



THE PERSONNEL COMMISSION
(supporting education through merit)

OXNARD SCHOOL DISTRICT
NOTICE OF REGULAR MEETING

AGENDA

Thursday, May 14, 2020
4:00 p.m. Regular Meeting
Board Room of the ESC
1051 South A Street, Oxnard, CA 93030

A. ORDER OF BUSINESS

1. Call Meeting To Order
2. Roll Call
3. Adoption of the Agenda
4. Approval of Minutes of April 9, 2020

B. COMMENTS BY THE PUBLIC

Public Comment provides the public an opportunity to address the Personnel Commission ("Commission") on non-agenda items. Speakers are requested to limit their remarks to three (3) minutes. The Commission shall limit the total time for Public Comment on each subject to fifteen (15) minutes. The Commission may not deliberate or take any action on items raised during this portion of the meeting.

C. ACTION ITEMS

1. Public Hearing – Budget for Fiscal Year 2020-2021 *(page 5)*
The Personnel Commission will consider the proposed budget for Fiscal Year 2020-2021.
2. Advanced Step Placement
The Personnel Commission will consider a request submitted by the Director of Network Operations

Note: In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030

D.REPORTS/OTHER INFORMATION/DISCUSSION ITEMS

These items are presented for information or study only, no action will be taken.

1. Personnel Actions *(page 12)*
The Personnel Commission will receive a list of various personnel actions that relate to the transfer, retirement, or other action affecting, classified personnel.
2. Director's Report
The Director of Classified Human Resources will report on staff management, current recruitments, and other matters.
3. Report by CSEA
CSEA may report on Human Resources issues of interest to the District.
4. Report by Assistant Superintendent, Human Resources and Support Services
The Assistant Superintendent, Human Resources, may report on Human Resources issues of interest to the District.
5. Report by Commissioners
The Commissioners will report on issues concerning Commission administration.

E. CLOSED SESSION PUBLIC PARTICIPATION/COMMENTS

The Personnel Commission will convene to closed session for the following items:

Persons wishing to address the Personnel Commission on an agenda item identified in the Closed Session agenda may address the Personnel Commission.

1. Pursuant to Section 54957 of the Government Code, the Commission will consider personnel matters concerning :
 - Public Employee Evaluation
2. Reconvene to open session and report out of closed session.
The Commission will report on any action taken in closed session or take action on any item considered in closed session as may be required by Government Code Section 54957.1.

F. ADJOURNMENT

Note: In accordance with the requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Personnel Commission before the meeting date. Any materials relating to an agenda item that are distributed less than 72 hours prior to a meeting are available at the Personnel Commission Office located at 1051 South "A" Street, Oxnard, California 93030



OXNARD SCHOOL DISTRICT REGULAR MEETING MINUTES

Thursday, April 9, 2020
4:00 p.m. Board Room of the ESC
 1051 South A Street, Oxnard, CA 93030

