

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

**PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
BOARDROOM
201 S. Steckel Drive
Santa Paula, CA 93060
Thursday, April 11, 2024 - 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 14, 2024.

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

None

G. NEW BUSINESS – ACTION OR INFORMATION

1. Annual Budget 2024/2025 – 1st Reading **Action**
It is recommended that the Personnel Commission accept the 1st Reading of 2024/2025 Annual Budget as presented.
- a. Set Date of Public Hearing **Action**
2. Certification of Eligibility lists: **Action**
 - After School Program Leader – established 3-13-24
 - Grounds Maintenance Worker – established 3-12-24
 - Instructional Assistant-Severely Disabled Bilingual – established 3-12-24
 - School Office Assistant (Bilingual) – established 3-19-24
3. Personnel Activity Report for March 13, 2024 **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

May 9, 2024

J. ADJOURNMENT

Santa Paula Unified School District
Personnel Commission Meeting
Classified Human Resources Office
201 S. Steckel Drive
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES – MARCH 14, 2024

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Sanchez-Reyes at 4:03 p.m. <u>Commission Members Present:</u> Tommie Sanchez-Reyes, Chair Jeff Steiger, Vice-Chair <u>Commission Members Absent:</u> Karen Harrison, Member <u>Staff Present:</u> Sonia Bautista, Interim Executive Director-Human Resources Renee Vasquez, Interim Human Resources Analyst-Classified
B. APPROVAL OF MINUTES	UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY CHAIR SANCHEZ-REYES, THE MINUTES WERE APPROVED WITH A 2-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY CHAIR SANCHEZ-REYES, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 2-0 VOTE.
D. PUBLIC COMMENTS	None.
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> Vanessa Hernandez, CSEA President CSEA President, Vanessa Hernandez, reported that CSEA is working with the district in reviewing job descriptions for the Classification Compensation Study. <u>District Report</u> Dr. Edd Bond, Deputy Supt. of Human Resources & Employee Development Dr. Bond reported there were universal issues with the job descriptions and they were going back and forth with the company to fix them. The district is currently working on re-writing LCAP, which will take effect next fall. <u>Director's Report</u> Chair Sanchez-Reyes reported that Cynthia Carrillo, Executive Director was out on leave and in her absence, Sonia Bautista will be working out of class as Executive Director, and Renee Vasquez will be working out of class as Human Resources Analyst. Chair Sanchez-Reyes also advised that Renee Vasquez temporarily be out of CSEA while working as Human Resources Analyst.

F. OLD BUSINESS None	
G. NEW BUSINESS	
1. Revision of Mental Health Therapist Associate Job Description - Action.	UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY CHAIR SANCHEZ-REYES, THE ITEM WAS OPEN FOR DISCUSSION. Chair Sanchez-Reyes asked if Michelle Phillips, Program Administrator was in approval and Michelle Phillips agreed. Recruitment will be posted tomorrow. THE ITEM WAS APPROVED WITH A 2-0 VOTE
2. Personnel Commission Review of Job Descriptions: - Executive Director, HR-Classified - HR Analyst-Classified - Action	UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY CHAIR SANCHEZ-REYES, THE ITEM WAS OPEN FOR DISCUSSION. Chair Sanchez-Reyes requested changes for the new job descriptions. THE ITEM WAS APPROVED WITH A 2-0 VOTE TO AMEND THE JOB DESCRIPTIONS.
3. Certification of Eligibility Lists - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY CHAIR SANCHEZ-REYES, THE ELIGIBILITY LISTS LISTED BELOW WERE APPROVED WITH A 2-0 VOTE. - Campus Supervision Assistant-established 2/24/24 - Instructional Assistant-Severely Disabled-established 2/1/24 - Instructional Assistant Severely Disabled-established 3/4/24 - Instructional Assistant-Special Ed.-established 2/9/24 - Outreach Specialist-Bilingual-established 2/26/24
4. Personnel Activity Report for February 14, 2024 - Information	Approved by consensus.
H. COMMISSION COMMENTS	Chair Sanchez-Reyes advised that Renee Vasquez is in charge of all recruitments.
I. ADJOURNMENT	With no further business, the meeting was adjourned at 4:16 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, March 14, 2024, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date

ANNUAL BUDGET OF PERSONNEL COMMISSION
FISCAL YEAR 2024-2025
(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 _____, 2024, 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
2024-25 FISCAL YEAR

			2023-24 Current Budget	2024-25 Proposed Budget
2000 CLASSIFIED SALARIES				
	2300	Administrative Personnel	166,768	167,405
		Commission Members	2,500	2,500
	2400	Clerical & Other Office	269,378	271,508
	2900	Other	0	0
Subtotal			\$ 438,646	\$ 441,413
3000 EMPLOYEE BENEFITS				
	3100	STRS	0	0
	3200	PERS	110,956	116,963
	3300	OASDI & Medicare	32,584	33,265
	3400	Health & Welfare Benefits	60,000	60,000
	3500	SUI	2,161	1,500
	3600	Worker’s Compensation	9,571	8,558
	3900	Other Benefits	0	0
Subtotal			\$ 215,272	\$ 220,286
4000 SUPPLIES				
	4300	Other Supplies	6,000	6,000
		Literature, Periodicals	1,000	1,000
		Office Supplies	3,500	3,500
		Examinations Purchase	0	0
		Printing & Forms	0	0
		Other	2,500	2,500
	4400	Non-Capitalized Equipment	5,000	5,000
Subtotal			\$ 18,000	\$ 18,000

