

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

**Minutes of the Regular Meeting
January 28, 2019**

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Janet McNeill, Chairperson, called the meeting to order at 4:02 p.m. and asked Mr. Al Lacuesta to lead the Pledge of Allegiance.

PERSONNEL COMMISSIONERS

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

STAFF PRESENT

Chanjira Luu, Director of Classified Personnel
Eddie Bui, Classified Personnel Analyst
Yasmin Duque, Administrative Secretary

APPROVAL OF MINUTES

The minutes of the regular meeting of December 10, 2018, were corrected by Ms. Haley to remove language on the appointment of Mr. Lusch as a member of the Personnel Commission. The amended minutes were approved on a motion made by Mr. Lusch, seconded by Ms. Haley, and carried unanimously.

PUBLIC COMMENTS

In attendance was Dr. Chad Hammitt, Assistant Superintendent of Personnel Services, Al Lacuesta, CSEA Chapter 130 President, and Joanne DeClaro, Account Clerk in Business Services and CSEA Chapter 130 Treasurer. Ms. McNeill asked if the audience would like to share any public comments. Mr. Lacuesta shared with the Personnel Commission about the annual CSEA installation of chapter officers event, which took place in January. Mr. Lusch and Dr. Hammitt attended the event this year. Mr. Lacuesta introduced Ms. DeClaro to the Personnel Commission as this is her first time attending the Personnel Commission meeting. Ms. Haley welcomed Ms. Duque back from her leave of absence.

Ms. Haley then asked Ms. Luu to send a memo to Dr. Pletka to request a meeting with the Board of Trustees. Ms. Luu stated that she would send the request to Dr. Pletka and will copy Dr. Hammitt.

APPROVAL OF REPORTS

Report #1 – Receive the Classified Personnel Report

Ms. McNeill asked for an explanation on why schools would request a decrease of work hours by 0.05 hour. Ms. Luu explained that staff has been communicating a new law (i.e., AB2160) that makes regular Playground Supervisor a part of classified services, effective January 1, 2019, to the Principals and school office staff. Staff worked with each school to verify each regular Playground Supervisor's weekly hours and the employment status of each Playground Supervisor. Mr. Lusch asked how this new law affects Playground Supervisors. Ms. Luu explained that the District is currently negotiating with CSEA regarding the effects of this law.

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

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

- Health Assistant/Bilingual Biliterate
- Instructional Assistant/Recreation
- Instructional Assistant/Regular - on-call substitute
- Instructional Assistant/Special Education I
- Instructional Assistant/Special Education I - on-call substitute
- Instructional Assistant/Special Education II/B (Autism)
- Playground Supervisor
- Transporter - on-call substitute

Ms. Haley asked for clarification on what is involved in bus driver training. Ms. Luu explained that this is a bus driver class for those who may be interested in becoming a school bus driver. The department does not require individuals to have any experience in driving a bus. The training includes both classroom and hands-on behind the wheel instruction. The department intends to use those who are successful with the training and school bus driver tests as substitutes and eventually as regular bus drivers.

Ms. McNeill asked how each salary step of salary range 11, \$15.577-\$19.945 per hour, is being applied for an employee in the job classification. She asked if it would be clearer to job applicants if we listed each salary step on the job bulletin. Since Ms. McNeill was referring to the Instructional Assistant job classification, it was noted that those job candidates that would typically start at salary step 1 of salary range 11. Once probationary employees complete the probationary period, they become permanent and receive salary step 2. Mr. Lusch explained that the Personnel Commission has a rule on salary step placement for newly hired employees. Ms. Haley added that salary step placement negotiation is a common practice between the employee and employer.

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

Report #3 – Ratify/Certify the Director’s Prior Certification of Eligibility Lists*

Chef

Gardener

Instructional Assistant/Recreation - Expiration date of 05/05/19

Instructional Assistant/Recreation - Expiration date of 07/18/19

Instructional Assistant/Regular

Instructional Assistant/Special Education I

Payroll Technician II

Supervisor of Maintenance and Operations - Expiration date of 06/06/19

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

ADMINISTRATION AND POLICY

The current budget printout was reviewed. Ms. McNeill mentioned that 100% of the communication budget line has been spent and Ms. Luu explained that it is for cellular phone. For 2402 clerical and office substitutes budget, we spent that budget on clerical substitutes for an employee on leave of absence and before the Personnel Technician position was filled.

OTHER BUSINESS

Staff provided the Personnel Commission with the Regular Personnel Commission Meetings Calendar for 2019. Staff informed the Personnel Commission that the Personnel Commission regular meeting dates are posted on our website. Mr. Lusch asked why April 2019 meeting date is neither the third or fourth week of the month. Ms. Luu responded that the date change is based on potential conference attendance conflict.

The next regular meeting is scheduled for February 25, 2019, at 4:00 p.m. in the Classified Personnel conference room.

RECESS TO CLOSED SESSION- pursuant to Government Code 54957 to discuss Classified Personnel Director’s Job Performance Evaluation.

The Personnel Commission held a closed session. A closed session was called to order at 4:40pm.

ADJOURNMENT

Mr. Lusch made a motion to adjourn the regular meeting. Ms. Haley seconded the motion, and it was unanimously carried. The regular meeting was adjourned at 4:28 p.m.

Ms. Haley made a motion to adjourn the closed session, Mr. Lusch seconded the motion and it was unanimously carried. The closed session was adjourned at 5:00pm.

Minutes Accepted By:

Ms. Janet McNeill, Chairperson

Recorded by: Yasmin Duque