

Special Meeting Minutes

February 20, 2013

1. Call to Order

The President of the Board of Education, Leah Wilson, called the meeting to order.

2. Working Session: Roles of the Board of Education and the Personnel Commission Regarding The Classification and Compensation Study

Bill Ewing, President of Ewing Consulting, Inc. presented to the Board of Education and the Personnel Commission information on the forthcoming Classification and Compensation Study.

3. Public Comment

Paula Phillips, President, BCCE, asked whether Teacher on Special Assignments (TSAs) would be reviewed in the study. President Phillips expressed concern to Randy Perez, Director, Classified Personnel, that TSAs were doing BCCE bargaining unit work. Interim Superintendent, Javetta Cleveland, stated that the classification study does not include the review of certificated positions. President Phillips raised concern over whether the work being performed by TSAs requires a teaching credential. Board President Wilson stated that the classification study will not address the issue and stated that a different route for review would have to be taken. Delia Ruiz, Assistant Superintendent of Human Resources clarified that TSAs collect data to advise appropriate personnel with regard to instruction in the classroom. The TSAs produce instructional reports used to guide school site principals and teachers in instruction. Secretary Perez also explained that in the Request for Proposal that he prepared, he did not include any positions for review that are outside of the classified service. Commission Chairperson, Ann Aoyagi asked how we might support employees that aren't comfortable with written skills. Mr. Ewing stated that he recommended to the Classification Study Committee that employees meet in occupational groups and work with union representatives or their colleagues to assist in scribing the duties. Commission Vice-Chairperson, Timothy Carter asked if the study would show employees that are being underworked or overworked. Mr. Ewing clarified that the study will not be looking at the volume of work. Mr. Ewing said that he will be communicating to employees that the study will not be looking at staffing levels, but will only review the work currently being performed by employees. Board Director, Beatriz Leyva-Cutler stated that the communication regarding the process and steps of the study will be critical.

4. Adjournment

Board President Wilson adjourned the meeting and announced that the Board would proceed into closed session.

Respectfully Submitted:

Randy Perez
Secretary, Personnel Commission

Date

Approved:

Ann Aoyagi
Chairperson, Personnel Commission

Date