



ESCONDIDO UNION SCHOOL DISTRICT

2310 Aldergrove Avenue

Escondido, CA 92029

(760) 432-2400

Personnel
Commission

REGULAR PERSONNEL COMMISSION MEETING MINUTES

Thursday November 14, 2019, 4:00 p.m.

1) CALL TO ORDER

The Regular Personnel Commission was called to order by Chairperson Gutschmidt at 4:00pm

The following were present:

Carol Gutschmidt, Chairperson

Ann George, Vice-Chairperson

Evelyn Madison, Personnel Commissioner

Amy Lawton, Director

2) PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Gutschmidt.

3) APPROVAL OF THE MINUTES

Commissioner Madison made a movement to approve the minutes of the Regular Personnel Commission Meeting of October 17, 2019. Vice-Chairperson George seconded the movement with one correction. The motion passed 3-0.

4) CONSENT ITEMS

Vice-Chairperson George asked why a smaller number of candidates pass the Paraeducator SCSB testing. Director Lawton explained that Paraeducator SCSB is the specialty classification assigned to the autism classrooms, and it therefore has the highest level of requirements.

Chairperson Gutschmidt questioned the use of the term 'Instructional Assistant' versus the newly adopted "Paraeducator" classification title. Director Lawton responded that a few job postings that were published prior to the title change will show as 'Instructional Assistant' until the next posting.

Chairperson Gutschmidt asked for confirmation that certificated retirees are permitted to return to work as paraeducators. Director Lawton confirmed certificated retirees are allowed to return to work, but only in a Paraeducator capacity within the Special Education program, and they do not contribute to CalPERS.

Chairperson Gutschmidt mentioned that the postings at the school sites are still showing as "Instructional Assistant." Director Lawton said she will address it at the next Site Support.

Vice-Chairperson Ann George made a movement to approve the consent items. Commissioner Madison seconded the movement. The motion passed 3-0.

Personnel Commission Meetings are held in compliance with open meeting laws, and may hold closed sessions to consider only those matters permitted under Government Code 54957.

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5) RECOMMENDATION FOR CLASS DESCRIPTION REVISIONS TO BEHAVIOR INTERVENTION TECHNICIAN

Director Lawton introduced the class description revisions to the Behavior Intervention Technician classification description. The Personnel Analyst detailed the revisions including the addition of the language, “assisting severely disabled students with the personal care such as feeding, toileting, changing diapers.” The reason behind the addition of the above into the description because there are times in which students may require such assistance. The Personnel Analyst clarified the language that the employee may be subject to bodily fluid exposure was already stated within the classification description.

Chairperson Gutschmidt inquired if the employees currently working in this classification have been made aware of these changes. Director Lawton confirmed the changes did not seem cause for concern with the current incumbents. The Personnel Analyst added that there is a question asked within the application process to ensure candidates are willing to assist with personal care when necessary.

Vice-Chairperson George made a movement for approval of the class description revisions to Behavior Intervention Technician. Commissioner Madison seconded. The motion passed 3-0.

6) RECOMMENDATION FOR DESIGNATED AUTHORITY TO MAKE TITLE UPDATES RESULTING FROM RECENT PERSONNEL COMMISSION ACTIONS

Director Lawton explained the recommendation for the Commission to provide authority to staff to make title updates in accordance with previously approved changes. Commissioner Madison made a motion to approve the recommendation for designated authority to make title updates resulting from recent Personnel Commission actions. Vice-Chairperson George seconded. The motion passed 3-0.

7) MEMBERS' REPORTS

Commissioner Madison wished a Happy Thanksgiving to all.

Chairperson Gutschmidt thanked the members of the Personnel Commission and Director Lawton for her team’s attention to detail and commitment.

Vice-Chairperson George wished a Happy Thanksgiving to all. Vice-Chairperson George announced her intent to resign, effective after the January 2020 Personnel Commission Meeting. Vice-Chairperson George clarified her decision is not in response to any recent events or changes.

8) DIRECTOR'S REPORT

Director Lawton summarized the recent activities in Classified HR to include the hiring of five new Custodian I employees, the preparation of benefits packets for distribution for open enrollment, the School Library Technician classification studies and the benchmark study. Director Lawton explained the process of collecting data from the School Library Technicians and the intent to collaborate with three School Library Technicians. She explained the next steps of revising the classification descriptions: collecting job data and gathering feedback from the current incumbents. She emphasized that the collaboration and proposed revisions to the classification description will be communicated to all School Library Technicians and their feedback will be welcomed. The recommendation for revisions are expected to be brought to the Commission in January 2020.

Director Lawton discussed the Digital Schools conference she recently attended, alongside the payroll supervisor and budget analyst.

Director Lawton mentioned the Supplemental Early Retirement Plan agenda for the Board of Education agenda for the November 14, 2019 meeting.

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Director Lawton thanked Chairperson Gutschmidt for her service and for her objectivity throughout her term.

9) DISCUSSION FROM THE FLOOR

Deputy Superintendent Sackfield mentioned the excitement in the office following the announcement of the potential approval of the Supplemental Early Retirement Plan.

Dr. Ibarra thanked Chairperson Gutschmidt for her service.

Chairperson Gutschmidt proposed an informal discussion as opposed to a formal review for the Director of Classified Personnel. Vice-Chairperson George made a motion to approve an informal discussion for the review of the Director of Classified Personnel. Commissioner Madison seconded the motion. The motion passed 3-0.

10) RECESS TO CLOSED SESSION

The Commission recessed to closed session for the review of the Director of Classified Personnel at 4:40pm.

11) RECONVENE TO OPEN SESSION

Chairperson Gutschmidt made a motion to reconvene to open session. Vice-Chairperson George seconded. The motion passed 3-0. The Commission reconvened to open session at 5:14pm.

12) ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled meeting was scheduled to take place at 2310 Aldergrove Avenue, Escondido, CA 92029 on December 12, 2019 at 4:00 p.m.

13) ADJOURNMENT

Vice-Chairperson George made a movement to adjourn the Personnel Commission Meeting of November 14, 2019. Commissioner Madison seconded. The motion passed 3-0. The Personnel Commission Meeting of November 14, 2019 was adjourned at 5:15pm.

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