

Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
201 S. Steckel Drive
Santa Paula, CA 93060
Thursday, April 23, 2026 - 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 18, 2026.

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. None

G. NEW BUSINESS – ACTION OR INFORMATION

- | | |
|--|--------------------|
| 1. Annual Budget 2026/2027 – 1 st Reading
<i>It is recommended that the Personnel Commission accept the 1st Reading of the 2026/2027 Annual Budget as presented.</i> | Action |
| a. Set Date of Public Hearing | Action |
| 2. Employee Spotlight | Information |
| 3. Certification of Eligibility Lists: <ul style="list-style-type: none">● Human Resources Analyst-Classified (Confidential)● Occupational Therapist● Parent Liaison-Bilingual | Action |
| 4. Personnel Activity Reports for February 11, and March 11, 2026 | Information |

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

May 20, 2026

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES – MARCH 18, 2026

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Chair Sanchez-Reyes at 4:00 p.m. <u>Commission Members Present:</u> Tommie Sanchez-Reyes, Chair Karen Harrison, Vice-Chair Matt Klinefelter, 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 HARRISON WITH A SECOND BY COMMISSIONER KLINEFELTER, THE MINUTES WERE APPROVED WITH A 3-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY COMMISSIONER KLINEFELTER, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 3-0 VOTE.
D. PUBLIC COMMENTS	None
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> CSEA executive board member, Lina Partida, noted she and other CSEA executive board members have been attending training sessions for their new roles. <u>District Report</u> No report provided.
	<u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson updated the Commission with current ongoing recruitments, highlighting the Classified HR Analyst recruitment and noting the intended overlap for training for this position. The Director also recognized staff especially for working short-handed. Edith, the sub placement clerk has stepped up to work as an HR Assistant during this time and is doing a great job. The newly hired HR Assistant-Classified, Gloria Flores, begins on March 25. Additionally, Director Robinson noted employee Sonia Molina's presence in the audience, which will be addressed later in the agenda under Employee Spotlight.

F. OLD BUSINESS 1. Revision of Merit System Rule 2.2.1 “Regular Meetings” - 2nd Reading - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER KLINEFELTER, THE ITEM WAS OPENED FOR DISCUSSION AND APPROVED WITH A 3-0 VOTE.
G. NEW BUSINESS 1. Classification study review - Instructional Assistant-After School Program and Instructional Assistant-After School Program Bilingual - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER KLINEFELTER, THE ITEM WAS OPENED FOR DISCUSSION. Director Robinson provided the Commission with background information as to administration’s request for a review of these classifications and their role in the After School Program. The program no longer involves the Boys & Girls Club and the responsibilities have increased for these classifications. AFTER SOME DISCUSSION, THE ITEM WAS APPROVED 2-0 WITH COMMISSIONER SANCHEZ-REYES ABSTAINING.
a. Approval of job description and salary allocation for Instructional Assistant-After School Program - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER KLINEFELTER, THE ITEM WAS APPROVED WITH A 2-0 VOTE WITH COMMISSIONER SANCHEZ-REYES ABSTAINING.
b. Approval of job description and salary allocation for Instructional Assistant-After School Program Bilingual - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER KLINEFELTER, THE ITEM WAS APPROVED WITH A 2-0 VOTE WITH COMMISSIONER SANCHEZ-REYES ABSTAINING.
2. Approval of Initial Salary Placement for Employee Benefits Technician (Confidential) at step 3 - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER KLINEFELTER, THE ITEM WAS OPENED FOR DISCUSSION. AFTER SOME DISCUSSION, WITH THE ITEM HAVING BEEN TABLED UNTIL THIS MEETING, THE ITEM WAS APPROVED WITH A 3-0 VOTE.

