

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

**Minutes of the Regular Meeting
January 22, 2018**

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Chairperson Lusch called the meeting to order at 4:33 p.m. and led the Pledge of Allegiance.

PERSONNEL COMMISSIONERS

Mr. Rodney Lusch, Chairperson
Ms. Janet McNeill, Co-Chairperson - Absent
Ms. Patricia Haley, 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 December 11, 2017, were approved on a motion made by Ms. Haley, seconded by Mr. Lusch, and carried unanimously.

PUBLIC COMMENTS

In attendance was Dr. Chad Hammitt, Assistant Superintendent of Personnel Services.

No public comments.

APPROVAL OF REPORTS

Report #1 – Receive the Classified Personnel Report

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

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

- Administrative Secretary
- Bus Driver Training Classes
- Clerical Assistant II/Bilingual Biliterate (Spanish)
- Gardener
- Health Assistant/Bilingual Biliterate (Spanish)
- Instructional Assistant/Recreation
- Instructional Assistant/Regular
- Mental Health Counseling Specialist
- Personnel Technician I

In regards to the Personnel Technician I recruitment, Ms. Haley mentioned that she is glad that this position is now full-time.

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

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

- Assistant Director of Transportation Services
- Custodian I
- Director of Facilities, Maintenance and Operations
- Director of Risk Management, Workers' Compensation, and Safety
- Food Service Assistant I
- Instructional Assistant/Recreation
- Instructional Assistant/Regular

In regards to the Assistant Director of Transportation and the Director of Facilities, Maintenance and Operations eligibility lists, Ms. Haley inquired who were selected. Ms. Luu stated that Mr. Jose D. Mancha was selected for the position of Assistant Director of Transportation Services and that Mr. Scott Schlabz was selected for the position of Director of Facilities, Maintenance and Operations. She added that both are listed on today's Classified Personnel report.

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

Report #4 – Eliminate/Abolish Supervisor of Purchasing and Warehouse job description, effective January 23, 2018.

Ms. Luu explained that the position of Supervisor of Purchasing and Warehouse is now vacant and it is proposed that it be eliminated since the District does not see a need for it in the near future.

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

ADMINISTRATION AND POLICY

The current budget printout was reviewed.

Ms. Haley inquired which budget is used for extra office help at the beginning of the year. Ms. Luu stated that the "Clerical and Office Subs" budget is used to pay for extra office help.

OTHER BUSINESS

The next regular meeting is scheduled for February 26, 2018 at 4:30 p.m.

Ms. Haley asked Mr. Lusch if he will be attending the CSPCA Conference in early February. Mr. Lusch responded that he would be attending. Mr. Haley and Mr. Lusch briefly discussed their travel plans to attend the conference.

ADJOURNMENT

The regular meeting was adjourned at 4:46 p.m.

CLOSED SESSION

Closed session was called to order at 4:52 p.m.

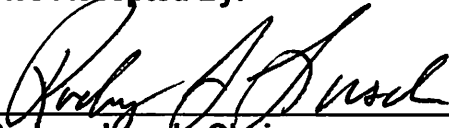
Pursuant to Government Code 54957 to discuss Classified Personnel Director's Job Performance Evaluation

No action was taken during closed session.

ADJOURNMENT FROM CLOSED SESSION

Closed session was adjourned at 5:50 p.m.

Minutes Accepted By:



Mr. Rodney Lusch, Chairperson

Recorded by: Yasmin Duque