

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

Minutes of the Regular Meeting

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Janet McNeill, Chairperson, called the meeting to order at 4:04 p.m. and asked 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 Classified Personnel Director
Eddie Bui, Classified Personnel Analyst
Jennifer Bradley, Interim Administrative Secretary

APPROVAL OF MINUTES

The minutes of the regular meeting of September 16, 2019, were approved on a motion made by Ms. McNeill, seconded by Mr. Lusch, and they were carried unanimously.

PUBLIC COMMENTS

In attendance was Mr. Al Lacuesta, CSEA Chapter #130 President, Marleen Acosta; CSEA Chapter #130 Secretary; JoAnne Declaro, CSEA Chapter #130 Treasure; Letty Cortez, Risk Management Clerk I; Laurie Bruneau, Risk Management Director; Christine Inks, Payroll Technician I; Assistant Superintendent of Personnel Services; Chad Hammitt and John Caldecott.

Ms. Inks was curious about how seniority points are added to internal candidates test after they have taken it. Mr. Lee explained the Educational Code states seniority points would be added to an internal candidates test if they achieve a passing score.

Ms. Declaro wanted information regarding the testing process for candidates. Ms. Declaro specifically referenced the Administrative Secretary test. She explained she had received complaints about the test focusing heavily on Microsoft Excel spreadsheets. Ms. Declaro further explained she referenced the job description and Excel was listed as one bullet point. Ms. Declaro was curious if the test is reviewed before giving it to the candidates. Mr. Lee explained the

tests are designed to test skills sets relevant to the job. Mr. Lee said typically if one portion of the skills test were not passed then further review of the test would not be completed. For those who passed the skills portion they get to move on to the oral exam. Mr. Lusch asked if the skill set of using Excel is not being utilized in the Administrative Secretary position? Ms. Declaro said from what she had heard the Excel portion of the test was formatted to use many formulas and functions within the Excel spreadsheet. To her knowledge using Excel spreadsheets formulas and functions do not appear to be a predominant task of the Administrative Secretary.

Mr. Bui explained an overview for the recruitment. Mr. Bui also stated that the department had hired an Administrative Secretary, Yasmin Duque, 5 year ago and the same test that was used to hire her was also used for this recruitment. Ms. Declaro wanted to know if it was possible to know how many internal and external candidates passed, did not pass and how many applied. Mr. Bui explained that recruitments are confidential and is unable to give Ms. Declaro that information. Mr. Lee explained that each candidate who does not pass, has five days to inquire about the scores they received on the test. Mr. Lee also said candidates should come to Classified Personnel Department to discuss their score with Mr. Bui. Ms. McNeill wanted to know if all candidates are aware of this? Mr. Bui explained this information is stated on the test and typically it is the internal candidates who inquire about their test scores. However, if anyone wants to make an appointment to discuss their test score they are more than welcomed to.

Ms. Declaro was curious if candidates are able to see the test and the sections they missed? Mr. Bui explained during the test the candidates receive a scantron and test booklet. Once the test is complete they turn in both items to the Classified Personnel staff that administered the test. Once the results are given, the candidates are able to come to Classified Personnel Department and review their scores. Mr. Bui said that many candidates only want to know their score and are not concerned with what sections of the test they missed. Ms. Declaro wanted to know if candidates are able to cross reference the scantron with the test booklet. Mr. Bui said that most of the time candidates are not given the test booklet to cross reference with their scantron. However, sometimes I might go over one section(s) with the employee and discuss those section(s) with them. Ms. Cortez then asked if candidates are unable to cross-reference how are they supposed to improve for the next time they take the test and how does this benefit the candidate? Mr. Lee explained that many candidates are curious about how they can study to improve on the test but looking at the analytical side we can determine what was missed, and provide the candidate with a summary of the areas they need to improve on. Mr. Bui further explained that he has gone into more in depth details with some candidates but due to the merit rules he can only answer certain questions and go over limited amounts of the test. Mr. Caldecott also explained their needs to be a balance between the candidate and testing confidentiality so there is not too much information exposed. Mr.

Caldecott also said he is not sure if this balance has been achieved and will research the practice. Mr. Caldecott also said he would go over the criteria for testing and discussing results with Ms. Declaro at a later date.

Mr. Lacuesta was curious if the District offers promotional recruitments for internal employees. Mr. Lee explained that currently the District does not offer promotional only recruitments for internal candidates. However, candidates who are internal can have their seniority points added to their test once they achieve a passing score. Ms. Haley asked if this the case for open positions? Mr. Lee asked Ms. Haley if she was referring to outside candidates? Ms. Haley replied, before we post anything online are the seniority points added to all recruitments for all internal candidates? Mr. Lee explained the recruitment states extra points will be added for all internal candidates who achieve a passing score. Mr. Lusch also commented internal candidates need to qualify for seniority in order to receive the points on test. Ms. McNeill asked if this should be made more transparent? Mr. Caldecott commented this type of discussion could be a workshop because this type of information should not be a mystery and we want to be as transparent as possible. Mr. Caldecott asked for more time to research some solutions and would meet with Ms. Declaro at a later date.

