

TULARE/KINGS COUNTIES PERSONNEL COMMITTEE
Tulare County Office of Education
Board Room
December 5, 2003

Minutes

The Personnel Committee meeting was called to order at 8:30 a.m. Jeanne Nava welcomed those in attendance. Introductions were made around the table.

Members in attendance were:

Jeanne Nava	Val Staley	Shirley Wasnick
Susan Scott	Andrew Bukosky	Terri Rufert
Marie Holguin	Dennis Martinez	Bill Fishbough
Rosamund Barteau	Craig Drennan	Tamara Ravalin
Rosemary Spencer	Gail Kaulfuss	Jeri Higdon
Shelly Long	Jim Pitkin	Cathy Martin
Patti Ernsberger	Bernie Hanlon	Tom Giampietro
Rick Rayburn	Marlene Jeung	Rosa Rodriguez
Donna Rix	Joyce Purpuro	Collin Bromley
		Enid Brinkman

Minutes Terri Rufert moved to approve the minutes of the November 7, 2003, Personnel Committee Meeting; Diane Graziani seconded the motion. The minutes were approved as prepared.

Alert A *Fiscal Report* dated 11-26-03 clarifies that AB 719 places into statute the provision that allows an eligible PERS employee to purchase (by paying both the employer's and the employee's portions of the required contribution) up to five years of additional service credit. To be eligible, an employee must have at least five years of credited state service and may elect this option only one time. The credit received may not be counted to meet the minimum qualifications for service or disability retirement or for health care benefits.

A *Fiscal Report* dated 11-26-03 confirms that there is new law that provides an option for teacher evaluation for long-term successful teachers. AB 954 sets forth the "five year evaluation option." A certificated employee and his/her evaluator may mutually agree that the employee will be evaluated only once every five years if:

- the certificated employee has permanent status
- has been employed by the school district for at least 10 years
- meets the federal definition of highly qualified
- previous evaluations show that the employee meets or exceeds the standards

A *CalPERS Circular Letter* dated 11-14-03 provided an **estimate** of 12.2% for the 2004-05 fiscal year for the school employer pool contribution rate.

Teacher Recruitment Center Gail Kaulfuss, Recruitment Specialist, reported that the Teacher Recruitment Center will be providing Ed-JOIN training in January for a "paperless" hiring process. If you are interested in receiving this training, please contact Gail at 559-730-2602. The TRC and BTSA are working together to coordinate CSET test prep workshops for multiple subject teachers in Kings and Tulare Counties. The target date to provide these workshops is mid January 2004 in order for the participants to be prepared for the March 2004 test. For information on these workshops, contact Donna Glassman-Sommer (559-730-2549) or Rachel Katz (559-733-6315).

Bargaining Hunter John Wilborn, Director of External Business Services for Tulare COE, demonstrated the online *Bargaining Hunter* program which is available through School Services of California which is available to school district administrators through a membership. The subscription fee is variable (from \$1,000 to \$6,750 annually) depending on the enrollment of the district. Features including the following are intended to assist school districts during their negotiations process:

- financial data from 98% of the state's ADA
- a database which permits a variety of comparisons
- reports available throughout the year
- contract text from over 1,600 certificated and classified contracts
- built-in message board to discuss results with colleagues
- up to 100% Mandate Reimbursable for Collective Bargaining
- SABRE & CADIE tables

For information, call 877-8HUNTER or go to: www.bargaininghunter.com.

Designation of Personal Physician Diane Graziani, Exeter School Districts, polled those present on the manner of collecting *Designation of Personal Physician Forms* from the employees of their districts. The consensus was that the forms are currently included within the *New Hire* packets a new employee is provided. Employees who were hired before the requirement for this form came into existence were mailed the form and given the opportunity to complete it and have it added to their personnel file.

No Child Left Behind Jeanne Nava provided a handout of the *Second 15-Day Notice of Modifications to Test of Proposed Regulations* for the NCLB Teacher Requirements. Administrators were encouraged to respond by the 5:00 p.m. December 9, 2003, deadline. Jeanne alerted those present to a number of areas of concern with the proposed regulations. A discussion ensued.

