

**FULLERTON SCHOOL DISTRICT  
Personnel Commission Meeting  
Classified Personnel Conference Room  
1401 W. Valencia Drive, Fullerton, CA**

**Minutes of the Regular Meeting  
October 15, 2018**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Mr. Lusch, Chairperson, called the meeting to order at 4:30 p.m. and led the Pledge of Allegiance. Ms. Haley mentioned that Ms. McNeill is not able to attend the meeting today.

**PERSONNEL COMMISSIONERS**

Mr. Rodney Lusch, Chairperson  
Ms. Janet McNeill, Co-Chairperson (Absent)  
Ms. Patricia Haley, Member

**STAFF PRESENT**

Chanjira Luu, Director of Classified Personnel  
Eddie Bui, Classified Personnel Analyst

**APPROVAL OF MINUTE**

The minutes of the regular meeting were approved on a motion made by Ms. Haley, seconded by Mr. Lusch. The Motion was carried unanimously.

**PUBLIC COMMENTS**

In attendance was Dr. Chad Hammitt, Assistant Superintendent of Personnel Services and a Computer Technician I employee, Brooke Webb.

Mr. Lusch asked if Ms. Webb would like to address the Personnel Commission on a topic related to the current agenda item(s). Ms. Webb responded that she believed her comments would be related to the agenda item under the recruitments of Technology-related positions (i.e., Computer Technician and Technology, Library and Media Assistant). Mr. Lusch asked Ms. Webb to share her comments to the Personnel Commissioners. She shared that the Innovation and Instructional Support (IIS) department is short-staffed and that it takes some time to fill job vacancies. Mr. Lusch responded that the hiring processes at his former workplace also took quite some time too. Mr. Lusch explained that processes and procedures in Human Resources are based on the Education Code, union contract agreement and Personnel Commission Rules and Regulations. Ms. Haley asked which job title Ms. Webb's comments were referring to. Ms. Webb indicated that she wanted to learn about hiring processes and procedures. Mr. Lusch has asked Ms. Webb if she has asked staff in the Classified Personnel office about hiring processes and procedures. Ms. Webb responded that she has not approached staff yet. Mr. Lusch encouraged Ms. Webb to talk to staff in the

Classified Personnel office first. Ms. Luu stated that she will reach out to Ms. Webb to set up a meeting and answer questions that Ms. Webb may have regarding the general hiring process and procedures.

### **APPROVAL OF REPORTS**

#### **Report #1** – Receive the Classified Personnel Report

Report #1 was approved on a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously.

#### **Report #2** – The following recruitments were presented for approval/ratification:

- Clerical Assistant I- on-call substitute
- Instructional Assistant/Recreation
- Account Clerk II
- Chef
- Instructional Assistant/Special Education I
- Instructional Assistant/Special Education II B
- Technology, Library and Media Assistant- on-call substitute
- Supervisor of Maintenance and Operations
- Bus Driver
- Playground Supervisor- Part-time and on-call substitute
- Computer Technician I- on-call substitute

Report #2 was approved on a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously.

#### **Report #3** – The following eligibility lists were presented for approval/ratification of the Director's prior certification:

- Clerical Assistant II/Bilingual Biliterate
- Instructional Assistant/Recreation
- Instructional Assistant/Special Education I
- Instructional Assistant/Special Education II B
- School Safety Monitor
- Social Service Assistant
- Supervisor of Maintenance and Operations (Two eligibility lists:  
Promotional and Open Competitive Lists)

Report #3 was approved as a group on a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously.

#### **Report #4** – Approve New Management Job Description for Food Production Manager at Range M6 (\$5,918-\$6,530 per month), effective October 16, 2018.

Ms. Luu informed the Personnel Commission that CSEA Chapter President, Al Lacuesta, has requested that the agenda item be pulled from today's discussion as CSEA would like to further discuss with District management on this proposed job description. Ms. Haley asked Dr. Hammitt if he had any comments to share with the Personnel Commission regarding the request from CSEA. Dr. Hammitt responded that a meeting will be set up to further discuss this proposed job description with the CSEA Chapter President. Ms. Luu then shared that the agenda item can be brought back for the November meeting.

#### **ADMINISTRATION AND POLICY**

The current budget printout was reviewed.

#### **OTHER BUSINESS**

6.1 - The Board of Trustees re-appointed Ms. Janet McNeill as the Board of Trustees' representative to the Personnel Commission at their public meeting on October 9, 2018.

- The term duration is December 1, 2018 through December 1, 2021.

Ms. Luu stated that the Personnel Commissioners attended the Board of Trustees' meeting on October 9, 2018 for Ms. Janet McNeill's reappointment to the Personnel Commission. Mr. Lusch expressed that he was glad that Ms. McNeill was re-appointed for another term. Ms. Haley also expressed that she was pleased that Ms. McNeill was re-appointed as a Personnel Commissioner.

6.2 - The next regular meeting is scheduled for November 5, 2018 at 4:30 p.m.

Ms. Haley suggested not having a closed session today.

#### **ADJOURNMENT**

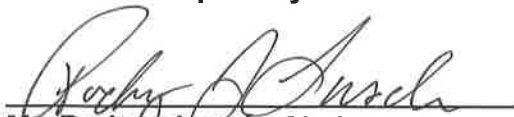
Ms. Haley moved to adjourn the regular meeting and Mr. Lusch seconded it. The regular meeting was adjourned at 4:57 p.m.

#### **RECESS TO CLOSED SESSION**

Pursuant to Government Code 54957 to discuss Classified Personnel Director's Job Performance Evaluation

There was no closed session held after the regular meeting.

#### **Minutes Accepted By:**



**Mr. Rodney Lusch, Chairperson**

Recorded by: Chanjira Luu