

**Santa Paula Unified School District
PERSONNEL COMMISSION AGENDA**

**PERSONNEL COMMISSION MEETING
HUMAN RESOURCES OFFICE
500 E. Santa Barbara St.
Santa Paula, CA 93060
Thursday, April 23, 2020 - 2:00 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.

NOTICE OF VIDEOCONFERENCE MEETING

In compliance with Governor Newsom’s Executive Order N-33-20 effective March 19, 2020, directing Californians to stay home, and as authorized by the Governor’s Executive Order N-29-20 effective March 17, 2020, suspending the Brown Act requirement that members of the public be allowed to attend a public meeting in person, the April 23, 2020 Personnel Commission meeting will be conducted by videoconference only. Members of the public wishing to attend the meeting remotely may contact Sonia Bautista, Human Resources Analyst, at sbautista@santapaulaunified.org prior to 2:00 pm., Thursday, April 23, 2020 to obtain login credentials for the meeting. HR staff will also provide an electronic public comment submittal form that members of the public may submit by email or fax.

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 January 23, 2020.

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. Director’s Report

F. OLD BUSINESS – ACTION OR INFORMATION

1. None.

Action

G. NEW BUSINESS – ACTION OR INFORMATION

1. Annual Budget 2020/2021 – 1st Reading
It is recommended that the Personnel Commission accept the 1st Reading of 2020/2021 Annual Budget as presented.

Action

- a. Set Date of Public Hearing

Action

2. Eligibility list for Campus Supervision Assistant
3. Personnel Activity Reports for February and March

Action

Information

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

J. ADJOURNMENT

Santa Paula Unified School District
Human Resources Office
500 E. Santa Barbara St.
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES

January 23, 2020

ROLL CALL

COMMISSION MEMBERS

Present:

Tim Hicks, Chair
Mary Lowe, Vice-Chair
Karen Djernaes, Member

Staff Present:

Tommie Sanchez-Reyes, Executive Director-Human Resources
Sonia Bautista, Human Resources Analyst-Classified

CALL TO ORDER

The regular meeting of the Personnel Commission was called to order by Chair Hicks at 4:00 p.m.

APPROVAL OF MINUTES

December 19, 2019

UPON A MOTION BY MRS. LOWE WITH A SECOND BY MS. DJERNAES, THE ITEM WAS OPENED FOR DISCUSSION. WITH NO COMMENTS, THE ITEM WAS APPROVED WITH A 3-0 VOTE.

APPROVAL OF ORDER OF AGENDA ITEMS

UPON A MOTION BY MS. DJERNAES WITH A SECOND BY MRS. LOWE, THE ITEM WAS OPENED FOR DISCUSSION. WITH NO COMMENTS, THE ITEM WAS APPROVED WITH A 3-0 VOTE.

PUBLIC COMMENTS

No public comments were made.

REPORTS AND DISCUSSION

Director's Report

The HR Director informed the Commission of pending reductions in management, classified and certificated staff and noted that the district is in declining enrollment along with several other districts in the area. Additionally, freezes will be in place for overtime, conferences and limited-term assignments. The Director also informed Commissioners that the Superintendent will provide information on these details at the next board meeting.

OLD BUSINESS

None

NEW BUSINESS

Eligibility lists for Warehouse Worker/Delivery Driver and Athletic Trainer - Action

UPON A MOTION BY MRS. LOWE WITH A SECOND BY MS. DJERNAES, THE ITEM WAS OPENED FOR DISCUSSION. AFTER A BRIEF DISCUSSION, THE ITEM WAS APPROVED WITH A 3-0 VOTE.

Personnel Activity Report for January – Information.

Approved by consensus.

COMMISSION COMMENTS

No comments were made.

SCHEDULE NEXT REGULAR MEETING

Due to the CSPCA scheduled conference in February, the next regular meeting was scheduled for 4:00 p.m., Thursday, March 19, 2020.

ADJOURNMENT

The meeting was adjourned at 4:12 p.m.

