

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

Minutes of the Regular Meeting of May 18, 2020

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Patricia Haley, Chairperson, called the meeting to order at 4:31 p.m.

PERSONNEL COMMISSIONERS

Ms. Patricia Haley, Chairperson
Ms. Anita Varela, Vice-Chairperson
Mr. Tommy Reminiskey, Member

STAFF PRESENT

Chad Hammitt, Ed.D., Assistant Superintendent, Personnel Services
John Caldecott, Interim Classified Personnel Director
Eddie Bui, Classified Personnel Analyst
Edna Figueroa, Administrative Secretary
Debra Shandy, Personnel Technician I
Martha Roberts, Personnel Technician II

OATH OF OFFICE FOR NEW PERSONNEL COMMISSIONER

The Oath of Office was administered by Ms. Beverly Berryman to Mr. Reminiskey, newest member of the Personnel Commission.

APPROVAL OF MINUTES – REPORT 3

A motion to approve the minutes of the regular meeting of April 20, 2020, was made by Ms. Varela and seconded by Ms. Haley; the motion carried 2-0, with Mr. Reminiskey abstaining.

APPROVAL OF THE PERSONNEL REPORT – REPORT 4

The Personnel Commission reviewed the Classified Personnel Report.

A motion for approval was made by Mr. Reminiskey, seconded by Ms. Varela and approved unanimously.

APPROVAL/RATIFICATION OF RECRUITMENTS – REPORT 5

The Personnel Commission reviewed the recruitment bulletins.

A motion for approval was made by Mr. Reminiskey, seconded by Ms. Varela and approved unanimously.

RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 6

The Personnel Commission reviewed the Director’s Certification of Eligibility Lists. Mr. Caldecott explained that recruitment testing has been conducted both via Zoom and in person with a small number of candidates to allow for social distancing practices.

A motion for approval was made by Mr. Reminiskey, seconded by Ms. Varela and approved unanimously.

PUBLIC COMMENTS

No public comments were made.

DIRECTOR’S REPORT:

Mr. Caldecott stated that the Classified Human Resources office has been busy assisting the Nutrition Services Department by filling openings for special projects. Mr. Caldecott shared that most District departments are continuing to work from home. Mr. Caldecott explained that the Classified Human Resources office is continuing to conduct recruitments in an effort to prepare for the return of employees to the District office and the reopening of schools in August.

Mr. Caldecott acknowledged and thanked Ms. Tiffany Lopez, CSEA Labor Representative, for attending the meeting.

Ms. Haley asked how recruitment testing would be conducted during the isolation period. Mr. Caldecott explained that Zoom has been key to being able to conduct virtual interviews. Mr. Caldecott shared that the department is looking into conducting written tests virtually, without compromising the security of the testing materials. Mr. Caldecott stated that some candidates were invited to take an in-person test on paper.

Ms. Berryman recognized all of the Classified staff at the various school sites and departments in honor of Classified Employee Week. Ms. Berryman thanked all of the Classified staff for their support and their help on behalf of the Board of Trustees.

PUBLIC HEARING: PERSONNEL COMMISSION 2020-2021 BUDGET – REPORT 9

Mr. Caldecott explained that the Public Hearing is a legal requirement that precedes the approval of the Personnel Commission’s budget. Mr. Caldecott stated that the budget is approved by the Personnel Commission and forwarded to the Orange County Department of Education for final approval before it is incorporated in the general District fund. Ms. Varela asked if the Personnel Commission would be allowed to revisit the budget at a later time, given the State’s current fiscal situation. Mr. Caldecott explained that the Personnel

Commission would have to take action to adopt a budget, regardless of any ongoing budget issues. Mr. Caldecott stated that the Personnel Commission could freeze a line item and allow unspent funds to return to the District general fund at the end of the year.

Ms. Haley asked when the District would adopt their budget by. Mr. Caldecott explained that the District will have to adopt their budget by June 30th. Ms. Berryman shared that the District will likely move forward with approving their budget at their June 23rd meeting. Dr. Hammitt added that the District will also have an August “revise”.

No action was taken on this item.

ADOPTION OF THE PERSONNEL COMMISSION 2020-2021 BUDGET – REPORT 10

Mr. Caldecott explained that minor revisions were made to the budget and recommended approval of the Personnel Commission Budget.

A motion for approval was made by Ms. Varela, seconded by Mr. Reminiskey and approved unanimously.

CLASSIFIED HUMAN RESOURCES 2020-2021 STAFF ASSIGNMENT– REPORT 11

Mr. Caldecott explained that the Classified Human Resources staff assignments will be sent to management so that supervisors are aware of who to contact for specific inquiries. Mr. Caldecott added that the chart allows for better efficiency within the office.

No action was taken on this information item.

APPROVAL OF CODESP ANNUAL SUBSCRIPTION – REPORT 11

Mr. Caldecott explained that the paid subscription allows the Classified Human Resources office access to relevant recruitment testing material through the CODESP test bank.

A motion for approval was made by Ms. Varela, seconded by Mr. Reminiskey and approved unanimously.

ACTIVE RECRUITMENT LIST - REPORT 12

The Personnel Commission reviewed the Active Recruitment List. Mr. Caldecott explained that the Classified Human Resources office has continued to work on filling vacancies in an effort to be fully staffed when schools open in August.

No action was taken on this information item.

ADMINISTRATION AND POLICY

The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

OTHER BUSINESS

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned at 5:11 p.m.

RECESS TO CLOSED SESSION

The Personnel Commission did not have a need to meet for closed session.

Minutes Accepted By:

Patricia Haley, Chairperson
Recorded by: Edna Figueroa