

PERSONNEL COMMISSION

Minutes for August 25, 2025

Regular Meeting

The Chico Unified School District Personnel Commission met in regular session at the administration building on August 25, 2025. The following were present:

Commission Members:

Gloria Bevers, Chairperson
Scott Jones, Vice Chairperson
Susie Cox, Member

Staff Members:

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

Others:

Visitors

Gloria Bevers, Chairperson, called the meeting to order at 4:13 pm.	Call to Order
There were no visitors in attendance.	
The minutes of the July 28, 2025 regular meeting were considered and approved. (MSC) Cox/Bevers	Minutes Approved
Mike Allen, Executive Director-Human Resources, reported: • The 2025/26 school year started off strong. The Classified HR office set a June 30th HRA submission deadline to sites for known vacancies. The Classified HR office processed 77 new hires over summer, and of the 77 new hires only 2 could not start on 8/19 due to DOJ delays. • The Classified New Employee Orientation (NEO) has begun. They will be held twice a month, as needed, and employees will be granted release time to attend if they have already started in their new position. We had 52 new hires attend our first NEO on 8/7 with another scheduled for 8/28. • Mr. Allen specifically reviewed the number of resignations we had over the summer – 35 employees resigned after school ended with 15 alone being the week before school started. • Each site dashboard was updated with a column for “1st Day No Show”. This allowed sites to communicate with HR on anyone that may have forgotten to notify HR of their resignation and avoid being overpaid. • The Classified Annual Training Day was a success. We had Coach Rudy on Friday, August 15, with double the attendance from last year. Then our all-day Mandated Training event on Monday, August 18, was held for select Classified staff. • Mr. Allen reviewed the number of recruitments open, eligibility lists created, interviews scheduled or conducted, new hires processed, retirees, resignations, and position requests to be filled.	Director’s Report
Job Announcement(s) for Cafeteria Assistant, Elementary Counseling Assistant, Instructional Paraprofessional, Instructional Paraprofessional-Extensive Needs, Registrar, Roving Cafeteria Satellite Manager, and Sr Library Media Assistant were considered and approved. (MSC) Jones/Cox	Job Announcements Approved

Eligibility List(s) for Cafeteria Assistant, Cafeteria Cook Manager 1, Computer Technician, Instructional Assistant-Bilingual, Instructional Paraprofessional (1), Instructional Paraprofessional (2), Preschool Assistant, School Office Manager, and Sr Maintenance Worker were considered and approved. (MSC) Jones/Cox	Eligible Lists Approved
Seniority List(s) for Administrative Specialist, Campus Supervisor, Computer Technician, Construction Manager, Elementary Counseling Assistant, IA-Bilingual (Spanish), Instructional Paraprofessional, IP-Extensive Needs, Intensive Behavior Interventionist, Library Media Assistant, Licensed Nurse, Preschool Assistant, Production Assistant, School Bus Driver 1, School Bus Driver 2, School Office Manager, Sr Library Clerk, Sr Library Media Assistant, Targeted Case Manager-Bilingual (Spanish), and Transportation Special Education Aide were considered and approved. (MSC) Jones/Cox	Seniority Lists Approved
The date of the next Personnel Commission meeting is scheduled for September 22, 2025.	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 4:26 pm.	Closed Session
The meeting reconvened to Open Session at 5:12 pm. There were no comments to report.	Open Session
The meeting was adjourned at 5:13 pm.	Adjournment