Ms. Declaro also wanted information on the time frame it takes to fill positions, and if a candidate does not pass a test, when are they able to retake the test. Mr. Bui explained the recruitment is open every 15 days. For testing there is a grace period of 90 days before they can retake a test. Mr. Caldecott said he would look into the vacancies to determine the amount. Mr. Caldecott also explained that there are some vacancies that take priority over others and need to be filled first. Mr. Caldecott said he will research the timeliness of vacancies and how long they take to be filled to see what can be done to improve the process.

Ms. Declaro also wanted information about how to push for more Classified Personnel staff to be hired for the Classified Personnel office. Mr. Lusch said that if there are areas of concerns send an email or visit Classified Personnel to express those concerns. Mr. Caldecott said if there are staffing concerns then we can get to it right away. We will have to see what works and does not work. Mr. Caldecott further explained that he feels confident and well trained to be able to address this concern of timeliness and thanked Ms. Declaro for the feedback. Mr. Lusch also added the Classified Personnel Department would need to determine what the needs are and would need to ask the District because there is a process involved with hiring more Classified Personnel Department employees. Ms. Haley also encouraged Ms. Declaro to speak to her Director about the concerns with the Classified Personnel Department. Ms. Declaro wanted to know how this process can change, or if it could be changed? Mr. Caldecott explained that in order to add Classified Personnel Department staff it

would involve budgets, approval and mutual interest from all sides. Mr. Caldecott also suggested having a meeting with Ms. Declaro to discuss this topic further.

Mr. Lusch reported out about the special meeting that took place on September 16, 2019. Mr. Lusch explained the sole purpose of the meeting was to approve the hiring of the new Interim Classified Personnel Director John Caldecott as the replacement for the previous Interim Classified Personnel Director Robert Lee. The Commission expressed their gratitude to Mr. Lee for his time and service to the department. Mr. Caldecott also addressed the group to thank them for the opportunity.

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
Bus Driver Trainer-SUBSTITUTE
Delegated Behind the Wheel Trainer-SUBSTITUTE
Maintenance Worker
Registered Associate: Marriage and Family Therapist or Professional
Clinical Counselor or Clinical Social Worker (Formerly known as
Mental Health Therapist-Intern).
Instructional Assistant/Expanded Learning
Instructional Assistant/Recreation-PART-TIME
Instructional Assistant/Regular-PART-TIME
Food Service Assistant I-PART-TIME (1-2 hours/day)
Food Service Assistant I-ON-CALL-SUBSTITUTE
Food Service Specialist
Transportation Dispatcher

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

Ms. Haley was curious about the job recruitments not having merged or open next to them. Mr. Bui explained that previously a summary was attached to each of the recruitments but over the years the process has changed. Mr. Bui also explained that the eligibility list is also provided in the Personnel Commission meeting packet, which states the type of recruitment the postings are. These list also show the ranks for each of the candidates on the list. Mr. Lee suggested using the old

practice of attaching a summary for each recruitment. Ms. Haley said moving forward she would like to see the words merged or open next to each recruitment, and a summary is not necessary.

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

Account Clerk I expiration date 4/10/20
Health Assistant/BB expiration date 4/16/20
Instructional Assistant/Expanded Learning expiration date 2/4/20
Instructional Assistant/Recreation expiration date 2/4/20
Instructional Assistant/Special Ed. I expiration date 3/18/20
Instructional Assistant/Special Ed. II expiration date 3/4/20
Irrigation and Sprinkler Repairer expiration date 3/27/20
State Preschool Service Assistant/BB expiration 4/4/20

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

Report #4 --Approval of Reclassification of Letty Cortez Risk Management Clerk to Risk Management Technician*

Mr. Lusch wanted to have a discussion about the 1% stipend BB language on the job description. Mr. Lusch said he understands that in the past this topic of stipends had been discussed before. Typically, the stipends are 1, 2, or 6%. Mr. Lusch explained the need for bilingual employees is required more than ever. Mr. Lusch was curious if this stipend was significant to the duties of the position and if the 1% could be incorporated in the salary or be put towards Calpers credit. Mr. Lee explained the stipend could be apart of the contract or job description like the medical stipend for the Instructional Assistant/SE I & II. Mr. Lee also said the Commission just approved a 6% stipend for the main caregiver and a 2% stipend for the back up caregiver but it requires approval from a nurse to determine if the employee is able to administer the medical care needed for the student. Mr. Lee also explained that the Clerical Assistant II positions are not considered a bilingual position. However, over the years the position progressed and the position then became a BB (bilingual) position. Mr. Lee expressed he felt this topic of stipends needed to be called to attention. Mr. Lee said currently there is no BB stipend mentioned in the contract and School Office Managers will get a 1% stipend BB if the principal wants it. Mr. Lee said if employees are required to speak to parents in their native language then the employee should be compensated for it and currently (bilingual) is a need. Ms. Haley said she feels this is a topic that needs to be taken to negotiations. Dr. Hammitt agreed this topic needs to be addressed during negotiations. Ms. Haley said that the Commission should not make policy changes like a stipend before going through negotiations.

