

Paramount Unified School District



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BOARD OF EDUCATION

CARMEN GOMEZ
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YESENIA CUARENTA
Vice President
SONIA DE LEON
Member
LINDA GARCIA
Member
VIVIAN HANSEN
Member
RUTH PÉREZ
District Superintendent

STUDY SESSION MEETING OF BOARD OF EDUCATION

MINUTES March 27, 2019

The meeting was called to order at 6:00 p.m. by President Carmen Gomez in the Boardroom at the District Office, 15110 California Avenue, Paramount, California.

Roll Call	Carmen Gomez Yesenia Cuarenta Sonia De Leon	Linda Garcia-ill Vivian Hansen
Administrators Present	Ruth Pérez, Superintendent Ruben Frutos, Assistant Superintendent-Business Services Myrna Morales, Assistant Superintendent-Human Resources Ryan Smith, Assistant Superintendent-Secondary Educational Services Debbie Stark, Assistant Superintendent-Educational Services Beatriz Spelker-Levi, Director-Personnel	
Pledge of Allegiance	Dr. Myrna Morales, Assistant Superintendent-Human Resources	
Approve Special Meeting Agenda March 27, 2019 1.104	Board member De Leon moved, Board member Hansen seconded and the motion carried 4-0 to approve the agenda of the Study Session Meeting of March 27, 2019. Ayes: 4 – Board member Cuarenta, De Leon, Gomez, Hansen Absent: 1 – Board member Garcia	

HEARING SECTION

There were no speakers during the Hearing Section.

INFORMATION ITEMS

General Services

New Board Member
Orientation

Staff presented the Board of Education with an orientation to the Human Resources department and the hiring and evaluation policies.

Assistant Superintendent Dr. Myrna Morales shared that the evenings objectives were to:

- Introduce members of the Human Resources department
- Share responsibilities and services provided by the Human Resources department

- Provide overview of the hiring practices
- Review the evaluation processes

Human Resources Staff

- Dr. Myrna Morales, Assistant Superintendent of HR
- Dr. Bea Spelker-Levi, Director of Personnel – Classified
- Ofelia Larios, Executive Assistant
- Mary Parga, Administrative Assistant
- Ann Hernandez, Credentials Analyst
- Patricia Barajas, Senior Human Resources Technician
- Alma Contreras, Human Resources Technician
- Elizabeth Garcia, Human Resources Technician

Number of Paramount Unified Employees

- Total Employees – 2,300
 - Certificated – 877
 - Classified – 1,145
 - Substitutes – 278

President Gomez asked if verification of employees is different from reference check? Dr. Morales responded yes. A verification inquiry takes place when employees are looking to purchase a home. Banks send us forms to fill out to verify income. We verify their employment and salary. References are done when applicants apply for jobs.

Board member De Leon asked if there is a rubric when scoring different positions? Dr. Morales responded that yes and a criteria is reviewed with the individuals on the interview panel.

Board member De Leon asked where temporary teachers fit in? Dr. Morales responded under certificated.

President Gomez asked how long are records maintained? Dr. Morales responded that a physical file is kept while an employee is with us. Then they are electronically scanned.

President Gomez asked if there are specific questions that cannot be asked? Dr. Morales commented that Yes, we follow the guideline of the law. All questions are developed in Human Resources and we always ask people to stick to the script and questions. We know what questions we are not allowed to ask as we have been guided by our attorney.

Board member De Leon asked when you call for a reference check, if the person does not respond quickly, is that a red flag? Dr. Morales said it depends. This is why we do ask administrators to make phone references so they can pay attention to subtle things that may or may not be mentioned. We are aware that during the summer schools are closed and that is the phone listed on the application. We do call candidates to let them know we are having trouble reaching their references. We ask for cell phone numbers or other references.

Functions of Human Resources

- Hiring
 - Recruitment

- Screening Applicants
- Employment Testing
- Scheduling Interviews
- Fingerprinting
- Employee Orientation

Board member De Leon asked what program is used for Computerized IEPs? Dr. Morales responded that Synergy is used.

Board member De Leon asked the training for office personnel, is that across the board? It was commented that yes so that we set consistent expectations for customer service across the District.

President Gomez asked if we provide support for life changing events? Is there something for lactation? Dr. Morales responded that yes, we have a policy in place.

