

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

Minutes of the Regular Meeting of March 11, 2020

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Patricia Haley, Chairperson, called the meeting to order at 4:36 p.m. and asked Ms. Pat Padilla to lead the Pledge of Allegiance.

PERSONNEL COMMISSIONERS

Ms. Patricia Haley, Chairperson
Ms. Anita Varela, Vice-Chairperson
Ms. Janet McNeill, Member

STAFF PRESENT

John Caldecott, Interim Classified Personnel Director
Eddie Bui, Classified Personnel Analyst
Edna Figueroa, Administrative Secretary
Debra Shandy, Personnel Technician I
Martha Roberts, Personnel Technician II

APPROVAL OF MINUTES – REPORT 2

A motion to approve the minutes of the regular meeting of January 27, 2019, was made by Ms. Varela, seconded by Ms. Haley and approved unanimously.

APPROVAL OF THE PERSONNEL REPORT – REPORT 3

The Personnel Commission reviewed the Classified Personnel Report.

A motion for approval was made by Ms. Varela, seconded by Ms. Haley and approved unanimously.

APPROVAL/RATIFICATION OF RECRUITMENTS – REPORT 4

The Personnel Commission reviewed the recruitment bulletins.

A motion for approval was made by Ms. Varela, seconded by Ms. Haley and approved unanimously.

RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 5

The Personnel Commission reviewed the Director's Certification of Eligibility Lists.

A motion for approval was made by Ms. Varela, seconded by Ms. Haley and approved unanimously.

PUBLIC COMMENTS

In attendance were Al Lacuesta, CSEA Chapter #130 President; Sheila Hebert, Clerk II for the Superintendent's Office; Pat Padilla, Clerk II for the Superintendent's Office; Dr. Chad Hammitt, Assistant Superintendent of Personnel Services; Letty Cortez, Risk Management Technician; JD Mancha, Assistant Director of Transportation and Yasmin Duque, Administrative Secretary for Business Services.

No public comments were made.

DIRECTOR'S REPORT:

Mr. Caldecott shared the Department's recent updates and expressed his contentment with the diminishment of the items listed on the Active Recruitment List.

Mr. Caldecott mentioned the current classification study being conducted by the Classified Human Resources Department. Mr. Caldecott stated that the next step in the process is for the District to meet with CSEA followed by an in-person meeting with Mr. Caldecott and the employees involved. Mr. Caldecott anticipates discussing the study with the Personnel Commission at their April meeting.

RECOGNITION OF THE CUSTOMER FOCUS TEAM – REPORT 8

Mr. Caldecott and the Classified Human Resources Department invited Letty Cortez, Risk Management Technician; Yasmin Duque, Administrative Secretary for Business Services; Sheila Hebert, Clerical Assistant II/BB for the Superintendent's office; Pat Padilla, Clerical Assistant II/BB for the Superintendent's office; and Veronica Maciel, Senior Secretary for Student Support Services (not present) to be recognized for their efforts in helping an employee in developing further customer service skills. These employees were awarded a Certificate of Recognition by Mr. Caldecott and Ms. Figueroa.

No action was taken on this information item.

PERSONNEL COMMISSIONER RECRUITMENT UPDATE – REPORT 9

Mr. Caldecott shared that the recruitment application period has been extended to March 20th, 2020. Mr. Caldecott explained that once the recruitment closes, the District will conduct interviews and announce their intended appointee at their following meeting. Mr. Caldecott stated that he expects the announcement will be made in May.

No action was taken on this information item.

PERSONNEL COMMISSION SCHOOL SITE VISIT – REPORT 10

Ms. Figueroa explained that the visit will take place at Woodcrest Elementary. The workshop will begin with Mr. Caldecott's Merit System presentation, followed by a

Q&A Forum to allow the classified employees an opportunity to engage and ask questions.

No action was taken on this information item.

DIRECTOR OF CLASSIFIED HUMAN RESOURCES RECRUITMENT UPDATE – REPORT 11

Mr. Caldecott shared that the recruitment is still in progress and the application deadline is approaching. Mr. Caldecott mentioned his recruitment efforts during his trip to the CSPCA conference. Mr. Caldecott stated he will continue to keep the Personnel Commissioners updated, as the recruitment continues.

No action was taken on this information item.

DIRECTOR OF CLASSIFIED HUMAN RESOURCES SURVEY RESULTS – REPORT 12

Mr. Caldecott explained that the survey was distributed to Classified staff, Classified management, and Certificated management. The information will be used in the selection process for the new Director. Mr. Caldecott thanked all who participated in the survey.

No action was taken on this information item.

CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION (CSPCA) 2020 CONFERENCE – REPORT 13

Ms. Varela thanked the Personnel Commission and District for allowing her to participate. Ms. Varela shared that she was impressed with the sessions and the information given. Ms. Varela also shared that she announced the Director of Classified Human Resources vacancy at every session and gave further information to those who were interested.

Ms. Haley shared information about her experience, such as joint Personnel Commission and Board Meetings, and employee evaluations. Ms. Haley thanked the Personnel Commission for the opportunity to attend.

No action was taken on this information item.

APPROVAL OF BUS DRIVER TRAINER TITLE CHANGE TO SCHOOL BUS DRIVER INSTRUCTOR – REPORT 14

Mr. Mancha explained that the title change is requested so that prospective applicants will correlate the position with the license that they hold.

A motion for approval was made by Ms. Varela, seconded by Ms. Haley and approved unanimously.

APPROVAL OF THE UPDATED JOB DESCRIPTION FOR WAREHOUSE COORDINATOR FOR FOOD SERVICES – REPORT 15

Mr. Caldecott explained that both the Nutrition Services Department and CSEA agreed that the job description is out of date and agreed to make changes to the job description before recruitment for the vacancy begins.

A motion for approval was made by Ms. Varela, seconded by Ms. Haley and approved unanimously.

ACTIVE RECRUITMENT LIST

The Personnel Commission reviewed the Active Recruitment List. No action was taken on this information item.

ADMINISTRATION AND POLICY

The Personnel Commission reviewed the current budget printout. No action was taken on this information item.

OTHER BUSINESS

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned at 5:58 p.m.

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.

ADJOURNMENT FROM CLOSED SESSION

The closed session was adjourned at 6:30 p.m.

Minutes Accepted By:

Patricia Haley, Chairperson
Recorded by: Edna Figueroa