

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

Minutes of the Regular Meeting on November 18th, 2019

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Janet McNeill, Chairperson, called the meeting to order at 4:00 pm. and asked J.D. Mancha to lead the Pledge of Allegiance.

PERSONNEL COMMISSIONERS

Ms. Janet McNeill, Chairperson
Ms. Patricia Haley, Co-Chairperson
Mr. Rodney Lusch, Member

STAFF PRESENT

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

APPROVAL OF MINUTES

The minutes of the regular meeting of October 21, 2019, were approved on a motion made by Ms. McNeil, seconded by Mr. Lusch, and were carried unanimously.

PUBLIC COMMENTS

In attendance was Mr. Al Lacuesta, CSEA Chapter #130 President; JoAnne Declaro, CSEA Chapter #130 Treasure; Chad Hammitt, Assistant Superintendent of Personnel Services; Mike McAdam, Director of Purchasing, Warehouse, and Transportation; J.D. Mancha, Assistant Director of Transportation; Sheila Hebert, Clerical Assistant/BB for the Superintendent's office; Patricia Padilla, Clerical Assistant/BB for the Superintendent's office.

Ms. Declaro asked for information regarding the status of the current job study that is being conducted for the Technician Support Specialist in the Innovation and Instructional Support Department. Mr. Caldecott explained this job study has been underway and will be meeting with each of the employees to discuss the status of their job study request; at this time he is unable to discuss this matter in a public forum.

Ms. Declaro asked if future testing for Accounting positions could be conducted on a Microsoft-based computer rather than an Apple computer. Mr. Caldecott stated that that seemed like a reasonable request, and the Classified Personnel office will look into it. There was further discussion about the Fullerton School District's use of Apple computers in most work environments versus Microsoft-based versions. There are some differences between the Excel program for Apple and the Excel program for Microsoft-based computers. Mr. Caldecott indicated the Department will look into having the option to run the Microsoft-based version of Excel, for Excel portions of the test. Mr. Caldecott will give an update regarding his review of this matter at a future Commission meeting.

Ms. Declaro asked if people wanted to request extensions for the eligibility list, how do they do that? Mr. Caldecott indicated that most Fullerton School District eligibility lists are established by the Commission to last for six months, and the Education Code provides for an extension. In the event of a request for an extension or if the Classified Personnel office believes it is appropriate, the request would come to the Personnel Commission for approval of extension. Extensions granted are based on the District's need to fill positions in that classification and the availability of eligible candidates on the list.

DIRECTOR'S REPORT:

THE DIRECTOR WILL PROVIDE AN OVERVIEW OF ACTIVITIES IN THE CLASSIFIED PERSONNEL OFFICE SINCE THE LAST MEETING AND TO TALK ABOUT SUCCESSES. THIS ITEM IS FOR INFORMATION ONLY

Mr. Caldecott stated in the Director's report, which is a new item on the Personnel Commission agenda, that this will provide him the ability to provide basic general updates. Mr. Caldecott has had the opportunity to visit most departments in the District - Nutrition Services, Transportation, Maintenance and Operations, Business Services, and other areas. Fullerton has been a very welcoming place and is very service-oriented. Mr. Caldecott indicated that the focus for Classified Personnel is efficiency and service, and we are analyzing the things that we do from that standpoint. To give an example, the Transportation Department was interested in hiring a part-time mechanic. The recruitment posting was advertised on different online sites. This has been successful, and we will continue to expand recruiting sources, as appropriate. The Classified Personnel Department is involved in speed meetings with staff, to give input on changes before they may occur.

APPROVAL OF REPORTS:

5.1 - Consider the use of a recording device during Commission meetings and summary minutes *

Report 5.1 - The use a recording device was approved on a motion made by Mr. Lusch, second by Ms. Haley, and carried unanimously. The use of summary minutes was not approved.

