Santa Paula Unified School District

PERSONNEL COMMISSION AGENDA

PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
CLASSIFED HUMAN RESOURCES
201 S. Steckel Drive
Santa Paula, CA 93060
Thursday, January 25, 2024 - 3:00 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 ORDER OF AGENDA ITEMS

C. CONVENE TO CLOSED SESSION

Public employee performance evaluation G.C. §54954.5, 54957

D. RECONVENE TO PUBLIC SESSION

4:00 P.M. (Approximate Time)

E. APPROVAL OF MINUTES

It is recommended that the Personnel Commission approve the minutes of the regular meeting on December 14, 2023.

F. PUBLIC COMMENTS

Public comment from the audience on agenda and/or non-agenda items (no action may be taken).

G. REPORTS AND DISCUSSION

1. CSEA Report
2. District Report
3. Director's Report

H. OLD BUSINESS – ACTION OR INFORMATION

1. Personnel Commission Review of Job Descriptions **Information**
   - Executive Director, Human Resources-Classified
   - HR Analyst-Classified

I. NEW BUSINESS – ACTION OR INFORMATION

1. Establishment of New Class – Mental Health Therapist Associate **Action**
   a. Approval of job specification and salary allocation

2. Certification of Eligibility lists: **Action**
   - Grounds Maintenance Worker - established 12/15/23
   - Database Analyst - established 12/18/23
   - Instructional Assistant-Bilingual - established 12/8/23
   - Instructional Assistant-Special Ed. – established 1/8/24

3. Personnel Activity Report for December 13, 2023 **Information**

J. COMMISSION COMMENTS

K. SCHEDULE NEXT REGULAR MEETING

February 8, 2024

L. ADJOURNMENT

Santa Paula Unified School District
Personnel Commission Meeting
District Office – Board Room
201 S. Steckel Drive
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES – DECEMBER 14, 2023

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Sanchez-Reyes at 3:30 p.m. **Commission Members Present:** Karen Harrison, Member Tommie Sanchez-Reyes, Chair Jeff Steiger, Vice-Chair **Staff Present:** Cynthia Carrillo, Executive Director-HR Sonia Bautista, HR Analyst-Classified
B. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY COMMISSIONER STEIGER, THE AGENDA WAS APPROVED WITH A 3-0 VOTE.
C. CONVENE TO CLOSED SESSION	THE COMMISSION ADJOURNED TO CLOSED SESSION AT APPROXIMATELY 3:31 P.M. TO DISCUSS: PUBLIC EMPLOYEE PERFORMANCE EVALUATION G.C. §54954.5, 54957
D. RECONVENE TO PUBLIC SESSION	THE COMMISSION RECONVENED TO PUBLIC SESSION AT APPROXIMATELY 4:10 P.M. WITH NO REPORT FROM CLOSED SESSION.
E. APPROVAL OF MINUTES	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY COMMISSIONER STEIGER, THE MINUTES OF OCTOBER 12, 2023 WERE APPROVED WITH A 3-0 VOTE.
F. PUBLIC COMMENTS	No comments were made.
G. REPORTS AND DISCUSSION	**CSEA Report** There was nothing to report to the Commission at this time. **District Report** Dr. Edd Bond provided information on the Christmas parade and information regarding professional development when staff returns from the holiday recess. **Director's Report** Mrs. Carrillo, Executive Director, highlighted information from the 2022/2023 Annual Report, including tracking the data on recruitments and vacancies, noting the heavy increase in newly created positions. She thanked staff for their hard work, including Marisela Garcia, who has worked in the office temporarily assisting with recruitment proctoring and relaying applicant information.
H. OLD BUSINESS – ACTION OR INFORMATION	None

I. NEW BUSINESS – ACTION OR INFORMATION	
1.	**Administration of Oath of Office - Joint Re-Appointee Personnel Commissioner - Karen Harrison - Action** UPON A MOTION BY COMMISSIONER STEIGER, WITH SECOND BY COMMISSIONER SANCHEZ-REYES, THE ITEM WAS APPROVED WITH A 3-0 VOTE Mrs. Cynthia Carrillo, Executive Director of Classified Human Resources administered the Oath of Office to Ms. Harrison.
2.	**Election of Chair - Action** UPON A NOMINATION BY COMMISSIONER HARRISON, WITH SECOND BY COMMISSIONER STEIGER, MRS. SANCHEZ-REYES WAS RE-ELECTED AS CHAIR WITH A 3-0 VOTE.
3.	**Election of Vice-Chair - Action** UPON A NOMINATION BY COMMISSIONER SANCHEZ-REYES, WITH SECOND BY COMMISSIONER HARRISON, MR. STEIGER WAS RE-ELECTED AS VICE-CHAIR WITH A 3-0 VOTE.
4.	**Scheduling of Regular Meetings - Action** UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY COMMISSIONER STEIGER, THE JANUARY MEETING WAS MODIFIED TO THE 18TH AND ALL OTHER MEETINGS WERE APPROVED WITH A 3-0 VOTE.
5.	**Annual Report 2022-2023 — Draft - Action** UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY COMMISSIONER SANCHEZ-REYES, THE DRAFT ANNUAL REPORT 2022-2023 WAS APPROVED WITH A 3-0 VOTE.
6.	**Personnel Commission Review of Job Descriptions - Information** **Executive Director, Human Resources -Classified** **HR Analyst - Classified** The Personnel Commission requested current job descriptions be provided for further review.
7.	**Certification of Eligibility Lists:** UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY COMMISSIONER HARRISON, THE ELIGIBILITY LIST WAS OPENED FOR DISCUSSION: Administrative Assistant II — established 1 1/15/23 Computer Technician - established 11/6/23 Custodian — established 12/1/23 Instructional Assistant-ASP - established 10/10/23

