

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

**Minutes of the Regular Meeting
June 17, 2019**

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. McNeill, Chairperson, called the meeting to order at 4:04 p.m. and asked Mr. Eddie Bui to lead the Pledge of Allegiance.

PERSONNEL COMMISSIONERS

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

STAFF PRESENT

Robert Lee, Interim Director of Classified Personnel
Eddie Bui, Classified Personnel Analyst
Yasmin Duque, Administrative Secretary

APPROVAL OF MINUTES

The minutes of the regular meeting of May 20, 2019, were approved on a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously.

PUBLIC COMMENTS

In attendance was Dr. Chad Hammitt, Assistant Superintendent of Personnel Services, Ms. Monique Bosse, Supervisor of Child Development Services for the preschool program, and Ms. Linda Prieto, Supervisor of Child Development Services for the after school program.

APPROVAL OF REPORTS:

Report #1 – Receive the Classified Personnel Report*

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

Report #2 – Approve/Ratify Recruitments*

Bus Driver Trainer
Clerical Assistant/BB (Korean)
Clerical Assistant/BB (Spanish)
Custodian I

Instructional Assistant/Recreation
Instructional Assistant/Regular
Social Services Assistant
Technology, Library and Media Assistant – on-call substitute

Mr. Lusch asked how many Custodians are employed part-time. Mr. Bui answered that we only have a couple of part-time Custodian positions, and that they are either 3.75 hours per day or 6 hours per day.

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*

Bus Driver
Custodian I
Instructional Assistant/Recreation
Instructional Assistant/Regular
Instructional Assistant/Special Education I
Instructional Assistant/Special Education II B
Site Lead Supervisor of Child Development Services
Transportation Dispatcher

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

Report #4 – Approve Revised Job Descriptions for all Instructional Assistant Classifications, effective June 17, 2019*

Ms. Haley made a few grammatical corrections for the Instructional Assistant job descriptions. Mr. Lee agreed that the changes would be made.

Mr. Lee added that the last paragraph of the report explains that:

A number of school districts throughout the state are currently using the CODESP Instructional Aide test as their “local assessment for compliance with NCLB and ESSA. It is proposed that the Fullerton School District do so, too. Fullerton School District has been testing the college graduates and applicants with 48 college units using the CODESP test for many years in order to establish our ranked lists of eligible and some of these college educated applicants still do not pass the test. Non-Merit school districts are not required to establish ranked lists so they are able to just send a college educated applicant directly out to interview for vacancies, although they may too use the CODESP Instructional Aide test for their non-college educated applicants as their proof of compliance with NCLB and ESSA. By opening the applicant criteria to allow for a high school graduate to take a preliminary test, assessing a very basic knowledge of reading,

writing and mathematics, followed by requiring those passing the preliminary test to take and pass the same Instructional Assistant test administered to college educated applicants should open a currently closed labor market to help fill our vacancies. I believe this to be a viable option and at the same time this would not lower the standards with which we currently assess and rank eligible on our eligibility lists. The proposed revisions to the Instructional Assistant job descriptions contain updated language regarding the educational requirements and provides for a local assessment alternative to remain compliant with NCLB and ESSA. The salary for these Instructional Aide classifications remains unchanged. Mr. Lee further added that Dr. Hammit is on board with this change.

Dr. Hammitt introduced Ms. Linda Prieto and Ms. Monique Bosse, both Supervisors in the Child Development department. Ms. Bosse explained that this change will really help staff their program, since they know college professors who can help send us students as possible candidates, and that many students come and do their service learning hours at our district, but they can never apply for a job, since they do not always have the 48 college units yet.

Mr. Lee mentioned that we are looking into advertising on social media, including the District's website and the Nextdoor application, because not everyone knows about EdJoin.

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

ADMINISTRATION AND POLICY

The current budget printout was reviewed.

OTHER BUSINESS

The next regular meeting is scheduled for July 15, 2019 at 4:00 p.m.

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned at 4:26 p.m.

RECESS TO CLOSED SESSION

Closed session was called to order at 4:27 p.m.

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

No action was taken during closed session.

ADJOURNMENT FROM CLOSED SESSION

The closed session was adjourned at 4:45 p.m.

Minutes Accepted By:

A handwritten signature in cursive script, appearing to read "M. Janet McNeill", written over a horizontal line.

Janet McNeill, Chairperson
Recorded by: Yasmin Duque