Liberal Studies BA Program Kathy Hitchcox, Ph.D., of Fresno Pacific University introduced their Liberal Studies BA program which is tailored to meet the needs of working paraprofessionals. Classes will be held temporarily at a satellite center housed at El Diamonte High School in Visalia beginning next fall. A building for the satellite center will be located at the corner of Highway 198 and Akers in the future. The program is designed to be completed in 18 months, for those who have 60 transferable units, and is aligned with the standards. A participant would be required to attend a class one night per week from 6 to 10 p.m. The cost for the program is \$16,900, however, financial aid is available. The Liberal Studies advisor is Kelly Schroeder; she can be reached by calling 559-453-7118 or kschroed@fresno.edu.

Instructional Aide Assessment Those present discussed a number of questions pertaining to the local Instructional Aide Assessment Test.

Q. Test paid for by district? Some districts are paying and some are not. Some pay for the first attempt and the employee pays for additional tests.

Q. Release time given? Numerous districts are allowing their employees to take the exam during their work hours without docking them pay.

Q. Pre-test training? Some of the larger districts indicated that they are providing pre-test workshops for their Instructional Aides. One district is providing this through their Adult School and the certificated staff involved is being paid. Others are using the tutorial that is available through CODESP.

Q. Anticipated personnel action taken if not met by 1/06? Districts agreed that the employee must be terminated.

Q. What is acceptable to fulfill the 48 unit requirement? A discussion ensued regarding the wide variety of courses that can be taken for units and whether or not all of them should be counted. It was agreed that the allowable units should be under the general education category.

Q. Should test scores be shown on the certificates of those who pass? After a long discussion, it was decided that the test scores will continue to be reflected on the certificates of those who pass the exam.

Instructional Aide Assessment
cont.

Q. Compensation for paraprofessionals who meet the NCLB requirements? Some of the districts have been contacted by their employees who are asking for additional compensation for those who meet the NCLB requirement. So far, no districts indicated that they would be giving additional compensation for meeting the requirement imposed by the federal government, however, one district did indicate that they give a \$500 per year stipend for those who have an AA degree.

Teacher Recruitment Fair

Jeanne Nava provided contracts for the upcoming Tulare/Kings Annual Teacher Recruitment Fair to be held at the Visalia Convention Center on March 6, 2004. She reminded districts present that several changes will be implemented for this year's Fair as follows:

- ▶ A separate room for interviewing will be continued next year.
- ▶ Since we are charged \$7.50 for each additional table in a booth (only one is provided), that fee will be passed on to the district.
- ▶ Applicant Interest forms **will no longer be distributed** prior to the Fair and used as cover sheets for candidates' packets. Applicants will be asked to register on-line prior to the Fair, so that the Teacher Recruitment Center can make this information available to districts on-line.
- ▶ **ONLY** fully-credentialed candidates (or will be by August of 2004) and those eligible for an Intern Certificate will be allowed to enter the Fair. All others will be turned away.
- ▶ Since candidates are arriving prepared, the registration area and school district recruiting area will open at 8:30 a.m.
- ▶ The Fair will be **open from 8:30 a.m. to 1:00 p.m.** only.
- ▶ There will be **no caterer** to provide lunch items, however, morning beverages, fruit and pastries will be provided.
- ▶ The universities will not be present since candidates must already possess their credential in order to enter the Fair.
- ▶ A booth deposit to stay until the end of the Fair as the agreement provides may be charged.

Credentials

Enid Brinkman informed the group that CTC has altered the time lines for emergency permits to coincide with the dates reflected in the NCLB Act. Renewals and new issuances will be allowed next year, however, new issuances in July of 2005 will need to complete their credential within one year.

The meeting was adjourned at 10:02 a.m. The next meeting will be held in the Board Room of the Tulare COE Education Building on January 9, 2004, at 8:30 a.m.

February 6, 2004
March 5, 2004

Friday April 2, 2004
Friday May 7, 2004

Friday
Friday