	Instructional Assistant-Bilingual — established 11/30/23 Instructional Assistant-SD Bil. - established 10/13/23 Lead Custodian - established 10/3 1/23 Network & Systems Manager - established 10/23/23 School Office Assistant (Bilingual) — established 11/29/23 WITH NO FURTHER COMMENTS, THE LIST WAS APPROVED WITH A 3-0 VOTE.
J. COMMISSION COMMENTS	None
K. SCHEDULE NEXT REGULAR MEETING	Thursday, January 18, 2024 at 4:00 p.m.
L. ADJOURNMENT	With no further business, the meeting was adjourned at 4:46 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, December 14, 2023, as approved by the Personnel Commission of the Santa Paula Unified School District.

_____ _____

Chair, Personnel Commission Date

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: MENTAL HEALTH THERAPIST ASSOCIATE (DRAFT 11/20/23)

BASIC FUNCTION:

Under the direction and supervision of a licensed Professional Clinical Counselor, provide services to students with social/emotional and/or behavioral needs to assigned sites. Provide individual and group counseling for students; parent counseling and training; creating measurable and observable treatment goals; conduct classroom observations and interventions; collaborate and consult with school staff; attend school meetings; complete appropriate documentation of services.

REPRESENTATIVE DUTIES:

Provide intensive, educational related mental health services to students and their parents and/or guardians, as appropriate, including crisis intervention, threat assessment, and treatment interventions.

Meet with families to explain services and obtain consent.

Provide one on one, small group counseling and whole class social/emotional interventions.

Participate in crisis counseling and risk assessment as needed.

Consult with teachers, school psychologists, administrators and other school staff regarding students' social-emotional needs related to education.

Develop and monitor counseling IEP goals for identified students and provide benchmark progress updates.

Provide trainings on educational related mental health issues for staff, students, and families.

Provide training, consultation and support to teachers and staff regarding classroom environment and school climate to support needs of students.

Work as part of a team in school meetings related to discussion and planning for improvement of individual student needs as well as the development and implementation of IEPs to meet the needs for students with various disabilities with particular attention to social-emotional goals.

Provide referrals to appropriate in-district and community resources.

Complete written reports and maintain records of service as appropriate.

DRAFT

Maintain confidentiality with complete security, with the exception of mandated child abuse report requirements.

Meet regularly with supervisor and maintain requirements of the Association of Marriage and Family Therapy (AMFT) or Associate Professional Clinical Counselor (APCC).

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Professional and ethical standards and practices.
Psychological assessments and counseling skills.
Methods and techniques of interviewing and crisis intervention.
Philosophy and principles of Applied Behavior Analysis.
Appropriate therapeutic approaches for identified student groups, including students with disabilities.
Agencies and resources available to assist students and families.
Federal and State laws concerning family rights and behavioral health services.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of standard office equipment.
Oral and written communication skills.

ABILITY TO:

Maintain flexibility to meet scheduling needs of students and families.
Work effectively with children, adolescents and adults.
Work independently and make decisions within the framework of established guidelines.
Work confidentiality with discretion.
Consistently utilize clinical skills that are outcome and goal focused.
Organize and manage tasks, time and responsibilities.
Work in stressful, emotional and confrontational situations requiring instructional, consultative and counseling skills.
Articulate ideas and information to others both orally and in writing.
Maintain accurate records.
Establish and meet deadlines.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: master's degree from an accredited college or university in the field of marriage and family counseling and/or all academic preparation as defined by state licensing requirements for Associate MFTs or Associate PCCs.

DRAFT

Must be currently working towards the fulfillment of hours under the supervision of appropriately Licensed Professional Clinical Counselor licensed per the State of California Requirements for supervision of Associate MFTs.

LICENSES AND OTHER REQUIREMENTS:
Possession of a California State Board of Behavioral Sciences Licenses as either an Associate/Licensed Marriage and Family Therapist, Associate/Licensed Clinical Social Worker, or Associate/Licensed Professional Clinical Counselor.