3. Employee Spotlight - Information	Director Robinson introduced and recognized Sonia Molina, Health Specialist at Isbell Middle School to the Commission and audience. The Director highlighted Sonia Molina's achievements and attributes in her respected position.
4. Certification of Eligibility List: Child Nutrition Services Assistant I - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER KLINEFELTER, THE ITEM WAS OPENED FOR DISCUSSION AND APPROVED WITH A 3-0 VOTE.
H. COMMISSION COMMENTS	Commission members provided feedback on the recently attended PCASC conference.
I. SCHEDULE NEXT REGULAR MEETING	April 16, 2026 at 4:00 p.m.
J. ADJOURNMENT	With no further business, the meeting was adjourned at 4:26 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Wednesday, March 18, 2026, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT

Personnel Commission
Tommie Sanchez-Reyes, Chair
Karen Harrison
Matt Klinefelter

Date: April 23, 2026
To: Personnel Commission
From: Gregg Robinson
Director, Human Resources-Classified
Re: 2026-2027 Annual Budget – 1st Reading

A proposed ***Annual Financial and Budget Report for Fiscal Year 2026-2027*** is being presented to the Personnel Commission for their review and consideration.

The 2026–2027 recommended budget for the Personnel Commission is approximately \$615,359, reflecting a decrease from the prior year's budget of \$732,697.

The increases to the Personnel Commission budget include the following:

Fiscal Context

Current year expenditures continue to trend below budget. As of April 15, 2026, total expenditures are approximately \$621,036, compared to an adopted budget of \$732,697.

Within Services and Other Operating Expenses (5000), expenditures are approximately \$30,000 compared to a budget of \$64,500. Unexpended funds are returned to the District's General Fund at year-end.

Historically, the Personnel Commission has operated below its adopted budget while maintaining required service levels.

These trends reflect conservative budgeting practices and efficient use of resources. The proposed budget maintains this approach while ensuring adequate capacity to meet operational needs.

Salaries (2000)

Last Year: \$441,173 → This Year: \$351,664
Decrease of \$89,509

Rationale for Decrease:

The reduction is due to the reassignment of the 8-hour Human Resources Assistant position to Certificated Human Resources and the anticipated retirement of the Human Resources Analyst. The incumbent Analyst currently receives approximately 15% longevity compensation, which will not continue upon replacement.

Employee Benefits (3000)

Last Year: \$225,324 → This Year: \$175,195
Decrease of \$50,129

Rationale for Decrease:

The decrease reflects reduced salary expenditures and corresponding benefit costs.

Supplies (4000)

Last Year: \$18,000 → This Year: \$24,000
Increase of \$6,000

Rationale for Increase:

The increase supports examination materials and the transition to more structured and technology-supported testing processes.

Services & Other Operating Expenses (5000)

Last Year: \$64,500 → This Year: \$119,500
Increase of \$55,000

Rationale for Increase:

The increase reflects a strategic reallocation of resources to maintain operational capacity following staffing reductions. Funds are directed toward:

Recruitment and applicant tracking systems
Contracted testing and examination tools
Classification and compensation studies
Legal services to support merit system compliance
Contracted personnel services to offset reduced staffing

While the District typically provides legal support to the Personnel Commission, a portion of the budget is maintained as a safeguard to ensure the Commission can obtain independent legal counsel if necessary. In accordance with the Education Code, the Commission may secure outside legal representation in situations involving conflicts of interest or when District legal counsel is unable to provide representation.

While the budget reflects increased capacity in these areas, actual expenditures have historically remained below adopted levels.

Equipment (6000)

Last Year: \$0 → This Year: \$0

Rationale for Increase:

No equipment expenditures are anticipated. Existing resources and District-supported technology are sufficient to support current operations.

Summary

The proposed 2026–2027 budget reflects:

- A reduction in overall expenditures due to staffing changes
- A reallocation of resources to maintain operational capacity
- Continued prudent fiscal management, with expenditures trending below budget and unspent funds returned to the General Fund

A public hearing and approval of the final 2026–2027 Personnel Commission Budget is scheduled for the May 20, 2026 Personnel Commission meeting.

Upon approval, the budget will be submitted to the Ventura County Office of Education in accordance with Education Code requirements.

