

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

**Minutes of the Regular Meeting  
November 5, 2018**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Mr. Lusch, Chairperson, called the meeting to order at 4:31 p.m. and led the Pledge of Allegiance.

**PERSONNEL COMMISSIONERS**

Mr. Rodney Lusch, Chairperson  
Ms. Janet McNeill, Co-Chairperson  
Ms. Patricia Haley, Member

**STAFF PRESENT**

Chanjira Luu, Director of Classified Personnel  
Eddie Bui, Classified Personnel Analyst

**APPROVAL OF MINUTE**

Mr. Lusch pointed out an error that needed to be corrected in the first sentence on page 2 of the minutes: the word "to" should replace the word "the". With the suggested modification, the minutes of the regular meeting were approved on a motion made by Ms. McNeill, seconded by Ms. Haley. The motion was carried unanimously.

**PUBLIC COMMENTS**

In attendance was Dr. Chad Hammitt, Assistant Superintendent of Personnel Services, Al Lacuesta, CSEA Chapter 130 President, and a Computer Technician I employee, Brooke Webb. Mr. Lusch asked Ms. Luu if we have received a completed request form to speak from the public. Ms. Luu responded that we do not have a request for public comment. Mr. Lusch asked if anyone wants to make their public comments. There were no public comments.

**APPROVAL OF REPORTS**

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

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

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

Advancement Via Individual Determination (AVID) Tutor

Bus Driver  
Computer Technician I- on-call substitute  
Health Assistant/ Bilingual Biliterate  
Gardener  
Instructional Assistant/Recreation  
Instructional Assistant/Recreation- on-call substitute  
Instructional Assistant/Special Education I- on-call substitute  
Payroll Technician II- promotional only  
Playground Supervisor- part-time and on-call substitute  
Supervisor of Maintenance and Operations

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

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

Account Clerk III  
After School Program Site Lead  
Instructional Assistant/Recreation  
Instructional Assistant/Special Education I  
Instructional Assistant/Special Education II B  
School Office Manager  
Technology, Library and Media Assistant

Mr. Lusch shared that the Personnel Commission receives two versions of the eligibility lists: a list with test scores and a list without test scores. Mr. Lusch then shared that he only wants a copy of the eligibility lists with test scores and staff does not need to provide the Personnel Commission with a copy of the eligibility lists without test scores. Report #3 was approved as a group on a motion made by Ms. McNeill, seconded by Ms. Haley, and carried unanimously.

**Report #4 – Approve New Management Job Description for Food Production Manager at Range M6 (\$5,918-\$6,530 per month) on the Management Salary Schedule, effective November 6, 2018.\***

Ms. Luu gave an overview on the District's business necessity of this new management job description. Mr. Lusch asked if CSEA has any concerns regarding the overlapping duties of this job classification with another CSEA job classification, Food Production Coordinator. Mr. Lacuesta indicated that he, Ms. Luu and Dr. Hammitt has met and discussed the content in this proposed job description, and that he agreed on the content after a few revisions. Dr. Hammitt shared that the District needs a management employee in the area of food production to handle operations and employee issues in the central kitchen and school kitchen.

Ms. Haley asked if establishing another supervisor position would be a better option than creating this new job description. Ms. Luu explained that the Supervisor of Nutrition Services requires a college degree due to the highly technical duties that need to be performed. She added that requiring a college degree will eliminate many highly qualified job applicants who have extensive food production experience but may not have a college degree. The proposed minimum qualifications will broaden our job candidate pool to allow for selecting the best candidate for the job.

Mr Lusch shared his suggestion to add "safe" in the first bullet point under Special Information, so it reads "The safe operation of a District vehicle is required".

Report #4 was approved on a motion made with modifications by Ms. McNeill, seconded by Ms. Haley, and carried unanimously.

**Report #5 - Approve Revised Job Description for Food Service Assistant/Transporter at CSEA salary range 20 (\$19.472-\$24.912 per hour), effective November 6, 2018.\***

Ms. Luu explained that we ran a promotional recruitment which resulted in no qualified candidates on the eligibility list. As such, Mr. Bui, Ms. Luu and the Director of Nutrition Services, Michael Burns, collaboratively worked on the current job description and made changes to the experience requirements of the position to attract more qualified candidates. The proposed revision will require transporting and delivery experience and will align with the required experience of the Transporter job classification.

Report #5 was approved on a motion made by Ms. McNeill, seconded by Ms. Haley, and carried unanimously.

**ADMINISTRATION AND POLICY**

The current budget printout was reviewed.

**OTHER BUSINESS**

The next regular meeting is scheduled for December 10, 2018 at 4:30 p.m.

Mr. Lusch shared that he and Ms. Luu attended a half day conference in Downey regarding the Janus Decision.

**ADJOURNMENT**

Ms. Haley moved to adjourn the regular meeting and Ms. McNeill seconded it. The regular meeting was adjourned at 5:09 p.m.

Closed session was called to order at 5:17pm.

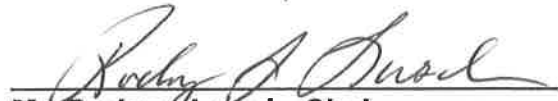
**RECESS TO CLOSED SESSION**

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

No action was taken during closed session.

Ms. Haley moved to adjourn closed session and was seconded by Ms. McNeill, and carried unanimously. The closed session was adjourned at 5:35 p.m.

**Minutes Accepted By:**



**Mr. Rodney Lusch, Chairperson**

Recorded by: Chanjira Luu