<p>The Personnel Commission of the Oxnard School District met for a regular meeting on Thursday, April 9, 2020, in the Board Room of the ESC, 1051 South A Street, Oxnard, CA. The meeting was called to order by Commissioner Robinson at 4:08 p.m.</p>	<p>CALL TO ORDER</p>
<p>A roll call of the Commission was conducted. In attendance were:</p> <p style="padding-left: 40px;">Paul Robinson, Chair of the Personnel Commission Edward M. Castillo, Member of the Personnel Commission Irma J. Lopez, Member of the Personnel Commission</p> <p style="padding-left: 40px;">Mary Chaparro, Interim Analyst Tanya Ventura, Staff member</p> <p>Guests: Dr. Karling Aguilera Fort, Superintendent; Esmeralda Hernandez, Human Resources Technician; Ilene Poland, CSEA Past President; Jabbar Wofford, CSEA Chapter President</p>	<p>ROLL CALL</p>
<p>Commissioner Castillo moved to approve the agenda of Thursday, April 9, 2020. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>ADOPTION OF THE AGENDA</p>
<p>Commissioner Lopez moved to approve the minutes of March 3, 2020 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p> <p>Commissioner Lopez moved to approve the minutes of March 5, 2020 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p> <p>Commissioner Lopez moved to approve the minutes of March 16, 2020 as presented. Commissioner Castillo seconded and the motion carried. The vote was as follows. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>A</u></p> <p>Commissioner Lopez moved to approve the minutes of March 19, 2020 with an amendment to add “Commissioner Castillo, Commissioner Lopez, and Commissioner Robinson expressed their concerns regarding the health and safety of staff”. Commissioner Castillo seconded and the motion carried. The vote was as follows. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>APPROVAL OF MINUTES</p>
<p>Dr. Aguilera Fort spoke regarding the cuts to Classified staff which were approved at the last Board of Trustees meeting. He reported that the District will negotiate the effects of the layoffs with CSEA.</p>	<p>COMMENTS BY THE PUBLIC</p>
	<p>ACTION ITEMS</p>
<p>Commissioner Castillo moved to approve the eligibility lists of Office Assistant II, Director of Network Operations, Speech Language Pathology Assistant, Senior Executive Assistant to the Superintendent, Paraeducator II, and Paraeducator III. Commissioner Lopez seconded and the motion carried. The vote was as follows 3-0. Castillo <u>Y</u> ; Lopez <u>Y</u>; Robinson <u>Y</u></p>	<p>Eligibility Lists</p>

	REPORTS/OTHER INFORMATION/ DISCUSSION ITEMS
The Personnel Commission reviewed the proposed budget for Fiscal Year 2020-2021.	Budget-First Reading
The Personnel Commission reviewed the Personnel Actions of March 4, 2020 and April 1, 2020.	Personnel Actions
Mrs. Chaparro summarized the Commission's staff activities as of the last Commission meeting.	Director's Report
Mr. Wofford shared that Attendance Accounting Technicians have been handling Immunization records which should be done by Healthcare Technicians. He reported that even with hours of public comments made in support of Classified staff cuts were approved by the Board of Trustees at their last Board meeting. He also reported that CSEA will negotiate the effects of they layoffs with the District in upcoming meetings.	Report by CSEA
Commissioner Lopez reported that we are in trying times and reductions should be taken across the board not just classified staff. She thanked classified staff for their hard work. Commissioner Robinson thanked the staff for working together during the challenging times. Commissioner Castillo asked that actuals for this year's budget be emailed to Commissioners. He also asked for an update regarding the issue with translating IEP's.	Report by Commissioners
The Commission convened into closed session at 5:20 p.m. They reconvened into open session at 5:47 p.m. and reported that no action was taken.	CLOSED SESSION
There being no further business, the Commission adjourned at 5:47 p.m. The next regular meeting is scheduled for May 14, 2020.	ADJOURNMENT

Mary Chaparro, Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the meeting of Thursday, April 9, 2020 as approved by the Personnel Commission of the Oxnard School District.

Date

Chair, Personnel Commission

PERSONNEL COMMISSION AGENDA ITEM

Name of Contributor(s):

Date of Meeting:

Mary Chaparro
Interim Analyst, Classified Human Resources

May 14, 2020

TITLE: Second Reading & Approval – Personnel Commission Budget 2020/21

DESCRIPTION OF AGENDA ITEM:

Education Code Section 45253 provides that the Personnel Commission shall prepare an annual budget for its own office and hold a public hearing. The public hearing shall be held not later than May 30th of each year.

The proposed Personnel Commission budget for 2020/21 is attached.

RECOMMENDATION:

It is recommended that the Personnel Commission review and approve the enclosed budget for the 2020/21 fiscal year after holding an open hearing on the budget.

