

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

**PERSONNEL COMMISSION MEETING
SANTA PAULA UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
201 S. Steckel Drive
Santa Paula, CA 93060
Thursday, June 25, 2026 - 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 May 20, 2026.

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. Recognition of Retirees: Maggie Herrera, Sonia Bautista, Cynthia Cobos
Marilu Gwynn, Aida Rodriguez, Benjamin Villa | Information |
| 2. Establishment of New Class – Mental Health Therapist | Action |
| 3. Certification of Eligibility List: <ul style="list-style-type: none">• Enrollment & Records Specialist-Bilingual | Action |
| 4. Personnel Activity Report for May 20, 2026 | Information |

H. COMMISSION COMMENTS

I. SCHEDULE NEXT REGULAR MEETING

July 15, 2026

J. ADJOURNMENT

Santa Paula Unified School District
Personnel Commission Meeting
Boardroom
201 S. Steckel Drive
Santa Paula, CA 93060

PERSONNEL COMMISSION MINUTES – MAY 20, 2026

A. ROLL CALL	The regular meeting of the Personnel Commission was called to order by Chair Sanchez-Reyes at 4:00 p.m. <u>Commission Members Present:</u> Tommie Sanchez-Reyes, Chair Karen Harrison, Vice-Chair <u>Commission Member Absent:</u> Matt Klinefelter, Member <u>Staff Present:</u> Gregg Robinson, Director-Classified Human Resources Lindsay Collier, Human Resources Analyst-Classified
B. APPROVAL OF MINUTES	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY COMMISSIONER SANCHEZ-REYES, THE MINUTES WERE APPROVED WITH A 2-0 VOTE.
C. APPROVAL OF ORDER OF AGENDA ITEMS	UPON A MOTION BY COMMISSIONER HARRISON WITH A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ORDER OF AGENDA ITEMS WAS APPROVED WITH A 2-0 VOTE.
D. PUBLIC COMMENTS	None
E. REPORTS AND DISCUSSION	<u>CSEA Report</u> CSEA representative Lina Partida invited the Personnel Commission and Attendees to the Classified Employee Appreciation Event the following day. The event will begin with Mr. Softee's at 4:00pm at Glen City Elementary School and Classified Employees and Retirees will be honored during the CSEA meeting to follow at 4:30pm. The MOU for summer school will be presented to members to be approved during the meeting. The staff is also counting down the days to the end of the school year and start of summer break. <u>District Report</u> No report provided.

	<u>Director's Report</u> Greggory Robinson, Classified HR Director Director Robinson recognized the fairly new Classified HR Team for continuous great work and for striving to find better efficiencies. Director Robinson recognized Gloria for her ownership and execution of Summer School Assignments. Director Robinson met again with CSEA to discuss new issues and updates to coincide with the Personnel Commission Meeting today. The Personnel Commission Budget will be read for the second time during this meeting. At CSEA's Classified Employee Celebration Event, Director Robinson will be presenting retirement awards to this year's retiring employees.
F. OLD BUSINESS 1. Public Hearing Annual Budget 2026/2027 - 2nd Reading - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE ITEM WAS OPENED FOR DISCUSSION. AFTER A BRIEF DISCUSSION, THE ITEM WAS APPROVED WITH A 2-0 VOTE.
G. NEW BUSINESS 1. Resolution of Commendation for "Classified School Employee Week" - Action	UPON A MOTION BY COMMISSIONER HARRISON AND A SECOND BY COMMISSIONER SANCHEZ-REYES, THE RESOLUTION OF COMMENDATION FOR CLASSIFIED SCHOOL EMPLOYEE WEEK WAS OPENED. AFTER A BRIEF DISCUSSION, THE ITEM WAS APPROVED WITH A 2-0 VOTE.
2. Employee Spotlight - Information	Director Robinson recognized Dina Fiorentino, Health Specialist at Mckevett Elementary. Dina was nominated anonymously and her supervisor and colleagues say she does an amazing job and deserves the Employee Spotlight. She could not make the meeting due to the Art Show at Mckevett, but expresses her gratitude for the recognition.
3. Personnel Activity Report for April 22, 2026 - Information	Commissioners were presented with the recent Personnel Activity Report for their review.
H. COMMISSION COMMENTS	Commissioner Sanchez-Reyes asked attendees about events and recognition received during Classified Employee Appreciation Week at the Sites and also at the District Office.
I. SCHEDULE NEXT REGULAR MEETING	June 17, 2026 at 2:30 p.m.
J. ADJOURNMENT	With no further business, the meeting was adjourned at 4:14 p.m.

