

PERSONNEL COMMISSION

Minutes for April 22, 2024

Regular Meeting

The Chico Unified School District Personnel Commission met in regular session at the administration building on April 22, 2024. The following were present:

Commission Members: Gloria Bevers, Chairperson
By Phone 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 4:08 pm.	Call to Order
There were no visitors in attendance.	
The minutes of the March 18, 2024 regular meeting were considered and approved. (MSC) Patrick/Jones	Minutes Approved
David Koll and Mike Allen, Executive Director-Human Resources, reported: <ul style="list-style-type: none">• The HR Department is looking to replace the Front Desk as our current employee has put in their resignation for the end of May. There is a current eligibility list so we are hopeful to fill the position quickly.• Negotiations with CSEA are scheduled this week and there are plans to review expiring MOUs.• Mr. Allen is attending the Merit Academy. His most recent session was about the Brown Act. With these courses he plans to review our current procedures to ensure we are following protocols correctly.• The Commissioners were made aware of a potential evidentiary hearing from a processed termination.• The NVSIG JPA Board is looking for David Koll's replacement and Mr. Allen plans to nominate Christina Macaluso to take his place.• Mr. Koll continues to work on the Merit System Rule updates and Job Descriptions, which involve recurring meetings with the Merit Committee.• The Job Family procedures are almost complete.	Director's Report
Job Announcement(s) for Administrative Specialist, Financial Specialist, IA-Bilingual (Spanish), Preschool Assistant, and Sr Office Assistant were considered and approved. (MSC) Jones/Patrick	Job Announcements Approved
Eligible List(s) for Administrative Specialist, Financial Specialist, IA-Bilingual (Spanish), Office Assistant Elementary Attendance, Roving Cafeteria Assistant Cook Manager, School Bus Driver, School Office Manager, Sr Office Assistant, and Stock Clerk were considered and approved. (MSC) Jones/Patrick	Eligible Lists Approved
Seniority List(s) for Cafeteria Cook Manager 1, IA-Computers, Instructional Paraprofessional, Sr Office Assistant, Transportation Coordinator, and Parent Classroom Aide @ Little Chico Creek were considered and approved. (MSC) Jones/Patrick	Seniority Lists Approved

Revised Job Descriptions for IA-Alternative Education, IA-Bilingual, IA-Computers, IA-Elementary Guidance, IA-Multicultural, IA-Read Right, IA-Vocational Education, Impacted Language Liaison-Hmong and/or Lao, Information Systems Analyst, Instructional Paraprofessional, IPS-General, IPS-Hearing Impaired/Deaf, IPS-Visually Impaired, and Preschool Assistant were considered and approved. (MSC) Jones/Patrick	Revised Job Descriptions Approved
Revised Merit System Rules for Rule 1 – Definitions, Rule 2 – Commission Organization and Procedures, Rule 3 – Classified Service, Rule 4 – Job Descriptions, Rule 5 – Classification/Reclassification and Impact and Effects of Classification/Reclassification, Rule 6 – Wage and Salary Provisions, Rule 7 – Application for Employment, Rule 8 – Examinations, Rule 9 – Eligibility and Employment Lists, and Rule 10 – Certification and Appointment were considered and approved. (MSC) Jones/Patrick	Merit System Rules Approved
The proposed 2024-25 Tentative Personnel Commission Budget was reviewed with the remainder of the budget to be presented at the next meeting.	Proposed PC Budget Reviewed
The date of the next Personnel Commission meeting is scheduled for May 20, 2024.	Next Meeting
The meeting was adjourned at 4:31 pm.	Adjournment