

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

**Minutes of the Regular Meeting
July 16, 2018**

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Chairperson Mr. Lusch called the meeting to order at 4:37 p.m. and asked Dr. Rob Coghlan 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
Elizabeth Juarez, Secretarial substitute for the Classified Personnel office.

APPROVAL OF MINUTES

Ms. Haley requested staff to include page numbers on the minutes.

In report #4, Ms. Haley suggested corrections on page 3 regarding work schedule time span (i.e., using 6 A.M. to 11 P.M instead of 6 A.M. and 11 P.M). She corrected the sentence regarding adequate supervision with two supervisors where the corrected sentence is as follows: "Having two managers does not provide adequate supervision of staff". Ms. Haley corrected the statement regarding Dr. Hammitt's explanation on funding two supervisor positions and those corrections are as follows: "Dr. Hammitt stated that there is money to fund two supervisor positions with the elimination of the Assistant Director of Maintenance and Operations."

In report #5, Ms. Haley asked for clarification on Ms. Luu's response on whether there is a current employee required to perform duties of the Transporter and Food Service Assistant. Ms. Luu clarified that there is no designated current employee performing these duties at this time. Ms. Haley asked to include "at this time" to clarify the statement.

The minutes of the regular meeting of July 16, 2018, were approved on a motion made by Ms. Haley, seconded by Mr. Lusch. Ms. McNeill was not present for this vote. Ms. McNeill arrived at 4:41 p.m. Motion was carried unanimously.

PUBLIC COMMENTS

In attendance were Dr. Rob Coghlan, Assistant Superintendent of Business Services, CSEA Chapter 130 President, Mr. Al Lacuesta and CSEA Secretary, Marlene Acosta.

APPROVAL OF REPORTS

Report #1 – Receive the Classified Personnel Report

Mr. Lusch commented that we have a long list of employee longevity increases. Ms. Luu explained that employees are scheduled for longevity increases every year in July. The newly negotiated longevity increase approval of 9% for 30 years of service is also included in this report.

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

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

- Clerical Assistant II
- Custodian I
- Custodian I/substitute
- Food Service Assistant I/substitute
- Food Service Assistant/Transporter
- Instructional Assistant/Recreation
- Instructional Assistant/Regular
- Instructional Assistant/Special Education I
- Instructional Assistant/Special Education II B
- Maintenance Worker

Report #2 was approved on a motion made by Ms. McNeill, seconded by Ms. Haley, 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
- Bus Driver
- Health Assistant
- Health Assistant/Bilingual Biliterate
- Instructional Assistant/Bilingual Biliterate
- Instructional Assistant/Special Education I
- Occupational Therapist
- Payroll Coordinator
- Personnel Technician I
- Speech and Language Pathology Assistant

Mr. Lusch asked if the Health Assistant position is difficult to fill. Ms. Luu responded that Health

Assistant-related recruitment efforts are typically successful if we do not require the applicants to have bilingual biliterate Spanish skill. These types of positions tend to offer hours at other organizations that are more than the positions current work hours (i.e., 3.75 hours per day, 5 days per week). The District offers part-time Health Assistant coverage during students' recess and lunch time.

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

Report #4 – The Revised Job Description for Supervisor of Maintenance and Operations was presented to the Personnel Commission and approved at Range M12 on the Management Salary Schedule, effective July 17, 2018.

Ms. Haley asked if the Assistant Director of Maintenance and Operations' job description would be abolished after it is vacated. Ms. Haley asked Dr. Coghlan if there would be a business need to have an Assistant Director level in the future. Dr. Coghlan responded that he anticipates that we may have bonds for improving our aging facilities in the next 3-4 years, which may require the establishment of an Assistant Director level position. Mr Lusch acknowledged the fact that the District needs two Supervisors to cover a work span from 6 A.M. to 11 P.M. Mr. Lusch asked if the District plans to keep both lead positions after filling the two Supervisor positions. Mr. Lusch commented that he hopes that both leads will consider applying for the Supervisor positions. Dr. Coghlan added that we want to promote from within as long as they are highly qualified for the Supervisor positions. He further explained that if the current two leads do not apply or get the promotion, the District will have to reevaluate their staffing needs at the time. Dr. Coghlan shared that the recruitment efforts will be open for both internal and external applicants. Ms. Haley commented that she appreciated seeing the organizational charts and the additional time taken to explain this re-organizational structure.

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

Report #5 – Effective July 17, 2018, the Personnel Commission approved the following actions:

- Retitle Job Description of Instructional Assistant/Technology to Technology, Library and Media Assistant;
- Approve Proposed Job Description Revision of Instructional Assistant/Technology (proposed retitle to Technology, Library and Media Assistant) at CSEA salary range 21 (\$3,457 - \$4,429);
- Retitle "Computer Systems & Reprogramming" job family to "Technology" job family; and
- Designate the Technology, Library and Media Assistant from the "Instructional Assistant" job family to the "Technology" job family.

Mr. Lusch commented that the new report format is easy to read. Mr. Lusch asked Ms. Luu if the language on blood-borne pathogens, bodily fluids and communicable diseases is our standard

language. Ms. Luu confirmed that it is our standard language. Ms. Haley asked if every job incumbent is required to lift, push, pull or move up to 50 pounds without assistance. She commented that it would be difficult if they would be lifting, pushing, pulling or moving all day. Ms. Luu explained that job incumbents typically work in school library and media center environments, and they have to carry multiple technological devices at a time. Ms. Luu then noted that a cart could be used to transport technological devices but the employees would still have to move them to and from the cart. Furthermore, these employees also distributed and collected District-issued laptops at school sites at the beginning and end of the school year, and would typically be required to move and set up a variety of equipment (e.g., sound speakers, laptops) during events hosted by the Innovation and Instructional Support (IIS) department.

A motion was made by Ms. Haley, seconded by Ms. McNeill, to postpone Report #5, pending further information on the weight requirements in the Physical Demands section, to the next regular Personnel Commission meeting on August 20, 2018. The motion unanimously carried.

ADMINISTRATION AND POLICY

The current budget printout was reviewed.

OTHER BUSINESS

The next regular meeting is scheduled for August 20, 2018 at 4:30 p.m.

ADJOURNMENT TO CLOSED SESSION

The regular meeting was adjourned at 5:16 p.m.

CLOSED SESSION

Closed session was called to order at 5:30 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 5:55 p.m.

Minutes Accepted By:

Mr. Rod Lusch, Chairperson

Recorded by: Elizabeth Juarez