Ms. Haley stated in the discussion about this item that she approves of the electronic recording of these meetings, but objects to the summary minute concept, due to the lack of information the summary minutes will provide. Ms. Haley offered to assist with the formatting of minutes. The Director indicated the department would draft the minutes, and Ms. Haley would be invited to review the draft, prior to the next meeting. The format will then come back to the Commission, for approval. There was a question regarding the length of time recordings of meetings have to be retained, and Dr. Hammitt indicated that the time limit, by law, is three to seven years, regarding record keeping. The same would apply to the board agendas.

5.2 - Receive the Classified Personnel Report*

Report 5.2 was approved on a motion made by Mr. Lusch, second by Ms. Haley, and carried unanimously.

5.3 - Approve/Ratify Recruitments*

(MP=Merged Promotional; OC=Open Competitive)

Maintenance Worker II (6:00-2:30 PM or 2:30-11:00 PM)- MP & OC

School Bus Driver-MP & OC

Speech and Language Pathology Assistant-PART-TIME-MP & OC

Instructional Assistant/Special Education II-PART-TIME-MP & OC

Instructional Assistant/Special Education I-PART-TIME-MP & OC

Food Service Assistant I-ON-CALL-SUBSTITUTE

Food Service Assistant I-PART-TIME (1-2 hours/day)-MP&OC

Instructional Assistant/Expanded Learning-PART TIME-MP&OC

Instructional Assistant/Recreation-PART-TIME-MP&OC

Mechanic I-SUBSTITUTE

School Office Manager (Bilingual Spanish)-MP&OC

Instructional Assistant/Expanded Learning-ON-CALL-SUBSTITUE

Instructional Assistant/Recreation-ON-CALL-SUBSTITUTE

Instructional Assistant/Regular-ON-CALL-SUBSTITUTE

Instructional Assistant/Special Education I-ON-CALL-SUBSTITUTE

Health Assistant (Regular & Biliterate/Spanish)-PART-TIME-MP&OC

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Report 5.3 was approved on a motion made by Mr. Lusch, second by Ms. Haley, and carried unanimously.

Ms. Haley asked if the Merged-Promotional and Open-Competitive (MP & OC) can also be added to the job posting flyers. Mr. Caldecott said the adjustment will be made for the next meeting.

5.4 - Ratify/Certify the Director's Prior Certification of Eligibility Lists*

Bus Driver expiration date 4/18/20
Food Service Assistant I expiration date 5/8/20
HVAC Technician expiration date 10/22/19
Instructional Asst./Expanded Learning expiration date 5/6/20
Instructional Asst./Regular expiration date 4/30/20
School Office Manager expiration date 4/24/20
Social Service Assistant expiration date 4/24/20
Supervisor of Nutrition Services expiration date 4/25/20

Report 5.4 was approved on a motion made by Ms. Haley, second by Mr. Lusch, and carried unanimously.

5.5 - Consider the revision of Personnel Commission Rule 50.2.14.2 regarding the 90-day retest rule*

Due to the backlog in the Extended Day Program hiring process, we are looking for ways to expedite selections, so that we can develop eligibility lists in a more timely fashion. Mr. Caldecott is requesting a change to the 90-day rule that limits retakes to achieve higher levels of testing efficiency. The rule, as proposed, would achieve this result.

Report 5.5 was approved on a motion made by Ms. Haley, second by Mr. Lusch, and carried unanimously.

5.6 - Consider revision to the Bus Driver job description removing the three-year requirement for possession of a basic Driver's License*

Mr. Caldecott introduced the item and explained that we are having difficulty with Bus Driver recruitments. He explained that there is a general requirement for three years of driving, in addition to the Class A or B driver's license with passenger endorsements. After consultation with the department, Mr. Caldecott is recommending that the requirement be removed since it is not a legal requirement. Mr. Mancha clarified to the Commission that all drivers who are hired go through an extensive evaluation to make sure they are qualified and capable of driving the District buses safely and efficiently. The evaluation not only applies to regular hires, but to substitutes drivers as well.

Report 5.6 was approved on a motion made by Mr. Lusch, second by Ms. Haley, and carried unanimously.

