

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, May 9, 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 April 11, 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

1. Annual Budget 2024/2025 – 2nd Reading
It is recommended that the Personnel Commission accept the 2nd Reading of 2024/2025 Annual Budget as presented.

Action

G. NEW BUSINESS – ACTION OR INFORMATION

1. Resignation of Executive Director-Classified Human Resources
2. Resolution of Commendation for “Classified School Employee Week”
It is recommended that the Personnel Commission accept the resolution recognizing and honoring classified employees.
3. Certification of Eligibility lists:
 - Associate Mental Health Therapist – established 5/2/24
 - Child Nutrition Services Assistant I – established 5/1/24
 - Instructional Assistant-After School Program – established 4-25-24
 - Network & Systems Manager – established 4/10/24

Information

Action

Action

4. Personnel Activity Report for April 10, 2024

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

June 13, 2024

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES-APRIL 11, 2024

ROLL CALL

The regular meeting of the Personnel Commission was called to order by Chair Sanchez-Reyes at 4:12 p.m.

Commission Members Present:

Tommie Sanchez-Reyes, Chair
Karen Harrison, Member

Commission Members Absent:

Jeff Steiger, Vice Chair

Staff Present:

Sonia Bautista, Interim Executive Director-Human Resources
Renee Vasquez, Interim Human Resources Analyst-Classified

APPROVAL OF MINUTES

UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY CHAIR SANCHEZ-REYES, THE MINUTES WERE APPROVED WITH A 2-0 VOTE.

APPROVAL OF ORDER OF AGENDA ITEMS

UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY CHAIR SANCHEZ-REYES, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 2-0 VOTE.

PUBLIC COMMENTS

None

REPORTS AND DISCUSSION

CSEA Report

There was no report from CSEA.

District Report

Dr. Edd Bond, Deputy Superintendent of Human Resources & Employee Development

Dr. Bond reported the District was working on many things and will report back at a later date.

Director's Report

Interim Director, Sonia Bautista, reported Summer School notices were sent out to all classified staff. There were 92 employee responses so far. The Network & Systems Manager recruitment was completed, as was the written exam for the Data Services Specialist position. The Lead Custodian recruitment will be reviewed next. The Classified Employee Work Calendar was approved and will be sent out soon.

OLD BUSINESS

None

NEW BUSINESS

Annual Budget 2024/2025-1st Reading – Action.

- a) Set date of Public Hearing – Action.

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

There was a discussion regarding the Annual Budget. Chair Sanchez-Reyes recommended increasing the Conference budget by \$2,500 to allow staff to attend.

THE ITEM, INCLUDING INCREASING THE CONFERENCE BUDGET AND SETTING THE DATE OF THE PUBLIC HEARING TO MAY 9TH, WAS APPROVED WITH A 2-0 VOTE.

Certification of Eligibility Lists - Action

UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ELIGIBILITY LISTS LISTED BELOW WERE APPROVED WITH A 2-0 VOTE

- After School Program Leader-established 3/13/24
- Instructional Asst.-Severely Disabled-established 3/12/24
- School Office Assistant (Bilingual)-established 3/19/24

Personnel Activity Report for March 13, 2024

Approved by consensus

COMMISSION COMMENTS

Chair Sanchez-Reyes thanked the HR staff for their support during Cynthia Carrillo's absence.

SCHEDULE NEXT REGULAR MEETING

The next regular meeting was scheduled for 4:00 p.m., Thursday, May 9, 2024.

ADJOURNMENT

The meeting was adjourned at 4:27 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 11, 2024 as approved by 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)* _____ **SPUSD District Office** _____

_____ on **May 9** _____, 2024, at **4:00 pm** *(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	15,000
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	\$ 53,200

**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	\$ 732,899
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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 fundamental 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 assisting in classrooms and libraries, maintaining clean and safe school buildings and grounds, providing accounting, administrative, technical and clerical assistance, securing the safety of our students, preparing and serving nutritional meals, and providing health and support services; and

WHEREAS:

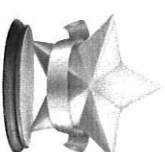
The classified school employees' commitment to our students, families and staff is an invaluable asset in our efforts to ensure and foster student success, both in school and life, and to create a positive learning environment for students. They provide the necessary support functions so teachers can concentrate on teaching and students can focus on learning. These dedicated 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 dedication of classified employees and recognize the week of May 19 through May 25, 2024 as Classified School Employee Week in the Santa Paula Unified School District.

ADOPTED this 9th day of May, 2024

Tommie Sanchez-Reyes, Chair, Personnel Commission



Jeff Steiger, Vice-Chair

Karen Harrison, Member



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

May 1, 2024

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 01

Number of Applications 27

Number of Applicants Tested 09

Number of Applicants Passing 08

Number of Applicants to be Certified 08

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

April 25, 2024

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:	<u>Open and Promotional</u>
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Number of District employees that applied	00
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Number of Applications	24
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Number of Applicants Tested	16
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Number of Applicants Passing	12
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Number of Applicants to be Certified	12
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It is recommended that the Eligibility List for **Instructional Assistant – After School Program** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

April 10, 2024

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Network & Systems Manager** Eligibility List has been completed.

Recruitment type: Promotional Only

Number of District employees that applied 01

Number of Applications 01

Number of Applicants Tested 01

Number of Applicants Passing 01

Number of Applicants to be Certified 01

It is recommended that the Eligibility List for **Network & Systems Manager** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

APRIL 10, 2024

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Selena Robles	Isbell	Campus Supervision Asst.	19.5/wk	03/13/24
Amris Rabago	SPHS	Instructional Asst.-Special Ed.	5.5/day	03/19/24
Ronald Garcia	Webster	Custodian	8.0/day	04/01/24
Korina Castro	McKevett/GC	Instructional Asst.-Special Ed.	4.0/day	04/08/24
Susanne Catalano	Adult Ed.	School Office Assistant	8.0/day	04/08/24
Ariana Meza	Webster	Instructional Asst.-SD	5.5/day	04/08/24
Evelyn Perez	Bedell	Instructional Asst.-SD	5.5/day	04/08/24
Aileen Vega	Webster	Instructional Asst.-SD Bil.	5.5/day	04/08/24

RESIGNATIONS

Karin Rodriguez	Blanchard	Instructional Asst.-Sp. Ed.	5.5/day	03/19/24
Cirena Medrano	Isbell	Instructional Asst.-ASP	20/wk	03/22/24
Angelica Perez	McKevett	CNS Asst. I	5.5/day	03/31/24
Jorge Hernandez	Isbell	Campus Security Officer	8.0/day	04/02/24
Alexa Ramirez	Isbell	Instructional Asst.-ASP	15.5/wk	04/12/24

PROMOTIONS

Andres Magana	McKevett	After School Program Lead	8.0/day	03/18/24
Daniel Barreto	Maintenance	Grounds Maintenance Worker	8.0/day	04/04/24
Briana Sandez	Bedell	Instructional Asst.-Special Ed.	5.5/day	04/08/24

SUBSTITUTES

Cesar Granados	AVID Tutor	03/13/24
Richard Lovio	Custodian	03/13/24
Emily Sellers	Instructional Assistant	03/15/24
Irlize Noriega-Ulloa	Campus Security	03/20/24
Gabriela Patino	Campus Security	03/22/24
Paul Godeck	Custodian	03/25/24

April 10, 2024