

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

**April 16, 2018 – 4:30 P.M.**

**AGENDA**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Chairperson Lusch called the meeting to order at 4:33 p.m. and asked Ms. Luu to lead 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  
Yasmin Duque, Administrative Secretary

**APPROVAL OF MINUTES**

The minutes of the regular meeting of March 19, 2018, were approved on a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously.

**PUBLIC COMMENTS**

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

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 Mr. Lusch, and carried unanimously. (Ms. McNeill was absent for Report #1.)

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

- Food Service Assistant I
- Health Assistant/Bilingual Biliterate
- Instructional Assistant/Bilingual Biliterate
- Instructional Assistant/Bilingual Biliterate/substitute
- Instructional Assistant/Recreation
- Instructional Assistant/Regular
- Instructional Assistant/Special Education I
- Instructional Assistant/Special Education I/substitute
- Maintenance Worker II
- School Office Manager

Mr. Lusch asked Ms. Luu about the typical repairs a Maintenance Worker II would do. Ms. Luu clarified that the Maintenance Worker II is in charge of general repairs, such as drywall, etc.

Report #2 was approved on a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously. (Ms. McNeill was absent for Report #2.)

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

- Clerical Assistant II/BB
- Custodian II
- Instructional Assistant/Special Education II B
- Personnel Technician II

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

**Report #4** – Public Hearing on the Proposed 2018-2019 Personnel Commission Budget

Prior to the adoption of the proposed budget, Ms. Haley moved to open the public hearing for the proposed 2018-2019 Personnel Commission Budget, seconded by Mr. Lusch, and carried unanimously. The public hearing was opened at 4:37 p.m. Mr. Lusch asked the audience if anyone would like to share any comments regarding the proposed Personnel Commission budget. There were no comments made by the public.

Ms. Haley asked Ms. Luu to provide a general overview of the proposed Personnel Commission budget. Ms. Luu explained that our budget consists of discretionary and non-discretionary categories. She added that the non-discretionary category is the cost for the Personnel Commission staff’s salaries and benefits. Whereas, the funds allocated in the discretionary category can be transferred between different accounts to cover the department’s operational costs throughout the fiscal year, such as office supplies and materials, medical examinations, and office equipment.

Ms. Luu explained that there are increased costs for various medical examinations every year. For the proposed 2018-2019 budget, she explained that an additional \$10,000 is included in the proposed Personnel Commission budget to cover the increased costs of medical examinations, fingerprinting, and conference fees for staff and the Personnel Commissioners. Of the \$10,000, the breakdown is as follows:

The current budget for 2017-2018 allocated for medical examinations is \$26,653. For the proposed 2018-2019 budget, Ms. Luu explained that an additional \$4,000 is allocated to medical examination expenses due to increases in cost and the increase in the number of employees hired due to high turnover among part-time positions and on-call substitute personnel.

The current budget for 2017-2018 allocated for fingerprinting is \$17,000. For the proposed 2018-2019 budget, Ms. Luu explained that an additional \$3,000 is allocated to fingerprinting costs due to the increase in the number of employees hired due to high turnover among part-time positions and on-call substitute personnel.

The current budget for 2017-2018 allocated for conferences and meetings is \$5,000. For the proposed 2018-2019 budget, Ms. Luu explained that an additional \$3,000 is allocated to conferences and meetings expenses to keep the Personnel Commissioners’ knowledge up-to-date and for the Personnel Commission staff’s training and development.

For the internal budget increase approval process, Ms. Luu submitted her written justification of the proposed budget increase of \$10,000 to Dr. Hammitt, Dr. Coghlan and his team. The request was discussed in the Executive Cabinet meeting for approval. She mentioned that Business Services staff sent us confirmation of the budget increase in April. Ms. Luu confirmed with Dr. Hammitt that the Executive Cabinet approved the additional \$10,000. Ms. Haley asked if the Superintendent, Dr. Pletka

and the Executive Cabinet, approved this budget increase of \$10,000. Dr. Hammitt responded that the Executive Cabinet approved \$10,000 increase for 2018-2019.

Ms. Haley asked about the types of services we used for the category "Repairs by Vendors" (account code 5600: Rentals, Leases & Repairs). Ms. Luu explained that this category is allocated for the repair of office machines and that it is currently being used to fund a scantron machine.

Ms. Haley asked for clarification on what types of office equipment we typically buy for the Office Equipment category (account code 6450). Ms. Luu explained that this category is used for any necessary upgrades of current office equipment (e.g., laptop computers, desktop computers, iPads). She added that we usually replace one computer in the office per fiscal year. Dr. Hammitt added that our District has a refresh plan, in which the district replaces computers every 4 years.

Ms. Haley asked for some clarification on the Personnel Commission's budget approval process. Ms. Luu explained that once the Personnel Commission approves the proposed budget, it is submitted to the District's Superintendent for signature and then to the Orange County Department of Education (OCDE). It takes about one month for the OCDE to return confirmation of the approved Personnel Commission budget in writing.

Ms. McNeill made a motion to close the public hearing, seconded by Ms. Haley, and carried unanimously. The public hearing for the Personnel Commission 2018-2019 proposed Budget was adjourned at 4:51 p.m.

#### **Report #5 – Adoption of the proposed 2018-2019 Personnel Commission Budget**

The Personnel Commission adopted the 2018-2019 Personnel Commission budget and a motion was made by Ms. Haley, seconded by Ms. McNeill, and carried unanimously.

#### **Report #6 – Discuss and/or Reschedule the Personnel Commission's regular meeting dates of November 19, 2018 and December 17, 2018\***

Ms. Haley noted that she may not be able to attend the meeting in December if it is changed to December 10, 2018 since she has a prior commitment. Ms. McNeill and Mr. Lusch indicated that they do not have any conflicts with the proposed meeting dates of November 5, 2018 and December 10, 2018.

Report #6 was approved on a motion made by Ms. Haley, seconded by Ms. McNeill, and carried unanimously.

The new regular meeting dates of November 5, 2018 and December 10, 2018 have been approved by the Personnel Commission.

#### **ADMINISTRATION AND POLICY**

The current budget printout was reviewed.

#### **OTHER BUSINESS**

The next regular meeting is scheduled for May 14, 2018 at 4:30 p.m.

Ms. Haley mentioned that she will not be able to come to the May 14, 2018 meeting.

#### **ADJOURNMENT TO CLOSED SESSION**

The regular meeting was adjourned at 4:58 p.m.

#### **CLOSED SESSION**

Closed session was called to order at 5:03 p.m.

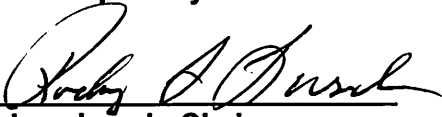
Pursuant to Government Code 549577 to discuss Classified Personnel Director's Job Performance Evaluation.

No action was taken during closed session.

**ADJOURNMENT FROM CLOSED SESSION**

Closed session was adjourned at 5:15 p.m.

**Minutes Accepted By:**

A handwritten signature in black ink, appearing to read "Rodney Lusch", written over a horizontal line.

**Mr. Rodney Lusch, Chairperson**

Recorded by: Yasmin Duque