

TULARE/KINGS COUNTIES PERSONNEL COMMITTEE
Tulare County Office of Education
Board Room
February 4, 2005

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	Andrew Bukosky	Tom Giampietro
Enid Brinkman	David Andreasen	John Lollis
Mike Salcido	Tamara Ravalin	Rosemary Spencer
Gail Kaulfuss	Tom Addington	Donna Rix
Donna Glassman-Sommer	Traci Fullerton	Dick Doepker
Marvin Lopez	Susan Mattos	Rick Rayburn
Vickie Bigler	Cathy Martin	Patti Ernsberger
Joyce Purpuro	Cindi Costa	Tamara Ferguson
Sharie Ortega	Martha Stuemky	Rosamund Barteau
Fernie Marroquin	Dennis Martinez	Alice Galvan
Janet Jones	Craig Drennan	Frank Betry
Diane Graziani-Orton		Andrea Rivas

Minutes David Andreasen moved to approve the Minutes of the January 7, 2005, Personnel Committee Meeting; Dennis Martinez seconded the motion. The Minutes were approved as prepared.

Alert Jeanne introduced Vicki Bigler who announced that Fresno Pacific University has opened a center in Visalia. Evening classes will now be offered in Visalia for working adults to allow them to complete their BA in liberal studies, business management, etc., and Master's degree programs will be offered in teacher education, special education, math, etc. A complimentary luncheon will be hosted at their new facility located at 5429 W. Cypress Avenue, Visalia, on February 22nd from 11:45 a.m. to 1:00 p.m. To reserve a seat, contact Jennifer Huerta at jhuerta@fresno.edu or call 559-622-9958.

Jeanne announced that Lozano Smith will be presenting an Education Law Seminar with the topic being *Investigating Problem Employees* at Tulare County Office of Education on February 10, 2005. Registration forms were provided.

CASBO and School Services will be conducting half day workshops on NCLB highly-qualified compliance and funding issues. The cost is \$135.00 for members and the workshop being conducted on March 30th at the Radisson Hotel in Fresno will be the nearest location for those in Tulare and Kings Counties.

Personnel Administrative Services Steering Committee (PASSCo) will be presenting a Training Conference on May 11, 2005, at CSU, Sacramento from 8:30 a.m. to 4:00 p.m. Workshop topics will include: Workers' Compensation, NCLB, Williams Settlement, Employee Leaves, etc. More information will follow.

School Employers Association of California (SEAC) and PASSCo will be presenting a follow-up to the K-12 Management Collective Bargaining Summits initially held in Lemoore. The workshop will be held at the Sheraton Cerritos Hotel in Cerritos, California on Friday March 18, 2005, with a pre-conference workshop being held on March 17th. For information, call 949-387-1869 or e-mail seac@seacal.org.

A School Employer Advisory Committee notice was shared which included information on an Unemployment Insurance Seminar for School Employers to be held on March 10-11, 2005, at the Sir Francis Drake Hotel at Union Square in San Francisco. Early bird registration is \$125. For information, call 916-653-5380.

PASSCo will be sponsoring a training for HOUSS Part 2 on February 22, 2005, at the Fresno County Office of Education. If you are interested in registering, contact Laurie Gabriel at 559-497-3949, or lgabriel@fcoe.k12.ca.us. The cost is \$50.00 per participant.

Department of Justice

Jeanne shared comments made at a recent meeting by Paul Johnson, Department of Justice. The DOJ is proposing changes in regulations that will allow DOJ to suppress a charge that is not sex or drug related if they cannot obtain information from the courts regarding the disposition of the case. Districts would not be made aware of any offense that has not been adjudicated. These regulations are open for public comment and can be found on the DOJ website at <http://www.ag.ca.gov/fingerprints/regulations.htm>

SEAC will be presenting a Workshop for School Administrators and HR Specialists on *The Art of Investigating and Handling Employee Misconduct* on Friday, April 8, 2005, from 9:00 a.m. to 3:00 p.m. at the Los Angeles COE. For information, call 949-387-1869.