Valid First Aid and CPR certificates issued by an authorized agency.

Valid Class C Driver's License and an acceptable driving record to qualify for insurability by the District's insurance carrier.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information.
Ability to see and read a variety of materials.

Proposed Range: 22.50

Board Approved: 12/13/23
PC Approved:

DRAFT

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

December 15, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Grounds Maintenance Worker** Eligibility List has been completed.

Recruitment type:	Open and Promotional
Number of District employees that applied	01

Number of Applications	20
Number of Applicants Tested	09
Number of Applicants Passing	03
Number of Applicants to be Certified	03

It is recommended that the Eligibility List for **Grounds Maintenance Worker** be certified as presented.

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

December 18, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Database Analyst** Eligibility List has been completed.

Recruitment type:	Open and Promotional
Number of District employees that applied	02

Number of Applications	07
Number of Applicants Tested	02
Number of Applicants Passing	02
Number of Applicants to be Certified	02

It is recommended that the Eligibility List for **Database Analyst** be certified as presented.

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

December 8, 2023

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type:	Open and Promotional
Number of District employees that applied	02

Number of Applications	05
Number of Applicants Tested	05
Number of Applicants Passing	04
Number of Applicants to be Certified	04

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

SANTA PAULA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

January 8, 2024

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

The screening process for the establishment of the **Instructional Assistant-Special Education** Eligibility List has been completed.

Recruitment type:	Open and Promotional
Number of District employees that applied	01

Number of Applications	10
Number of Applicants Tested	09
Number of Applicants Passing	07
Number of Applicants to be Certified	07

It is recommended that the Eligibility List for **Instructional Assistant-Special Education** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

DECEMBER 13, 2023

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
PROBATIONARY ASSIGNMENT				
Joseph Arredondo	Isbell	Instructional Asst.-ASP	4.0/day	11/06/23
Leslie Fallejo	Blanchard	CNS Asst. I	3.0/day	11/06/23
Leslye Ramirez Lagunas	Blanchard	Instructional Asst.-ASP	4.0/day	11/06/23
Lizette Salgado	Glen City	Instructional Asst.-Bil.	3.0/day	11/06/23
Mary Gonzalez	Blanchard	Campus Supervision Asst.	4.0/day	11/08/23
Martin Gutierrez	Bedell	Instructional Asst.-ASP	4.0/day	11/14/23
Brenda Chard	Glen City	Instructional Asst.-SD	5.5/day	11/15/23
Briana Villarreal	SPHS	CNS Asst. I	5.5/day	11/27/23
Yesenia Molina	Thille	Campus Supervision Asst.	4.0/day	11/28/23
Claudia Aguirre	Bedell	Instructional Asst.-SD	5.0/day	11/29/23
Karin Rodriguez	Blanchard	Instructional Asst.-Sp. Ed.	5.0/day	11/29/23
Andrew Martinez	D.O.	Computer Technician	8.0/day	12/04/23
PROMOTION				
Martin Ceja Mejia	BW/Blanchard	Outreach Specialist-Bil.	8.0/day	09/27/23
Alex Hernandez	Glen City	Lead Custodian	8.0/day	11/27/23
RESIGNATIONS				
Alexis Nevarez	SPHS	Instructional Asst-SD	5.75/day	11/10/23
Abel Mota	Glen City	Campus Supervision Asst.	5.5/day	11/30/23
Leticia Lemus	Thille	Health Specialist	8.0/day	12/01/23
RETIREMENT				
Celerina Lopez	Blanchard	CNS Asst. I	5.5/day	12/29/23

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
CHANGE IN ASSIGNMENT				
Michele Medrano	Webster	CNS Asst. I	5.5/day	11/02/23
Tina Rodriguez	SPHS	CNS Asst. I	4.0/day	11/03/23
Tabitha Burkard	Webster	Instructional Asst.-SD	5.5/day	11/13/23
Anthony Magdaleno	Custodian	Glen City/Isbell	8.0/day	12/05/23
LEAVE OF ABSENCE				
Aida Rodriguez	SPHS	Enrollment Records Spec.	8.0/day	10/11/23-11/08/23
SUBSTITUTES				
Nazhely Patron		Custodian		10/18/23
Jorge Hernandez		Custodian		10/23/23
Giovanni Yzaguirre		Custodian		11/01/23
Evyn Andrade		Instructional Assistant		11/03/23
Octavio Gonzalez		Custodian		11/09/23
Taylor Rabago		Instructional Assistant		11/09/23
Joel Chavez		Custodian		11/13/23
Sonia Regalado		Clerical		11/20/23
Jennifer Laguardia		Instructional Assistant		11/21/23
Violeta Garza		Instructional Assistant		12/05/23
Javier Solis		Driver		12/05/23