Tommie Sanchez-Reyes, Human Resources Director-Classified
and Secretary to the Personnel Commission

This certifies that these are the full and correct minutes of the regular meeting of Thursday, January 23, 2020, as approved by the Santa Paula Unified School District.

Chair, Personnel Commission

Date

**ANNUAL FINANCIAL AND BUDGET REPORT
FISCAL YEAR 2020-2021**

		2019-2020 Budgeted Amount (dollars only)	2020-2021 Proposed Budget (dollars only)
2000	CLASSIFIED SALARIES¹		
2300	Administrative Personnel	\$153,653.00	\$153,653.00
	Commission Members ²	\$ 2,500.00	\$ 2,500.00
2400	Clerical & Other Office	\$174,776.00	\$175,764.00
2900	Other	\$ 4,000.00	\$ 2,000.00
<i>Subtotal</i>		\$334,929.00	\$333,917.00
3000	EMPLOYEE BENEFITS		
3100	STRS	--	--
3200	PERS	\$ 67,985.00	\$ 74,192.00
3300	OASDI & Medicare	\$ 25,125.00	\$ 25,125.00
3400	Health & Welfare Benefits ³	\$ 55,000.00	\$ 55,088.00
3500	SUI	\$ 164.00	\$ 164.00
3600	Worker's Compensation	\$ 8,080.00	\$ 8,080.00
3900	Other Benefits	--	--
<i>Subtotal</i>		\$156,354.00	\$162,649.00
4000	SUPPLIES		
4300	Other Supplies	\$ 5,000.00	\$ 4,000.00
	Literature, Periodicals	\$ 1,000.00	\$ 1,000.00
	Office Supplies	\$ 3,000.00	\$ 2,500.00
	Examinations Purchase	--	--
	Printing & Forms	--	--
	Other	--	--
4400	Non-Capitalized Equipment	--	--
<i>Subtotal</i>		\$ 9,000.00	\$ 7,500.00

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.

		2019-2020 Budgeted Amount <i>(dollars only)</i>	2020-2021 Proposed Budget <i>(dollars only)</i>
5000	SERVICES & OTHER OPERATING EXPENSES		
5200	Travel & Conference Expense		
	Mileage (Local)	\$ 4,000.00	\$ 3,000.00
	Expense Allowance	\$ 2,000.00	\$ 2,000.00
	Conference	\$ 7,000.00	\$ 4,000.00
5300	Dues & Membership		
		\$ 3,000.00	\$ 3,000.00
5500	Utilities & Operating Expenses		
	Electricity	--	--
	Heat	--	--
	Water	--	--
	Other	--	--
5600	Rentals, Leases & Repairs		
	Leasing of Equipment	\$ 4,500.00	\$ 4,500.00
	Equipment Maintenance Contracts	--	--
	Other	--	--
5800	Other Services & Operating Expenses		
	Advertising	\$ 4,500.00	\$ 4,500.00
	Salary Classification Surveys	--	--
	Physical Examination	\$ 3,000.00	\$ 3,000.00
	Fingerprinting	\$ 4,000.00	\$ 4,000.00
	Other Recruitment Expense	--	--
	Legal Expenses	\$ 5,000.00	\$ 5,000.00
	Contracted Testing	--	--
	Contracted Personnel Services	--	--
	Other	--	--
5900	Communications		
	Telephone/Fax	--	--
	Postage	--	--
	Other	--	--
Subtotal		\$ 37,000.00	\$ 33,000.00

		2019-2020 Budgeted Amount (dollars only)	2020-2021 Proposed Budget (dollars only)
6000	EQUIPMENT		
6400	New Equipment		
	Office Furniture	--	--
	Office Equipment	\$ 1,500.00	\$ 500.00
	Other	--	--
6500	Equipment Replacement	--	--
	<i>Subtotal</i>	\$ 1,500.00	\$ 500.00

Total Budget Designated for Personnel Commission		\$538,783.00	\$537,566.00
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SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 4, 2020

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

The screening process for the establishment of the Campus Supervision Assistant Eligibility List has been completed.

