



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

4400 Cathedral Oaks Road
P.O. Box 6307
Santa Barbara, CA 93160-6307

REGULAR MEETING

March 26, 2020 – 12:30 p.m.

LOCATION

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 meeting was conducted by videoconference only, with members of the public instructed to contact the Director, Human Resources to obtain login credentials if they wished to attend.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Mike Ostini called the meeting to order at 12:40 p.m.

2. Roll Call

Members Present

Mike Ostini, Chair

Jennie Batiste, Vice Chair

Gary Pickavet, Commissioner

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance. Toni Gutierrez held up a U.S. flag for attendees to see.

4. Changes to the Agenda — None

5. Introduction of Guests

Staff present:

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Toni Gutierrez, Office Assistant, Human Resources

6. Public Comment — None

No members of the public contacted the Director, Human Resources requesting login credentials for the meeting.

7. Approval of Minutes of Meeting Held February 27, 2020

MOVED: Gary Pickavet SECONDED: Jennie Batiste VOTE: 3-0

8. Communications — None**9. Informational Items****a. Media Releases**

These were made available from the County Superintendent of Schools.

b. Legislative Update — Provided as part of the Director's report.**REGULAR BUSINESS****10. Informational Items****a. List of New Positions, February 22, 2020-March 20, 2020****b. Classified Personnel Report dated April 2, 2020****c. Position Announcement****11. Action Items****a. Ratification of Eligibility List****i. Paraprofessional (Dual – North)**

MOVED: Gary Pickavet SECONDED: Jennie Batiste VOTE: 3-0

b. Classification of Positions — None**c. Job Descriptions — None**

UNFINISHED BUSINESS

12. Approval of Personnel Commission Meeting Dates for 2020-21

MOVED: Gary Pickavet SECONDED: Jennie Batiste VOTE: 3-0

13. Discussion of Compensation for Out of Class Assignments

There was a discussion about training for out-of-class assignments and the appropriate start date for the higher compensation associated with out-of-class assignments. The commissioners requested a legal opinion on the question.

NEW BUSINESS

14. Review of Proposed Personnel Commission Budget for 2020-21

The Director, Human Resources explained that the only proposed change to the budget for next fiscal year was a small increase in the Dues and Memberships object code to reflect an increase in cost of SBCEO's CODESP membership. The 5810 Contract Services object code was reduced by a corresponding amount to result in no net increase. There was a consensus that the required public hearing on the proposed Personnel Commission budget for 2020-21 be deferred to the May meeting, in hopes that attendance by the public might be easier at a later date.

REPORTS

15. PERSONNEL COMMISSIONER REPORTS

Gary Pickavet noted that he has cancelled his trip to Hawaii but stated that the date of the April PC meeting can remain April 16. He said he was glad to see legislation being passed to help workers affected by the COVID-19 pandemic and hoped the local health care system would not be overwhelmed.

Jennie Batiste reported that she has not left her house since March 9, and expressed her hope that everyone would stay healthy.

Mike Ostini also urged everyone to be healthy and safe and expressed confidence that we will get through this.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director briefed the Commissioners on new federal legislation that was enacted on March 18, 2020 that provides for new types of paid leave for employees who are unable to work due to COVID-19 related reasons. She explained that Human Resources is focused on understanding the new rights

and requirements and implementing them for SBCEO employees, as well as providing support to districts who need to implement the new law. In response to a question about whether SBCEO employees had been furloughed or laid off, she explained that at this time, some employees continue to work on-site, others are working remotely, and still others are on-call and available for remote work assignments during their regular work hours. At this time, no employees have been furloughed or laid off.

17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:13 p.m. The next regularly scheduled meeting will be held on April 16, 2020 at 12:30 p.m. by videoconference.



Amy R. Ramos
Director, Human Resources
Secretary to the Personnel Commission

Michael Ostini
Chair, Personnel Commission



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307

Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Mar. 21, 2020 through Apr.10, 2020

Position #

Position Information

2234

Educational Interpreter, American Sign Language, Certified • Ernest Righetti High School DHOH • North County
32.50 hours per week • 10.00 months

Classified Personnel Report

May 7, 2020

Appointments

Limited Term/Substitute

Martinez, Fabiola March 19, 2020
Paraprofessional • Special Education • Various sites
• Hourly as needed

Martinez, Fabiola March 19, 2020
Teaching Assistant • Juvenile Court and Community Schools • Various sites
• Hourly as needed

Changes

Anniversary Increase

Anderson, Beth April 1, 2020
School Occupational Therapist • Special Education • School Occupational Therapy Services, South/Valley,
Lompoc
100% • 10 months

Barcos, Lydia April 1, 2020
Accounting Technician • School Business Advisory Services • School Business Advisory Services
50% • 12 months

