

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
Wednesday, May 20, 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 April 23, 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. Annual Budget 2026/2027 – 2nd Reading
It is recommended that the Personnel Commission accept the 1st Reading of the 2026/2027 Annual Budget as presented.

Action

G. NEW BUSINESS – ACTION OR INFORMATION

1. Resolution of Commendation for “Classified School Employee Week”
It is recommended that the Personnel Commission accept the resolution recognizing and honoring classified employees.
2. Employee Spotlight
3. Personnel Activity Report for April 22, 2026

Action

Information

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

June 17, 2026

J. ADJOURNMENT

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

PERSONNEL COMMISSION MINUTES – APRIL 23, 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 Lindsay Collier, Human Resources Analyst-Classified (replacing)
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 President, Vanessa Hernandez, noted the union was able to submit required documents for the yearly audit to CSEA. CSEA is currently attending negotiations regarding a number of articles. They have come to a memorandum of understanding regarding the Summer School Attendance incentive. Vanessa recently attended a labor relations meeting with the Superintendent where a couple concerns were raised. Vanessa has begun meeting with Mr. Robinson on a monthly basis for critical communication and a collaborative relationship with Classified HR. Vanessa extended an invitation to the Employee Recognition Event on Thursday, May 21st at Glen City. Vanessa has also taken on a new role with CSEA leadership and is looking forward to the positive impact it will have on SPUSD and the community. <u>District Report</u> No report provided.

	<u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson introduced the new Classified HR department employees, Lindsay Collier and Gloria Flores. He also gave recognition to Sonia for her many years of contribution to the Classified HR department. Director Robinson mentioned his meeting with the CSEA representatives and is looking forward to future meetings. Negotiations were eventful but productive. Summer school applications are being prepared to go out next week and Directors Melissa Guerra and Julie Berman have been great partners in the summer school planning process.
F. OLD BUSINESS 1. None	
G. NEW BUSINESS 1. Annual Budget 2025/2026 - 2nd Reading - Action a. Set Date of Public Hearing - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER KLINEFELTER, THE ITEM WAS OPENED FOR DISCUSSION. Director Robinson reviewed information with the Commission and there was discussion on the various areas of the budget relating to classified salaries, supplies and other operating expenses. THE ITEM WAS APPROVED WITH A 3-0 VOTE AND TO SET THE PUBLIC HEARING DATE TO MAY 20, 2026.
2. Employee Spotlight - Information	Director Robinson recognized Sonia Bautista, Human Resources Analyst-Classified. The Director highlighted her achievements and extensive tenure and knowledge of the role.
3. Certification of Eligibility Lists: ● Human Resources Analyst-Classified (Confidential) ● Occupational Therapist ● Parent Liaison-Bilingual	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.
4. Personnel Activity Reports for February 11, 2026 and March 11, 2026 - Information	Commissioners were presented with recent Personnel Activity Reports for their review.

H. COMMISSION COMMENTS	Commission members offered their well-wishes to Sonia Bautista on her upcoming retirement and congratulated her on her many years of service to SPUSD.
I. SCHEDULE NEXT REGULAR MEETING	May 20, 2026 at 4:00 p.m.
J. 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, April 23, 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: May 20, 2026

To: Personnel Commission

From: Gregg Robinson
Director, Human Resources-Classified

Re: 2026-2027 Annual Budget – 2nd Reading (Public Hearing)

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.

Personnel Commission/Classified Human Resources
201 S. Steckel Dr., Santa Paula, CA 93060

Phone Number 805•933•8805

www.santapaulausd.org

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.

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
<i>Subtotal</i>			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
<i>Subtotal</i>			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
<i>Subtotal</i>			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
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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

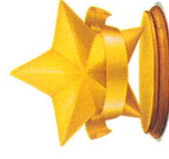
WHEREAS: Classified school employees are crucial partners with teachers, parents, and administrators in our schools. They are essential to the process of education and, through their superior efforts, are involved in nearly every aspect of education including maintaining clean and safe school buildings and grounds, providing accounting, administrative, technical and clerical assistance, assisting in classrooms and libraries, securing the safety of our students, preparing and serving nutritional meals, and providing health and support services; and

WHEREAS: Classified school employees' support to our students, families and staff is an invaluable asset in our efforts to ensure and nurture 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 devoted 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 commitment of classified employees and recognize the week of May 17 through May 23, 2026 as Classified School Employee Week in the Santa Paula Unified School District.

ADOPTED this 20th day of May, 2026



Tommie Sanchez-Reyes, Chair, Personnel Commission

Karen Harrison, Vice-Chair

Matt Klinefelter, Member

CLASSIFIED PERSONNEL ACTIVITY REPORT

APRIL 22, 2026

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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PROBATIONARY ASSIGNMENTS

Andres Magana	McKevett	Instructional Asst.- ASP	20/week	02/13/26
Destiny Segovia	Glen City	Instructional Asst- ASP	20/week	03/02/26
Rodolfo Magdaleno	Bedell	Instructional Asst.-ASP	20/week	03/06/26
Gloria Flores	DO	Human Resources Assistant	8.0	03/25/26
Valeria Alvarez	Thille	Child Nutrition Serv. Asst I	3.0	04/13/26
Marcella Carrillo-Cortez	McKevett	Child Nutrition Serv. Asst I	3.0	04/13/26
Ana Maria Contreras	SPHS	Child Nutrition Serv. Asst I	5.5	04/13/26
Carolina Patino	SPHS	Child Nutrition Serv. Asst I	5.5	04/13/26
Caralyn Garcia	Webster	Child Nutrition Serv. Asst I	5.5	04/14/26
Lindsay Collier	DO	HR Analyst-Classified	8.0	04/20/26
Irma Magana	DO	Parent Liaison- Bilingual	8.0	05/01/26

RETIREMENTS

Sonia Bautista	DO	HR Analyst-Classified	8.0	06/30/26
Marilu Gwynn	Webster	Inst. Asst.-Special Ed. Bil.	5.5	06/04/26
Aida Rodriguez	SPHS	Enrollment/Records Spec.-Bil.	8.0	06/30/26
Benjamin Villa	Isbell	Custodian	8.0	06/30/26

RESIGNATIONS

Nathan Burgos	Isbell	Custodian	8.0	03/10/26
Alondra Elizarraraz	Webster	Instructional Asst.-Bilingual	3.5	04/24/26

CHANGE IN ASSIGNMENT

Christina Castro	Blanchard	Instructional Asst. SPED	5.5	04/13/2026
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April 22, 2026

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
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SUBSTITUTES

Beatriz Elias Rios		Campus Supervision Asst.		03/01/26
Jessica Tachiquin		Instructional Assistant		03/01/26
Maria Almaguer		Child Nutrition Services		03/05/26
Frankie Cardenas		Campus Security Officer		03/06/26
Anna Hernandez		Campus Security		03/06/26
Araceli Ochoa		Instructional Assistant		03/09/26