

PERSONNEL COMMISSION

Minutes for February 26, 2024

Regular Meeting

The Chico Unified School District Personnel Commission met in regular session at the administration building on February 26, 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 4:05 pm.	Call to Order
There were no visitors in attendance.	
The minutes of the January 29, 2024 regular meeting were considered and approved. (MSC) Patrick/Jones	Minutes Approved
The minutes of the February 7, 2024 special meeting were considered and approved. (MSC) Patrick/Jones	
David Koll and Mike Allen, Executive Director-Human Resources, reported: <ul style="list-style-type: none">• They recently attended the Public Agency Risk Management Association (PARMA) conference. The training was very hands on and educational, allowing Mr. Koll and Mr. Allen to hear topics on new available trainings and legal updates for the state of California.• The CSPCA conference is coming up where CUSD's own Attorneys will be speaking at 6 different classes. Mr. Allen stated that staff will most likely not be attending any more trainings for the remainder of the year after CSPCA.• Mr. Koll has been working on reclassifications/reorganizations and layoff guidelines and protocols. Merit Committees are scheduled to discuss future reclassifications and Merit Rule Updates.	Director's Report
Job Announcement(s) for Instructional Paraprofessional-Intensive Behavior Interventionist, Roving Cafeteria Assistant Cook Manager, School Bus Driver, Senior Office Assistant, and Stock Clerk were considered and approved. (MSC) Jones/Patrick	Job Announcements Approved
Eligible List(s) for Instructional Paraprofessional and Roving Cafeteria Assistant Cook Manager were considered and approved. (MSC) Patrick/Jones	Eligible Lists Approved
Seniority List(s) for Administrative Specialist, Cafeteria Cook Manager 1, IA-Bilingual (Farsi), IA-Bilingual (Spanish), Instructional Paraprofessional, IP-Intensive Behavior Interventionist, Office Assistant Elementary Attendance, School Office Manager, Sr Office Assistant, Targeted Case Manager-Bilingual (Spanish), Transportation Special Education Aide, and Parent Classroom Aide @ Chapman were considered and approved. (MSC) Patrick/Jones	Seniority Lists Approved
Revised Job Descriptions for Administrative Assistant, Baker Assistant, Bakery Manager, Behavior Specialist, Bicultural Liaison, Business Services Assistant,	Revised Job Descriptions Approved

Buyer, Cafeteria Assistant, Cafeteria Assistant Cook Manager, Cafeteria Cashier, Cafeteria Cook Manager 1, Cafeteria Cook Manager 2, Cafeteria Cook-Small School, Cafeteria Satellite Manager, Campus Supervisor, Certified Occupational Therapy Assistant, Chief Examiner-GED, Child Care Center Assistant, Computer Operator, Computer Technician, Computer Technician-Training Specialist, Construction Records Technician, Contact Tracing Assistant, Coordinator-Community Relations, Custodian, Data and Assessment Analyst, Database Analyst, Delivery Worker, Director-Communications and Community Relations, Director-Educational Data and Assessment, Director-Facilities and Construction, and Director-Maintenance/Operations/Transportation were considered and approved. (MSC) Patrick/Jones	
New Job Description for Intermediate Office Assistant was considered and approved with an amendment to the job title, TBD. (MSC) Patrick/Jones	New Job Description Approved
Salary Placement for Intermediate Office Assistant was considered and approved at Level 2/Range 8. (MSC) Patrick/Jones	Salary Placement Approved
The updated 2023/24 CSEA Salary Schedule A-1 was reviewed.	Salary Scheduled Reviewed
The proposed Nutrition Services Department re-organization was considered and approved with minor changes. (MSC) Patrick/Jones	NS Re-Organization Approved
The date of the next Personnel Commission meeting is scheduled for March 25, 2024; however, a new date of March 18, 2024 was suggested.	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 4:51 pm.	Closed Session
The meeting reconvened to Open Session at 5:06 pm. There were no comments to report.	Open Session
The meeting was adjourned at 5:07 pm.	Adjournment