

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

**Minutes of the Regular Meeting
November 13, 2017**

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Chairperson Haley called the meeting to order at 4:32 p.m. and asked Mr. Bui to lead the Pledge of Allegiance.

PERSONNEL COMMISSIONERS

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

STAFF PRESENT

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

APPROVAL OF MINUTES

Ms. Haley shared her compliments to staff for the thorough work on the meeting minutes. The minutes of the regular meeting of October 16, 2017, were approved on a motion made by Ms. McNeill, seconded by Mr. Lusch, and carried unanimously.

PUBLIC COMMENTS

In attendance were Dr. Chad Hammitt, Assistant Superintendent of Personnel Services, and Ms. Robin Gilligan, Director of Student Support Services.

APPROVAL OF REPORTS

Report #1 – Receive the Classified Personnel Report

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

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

- Assistant Director of Transportation Services
- Custodian I/substitute
- Director of Facilities, Maintenance and Operations
- Director of Purchasing, Warehouse and Transportation
- Health Assistant/substitute
- Instructional Assistant/Recreation
- Instructional Assistant/Recreation/substitute

Instructional Assistant/Regular
Instructional Assistant/Regular/substitute
Instructional Assistant/Special Education I
Instructional Assistant/Special Education I/substitute
Maintenance Worker II

In regards to the Maintenance Worker II recruitment bulletin, Ms. McNeill inquired about how the night differential compensation is used. Ms. Luu explained that night shift is paid at a premium rate of 6.0%, which is applied to the incumbent's base salary for the classification, for any regularly assigned work schedule that is before 6:00 a.m. and/or after 6:00 p.m. She added that employees who work at least two hours into the premium time frame will have a 6% shift differential premium applied to their entire shift.

In regards to the Director of Facilities, Maintenance and Operations, and Director of Purchasing, Warehouse and Transportation recruitment bulletins, Ms. Haley inquired if the length of advertising this career opportunity for three weeks would be sufficient time to recruit for a qualified pool of job applicants. Ms. Luu clarified that advertising the position at least 15 working days is required per Personnel Commission Rules and Regulations. She further added that staff will work with the hiring manager in determining if we have a qualified applicant pool and the manager may choose to extend the job posting deadlines if it is necessary. Ms. Haley inquired if it is common for us to receive job applications from out-of-state applicants. Ms. Luu stated that we do get out-of-state applicants every once in awhile, but not often.

Ms. McNeill noted a small grammatical error on the recruitment bulletins.

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

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

Health Assistant
Health Assistant/BB
Instructional Assistant/Recreation
Instructional Assistant/Regular
Instructional Assistant/Special Education I

In regards to the Health Assistant/BB eligibility list, Mr. Lusch inquired why there were only three candidates. Ms. Luu explained that recruiting for this position is difficult due to the bilingual biliterate requirement.

Ms. McNeill asked for an explanation on the expiration dates on one eligibility list. Ms. Luu clarified that each eligibility list typically expires after six months. More than one recruitment effort may result in merged eligibility lists. These merged eligibility lists contain different expiration dates depending on the test date(s) of each recruitment effort.

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

Report #4 - Approve New Management Job Description for Director of Risk Management, Workers' Compensation, and Safety, at management salary range M21, effective November 14, 2017

Mr. Lusch asked about the rationale behind placing the new classification's salary at M21 despite the salary data supporting a higher salary from other districts. He stated that the salary placement is relatively low when compared to other districts and that he is concerned that the recommended salary placement of M21 may not attract a highly qualified pool of applicants. Dr. Hammitt noted that the salary placement is based on the internal alignment with other Director positions (i.e., Director of Nutrition Services and Director of Purchasing, Warehouse, and Transportation). Mr. Lusch noted that the incumbent in this position will need to effectively handle difficult situations, including legal matters and that such a low compensation rate may not bring in candidates with such skills and abilities. Ms. Luu explained that we were not able to identify a comparable district to ours, since other districts with a Director of Risk Management position (i.e., Anaheim City School District, Long Beach Unified School District, Hacienda La Puente Unified School District, and Orange Unified School District) were larger in size in comparison to our District. Dr. Hammitt added that the other districts send some of their Risk Management services out to third party vendors and that the Fullerton School District is self-insured.