Personnel Commission Budget
 2020-21 Planning Sheet

		2018-2019 Budgeted Amount	2019-20 Budgeted Amount	2019-20 Actual Expenditures	2020-21 Proposed Budget
5000	SERVICES & OTHER OPERATING EXPENSES				
	Travel & Conference Expense				
5200	Mileage (Local)	\$750	\$750	\$750	\$750
	Expense Allowance (panel service)	\$2,000	\$2,000	\$0	\$2,000
	Conference	\$6,250	\$6,200	\$6,219	\$6,200
5300	Dues & Membership	\$3,200	\$3,250	\$3,400	\$3,250
	Utilities & Housekeeping Services				
5500	Electricity	\$0	\$0	\$0	\$0
	Heat	\$0	\$0	\$0	\$0
	Water	\$0	\$0	\$0	\$0
	Other	\$0	\$0	\$0	\$0
	Rentals, Leases & Repairs				
5600	Leasing of Equipment	\$0	\$0	\$0	\$0
	Equipment Maintenance Contracts	\$700	\$700	\$229	\$700
	Other	\$500	\$500	\$0	\$500
	Other Services & Operating Expenses				
5800	Advertising	\$2,000	\$2,000	\$651	\$2,000
	Salary Classification Surveys	\$0	\$0	\$0	\$0
	Physical Examination	\$0	\$0	\$0	\$0
	Fingerprinting	\$0	\$0	\$0	\$0
	Other Recruitment Expense	\$0	\$0	\$0	\$0
	Legal Expenses	\$2,000	\$2,000	\$0	\$2,000
	Contracted Testing	\$0	\$0	\$0	\$0
	Contracted Personnel Services (Neogov, CODESP)	\$19,299	\$19,299	\$15,558	\$19,299
	Other	\$0	\$0	\$0	\$0
5900	Communications				
	Telephone/Fax	\$0	\$0	\$0	\$0
	Postage	\$0	\$0	\$0	\$0
	Other	\$0	\$0	\$0	\$0
	Subtotal	\$36,699	\$36,699	\$26,807	\$36,699
6000	EQUIPMENT				
	New Equipment				
6400	Office Furniture	\$0	\$0	\$0	\$0
	Office Equipment	\$0	\$0	\$0	\$0
	Other	\$0	\$0	\$0	\$0
6500	Equipment Replacement	\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0
FUND	BALANCE				
	Designated for Personnel Commission	\$749,470	\$730,987	\$639,301	\$730,987

Personnel Commission Budget
 2020-21 Planning Sheet

		2018-2019 Budgeted Amount	2019-20 Budgeted Amount	2019-20 Actual Expenditures	2020-21 Proposed Budget
2000	CLASSIFIED SALARIES*				
2300	Administrative Personnel	\$215,995	\$208,000	\$155,536	\$208,000
	Commission Members	\$3,600	\$3,600	\$1,700	\$3,600
2400	Clerical & Other Office	\$241,499	\$251,646	\$247,898	\$251,646
2900	Other	\$0	\$0	\$0	\$0
	Subtotal	\$461,094	\$463,246	\$405,134	\$463,246
3000	EMPLOYEE BENEFITS*				
3100	STRS - Certificated Employees Retirement	0	0	\$0	0
3200	PERS - Classified Employees Retirement	\$82,806	\$95,892	\$78,020	\$95,892
3300	OASDI & Medicare	\$34,998	\$28,721	\$29,689	\$28,721
3400	Health & Welfare Benefits	\$110,866	\$69,420	\$70,430	\$69,420
3500	SUI	\$229	\$232	\$193	\$232
3600	Worker's Compensation	\$11,378	\$10,377	\$8,187	\$10,377
	PERS Reduction (PERS Reduction is no longer valid in 2014/15)	\$0	\$0	\$0	\$0
3700	Other Benefits	\$0	\$15,000	\$14,541	\$15,000
	Subtotal	\$240,277	\$219,642	\$201,061	\$219,642
4000	SUPPLIES				
	Other Supplies	\$2,000	\$2,000		\$2,000
	Literature, Periodicals	\$0	\$0	\$5,732	\$0
4300	Office Supplies	\$4,000	\$4,000		\$4,000
	Examinations Purchase	\$0	\$0	\$0	\$0
	Printing & Forms (5725-Publications)	\$3,600	\$3,600	\$567	\$3,600
	Other	\$0	\$0	\$0	\$0
4400	Non-Capitalized Equipment	\$1,800	\$1,800	\$0	\$1,800
	Subtotal	\$11,400	\$11,400	\$6,299	\$11,400

