

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

**Minutes of the Regular Meeting  
May 20, 2019 at 4:00 p.m.**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Ms. McNeill, Chairperson, called the meeting to order at 4:03 p.m. and asked Dr. Chad Hammitt to lead the Pledge of Allegiance.

**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

**APPROVAL OF MINUTES**

Ms. Haley mentioned that she had a few minor grammatical corrections, and that she would give them to Mr. Bui to make the changes. She also suggested that in the future page numbers be added to the minutes. Ms. Haley further added that the phrase in the minutes "plus another ability to assist Instructional examination" was not too clear. Mr. Lee explained that we could change this phrase to "a section on competence to assist in instruction".

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

**PUBLIC COMMENTS**

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

No public comments.

**APPROVAL OF REPORTS**

**Report #1** – Receive the Classified Personnel Report

Ms. Haley made an observation that there are a lot of employees on Catastrophic Sick leave.

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

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

- Bus Driver Training Classes
- Buyer
- Food Service Assistant I – on-call substitute
- Irrigation and Sprinkler Repairer
- Instructional Assistant/Recreation
- Instructional Assistant/Recreation – on-call substitute
- Instructional Assistant/Regular – on-call substitute
- Instructional Assistant/Special Education I
- Instructional Assistant/Special Education I – on-call substitute
- Instructional Assistant/Special Education II B (Autism)
- Maintenance Worker
- Payroll Technician II

Ms. Haley inquired why there is a 'Buyer' job classification. Mr. Bui explained that the Purchasing department has a Director and that he has two (2) Buyer's under his supervision. Since one of the Buyer's is leaving to another school district, we currently have to recruit for this position. Mr. Lusch added that the administrative assistant in each department usually inputs purchase requisitions for their department and then the Buyer finds quotes for the items requested.

Mr. Lee commented that the Irrigation and Sprinkler Repairer recruitment is currently still open for a few more days. He also mentioned that the Maintenance Worker and Payroll Technician eligibility lists have been exhausted, which is why we are going to recruit for these positions again.

Ms. Haley noted that the Personnel Commissioners were given some information in their packets with some questions from classified staff in regards to the time limit for pre-employment examinations. The question from this particular classified staff member was if they could keep their examination scores valid for one year. Mr. Lee shared that he explained to this classified employee that both the Education Code and Merit Rules allow for the eligibility list to be valid for one (1) year, but if you indicate it on the recruitment flyer or posting, you can have the list expire in six (6) months. He added that we typically do the latter for high turnover positions, such as Instructional Assistants. However, for long time

employees who would like to be promoted, this might mean that they have to wait a longer time to take another examination. He further added that it has been common practice for the district to have six (6) month long eligibility lists, and that only the Personnel Commissioners can extend the life of an eligibility past one (1) year. He explained that some skills (practical) examinations typically remain unchanged, but that most examinations change in some fashion, depending on the current administration. Mr. Lusch mentioned that it is his understanding that extending the life of an eligibility list would be the anomaly, and not the norm.

Ms. Lee noted that because of the current workload issue in our office, we would want fewer examinations, but that we are currently working with a different labor market. He mentioned that in his previous districts worked, he usually had about 15 eligibles for the life of an eligibility list. Mr. Bui added that it is not uncommon for 14 applicants to be screened in, but only 7 of them actually show for the examination. He mentioned that Instructional Assistant/Regular's are a bit more reliable, because they usually have a professional pathway in place to become credentialed teachers. Ms. Haley agreed that the labor market is in fact changing and has many challenges. Mr. Bui mentioned that it is also difficult to find raters for structured interview panel, as other districts are also short staffed. Mr. Lee added that we are not the highest paying district in our area, and that we are not keeping up with the private sector, since most of our positions are part-time, which makes it difficult to recruit and keep staff.

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

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

Food Service Assistant I  
Instructional Assistant/Recreation – expires 9/26/19  
Instructional Assistant/Recreation – expires 10/26/19  
Maintenance Worker  
Payroll Technician II

Report #3 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.

Mr. Lee mentioned that the Personnel Commission budget has been approved by Superintendent Dr. Robert Pletka, and that it has been submitted to the county office for their approval.

### **OTHER BUSINESS**

The next regular meeting is scheduled for June 17, 2019, at 4:00 p.m. in the Classified Personnel Conference room.

**ADJOURNMENT OF REGULAR MEETING**

The regular meeting was adjourned at 4:26 p.m.

**RECESS TO CLOSED SESSION**

Closed session was called to order at 4:27 p.m.


Pursuant to Government Code 53957 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 5:00 p.m.

**Minutes Accepted By:**

  
\_\_\_\_\_  
Janet McNeill, Chairperson  
Recorded by: Yasmin Duque