

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, November 13, 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 October 9, 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. Salary Study - Director-Child Nutrition Services **Action**
2. Approval of Initial Salary Placement for Mental Health Supervisor at Step 4 **Action**
3. Certification of Eligibility Lists: **Action**
 - Associate Mental Health Therapist
 - Custodian
 - Instructional Assistant
 - Instructional Assistant-Bilingual
 - Instructional Assistant-Extensive Support Needs
 - Instructional Assistant-Special Education
 - Mental Health Supervisor
 - Specialized Health Care Technician/LVN
 - Restorative Justice Facilitator
4. Personnel Activity Report for October 8, 2025 **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

December 11, 2025

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES – OCTOBER 9, 2025

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:01 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 STEIGER WITH A SECOND BY COMMISSIONER SANCHEZ-REYES, THE MINUTES WERE APPROVED WITH A 3-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY COMMISSIONER SANCHEZ-REYES, 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 provided. <u>District Report</u> No report provided. <u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson reviewed current recruitments; introduced new staff member, Edith Boarman, substitute placement clerk for the classified human resources office; relayed the district's request for a salary study for the position of Director-Child Nutrition Services; and noted preparation of the merit system presentation for the upcoming board meeting.
F. OLD BUSINESS	None

G. NEW BUSINESS 1. Certification of Eligibility Lists - Action: • After School Program Leader • Campus Security Officer • Campus Supervision Assistant • Child Nutrition Services Assistant II • Instructional Assistant - After School Program • Substitute Placement Clerk	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ITEM WAS APPROVED WITH A 3-0 VOTE.
H. COMMISSION COMMENTS	Chair Harrison requested updated pictures and bios for the personnel commission web page.
I. SCHEDULE NEXT REGULAR MEETING	November 13, 2025 at 4:00 p.m.
J. 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, October 9, 2025, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT

Committed to Serving Every Student Every Day

*Personnel Commission
Karen Harrison, Chair
Tommie Sanchez-Reyes
Jeff Steiger*

TO: Personnel Commission

FROM: Gregg Robinson, Director of Human Resources

DATE: November 13, 2025

SUBJECT: SALARY STUDY REVIEW – DIRECTOR OF CHILD NUTRITION SERVICES

BACKGROUND:

At the request of the Board of Education, the Personnel Commission staff conducted a salary study of the classification Director of Child Nutrition Services to evaluate internal alignment and external comparability to similar roles in neighboring school districts. The study included an analysis of management salary schedules, job titles, and classification structures across six Ventura County school districts: Ocean View, Oxnard, Moorpark, Hueneme, Pleasant Valley, and Santa Paula Unified.

The analysis found that Santa Paula USD currently classifies the Director of Child Nutrition Services at Range 319 on the Classified Management Salary Schedule, with a 2024–25 salary range of \$100,630 – \$117,728. This is the lowest among Director-titled roles within SPUSD and below the placement of comparable positions in five of the six comparator districts, which consistently classify Nutrition Directors at salary ranges equivalent to other operational Directors (e.g., Facilities, Fiscal, HR, Technology).

The study also found that other Director-level positions within SPUSD, such as the Directors of Human Resources (Range 328), Technology (327), and Budget and Finance (326), are compensated significantly higher, raising concerns about internal misalignment for a position that oversees a districtwide department, multiple school sites, federally regulated programs, and supervisory-level staff.

RECOMMENDATION

It is recommended that the Personnel Commission review the results of the salary study and consider providing direction regarding potential realignment of the Director of Child Nutrition Services to a salary range that is consistent with similarly scoped Director-level roles in SPUSD and neighboring districts.

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Based on the findings, one potential recommendation is to reallocate the classification from Range 319 to Range 323 or higher on the Classified Management Salary Schedule. This would align the position more closely with Directors of Maintenance & Operations and ensure more equitable compensation in light of departmental scope, regulatory complexity, and external benchmarks.

This study was conducted in accordance with the merit system principles and is presented for the Commission's deliberation and action.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

September 24, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the Associate Mental Health Therapist 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	03
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Number of Applicants Passing Screening	03
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Number of Applicants Passing Qualification Interview	03
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Number of Applicants to be Certified	03
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It is recommended that the Eligibility List for Associate Mental Health Therapist be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

