

## PERSONNEL COMMISSION

Minutes for April 22, 2022

Regular Meeting

The Chico Unified School District Personnel Commission met in regular session at the administration building on April 22, 2022. The following were present:

Commission Members: Gloria Bevers, Chairperson  
By Phone Beverly Patrick, Vice Chairperson  
Absent Scott Jones, Member

Staff Members: David Koll, Executive Director-Human Resources  
Christina Macaluso, Classified Human Resources Assistant

Others: Visitors

Gloria Bevers, Chairperson, called the meeting to order at 4:05 pm.	Call to Order
Visitors, Jim Hanlon, Diane Olsen, and Mia Justine-Mitchell, were welcomed.	
The minutes of the March 28, 2022 regular meeting were considered and approved. (MSC) Patrick/Gloria	Minutes Approved
Reinstatement for Mia Justine-Mitchell, Instructional Paraprofessional, to the classification of Instructional Paraprofessional was declined by the District appointing authority. Approval by Personnel Commission was not needed.	Reinstatement Denied
At 4:16 pm, Vice Chairperson, Beverly Patrick, was disconnected and the meeting continued.	Information
David Koll, Executive Director-Human Resources, reported: <ul style="list-style-type: none"><li>Mr. Koll reported that Julie Graulich, HR Coordinator, has retired and a recruitment process to fill her position has been completed. Sharyn Fields, Administrative Specialist, will be filling the new position of HR Coordinator. Ms. Fields will be cross-training with Jordan Hartman and Jennifer Horn is to move to the Workers' Compensation/Leave of Absence desk in Room 3. The HR office is currently seeking a sub to fill the front desk as our current employee, Veronica Drobny, is on a leave of absence.</li><li>Keenan &amp; Associates, our Workers' Comp Carrier, has agreed to meet with Jennifer Horn upon her transfer to her new duties. Mr. Koll reported this will help with the training process for Ms. Horn.</li><li>Mr. Koll and Ms. Hartman recently attended a Recruiting Conference in April. Upon their attendance, Mr. Koll reported similar struggles other HR departments are having in comparison to CUSD. New ideas and a review of current HR processes, job descriptions, and flyers will be completed in the near future.</li></ul>	Director's Report
Job Announcement(s) for Baker Assistant, Custodian, Preschool Assistant, and School Bus Driver Type 1 were considered and approved. (MSC) Bevers	Job Announcements Approved
Eligible List(s) for Campus Supervisor, Delivery Worker, Human Resources Coordinator, Instructional Paraprofessional, and Licensed Nurse were considered and approved. (MSC) Bevers	Eligible List Approved
Revised job description for Baker Assistant was considered and approved. (MSC) Bevers	Job Description Approved

Revised job description for Behavior Specialist was considered and approved. (MSC) Bevers	Job Description Approved
New job description for Roving Cafeteria Assistant Cook Manager was considered and approved. (MSC) Bevers	Job Description Approved
Seniority List(s) for Custodian, Elementary Counseling Assistant, Health Assistant, Instructional Assistant-Bilingual, Instructional Paraprofessional, Preschool Assistant, School Bus Driver Type 1, School Bus Driver Type 2, Sr Office assistant, and Parent Classroom Aide @ Emma Wilson and Rosedale were considered and approved. (MSC) Bevers	Seniority Lists Approved
At 4:21 pm, Ms. Patrick was able to connect and re-join the meeting. She approved as 2 <sup>nd</sup> on all items listed after the Director's Report.	Information
There were no suggestions or comments.	Suggestions and Comments
The date of the next Personnel Commission meeting is scheduled for May 23, 2022.	Next Meeting
The meeting was adjourned at 4:22 pm.	Adjournment