5.7 - Revision to Bus Driver Trainer, consider revision Bus Driver salary allocation*

Mr. Caldecott explained that the salary for the Bus Driver Trainer was reviewed, based on the difficulties in recruiting and turn over in the classification. Bus Driver Trainer is a critical job that assists all Bus Drivers with training requirements and also conducts new bus driver training as needed. As a result of the critical nature of this position, the District, CSEA, and Mr. Caldecott are all recommending that this salary be increased to a range 33. The review of external salary data and internal alignment back up the recommendation to move the classification of the Bus Driver Trainer from range 27 (\$4,054 - \$5,185) to range 33 (\$4,699 - \$6,011), to increase the pool of candidates for future postings.

Report 5.7 was approved on a motion made by Mr. Lusch, second by Ms. Haley, and carried unanimously.

5.8 - Consider changing the language of the Instructional Assistant/Expanded Learning job description to preferred instead of recent*

Mr. Caldecott recommended a revision to the Instructional Assistant/Expanded Learning classification, and proposed the job description read "preferred experience working with children" instead of "recent experience working with children. The change will eliminate this hurdle for applicants, based on the backlog of vacancies.

Report 5.8 was approved on a motion made by Ms. Haley, second by Mr. Lusch, and carried unanimously.

5.9 - Consider using Custodian II eligibility list to fulfill Custodian I vacancies *

Mr. Caldecott explained that he will be requesting that the Custodian II eligibility list be used to fill Custodian I vacancies in the future, to reduce the backlog of vacancies. This is an option, under the Education Code and will be recommended to the Commission at the time of eligibility lists approval for the Custodian II.

Based on the backlog of positions, Mr. Caldecott has recommended that the Custodian II eligibility list be used for the Custodian I vacancies, during the life of the list. This is necessary to expedite Custodian I vacancies. Custodian I will be reposted for the development of its own eligibility list in the future. In the meantime, the Custodian II list will be used to fill vacancies.

Report 5.9 was approved on a motion made by Ms. Haley, second by Mr. Lusch, and carried unanimously.

5.10 - Consider approval of Playground Supervisor Classification and salary allocation*

It was recommended that the Personnel Commission approve a class description and a salary allocation for Playground Supervisor. The recommended range negotiated by the District and CSEA is range 7 (\$2,467 - \$3,164).

Report 5.10 was approved on a motion made by Ms. Haley, second by Mr. Lusch, and carried unanimously.

5.11 - Personnel Commission site visits

There was a discussion about the option of holding Personnel Commission meetings at a school site, at least two times in the next calendar year. It was stated by the audience and the Commission that there is an interest in taking this approach. The Personnel Commission calendar for 2020 will be returned to the Commission at the next meeting, with two site visitations calendared.

This is information only, no action taken.

5.12 - Consider approval of attendance for interested Commissioners to attend the CSPCA annual conference February 20-22, 2020*

The annual CSPCA conference is occurring in February 2020. Interested Commissioners are encouraged to contact the Classified Personnel office to discuss registration, lodging and travel arrangements. Mr. Caldecott requested approval for traveling expenses to attend the conference, and encourage recruitment for the Director of Classified Personnel vacancy; his registration is free, as he is a lifetime member.

Report 5.12 was approved on a motion made by Mr. Lusch, second by Ms. Haley, and carried unanimously.

5.13 - Consider approval of Personnel Commissioner attendance at Merit System Academy*

Mr. Caldecott recommended the Merit System Academy to be attended by new Commissioners, current Commissioners, and staff members who are interested. Those who are interested are encouraged to reach out to the Classified Personnel office, for more information regarding registration.

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Report 5.13 was approved on a motion made by Ms. Haley, second by Mr. Lusch, and carried unanimously.

ADMINISTRATION AND POLICY

The current budget printout was reviewed.

OTHER BUSINESS

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned at 5:30 p.m. moved by Mr. Lusch, and second by Ms. Haley; it was carried unanimously

RECESS TO CLOSED SESSION

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 6:30 p.m.

Minutes Accepted By:

Janet McNeill, Chairperson
Recorded by: Edna Figueroa