

PERSONNEL COMMISSION

Minutes for May 23, 2024

Regular Meeting

The Chico Unified School District Personnel Commission met in regular session at the administration building on May 23, 2024. The following were present:

Commission Members: Absent 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

Beverly Patrick, Vice Chairperson, called the meeting to order at 4:05 pm.	Call to Order
There were no visitors in attendance.	
The minutes of the April 22, 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">Mr. Allen spoke on the First Aid/CPR re-certification courses that were completed on May 13, 14, and 15. Over 500 employees were notified of needing re-certification and about 300 were completed within 3 days (approximate 200 Classified and 100 Certificated). The make-up day is scheduled for June 4 and 5 for Classified staff.The Classified HR office opened 9 recruitments this month with 36 new hires going through the onboarding process.Chantel Walker will be replacing Tina Facca at the front desk in the District Office. She moved here from After School Program, was previously at Chapman and Forest Ranch, all in clerical capacities.Mr. Allen completed another day of Merit Academy and continues to learn about the Merit System processes.Mr. Koll continues to meet with the Merit Committee to review changes to the Merit System Rules and job descriptions. He mentioned how Labor Rep, Kennedy Liem, may be attending future meetings.Mr. Koll and Mr. Allen are reviewing future reclassifications for Transportation Coordinator and Computer Technician.	Director's Report
Job Announcement(s) for Cafeteria Cook Manager 1, Custodian, Health Assistant, Instructional Assistant-Bilingual (Spanish/English), Instructional Paraprofessional-Extensive Needs, Office Assistant Athletics, Passenger Van Driver, Sr Maintenance Worker-Plumber, Transportation Coordinator, and Transportation Special Education Aide were considered and approved. (MSC) Jones/Patrick	Job Announcements Approved
Eligible List(s) for Financial Specialist (corrected), Health Assistant, Preschool Assistant, and Transportation Coordinator were considered and approved. (MSC) Jones/Patrick	Eligible Lists Approved

Seniority List(s) for Administrative Specialist, Custodian, Elementary Counseling Assistant, Financial Specialist, IA-Bilingual (Spanish), Instructional Paraprofessional, Intensive Behavior Interventionist, Office Assistant, Office Assistant Elementary Attendance, Roving Cafeteria Assistant Cook Manager, School Office Manager, Sr Office Assistant, and Parent Classroom Aide @ Shasta were considered and approved. (MSC) Jones/Patrick	Seniority Lists Approved
Revised Job Descriptions for Lead Mechanic, Licensed Nurse, Library Media Assistant, Maintenance & Operations Manager, Maintenance Worker, Maintenance Specialist, Maintenance & Operations Coordinator, Maintenance & Operations Supervisor, Network Analyst, Nutrition Services Area Coordinator, Nutrition Services Purchasing Warehouse Coordinator, Nutrition Services Supervisor, and Nutrition Specialist were considered and approved. (MSC) Jones/Patrick	Revised Job Descriptions Approved
Merit System Rule(s) for Rule 11 – Leave of Absence Without Pay, Rule 12 – Leave of Absence With Pay, Rule 13 – Probationary Period, Rule 14 – Improvement Record Evaluations, Rule 15 – Promotions and Voluntary Demotions, Rule 16 – Transfers, Rule 18 – Resignations, and Rule 19 – Reinstatement After Resignation were considered and approved. (MSC) Jones/Patrick	Merit Rules Approved
The 2024/25 proposed Personnel Commission Budget was reviewed.	PC Budget Reviewed
The date of the next Personnel Commission meeting is scheduled for June 24, 2024; however, a new date of June 27, 2024 was approved.	Next Meeting
There were no suggestions or comments.	Suggestions and Comments
The meeting was adjourned at 5:02 pm.	Adjournment