

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

Minutes of the Regular Meeting of April 20, 2020

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Patricia Haley, Chairperson, called the meeting to order at 4:30 p.m.

PERSONNEL COMMISSIONERS

Ms. Patricia Haley, Chairperson
Ms. Anita Varela, Vice-Chairperson

STAFF PRESENT

John Caldecott, Interim Classified Personnel Director
Eddie Bui, Classified Personnel Analyst
Edna Figueroa, Administrative Secretary
Debra Shandy, Personnel Technician I
Martha Roberts, Personnel Technician II

APPROVAL OF MINUTES – REPORT 2

A motion to approve the minutes of the regular meeting of March 11, 2020, was made by Ms. Varela, seconded by Ms. Haley and approved unanimously.

APPROVAL OF THE PERSONNEL REPORT – REPORT 3

The Personnel Commission reviewed the Classified Personnel Report.

A motion for approval was made by Ms. Varela, seconded by Ms. Haley and approved unanimously.

APPROVAL/RATIFICATION OF RECRUITMENTS – REPORT 4

The Personnel Commission reviewed the recruitment bulletins.

A motion for approval was made by Ms. Varela, seconded by Ms. Haley and approved unanimously.

RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 5

The Personnel Commission reviewed the Director's Certification of Eligibility Lists. A question was asked by Ms. Varela regarding duplicate eligibility lists. Mr. Caldecott explained that the two lists are the result of the missed meeting at the end of March and the second list is the active list.

A motion for approval was made by Ms. Varela, seconded by Ms. Haley and approved unanimously.

PUBLIC COMMENTS

In attendance were Al Lacuesta, CSEA Chapter #130 President; Dr. Chad Hammitt, Assistant Superintendent of Personnel Services; Carmen Serna, Executive Secretary to the Superintendent; Yasmin Duque, Administrative Secretary for Business Services; Sandra Seibert, School Office Manager (Maple); Sara Hamelberg, Instructional Assistant/Special Education II; and JoAnne Declaro, CSEA Chapter #130 Treasurer.

No public comments were made.

DIRECTOR’S REPORT:

Mr. Caldecott expressed his gratitude for the Nutrition Services Department and all the employees who have been serving meals to families on a regular basis. Mr. Caldecott explained that the Nutrition Services Department has served about 8,000-10,000 meals a day, roughly the equivalent to a regular school day. Mr. Caldecott also recognized the efforts made by Maintenance and Operations who continue to facilitate cleaning and repairs at the school sites.

DIRECTOR OF CLASSIFIED HUMAN RESOURCES RECRUITMENT UPDATE – REPORT 8

Mr. Caldecott reported that the recruitment for the Director of Classified Human Resources vacancy has been put on hold until more information is provided regarding the COVID-19 crisis and the opening of schools.

No action was taken on this information item.

PERSONNEL COMMISSIONER BOARD APPOINTEE RECRUITMENT UPDATE – REPORT 9

Mr. Caldecott shared that the FSD Board of Trustees announced their intent to appoint Tommy Reminiskey at their Regular meeting of April 14, 2020. An audio recording by Mr. Reminiskey was played for the Personnel Commission.

No action was taken on this information item.

APPROVAL OF THE NEW INSTRUCTIONAL ASSISTANT/SPECIAL EDUCATION III- JOB DESCRIPTION AND SALARY RANGE COVER– REPORT 10

Mr. Caldecott explained that the proposed classification will be used to cover the most specialized needs of Special Education students in the District. The individuals in this class will report directly to the Student Support Services Department. The Behavior Intervention Supervisor will oversee the assignments of the individuals in this classification and provide guidance on the special behavior plans for students. This position will replace contracted, non-public services as the

opportunity avails itself. Mr. Caldecott mentioned that the classification will be placed at Range 18 on the Classified Salary Schedule.

A motion for approval with minor edits was made by Ms. Varela, seconded by Ms. Haley and approved unanimously.

APPROVAL OF THE RECLASSIFICATION OF ELIGIBLE EMPLOYEES INTO INSTRUCTIONAL ASSISTANT/SPECIAL EDUCATION III-COVER – REPORT 11

The Personnel Commission staff reviewed the assignments of individuals that may qualify for reclassification under CSEA Article 15 and Commission Rule 30.3. Mr. Caldecott explained that, by rule, there were two employees who performed the assigned duties of this new classification on a regular basis for two years. Those two employees, Sara Hamelberg and Ruby Paule, were recommended for reclassification, effective April 21, 2020. There was discussion about the reclassification process and clarification that these were the only two employees that are eligible for reclassification. Mr. Lacuesta added that other employees were considered in the process but did not meet the criteria of performing the duties for at least two years in their current classifications. Mr. Caldecott stated that the employees who do not meet the requirements for reclassification will have the opportunity to apply and advance to the eligibility list that will be used to fill vacant positions.

A motion for approval was made by Ms. Varela, seconded by Ms. Haley and approved unanimously.

2020-2021 ANNUAL PERSONNEL COMMISSION BUDGET PROPOSAL - FIRST READING

There was discussion of the first reading of the 2020-2021 budget. The Personnel Commission had questions about the numbers in both the first and second columns. Mr. Caldecott mentioned he is working with the Business Department to obtain further clarification on the individual line item totals. Mr. Caldecott explained the expenses associated with line items under the 3000, 4000, and 6000 series. Mr. Caldecott also mentioned that based on the State requirements for payroll deductions, the calculations related to PERS are accurate.

No action was taken on this information item.

ACTIVE RECRUITMENT LIST - REPORT 13

The Personnel Commission reviewed the Active Recruitment List. Mr. Caldecott shared that testing dates are at a standstill due to the national crisis, but the department is considering using online testing and interview options.

No action was taken on this information item.

ADMINISTRATION AND POLICY

The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

OTHER BUSINESS

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned at 5:10 p.m.

RECESS TO CLOSED SESSION

The Personnel Commission did not have a need to meet for closed session.

Minutes Accepted By:

Patricia Haley, Chairperson
Recorded by: Edna Figueroa