

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

Minutes of the Regular Meeting

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Patricia Haley, Co-Chairperson, called the meeting to order at 4:04 p.m. and asked Dr. Chad Hammitt to lead the Pledge of Allegiance. Janet McNeil, Chairperson, arrived at 4:07 p.m.

PERSONNEL COMMISSIONERS

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

STAFF PRESENT

Robert Lee, Interim Director of Classified Personnel
Eddie Bui, Classified Personnel Analyst
Jennifer Bradley, Interim Administrative Secretary

APPROVAL OF MINUTES

The minutes of the regular meeting of July 15, 2019, were approved on a motion made by Mr. Lusch, seconded by Ms. Haley, and they were carried unanimously.

PUBLIC COMMENTS

In attendance was Mr. Al Lacuesta, CSEA Chapter #130 President, Melissa Perez, Supervisor of Child Development Services ASES After-School, Linda Prieto, Supervisor of Child Development Services TheLAB, Assistant Superintendent of Classified Personnel, Chad Hammitt.

APPROVAL OF REPORTS:

Report #1 – Receive the Classified Personnel Report*

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

Report #2 – Approve/Ratify Recruitments*

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

Instructional Assistant/Recreation-PART-TIME
Instructional Assistant/Regular-PART-TIME
Instructional Assistant/Special Education I-PART-TIME
Instructional Assistant/Special Education II B (Autism)
Playground Supervisor -ON-CALL-SUBSTITUTE positions
State Preschool Service Assistant/Bilingual Biliterate-FULL-TIME
Registered Associate: Marriage and Family Therapist or Professional
Clinical Counselor or Clinical Social Worker (Formerly known as
Mental Health Therapist-Intern)
Food Service Assistant I PART-TIME (1-2 hours/day)
Food Service Assistant I -ON-CALL-SUBSTITUTE
Supervisor of Nutrition Services
Social Service Assistant (Bilingual Korean) PART TIME
Account Clerk I
Custodian II
Bus Driver SUBSTITUTE
Bus Driver Trainer
Bus Driver SUBSTITUTE
Health Assistant/Bilingual Biliterate (Spanish) -PART-TIME
Instructional Assistant Special Education I -ON CALL SUBSTITUTE
Instructional Assistant/Regular -ON CALL SUBSTITUTE
Instructional Assistant/Recreation-ON CALL SUBSTITUTE
Delegated Behind the Wheel Trainer

Mr. Lusch proposed a question regarding the \$18.00 an hour pay rate for the Registered Associate. Mr. Lusch asked is this pay rate a competitive rate compared to other Districts? Mr. Bui explained, this rate is competitive and this rate of \$18.00 an hour was a correct amount for the job description. Mr. Bui went on to further explain that it is open to applicants in three different Masters' degree programs and the salary rate will work for them.

Mr. Lee explained to the group the current status of Classified Personnel recruitments. Mr. Lee stated, currently Classified had fourteen classifications for regular positions that are currently being recruited. Ms. Haley asked, are they primarily Instructional Assistants? Mr. Lee replied, yes. Mr. Lee further explained, Classified also has twelve substitute classifications open as well. Mr. Lee further went on to say that makes twenty-six classifications total that the District needs to hire for.

Ms. Haley suggested to have page numbers on the bottom of the agenda materials, so it is easier to keep track of the pages being discussed.

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

Report #3 – Ratify/Certify the Director’s Prior Certification of Eligibility Lists*

Clerical Assistant II/BB (Korean)-expiration date 01/30/20
Clerical Assistant II/BB (Spanish) -expiration date 01/30/20
Health Assistant/BB-expiration date 02/02/20
Instructional Assistant/Recreation-expiration date 02/09/20
Instructional Asst./Special Ed. II B-expiration date 12/28/19
Payroll Technician II- expiration date 12/27/19
Social Service Assistant -expiration date 2/14/20
Instructional/Regular-expiration date 2/13/20

Mr. Lee commented on the eligibility lists and the status of each Instructional Assistant classification. Mr. Lee explained that currently there are twenty-two total Instructional Assistant/Regular eligibles with fourteen new eligibles added to the list. Mr. Lee also commented that there are twenty-three total Instructional Assistant/Recreation eligibles with nineteen new added to the eligibility list, and for the Instructional Assistant/SE II there is a total of six eligibles with four new eligibles added to the eligibility list; Mr. Lee also explained that Classified Personnel is actively recruiting for all the current vacancies. Mr. Lee informed the group that Mr. Bui is working on the Commission’s Administrative Secretary Position and testing for the position would take place on August 20th, 2019, and the Personnel Technician I was tested for today.

Report #3 was approved on a motion made by Ms. Haley to approve, and seconded by Ms. McNeil; it was carried unanimously.

