

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

**10331 Stanford Avenue
Garden Grove, CA**

MINUTES

of the Meeting of
November 12, 2015

CALL TO ORDER

Commissioner Tortolano called the meeting of November 12, 2015 to order at 5:11 p.m. Commissioner Franks led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

Ms. Bernice Flatebo
Mr. Jim Franks
Ms. Marilyn Tortolano

STAFF MEMBERS PRESENT

Mr. Pat Collison
Ms. Suzy Seymour
Ms. Jenni Smith

ADMINISTRATION AND POLICY

3.1 Director's Report

Director Seymour informed the commissioners that the district is still negotiating with all four bargaining units, but anticipates to settle soon. Other nearby school districts have recently settled.

Commissioner Tortolano inquired if there is a set time limit for negotiations and if the district is still on time.

Director Seymour stated that school districts tend to wait until the state budget is established before concluding negotiations. The state budget generally comes out in late May or June. Negotiations are not scheduled during the summer, and resume in the Fall. If a pay increase is negotiated, employees will be paid retroactively to the beginning of the school year.

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the October 7, 2015 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda.

Technology Assistant Linda Elliott inquired as to when a salary survey will be performed on her classification. Ms. Elliott stated that her classification has become increasingly technical in nature and is at the lowest salary range in the Systems and Programming series.

Commissioner Tortolano inquired of Director Seymour as to how often salaries are reviewed and what the procedure is for performing salary studies.

Director Seymour stated that staff is studying job classifications and salaries according to the established priority schedule. However, current recruitments are top priority. Staff will give priority to those classifications that have not been reviewed in years and are requiring an immediate recruitment. Salary surveys are conducted at the conclusion of a classification study for each job series, or when substantial changes are made to class descriptions.

Director Seymour will discuss this matter with CSEA through contract maintenance as CSEA has a bigger picture of all classifications to be studied. Director Seymour also suggested that the CSEA state salary survey may show salaries for this classification.

Director Seymour stated that Technology Assistants were formerly known as Computer Resource Assistants. At the time of the classification description revision, the salary was deemed appropriate. There is no pressing matter at this time warranting a salary study not on the schedule unless directed to do so by the Personnel Commission.

Commissioner Franks inquired as to how many Technology Assistants there are district wide. Director Seymour estimated there are approximately 45 to 50.

Commissioner Tortolano requested that Director Seymour look into the schedule for reviewing the salary for Technology Assistants and requested an update at the next Personnel Commission Meeting.

CSEA President Chris Leon informed the commission that CSEA elections will be held on Tuesday, December 8, 2015. Chris Leon and Damien Noriega are running for CSEA president. The remaining CSEA officers have already been elected as they were running unopposed.

Commissioner Tortolano inquired as to whether a CSEA celebration will be taking place. Mr. Leon stated flyers with election results and subsequent celebration notification will be distributed through intra-district mail.

Supervisory Unit President Vic Chumley informed the commissioners that a date has not yet been set for the annual supervisory dinner. The dinner will be taking place at the end of January 2016 and will be held at restaurant, On the Rocks.

Assistant Director Collison informed the commissioners that the district's annual Employee Recognition Program will be held on Tuesday, December 1, 2015.

Commissioners Tortolano and Franks will not be able to attend the Employee Recognition Program due to out of town commitments. Commissioner Flatebo will be attending and will assist in awarding the recognition pins.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 10/20/15
- Classified Personnel Report – 11/03/15
- 2016 CSPCA Annual Conference
- Employee Recognition Program

Director Seymour stated that the annual CSPCA conference will be held at Paradise Pier Hotel in Anaheim. She requested the commissioners review the flyer to determine if they will be able to attend. Staff would appreciate a response prior to the next commission meeting, if possible.

Commissioner Flatebo inquired as to whether there is an itinerary or program for the conference. Director Seymour will obtain this information and will forward it to the commissioners.

APPROVAL OF CLASSIFICATION ACTIONS

- 7.1 Classification Description Revision (CPR/First Aid Requirement)
-Health Assistant and Special Education Assistant

Director Seymour stated she has been working closely with CSEA on these revisions for about eight months. The district and CSEA have jointly notified all of the affected employees. This revision will not affect current Health Assistants, but will affect Special Education Assistants. Many Special Education Assistants were receptive to the new CPR and First Aid requirements, especially since the district will offer this as a paid training opportunity.

Commissioner Franks inquired as to how many defibrillators are available at school sites. Director Seymour stated that only high school sites have them and some were obtained through donations.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the proposed classification description revisions for Health Assistant and Special Education Assistant, effective November 12, 2015. The motion passed 3-0.

ORDERING OF EXAMINATIONS

8.1	Food Service Worker II	Promotional
8.2	Instructional Aide II – Special Education	Open
8.3	Intensive Behavioral Instruction Assistant (Recruitment #15/08.1)	Open
8.4	Intensive Behavioral Instruction Assistant (Recruitment #15/08.2)	Open
8.5	Lead Credentials Technician	Promotional
8.6	School Community Liaison Worker – Vietnamese	Open

Director Seymour stated that two different Intensive Behavioral Instruction Assistant recruitments were run right after one another in order to address the on-going need for this classification.

Commissioner Flatebo inquired as to whether there are that many Special Education vacancies.

Personnel Analyst Smith stated there are many vacancies for both substitute and permanent Instructional Aide II – Special Education and Intensive Behavioral Instruction Assistant positions. For the time being, recruitments for these positions will be continuous and ongoing.

Director Seymour stated the Intensive Behavioral Instruction Assistant positions represent promotional opportunities for Instructional Aide IIs – Special Education, which then create subsequent vacancies.

Commissioner Flatebo inquired if there was also a need for various Lead Credentials Technicians since the posting and eligibility list are both listed on this meeting's agenda.

Personnel Analyst Smith clarified that the Lead Credentials Technician recruitment only had a few applicants and the testing process went rather quickly.

Director Seymour informed the commission that existing Lead Credentials Technician, Wendy Bartz, will be retiring at the end of December 2015.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the ordering of the examinations as listed above and the ratification of the resulting eligibility lists. The motion passed 3-0.

RATIFICATION OF ELIGIBILITY LISTS

9.1	Instructional Aide II – Special Education	Open
9.2	Intensive Behavioral Instruction Assistant	Open
9.3	Lead Credentials Technician	Promotional
9.4	Secretary I	Open
9.5	Technology Assistant	Open
9.6	Web Developer	Open

Commissioner Franks expressed his amazement of narrowing down the 527 applications received for Secretary I to the 27 applicants on the eligibility list.

Analyst Smith stated it is common to get a lot of applications for clerical positions. Often times applicants are underqualified for the higher level clerical positions as was the case with the Secretary I recruitment. Analyst Smith commended her staff for hand screening all of these applications in such a short amount of time.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to ratify the eligibility lists as listed above. The motion passed 3-0.

OTHER BUSINESS

10.1 Commissioners

Commissioner Franks expressed his regret for not being able to attend this year's Employee Recognition Program. Commissioner Tortolano also expressed her regret for not attending due to a prior commitment out of town.

Commissioner Flatebo stated that one of the district's former principals, Mr. Thomas Cook, recently passed away. Mr. Cook was responsible for establishing various district schools, such as Enders Elementary, and worked for the district for many years.

Director Seymour stated she looks forward to attending the PCASC workshop on Friday, November 13, 2015 along with Assistant Director Collison, Analyst Smith and Commissioner Flatebo.

Commissioner Tortolano wished everyone a wonderful Thanksgiving holiday.

10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be held on Wednesday, December 9, 2015 at 5:10 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:34 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran