

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

**Minutes of the Regular Meeting  
August 20, 2018**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Chairperson Mr. Lusch called the meeting to order at 4:36 p.m. and he 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  
Elizabeth Juarez, Secretarial substitute for the Classified Personnel office.

**APPROVAL OF MINUTES**

Ms. Haley asked for clarification on the meaning of an asterisk (\*). Ms. Luu explained that an asterisk signifies an action item for the Personnel Commissioners to vote on. Ms. Haley asked staff to include Ms. McNeill's arrival time in the minutes. Ms. Luu responded that the arrival time will be included in the minutes.

The minutes of the regular meeting of August 20, 2018, were approved on a motion made by Ms. Haley, seconded by Ms. McNeill (Ms. McNeill arrived at 4:38 p.m.). The Motion was carried unanimously.

**PUBLIC COMMENTS**

In attendance were Dr. Chad Hammitt, the Assistant Superintendent of Personnel Services, CSEA Chapter 130 President, Mr. Al Lacuesta and Mr. Wes Kriesel, the Director of Information Services and Evaluation at Innovation and Instructional Support (IIS). Ms. Luu introduced Mr. Kriesel to the Personnel Commission.

**APPROVAL OF REPORTS**

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

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

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

- Account Clerk III
- AVID Tutor
- Bus Driver
- Food Service Assistant I/substitute
- Instructional Assistant/Recreation
- Instructional Assistant/Recreation/substitute
- Instructional Assistant/Regular
- Instructional Assistant/Special Education I
- Instructional Assistant/Special Education II B
- Playground Supervisor/substitute
- Registered Associate: Marriage and Family Therapist or Professional  
Clinical Counselor or Social Worker
- School Safety Monitor
- Supervisor of Maintenance and Operations

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

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

- Bus Driver Trainer
- Clerical Assistant II
- Instructional Assistant/Bilingual Biliterate
- Instructional Assistant/Recreation
- Instructional Assistant/Regular
- Instructional Assistant/Special Education I
- Instructional Assistant/Technology
- School Safety Monitor

Ms. Haley asked if the District has hired the only job candidate for the position of Bus Driver Trainer. Ms. Luu responded that the job candidate informed our department that he was no longer interested in the position on the day of the final interview with the hiring authority. Ms. Luu informed the Personnel Commission that steps have been taken to discuss the option(s) and address concerns on attracting qualified job applicants for this hard-to-fill recruitment.

Report #3 was approved as a group on a motion made by Ms. Haley, seconded by Ms. McNeill, and carried unanimously.

**Report #4 – Approve the recommended actions for Instructional Assistant/Technology job description, effective August 21, 2018:**

(\*DENOTES ACTION TO BE TAKEN)

- Retitle Job Description of Instructional Assistant/Technology to Technology, Library and Media Assistant.\*
- Approve Proposed Job Description Revision of Instructional Assistant/Technology (proposed retitle to Technology, Library and Media Assistant) at CSEA salary range 21 (\$3,457 - \$4,429).\*
- Retitle “Computer Systems & Programming” job family to “Technology” job family.\*
- Designate the Technology, Library and Media Assistant from the “Instructional Assistant” job family to the “Technology” job family.\*

Ms. Haley asked if these current job incumbents fix computer hardware. Mr. Kriesel explained that this job classification deals with computer software programs on technological devices and provides services to end users. Mr. Kriesel compared the job incumbents to nurses and the Computer Technicians to doctors.

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

**Report #5 – Approve New Job Description for Chef at CSEA Range 23 (\$20.966 - \$26.839 per hour), effective August 21, 2018.\***

Ms. Haley stated that this job description is very interesting.

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**

6.1 Information on the Appointment Process of the Board of Trustees' Appointed Personnel Commissioner

Ms. Luu explained the (re)appointment process of the Board of Trustees' appointed Personnel Commissioner and it is as follows:

1. The Director of Classified Personnel Services' administrative report was presented to the Board of Trustees and the Superintendent at the Board of Trustees' public meeting on August 14, 2018.
2. The Board of Trustees publicly announced the name of the person it intends to (re)appoint at their meeting on September 4, 2018.
3. At the Board of Trustees' public meeting on October 9, 2018, to be held after 30 calendar days and within 45 calendar days of the Board of Trustees' public announcement of its candidate on September 4, 2018, the Board of Trustees holds an open hearing to the public. Immediately after the open hearing is adjourned, the Board of Trustees may make a(n) (re)appointment or a substitute appointment or recommendation without further notification or public hearing. Once the (re)appointment is made by the Board of Trustees, the term becomes effective during the period of December 1, 2018-December 1, 2021.
4. The (re)appointment of the Board of Trustees' appointed Personnel Commissioner is announced at the Personnel Commission meeting on October 15, 2018.

6.2 The next regular meeting is scheduled for September 17, 2018 at 4:30 p.m.

#### **ADJOURNMENT OF REGULAR MEETING**

The regular meeting was adjourned at 5:02 p.m.

#### **RECESS TO CLOSED SESSION**

Closed session was called to order at 5:10 p.m.

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 5:58 p.m.

**Minutes Accepted By:**

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**Mr. Rodney Lusch, Chairperson**

Recorded by: Chanjira Luu