

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

**Minutes of the Regular Meeting
October 16, 2017**

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Chairperson Haley called the meeting to order at 4:31 p.m. and Co-Chairperson Lusch led 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

APPROVAL OF MINUTES

The minutes of the regular meeting of September 18, 2017, were approved on a motion made by Mr. Lusch, seconded by Ms. McNeill, and carried unanimously.

PUBLIC COMMENTS

In attendance were Dr. Chad Hammitt, Assistant Superintendent of Personnel Services, and Dr. Robert Coghlan, Assistant Superintendent of Business Services.

No public comments.

APPROVAL OF REPORTS

Report #1 – Receive the Classified Personnel Report

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

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

AVID Tutor
Health Assistant
Instructional Assistant/Recreation
Instructional Assistant/Recreation/substitute
Instructional Assistant/Regular
Instructional Assistant/Special Education I
Instructional Assistant/Special Education I/substitute
Instructional Assistant/Special Education II B (Autism)

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:

After School Program Site Lead
Instructional Assistant/Recreation
Instructional Assistant/Regular
Instructional Assistant/Special Education I
Instructional Assistant/Special Education II B

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

Report #4 – Public Hearing on the Intent to Reappoint the Personnel Commission’s Joint Appointee, Ms. Patricia M. Haley.

Chairperson Ms. Haley recused herself from the public hearing and asked Mr. Lusch, Co-Chairperson, to facilitate the hearing on her behalf. Ms. Haley walked out of the public meeting.

Mr. Lusch opened the public hearing at 4:35 p.m. He explained the re-appointment process for the Personnel Commission’s joint appointee:

“A memo was sent to the Board of Trustees on August 31, 2017, informing them of the upcoming Personnel Commission’s Joint Appointee’s term expiration for Ms. Patricia Haley. Ms. Patricia Haley’s term as Joint Appointee to the Personnel Commission is to expire on December 1, 2017, at 12:00 p.m. Ms. Haley has served as the Joint Appointee to the Personnel Commission since March 18, 2013.

At the special meeting of the Personnel Commission on September 11, 2017, Mr. Lusch and Ms. McNeill had a discussion on the appointment or reappointment for the Personnel Commission’s Joint Appointee. At this same meeting they made a public

announcement on their intent to nominate Ms. Patricia Haley as the Joint Appointee to the Personnel Commission.

Pursuant to Education Code Section 45247 and Personnel Commission Rules and Regulations 20.1.3.3, the Personnel Commission is required to hold a public hearing on the proposed nomination of the Joint Appointee to the Personnel Commission. The intent of this public hearing is to solicit employee, public and Board of Trustees' input on the nomination of the proposed Joint Appointee."

Mr. Lusch then asked the audience if they had any comments. There were no public comments.

Mr. Lusch adjourned the public hearing at 4:39 p.m.

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

Report #5 – Reappointment of Proposed Nominee, Ms. Patricia M. Haley, as the Personnel Commission's Joint Appointee, effective December 1, 2017*

Ms. Patricia M. Haley was reappointed as the Personnel Commission's Joint Appointee, effective December 1, 2017.

Mr. Lusch made a motion to nominate Ms. Patricia M. Haley as the Joint Appointee to the Personnel Commission, seconded by Ms. McNeill.

Ms. Haley returned to the public meeting at 4:40 p.m. Mr. Lusch informed her of the Personnel Commission's approval to reappoint Ms. Haley as the Joint Appointee to the Personnel Commission, effective December 1, 2017.

Report #6 – Presentation on District's Organizational Charts by Division

In regards to the Educational Services organizational chart, Ms. Haley made a statement about how there are separate organizational charts for different departments under Educational Services. Ms. Luu explained that Dr. Emy Flores oversees all Educational Services, which includes the Child Development division and the Student Support Services division.

Mr. Lusch noted that the organizational charts are formatted differently for each department. Dr. Hammitt explained that one of the goals is to standardize the format of existing organizational charts.

Ms. Haley then inquired about the meaning of dotted lines as seen on the Student Support Services organizational chart for "NOC (North Orange County) SELPA". Dr. Hammitt

explained that the district contracts with this agency to provide specialized services to students with special needs.

In regards to the Innovation and Instructional Support, Ms. Haley asked for the primary function of this department. Dr. Hammitt explained that this department provides instructional support through technology services to our schools. Dr. Hammitt explained that the district's vision for our students is to create and innovate through the use of cutting edge technology.

In regards to the Personnel Services organizational chart, Mr. Lusch asked about the meaning of the line on top of the Commissioners box. Dr. Hammitt explained that this was a formatting issue that will be fixed. Mr. Lusch then asked for the meaning of the dotted line from the Assistant Superintendent of Personnel Services to the Personnel Director. Dr. Hammitt explained that the Personnel Director reports directly to the Personnel Commission but works with the Assistant Superintendent of Personnel Services. Dr. Hammitt further explained that it is similar to the organizational chart of Student Support Services, where the NOC SELPA office works closely with the Director in providing services, but the Director does not supervise or evaluate work and services performed by SELPA staff. Mr. Lusch explained that the Personnel Director is hired by the Personnel Commission and that the Director's job performance evaluation and work goals are determined by the Personnel Commission.

Based on Dr. Hammitt's response, Mr. Lusch requested a legend defining solid and dotted lines be added to explain the organizational structure of Personnel Services. Dr. Hammitt agreed that a legend would be added to the Personnel Services organizational chart.

Ms. Haley expressed her understanding that a reorganization took place and that the Risk Management is now under Personnel Services. Dr. Hammitt explained that the Risk Management department handles injury and related employee leaves of absence, reasonable accommodations, and workers' compensation, and that these types of services are more related to the area of Personnel Services. Mr. Lusch noted that it is common for the Risk Management department to be under Personnel Services.

Ms. McNeill asked if these organizational charts are accessible online and how long it would take to update them. Dr. Hammitt explained that there is a 30-day lag time to update organizational charts when there is a change in organizational structure, and that each division posts their respective updated organizational charts on their department website.

Report #7 – Approve New Management Job Description for Director of Purchasing, Warehouse and Transportation, at management salary range M21, effective October 17, 2017

Ms. Haley asked if there would be a brief presentation of the District's reorganization. Dr. Hammitt provided a copy of the revised Business Services organizational chart for 2017-2018. Dr. Hammitt introduced Dr. Robert Coghlan to the Personnel Commissioners. Dr. Hammitt explained that Mr. Howard Prescott, Assistant Director of Facility Services is retiring October 18, 2017. His position included overseeing Purchasing, Warehouse, Transportation, and Facility Services. The proposed plan is to eliminate the soon-to-be vacant position of Assistant Director of Facility Services classification after Mr. Prescott's retirement. Responsibilities related to facilities services will then be placed in the new management position, Director of Facilities, Maintenance and Operations. The proposed plan also includes changing the now vacant Transportation Manager position into Assistant Director of Transportation and changing the currently filled Supervisor of Purchasing and Warehouse to that of Director of Purchasing, Warehouse and Transportation.

Mr. Lusch inquired if other districts followed this model and if there is a trend to either move towards or away from the proposed model. He also noted his concerns about combining purchasing and transportation since they are specialized. One field deals with purchasing and transporting materials whereas and the other field deals with transporting students. He mentioned that the area of Transportation is an extremely demanding field, which requires a specific type of knowledge in order to be run effectively, and that such an area will be a new for this administrator. Mr. Lusch further added that he would like a better explanation on the proposed model change. Dr. Hammitt stated that Orange Unified School District has this model and that it is a good example of a school district that has both Purchasing and Transportation merged together. He stated that they have a common goal of ensuring the safe delivery of both packages and students to their scheduled destinations. Dr. Hammitt stated that Purchasing and Transportation are also tied together when charter or special services are contracted for student transportation needs. He also stated that Purchasing (Warehouse) is in close physical proximity to the Transportation department and that the Assistant Director of Transportation can be brought in quickly to serve as a backup in case assistance is needed. Dr. Coghlan added that the Transportation Manager previously reported to the Assistant Director of Facility Services but with the proposed changes, the Assistant Director of Transportation would report to the Director of Purchasing, Warehouse and Transportation.

Mr. Lusch mentioned that the Transportation field is a very demanding field and difficult to supervise. Dr. Hammitt noted that one challenge for the current Director of Maintenance and Operations, Transportation and Facilities is that the majority of issues relating to Transportation occur at the start of the day, and that Facilities issues occur off site, the majority of the day.

Ms. McNeill noted that the report was written in a manner that came across as authoritative (i.e., the Assistant Superintendent, Business Services wants to reorganize) instead of showing support and reasoning behind the restructure. Ms. McNeill inquired if there is a comparable district that has this same structure. Mr. Bui stated that he did not

see a comparable district with the same structure as the one being proposed for the Business Services division. Dr. Coghlan mentioned that both Anaheim City School District and West Covina School District have a similar model.