November 4, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the Custodian 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	27
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Number of Applicants Passing Screening	25
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Number of Applicants Passing Written	19
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Number of Applicants Passing Qualification Interview	08
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Number of Applicants to be Certified	08
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It is recommended that the Eligibility List for Custodian be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 29, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Instructional Assistant** 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	46
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Number of Applicants Passing Screening	26
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Number of Applicants Passing Written	14
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Number of Applicants Passing Qualification Interview	10
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Number of Applicants to be Certified	10
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It is recommended that the Eligibility List for **Instructional Assistant** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 29, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Instructional Assistant-Bilingual** 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	46
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Number of Applicants Passing Screening	26
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Number of Applicants Passing Written	14
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Number of Applicants Passing Qualification Interview	08
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Number of Applicants to be Certified	08
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It is recommended that the Eligibility List for **Instructional Assistant-Bilingual** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 16, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Instructional Assistant-Extensive Support Needs** 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	19
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Number of Applicants Passing Screening	12
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Number of Applicants Meeting Requirements/Passing Written Exam	08
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Number of Applicants Passing Qualification Interview	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-Extensive Support Needs** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 16, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Instructional Assistant-Special Education** 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	19
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Number of Applicants Passing Screening	12
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Number of Applicants Meeting Requirements/Passing Written Exam	08
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Number of Applicants Passing Qualification Interview	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-Special Education** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 14, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Mental Health Supervisor** Eligibility List has been completed.

Recruitment type:	<u>Open</u>
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Number of District employees that applied	00
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Number of Applications	01
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Number of Applicants Passing Screening	01
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Number of Applicants Passing Qualification Assessment	01
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Number of Applicants to be Certified	01
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It is recommended that the Eligibility List for **Mental Health Supervisor** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 28, 2025

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the Specialized Health Care Technician/Licensed Vocational Nurse (LVN) 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	08
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Number of Applicants Passing Screening	02
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Number of Applicants Passing Qualification Assessment	01
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Number of Applicants to be Certified	01
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It is recommended that the Eligibility List for Specialized Health Care Technician/Licensed Vocational Nurse (LVN) be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

October 23, 2025

TO: PERSONNEL COMMISSION
FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Restorative Justice Facilitator** 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	12
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Number of Applicants Passing Screening	10
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Number of Applicants Passing Qualification Interview	07
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Number of Applicants to be Certified	07
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It is recommended that the Eligibility List for **Restorative Justice Facilitator** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

OCTOBER 8, 2025

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROMOTIONS

Denise Luna	Blanchard	CNS Site Lead-Elementary	8.0/day	08/07/25
Wendy Valdovinos	Webster	Early Education Teacher	8.0/day	08/25/25
Ana Menzie	Glen City	CNS Assistant I	5.5/day	09/02/25
Maria Hernandez	Webster	Early Education Teacher	8.0/day	09/25/25
Maria Valle Gutierrez	Blanchard	Campus Supervision Asst.	3.5/day	09/25/25

PROBATIONARY ASSIGNMENTS

Evelyn Reveles	Blanchard	Campus Supervision Asst.	3.5/day	09/09/25
Edith Boarman	H.R. Classified	Substitute Placement Clerk	8.0/day	09/24/25
Nancy Santana	D.O.	Payroll Technician	8.0/day	09/25/25
Valeria Arenas	SPHS	Student Store Clerk	5.5/day	09/29/25

RESIGNATIONS

Camila Mendez	Blanchard	Instructional Asst.-S.D.	5.0/day	08/07/25
Danisha Soto	Mckevett	Instructional Asst.-Aspire	4.0/day	08/07/25
Brian Valdovinos	Glen City	Instructional Asst.-Aspire	4.0/day	08/15/25
Michelle Bazan	Glen City	Instructional Asst.-Aspire	4.0/day	09/03/25
Reina Azpera	SPHS	Spec. Health Care Tech./LVN	8.0/day	09/05/25
Azucena Cisneros	Grace Thille	Campus Supervision Assistant	1.0/day	08/22/25
Jessica Smith	Webster	CNS Asst. II	5.5/day	09/15/25
Ana Banda	Glen City	Instructional Asst.-Bilingual	3.0/day	09/26/25

REINSTATMENT

Dalia Crespo Becerra	Grace Thille	Campus Supervision Asst.	3.5/day	09/12/25
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APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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CHANGE IN ASSIGNMENT

Elsa Andrade	DO	Aspire Office Assistant	11-12 mos./yr.	09/01/25
Riley Yzaguirre	Bedell	Campus Supervision Asst.	4.0/day	09/11/25
Sylvia Mojica	Blanchard	Instructional Asst.-ESN	5.0/day	09/16/25
Maria D. Munoz Vargas	Glen City	After School Program Leader	8.0/day	09/15/25

SUBSTITUTES

Kimberly Moreno	Instructional Asst.	08/13/25
Jason Isaais	Instructional Asst.	08/25/25
Dania Salazar	Instructional Asst.	08/25/25
Sonia Hurtado	CNS	08/25/25
Edward Ramirez	Clerical	08/26/25
April Ortega	Custodian	09/18/25
Noel Nava	CNS/Instructional Asst.	09/22/25
Cynthia Molina	CNS	09/22/25
Fernando Santiago	Custodian	09/24/25