Subpoenas for Employment Records

Harold Wood, Jr. Deputy County Counsel, addressed those present on the proper action to take upon receiving a subpoena for employment records. A handout outlining his recommendations was provided. This handout is also available on the county counsel website www.tularecountycounsel.org.

Harold summarized by recommending that upon receiving a subpoena for employment records, look for two things:

- a notice to the employee; and
- compliance with time lines.

If both requirements are met, produce the records **but not until the date given**. Harold said to call county counsel if there is any uncertainty.

Teacher Recruitment Center Donna Glassman-Sommer, Teacher Intern Program and Teacher Recruitment Center (TRC) Director, updated the group on CSET Prep Classes for Single Subject as well as Multiple Subject Exams. She indicated that they will continue to offer Multiple Subject Prep as long as there is interest. She asked that those present let her know of any possible participants as soon as possible since people have been waiting to the last minute to register for the prep classes. There is an exam in May, and they need to know whether or not to offer a prep course for it.

A survey was distributed to determine the need for Ed-JOIN Training for personnel technicians. The computer lab at TCOE Educational Resources in Visalia could be used to provide the training on February 17th. Please e-mail Gail Kaulfuss at the TRC if you are interested in this training. gailk@tcoe.org

Donna shared that they would be doing a Ventures Part 2 training on February 22nd and asked the group if there was interest enough for an additional training as well as interest in a training for the administrative screener. If you are interested, please e-mail Gail Kaulfuss at gailk@tcoe.org.

Donna shared that a Single Subject Intern cohort just began and they have some good candidates for next year. A special education cohort has started on their practicum and by fall there should be a large group. A meeting will be held on February 18 with district administrators who have agreed to employ an intern to inform them of the district's responsibilities relating to that intern.

Criterion Referenced Assessments & Certificated Evaluation Rick Rayburn initiated a discussion relating to using the results of criterion referenced assessments as part of a certificated evaluation. Comments in this regard were made by several district representatives that were present.

Teacher Fair The Teacher Fair is scheduled for March 3rd at the Visalia Convention Center. Agreements and Booth Information are due from districts today.

Credentials Jeanne provided a handout on "highly-qualified" as it pertains to special education teachers. The handout outlined IDEA's adoptions of NCLB's definition of "highly-qualified." Additionally, specific requirements for special education teachers include:

- The teacher must have full state certification as a special education teacher obtained through "alternative routes to certification", or passed the state special education teacher licensing examinations, holding a license to teach in the state as a special education teacher.
- The teacher has not had special education certification or licensure requirements waived on an emergency, temporary or provisional basis.
- The teacher holds at least a bachelor's degree.

Information pertaining to special education teachers teaching multiple subjects and those who give the alternative state assessment were also outlined.

Enid Brinkman provided a memo from the CCTC on *Approval of Addition to CA Code of Regulations, Title 5 Sections 80089.3 and 80090.4, Pertaining to Introductory and Specific Subject Matter Authorizations* as a handout. She mentioned that the CA State Board of Education has defined a major equivalent as 32 semester hours.

**Williams
Monitoring**

Enid informed the group that the monitoring process will be the same, however, more information will need to be provided by the district. Schools will continue to be monitored on a four-year cycle, however, schools in deciles 1-3 will be monitored every year. She will need a master schedule indicating any classes that are identified as having 20% or more EL students. Enid said that notification will be mailed to districts providing the scheduled time of the visit, and a list of documentation that will be necessary for our review.

**CODESP
Training**

Woody Koch-Wain, analyst for CODESP, updated those present on changes to the CODESP website. The training included:

- How to register on the website;
- Establishing administrator and user profiles;
- Logging in;
- Logging out;
- Website navigation;
- Using the district directory;
- Registering for training.

A handout of the training was provided.

The meeting was adjourned at 10:30 a.m. The next meeting will be held in the ~~Board Room of the Tulare GOE Education Building~~ on **Thursday**, March 3, 2005, at 8:30 a.m.

Future Meetings

April 1, 2005	May 6, 2005
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**Annual Teacher Recruitment Fair
March 5, 2005**