

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

**Minutes of the Regular Meeting  
December 10, 2018**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Mr. Lusch, Chairperson, called the meeting to order at 4:32 p.m. and led the Pledge of Allegiance.

**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

**ANNOUNCEMENT OF THE BOARD OF TRUSTEES' APPOINTEE TO THE  
PERSONNEL COMMISSION - MS. JANET MCNEILL, EFFECTIVE DECEMBER 1,  
2018**

Mr. Lusch announced that the Board of Trustees re-appointed Ms. Janet McNeill to the Personnel Commission, effective December 1, 2018. He added that he was glad Ms. McNeill was re-appointed to the Personnel Commission. Ms. Haley was happy for Ms. McNeill's reappointment.

**APPROVAL OF MINUTES**

The minutes of the regular meeting of November 5, 2018, 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. Mr. Lusch asked if the audience would like to share their public comments. There were no public comments.

**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:

Bus Driver  
Bus Driver Trainer  
Food Production Manager - promotional only  
Food Service Assistant/Transporter  
Health Assistant/Bilingual Biliterate  
Instructional Assistant/Recreation  
Instructional Assistant/Regular  
Instructional Assistant/Special Education I- on-call substitute  
Maintenance Worker

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\*

Account Clerk II  
Bus Driver Trainer  
Health Assistant/BB  
Instructional Assistant/BB  
Instructional Assistant/Special Education II B  
Maintenance Worker II

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

**Report #4** - Eliminate/Abolish Assistant Director of Maintenance and Operations (M19) management job classification, effective December 11, 2018\*

Ms. Luu explained the reason behind her recommendation to eliminate this job description. Ms. Luu stated that due to the recent reorganization of the Facilities, Maintenance and Operations department, this position is currently vacant where the Executive Cabinet does not foresee the business needs of utilizing this job classification in the near future.

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

**ORGANIZATION OF THE PERSONNEL COMMISSION**

**Election of Officers for 2019:**

The nomination to appoint Ms. McNeill as Chairperson to the Personnel Commission for 2019 was approved on a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously.

The nomination to appoint Ms. Haley as Co-Chairperson to the Personnel Commission for 2019 was approved on a motion made by Mr. Lusch, seconded by Ms. Haley, and carried unanimously.

Establishment of the Regular Meeting Dates for 2019 calendar year:

The calendar of 2019 Personnel Commission regular meeting dates, time and location was presented. Typically, regular meetings have been held on the third Monday of the month. The regular meeting dates are as follows:

- January 28
- February 25
- March 18
- April 29
- May 20
- June 17
- July 15 (if needed)
- August 19
- September 16
- October 21
- November 18
- December 9

All regular meetings will now take place at 4:00 p.m. in the Classified Personnel Conference Room.

Ms. Luu asked Mr. Lusch and Ms. Haley if it would be convenient with each Personnel Commissioner if the regular meeting was set to start at 4:00 p.m. instead of 4:30 p.m. Both Mr. Lusch and Ms. Haley responded that a 4:00 p.m. meeting start time would work with their schedule. Ms. Luu informed the Personnel Commissioners that she checked with Al Lacuesta (CSEA chapter #130 President) and Dr. Hammitt where they both indicated that 4:00 p.m. would be convenient with their schedule as well.

Ms. Haley shared that there was a meeting that took place a few years ago between the Board of Trustees and the Personnel Commissioners. Given that we have two new Board of Trustee members, she suggested that a public meeting between the Board of Trustees and the Personnel Commissioners be held in the future.

The calendar of regular meeting dates for 2019 was approved on a motion made by Ms. Haley, seconded by Mr. Lusch, and unanimously carried.

**ADMINISTRATION AND POLICY**

The current budget printout was reviewed.

**OTHER BUSINESS**

The next regular meeting is scheduled for January 28, 2019 at 4:00 p.m. in the Classified Personnel Conference room.

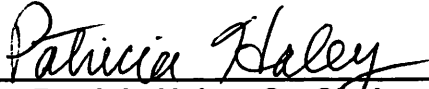
**RECESS TO CLOSED SESSION**

Ms. Haley suggested not to hold a closed session.

**ADJOURNMENT**

Mr. Lusch made a motion to adjourn the regular meeting. Ms. Haley seconded the motion, and unanimously carried. The regular meeting was adjourned at 4:54 p.m.

**Minutes Accepted By:**

A handwritten signature in cursive script that reads "Patricia Haley". The signature is written in black ink and is positioned above a horizontal line.

**Ms. Patricia Haley, Co-Chairperson**

**Recorded by: Chanjira Luu**