Salary cost decrease due to reclassifying Senior HR Analyst as Classified

2020-2021 Personnel Commission/Classified Human Resources Budget Justification

<p>Classified Salaries</p>	<p>All staff is budgeted at the anticipated salary step for their current positions for the 2020-2021 year. An asterisk has been included for this portion of the budget to state that it is understood that the District agrees that monies budgeted for salaries will be adjusted upward or downward depending on actual wages which may need to be adjusted over the course of the year due to the possibility of staff receiving new stipends, new staff being hired to replace those who may depart, etc. This is due to the fact that the Ventura County Superintendent of Schools approves the Commission’s budget on an annual basis following input from the Board of Trustees. At any time in the future prior to the adoption of a Budget, the Board of Trustees may make a recommendation to the County Superintendent to not approve the Commission’s budget as submitted. If this occurs the likely result is the Commission receiving the exact funding as it received in the prior year. Having this disclaimer attached to the budget will help cover increases in salaries due to COLA and negotiated increases in the event that the budget is approved at a “flat-funding” level.</p> <p>For the 2020-21 year, the budget reflects a slight increase in salaries based on negotiations.</p>
<p>2300: Administrative Personnel</p>	<p>The Director, Classified Human Resources is paid out of this account and is tasked with overseeing all Personnel Commission and Classified Human Resources activities and supervising Classified Human Resources staff.</p> <p>The Senior Human Resources Analyst is paid out of this account and is tasked with overseeing the recruitment and testing functions along with other Classified Human Resources duties.</p> <p>Additionally, the wages for the Personnel Commissioners are paid out of this line. An amount consistent with past budgets has been adopted for the pay of the Personnel Commissioners. It is expected that the actual total may be slightly less, but a buffer has been built in to account for unforeseen special meetings and disciplinary appeal hearings.</p>
<p>2400: Clerical & Other Office</p>	<p>All non-management staff is paid out of this line. Current staff consists of:</p> <p>1 Administrative Secretary The Administrative Secretary provides clerical support for the Classified Human Resources function and alleviates the Director of Classified Human Resources of administrative detail.</p> <p>3 Human Resources Technicians The Human Resources Technicians perform tasks related primarily to the Human Resources functions of the department and manage the high volume workflow of</p>

	employee evaluations, records, assignments, and staffing including transfers which related to both classified and exempt employees. Positions in this classification are also expected to assist with Commission functions regarding test proctoring as and application screening as needed.
2900: Other	No amount is budgeted for substitutes or extra help. The department continues to function with as small of a crew as possible, despite an increasing workload which has led to Certificated Human Resources adding three (soon to be four) new staff members over the past two years. The Classified Human Resources office functions with substitute and additional help only when absolutely necessary. It is forecasted that this will continue and the non-personnel budget can cover the cost if necessary.

Employee Benefits	Associated with department employees and Personnel Commissioners. Much like the salaries section, this is being put through with a notation that the budget will be adjusted to reflect actual rates including any increases or mid-year opt-in/opt-outs by employees or Commissioners.
3200: PERS	Associated with department employees and Personnel Commissioners.
3300: OASDI/Medicare	Associated with department employees and Personnel Commissioners.
3400: Health & Welfare Benefits	Associated with department employees and Personnel Commissioners. This section now includes the cost for Retiree Benefits formerly budgeted under 3900.
3500: SUI	Associated with department employees and Personnel Commissioners.
3600: Worker's Compensation	Associated with department employees and Personnel Commissioners.
3800: PERS Reduction	This area is not valid and no longer required, therefore this account has been adjusted to reflect a zero balance.
3900: Other Benefits	This account formerly held the cost for Retiree Benefits which has been shifted to 3400.