Barnard, Adriane April 1, 2020
Paraprofessional • Special Education • Central Avenue Preschool
67.5% • 10 months

Beauchamp, Tracey April 1, 2020
Communications Administrative Assistant • Communications • Communications
100% • 12 months

Bezie, Maria April 1, 2020
Clerical Assistant • Child Development • Child Development
100% • 12 months

<p>Bluem, Denice Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH & Pre-K 75% • 10 months</p>	<p>April 1, 2020</p>
<p>Davis-Orr, Patricia Paraprofessional • Special Education • Montecito Union School 78.75% • 10 months</p>	<p>April 1, 2020</p>
<p>Davis, Eli Inventory Specialist • Special Education • Special Education Accounting 100% • 12 months</p>	<p>April 1, 2020</p>
<p>Gadler Bell, Marilee School Occupational Therapist • Special Education • School Occupational Therapy Services, South/Valley, Lompoc 80% • 12 months</p>	<p>April 1, 2020</p>
<p>Gonzalez, Esther Paraprofessional • Special Education • Speech/Language Services, Dunlap 75% • 10 months</p>	<p>April 1, 2020</p>
<p>Gonzalez, James Paraprofessional • Special Education • Manzanita Charter School 81.25% • 10 months</p>	<p>April 1, 2020</p>
<p>Hernandez, Vivian Office Assistant • Juvenile Court and Community Schools • Peter B. Fitzgerald Community School 50% • 10 months</p>	<p>April 1, 2020</p>
<p>Holladay, Jason Paraprofessional • Special Education • Olga Reed Elementary 77.5% • 10 months</p>	<p>April 1, 2020</p>
<p>Howard, Diane Clerical Assistant • Child Development • Child Development 100% • 12 months</p>	<p>April 1, 2020</p>
<p>Hulsizer, Samantha Paraprofessional • Special Education • Montecito Union School 81.25% • 10 months</p>	<p>April 1, 2020</p>

Lemos, Lisa	April 1, 2020
Paraprofessional • Special Education • Alice Shaw Elementary	
77.5% • 10 months	
Lyons, V Roxanne	April 1, 2020
Educational Interpreter, American Sign Language, Certified • Special Education • Ralph Dunlap School DHOH 2	
75% • 10 months	
Macias, Diana	April 1, 2020
Staff and Student Support Specialist • Special Education • Special Education Support Staff, Santa Barbara	
100% • 12 months	
Maquinalez, Jodi	April 2, 2020
Paraprofessional • Special Education • Orientation and Mobility Specialist	
75% • 10 months	
Marble, Margaret	April 2, 2020
Paraprofessional • Special Education • Montecito Union School	
81.25% • 10 months	
Martinez, Veronica	April 1, 2020
Paraprofessional • Special Education • Speech/Language Services, McClelland	
75% • 10 months	
McDaniel, Aaron	April 1, 2020
Educational Interpreter, American Sign Language, Certified • Special Education • Orcutt Junior High School	
DHOH	
75% • 10 months	
Moreno Covarrubias, Blanca	April 1, 2020
Paraprofessional • Special Education • Cold Spring School	
81.25% • 10 months	
Muhr, Joan	April 1, 2020
Office Assistant • Information Technology Services • Information Technology Services	
30% • 12 months	
Niz, Ruth	April 1, 2020
Office Assistant • Special Education • Special Education Support Staff, Lompoc	
100% • 11 months	

Park, Heather Paraprofessional • Special Education • Vision Services 75% • 10 months	April 1, 2020
Ramirez, Norma Paraprofessional • Special Education • Montecito Union School 81.25% • 10 months	April 1, 2020
Remick, Cory Senior Software Engineer • Information Technology Services • Information Technology Services 100% • 12 months	April 1, 2020
Rodriguez, Brenda Paraprofessional • Special Education • Buena Vista Headstart 37.5% • 10 months	April 1, 2020
Rodriguez, Isabel Paraprofessional • Special Education • Manzanita Charter School 81.25% • 10 months	April 1, 2020
Rubio-Macias, Juana Teaching Assistant • Juvenile Court and Community Schools • Dos Puertas Juvenile Hall School 87.5% • 12 months	April 1, 2020
Santizo, Marissa Paraprofessional • Special Education • Hollister School Elementary 81.25% • 10 months	April 1, 2020
Sautot, Jenifer Paraprofessional • Special Education • Cold Spring School 81.25% • 10 months	April 1, 2020
Sprague, Lynette Paraprofessional • Special Education • Hollister School Elementary 81.25% • 10 months	April 1, 2020
Tapia, Ana Paraprofessional • Special Education • Speech/Language Services, Valley/Lompoc 75% • 10 months	April 1, 2020

