

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

**Minutes of the Regular Meeting
September 18, 2017**

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Chairperson Haley called the meeting to order at 4:30 p.m. and asked Ms. Heim 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
Tracy Heim, Personnel Technician I

APPROVAL OF MINUTES

The minutes of the regular meeting of August 21, 2017, were approved on a motion made by Mr. Lusch, seconded by Ms. McNeill, and carried unanimously. The minutes of the special meeting of September 11, 2017, were approved on a motion made by Mr. Lusch, seconded by Ms. McNeill, and carried unanimously.

PUBLIC COMMENTS

In attendance was Dr. Chad Hammitt, Assistant Superintendent of Personnel Services.

Ms. Luu introduced Tracy Heim as the new Personnel Technician I in the Classified Personnel Department. Ms. Heim has extensive Human Resources experience in different capacities and has worked for the City of Tustin and the City of Irvine. Ms. Heim stated she is excited for the opportunity to apply her Human Resources experience in the education field. Ms. Luu expressed her enthusiasm for having Ms. Heim join the dynamic Classified Personnel team.

In response to reviewing the minutes of the special meeting held on September 11, 2017, Ms. Haley thanked Mr. Lusch and Ms. McNeill for their compliments on her role as the joint appointee and their announcement on the intent to reappoint Ms. Haley.

APPROVAL OF REPORTS

Report #1 – Receive the Classified Personnel Report

Mr. Lusch inquired about the meaning of the term “Resignation – hire substitute status.” Ms. Luu explained that when an employee voluntarily resigns from a regular position, they are given the option to remain as a on-call substitute in their classification. She added that about half of the resigned employees stay on as substitutes.

Mr. Lusch then asked for the meaning of the term “Resignation on probation.” Ms. Haley also asked for clarification on the use of this term on the Personnel Report. Ms. Luu clarified that the term “Resignation on probation” is used when an employee resigns during their probationary period. Mr. Lusch suggested the term “Probationary Resignation” as a more appropriate term to use in the Classified Personnel report.

Ms. Haley asked about how the 2% and 6% medical stipends are being distributed to Instructional Assistant/Special Education employees. Ms. Luu clarified that an Instructional Assistant/Special Education may receive a 6% medical stipend if they are a primary provider for a student's medical care and a 2% medical stipend if they are a secondary provider (ie. back up) for a student's medical care. The stipend may be removed when appropriate. Department managers will typically try to transfer employees with medical stipends to other school sites as a first option but may remove the stipend as the last resort.

Mr. Lusch noted a typo in the Personnel Report for Employee ID #3703, who is on a Leave of Absence. The corrected end date for their Leave of Absence is 6/1/2018, not 6/1/2017.

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

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

- After School Program Site Lead
- Clerical Assistant I/substitute
- Clerical Assistant II/BB (Spanish)
- Gardner/substitute
- Health Assistant/substitute
- Health Assistant/BB (Spanish)
- Instructional Assistant/Recreation
- Instructional Assistant/Recreation/substitute
- Instructional Assistant/Regular
- Instructional Assistant/Regular/substitute
- Instructional Assistant/Special Education I/substitute
- Mental Health Therapist Intern
- Playground Supervisor
- Playground Supervisor/substitute
- Speech and Language Pathology Assistant

Mr. Lusch asked about how an on-call substitute is placed in a job. Ms. Luu explained that all on-call substitutes use the Frontline substitute system. She further added that it is the responsibility of the school and/or employee to put in a request for a substitute on the Frontline system when an employee is/will be absent.

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:

- Account Clerk I
- Health Assistant/BB
- Instructional Assistant/Recreation
- Instructional Assistant/Regular
- Instructional Assistant/Technology
- Occupational Therapist
- Personnel Technician I
- Personnel Technician II
- Supervisor of Nutrition Services

Ms. Haley asked about the services an Occupational Therapist provides to our students. Dr. Hammitt explained that they assist students with fine motor skills, mobility issues, and other physical skills for daily life activities.

Mr. Lusch inquired why there is only one person listed on the eligibility list for Personnel Technician II. Ms. Luu explained that this recruitment consisted of a written examination, performance examination, and structured interview. At the structured interview, the panel determined that only one candidate would move forward and be placed on the eligibility list. When an eligibility list has fewer than 3 ranks, the hiring manager may choose to interview the candidate(s) for suitability or run a new recruitment.

Ms. Haley inquired if the vacancy for Supervisor of Nutrition Services has been filled. Ms. Luu responded that Shannon Illingworth was selected for the position of Supervisor of Nutrition Services and her first day of work was September 14, 2017.

Report #3 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 October 16, 2017 at 4:30 p.m.

ADJOURNMENT TO CLOSED SESSION

The regular meeting was adjourned at 5:00 p.m.

CLOSED SESSION

Closed session called to order at 5:05 p.m.

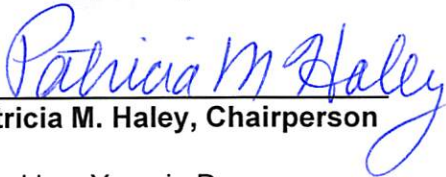
Pursuant to Government Code 54957 to discuss Classified Personnel Director's Job Performance Evaluation

No action taken during closed session.

ADJOURNMENT FROM CLOSED SESSION

Closed session was adjourned at 5:50 p.m.

Minutes Accepted By:



Ms. Patricia M. Haley, Chairperson

Recorded by: Yasmin Duque