

Santa Paula Unified School District

PERSONNEL COMMISSION AGENDA

**PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
BOARDROOM
201 S. Steckel Drive
Santa Paula, CA 93060
Thursday, March 14, 2024 - 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 February 8, 2024.

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

None

G. NEW BUSINESS – ACTION OR INFORMATION

1. Revision of Mental Health Therapist Associate Job Description **Action**
2. Personnel Commission Review of Job Descriptions **Action**
 - Executive Director, Human Resources-Classified
 - HR Analyst-Classified
3. Certification of Eligibility lists: **Action**
 - Campus Supervision Assistant – established 2/27/24
 - Instructional Assistant-Severely Disabled - established 2/1/24
 - Instructional Assistant-Severely Disabled - established 3/4/24
 - Instructional Assistant Special Ed – established 2/9/24
 - Outreach Specialist-Bilingual – established 2/26/24
4. Personnel Activity Report for February 14, 2024 **Information**

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

April 11, 2024

J. ADJOURNMENT

Santa Paula Unified School District
Personnel Commission Meeting
Classified Human Resources Office
201 S. Steckel Drive
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES – FEBRUARY 8, 2024

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Commissioner Harrison at 4:03 p.m. <u>Commission Members Present:</u> Karen Harrison, Member Jeff Steiger, Vice-Chair <u>Commission Members Absent:</u> Tommie Sanchez-Reyes, Chair <u>Staff Present:</u> Cynthia Carrillo, Executive Director-Human Resources, Classified Sonia Bautista, Human Resources Analyst-Classified
B. APPROVAL OF MINUTES	UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY COMMISSIONER HARRISON, THE MINUTES WERE APPROVED WITH A 2-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER STEIGER WITH A SECOND BY COMMISSIONER HARRISON, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 2-0 VOTE.
D. PUBLIC COMMENTS	None.
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> Vanessa Hernandez, CSEA President CSEA President, Vanessa Hernandez, reported that CSEA is reviewing job descriptions and are currently in negotiations with the District for a summer school incentive MOU. <u>District Report</u> No report provided. <u>Director's Report</u> Mrs. Carrillo, Executive Director The Director reported on the posting of the Data Services Specialist, reviewing the 2024/25 employee work calendar and department staff meetings.
F. OLD BUSINESS None	

G. NEW BUSINESS 1. Personnel Commission Review of Job Descriptions - Information	THE ITEM WAS TABLED FOR THE NEXT MEETING.
2. Certification of Eligibility Lists - Action	UPON A MOTION BY COMMISSIONER STEIGER AND A SECOND BY COMMISSIONER HARRISON THE ELIGIBILITY LISTS LISTED BELOW WERE APPROVED WITH A 2-0 VOTE. • Campus Security Officer - established 1/19/24 • Child Nutrition Services Satellite Lead - established 1/18/24
3. Personnel Activity Report for January 10, 2024 - Information	Approved by consensus.
H. COMMISSION COMMENTS	No comments were made.
I. SCHEDULE NEXT REGULAR MEETING	Thursday, April 11, 2024 at 4:00 p.m.
J. ADJOURNMENT	With no further business, the meeting was adjourned at 4:10 p.m.

This certifies that these are the full and correct minutes of the regular meeting of Thursday, February 8, 2024, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: **ASSOCIATE** MENTAL HEALTH THERAPIST **ASSOCIATE**

BASIC FUNCTION:

Under the direction and supervision of a licensed **mental health clinician who meets the California Board of Behavioral Sciences qualifications to provide supervision, Professional Clinical Counselor**, provide services to students with social/emotional and/or behavioral needs to assigned sites. Provide individual and group counseling for students; **provide** parent/**family** 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**, educationally 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 **individual counseling, one-on-one, small** group counseling and whole class social/emotional interventions.

Participate in crisis counseling and **suicide screening risk** assessments **as needed.**

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

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

Evaluate success of therapeutic interventions using observations and pre/post intervention assessment data.

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.

Attend school meetings (e.g. SST, 504, IEP) and collaborate regarding development of social-emotional interventions and supports to meet student needs. 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.

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

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

OTHER DUTIES:

Perform related duties as assigned.

Attend various meetings, trainings and collaborative sessions as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Diverse communities and delivery of culturally and linguistically appropriate therapeutic services.

Professional and ethical standards and practices

Biopsychosocial Psychological assessments, child/adolescent development 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 student and parent family rights related to mental 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.

Establish and maintain effective working relationships among diverse groups of students, parents, school staff, and the community across race, ethnicity, religion, gender, class, and sexuality.

Work effectively with children, adolescents and adults.