Teran, Ruby April 1, 2020
Paraprofessional • Special Education • Olga Reed Elementary
77.5% • 10 months

Valadez, Patricia April 1, 2020
Accounting Technician, Senior • Internal Services • Accounting
100% • 12 months

Velazquez, Ricardo April 1, 2020
Paraprofessional • Special Education • Buena Vista Headstart
32.5% • 12 months

Vigil, Rosangel April 1, 2020
Paraprofessional • Special Education • Speech/Language Services, Lompoc
75% • 10 months

Wells, Brittany April 1, 2020
Child Care Assistant • Child Development • Santa Maria Cal-SAFE
100% • 10 months

Wheeler, William April 1, 2020
Computer/Network Technician, Information Technology Services • Information Technology Services • Network
and Microcomputer Support
100% • 12 months

Wold, Kristen April 1, 2020
Paraprofessional • Special Education • Cold Spring School
81.25% • 10 months

Probation to Permanent

Bukal, Elvia April 1, 2020
Accounting Supervisor • Internal Services • Accounting
100% • 12 months

Consolascio, Sherry April 1, 2020
Food Service Worker • Child Development • Santa Maria Cal-SAFE
43.75% • 10 months

Medina, Lydia April 1, 2020
Child Care Assistant • Child Development • Learning Place State Preschool
75% • 10 months

Sanchez De Diaz, Luz April 1, 2020
Program Associate • Transitional Youth Services • Transitional Youth
100% • 12 months

Segura-Casillas, Fatima April 1, 2020
Program Associate • Transitional Youth Services • Transitional Youth
100% • 12 months

Watson, Clarissa April 1, 2020
Paraprofessional • Special Education • Los Robles High School
68.75% • 12 months

Promotion

Dillon, Ana April 2, 2020
Accounting Technician, Senior • Internal Services • Accounting
100% • 12 months
From Accounting Technician

Lee, Melissa April 2, 2020
Accounting Supervisor • Internal Services • Accounting
100% • 12 months
From Accounting Technician, Senior

Account Object Code	2019/20 Adopted Budget	2019/20 Revised Budget	2019/20 Actuals with Encum	2019/20 Budget -Actuals	2019/20 Budget /Actuals
Fund 01 - General Fund/County School Ser					
Expense					
2300 Class Admin Sal	125,293	125,292	125,292		100.00 %
2400 Cler/Office Sal	130,062	122,883	132,093	9,209.59-	107.49 %
2430 Extra Hours/OT	3,000	3,000	1,398	1,602.48	46.58 %
2440 Substitutes	3,000	5,035		5,035.00	
Total for Object 2000	261,355	256,210	258,782	2,572.11-	
3200	53,803	49,251	49,753	502.15-	101.02 %
3300	3,750	3,565	3,679	113.80-	103.19 %
3400	107,940	115,159	116,910	1,750.90-	101.52 %
3500	130	123	127	3.68-	102.99 %
3600	3,769	3,801	3,917	116.06-	103.05 %
Total for Object 3000	169,392	171,899	174,386	2,486.59-	
4300 Supplies	200	200		200.00	
4340 Compter Exps	400	400		400.00	
4350 Office Supply	3,140	3,140	2,896	244.36	92.22 %
Total for Object 4000	3,740	3,740	2,896	844.36	
5200 Travel	9,000	9,000	6,327	2,673.06	70.30 %
5300 Dues/Membership	5,550	5,550	5,211	339.00	93.89 %
5610 Rntl Les w/o Op	1,300	1,300	1,196	103.88	92.01 %
5630 Repairs	200	200		200.00	
5640 Computer Repr	500	500		500.00	
5650 Maint Agreemnts	700	700	700		100.00 %
5710 Inter Prg Trans	400	400	80	320.32	19.92 %
5720 Postage	50	50	16	34.50	31.00 %
5730 Printing/Dupl	1,500	1,500	194	1,306.38	12.91 %
5740 Computer Suppt	710	710	169	540.64	23.85 %
5800 Prof Consulting	7,400	7,400	6,400	999.75	86.49 %
5810 Contract Servs	5,000	5,000		5,000.00	
5830 Advertisement	3,000	3,000	1,570	1,429.76	52.34 %

Account Object Code	2019/20 Adopted Budget	2019/20 Revised Budget	2019/20 Actuals with Encum	2019/20 Budget -Actuals	2019/20 Budget /Actuals
Fund 01 - General Fund/County School Ser (continued)					
Expense (continued)					
5850 Consultant Cont	2,500	2,500		2,500.00	
Total for Object 5000	37,810	37,810	21,863	15,947.29	
Total for Org 061, Fund 01 and Expense accounts	472,297	469,659	457,926	11,732.95	