ANNUAL BUDGET OF PERSONNEL COMMISSION
FISCAL YEAR 2026-2027

(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 _____, 2026, 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
2026-27 FISCAL YEAR

			2025-26 Current Budget	2026-27 Proposed Budget
2000	CLASSIFIED SALARIES			
	2300	Administrative Personnel	161,112	167,557
		Commission Members	2,500	2,500
	2400	Clerical & Other Office	277,561	181,607
	2900	Other	0	0
Subtotal			441,173	351,664
3000	EMPLOYEE BENEFITS			
	3100	STRS	0	0
	3200	PERS	121,520	93,028
	3300	OASDI & Medicare	33,746	26,545
	3400	Health & Welfare Benefits	60,000	49,491
	3500	SUI	1,500	173
	3600	Worker’s Compensation	8,558	5,958
	3900	Other Benefits	0	0
Subtotal			225,324	175,195
4000	SUPPLIES			
	4300	Other Supplies	6,000	6,000
		Literature, Periodicals	1,000	1,000
		Office Supplies	3,500	3,500
		Examinations Purchase	0	5,000
		Printing & Forms	0	1,000
		Other	2,500	2,500
	4400	Non-Capitalized Equipment	5,000	5,000
Subtotal			18,000	24,000

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
2026-27 FISCAL YEAR

		2025-26 Current Budget	2026-27 Proposed Budget
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	2,700	3,000
	Other	0	0
	Conference	10,000	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	5,000
	Salary Classification Surveys	0	5,000
	Physical Examination	3,000	3,000
	Fingerprinting	5,000	5,000
	Other Recruitment Expense	0	0
	Legal Expenses	5,000	10,000
	Contracted Testing	0	5,000
	Contracted Personnel Services	0	0
	Other	0	0
5900	Communications		
	Telephone/Fax	0	0
	Postage	0	0
	Other	0	0
Subtotal		48,200	64,500

Santa Paula Unified
SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL BUDGET
2026-27 FISCAL YEAR

		2025-26 Current Budget	2026-27 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		732,697	615,359



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

March 27, 2026

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Human Resources Analyst-Classified (Confidential)** Eligibility List has been completed.

Recruitment type:	<u>Dual Certification</u>
Number of District employees that applied	06

Number of Applications	29
Number of Applicants Passing Screening	10
Number of Applicants Passing Written Examination	06
Number of Applicants Passing Qualification Appraisal	04
Number of Applicants to be Certified	04

It is recommended that the Eligibility List for **Human Resources Analyst-Classified (Confidential)** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

March 24, 2026

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Occupational 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	01
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Number of Applicants Passing Screening	01
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Number of Applicants Passing Qualification Supplemental	01
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Number of Applicants to be Certified	01
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It is recommended that the Eligibility List for **Occupational Therapist** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

March 24, 2026

TO: PERSONNEL COMMISSION

FROM: DIRECTOR-CLASSIFIED HUMAN RESOURCES

The screening process for the establishment of the **Parent Liaison-Bilingual** Eligibility List has been completed.

Recruitment type:	<u>Open and Promotional</u>
Number of District employees that applied	05

Number of Applications	24
Number of Applicants Passing Screening	13
Number of Applicants Passing written examination	08
Number of Applicants Passing Qualification Interview	05
Number of Applicants to be Certified	05

It is recommended that the Eligibility List for **Parent Liaison-Bilingual** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

FEBRUARY 11, 2026

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROMOTIONS

Stephanie Ramirez	Blanchard	After School Program Leader	8.0/day	01/12/26
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PROBATIONARY ASSIGNMENTS

Pedro Ortiz	Glen City	Custodian	8.0/day	12/22/25
Andy Payne	Glen City	Custodian	5.0/day	01/05/26
Gabriela Patino	Webster	Instructional Asst.-ESN	5.5/day	01/05/26
Sonia Hurtado	Webster	CNS Asst. I	5.5/day	01/05/26
Christina Castro	Blanchard	Instructional Asst.-Spec. Ed.	5.0/day	01/14/26
Janay Aguayo	Glen City	Instructional Asst.-Bilingual	3.0/day	01/16/26
Alexa Ramirez	SPHS	Instructional Asst.-Spec. Ed.	5.5/day	01/28/26

REINSTATMENT

Alondra Elizarraraz	Webster	Instructional Asst.-Bilingual	3.5/day	12/02/25
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INCREASE IN HOURS