- Employee Consultation
 - Provide Support Through Life changing Events
 - Conflict Resolution
 - Explanation of Leaves
- Maintain Personnel Files
- Credentialing
- Negotiations
- Substitute Coverage
- Employee Evaluations
- Employment Verifications
- Teacher Induction Program
- Quarterly Secretary Meetings
- Manage Partnerships with Universities – Student Teachers, Student Observations, Psychology/Speech Interns
- Federal, State, County and Local Monitoring Reports

Posting of Positions

- Posting in the District office lobby
- Posting at all work locations
- PUSD Website
- EdJoin
- EdCal for Certificated Administrators
- www.govjobs.com – Selected Classified positions

Selection Process

There is a comprehensive process that takes place from posting for an open position, screening, interviewing and selecting the best candidate to serve the students of Paramount Unified School District.

Screening of Candidates - Classified

- Applicants are screened for minimum qualifications.
- All qualified applicants are invited to test.
- Cut points are determined and the top 10 candidates are invited to interview for a position.

Classified Testing

- Tests and/or supplemental questionnaire for all positions.
- If an applicant takes a test, they are not eligible to take the same test for four months.

- Passing test scores for each test given are kept on file for two years.

President Gomez asked if the test is changed every 4 months or if it is the same? Dr. Morales responded no.

Dr. Spelker shared various samples of communication with candidates throughout the process such as: Notice of Employment Testing, Notice of Not Meeting Minimum Qualifications, Notification of Non-passing Score, Passing Score Without an Interview, Letter Related to Convictions and Notification of Non-Selection.

Screening of Candidates – Certificated

- HR personnel screens EdJoin applicants for appropriate candidates that meet minimum requirements with proper credentials.
- Each application is reviewed with a Screening Form.
- Top candidates and any inside candidates are invited to interview.

Interview and Panels

- Panels are inclusive. Two administrators are needed for teacher selection.
- Panels are diverse and representative.
- All members are made aware of the confidentiality of serving on the panel.
- Panel members are instructed to be impartial.

President Gomez asked how many people are on a panel? Dr. Morales responded that it depends on the position but standard is three to five.

Interview Protocols

- Candidates are welcomed.
- Stellar first impressions are made.
- All members on the panel are introduced.
- Questions are consistent for all candidates.

Scoring of Individuals

- True and accurate rating that can hold up, if questioned.
- Rubrics are utilized for consistency.
- Highest scoring individuals are moved forward.

Reference Check

- Vital to ensure quality of potential employee.
- Each candidate must have two positive references.
- Supervisors should be contacted for reference.
- Certificated or classified management conduct the reference checks.
- Accurate recording of what the reference says and note to what is not being said.

Selection Sheet/Package

- List of all candidates interviewed
- Administrator signatures
- Two references attached
- All interview scores included

After Interviews/Selection

- Human Resources personnel personally calls successful candidates and makes an offer of employment.

- Once the offer is accepted, Human Resources contacts the candidates that were not selected.

Pre-employment Processing

- Fingerprints sent to Department of Justice
- Once cleared processing begins
 - Driver's License
 - Social Security Card
 - TB Test
 - Physical
 - Transcripts
 - Test Results (CBEST, CSET, RICA)
- Orientation

Support for Personnel -*Classified Front Office Personnel*

During summer and pupil free days, front office staff receives training in:

- Customer Service
- Developing as a team
- Dealing with difficult people
- Communication skills
- Self reflection in the work place

Teacher Induction Program

Program Mission

The mission of the Teacher Induction Program is to provide a meaningful and individualized induction experience that connects professional growth, reflection, and collaboration in order to create rich learning environments where students can succeed.

Program Vision

The Teacher Induction Program strives to support the induction and retention of educators as responsible members of the teaching profession. By engaging in a two-year, individualized, job-embedded system of mentoring, support and professional learning that begins in the first year of teaching, teachers will develop a habit of lifelong learning and self-reflection to be growth agents in the diverse classrooms of the 21st century.

2018-19 Program Overview

- Two-year Induction program focusing on teacher development using program tools to guide the professional growth of new teachers.
- Currently, the program is supporting 57 teachers:
 - 31 year 1 teachers
 - 26 year 2 teachers
- 39 support providers have been assigned to collaborate with new teachers at the school sites.

