

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

**Minutes of the Regular Meeting
July 17, 2017**

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Chairperson Haley called the meeting to order at 4:30 p.m. Ms. Beverly Berryman led the Pledge of Allegiance.

PERSONNEL COMMISSIONERS

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

STAFF PRESENT

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

APPROVAL OF MINUTES

The minutes of the regular meeting of June 19, 2017 were approved on a motion made by Ms. McNeill, seconded by Ms. Haley, and carried unanimously.

PUBLIC COMMENTS

In attendance was Ms. Beverly Berryman, Board of Trustees member.

Ms. Luu shared information regarding the Welcome Back event, which will be held on Thursday, August 10, 2017 at 8:00 a.m. at the Plummer Auditorium in Downtown Fullerton.

APPROVAL OF REPORTS

Report #1 – Receive the Classified Personnel Report

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

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

- AVID Tutor
- Computer Technician I
- Food Service Assistant I
- Instructional Assistant/Recreation
- Instructional Assistant/Special Education II B
- Supervisor of Nutrition Services

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

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

Bus Driver
Employee Benefits Program Coordinator
Food Production Coordinator Assistant
Instructional Assistant/BB
Instructional Assistant/Recreation
Payroll Technician I
School Office Manager
Social Service Assistant

In regards to the Employee Benefits Program Coordinator, Ms. Haley asked about how seniority points get added to the score. Ms. Luu clarified that employees can earn up to 6 points for each full year of their regular classified service. The seniority points get added to the final score after the composite of weighed exam parts are calculated.

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

Report #4 – Approve Revised Job Description for Personnel Technician II, effective July 18, 2017

In regards to the Personnel Technician II recruitment, Ms. Luu informed the Personnel Commission that the Personnel Technician II in Certificated Personnel was promoted to Employee Benefits Program Coordinator.

Report #4 was approved on a motion made by Ms. McNeill, seconded by Ms. Haley, and carried unanimously.

Report #5 – Eliminate/Abolish Nutrition Specialist job description, effective July 18, 2017

Ms. Luu clarified that the Director, Nutrition Services indicated that he no longer needed this job description.

Report #5 was approved on a motion made by Ms. McNeill, seconded by Ms. Haley, and carried unanimously.

ADMINISTRATION AND POLICY

The current budget printout was reviewed.

OTHER BUSINESS

Discussion on the Personnel Commission Budget process:

Ms. Haley stated that on June 29, 2017, she sent a memo, on behalf of the Personnel Commission, to Dr. Chad Hammitt, Assistant Superintendent of Personnel Services regarding the request to increase the Personnel Commission budget for 2017-2018. The Personnel Commission's memo explained the request for the necessary budget increase as follows:

“At the June 19, 2017, Personnel Commission meeting, the Commission expressed concern that a budget increase request in the amount of \$19,847 for the 2017-18 Personnel Commission budget had not been approved by the Executive Cabinet. The requested increase amount was necessary to cover the additional expenses of medical examinations, fingerprinting and overtime for the anticipated number of hires in our next fiscal year. None of the proposed increase is discretionary; it is required to meet the stated business needs of the District.”

“Of our requested additional necessary expenses of \$19, 847, \$13,000 is required for:

- mandatory medical examinations for increased hiring of substitutes, replacements and new positions;
- other increased costs for related medical services;
- the new District Fitness for Duty program, initiated in 2016-17.”

“\$3,000 is needed for mandatory fingerprinting for increased hiring of substitutes, replacements and new positions;”

“\$3,847 is the cost of temporary office overtime for one full-time and one part-time Personnel Technicians during May through August.”

Subsequently, Ms. Haley read the memo dated July 14, 2017 from Dr. Chad Hammitt, Assistant Superintendent of Personnel Services, in response to the memo from the Personnel Commission dated June 29, 2017 regarding the request to increase the Personnel Commission budget for 2017-2018.

“The \$8,000 increase to the 2017-2018 Personnel Commission reflects ongoing costs that were incurred beginning in the 2016-2017 school year and will continue into the 2017-2018 school year. These ongoing costs include:

- \$3,000 for fingerprinting;
- \$3,847 for *temporary* overtime for one full-time and one part-time Personnel Technician;
- \$1,153 for medical exams, related medical services, and the Fitness for Duty program.”

“The District is committed to ensuring that the Personnel Commission has the necessary budget to carry out the essential duties and required tasks related to recruiting, hiring, and retaining the District’s classified personnel. The budget for the 2017-2018 school year reflects and \$8,000 increase that was added to ensure that the budget is accurate and reflects true and anticipated expenditures for the upcoming school year.”

“As with any budget, there are situations and expenses that require a department to adjust its budget. If the Personnel Commission budget needs to be adjusted in order to meet the essential duties and required tasks related to the recruiting, hiring, and retaining of classified personnel, the budget will be adjusted accordingly.”

Ms. Haley commented that the content of this memo reassured the Commissioners that the District will provide necessary funds to support the essential functions of the Personnel Commission and ensure the success and learning of our students and meet the District’s business needs.

Furthermore, Ms. Haley explained that the standing agenda item for the Personnel Director’s job performance evaluation serves merely as a placeholder in every regular public meeting. She explained that this came about after the Commissioners and Ms. Luu attended the California School Personnel Commissioners Association’s (CSPCA) annual conference in January of this year. Ms. Haley expressed that the information shared at the conference regarding the Personnel Director’s job performance process from other districts was valuable. Due to limited supervision from the Personnel Commissioners to the Personnel Director, Ms. Haley noted that having a closed session as a placeholder on the public meeting agenda at every regular public meeting would provide the Personnel Commission with an opportunity to discuss the Personnel Director’s job performance with the Director, as needed. Ms. Haley added that this suggested practice is not a reflection on Ms. Luu’s job performance.

Ms. Haley asked the other Commissioner if a closed session is necessary today. The Commissioners agreed not to have a closed session today.

The next regular meeting is scheduled for August 21, 2017 at 4:30 p.m.

ADJOURNMENT TO CLOSED SESSION

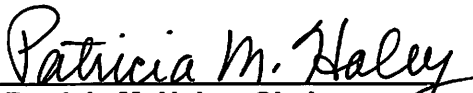
The regular meeting was adjourned at 4:58 p.m

CLOSED SESSION

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

The Personnel Commission did not hold a closed session for the evaluation of the Director's job performance.

Minutes Accepted By:


Ms. Patricia M. Haley, Chairperson

Recorded by: Yasmin Duque