Pos. # 1712	Campus Supervision Asst.	17.5-20/wk	02/11/26
Pos. #1677	Inst. Asst.-ASP	15.5-17.5/wk	02/11/26
Pos. #1676	Inst. Asst.-ASP	15.5-17.5/wk	02/11/26

RESIGNATIONS

Denise Duran	Blanchard	Instructional Asst.-Aspire	4.0/day	10/01/25
Martin Gutierrez	Bedell	Instructional Asst.-Aspire	4.0/day	10/08/25
Destiny Segovia	Glen City	Campus Supervision Asst.	3.5/day	12/12/25
Denise Alvarez	Glen City	Instructional Asst. -Sped	5.5/day	12/19/25
Evelyn Reveles	Blanchard	Campus Supervision Asst.	3.5/day	12/19/25
David Lozano	Glen City	Instructional Asst. – ESN	5.5/day	12/23/25

February 11, 2026

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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RESIGNATIONS (continued)

Leslye Ramirez Lagunas	Blanchard	Instructional Asst.-Aspire	4.0/day	01/05/26
Natali Mendez	McKevett	CNS Asst. I	3.0/day	01/05/26
Briana Sandez	Blanchard	Instructional Asst.-Sped	5.5/day	01/09/26
Valeria Zepeda Salazar	Blanchard	Instructional Asst.-Aspire	4.0/day	01/16/26
Junaid Badshah	DO	Human Resources Asst.-Cert.	8.0/day	02/16/26

CHANGE IN ASSIGNMENT

Vanessa Bracamontes	Blanchard	Instructional Asst.-ESN	5.5/day	01/05/26
Alex Hernandez	McKevett	Lead Custodian	8.0/day	02/02/26
Tiburcio Zamora	Glen City	Lead Custodian	8.0/day	02/02/26

EXHAUSTION OF PAID LEAVES

Patricia Troncoso	SPHS	CNS Asst. I	5.5/day	01/14/26
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RELEASED FROM PROBATION

193058612026				01/08/26
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CLASSIFIED PERSONNEL ACTIVITY REPORT

MARCH 11, 2026

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Lorraina Velasquez	SPHS	Spec. Healthcare Tech./LVN	8.0/day	02/10/26
Pamela Aguilera	D.O.	Employee Benefits Tech.	8.0/day	02/11/26
Jesus Obiols	Bedell	Instructional Asst.-Special Ed.	5.5/day	03/04/26

REINSTATMENT

Cynthia I. Alvarez	Glen City	Instructional Asst.-ASP	20/week	02/27/26
Sophia Maximo	McKevett	Instructional Asst.-ASP	20/week	03/03/26

RESIGNATION

Sonia Hurtado	Webster	Child Nutrition Serv. Asst. I	5.5/day	03/03/26
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EXHAUSTION OF PAID LEAVES

Corina Juanes	Bedell	Child Nutrition Serv. Asst. I	5.5/day	02/04/26
Esmeralda Pizano	Bedell	Campus Supervision Asst.	3.5/day	03/04/26
Maribel Rodriguez	Webster	Instructional Asst.-ESN Bil.	5.75/day	03/04/26

RELEASED FROM PROBATION

135576472026	02/10/26
134069992026	02/17/26

SUBSTITUTES

Caiden Moreno	Resource Serv. Spec.-Music	12/11/25
Monika Murillo	Resource Serv. Spec.-Music	01/06/26
Johanna Cordova	Instructional Asst.	01/26/26
Evan Holt	Resource Serv. Spec.-Music	01/26/26

March 11, 2026

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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SUBSTITUTES continued

Gael Gonzalez		Resource Serv. Spec.-Music		01/26/26
Jonathan Tellez		Resource Serv. Spec.-Music		01/26/26
Maria Bedolla		Instructional Asst.		02/02/26
Isaias Ramirez		Instructional Asst.		02/02/26
Yanet Contreras		Instructional Asst.		02/12/26
Lorena Garcia		Campus Supervision Asst.		02/15/26
Yarithzy Mora		Resource Serv. Spec.-Music		02/18/265
Stacie Baca		Clerical		02/24/26
Cesar Correa		Campus Security Officer		02/24/26
Angelica Rodriguez		Clerical		02/24/26