New Teacher Development

- New Teacher Institute
- Develop Individualized Learning Plans
- Attend District Staff Development
- Meet weekly with support providers
- Visit peer teachers

Additional Support for New Special Education Teachers

- Special Education teachers are included in ALL District professional development that pertains to their assignment.

- In addition, there are New Teacher trainings specially designed for new Special Education teachers focusing on topics that are specific to special education, such as, common District procedures, the computerized IEP, and classroom management and strategies.
- SPED New Teacher Program Specialist also works 1:1 with new teachers offering mentoring support to guide teachers in providing quality and effective classroom environments and instruction for students.

Administrative Support

- Beginning/Pilot Aspiring Principal Mentor Program
- New bimonthly Principal meetings
- Los Angeles County Office of Education Leadership Program – 2 year program for all new administrators

Classified Evaluations

- Each new permanent employee will receive two evaluations during their probationary period. The first one is due in the third month of employment and the second one is due during the seventh month.
- After passing the probationary period, the employee is evaluated every other year.

CSEA Contract

(CSEA Contract Excerpt)

Article VII - EVALUATION PROCEDURES

7.01 The District retains the sole responsibility for the evaluation and assessment of the job performance of each employee, subject only to the following procedural requirements:

A. Probationary employees (employees with less than nine (9) months or a minimum of 185 days of actual service in their current job classification) shall be evaluated at least twice during the probationary period. No less than three weeks (15 working days) of service shall pass between evaluations. Exception: Probationary employees charged with misconduct will be excluded from this requirement.

1. Permanent employees who receive a promotion shall serve a six (6) month probationary period (a minimum of 125 days of actual service) and receive at least one evaluation not less than 30 days before the expiration of their probation in the promoted classification.

Certificated Evaluations

- All Temporary, Probationary 1, Probationary 2 and first-year Tenure employees are formally evaluated each school year.
- After their first year on Tenure status, the employee is evaluated every other school year until they reach their eleventh year of permanency.
- Eleventh year of permanency employees are eligible for 4-year evaluation cycle.

Teacher Evaluation Matrix

Employment Status	Yrs. In District	Evaluation Cycle
Prob or Temp	1-2+	Every year
Permanent	3-10	At least every 2 yrs. starting with the 1st year of permanency
Permanent	11+	At least every 4 yrs.*

*Evaluator and employee must agree to this term. Employee must be highly qualified, as defined, and most recent evaluation rated employee as meeting or exceeding standards (i.e., met or in-progress).

Overview of the Principal Evaluation Process

Principal Evaluations

The purpose of the principal evaluation process is to help site leaders stay focused on *what is imperative* to improve outcomes for students.

A balanced evaluation process includes both support and monitoring:

Support	Monitoring
<ul style="list-style-type: none"> ▪ Professional development in monthly principals' meetings. ▪ Cohort teams of K-8 principals visit each others' schools and provide feedback. 	<ul style="list-style-type: none"> ▪ Principal evaluation process. ▪ Site/class visits by Assistant Superintendent.
	<ul style="list-style-type: none"> ▪ Analysis of academic, behavior, attendance data.

The evaluation process for principals includes:

- Goal Setting
- School Visits
- End of Year Evaluation

Goal Setting

Principals analyze data on academics, behavior and attendance to set goals that are specific to their school in three areas:

- ✓ Implementing High Quality Instruction
- ✓ Monitoring Teacher Performance and Student Learning
- ✓ Providing a Safe, Civil, Orderly Environment

School Visits and Evaluation

- Throughout the year, Assistant Superintendents visits schools and classrooms with principals to see evidence of implementation of their goals.
- Feedback and “next steps” are provided after visits.
- A written evaluation summarizing progress and next steps is given at the end of the year.

ADJOURNMENT

Board member De Leon moved, Board member Cuarenta seconded, and the motion carried 4-0 to adjourn the Study Session meeting of the Board of Education held on March 27, 2019 at 6:44 p.m.

Ayes: 4 – Board members Cuarenta, De Leon, Gomez, Hansen
Absent: 1 – Board member Garcia

Ruth Pérez, Secretary
To the Board of Education

President

Vice President/Clerk