

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

**Minutes of the Regular Meeting  
July 15, 2019**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Ms. McNeill, Chairperson, called the meeting to order at 4:00 p.m. and asked Mr. Al Lacuesta, CSEA Chapter #130 President, 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 Director of Classified Personnel  
Eddie Bui, Classified Personnel Analyst  
Yasmin Duque, Administrative Secretary

**APPROVAL OF MINUTES**

The minutes of the regular meeting of June 17, 2019, were approved on a motion made by Mr. Lusch, seconded by Ms. Haley, and carried unanimously.

**PUBLIC COMMENTS**

In attendance was Mr. Al Lacuesta, CSEA Chapter #130 President, Ms. Michele Rusiewski, Secretary in the All The Arts department, and Ms. Trang Lai, Director in the Educational Services division.

**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 – Approve/Ratify Recruitments\***

After School Program Site Lead  
Bus Driver – on-call substitute  
Bus Driver Trainer  
Bus Driver Trainer – on-call substitute  
Delegated Behind the Wheel Trainer – on-call substitute

Food Service Assistant/Transporter  
Health Assistant/Bilingual Biliterate (Spanish)  
Instructional Assistant/Recreation  
Instructional Assistant/Regular  
Instructional Assistant/Special Education I

Mr. Lusch inquired what the Delegated Behind the Wheel Trainer substitute is for. Mr. Bui explained that this is an old job description, and that we hired a substitute for this position per the request of the Assistant Director of Transportation, since their Dispatcher is in the process of getting cleared to start work.

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\***

Buyer  
Instructional Assistant/Recreation – expiring 12/10/2019  
Instructional Assistant/Recreation – expiring 12/28/2019  
Instructional Assistant/Regular – expiring 12/14/2019  
Instructional Assistant/Regular – expiring 12/28/2019  
Instructional Assistant/Special Education I

Mr. Lusch inquired why there are multiple lists for the same classifications (i.e., Instructional Assistant/Recreation and Instructional Assistant/Regular). Mr. Lee explained that we certify eligibility lists as soon as we complete testing, and merge eligibility lists as needed.

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

**Report #4 - Approval of New Classification and Job Description for Visual and Performing Arts Coordinator, effective July 15, 2019\***

Mr. Lee indicated that upon review of this request he noted that this situation seemed more like a displacement of duties from that of a traditional Department Secretary into that of a coordinator of all logistical support of the District’s Visual and Performing Arts Program. Mr. Bui noted that this request for classification study began at the request of the previous Director of All the Arts, Ms. Lauralyn Eschner, who has since retired. He explained that over time, the program has evolved and expanded, which has changed the role of the department’s Secretary. Ms. Haley expressed that a family member participated in one of the plays organized by the arts department, and that it helped them with their social confidence.

Mr. Lee added that during his research for this classification study, he noted that this is a unique position, and that he did not find anything comparable at any other school districts. He said that there are eight other coordinator classifications in the Districts non-management and non-supervisional classification structure. He recommended that this new classification of Visual and Performing Arts Coordinator be placed at CSEA salary range 30.

Ms. Haley inquired if this position does any grant writing. Ms. Rusiewski noted that she does not do any grant writing for the program, but that she does track the spending of the grant budget, and that the goals of the grant are met.

Ms. Trang Lai, Director of Educational Services, explained that she has taken over some of the duties of the previous director, Ms. Lauralyn Eschner, and explained that she agrees that the position of the Secretary has evolved over the years.

Ms. Haley had a few grammatical corrections for the job description of Visual and Performing Arts Coordinator.

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

**Report #5 – Approval of Reclassification of Visual and Performing Arts Secretary, Michele Rusiewski to Visual and Performing Arts Coordinator, effective July 16, 2019\***

Mr. Lee explained that he recommends the reclassification of the current Secretary, Michele Rusiewski, into the new classification of Visual and Performing Arts Coordinator. He added that he found this position duties had evolved over time and is a good example of a classic gradual accretion of duties. He said, the education code 45285 offers reclassification as an alternative to testing, for positions whose duties have changed over time. He believes it does not make sense for employees to have to test for their own job, since the placement of these duties were assigned gradually, not done at the option of the employee and were not assigned specifically to a favored employee to guarantee a promotion. He noted that there is a certain level of unfairness to have employees test for their own job. Mr. Lusch stated that he is uneasy by the fact that it took so many years for this reclassification request to come in, and that it should have been brought to light before. Mr. Lee explained that this position was created about 20 years ago, at the establishment of the All the Arts Foundation, but that Ms. Rusiewski did not start in that position until 9 years ago, and that the position has evolved in recent years.

Ms. Haley inquired what percentage of the position is clerical vs. coordinator. Ms. Rusiewski explained that it is 80% coordinator and 20% clerical. Ms. Haley asked how this position interacts with the various artists for the program. Ms.

Rusiewski explained that she coordinates any and all activities with the 55 different artists, and explained that when she started 9 years ago, there were only about 12 artists to coordinate with. Ms. Lai added that Ms. Rusiewski is the link between the schools and the artists. Ms. Haley inquired how the art classes are distributed amongst the school sites. Ms. Rusiewski explained that she schedules the art classes depending upon the artist's specialty and availability. Mr. Lee noted that he has never heard of a secretary having to schedule classes at school sites, and noted that during his conversations with Ms. Rusiewski it was brought to his attention that she schedules about 10,000 classes and activities per year.

Mr. Lacuesta expressed his concern about this reclassification, as there have been other CSEA members who have made this request but it has not been granted (i.e. bilingual stipends). Mr. Lacuesta stated that he believes that Ms. Rusiewski deserves to be reclassified, but that he is concerned on behalf of the CSEA member's, who have voiced their concerns about reclassifications and not being allowed to compete for the new higher level position.

Mr. Lusch stated that he believes it would be unfair to require an employee to apply and test for the job that they are already performing. Mr. Lacuesta provided the example of the Sprinkler Repairer, which was not passed as a reclassification for the affected employee. Mr. Lusch clarified that in that case, that employee had been given the duties of Sprinkler Repairer on a temporary basis (working out of classification). Mr. Lacuesta agreed and talked about restitution back pay for Ms. Rusiewski, for the years that she has been working in the capacity as Visual and Performing Arts Coordinator. Mr. Lee indicated that more than likely restitution would not apply, since the classification of Visual and Performing Arts Coordinator did not exist until today when the Personnel Commission approved it. However, at the request of the Personnel Commission, he will be looking into the legal aspects of this and present a report on it at a future meeting.

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

#### **OTHER BUSINESS**

The next regular meeting is scheduled for August 19, 2019 at 4:00 p.m.

#### **RECESS TO CLOSED SESSION**

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

#### **ADMINISTRATION AND POLICY**

The current budget printout was reviewed.

#### **OTHER BUSINESS**

The next regular meeting is scheduled for August 19, 2019 at 4:00 p.m.

**ADJOURNMENT OF REGULAR MEETING**

The regular meeting was adjourned at 4:59 p.m.

**RECESS TO CLOSED SESSION**

Closed session was called to order at 5:00 p.m.

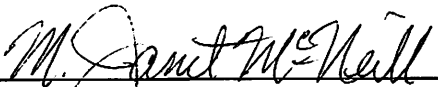
Pursuant to Government Code 54957 to discuss Classified Personnel Director's Job Performance Evaluation

No action was taken during closed session.

**ADJOURNMENT FROM CLOSED SESSION**

The closed session was adjourned at 5:40 p.m.

**Minutes Accepted By:**

  
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**Janet McNeill, Chairperson**  
**Recorded by: Yasmin Duque**