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
2024-25 FISCAL YEAR**

		2023-24 Current Budget	2024-25 Proposed Budget
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	2,700	2,700
	Other	0	0
	Conference	12,500	12,500
5300	Dues & Membership	12,500	12,500
5500	Utilities & Operating Expenses		
	Electricity	0	0
	Heat	0	0
	Water	1,000	1,000
	Other	0	0
5600	Rentals, Leases & Repairs		
	Leasing of Equipment	3,000	3,000
	Equipment Maintenance Contracts	0	0
	Other	2,000	2,000
5800	Other Services & Operating Expenses		
	Advertising	4,000	4,000
	Salary Classification Surveys	0	0
	Physical Examination	3,000	3,000
	Fingerprinting	5,000	5,000
	Other Recruitment Expense	0	0
	Legal Expenses	5,000	5,000
	Contracted Testing	0	0
	Contracted Personnel Services	0	0
	Other	0	0
5900	Communications		
	Telephone/Fax	0	0
	Postage	0	0
	Other	0	0
Subtotal		\$ 50,700	\$ 50,700

**SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2024-25 FISCAL YEAR**

		2023-24 Current Budget	2024-25 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	\$ 722,618	\$ 730,399
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SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

March 13, 2024

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type: Open and Promotional

Number of District employees that applied 03

Number of Applications 14

Number of Applicants Tested 05

Number of Applicants Passing 02

Number of Applicants to be Certified 02

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

March 12, 2024

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Grounds Maintenance Worker** Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 03

Number of Applications 26

Number of Applicants Tested 06

Number of Applicants Passing 05

Number of Applicants to be Certified 05

It is recommended that the Eligibility List for **Grounds Maintenance Worker** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

March 12, 2024

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Instructional Assistant-Severely Disabled Bilingual** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	01
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Number of Applications	04
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Number of Applicants Tested	03
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Number of Applicants Passing	03
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Number of Applicants to be Certified	03
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It is recommended that the Eligibility List for **Instructional Assistant-Severely Disabled Bilingual** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

March 19, 2024

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the School Office Assistant (Bilingual) Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 02

Number of Applications 28

Number of Applicants Tested 12

Number of Applicants Passing 06

Number of Applicants to be Certified 06

It is recommended that the Eligibility List for School Office Assistant (Bilingual) be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

MARCH 13, 2024

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Erica Hernandez Licea	Bedell	Instructional Asst.-Sp. Ed.	5.0/day	02/21/24
Jennifer Laguardia	SPHS	Instructional Asst.-SD	5.75/day	02/26/24
Taylor Rabago	Bedell	Instructional Asst.-SD	5.5/day	02/26/24
Reyna Chias	Glen City	CNS Asst. I	4.0/day	03/04/24
Keri Coleman	Blanchard	CNS Asst. I	3.0/day	03/07/24

RETIREMENTS

Christina Castro	Isbell	School Office Asst.	8.0/day	06/05/24
Terri Ramos	McKevett	CNS Site Lead-Elementary	8.0/day	06/05/24
Lucila Sandez	Isbell	School Office Asst.	8.0/day	06/05/24
Patricia Urrutia	Isbell	Instructional Asst.-Sp. Ed. Bil.	5.0/day	06/05/24
Herminia Marquez	Glen City	School Administrative Asst. I	8.0/day	06/18/24
John Jacinto	Isbell	Lead Custodian	8.0/day	06/30/24
Fred Perez	Webster	Lead Custodian	8.0/day	06/30/24

INCREASES IN HOURS

Pos. #1790	Adult Ed.	School Office Assistant (Bil.)	5.5-8.0/day	03/13/24
Pos. #1339	McKevett/Thille	Instructional Asst.-Speech Bil.	5.0-5.5/day	03/13/24

CHANGES IN ASSIGNMENTS

Leslie Fallejo	Isbell	CNS Asst. I	5.5/day	02/20/24
James Alvarez	SPHS	Custodian	8.0/day	03/01/24
Raul Marquez	Isbell	Custodian	8.0/day	03/01/24

March 13, 2024

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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SUBSTITUTES

Angel Star Castaneda		Instructional Asst		02/14/24
Alin Silva		Instructional Asst.		02/23/24
James Munding		Campus Security Officer		02/26/24
Alina Olivo		Clerical		02/26/24
Amris Rabago		Instructional Asst.		02/28/24
Nichole Claudio		Instructional Asst.		02/29/24

RELEASED FROM PROBATION

Employee # 73285132024				02/28/24
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