Dr. Hammitt noted that this position will be a promotional opportunity and that we currently have a Risk Manager. Ms. Haley asked for the differences in responsibilities between the Director of Risk Management, Workers' Compensation and Safety, and the Risk Manager. Ms. Luu noted that the Director will have to perform duties that require a higher level of decision-making, and will interpret and implement policies. In reference to the proposed job title, Mr. Lusch noted that safety is a very broad responsibility and asked for clarification on what safety includes. Dr. Hammitt responded that it covers safety as it relates to students and employees.

Dr. Hammitt explained that the District is also involved with the city in some safety related concerns like traffic and that the city would conduct traffic studies for student drop-off and pick-up areas at the schools. Conducting a traffic study includes counting the number of vehicles during pickup and drop off times, and then submitting such data to the city in order to get crossing guards at specific intersections near our schools. Depending on the formula presented, the city pays for all, or a portion, of personnel cost to hire crossing guards. Ms. Haley stated that she is curious about what the data looks like and requested Dr. Hammitt to provide her traffic data on crossing guards by school site.

Ms. McNeill noted that there is one crossing guard for the whole intersection near Acacia. Dr. Hammitt noted that the city pays for the crossing guard at Acacia.

Mr. Lusch mentioned that the proposed job classification title is quite lengthy. Dr. Hammitt responded that the proposed Director of Risk Management position will be responsible for the District's workers' compensation program and safety program.

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

Report #5 - Approve New Job Description for Mental Health Counseling Specialist, at CSEA range 40, effective November 14, 2017

Ms. Gilligan explained that Mental Health Therapist Interns are post-graduates who earn their clinical hours for their therapist license. She explained that our District's students need special services (i.e., suicide prevention and parent educating) and that we currently have School Psychologists and Mental Health Therapist Interns to address such needs. Currently, we do not have a position like the one proposed (Mental Health Counseling Specialist) to help with truancy, bullying, grief, loss, and other sensitive areas that require counseling. Ms. Haley asked how the proposed position of Mental Health Counseling Specialist is different than School Psychologist. Ms. Gilligan clarified that School Psychologists are in charge of the Individualized Educational Program (IEP) and that the interns may work with the School Psychologists if a child needs mental health counseling. Ms. Haley inquired who works directly with the students. Ms. Gilligan answered that the Mental Health Therapist Interns do. She added that the Mental Health Therapist Interns have their Masters degree but need the clinical hours in order to get their licensure with the state, which is similar to others in the medical field. Ms. Haley inquired how long the Mental Health Therapist Interns stay with the district. Ms. Gilligan explained that the interns are typically with us for about one to two years, depending on the number of hours worked by the interns. Some individuals work two different internships so they can finish their hours in a shorter period of time.

Ms. Haley inquired if the request for this new job classification comes from the District Superintendent, Dr. Robert Pletka. Dr. Hammitt responded that the request comes from the Executive Cabinet, as there is a higher need for mental health services among our student population. He added that the individuals working as Mental Health Therapist Interns really get to know our students. However, after completing their clinical hours, there are no opportunities for our interns to continue their professional growth with their licensing so they decide to seek other employment outside of our District. Ms. Haley noted that Ms. Gilligan provided written information on this proposed position at the public meeting. The written report provided by Ms. Gilligan read:

"All schools within the Fullerton School District participate in a program called Multi-Tiered System of Supports (MTSS). One area under MTSS is Positive Behavior Intervention Supports (PBIS). Through this systematic approach, school personnel implement strategies to support student needs with behavior, social skills, mental health, and academics. To support the increasing mental health needs of students both in the elementary and junior high setting, we would like to hire full time Mental Health Counseling Specialists. They will conduct group and individual counseling as well as social skills and intensive behavioral support for students. In addition, this position would also provide parent counseling, parenting classes, and staff training in the areas of mental health (ie. suicide prevention, grief/loss, self-harm, coping, friendships, attendance/truancy, self-esteem, bullying, trauma, etc.)"

The Mental Health Counseling Specialist has a license through the Board of Behavioral Health Sciences, whereas a Mental Health Therapist Intern is still working on completing intern hours to earn a state license. Often times, Interns will leave a district upon completion of hours and licensing with the state, to seek employment elsewhere that requires a license. We would like to stay competitive and consistent with our mental health support as rapport building is critical to students for counseling."