Report #4 - Approve a New Job Description of Instructional Assistant Expanded Learning and Transfer of Current Instructional Assistants Working for the Child Development Services Programs Into the New Classification, effective August 20, 2019.*

Ms. Haley commented that the new job description is well done. Ms. Haley further went on to say on the second page under the education requirements we used the term “and.” Ms. Haley was wondering why it was used. Mr. Lee explained the reason is that many of the non-merit districts in the state do not have additional testing requirements for Instructional Assistants (IA’s) who meet the ESSA/NCLB two years of college credit or have a degree. If the districts are non-merit the Instructional Assistant applicant does not need to take a test to be on an eligibility list. However, all Instructional Assistant applicants in a merit system school district must be hired from a ranked eligibility list approved by the Personnel Commission. The recent change to the education requirements for all

Instructional Assistant applicants permit non-college educated ones to apply, but they must take and pass a preliminary Instructional Assistant Proficiency Test before they can be added to the applicant pool of college-educated applicants. Then, they must all take and pass the district's Instructional Assistant Proficiency Test (ESSA/NCLB acceptable) where both groups of applicants will be ranked in order of their scores achieved on the resulting eligibility list. This was the reason for using "and" to the list of educational requirements.

Ms. McNeil commented on the punctuation that was used between the words take and obtain. Ms. McNeil explained that applicants could read the verbiage as they may take a test. Mr. Lusch also suggested a semicolon may be the more appropriate punctuation for the sentence. A brief discussion was held regarding which punctuation would be the best fit for the job description. Mr. Bui explained that some of the Instructional Assistant job descriptions may be changed down the line, so the suggested changes can be made later. It was determined that the changes to the punctuation on the other Instructional Assistant job descriptions would be changed during the redrafting of those job descriptions.

Ms. Haley asked for more clarification on the difference between the ASES and TheLAB programs. Mrs. Perez explained the grant-funded ASES programs are only at Title I school sites. Ms. Haley asked about the Fern Dr. program and why TheLAB is different regarding the ratios. Mrs. Perez explained the ratios are different because of the grant requirements. The grant for the ASES program ratio is 1/20, while the fee-based program TheLAB requires a 1/14 ratio due to licensing.

Ms. Haley also asked about not having a CPR/First Aid requirement. Ms. Haley was curious to know if this is a requirement for Instructional Assistant Recreation and if it is not, then should it be? Mr. Lee stated that in the original Instructional Assistant Recreation requirements it was not stated as a requirement. Mr. Lee asked the Child Development staff present if CPR/First Aid should be a requirement that needs to be added to the job description as a requirement. Mrs. Perez stated that CPR/First Aid is a specific requirement of the ASES grant and further explained that the ASES grant has a list of requirements that need to be met and this is one of the requirements. Mrs. Prieto also commented that since TheLAB operates as a childcare facility, CPR/First Aid is needed. Mr. Lee asked if CPR/First Aid is offered to the employees? Mrs. Prieto explained that if the district offers the training they will encourage their employees to go. However, if the employees miss the training or want to seek an outside class they will be reimbursed for the price of the class. Mrs. Perez also commented that if the CPR/First Aid is going to be a requirement she suggested having specifics for the training employees could attend. Mr. Lee read a job description for After-School Program Site Lead, which does have a CPR/First Aid requirement and asked if there needs to be more specificity? Mrs. Perez explained that online training would not suffice and the employee would need to take an in-person class that is

specific to working with children. Ms. Haley asked Dr. Chad Hammitt if this is a requirement for teachers? Dr. Chad Hammitt replied no. The teachers only have to do it with their credential process but do not have to renew after that. It was determined CPR/First Aid would be added to the job description with the specific training that would be acceptable for the position.

Mr. Lusch suggested adding “and/or” to the portion of the distinguishing characteristic of the job description. Mr. Lusch suggested this change because he was assuming that employees would be able to work both before and after school. It was determined that “and/or” would be added to the portion of the distinguishing characteristic of the job description to specify that employees could work both before and after school.

Mr. Lusch had a suggestion for the last page of the job description. Mr. Lusch suggested taking off the recreation entirely. Mr. Lee explained that he can take it off, but the Instructional Assistant/Recreation job description would need to stay active because the regular school day Instructional Aide/Recreation aides are still being used. Mrs. Perez asked if this was going to be a new job title, and Mr. Lee responded yes. The new job title will be titled Instructional Assistant-Expanded Learning. Mrs. Perez also was curious if the job duties specify the grant compliance for the ASES programs. Dr. Chad Hammitt read the applicable job duties aloud to the group. Mr. Lee explained that yes the duties reflect the grant compliance and that he had worked with Marilee Cosgrove on the specifics of the duties. Mr. Lee discussed the numbers of the current Instructional Assistants/Recreation assigned to each program. Mr. Lee stated that twenty-seven of these aides are assigned to TheLAB and sixteen are assigned to the ASES program and twenty of these Instructional Assistants are assigned during regular school hours to assist with P.E. according to Melissa Greenwood, Director of Business Services.

Report #4 was approved on a motion made by Mr. Lusch to approve, and seconded by Ms. Haley; it was carried unanimously.

ADMINISTRATION AND POLICY

The current budget printout was reviewed.

Mr. Lee explained the current budget print out will not reflect the current budget regarding overtime and salary expenditures for July. Mr. Lee discussed how the timesheet cutoff date is on the seventeenth of each month. Mr. Lee further explained that the August budget printout that will be present at the September meeting would reflect a more accurate report regarding the expenditures for the department.

OTHER BUSINESS

The next regular meeting is scheduled for September 16th, 2019 at 4:00 p.m.

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned at 4:36 pm Lusch, Haley second

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 5:15 p.m.

Minutes Accepted By:



Janet McNeill, Chairperson
Recorded by: Jennifer Bradley