Recruitment type: Open and Promotional

Number of District employees that applied 00

Number of Applications 03

Number of Applicants Tested (screened) 03

Number of Applicants Passing Test 03

Number of Applicants to be Certified 03

It is recommended that the Eligibility List for Campus Supervision Assistant be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

FEBRUARY, 2020

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
PROBATIONARY ASSIGNMENT				
Miguel Mendoza	McKevett	Inst. Asst.-Special Ed.	5.5/day	01/14/20
Regina Mendez Medina	SPHS	Inst. Asst.-Severely Disabled	5.5/day	01/15/20
Rachel Henno	Isbell	Speech & Lang. Pathology Asst.	6.0/day	01/29/20
Yaritza Magana	McKevett	Inst. Asst.-Severely Disabled	5.75/day	01/29/20
Michael Magana	Maintenance	Grounds Maintenance Worker	4.0/day	02/03/20
Ayako Oba	Blanchard	Inst. Asst.-Severely Disabled	5.75/day	02/04/20

PROMOTION

Gerardo A. Segura	Maintenance	Warehouse Wkr/Delivery Driver	8.0/day	01/21/20
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EXHAUSTION OF PAID LEAVE BENEFITS

Gema Servin de la Mora	Isbell	Inst. Asst.-Special Ed. Bil.	5.5/day	02/06/20
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UNPAID LEAVE OF ABSENCE

John Peralta	Technology	Network Systems Manager	8.0/day	03/02/20-08/31/20
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PAID ADMINISTRATIVE LEAVE

#5626				01/28/20
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RESIGNATION

Kami Cooke	Isbell	Campus Safety Assistant	3.0/day	01/24/20
Angelica Arenas H.	Webster	Child Nutrition Serv. Asst. I	2.0/day	02/06/20
Icela Sabory	Thille	School Office Assistant	8.0/day	02/07/20

LIMITED TERM

Gisela Dominguez	SPHS	Office Assistant	5.0/wk	01/15/20-06/04/20
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February 12, 2020

LIMITED TERM (cont.)

Sonia Magana	Isbell	Office Assistant	5.0/wk	01/27/20-06/04/20
Lucy Paez	Blanchard	Office Assistant	5.0/day	03/12/20
Noel Chavez	McKevett	Custodian	2.0/day	02/22/20-06/04/20

CLASSIFIED PERSONNEL ACTIVITY REPORT

MARCH, 2020

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
UNPAID LEAVE OF ABSENCE				
Elda Valdivia	RHS	School Admin. Asst. II	8.0/day	03/04/20-04/01/20
RESIGNATION				
Ashley Catalan	Bedell	Inst. Asst.-Severely Disabled	5.5/day	02/21/20
Lizet Martinez	Thille	Inst. Asst.-Special Ed.	5.0/day	02/25/20
George Garcia	McKevett	Campus Supervision Asst.	3.0/day	03/06/20
Dalia Magana	Glen City	Inst. Asst.-Special Ed.	5.5/day	03/06/20
LIMITED TERM				
Gisela Dominguez	SPHS	Office Asst.	5.0/wk	01/15/20-06/04/20
Yajaira Millan	Thille	Instructional Asst.	3.0/day	02/07/20-05/29/20
Maria Alejos Hernandez	Glen City	Child Care Asst.	5.0 total	02/11/20-02/25/20
Jessica Limon	Thille	Instructional Asst.	2.0/day	02/11/20-05/29/20
Olivia Arana	Glen City	Inst. Asst.-Severely Disabled	5.5/day	02/13/20-06/04/20
Bianca Hernandez	Bedell	School Office Asst.	5.0/day	03/06/20
Lucy Paez	Bedell	School Office Asst.	5.0/day	03/06/20
Bianca Hernandez	Webster	School Office Asst.	4.5/day	03/09/20
Bianca Hernandez	Thille	School Office Asst.	5.0/day	03/10/20
Nancy Gonzalez	McKevett	School Office Asst.	3.5/day	03/13/20
Bianca Hernandez	McKevett	School Office Asst.	3.5/day	03/13/20
Nancy Gonzalez	Glen City	School Office Asst.	5.0/day	03/17/20

March 11, 2020