

PERSONNEL COMMISSION

Minutes for January 29, 2024

Regular Meeting

The Chico Unified School District Personnel Commission met in regular session at the administration building on January 29, 2024. The following were present:

Commission Members:

Gloria Bevers, Chairperson
Beverly Patrick, Vice Chairperson
Scott Jones, Member

Staff Members:

David Koll, Executive Director-Human Resources
Mike Allen, Executive Director-Human Resources
Christina Macaluso, Classified Human Resources Assistant

Others:

Visitors

Gloria Bevers, Chairperson, called the meeting to order at 4:03 pm.	Call to Order
Visitor David Nemat-Nasser was welcomed.	
The minutes of the January 3, 2024 regular meeting were considered and approved. (MSC) Jones/Patrick	Minutes Approved
David Koll and Mr. Allen, Executive Director-Human Resources, reported: <ul style="list-style-type: none">Mr. Allen reported that Sharyn Fields has officially moved over to Certificated Human Resources while an employee is out on leave. Esme Seguine has begun subbing for Ms. Fields in the Classified HR office during her absence. Jennifer Fowler continues to cover the front desk while one of our employee's continues their part-time leave.Mr. Allen and Mr. Koll will be attending the Public Agency Risk Management Association (PARMA) annual conference in February. The District's Worker's Compensation carrier, Keenan & Associates, will pay for their costs to attend.The Merit Committee has been meeting and future meetings are scheduled.Mr. Koll discussed the new position of Speech-Language Pathology Assistant. Additionally, he expanded on the plan discussed in negotiations, to create a new job description in the Special Education Department which would be at a higher level than the current Instructional Paraprofessional position.Mr. Koll reported that he continues to work on clarifying the job description of the Office Assistants who support the Athletic Directors at Chico High School and Pleasant Valley High School.	Director's Report
Job Announcement(s) for Instructional Paraprofessional, Roving Cafeteria Assistant Cook Manager, and Transportation Special Education Aide were considered and approved. (MSC) Patrick/Jones	Job Announcements Approved
Eligible List(s) for Cafeteria Assistant, Cafeteria Cook Manager 1, Instructional Assistant-Bilingual (Farsi), Instructional Paraprofessional, Licensed Nurse, Registrar, Roving Cafeteria Assistant Cook Manager, and School Office Manager were considered and approved. (MSC) Patrick/Jones	Eligible Lists Approved

Seniority List(s) for Custodian, Health Assistant, Instructional Paraprofessional, Intensive Behavior Interventionist, Preschool Assistant, School Bus Driver-Type 1, School Bus Driver-Type 2, Sr Office Assistant, and Transportation Special Education Aide were considered and approved. (MSC) Patrick/Jones	Seniority Lists Approved
Revised Job Descriptions for Academic Mentor Coordinator, Account Technician, Accountant, Account Clerk, Administrative Aide to the Superintendent, Administrative Analyst, Administrative Specialist, Administrative Secretary to the Superintendent, Alarm Systems Technician, and Attendance Technician were considered and approved. (MSC) Patrick/Jones	Revised Job Descriptions Approved
New Job Description for Speech-Language Pathology Assistant was considered and approved. (MSC) Patrick/Jones	New Job Description Approved
Salary Placement for Speech-Language Pathology Assistant was considered and approved for Level 10/Range 22. (MSC) Patrick/Jones	Salary Placement Approved
Job Analyses for Instructional Paraprofessional – Visually Impaired and Targeted Case Manager – Family Liaison, Bilingual were considered and approved. (MSC) Patrick/Jones	Job Analyses Approved
The date of the next Personnel Commission meeting is scheduled for February 26, 2024. A special meeting was requested for Wednesday, February 7, 2024 at 8:00 am.	Next Meeting
There were no suggestions or comments.	Suggestions and Comments
The meeting adjourned to Closed Session to consider the evaluation of the Executive Director-Human Resources at 4:50 pm.	Closed Session
The meeting reconvened to Open Session at 6:07 pm. There were no comments to report.	Open Session
The meeting was adjourned at 6:08 pm.	Adjournment