Ms. Haley inquired regarding the timing of these new and revised job descriptions. Dr. Hammitt stated that the proposed restructure came about when they looked at current projects, demands, and future business needs with the upcoming retirements of Mr. Bill Prescott (Assistant Director of Facility Services) and Mr. Bob Macauley (Director of Maintenance, Operations, Transportation and Facility Services). Ms. Haley inquired when Mr. Bob Macauley plans to retire. Dr. Coghlan responded that his retirement is coming up and that is possibly in December or within one year.

Ms. Haley noted that the proposed plan includes two new directors (i.e., Director of Purchasing, Warehouse and Transportation and Assistant Director of Transportation) that would report to Mr. Bob Macauley, who is also a director. Ms. Haley inquired how it is possible that a director can report to another director. Dr. Hammitt noted that Mr. Bob Macauley is a director paid at salary range M29 and that the new director will be compensated at salary range M33, since the scope of their responsibilities will be more complex in nature.

Ms. Haley then made an inquiry regarding the cost of this reorganization to the District. Dr. Coghlan explained that by eliminating the position of Assistant Director of Facility Services upon Mr. Bill Prescott's retirement, the district is saving \$55,410. Changing the Supervisor of Purchasing and Warehouse position to Director of Purchasing, Warehouse, and Transportation will cost the district \$4,700. In addition, changing the Transportation Manager position to Assistant Director of Transportation will cost the district \$4,704.

Ms. Haley pointed out that although it is not the Personnel Commission's purview to direct the District in reorganizing or determining the need for positions, she is concerned regarding with the urgency and timing of the reorganization. Dr. Hammitt explained that tomorrow (October 17, 2017) is Mr. Bill Prescott's last day on the job, and that there is also a vacancy for Transportation Manager. Due to these vacancies, there is an urgent need to fill these positions with the proposed job classifications. He also mentioned that the position of Director of Purchasing, Warehouse and Transportation would be a promotion only recruitment whereas the Assistant Director of Transportation would be an open recruitment.

Ms. Haley asked the other Personnel Commissioners if they are comfortable approving the job descriptions today, or if they would like to see them carried over to the next Personnel Commission meeting. Ms. McNeill stated that she would like to see it move forward, but that she wished it was presented in a different way. Mr. Lusch also stated that he would feel more comfortable if it had been presented more clearly. Dr. Hammitt provided the

Personnel Commissioners with a draft of the proposed organizational chart for Business Services.

Mr. Lusch pointed out that this reorganization will be an adjustment for the Transportation staff as the dynamics of who the staff reports to will change. Ms. Haley inquired if the Superintendent and the rest of Executive Cabinet was aware of the proposed changes. Dr. Hammitt and Dr. Coghlan both stated that they were in fact aware of the proposed changes.

Ms. Luu asked the Personnel Commissioners if there were any changes to the job description for Director of Purchasing, Warehouse, and Transportation. Ms. McNeill would like a revision to the language under "Job Summary" to include who the classification would report to. Ms. Luu explained that the information is listed in the "Supervision Received and Exercised" section. Ms. McNeill understood but stated that she would still like to see it added under the "Job Summary" section.

Ms. Haley pointed out that this position requires a Bachelor's degree. Ms. Luu noted that this is because they are required to write up contracts for vendors.

Mr. Lusch pointed out that under the "Experience" section of the job description it lists "school district experience preferred" at the very end of the section, but that he believes that school district transportation is more demanding than commercial transportation. He suggested that it be included towards the beginning of the section instead. The section of the job description will now read "school district passenger transportation or equivalent."

A few additional grammatical corrections were made to the job description.

Report #7 was approved on a motion made by Mr. Lusch, seconded by Ms. McNeill, and carried unanimously.

Report #8 – Approve New Management Job Description for Assistant Director of Transportation Services, at management salary range M17, effective October 17, 2017

Due to the specialized experience requirements, Mr. Lusch expressed his concerns that there will be a limited pool of qualified applicants for this position. Dr. Hammitt stated that he is aware of the potential limitation but believes that the Assistant Director level position could attract experienced transportation managers from other districts to apply. Mr. Lusch further added that there could be qualified out-of-state applicants who would want to apply.

Ms. Luu highlighted that the Director of Purchasing, Warehouse and Transportation requires a Bachelor's degree, whereas the Assistant Director of Transportation Services may substitute additional work experience for college education for up to 2 years. The job description was also changed to include new language under "Job Summary" to identify

who the classification would report to which, in this case, is the Director of Purchasing, Warehouse, and Transportation. A few additional grammatical corrections were made to the job description.