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This certifies that these are the full and correct minutes of the regular meeting of Wednesday, May 20, 2026, as approved by the Personnel Commission of the Santa Paula Unified School District.

Chair, Personnel Commission

Date



SANTA PAULA UNIFIED SCHOOL DISTRICT

Committed to Serving Every Student Every Day

Personnel Commission
Tommie Sanchez-Reyes, Chair
Karen Harrison, Vice-Chair
Matt Klinefelter

TO: Personnel Commission

FROM: Gregg Robinson, Director of Human Resources

DATE: June 17, 2026

SUBJECT: ESTABLISHMENT OF MENTAL HEALTH THERAPIST

BACKGROUND:

This classification was developed at the request of the Superintendent in conjunction with the Director of Student Support Services to strengthen the District's capacity to provide comprehensive school based mental health services. The Mental Health Therapist position will provide direct mental health services to students with social, emotional and behavioral needs, including clinical assessment, treatment planning, individual and group counseling, crisis intervention, consultation with school staff, and coordination with families and community agencies.

The Mental Health Therapist classification serves as the journey level licensed classification within the District's mental health services series. Establishment of this classification creates a career ladder from Associate Mental Health Therapist to Mental Health Therapist and ultimately to Mental Health Supervisor. The classification provides advancement opportunities for Associate Mental Health Therapists who obtain professional licensure while allowing the District to retain experienced employees and develop internal talent. The position also expands the District's capacity to provide school based mental health services and supports the continued implementation of Multi-Tiered Systems of Support (MTSS).

The position will be presented to the Board of Education for final approval following Personnel Commission approval, with the estimated salary placement proposed at that time.

RECOMMENDATION

It is recommended that the Personnel Commission approve the establishment of the new classification of Mental Health Therapist to support the delivery of educationally related mental health services throughout the District. It is further recommended that the classification be placed at Range 25.00 on the Classified Management Salary Schedule, with a monthly salary range of \$7,253.96 to \$8,808.03.

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Based on a salary study of comparable positions in neighboring school districts, including Ventura Unified School District, Conejo Valley Unified School District, Simi Valley Unified School District, and Oxnard School District, the proposed salary placement falls at approximately the 66th percentile of minimum salaries and the 63rd percentile of maximum salaries among comparable journey level licensed mental health clinician positions. This placement provides a competitive and fiscally responsible salary while supporting recruitment and retention of licensed mental health professionals.

The proposed range also maintains appropriate internal alignment with the District's mental health career ladder. The Mental Health Therapist classification is positioned above the Associate Mental Health Therapist classification, which has a salary range of \$6,740.11 to \$8,196.88, and below the Mental Health Supervisor classification, which has a salary range of \$10,202.83 to \$11,935.50. This placement recognizes the increased responsibility, professional licensure requirements, independent clinical judgment, and expanded scope of duties associated with the Mental Health Therapist classification while preserving a logical promotional pathway within the mental health services series.

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: MENTAL HEALTH THERAPIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide educationally related mental health services to students with social, emotional and behavioral needs at assigned sites. As a licensed clinician, independently perform clinical assessments and diagnostic evaluations; provide individual and group counseling for students; parent and family counseling and training; develop measurable and observable treatment goals; conduct classroom observations and interventions; collaborate and consult with school staff; attend school meetings; complete appropriate documentation and written reports; and coordinate services with community agencies.

DISTINGUISHING CHARACTERISTICS

The Associate Mental Health Therapist classification is the entry-level class. Incumbents are registered with the California Board of Behavioral Sciences and work under close clinical supervision, assisting with mental health counseling and support services and receiving oversight for assessments and treatment plans.

The Mental Health Therapist classification is the journey-level class. Incumbents hold a valid independent license (e.g., LMFT, LCSW, or LPCC) and are qualified to conduct independent clinical assessments, diagnose mental health conditions, formulate and implement treatment plans, and provide therapy with minimal supervision. This class is distinguished by greater responsibility for independent clinical judgment, comprehensive evaluations, written reports, and collaboration with an assigned supervisor rather than clinical supervision. The Mental Health Supervisor classification provides clinical supervision to Associate Mental Health Therapists.

REPRESENTATIVE DUTIES:

Conduct independent clinical assessments and diagnoses; gather social, emotional and behavioral histories; and prepare written evaluations and other documentation.

Provide individual, group and family counseling and training; develop measurable treatment goals and plans; evaluate progress using assessment data.

