

**FULLERTON SCHOOL DISTRICT**  
**Personnel Commission Meeting**  
**Classified Personnel Conference Room**

**1401 W. Valencia Drive, Fullerton, CA**

**Minutes of the Regular Meeting**  
**May 14, 2018**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Chairperson Lusch called the meeting to order at 4:33 P.M. and asked Ms. Beverly Berryman to lead the Pledge of Allegiance.

**PERSONNEL COMMISSIONERS**

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

**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 April 16, 2018, were approved on a motion made by Ms. McNeill, seconded by Mr. Lusch, and carried unanimously.

**PUBLIC COMMENTS**

In attendance were Dr. Chad Hammitt, Assistant Superintendent of Personnel Services, Ms. Beverly Berryman, Board of Trustees President, and Ms. Elizabeth Juarez, who will be filling in for Ms. Yasmin Duque during her leave of absence.

On behalf of the Board of Trustees, Ms. Beverly Berryman thanked the Personnel Commissioners for what they do for our District.

**APPROVAL OF REPORTS**

**Report #1 – Receive the Classified Personnel Report**

Ms. Luu noted that there are multiple extra summer work requests in this report. Mr. Lusch asked if there is any unusual activity on this report. Ms. Luu explained that there are three classification

retirements in this Classified Personnel Report (i.e., a now, retired job incumbent is being retitled from Account Clerk I to Payroll Technician I and two current job incumbents are being retitled from Account Clerk II to Payroll Technician II), which was approved at the Personnel Commission meeting back in February 22, 2016. The salary for these two job descriptions remain unchanged from their previous job descriptions.

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

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

Bus Driver  
Bus Driver Trainer  
Custodian I/substitute  
Health Assistant  
Instructional Assistant/Recreation  
Instructional Assistant/Regular  
Instructional Assistant/Special Education I  
Instructional Assistant/Special Education I/substitute  
Instructional Assistant/Special Education II B  
Instructional Assistant/Technology  
Maintenance Worker  
Maintenance Worker II  
Playground Supervisor  
Playground Supervisor/substitute  
Registered Associate: Marriage and Family Therapist or Professional Clinical Counselor or  
Clinical Social Worker  
Speech and Language Pathology Assistant

Report #2 was approved on a motion made by Ms. McNeil, seconded by Mr. Lusch, and carried unanimously.

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

Computer Technician I  
Food Service Assistant I  
Gardener  
Health Assistant  
Instructional Assistant/Recreation – Expiration Date of 10/13/18  
Instructional Assistant/Recreation – Expiration Date of 11/03/18  
Instructional Assistant/Regular  
Instructional Assistant/Special Education I

State Preschool Service Assistant/Bilingual Biliterate

Mr. Lusch expressed that the Personnel Commission staff has been busy with filling recruitments.

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

**Report #4 – Approve Revised Job Description for Payroll Coordinator (confidential designation) at Range M07 on the Management Salary Schedule, effective May 15, 2018\***

Mr. Lusch noted that it might be more appropriate to establish a separate salary schedule for the District's confidential employees.

Ms. Luu noted that the job description for Payroll Coordinator was last revised in 2002 and that this proposed revision contains updated language that better reflects the duties that are to be performed by this job incumbent in order to best recruit qualified job applicants.

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

**Report #5 – Approve New Job Description for School Safety Monitor at CSEA salary range 16 (\$17.637-\$22.581 per hour), effective May 15, 2018. \* Establish the "Safety" job family and place the School Safety Monitor in the "Safety" job family. \***

Ms. McNeill inquired why there is a new "Safety" job family. Ms. Luu explained that this new Safety job family is being proposed because the knowledge, skills and abilities required to perform the duties of this job description is different than that of other job families.

Mr. Lusch noted that the phrase "discourages actual and/or potential threats involving student and/or personnel safety" might give the perception of the job incumbent needing to place their hands on others as part of their assigned responsibilities, which creates liability for the District. Ms. Luu clarified that in this context, the term "discourage" refers to verbally discouraging students or adults from performing an unsafe activity. Dr. Hammitt clarified that the term "discourage" is referring to the use of verbal language, and not the physical restraint of others. Mr. Lusch added that the term "discourage" is subjective by nature and is why it is important to provide clarification. Based on Mr. Lusch's concern, Ms. McNeill noted that the term "verbally discourage" might be more appropriate in order to minimize any misinterpretation. The Personnel Commissioners agreed that changing the term "discourage" to "verbally discourages" in the "job summary" and "examples of duties" sections in this proposed job description would be most appropriate. Ms. Luu stated that staff would make the recommended changes to this proposed job description.

Mr. Lusch inquired if there are any safety training(s) that will be provided to the job incumbents. Dr. Hammitt shared that on-the-job training will be organized and/or provided to the job incumbents by the Director of Risk Management, Workers' Compensation and Safety.

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

#### **ADMINISTRATION AND POLICY**

The current budget printout was reviewed.

Mr. Lusch asked Ms. Luu to provide highlight on the current budget. Ms. Luu noted that we have spent most of our allotted fingerprint and medical examination budget.

#### **OTHER BUSINESS**

The next regular meeting is scheduled for June 18, 2018 at 4:30 p.m.

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

The regular meeting was adjourned at 4:50 p.m.

#### **CLOSED SESSION**

Closed session was called to order at 5:05.

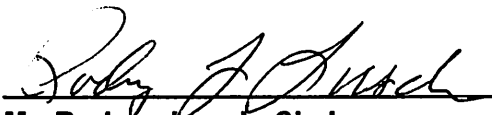
Pursuant to Government Code 54957 to discuss Classified Personnel Director's Job Performance Evaluation

No action was taken during closed session.

#### **ADJOURNMENT FROM CLOSED SESSION**

Closed session was adjourned at 5:38 p.m.

**Minutes Accepted By:**



**Mr. Rodney Lusch, Chairperson**

Recorded by: Yasmin Duque