Ms. Gilligan explained that the Mental Health Counseling Specialist would be involved in training parents and staff to recognize the signs for prevention and detection, and to help in the

implementation of MTSS (Multi-Tiered System of Supports) to recognize the signs and symptoms of suicide in students. She also added that these new programs are state mandated. Ms. Haley asked if we were getting additional funding to provide these services since it is state mandated. Ms. Gilligan answered that we are not receiving additional funding. Ms. Haley inquired about how the position is being funded given that Dr. Hammitt had stated at previous public meetings that we are expecting budget cuts. Dr. Hammitt explained that the District's approved LCAP (Local Control Accountability Program) provides funds for these services, which includes personnel cost for this position. Ms. Haley inquired if this goes to the Board of Trustees for approval after approval of the Personnel Commission. Dr. Hammitt clarified that it does not go to the Board of Trustees because they have already approved the LCAP, and that funding for this position is already included in the approved budget.

Mr. Lusch noted that psychological issues are very sensitive and asked if the interns' training and experience is sufficient to work with students in this area. Ms. Gilligan explained that their training and experience qualifies them to work with individuals with mental health issues. He asked what these Mental Health Therapist Interns do when they discover something in a student that they aren't prepared for. Ms. Gilligan explained that the intern needs to connect students with other wrap around services that depend on the trauma and/or needs of student (e.g., students dealing with substance abuse would often require specialists in drug addiction). Ms. Gilligan mentioned that the district works closely with community partners for referrals to receive additional assistance and that the Fullerton Collaborative helps in connecting us with additional services in Fullerton. Additionally, Ms. Gilligan noted that the Mental Health Therapist Interns report to a Coordinator, who holds a Mental Health license, and is authorized to supervise interns in Student Support Services. Mr. Lusch inquired what occurs when an intern is not working out professionally. Dr. Hammitt noted that the school site principal will report if someone is not able to work and connect with students and parents. Ms. Gilligan also noted that they will have to have their supervisor sign off on their treatment notes and see if follow through is needed on their part. She added that as a former principal, open communication with the intern allows for them to bridge the gap with parents and students since they are not always at the school site.

Ms. Haley inquired if this position would be for a particular grade level or across the board for all grade levels. Ms. Gilligan mentioned that each principal will write their school plan and build this position into that plan for consistency at the schools in order to bring in extra support for students. Ms. Haley asked Ms. Gilligan for clarification on the phrase "wrap around services", which was mentioned earlier in her explanation. Ms. Gilligan clarified that wrap around services are home services to connect parents with different organizations in Fullerton.

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

Report #6 – Eliminate/Abolish Transportation Manager job description, effective November 14, 2017

Ms. Luu explained that it is past practice to eliminate/abolish job classifications to minimize the likelihood of individuals working out of classification. Mr. Lusch added that it is also best to eliminate/abolish job classifications if they will remain unfilled for a prolonged period of time because some jobs do change over time.

Report #6 was approved on a motion made by Mr. Lusch, seconded by Ms. McNeill, and carried unanimously.

Report #7 – Eliminate/Abolish Assistant Director, Facility Services job description, effective November 14, 2017

Report #7 was approved on a motion made by Mr. Lusch, seconded by Ms. McNeill, and carried unanimously.

ADMINISTRATION AND POLICY

The current budget printout was reviewed.

OTHER BUSINESS

The next regular meeting is scheduled for December 11, 2017 at 4:30 p.m.

Ms. Haley inquired if the Personnel Commissioners had any comments or questions on the proposed regular meeting dates for next year. The Personnel Commissioners agreed to review the meeting dates and bring them back for discussion at the December meeting.

ADJOURNMENT TO CLOSED SESSION

The regular meeting was adjourned at 5:22 p.m.

CLOSED SESSION

Closed session was called to order at 5:30 p.m.

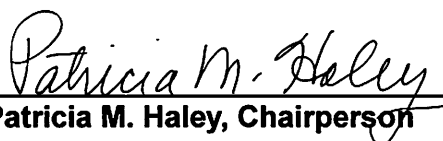
Pursuant to Government Code 54957 to discuss Classified Personnel Director's Job Performance Evaluation

No action was taken during closed session.

ADJOURNMENT FROM CLOSED SESSION

Closed session was adjourned at 6:15 p.m.

Minutes Accepted By:


Ms. Patricia M. Haley, Chairperson

Recorded by: Yasmin Duque