

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

**Minutes of the Regular Meeting
December 11, 2017**

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Chairperson Haley called the meeting to order at 4:30 p.m. and asked Mr. Lusch to lead the Pledge of Allegiance.

PERSONNEL COMMISSIONERS

Ms. Patricia Haley, Chairperson
Mr. Rodney Lusch, Co-Chairperson
Ms. Janet McNeill, 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 November 13, 2017, 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, and CSEA Chapter 130 President, Mr. Al Lacuesta.

APPROVAL OF REPORTS

Report #1 – Receive the Classified Personnel Report

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

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

- AVID Tutor
- Computer Technician II
- Custodian II
- Director of Risk Management, Workers' Compensation, and Safety
- Employee Benefits Technician
- Food Service Assistant I
- Health Assistant/substitute
- Health Assistant/Bilingual Biliterate
- Instructional Assistant/Recreation

Instructional Assistant/Special Education I/substitute
Maintenance Worker
Mechanic II/substitute
Playground Supervisor
Playground Supervisor/substitute
Social Service Assistant

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

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

Director of Purchasing, Warehouse, and Transportation
Grounds Equipment Operator
Instructional Assistant/Recreation
Instructional Assistant/Special Education I
Instructional Assistant/Special Education II B
Stock Clerk/Transporter

In regards to the Grounds Equipment Operator position, Ms. Haley inquired about what equipment a Grounds Equipment Operator would operate. Ms. Luu explained that they use lawn mowers, ride-on tractors, and bobcats.

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

Report #4 – Approve Revised Job Description for Registered Associate: Marriage and Family Therapist or Professional Clinical Counselor or Clinical Social Worker, formerly titled Mental Health Therapist Intern, effective January 1, 2018

Ms. Haley noted that the job title change makes sense because the term "intern" makes it sound as if the employee is still an undergraduate student. Ms. Luu clarified that the intent of Senate Bill No. 1478 was to create consistency in the job title of these specific professional fields and to minimize confusion such as what Ms. Haley had described. Ms. Luu further added that this new law affects licensing at the state level which specifies required job titles for the position based on their earned degree. Ms. McNeill inquired about how a Marriage and Family Therapist would work in an educational setting. Ms. Luu explained that an educational background as a Marriage and Family Therapist would allow the employee to provide counseling services to both students and their family.

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

Report #5 – Eliminate/Abolish Director, Maintenance, Operations, Transportation, and Facility Services (M29) job description, effective December 12, 2017

Ms. Haley asked for background information on why this position is being eliminated. Ms. Luu explained that this was a result of the Business Services division's reorganization, which created three new management job descriptions, approved on October 16, 2017, and thus reducing the need for the aforementioned job descriptions. Ms. Luu further added that unfilled

job descriptions should be eliminated/abolished to minimize confusion related to working out of class. Mr. Lusch added that if there is no intention to use a job description in the near future, it is best to eliminate it.

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

Report #6 – Eliminate/Abolish Mental Health Therapist (M14) job description, effective December 12, 2017*

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

ORGANIZATION OF PERSONNEL COMMISSION

Election of Officers for 2018: The nomination to appoint Mr. Lusch as Chairperson to the Personnel Commission for 2018 was approved on a motion made by Ms. McNeill, seconded by Ms. Haley, and carried unanimously.

The nomination to appoint Ms. McNeill as Co-Chairperson to the Personnel Commission for 2018 was approved on a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously.

Establishment of Regular Meeting Dates for 2018: A calendar of meeting dates, time and place was presented for the 2018 calendar year. Typically, meetings will be held on the third Monday of the month. The regular meeting dates are as follows: January 22, February 26, March 19, April 16, May 14, June 18, July 16 (if needed), August 20, September 17, October 15, November 19, and December 17.

The calendar of regular meeting dates for 2018 was approved on a motion made by Ms. McNeill, seconded by Ms. Haley, and unanimously carried.

Ms. Luu added that we usually try to align the dates for the regular meetings of the Personnel Commission with the Board Meetings dates, but we may need to schedule special meetings, if necessary.

ADMINISTRATION AND POLICY

The current budget printout was reviewed.

Ms. Luu noted that a large amount of funds have been spent on extra time, substitutes, and overtime as a result of our department's high volume of recruitments where staff is constantly processing substitutes due to high turnover rates in many of our positions. Ms. Luu further added that we have spent a lot of funds on medical expenses due to replacement hiring and that we have multiple replacement hirings throughout the school year.

Ms. Haley inquired about the part-time Personnel Technician I position in our department and expressed her concern about the ability to retain people in that position on a part-time basis. Ms. Luu commented that she has discussed the issue of making this position a full-time with Dr. Hammitt.

OTHER BUSINESS

The next regular meeting is scheduled for January 22, 2018 at 4:30 p.m.

ADJOURNMENT TO CLOSED SESSION

The regular meeting was adjourned at 4:52 p.m.

CLOSED SESSION

Closed session was called to order at 5:00 p.m.

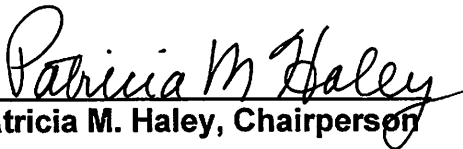
Pursuant to Government Code 54957 to discuss Classified Personnel Director's Job Performance Evaluation

No action was taken during closed session.

ADJOURNMENT FROM CLOSED SESSION

Closed session was adjourned at 5:40 p.m.

Minutes Accepted By:

A handwritten signature in cursive script that reads "Patricia M. Haley". The signature is written in black ink and is positioned above a horizontal line.

Ms. Patricia M. Haley, Chairperson

Recorded by: Yasmin Duque