

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

**Minutes of the Regular Meeting
June 18, 2018**

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Chairperson Lusch called the meeting to order at 4:32 P.M. and Mr. Lusch led the Pledge of Allegiance.

PERSONNEL COMMISSIONERS

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

STAFF PRESENT

Chanjira Luu, Director of Classified Personnel
Eddie Bui, Classified Personnel Analyst
Elizabeth Juarez, Secretarial substitute for the Classified Personnel office

APPROVAL OF MINUTES

The minutes of the regular meeting of May 14, 2018, were approved on a motion made by Ms. McNeill, seconded by Ms. Haley, and carried unanimously.

PUBLIC COMMENTS

In attendance were Dr. Chad Hammitt, Assistant Superintendent of Personnel Services, and CSEA Chapter 130 President, Mr. Al Lacuesta. 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 Ms. McNeill, and carried unanimously.

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

After School Program Site Lead
Clerical Assistant II/Bilingual Biliterate
Health Assistant
Health Assistant/Bilingual Biliterate (Spanish)

Instructional Assistant/Recreation/Bilingual Biliterate (Spanish)
Instructional Assistant/Recreation
Instructional Assistant/Regular
Instructional Assistant/Special Education I
Instructional Assistant/Special Education II B
Occupational Therapist
Payroll Coordinator
Personnel Technician I
School Safety Monitor
Social Service Assistant

Ms. McNeil asked about the means in which job applicants may contact staff if they have any questions regarding advertised jobs. Ms. Luu explained the Personnel Technician and Classified Personnel Analyst can assist job applicants with their questions via telephone and/or e-mail as posted on Edjoin.

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

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

Instructional Assistant/Recreation
Instructional Assistant/Regular
Instructional Assistant/Special Education I
Instructional Assistant/Special Education II B
Instructional Assistant/Technology
Maintenance Worker II
School Office Manager
Transporter

Ms. Haley inquired regarding how the assignments of Instructional Assistants/Regular are determined for transitional kindergarten and kindergarten programs. Instructional Assistants are assigned by classrooms for transitional kindergarten and kindergarten programs.

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 Supervisor of Maintenance and Operations at Range M12 on the Management Salary Schedule, effective June 19, 2018*

Ms. Haley expressed that there had been a few reorganization changes for Maintenance and Operations department. She asked for more information regarding the new organization structure and costs for these positions.

Mr. Lusch asked for an explanation on the current organizational structure. Ms. Luu responded that there is a Director and Assistant Director as two management positions and two CSEA leads for custodial and grounds. Dr. Hammitt added that there are challenges in the supervision and evaluation of work and staff for work schedule time span of 6A.M. to 11P.M. Having two managers does not provide adequate supervision of staff. By having overlapping work time for a Director and two supervisors, there will be sufficient supervision for the specified work time span. Dr. Hammitt stated that the District's budget can fund two supervisor positions with the elimination of the Assistant Director of Maintenance and Operations.

Mr. Lusch stated that the District can choose to add positions and the approval of the proposed job description revisions is not contingent upon whether the Personnel Commission agrees with the District on their staffing decisions. Ms. McNeill asked for more information for this reorganization.

Mr. Lusch stated that the Personnel Commission will be willing to have special meeting prior to the next regular meeting scheduled for July 16. Ms. Haley said she could not meet until the first week of July and Ms. Luu stated that she could have the special meeting anytime but the first week of July. Based on the discussion and schedule conflicts, the earliest special meeting could be scheduled after July 9 and it was decided that it is best to bring back the agenda with more information to the regular meeting on July 16.

Report #4 was moved by Ms. Haley to be continued for discussion at July 16, 2018 meeting seconded by Mr, Lusch, and carried unanimously.

Report #5 – Approve New Job Description for Food Service Assistant/Transporter at Range 20 (\$19.472-\$24.912 per hour), effective June 19,2018. *

Mr. Lusch asked why there are three decimal places on the hourly pay. Ms. Luu explained that we wanted to be precise in the advertised salary information based on the salary schedule generated by our payroll department.

Ms. Haley asked if there is a current employee performing all these tasks as she expressed the fact that it would be difficult to find someone who can perform all these tasks. Ms. Luu shared that there is no one required to perform all these tasks at this time, but the department has a business need for this position. Mr. Lusch asked if a special driver license is required for this position. Ms. Luu responded that it requires class C driver license to operate the District vehicles in Nutrition Services. The District will train the employee to operate the delivery vehicle. Mr. Lusch expressed the fact that the job incumbent could be delivering different types of

goods in addition to food. Dr. Hammitt explained that Nutrition Services could be distributing written information to students and parents about nutrition services and healthy eating and this position may deliver pamphlets to schools.

Report# 5 was approved on a motion made by Ms. Haley, 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 July 16, 2018 at 4:30 p.m.

ADJOURNMENT TO CLOSED SESSION

The regular meeting was adjourned at 5:12 p.m.

CLOSED SESSION

Closed session was called to order at 5:25 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:



Mr. Rod Lusch, Chairperson

Recorded by: Elizabeth Juarez