

Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES OFFICE

201 S. Steckel Drive
Santa Paula, CA 93060

Thursday, April 10, 2025 - 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 13, and special meeting on April 1, 2025.

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 2025/2026 – 1 st Reading
<i>It is recommended that the Personnel Commission accept the 1st Reading of the 2025/2026 Annual Budget as presented.</i> | Action |
| a. Set Date of Public Hearing | Action |
| 2. Approval of Initial Salary Placement for Human Resources Assistant at Step 4 | Action |
| 3. Certification of Eligibility Lists: <ul style="list-style-type: none">● Executive Assistant (Confidential)● Human Resources Assistant | Action |
| 4. Personnel Activity Report for March 12, 2025 | Information |

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

May 8, 2025

J. CONVENE TO CLOSED SESSION

Public Employee Performance Evaluation G.C. § 54954.5, 54957

Title: Director-Classified Human Resources

K. RECONVENE TO PUBLIC SESSION

The Personnel Commission will report on formal action, if any, taken during closed session.

L. ADJOURNMENT

**Santa Paula Unified School District
Personnel Commission Meeting
Boardroom
201 S. Steckel Drive
Santa Paula, CA 93060**

PERSONNEL COMMISSION MINUTES – MARCH 13, 2025

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:00 p.m. <u>Commission Members Present:</u> Karen Harrison, Chair Jeff Steiger, Vice-Chair Tommie Sanchez-Reyes, Member <u>Staff Present:</u> Gregg Robinson, Director-Classified Human Resources Sonia Bautista, Human Resources Analyst-Classified
B. APPROVAL OF MINUTES	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES WITH A SECOND BY COMMISSIONER STEIGER, THE MINUTES WERE APPROVED WITH A 3-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES WITH A SECOND BY COMMISSIONER STEIGER, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 3-0 VOTE.
D. PUBLIC COMMENTS	None
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> No report was provided. <u>District Report</u> No report was provided. <u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson reviewed information regarding board action on layoffs and reduction in hours and commended classified HR staff in undertaking the required detailed notification of fifty-three classified employees of the board action and their current individual status via certified mail. The Director also relayed information on current recruitments and other duties the office is completing. Information on the upcoming CSPCA conference in Napa was also provided. There was also discussion in sending a letter to the Governing Board on their concerns related to the layoffs.
F. OLD BUSINESS	None

G. NEW BUSINESS 1. Certification of Eligibility Lists - Action • Instructional Assistant-Severely Disabled • Instructional Assistant-After School Program	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER STEIGER, THE ELIGIBILITY LIST FOR INSTRUCTIONAL ASSISTANT-SEVERELY DISABLED WAS APPROVED WITH A 3-0 VOTE. UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON, THE ELIGIBILITY LIST FOR INSTRUCTIONAL ASSISTANT-AFTER SCHOOL PROGRAM WAS APPROVED WITH A 2-0 VOTE AND COMMISSIONER SANCHEZ-REYES ABSTAINING.
2. Personnel Activity Report for February 12, 2025 - Information	Approved by consensus.
H. COMMISSION COMMENTS	No comments were made.
I. SCHEDULE NEXT REGULAR MEETING	April 10, 2025 at 4:00 p.m.
J. CONVENE TO CLOSED SESSION - PUBLIC EMPLOYEE PERFORMANCE EVALUATION G.C. 54954.5, 54957	Closed session was convened and cancelled at 4:22 pm.
K. RECONVENE TO OPEN SESSION	Reconvened to open session at 4:22 pm with no action taken.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:23 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, March 13, 2025, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date

Santa Paula Unified School District
Personnel Commission Meeting
Boardroom
201 S. Steckel Drive
Santa Paula, CA 93060

