



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
March 27, 2025 – 12:30 p.m.

MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 12:32 p.m.

2. Roll Call

Members present:

Carmen Jaramillo, Chair
Mike Ostini, Vice Chair
Gary Pickavet, Commissioner

3. Pledge of Allegiance

Gary Pickavet led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

Mari Minjarez Gonzales, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Wendy Garcia, Certificated Human Resources Technician

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held February 27, 2025

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

The Director, Human Resources summarized two media releases. One was about the annual Mock Trial competition, a student enrichment program that is a cooperative effort of SBCEO, the Santa Barbara County Superior Court, and an organization called Teach Democracy. This year's winner was Goleta's Dos Pueblos High School, which went on to represent our county in the state competition.

The second media release was about the County Spelling Bee that SBCEO hosted last week for competitors at the elementary, junior high, and high school levels. At the elementary level, a Washington Elementary School (Santa Barbara Unified) student won; at the junior high level, a student from St. Raphael School (a parochial school in Goleta) emerged victorious.

b. Legislative Update

The Director, Human Resources noted that she and the Commissioners had recently attended a comprehensive legal update at the CSPCA conference, so she did not have much information to add. She also noted that bills were currently working their way through committee.

The Director reported that SBCEO would be updating its non-discrimination policy to include intersectionality (two or more protected characteristics) and leave policies to reflect the expansion of use of paid sick leave for victims of crime/domestic violence.

Mari Gonzales reported on AB 1224, legislation that she helped draft and advocate for to extend the permissible length of certificated substitute assignments to 60 days for both special education and general education. She is hopeful that it will pass, thus relieving districts of some of the pressure of hiring substitutes and providing greater continuity for students and staff.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated April 10, 2025

c. Position Announcements

- i. Administrative Assistant (Promotional – Santa Maria)
- ii. Behavioral Health Practitioner (Dual – Santa Maria)
- iii. Teaching Assistant (Dual – Santa Maria)

11. Action Items**a. Ratification of Eligibility List**

- i. Paraeducator (Open Continuous – North)

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

b. Classification of Position

- i. The Director, Human Resources recommended establishing a new management classification of Manager, Career Technical Education Programs at management salary range 14. This recommendation had the support of the Associate Superintendent, Student and Community Services.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

c. Job Descriptions — None

UNFINISHED BUSINESS — None

NEW BUSINESS — None

REPORTS**12. PERSONNEL COMMISSIONER REPORTS**

The Commissioners reported on their experience at the recent CSPCA conference.

Commissioner Pickavet reported that he attended workshops on artificial intelligence, subsequent arrest reports, and Personnel Commission chair roles and responsibilities.

Commissioner Ostini reported that he especially liked the session on hiring and supervising the Human Resources Director and also attended a workshop on developing and approving the PC budget.

Commissioner Jaramillo reported that she followed the “Commissioners’ boot camp” track at the conference and that she picked up good pointers from the workshops she attended.

13. DIRECTOR, HUMAN RESOURCES REPORT

The Director expressed her hope that Commissioners Jaramillo and Ostini had enjoyed the opportunity to attend SBCEO’s virtual Employee Service Awards earlier in the month. The watch parties – a new feature this year – proved to be very popular.

The Director reported that she and the Associate Superintendent, Human Resources had the opportunity to go on a tour of Vandenberg Space Force Base arranged by our Career Technical Education department. They had an opportunity to observe the Starbase program, in which local fourth-graders have an opportunity to come on base for a week and study a STEM-focused curriculum. They also toured the Vandenberg “museum” and learned about the base’s history and the different rocket programs that have been based there.

The Director reported that she had raised the topic with CSE of the new process for approving new or revised job descriptions. It was determined that in future, we can probably time CSEA’s policy review process close to the PC meeting so that if the PC has suggested changes, we can make revisions to the job descriptions before the policy review process is finalized, so we don’t have to do the policy review process and member ratification twice. The Director noted that she would bring the two Paraeducator job descriptions back to the PC for approval at a subsequent meeting.

The Director reported that SBCEO had hosted the Countywide job fairs earlier this month and had about 110 attendees between the two events. The Santa Maria Public Library turned out to be an excellent venue for the North County event – we got foot traffic from library patrons who didn’t previously know about the job fair. HR is seriously considering changing the location of the South County event to the Santa Barbara Public Library or some other downtown venue next year.

The Director regretfully reported that, even with the additional time, SBCEO did not receive any eligible submissions for Classified School Employee of the Year this year. The Director shared her theory that the requirement to submit a video with the nomination materials deterred districts from submitting nominations.

The Director concluded by noting that she also had the opportunity to attend the CSPCA conference this year. Her key takeaways were in the areas of AI, and she also stated that she would debrief with Gabriel Purvis about a concurrent session he attended about “growing your own” – facilitating Paraeducators becoming teachers.

14. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, there was a motion to adjourn.

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

The meeting was adjourned at 1:23 p.m. The next regular meeting will be held on Thursday, April 24, 2025, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



Amy R. Ramos
Director, Human Resources
Secretary to the Personnel Commission

Carmen Jaramillo
Chair, Personnel Commission