Mr. Lee then asked if the proposed language 1% bilingual stipend should be removed from the job description. Mr. Lusch said “no.” Mr. Lacuesta agreed the

proposed language should stay. Ms. Haley objected. Ms. Haley said if the proposed language remains on the job description and Letty Cortez were to leave the job tomorrow then they would have to hire an employee that was bilingual. Ms. Haley suggested changing the bilingual to a desirable and not required qualification. Ms. Bruneau commented that there is a need for bilingual to be in the job description due to parents and the public needing someone to speak their native language in order to understand the situations that are being discussed. Ms. Haley asked if the District would have a problem with this? Dr. Hammitt stated adding a bilingual stipend would need to be negotiated and suggested removing the proposed language of a 1% stipend for now. Ms. Haley wanted to know when the negotiations start. Dr. Hammitt said negotiations would take place on October 23, 2019. Mr. Lusch mentioned it is hard to put a timeline on negotiations because if an agreement is not made then they will have to reach a settlement. Ms. Haley said the Commission would need to wait on the language about the 1% stipend, but will move forward with the reclassification. Mr. Lacuesta suggested the department could pay the 1% stipend as needed. Mr. Lusch agreed the department could decide how to compensate Letty until an agreement was made. Mr. Caldecott wanted to know if the District practices have been to give 1% stipends. Dr. Hammitt explained in the past yes, 1% has been given but for a situation like this it would need to be negotiated.

Ms. Haley suggested quick negotiations on this matter. Dr. Hammitt explained that he does not think it will be a quick negotiation as there are other factors that need to be considered. Mr. Caldecott stated he felt it was premature to pick a rate that may be advertised and suggested the Commission ask the stipend to be pushed through negotiations due to it being urgent for the employee to be compensated. Mr. Lacuesta also asked about retroactive pay for the employee. It was decided a quick negotiation and retroactive pay would not be able to be done at this time.

Report #4 was approved on a motion made by Ms. Haley to approve the reclassification of Letty Cortez without the 1% stipend, and seconded by Mr. Lusch; it was carried unanimously. Effective October 21, 2019.

ADMINISTRATION AND POLICY

The current budget printout was reviewed.

OTHER BUSINESS

- 6.1 Overview discussion of Recruitment for New Director of Classified Personnel. (Information only. No action to be taken).

Mr. Caldecott passed out information about the process he will take to hire a Classified Personnel Director. Mr. Caldecott explained he would tailor it to the needs of the Department to find a good candidate. Ms. Haley asked about the panels that will be used during this process. Mr. Caldecott explained he would supply the panel with people who have experience in Human Resources. Ms. McNeill was curious if Mr. Caldecott would be meeting with each person face to

face or just looking at the application. Mr. Caldecott explained that at first he will be looking at applications and then meeting the candidates face to face. Ms. Haley commented on the Commission's involvement not present until towards the end of the process. Mr. Caldecott explained once the process has been done, the Commission will be provided with three ranks, and from that list of candidates, the Commission can make a decision after interviewing them. Mr. Caldecott also explained the Commission does not want to be involved because they do not want to create bias. Ms. Haley was curious about the process the District uses when hiring their Directors. Dr. Hammitt explained the process: the candidate fills out an application, then there is a screening process, oral interview, two panels, a technical panel and a stakeholder panel. Then the Executive Cabinet does the final interviews with the three-five ranks. Ms. Haley asked Mr. Caldecott what information he will bring to the meeting in November? Mr. Caldecott stated he would bring dates and times for the first step of the timeline. Ms. Haley also asked Mr. Caldecott to bring remarks from the classified employees, as she wants to know what they want and asked these remarks be brought to the November meeting. Mr. Caldecott agreed "yes", he would make a personal effort to accomplish this.

6.2 The next regular meeting is scheduled for November 18, 2019, at 4:00 p.m.

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned at 5:35 p.m. moved by Mr. Lusch, and second by Ms. Haley; it was carried unanimously

RECESS TO CLOSED SESSION

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 6:00 p.m.

Minutes Accepted By:



Janet McNeill, Chairperson
Recorded by: Jennifer Bradley