidized childcare programs offered through the Santa Barbara County Education Office. Determines family program eligibility and need. The Child Care Services Technician provides customer service to the Child Development Programs that requires demonstrated knowledge of the programs as well as enrollment and eligibility determination.

**Specific duties and responsibilities:** Enrolls children and families into the program. Determines level of need, family income, and eligibility for subsidies. Assists families with enrollment applications. Applies family fees according to income level, family size and other needs; all according to fee schedules established by the Department of Education. May assist families by making referrals to other subsidies and support. Serves as a family advocate. Advises families on program requirements, procedures and obligations for subsidized childcare on a sustained basis. Works with other agencies to maintain up-to-date client file data such as employment, medical and other information. Reviews documentation for accuracy and contacts families to correct discrepancies. Serves as point-of-contact for parents to arrange and track their participation in childcare activities and verify participation that complies with program obligations. Assists with periodic program evaluations by participating in internal audits of case load files, contracted providers, and eligibility compliance. Prepares communications with families including those for terminating services.
Performs other duties as assigned that support the overall objective of the position.

**REQUIREMENTS**

**Knowledge:** Requires a basic knowledge of regulations, policies and guidelines for child development programs, childcare, special subsidy programs, and student record keeping. Requires working knowledge of special subsidy programs. Requires knowledge of and skill at using personal computers to access and use common desktop productivity software and perform data entry on to student information databases. Requires knowledge of and skills in office methods and procedures, proper English language usage, grammar, syntax, composition, vocabulary, spelling and punctuation. Requires sufficient math skill to perform business math computations. Requires sufficient human relation skills to use proper telephone etiquette, explain procedures to others, and convey a positive image of the services offered by the Santa Barbara County Education Office.

**Abilities:** Requires the ability to learn and apply regulations, policies, guidelines and procedures relating to childcare, enrollment, eligibility, and compliance. Requires the ability to multi-task and remain calm in possible stressful and/or urgent situations. Requires the ability to work independently and collaboratively, prioritize workload, analyze problems and determine solutions. Requires the ability to compile student and family-related data. Requires the ability to maintain productive work relationships with staff, parents and external agencies. Requires the ability to compose general office correspondence, analyze income and other financial documentation. Requires the ability to maintain accurate records, file and maintain filing systems, maintain confidentiality of private and/or sensitive information. May require the ability to work varying shifts.

**Education and experience:** Requires a high school diploma or equivalent and two years of experience in social service and/or community work. College units in early childhood education or child development are preferred.

**Licenses and certificates:** May require a valid California driver’s license and insurance coverage as required by law.

**Working conditions:** Work is performed indoors where minimal safety considerations exist. Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time. Requires the ability to interact with parents. Requires near visual acuity to write and read written materials and computer screens. Requires sufficient hearing and speech ability for ordinary and telephone conversations. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

**RECRUITMENT INFORMATION**

**Examination:** The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

**Examination dates:** The written examination for this classification is tentatively scheduled for 09-16-2020 at 10:00 a.m.. The oral examination for this classification is tentatively scheduled for 09-22-2020. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.
**Eligibility list:** This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

**Office locations:** 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria
SANTA BARBARA
County Education Office
An Equal Opportunity Employer

Seeks candidates for the position of

Office Assistant

Full-Time, 100%, 40 hours/week • 12 months/year
Transitional Youth
Santa Barbara

Salary: $3577 - $5021 per month

Apply by: 8/14/2020
Apply online: www.sbceo.org
Phone: 805-964-4711 x5225

Ideal candidate: You are a dependable, punctual, caring professional, with well-developed communications skills who uses tact, patience, and courtesy in a culturally sensitive manner. You are a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. You can prioritize tasks and are motivated to complete work with minimal supervision. You are comfortable working with a high degree of attention to detail as well as incorporating new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and students.

The position: Provide office support and administrative assistance requiring knowledge of County Education Office policies, rules, regulations and procedures, programs, organizations and functions.

Specific duties and responsibilities: Assist in the organization of the assigned office assuring efficiency of operations and work production. Compose independently or from oral instructions letters and materials requesting or providing information, including material of a confidential nature. Prepare correspondence, memorandums and other written materials from rough draft, clear copy or verbal instructions. Collect statistical and financial data and back-up material in order to consolidate data and prepare statistical, financial and administrative reports for review by management. May include registrar, student transition, and database entry as assigned. Interview callers both in person and on the telephone, screen and refer to other individuals as appropriate. Provide information to a variety of individuals and groups as requested while interpreting and explaining program policies, rules and procedures. Process office and administrative support details not requiring the immediate attention of management. Schedule appointments and coordinate arrangements for meetings, workshops or conferences. Prepare agendas and minutes, attending meetings and recording actions. Originate and independently prepare material for the manager’s approval. Maintain confidential information, records and files. Train and provide work...
direction to clerical assistants as assigned. Assist the program manager in the revision, preparation and distribution of a variety of documents related to the assigned areas of the program or office. May prepare and assist in the preparation of information and other documents for submission to the County Board of Education for action. Monitor and audit budget expenditures, maintaining a variety of records, reports and files. Open, sort and route mail, responding to mail requiring routine response and composing other responses for the review and signature of management. May prepare and assist in grant preparation and contract management. Maintain calendars for management as assigned, including scheduling appointments and arranging travel accommodations. Oversee the ordering, inventory and distribution of office supplies and forms for the assigned program including preparing purchase orders, invoices, travel claims and other related documents. Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and other specialized equipment. Perform other job-related duties as assigned.

