

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

December 16th, 2019 – 4:00 P.M.

AGENDA

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE**
- 2. OATH OF OFFICE FOR NEW PERSONNEL COMMISSIONER – ANITA VARELA**
- 3. ORGANIZATION OF THE PERSONNEL COMMISSION***
3.1 Election of Officers for 2019 - 2020* (Chairperson, Vice Chairperson)
- 4. APPROVE MINUTES FOR THE REGULAR MEETING OF NOVEMBER 18TH, 2019* (PERSONNEL COMMISSION WILL BE ASKED TO TABLE THIS ITEM TO FACILITATE A DISCUSSION OF FORMAT AND GIVE DIRECTION TO STAFF UNDER REPORT 12.1)**
- 5. PUBLIC COMMENTS**
Questions - Agenda or Non-Agenda Material
- 6. DIRECTOR’S REPORT:**
THE DIRECTOR WILL PROVIDE AN OVERVIEW OF ACTIVITIES IN THE CLASSIFIED PERSONNEL OFFICE SINCE THE LAST MEETING AND TO TALK ABOUT SUCCESSES. THIS ITEM IS FOR INFORMATION ONLY.
- 7. APPROVAL OF REPORTS:**
 - 7.1 CONSIDER THE USE OF SUMMARY MINTUES FORMAT TO BE USED FOR PERSONNEL COMMISSION MEETINGS***
 - 7.2 APPROVAL OF PERSONNEL COMMISSION 2020 MEETING CALENDAR***
 - 7.3 APPROVAL OF PERSONNEL COMMISSION MEETING START TIME***
 - 7.4 DIRECTOR OF CLASSIFIED PERSONNEL - RECRUITMENT UPDATE AND TIMELINE**
 - 7.5 REVIEW AND CONSIDER UPDATES TO THE DIRECTOR OF CLASSIFIED PERSONNEL JOB DESCRIPTION***

7.6 UPDATE REGARDING RECRUITMENT STRATEGIES FOR INSTRUCTIONAL ASSISTANT/ EXPANDED LEARNING VACANCIES

7.7 RECEIVE THE CLASSIFIED PERSONNEL REPORT*

7.8 APPROVE/RATIFY RECRUITMENTS*

Behavioral Intervention Supervisor
Food Service Assistant/Transporter
Maintenance Worker
Bus Driver Trainer
Food Service Assistant I-PART-TIME
School Bus Driver
Instructional Assistant/Expanded Learning-PART-TIME
Instructional Assistant/Recreation-PART-TIME
Instructional Assistant/Special Education I-PART-TIME
Instructional Assistant/Special Education II-PART-TIME

7.9 RATIFY/CERTIFY THE DIRECTOR'S PRIOR CERTIFICATION OF ELIGIBILITY LISTS*

Custodian II-expiration date 5/25/20
Food Service Assistant I-expiration date 6/5/20
Instructional Assistant/Recreation-expiration date 5/22/20
Instructional Assistant/Regular-expiration date 5/18/19

8. ADMINISTRATION AND POLICY

Current Budget Printout

9. OTHER BUSINESS

10. RECESS TO CLOSED SESSION - pursuant to Government Code 54957 to discuss Classified Personnel Director's Job Performance Evaluation

11. ADJOURNMENT

***DENOTES ACTION TO BE TAKEN**