

## **GARDEN GROVE UNIFIED SCHOOL DISTRICT**

### **PERSONNEL COMMISSION MEETING**

**10331 Stanford Avenue**

**Garden Grove, CA**

### **MINUTES**

of the Meeting of

August 3, 2016

### **CALL TO ORDER**

Commissioner Tortolano called the meeting of August 3, 2016 to order at 5:12 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**

Ms. Joli Armitage

Ms. Suzy Seymour

### **ADMINISTRATION AND POLICY**

#### **3.1 Director's Report**

Director Seymour stated that the summer months are staff's busiest time for testing and hiring. Director Seymour commended staff for filling as many positions in a short amount of time. Negotiations are not being held during the summer. Director Seymour commented that CSEA representatives are not present at this meeting due to their annual conference. Additionally, Analyst Smith and Assistant Director Collison are on vacation this week.

Commissioner Tortolano inquired as to how many positions are filled during the summer.

Director Seymour stated that hundreds of positions are filled during the summer. The district has many part-time positions held by college students resulting in a high turnover. In addition, the Office of Special Education also has a lot of turnover during the summer. Director Seymour added that with the implementation of all day kindergarten classes, staff is also filling about 60 new Instructional Aide positions. Staff also hires many college tutors and noon duty supervisors during the summer months.

### **APPROVAL OF MINUTES**

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the July 6, 2016 Personnel Commission meeting. The motion passed 3-0.

### **AUDIENCE**

The audience was given the opportunity to discuss items not on the agenda. No comments were heard.

### **CORRESPONDENCE AND COMMUNICATIONS**

- Classified Personnel Report – 07/19/16
- Personnel Commission Annual Report – First Draft

Director Seymour stated that Analyst Smith created the Personnel Commission Annual Report draft being presented to the commissioners. Director Seymour asked the commissioners to submit any biography changes or updates to her at their earliest convenience. Copies of the finalized Personnel Commission Annual Report will be provided to all departments and school sites.

Commissioner Tortolano stated she will be making changes and updates to her biography.

## **APPROVAL OF CLASSIFICATION ACTIONS**

### 7.1 Classification Description Revision and Title Change – Director of Information Systems

Director Seymour stated that the Information Systems department will be changing their department title to Information Technology. The Director of Information Systems is the only classification that has Information Systems in the classification title. There are 11 other classification descriptions that reference the department as Information Systems.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description for Director of Information Systems and title change to Director of Information Technology, effective August 3, 2016. The motion passed 3-0.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve staff changing the term “information systems” to “information technology” for all classification descriptions, effective August 3, 2016. The motion passed 3-0.

### 7.2 New Position – Central Office Clerk I (Information Systems)

### 7.3 New Position – Food Service Worker I (Rancho Alamitos)

### 7.4 New Positions – Instructional Aide – Bilingual Spanish (7 positions – Barker, Garden Park, Hill, Monroe, Sunnyside, Warren)

### 7.5 New Positions – Instructional Aide – Bilingual Vietnamese (5 positions – Anthony, Mitchell, Murdy Paine, Post)

### 7.6 New Positions – Instructional Aide II – Special Education (6 positions – Stanford, Warren)

### 7.7 New Position – School Office Clerk I (Bolsa Grande)

### 7.8 New Position – School Testing Assistant (Crosby/Monroe)

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the classification of the new positions listed above. The motion passed 3-0.

## **ORDERING OF EXAMINATIONS**

8.1 Assistant Personnel Director	Promotional
8.2 Instructional Aide – Bilingual Spanish	Open
8.3 Instructional Aide – Bilingual Vietnamese	Open
8.4 Lead Groundskeeper/Gardener	Promotional

Commissioner Franks inquired as to whether the examination has already been conducted for Assistant Personnel Director. Director Seymour confirmed that the examination has already been completed for the Assistant Personnel Director recruitment.

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 list. The motion passed 3-0.

## **RATIFICATION OF ELIGIBILITY LISTS**

9.1 Assistant Personnel Director	Promotional
9.2 Central/School Office Clerk II	Promotional
9.3 Instructional Aide II – Special Education	Open

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 stated that he likes the changes that have been made in District Education Center’s lobby.

Commissioner Tortolano inquired as to whether a plexiglass partition will be installed in front of the district receptionist's seating area. Director Seymour stated there are no plans to add a plexiglass partition at this time. Currently, the plan is to have both district receptionists stationed together in the lobby. One receptionist will be the primary greeter and the other one will primarily answer the phones.

#### 10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be held on Wednesday, September 7, 2016 at 5:10 p.m. in the 5<sup>th</sup> floor Board Room of the Education Center.

#### **ADJOURNMENT**

The meeting was adjourned at 5:22 p.m.

**Accepted by:** Marilyn Tortolano, Chairperson

**Minutes Recorded by:** M. Cantoran