Work independently and make decisions within the framework of established guidelines.

Analyze situations accurately and adopt effective courses of action.

Work confidentially with discretion.

Consistently utilize clinical skills that are client-centered 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, complying with Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

Establish and meet deadlines.

Operation of personal computers, related software and other office equipment.

Communicate effectively using tact, patience, and courtesy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree or higher from an accredited college or university that meets the California Board of Behavioral Sciences (BBS) requirements to be registered as an Associate Marriage and Family Therapist, Associate Clinical Social Worker, or Associate Professional Clinical Counselor. 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.

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:

Registration with the California Board of Behavioral Sciences as an Associate Marriage and Family Therapist, Associate Clinical Social Worker, or Associate Professional Clinical Counselor. 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.

Range: 23.50

Board Approved: 12/13/23

PC Approved:1/25/24

PC Revision Approved:

DRAFT



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 27, 2024

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-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 02

Number of Applications 24

Number of Applicants Tested 19

Number of Applicants Passing 18

Number of Applicants to be Certified 18

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



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 1, 2024

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type: Open and Promotional

Number of District employees that applied 01

Number of Applications 06

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-Severely Disabled** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

March 4, 2024

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type:	<u>Open and Promotional</u>
-------------------	-----------------------------

Number of District employees that applied	00
---	----

Number of Applications	08
------------------------	----

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-Severely Disabled** be certified as presented.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 9, 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:	<u>Open and Promotional</u>
-------------------	-----------------------------

Number of District employees that applied	01
---	----

Number of Applications	08
------------------------	----

Number of Applicants Tested	07
-----------------------------	----

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.



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

February 26, 2024

To: PERSONNEL COMMISSION

From: EXECUTIVE DIRECTOR, HUMAN RESOURCES-CLASSIFIED

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

Recruitment type: Open and Promotional

Number of District employees that applied 01

Number of Applications 08

Number of Applicants Tested 06

Number of Applicants Passing 04

Number of Applicants to be Certified 04

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

CLASSIFIED PERSONNEL ACTIVITY REPORT

FEBRUARY 14, 2024

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
------	------	----------	-------	----------------

PROBATIONARY ASSIGNMENTS

Clara Espejel	Isbell	Instructional Asst.-Bil.	3.0/day	01/24/24
Jorge Hernandez	Isbell	Campus Security Officer	8.0/day	02/01/24
Julie Price	Blanchard	Instructional Asst.-Sp. Ed.	5.5/day	02/08/24

PROMOTION

Rosario Cardenas Santiago	SPHS	CNS Satellite Lead	8.0/day	02/01/24
---------------------------	------	--------------------	---------	----------

CHANGES IN ASSIGNMENTS

Leslie Fallejo	McKevett	CNS Asst. I	3.0/day	01/08/24
Delia Vega de Castanon	Blanchard	CNS Asst. I	5.5/day	01/08/24
Yesenia Molina	Glen City	Campus Supervision Asst.	4.0/day	01/17/24
Guido Orsini	Thille	Lead Custodian	8.0/day	02/05/24
Fred Perez	Webster	Lead Custodian	8.0/day	02/05/24

RELEASED FROM PROBATION

Employee # 740516122024	01/19/24
Employee # 732217642024	01/26/24

RESIGNATIONS

Sanjuana Esquivel	Bedell	CNS Asst. I	3.0/day	01/26/24
Briana Villarreal	SPHS	CNS Asst. I	5.5/day	01/26/24

INCREASES IN HOURS

Pos. #1389	Bedell	Inst. Asst.-Special Ed.	5.0-5.5/day	02/14/24
Pos. #662	Blanchard	Inst. Asst.-Severely Disabled	5.0-5.5/day	02/14/24
Pos. #570	Webster	Inst. Asst.-Severely Disabled	5.0-5.5/day	02/14/24

February 14, 2024

CLASSIFIED PERSONNEL ACTIVITY REPORT

February 14, 2024

Page 2

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
------	------	----------	-------	----------------

SUBSTITUTES

Jessica Diaz-Cornejo		Student Worker		12/27/23
Alyna Gutierrez		Student Worker		01/08/24
Kasha Clemons		Campus Security Officer		01/10/24
Angela Sixto Ceja		Student Worker		01/12/24
Sandra Paniagua		Student Worker		01/16/24
Gabriela Molina		Student Worker		01/18/24
Melissa Gonzalez		Student Worker		01/18/24
Fatima Aguilar		Student Worker		01/22/24
Kassandra Ramirez		AVID Tutor		01/26/24
Claudia Martinez		Instructional Asst.		01/29/24
Luis Montalvo		AVID Tutor		02/01/24