4300: Materials & Supplies	<p>This account provides funding for all office supplies necessary for the regular office duties of the Commission/Classified Human Resources department.</p> <p>This is also the account that provides for the cost of lunches for interview panel members, which can vary depending on the number of interview panels held over the course of the year.</p> <p>Lastly, the budgeted amount covers expenses of a recurring nature for copier charges and publications recharges.</p>
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4400: Non-Capitalized Equipment	<p>This account shows <u>no change</u> from the previous year's budget.</p> <p>An amount equivalent to approximately two replacement computers has been built into the budget for the 2020-21 year. It is expected that the department will need to replace two computers every year which would put our computers on approximately a 3 year replacement cycle.</p> <p>This account shows <u>no change</u> from the previous year's budget.</p>
5200: Travel & Conference	<p>Personnel Commissioners and staff typically attend a few conferences and symposiums per year. One conference typically attended in the CSPCA Annual Conference which is typically a three or four-day conference with an associated cost of approximately \$350 per individual plus room & board. The locations of these conferences are to be determined, as is the actual cost. The CSPCA conference typically totals about \$3,500 or more with reimbursement for travel and expenses.</p> <p>The Classified Human Resources department currently has one Commissioner and one staff member who have not yet attended the Merit Academy. As such, it is expected that both will attend the Merit Academy during the upcoming year at a cost of \$500 tuition each, plus other expenses.</p> <p>This account also covers all mileage reimbursement expenses for Commission employees and allows for mileage reimbursement to interview panel members/raters from outside districts/agencies.</p> <p>This account shows <u>no change</u> from the previous year's budget.</p>
5300: Dues & Memberships	<p>The department has three ongoing memberships which require annual dues: Cooperative Organization for the Development of Employee Selection Procedures (CODESP), and California School Personnel Commissioners Association (CSPCA), and Personnel Commissioners Association of Southern California (PCASC).</p> <p>This account shows <u>an increase of \$100</u> from the previous year's budget due to increased membership dues.</p>
5600: Rentals, Leases & Repairs	<p>The department has one ongoing maintenance agreement with Apperson for the exam answer sheet scanning machine (similar to Scantron).</p> <p>A small amount for repairs has been budgeted in case any are needed on current equipment.</p> <p>This account shows <u>no change</u> from the previous year's budget.</p>
5800: Professional/Consulting Services	<p>The Commission is tasked with holding disciplinary appeals following actions taken by the Board of Trustees. These appeal hearings are held by an independent hearing officer who charges consulting fees. While the number of hearings is</p>

	<p>impossible to forecast, history has shown that the consulting fees typically fall below the amount budgeted (\$5,000).</p> <p>Another use for this account is advertising and other recruitment expenses. The Commission only uses these services for recruitment which are inherently difficult, such as those for School Occupational Therapist. As such an amount of \$2,000 has been added.</p> <p>An amount of \$12,299 is included in the budget for the NeoGov Insight Applicant and Test Management System. This reflects an increase of \$1,029 over the previous cost due to price increases.</p> <p>Out of this account is also an ongoing cost for computerized testing and integration with our current applicant tracking software. The ongoing cost for the software licensing and integration is \$2,000.</p> <p>An amount of \$2,000 is in place for contingencies where a conflict of interest is declared between the District and the Commission. In these instances the Commission would need to retain its own legal services. It is hoped and anticipated that these funds will not be used and will be returned to the District's general fund at the close of the fiscal year. It should be noted that the District's legal counsel has now disregarded multiple requests to review pending changes to the Personnel Commission Rules & Regulations. These requests have been made going back to June 2016 and the matter has been discussed with a firm representative and District administration to no avail as of this time.</p> <p>This account shows <u>an increase of \$1,029</u> from the previous year's budget due to increased contracted services costs.</p>
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CLASSIFIED PERSONNEL ACTIONS

Promotion

Garcia, Lydia	Senior Executive Assistant to the Superintendent, Position #9892 Superintendent's Office 8.0 hrs./246 days Executive Assist. to the Assistant Superintendent, Business Services, Pos #466 Business Services 8.0 hrs./246 days	04/20/2020
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**Return from Leave
of Absence**

Barajas, Jessica	Office Assistant II, Position #1818 Ramona 6.0 hrs./203 days	03/18/2020
Benesh, Nia	Campus Assistant, Position #3061 Kamala 5.0 hrs./180 days	02/24/2020

Medical Layoff

5880	Child Nutrition Worker	03/25/2020
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Released during Probation

10825	Child Nutrition Worker, Position #567	03/13/2020
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