SPECIAL PERSONNEL COMMISSION MINUTES – APRIL 1, 2025

A. ROLL CALL	The special meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:00 p.m. <u>Commission Members Present:</u> Karen Harrison, Chair Jeff Steiger, Vice-Chair Tommie Sanchez-Reyes, Member <u>Staff Present:</u> Gregg Robinson, Director-Classified Human Resources Sonia Bautista, Human Resources Analyst-Classified
B. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES WITH A SECOND BY COMMISSIONER STEIGER, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 3-0 VOTE.
C. PUBLIC COMMENTS	Diane Wilkinson, CSEA Labor Representative, provided comments on CSEA's approval of the proposed job descriptions and revisions to the current job specifications included in the agenda.
D. NEW BUSINESS 1. Establishment of New Class-Community Schools Outreach Coordinator -Bilingual a. Approval of job specification and salary allocation - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. AFTER SOME DISCUSSION, THE ITEM WAS APPROVED WITH A 3-0 VOTE TO APPROVE THE JOB DESCRIPTION AND THE SALARY ALLOCATION TO RANGE 23.50 ON THE CLASSIFIED SALARY SCHEDULE.
2. Establishment of New Class-Parent Liaison-Bilingual - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. AFTER A BRIEF DISCUSSION, THE ITEM WAS APPROVED WITH A 3-0 VOTE TO APPROVE THE JOB DESCRIPTION AND THE SALARY ALLOCATION TO RANGE 19.00 ON THE CLASSIFIED SALARY SCHEDULE.
3. Establishment of New Class-Preschool Coordinator - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. AFTER SOME DISCUSSION, THE ITEM WAS APPROVED WITH A 3-0 VOTE TO APPROVE THE JOB DESCRIPTION AND THE SALARY ALLOCATION TO RANGE 18.50 ON THE CLASSIFIED SALARY SCHEDULE.

4. Establishment of New Class- Board Certified Behavior Analyst - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER STEIGER, THE ITEM WAS OPENED FOR DISCUSSION. AFTER SOME DISCUSSION, THE ITEM WAS APPROVED WITH A 3-0 VOTE TO APPROVE THE JOB DESCRIPTION AND THE SALARY ALLOCATION TO RANGE 28.00 ON THE CLASSIFIED SALARY SCHEDULE.
5. Revision to job specification - Instructional Assistant - Severely Disabled - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER HARRISON, THE ITEM WAS OPENED FOR DISCUSSION. AFTER SOME DISCUSSION, THE ITEM WAS APPROVED WITH A 3-0 VOTE TO REVISE THE CURRENT CLASSIFICATION AND JOB DESCRIPTION TO INSTRUCTIONAL ASSISTANT-EXTENSIVE SUPPORT NEEDS.
6. Revision to job specification - Instructional Assistant - Severely Disabled-Bilingual - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER STEIGER, THE ITEM WAS APPROVED WITH A 3-0 VOTE TO REVISE THE CURRENT CLASSIFICATION AND JOB DESCRIPTION TO INSTRUCTIONAL ASSISTANT-EXTENSIVE SUPPORT NEEDS-BILINGUAL.
7. Revision to job specification - Campus Supervision Assistant - Action	UPON A MOTION BY COMMISSIONER SANCHEZ-REYES AND A SECOND BY COMMISSIONER STEIGER, THE ITEM WAS APPROVED WITH A 3-0 VOTE TO REVISE THE JOB DESCRIPTION FOR CAMPUS SUPERVISION ASSISTANT.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:44 p.m.

This certifies that these are the full and correct minutes of the special meeting of Tuesday, April 1, 2025, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date

ANNUAL BUDGET OF PERSONNEL COMMISSION
FISCAL YEAR 2025-2026

(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 _____, 2025, 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: _____

PERSONNEL COMMISSION

**ANNUAL BUDGET
2025-26 FISCAL YEAR**

			2024-25 Current Budget	2025-26 Proposed Budget
2000	CLASSIFIED SALARIES			
	2300	Administrative Personnel	167,405	161,112
		Commission Members	2,500	2,500
	2400	Clerical & Other Office	271,508	277,561
	2900	Other	0	
Subtotal			441,413	\$ 441,173
3000	EMPLOYEE BENEFITS			
	3100	STRS	0	0
	3200	PERS	116,963	121,520
	3300	OASDI & Medicare	33,265	33,746
	3400	Health & Welfare Benefits	60,000	60,000
	3500	SUI	1,500	1,500
	3600	Worker's Compensation	8,558	8,558
	3900	Other Benefits	0	0
Subtotal			220,286	225,324
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
2025-26 FISCAL YEAR