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Resolution No. HR 2020-1

AGENDA ITEM 13

WHEREAS, the California Legislature has designated the third full week in May of each year as Classified School Employee Week; and

WHEREAS, existing laws provide for the employment of persons in the public schools in positions not requiring certification qualification as classified employees;

WHEREAS, the Personnel Commission and staff of the Santa Barbara County Education Office recognize and appreciate the contributions of classified employees in providing quality education services and support for the schools in Santa Barbara County; and

WHEREAS, the California Governor has issued an Executive Order effective March 19, 2020 directing Californians to stay home, and the California Department of Education has advised that Classified School Employee of the Year activities have been suspended.

NOW, BE IT HEREBY RESOLVED, that the Personnel Commission and Director, Human Resources, reaffirm and support the designation of the third full week in May as Classified School Employee Week, which is May 17-23 this year, with the understanding that traditional activities associated with Classified School Employee Week will be rescheduled to a later date to be determined; and

BE IT FURTHER RESOLVED, that we encourage and support the efforts of classified employees and the contributions they make to the educational community.

PASSED AND ADOPTED, by the Personnel Commission of the Santa Barbara County Education Office on April 16, 2020.

Michael Ostini
Chair, Personnel Commission

Amy R. Ramos
Director, Human Resources



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

DRAFT

AGENDA ITEM 14

Date

<<First Name>> <<Last Name>>
<<School District>>
<<School Address>>

Dear <<First Name>>,

We are delighted to notify you that you have been selected as the 2020 Santa Barbara County Classified School Employee of the Year in the _____ category.

California's Classified School Employees of the Year (CSEY) Program highlights the contributions of classified school employees who support the education of California's public school students in numerous ways, from transporting them safely between home and school to providing engaging instructional support in the classroom to serving nutritious meals and snacks. The CSEY Program pays tribute to the tireless efforts of our state's outstanding classified school employees in six different categories.

Your nomination was submitted by your district along with three letters of recommendation, and a review committee selected your nomination for recognition by our County Board of Education. As one of Santa Barbara County's Classified School Employee of the Year honorees, you will also be considered for state-level recognition as a Classified School Employee of the Year in the _____ category, and we wish you the best of luck in that aspect of the program. (The California Department of Education has informed us that they have deferred proceeding with the CSEY process for now but will resume it at a later date.)

Along with those selected as honorees in the other categories, you will be recognized in a ceremony at a Board meeting, date to be determined. Although the Board is currently holding virtual meetings in compliance with the Governor's Stay at Home order, we prefer to hold the ceremony at an in-person Board meeting so that your friends, family, and colleagues can attend and help you celebrate this honor. We will notify you of the date and time once the Stay at Home order has been lifted.

Your dedication, positive demeanor, and commitment to continued learning are an inspiration to your peers and the students you serve. Please accept our gratitude and appreciation for your contributions to your school, district, and county – especially in these challenging times.

Very truly yours,

Mike Ostini
Personnel Commission Chair

Jennie Batiste
Personnel Commission Vice-Chair

Gary Pickavet
Personnel Commissioner

C: [District Superintendent]



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

Resolution No. HR 2020-2

AGENDA ITEM 15

WHEREAS, the California Governor issued Executive Order N-33-20 effective March 19, 2020, directing that all Californians stay at home during the COVID-19 pandemic, except those engaged in essential services; and

WHEREAS, most Santa Barbara County Education Office classified staff have made a rapid transition to remote work, while others are on-call and may be performing work that is not part of their regular assignment and for which they meet the minimum qualifications, all of which make direct observation of their work and performance in their regular assignment more challenging for supervisors; and

WHEREAS, the Santa Barbara County Education Office and California School Employees Association, Chapter 817 have negotiated the option of extending the due dates for evaluations of unit members to 60 workdays after the period of SBCEO closure ends and unit members have returned to work; and

WHEREAS, it is the goal and intent of the Santa Barbara County Education Office to treat employees equitably and consistently.

NOW, BE IT HEREBY RESOLVED, that for the duration of any SBCEO closure resulting from COVID-19, the Personnel Commission directs that the requirements for conducting classified employee evaluations as set forth in Personnel Commission Rule 4463.2, Timing of Evaluations, may be suspended and all timelines in PC Rule 4463.2 related to evaluations may be extended for an additional 60 work days after the period of the SBCEO closure ends and classified employees have returned to their regular work sites and assignments.

PASSED AND ADOPTED, by the Personnel Commission of the Santa Barbara County Education Office on April 16, 2020.

Michael Ostini
Chair, Personnel Commission

Amy R. Ramos
Director, Human Resources