Observe classrooms and implement interventions; consult with teachers, psychologists and administrators to develop trauma-informed practices and classroom strategies supporting social emotional needs.

Perform crisis counseling and suicide risk assessments; coordinate safety plans and use appropriate physical restraint methods when necessary.

Participate in Student Study Team, Section 504 and IEP teams to design and monitor tiered interventions; supply written recommendations and progress reports.

Coordinate referrals and collaborate with agencies including mental health providers, social services and Medi-Cal programs; assist families accessing services.

Maintain accurate, timely documentation, including diagnostic evaluations, treatment plans, progress notes, written reports and billing records; ensure compliance with FERPA, HIPAA and district policies.

Provide training and consultation to staff, students and families on mental health, school climate and classroom management; facilitate professional development and parent workshops.

Collaborate with the Mental Health Supervisor on mentoring associates and trainees; pursue ongoing professional development and perform related duties as needed.

OTHER DUTIES:

Perform related duties 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 assessments, child/adolescent development and counseling skills.

Methods and techniques of interviewing, crisis intervention and suicide-risk assessment.

Evidence-based therapeutic approaches and treatment planning for diverse students with varied needs, including students with disabilities.

Community mental health agencies and resources available to assist students and families, including Medi-Cal and referral procedures.

Federal and state laws and regulations concerning behavioral health services, special education, confidentiality (FERPA and HIPAA) and family rights.

Cultural competence and delivery of culturally and linguistically appropriate therapeutic services.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of standard office equipment, personal computers, electronic health record systems and related software.

Oral and written communication skills.

ABILITY TO:

Maintain flexibility to meet scheduling needs of students and families.

Work effectively and establish rapport with children, adolescents, adults and diverse groups of parents, school staff and the community.

Exercise independent clinical judgment, make decisions within professional standards and district policies, and consult on complex cases.

Analyze situations accurately, adopt effective courses of action and provide crisis intervention while maintaining confidentiality.

Utilize outcome- and goal-focused clinical skills and integrate multiple therapeutic modalities.

Organize and manage tasks, time and responsibilities; maintain accurate and confidential records; establish and meet deadlines.

Work in stressful, emotional and confrontational situations requiring instructional, consultative and counseling skills.

Communicate complex clinical information effectively to students, families, staff and community partners both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree or higher in marriage and family therapy, counseling psychology, clinical psychology, social work or a closely related field and a minimum of two years post-graduate clinical experience providing mental health services (at least 2,000 hours supervised). School-based experience and Medi-Cal billing experience are highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a California Board of Behavioral Sciences Licenses as a Licensed Marriage and Family Therapist, Licensed Clinical Social Worker, or 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: 25.00

Job Family: Student Services

Board Approved: X/X/XX

PC Approved: X/X/XX



SANTA PAULA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

June 11, 2026

To: PERSONNEL COMMISSION

From: HUMAN RESOURCES DIRECTOR-CLASSIFIED

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

Recruitment:	<u>Open and Promotional</u>
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Number of District employees that applied:	6
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Number of Applications	23
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Number of Applicants Tested (oral qualifications)	6
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Number of Applicants Passing Test	5
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Number of Applicants to be Certified	5
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It is recommended that the Eligibility List for **Enrollment & Records Specialist-Bilingual** be certified as presented.

CLASSIFIED PERSONNEL ACTIVITY REPORT

MAY 20, 2026

APPROVAL/RATIFICATION:

NAME	SITE	POSITION	HOURS	EFFECTIVE DATE
PROBATIONARY ASSIGNMENTS				
Fabian Isaais	Blanchard	Instructional Asst- SPED	5.5	5/11/2026
Cynthia Molina	SPHS	CNS Asst. I	5.5	5/18/2026
RESIGNATIONS				
James Munding	SPHS	CSO	5.75	4/21/2026
Teresa Zamora	Webster	CSA	1.00	5/04/2026
Valerie Derrington	SPHS	IA-ESN	5.75	6/04/2026
Christopher Riesgo	Isbell	CSO	5.75	5/29/2026
Johanna Valdovinos	Isbell	Aspire Lead	5.50	6/5/2029
Baylee Martinez	Glen City	IA- Aspire	4.00	6/12/2026
RETIREMENT:				
Cynthia Cobos	SPHS	IA-SPED	6.00	6/4/2026
SUBSTITUTES				
Analisa Ruiz		CSA		4/01/2026
RELEASED FROM PROBATION				
147178232026				5/18/2026

May 20, 2026