		2024-25 Current Budget	2025-26 Proposed Budget
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	2,700	2,700
	Other	0	0
	Conference	15,000	10,000
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		\$ 53,200	\$ 48,200

Santa Paula Unified SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2025-26 FISCAL YEAR

		2024-25 Current Budget	2025-26 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	\$ 732,899	\$ 732,697
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SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

March 21, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Human Resources Assistant** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
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Number of District employees that applied	06
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Number of Applications	59
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Number of Applicants Passing Screening	30
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Number of Applicants Passing Written Examination	08
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Number of Applicants Passing Qualification Interview	06
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Number of Applicants to be Certified	06
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It is recommended that the Eligibility List for **Human Resources Assistant** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

April 1, 2025

TO: PERSONNEL COMMISSION
FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Executive Assistant (Confidential)** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
Number of District employees that applied	07

Number of Applications	31
Number of Applicants Passing Screening	21
Number of Applicants Passing Written Examination	11
Number of Applicants Passing Qualification Interview	05
Number of Applicants to be Certified	05

It is recommended that the Eligibility List for **Executive Assistant (Confidential)** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

March 12, 2025

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Lisset Garcia	Thille	Instructional Asst.-ASP	4.0/day	02/12/25
Nancy Becerra	SPHS	CNS Asst. I	4.0/day	02/20/25

PROMOTIONS

Edward Ponce	D.O.	Network & Systems Manager	8.0/day	02/06/25
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RESIGNATIONS - PARS

Karen Alamillo	SPHS	Inst. Asst.-Special Ed. Bil.	5.0/day	06/05/25
Avelardo Alvarado	Webster	Resource Serv. Spec.-P.E.	5.5/day	06/04/25
Lisa Christman	Isbell	Lead Campus Security Officer	8.0/day	06/05/25
Cynthia Cruz	Webster	Library/Media Specialist	8.0/day	06/30/25
Helen De Los Santos	Blanchard	CNS Site Lead-Elem.	8.0/day	06/04/25
Susan Delgadillo	SPHS	CNS Assistant I	5.5/day	06/30/25
Jose M. Elizarraraz	SPHS	ASB Accounting Technician	8.0/day	06/06/25
Anna Forhan	Blanchard	Inst. Asst.-Special Ed. Bil.	5.0/day	06/05/25
Joyce Garnica	DO	Accounting Technician	8.0/day	06/30/25
Sabrina Kohr	Glen City	Instructional Asst.-SD	6.0/day	06/30/25
Marguerite Lopez	SPHS	Spec. Health Care Tech/LVN	8.0/day	06/06/25
Sonia Medina	DO	Accounting Technician	8.0/day	06/30/25
Estela Montiel	Blanchard	Campus Supervision Asst.	5.5/day	06/04/25
Bertha Quintana	Glen City	Instructional Asst.-SD	5.75/day	06/04/25
Miguel Reynoso	Maintenance	Custodian	8.0/day	06/30/25
Donna Rodriguez	SPHS	IA-Spec. Health Needs Bil.	6.0/day	06/30/25
Leticia Salazar	SPHS	Inst. Asst.-Special Ed. Bil.	6.0/day	06/05/25
Diana Sandoval	Blanchard	Library/Media Specialist	8.0/day	06/05/25
Diane Wren	McKevett	School Administrative Asst. I	8.0/day	06/18/25

March 12, 2025

CLASSIFIED PERSONNEL ACTIVITY REPORT

March 12, 2025

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APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
CHANGE IN ASSIGNMENT				
Salina Jacinto	SPHS	CNS Asst. I	5.5/day	02/06/25
REINSTATEMENT				
Maria Toxqui Ramirez	Isbell	Instructional Asst.-SD	6.0/day	02/11/25
RESIGNATION				
Kianna Covarrubias	Webster	Instructional Asst.-ASP	4.0/day	02/14/25
UNPAID LEAVE OF ABSENCE				
Irma Ramos	SPHS	Instructional Asst.-SD	7.0/day	02/27/25-06/05/25
SUBSTITUTES				
Christina M. Castro		Instructional Asst.		02/12/25
Silvia Mojica		Instructional Asst.		02/12/25
Sally Hancock		Clerical		02/18/25