Report #8 was approved on a motion made by Ms. McNeill, seconded by Mr. Lusch, and carried unanimously.

Report #9 – Approve New Management Job Description for Director of Facilities, Maintenance and Operations, at management salary range M33, effective October 17, 2017

Mr. Lusch noted that if the new job description of Director, Facilities, Maintenance and Operations is approved at salary range M33, it may be attractive to the current Director of Maintenance, Operations, Transportation and Facility Services (salary range M29) to change his mind about retiring. He also pointed out that it could be problematic for the District to have two different directors with different salary compensation ranges working together at the same time. Mr. Lusch stated that the utilization of two Directors during the transition period will complicate the reporting relationships.

Mr. Lusch further added that the proposed reorganization could have political repercussions and that other managers or directors may possibly request to have their position studied in order to have their salary realigned. Dr. Coghlan acknowledged that he has seen this happen at other school districts when reorganizing.

Ms. Luu explained that this new job classification's scope of responsibility differs from that of Director of Maintenance, Operations, Transportation and Facility Services. Ms. Luu noted that one major difference between the two classifications is that the job incumbent in the proposed job description will be responsible for hands-on facilities-related duties and will not be responsible for transportation responsibilities. Ms. Luu reiterated that this new job classification is different from the Director of Maintenance, Operations, Transportation and Facility Services. It was also noted that when Mr. Macauley's position of Director of Maintenance, Operations, Transportation and Facility Services becomes vacant, the job description will be eliminated or abolished. Ms. Luu further noted that due to the specialized nature of the industry, the proposed job description for Director of Facilities, Maintenance and Operations will allow for additional field experience, beyond the minimally required experience, to be used in lieu of education, for up to 2 years.

Report #9 was approved on a motion made by Mr. Lusch, seconded by Ms. McNeill, and carried unanimously.

Report #10 – Approve Revised Management Job Description and Salary Realignment from range M12 to M15, for Financial Analyst, effective October 17, 2017

Mr. Lusch noted that the results of the conducted salary study show the current compensation for Financial Analyst as being slightly below the median salary rate (i.e., 40th percentile) and that the proposed salary realignment would place the classification at the 74th percentile in comparison to other comparable districts. Mr. Lusch asked if there would be unintended consequences to this salary realignment as it relates to the District's pay policy. Dr. Hammitt explained that classified positions have varying compensation. Dr. Coghlan added that the Financial Analyst has very technical responsibilities and that the job incumbent's responsibilities include refunding bonds and conducting attendance projections (i.e., tracking birth trends, student enrollment, and housing development markets). Ms. Luu further explained that the District's intent is to internally align the Financial Analyst's compensation at range M12 to match the Accounting Supervisor's compensation at range M15.

Mr. Lusch reiterated the importance of consistent evaluation for compensation across all classified positions. Ms. Haley asked if the job incumbent will be reclassified into this position. Ms. Luu explained that the proposed revision would update current duties and responsibilities since the job description has not been revised since 2001. It was noted that the scope of the responsibilities and duties is still within the realm of the Financial Analyst and that the current job incumbent will continue to perform these duties. The proposed changes to the job description also included new language under "Job Summary" to identify who the classification would report to which, in this case, is the Assistant Superintendent of Business Services. Dr. Coghlan added that with this salary realignment, the Financial Analyst would earn an additional \$7,200 per year, which would allow the district to hire someone with comparable skills if the current incumbent were to leave.

Report #10 was approved on a motion made by Ms. McNeill, seconded by Mr. Lusch, and carried unanimously.

ADMINISTRATION AND POLICY

The current budget printout was reviewed.

OTHER BUSINESS

The next regular meeting is scheduled for November 13, 2017 at 4:30 p.m.

Ms. Haley asked if a tour could be arranged for her to visit the Maintenance and Operations facilities. Ms. Luu informed Ms. Haley that she would follow up with Dr. Coghlan.

ADJOURNMENT TO CLOSED SESSION

The regular meeting was adjourned at 6:14 pm

CLOSED SESSION

Closed session was called to order at 6:20 p.m.

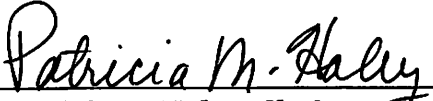
Pursuant to Government Code 54957 to discuss Classified Personnel Director's Job Performance Evaluation.

No action was taken during closed session.

ADJOURNMENT FROM CLOSED SESSION

Closed session was adjourned at 6:43 p.m.

Minutes Accepted By:



Ms. Patricia M. Haley, Chairperson

Recorded by: Yasmin Duque