



Discussion:

Mr. Le May stated he was not familiar with this type of classification and restated that Ms. Arko also could not find a similar classification and asked for individuals to represent why this classification was needed.

Mr. Davis spoke saying that the monitoring of the Instructional Assistants (IA) working with students can provide critical training for professional development. Additionally, communication to the IA is sometime impeded because not all IA have e-mails. By having this position, the IAs would be much better informed in what is happening in the district. Supporting the new hired IA when first coming to the classroom, providing ongoing training and also assisting teachers to help students transition to the main stream class would assist in the ongoing improvement of the students.

Ms. Taylor pointed out that the lower turnover rate for the position would also be beneficial to the student.

Mr. Le May agreed that the key component of an Instructional Assistant (IA) is for the benefit of the student. He cautioned that the proposed Lead Special Education IA seems to be a supervisory level. Behavioral management and training, generally speaking, requires certification. Approximately 300 people to supervise, requiring minimum education (high school diploma or equivalent) and some related experience seems not to be sufficient for the proposed position.

Ms. Arko stated that the Instructional Assistants (IA) are supervised by the site administrator. The district is also taking steps to improve the principals supervisory over the IAs.

Ms. Thede added that the classification creation was assisted by Special Education. Ms. Taylor stated that the position would meet with the Special Ed Team Behavioral Analyst regarding needs of the students.

Mr. Le May asked why the position is not certificated. The position is needed, that is not the issue. The job description and the qualifications don't seem to match each other.

Mr. Davis said that the concern of the Personnel Commission is understood but a credential is not needed. The Instructional Assistant (IA) would not be creating an instruction plan or behavioral plan for the student. The Lead IA would not be evaluating or supervising the IA, just imbedded training of the IA.

Ms. Bell said that she was asked to pilot the job classification for a year. She stated that she conducted trainings, modeling the behavior needed to be successful in the IA position, worked in classrooms and mentored IAs. She has had positive feedback from site administrators with her interactions.

Ms. Hovlen mentioned when she first arrived to the district, in the position of an IA, no training was provided and felt that there was no support given. By offering this type of support it would be beneficial to newly hired IAs.

Ms. Alexander said that the BTSA support works great with the support from peers. She believes the peer support is beneficial for someone who has had the same experiences and can assist the IA in what they are going through.

Mr. Le May said that this is a new and innovated direction and is pleased with the effort and time placed into this recommendation.

FIRST READING OF P.C. BUDGET 2014-2015

Discussion:

Mr Le May was concerned regarding the office supply allocations was insufficient for the year. Ms. Arko stated that we believe the amount to be reasonable. In the 2015-2016 budget there would be an increase because of the transferring to the County Tracking System.

RECRUITMENT REPORT:

Mr. Meni stated that the recruiting efforts are moving forward. The Spring Break week lost a little time on recruitment efforts but overall recruitments were moving ahead. Mr. Meni noted that the department would be sending two representatives to Cal State San Marcos to attend a campus job fair. A new pilot program, reaching out to the graduating Senior Class of 2014 about job opportunities in the district, is being received well. Seniors are already applying to current postings.

BOARD REGISTER:

Information only

CSEA UPDATE:

Ms. Bell reported that Mr. Land was regrettably unable to attend this evening's meeting. Mr. Land had every intention of attending but at the last minute needed to cancel.

Ms. Bell stated that CSEA has negotiated Instructional Assistant and Media Technician paid professional development for the upcoming year. Also that tentatively the classified staff were looking to get a 9.26% salary increase, 3.66% retro to July 1, 2013 and 5.60% effective July 1, 2014. Ms. Bell said that Dr. Vodicka approached CSEA with Fair Share Bargaining. Instead of placing the monies onto benefit it was determined the benefits would be disproportional for unit members. So the money was placed on salaries. An innovated step was introduced to form a committee in transportation to review the contract. The committee met with labor representatives on contract language to present to the district. There was good feedback from members on district direction.

Mr. Le May said that the CSEA and the district representatives show high levels of professionalism.

Ms. Bell said that Mr. Land asks how things are going at the district and she said she is keeping him upraised of the happenings. Also, that another learning module will be conducted on April 9<sup>th</sup>, "How We Got To the Money" explain how the potential raise was determined.

DISTRICT UPDATE:

Ms. Theede introduced Ms. Elaine Alexander as the new Director of Certificated HR.

DIRECTOR'S REPORT:

Ms. Arko informed the commission that there was good interaction with the principals regarding staff evaluations. Staffing meetings are planned for week of April 14<sup>th</sup> to determine needs for the 2014-2015 school year. Also, continuing to work on updating job descriptions.

ITEMS FROM THE FLOOR:

None to report.

ITEMS FROM THE COMMISSION:

None to report.

CLOSED SESSION: PERSONNEL MATTER

No action taken.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on May 13, 2014, at 4:30p.m in the Board Room.

ADJOURNMENT:

The meeting was adjourned at 6:00 p.m.