

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

<p><b>PERSONNEL COMMISSION MEETING HUMAN RESOURCES OFFICE 500 E. Santa Barbara St. Santa Paula, CA 93060 Thursday, May 21, 2020 - 4:00 P.M.</b></p>
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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, 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. PUBLIC HEARING

Annual Budget 2020/2021 – 2<sup>nd</sup> Reading

*It is recommended that the Personnel Commission approve the 2<sup>nd</sup> Reading of 2020/2021 Annual Budget as presented.*

**Action**

**G. NEW BUSINESS – ACTION OR INFORMATION**

1. Relocation of Classified Human Resources Office to District Office
2. Personnel Activity Report for April

**Information**

**Information**

**H. COMMISSION COMMENTS**

**I. SCHEDULE NEXT REGULAR MEETING**

**J. CONVENE TO CLOSED SESSION**

Public employee discipline/dismissal/release GC § 54954.5, 54957

**K. RECONVENE TO PUBLIC SESSION**

*The Personnel Commission will report on formal action, if any, taken during closed session.*

**L. ADJOURNMENT**

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

## **PERSONNEL COMMISSION MINUTES**

April 23, 2020  
Via video conference

### **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

No public requests to attend meeting were received.

### **CALL TO ORDER**

The regular meeting of the Personnel Commission was called to order by Chair Hicks at 2:00 p.m.

### **APPROVAL OF MINUTES**

January 23, 2020

UPON A MOTION BY MRS. 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.

### **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 updated the Commission on the challenges facing the department due to social distancing in relation to examinations and she notified the Commission that staff has been in the office as needed but are generally working from home. She also relayed information on the Classified Human Resources Office will be relocating to the District Office this summer.

### **OLD BUSINESS**

None

**NEW BUSINESS**

Annual Budget 2020/2021 – 1<sup>st</sup> Reading - Action.  
Set Date of Public Hearing

UPON A MOTION BY MRS. LOWE WITH A SECOND BY MS. DJERNAES, THE ITEM WAS OPENED FOR DISCUSSION.

The Director reviewed the Commission’s 2020/21 annual budget and provided information on reducing conferences, mileage, supplies, office equipment and equipment replacement. The Director stated the proposed budget was reviewed by the Assistant Superintendent/Business and she requested modifying the areas of employee benefits, specifically, PERS, OASDI & Medicare and SUI due to increases and a slight reduction under Worker’s Compensation.

AFTER DISCUSSION, THE ITEM WAS AMENDED TO APPROVE THE REVISIONS OF THE ANNUAL BUDGET AND TO SET THE DATE OF PUBLIC HEARING TO MAY 21, 2020 AT 4:00 PM. ITEM WAS APPROVED WITH A 3-0 VOTE.

Eligibility list for Campus Supervision Assistant – Action.

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

Personnel Activity Reports for February and March – Information.

Approved by consensus.

**COMMISSION COMMENTS**

No comments were made.

**SCHEDULE NEXT REGULAR MEETING**

The next regular meeting was scheduled for 4:00 p.m., Thursday, May 21, 2020.

**ADJOURNMENT**

The meeting was adjourned at 4:15 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, April 23, 2020, as approved by the Santa Paula Unified School District.

\_\_\_\_\_  
Chair, Personnel Commission

\_\_\_\_\_  
Date

**ANNUAL BUDGET OF PERSONNEL COMMISSION**  
**FISCAL YEAR 2020-2021**  
*(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)* Human Resources Office  
500 E. Santa Barbara St. on May 21, 2020, at 4:00 PM *(time)*

You are invited to attend and present your views.

Signed: \_\_\_\_\_  
Chairperson or Director of Personnel Commission

**ADOPTED ANNUAL BUDGET OF PERSONNEL COMMISSION**

To: Stanley C. Mantooh, Ventura County Superintendent of Schools

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 Stanley C. Mantooh, Ventura County Superintendent of Schools.

By: \_\_\_\_\_

Date: \_\_\_\_\_

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

		<b>2019-2020 Budgeted Amount (dollars only)</b>	<b>2020-2021 Proposed Budget (dollars only)</b>
<b>2000 CLASSIFIED SALARIES<sup>1</sup></b>			
2300	Administrative Personnel	\$153,653.00	\$153,653.00
	Commission Members <sup>2</sup>	\$ 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
<b>3000 EMPLOYEE BENEFITS</b>			
3100	STRS	--	--
3200	PERS	\$ 67,985.00	\$ 75,563.00
3300	OASDI & Medicare	\$ 25,125.00	\$ 25,353.00
3400	Health & Welfare Benefits <sup>3</sup>	\$ 55,000.00	\$ 55,088.00
3500	SUI	\$ 164.00	\$ 166.00
3600	Worker's Compensation	\$ 8,080.00	\$ 7,457.00
3900	Other Benefits	--	--
<i>Subtotal</i>		\$156,354.00	\$163,627.00
<b>4000 SUPPLIES</b>			
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

<sup>1</sup> 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.

<sup>2</sup> Salaries for Commission members should not be included without prior and specific authorization by the Governing Board (*Education Code Section 45250*).

<sup>3</sup> 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>
<b>5000</b>	<b>SERVICES &amp; OTHER OPERATING EXPENSES</b>		
5200	<b>Travel &amp; Conference Expense</b>		
	Mileage (Local)	\$ 4,000.00	\$ 3,000.00
	Expense Allowance	\$ 2,000.00	\$ 2,000.00
	Conference	\$ 7,000.00	\$ 4,000.00
5300	<b>Dues &amp; Membership</b>	\$ 3,000.00	\$ 5,500.00
5500	<b>Utilities &amp; Operating Expenses</b>		
	Electricity	--	--
	Heat	--	--
	Water	--	--
	Other	--	--
5600	<b>Rentals, Leases &amp; Repairs</b>		
	Leasing of Equipment	\$ 4,500.00	\$ 4,500.00
	Equipment Maintenance Contracts	--	--
	Other	--	--
5800	<b>Other Services &amp; Operating Expenses</b>		
	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	<b>Communications</b>		
	Telephone/Fax	--	--
	Postage	--	--
	Other	--	--
	<i>Subtotal</i>	\$ 37,000.00	\$ 35,500.00

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

<b>Total Budget Designated for Personnel Commission</b>	\$538,783.00	\$541,044.00
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# CLASSIFIED PERSONNEL ACTIVITY REPORT

APRIL, 2020

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
<b>RETIREMENT</b>				
Anthony Atilano	SPHS	Chief of Security	8.0/day	06/30/20