

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

Minutes of the Regular Meeting of December 16, 2019

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Janet McNeill, Chairperson, called the meeting to order at 4:04 p.m. and asked Ms. Sheila Hebert to lead the Pledge of Allegiance.

PERSONNEL COMMISSIONERS

Ms. Janet McNeill, Chairperson
Ms. Patricia Haley, Vice Chairperson
Ms. Anita Varela, Member

STAFF PRESENT

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. Pat Padilla to Ms. Anita Varela, newest member of the Personnel Commission.

ORGANIZATION OF THE PERSONNEL COMMISSION

Chairperson

Ms. McNeill opened nominations for Chairperson and made a motion to nominate Ms. Haley; Ms. Varela seconded the motion. The motion carried unanimously to appoint Ms. Haley as Chairperson.

Vice-Chairperson

Ms. Haley opened nominations for the Vice-Chairperson. Ms. Varela made a motion to nominate Ms. McNeill; the motion died due to lack of a second.

Ms. McNeill made the motion to nominate Ms. Varela; Ms. Haley seconded the motion. The motion carried unanimously to appoint Ms. Varela as Vice-Chairperson.

APPROVAL OF MINUTES

A motion to approve the minutes of the regular meeting of November 18, 2019, was made by Ms. McNeill, and seconded by Ms. Haley; the motion carried 2-0, with Ms. Varela abstaining.

PUBLIC COMMENTS

In attendance were Mr. Al Lacuesta, CSEA Chapter #130 President; JoAnne Declaro, CSEA Chapter #130 Treasurer; Sheila Hebert, Clerk II for the Superintendent's Office; Pat Padilla, Clerk II for the Superintendent's Office; and Assistant Superintendent of Personnel Services, Dr. Chad Hammitt.

Ms. Declaro asked if a current FSD employee working in one classification could be hired into a second classification to obtain additional hours? Mr. Caldecott explained that probationary and permanent employees cannot hold two permanent positions concurrently within the District.

DIRECTOR'S REPORT:

Mr. Caldecott explained that the Classified Personnel Department has been very busy and meets once a week to discuss changes and progress. Mr. Caldecott introduced the Classified Personnel Department staff and thanked them for being a great HR team. Mr. Caldecott presented the Commission and audience with a copy of the Active Recruitment List that was recently sent to hiring managers. Ms. Haley asked if the Commission would receive a copy of the Active Recruitment List once a month? Mr. Caldecott confirmed that the list would be provided to the Commission in the monthly agenda packets, as requested.

APPROVAL OF REPORTS:

7.1 Consider the Use of Summary Minutes Format to be used for Personnel Commission Meetings*

The minutes of the November 18, 2019, meeting were provided as an example as a proposed summary minute format.

A motion for approval of summary minutes was made by Ms. McNeill, seconded by Ms. Varela and approved unanimously.

7.2 Approval of Personnel Commission 2020 Meeting Calendar*

Mr. Caldecott provided a proposed calendar for meeting dates on the first Monday of each month. After discussion and Commission direction, regular meeting dates have been changed to the fourth Monday of the month. The change was based on conflicts with the CSEA Chapter 130 meetings, and to provide a correlation with the FSD Board of Education regular meeting dates. The meeting calendar includes three school site visitation meetings.

A motion for approval was made by Ms. Varela to approve the revised calendar, seconded by Ms. McNeill and approved unanimously.

7.3 Approval of Personnel Commission Meeting Start Time*

Ms. Haley stated that the 4:30 p.m. start time works better for her. Mr. Caldecott explained that a 4:30 p.m. start time would allow District Office employees to attend the Personnel Commission meetings after their regular work day.

A motion to approve the 4:30 p.m. start time was made by Ms. McNeill, seconded by Ms. Varela and approved unanimously.

7.4 Director of Classified Personnel – Recruitment Update and Timeline

Mr. Caldecott presented a draft of the recruitment flyer that will be distributed at the CSPCA conference and information regarding the survey that will be sent to employees to be used in the recruitment process.

There were questions and discussion about the selection process to be used. The Director provided a general overview of the tentative plans for the selection process. At the end of the discussion, it was agreed that an agenda item for the next meeting will provide an opportunity for the Commission to provide input into the characteristics that it feels are important for the next Director to possess. An opportunity for input from the audience will also be provided. Mr. Caldecott explained that the information obtained will be utilized to customize the selection process based on the needs of the Fullerton School District Merit System. Mr. Caldecott will work closely with the CSPCA executive director, Mr. George Cole, and the Personnel Commission to determine the specifics of the selection process.

No action was taken, as this was an information item only.

7.5 Review and Consider Updates to the Director of Classified Personnel Job Description*

Mr. Caldecott provided a copy of the current job description for the Director of Classified Personnel to the Commission for their review. The Personnel Commission requested revisions to reflect a clearer view of the requirements needed for this important position. Mr. Caldecott will bring back a revised job description at the next meeting for the Personnel Commission's consideration.

No action was taken. The Commission agreed to review this item at the next Personnel Commission meeting.

7.6 Update Regarding Recruitment Strategies for Instructional Assistant/Expanded Learning Vacancies

Mr. Caldecott stated that the vacancies are a concern for the District and has worked extensively with both the Classified Personnel and Child Development Services departments to come up with a solution. Mr. Caldecott gave an overview of the new application packet that will be distributed to school offices and used to fill the vacancies. Several suggestions for improvements were made by the Personnel Commission. Mr. Caldecott confirmed that the suggestions made by the Commissioners would be incorporated into the final application packet, prior to distribution. Ms. Varela asked if the vacancies are due to the afternoon hours? Mr. Caldecott explained that the hours are short and the workdays may be less than five (5) days. Ms. Varela asked if the job opening has been posted at CSUF or Fullerton College? Ms. Roberts confirmed that recruitment flyers are posted at surrounding college campuses, and are distributed at job fairs. Mr. Caldecott explained that applicants may have trouble with the process and the new application will help streamline the process.

The Personnel Commission gave direction to proceed; no action was taken on this information item.

7.7 Receive the Classified Personnel Report*

Ms. Varela asked for more information regarding the budget codes listed on the report. Mr. Caldecott stated Ms. Figueroa would forward the information to her. Ms. Varela asked about the approval process for employee leaves. Mr. Caldecott gave an overview of the school-site approval, HR review, and Payroll's leave accounting process.

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

7.8 Approve/Ratify Recruitments*

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

7.9 Ratify/Certify the Director's Prior Certification of Eligibility Lists*

Ms. Varela asked if applicants have to reapply when the list expires? Mr. Caldecott explained that applicants would have to reapply to be on future eligibility lists.

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

ADMINISTRATION AND POLICY

The current budget printout was reviewed. Ms. Varela had a question regarding repeat object codes listed on the budget sheet. Mr. Caldecott stated he would check with the accounting department for clarification.

OTHER BUSINESS

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned at 5:15 p.m.

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 6:46 p.m.

Minutes Accepted By:

Patricia Haley, Chairperson
Recorded by: Edna Figueroa