REQUIREMENTS

Knowledge: Quickly acquire knowledge of County Education Office organization, operations, policies, objectives, and programs. Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office. Analyze situations accurately and adopt an effective course of action. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Demonstrate keyboarding skills and speed as required by the assignment. Operate a computer to enter data, maintain records and generate reports. Establish and maintain effective working relationships with others. Meet schedules and timelines. Train and provide work direction to others. Maintain records and prepare reports. Work independently with little direction. Work confidentially with discretion.

Abilities: Knowledge of modern office practices, procedures and equipment. Knowledge of personal computers and software applications such as Microsoft Office, Excel, and Escape financial system. Correct English usage, grammar, spelling, punctuation and vocabulary. Knowledge of telephone techniques and etiquette that promote a strong sense of service to others. Knowledge of financial and statistical record keeping including making arithmetic calculations quickly and accurately. Knowledge of digital and paper record keeping techniques. Principles of providing work direction that promotes efficiency and production. Effective oral and written communication skills. Interpersonal relation skills using tact, patience and courtesy that promote a positive and respectful work environment.

Education and experience: Graduation from high school including or supplemented by business or administrative support courses and three years of increasingly responsible office experience; experience working in a public education setting preferred.

Licenses and certificates: May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

Working conditions: Work is performed indoors with minimal exposure to health and safety hazards.

RECRUITMENT INFORMATION

Examination: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify
Human Resources by the deadline date specified in this announcement.

**Examination dates:** The written examination for this classification is tentatively scheduled for 8/19/2020 at 10:00 a.m. The oral examination for this classification is tentatively scheduled for 8/24/2020. If your application meets the screening criteria, you will receive additional information regarding the examination process including an official invitation to participate.

**Eligibility list:** This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

**Office locations:** 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria
### Dual Certification Eligibility List

**Job Class:** Child Development Technician, Full-Time

<table>
<thead>
<tr>
<th>Rank</th>
<th>Application Number</th>
<th>Date Eligibility Expires</th>
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<tbody>
<tr>
<td>1</td>
<td>19447</td>
<td>01-23-2021</td>
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<tr>
<td>2</td>
<td>19547</td>
<td>07-23-2021</td>
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<tr>
<td>2</td>
<td>19590</td>
<td>07-23-2021</td>
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<tr>
<td>3</td>
<td>19349</td>
<td>01-23-2021</td>
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**Number of applicants:** 33  
**Number of applicants passed screening:** 9  
**Number of performance/written exam attendees:** 8  
**Number of oral exam attendees:** 5

08-21-2020
Dual Certification Eligibility List

Job Class: Office Assistant, Full-Time, 40 hours/week

<table>
<thead>
<tr>
<th>Rank</th>
<th>Application Number</th>
<th>Date Eligibility Expires</th>
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<tbody>
<tr>
<td>1</td>
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<td>2</td>
<td>19616</td>
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<tr>
<td>3</td>
<td>19746</td>
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<tr>
<td>3</td>
<td>19853</td>
<td>02-04-2021</td>
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Number of applicants: 59
Number of applicants passed screening: 29
Number of performance/written exam attendees: 14
Number of oral exam attendees: 6

08-21-2020
### Dual Certification Eligibility List

**Job Class:** Paraprofessional, Behavioral Intervention, Part-Time: 75% 30 hours/week

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<td>19771</td>
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Number of applicants: 8
Number of applicants passed screening: 7
Number of performance/written exam attendees: N/A
Number of oral exam attendees: 4

08-21-2020
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<td>01</td>
<td>Class Admin Sal</td>
<td>125,293</td>
<td>125,292</td>
<td>125,292</td>
<td>100.00 %</td>
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<td>01</td>
<td>Cler/Office Sal</td>
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<td>122,883</td>
<td>127,928</td>
<td>5,045.19-</td>
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<td>48,877</td>
<td>374.34</td>
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<td>3,750</td>
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### Fiscal06a Comparative Object Summary

#### 2019/20 Actuals vs Budget

|---------------------|----------------|------------------------|---------------------------|-------------------------|-------------------------|

**Fund 01 - General Fund/County School Services (continued)**

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Selection: Grouped by Object, Filtered by User Permissions, (Org = 61, Online Status = N, Ending Date = 6/30/2020, Restricted? = Y, Fund = 01, Management = 1490, Obj Lvl = 3, Obj Digits = 1, Visual = N, Description = S, Page Break Lvl = 1)