

## **GARDEN GROVE UNIFIED SCHOOL DISTRICT**

### **PERSONNEL COMMISSION MEETING**

**10331 Stanford Avenue  
Garden Grove, CA**

#### **CORRECTED MINUTES**

of the Meeting of  
October 2, 2013

#### **CALL TO ORDER**

Commissioner Donovan called the meeting of October 2, 2013 to order at 5:00 p.m. Director Seymour led the audience in the Pledge of Allegiance.

#### **COMMISSIONERS PRESENT**

Ms. Diane Donovan  
Mr. Jim Franks  
Ms. Marilyn Tortolano

#### **STAFF MEMBERS PRESENT**

Ms. Suzy Seymour  
Ms. Jenni Smith  
Ms. Linda Williams

#### **APPROVAL OF MINUTES**

It was moved by Commissioner Tortolano, seconded by Commissioner Franks, and carried to approve the minutes of the September 4, 2013 Personnel Commission meeting.

#### **AUDIENCE**

The audience was given the opportunity to discuss items not on the agenda. There were no comments from the audience.

#### **CORRESPONDENCE AND COMMUNICATIONS**

- Classified Personnel Report – 09/17/13
- Classified Personnel Report – 10/01/13

#### **APPROVAL OF CLASSIFICATION ACTIONS**

##### **6.1 Classification Description Revision – Structural Repair Supervisor**

Director Seymour said that Ms. Smith reviewed the job description with the Director of M & O and with the retired Structural Repair Supervisor. A copy of the job description revision was also sent to the Supervisory Unit for review. The Supervisory Unit provided some feedback prior to the personnel commission meeting, but it was too late for Director Seymour to get more clarification. Ms. Tina Franks announced that Mr. Dwayne Haw had recently stepped down from his position as President of the Supervisory Unit. Ms. Franks was unable to present the two suggested job description changes for Structural Repair Supervisor in a timely manner since she just recently moved up from her Vice-President position into the vacant President position.

The Supervisory Unit's suggestions are to add two items to the Essential Duties section: 1) "Oversees and schedules furniture pick up, repair, and delivery", 2) "Oversees collection and storage of electronic waste". Director Seymour doesn't see a problem with the Supervisory Unit's suggestions for the class description revision; however, she would like to go through the proper channels and allow herself more time to review and discuss it with the Director of M & O to make sure he is aware of the suggested changes. Director Seymour will also need to discuss the type of recruitment (open vs. promotional) with the Director of M & O. Personnel staff could still move forward with the recruitment using the current job description since none of the recommended changes are substantial.

*It was moved by Commissioner Donovan and seconded by Commissioner Tortolano to approve the classification description revision of Structural Repair Supervisor. Upon further discussion,* it was moved by Commissioner Donovan, seconded by Commissioner Tortolano, and unanimously carried to table the motion to approve the classification description revision of Structural Repair Supervisor until the next personnel commission meeting.

#### **ORDERING OF EXAMINATIONS**

7.1 Bus Driver

Promotional

7.2	Instructional Aide II – Special Education	Open
7.3	Intensive Behavioral Instruction Assistant	Open
7.4	Network Systems Supervisor	Promotional
7.5	Nutrition Coordinator	Open
7.6	Secretary III	Promotional

It was moved by Commissioner Franks, seconded by Commissioner Tortolano, and unanimously carried to approve the ordering of the examinations as listed above and the ratification of the resulting eligibility lists.

**RATIFICATION OF ELIGIBILITY LISTS**

8.1	Campus Safety Assistant	Open
8.2	Instructional Aide II – Special Education	Open
8.3	Intensive Behavioral Instruction Assistant	Open
8.4	Grounds Maintenance Supervisor	Open
8.5	Fiscal Services Coordinator	Promotional

Commissioner Donovan asked why personnel staff was asking for approval of ordering of examinations for Instructional Aide II – Special Education and Intensive Behavioral Instruction Assistant when there are already existing eligibility lists for those classifications to be ratified. Director Seymour replied that personnel staff had already begun using the eligibility lists, in September, to hire both regular and substitute special education staff, and already need, or anticipate the need for additional special education staff. The District approved 35 additional special education positions to fulfill the needs of our District’s growing special education population.

It was moved by Commissioner Tortolano, seconded by Commissioner Franks, and unanimously carried to ratify the eligibility lists as listed above.

**ADMINISTRATION AND POLICY**

9.1 Director’s Report

Director Seymour received notification from CSEA of their intention to reappoint Commissioner Franks to a new term. California Education Code specifies that the Board of Education approve the decision at a board meeting. The Board will act on this at the November 5<sup>th</sup> Board Meeting. Commissioner Franks will begin his new term on December 1<sup>st</sup>.

Ms. Linda Williams announced that she will be retiring and her last day with the District will be Friday, December 6, 2013. She will be able to complete preparations for the Employee Recognition Program before she retires.

Commissioner Donovan asked about plans for filling Ms. Williams’ vacancy. Director Seymour replied that secretaries in the same salary range 30 could put in for a transfer request; the eligibility lists for Secretary III and Elementary/Intermediate School Secretary (all salary range 30) could be utilized; or a new recruitment could be run for the single position classification titled, Personnel Secretary.

**OTHER BUSINESS**

10.1 Commissioners

The Commissioners had no business to report.

10.2 Next Personnel Commission Meeting

The next scheduled regular meeting of the Personnel Commission is Wednesday, November 6, 2013 at 5:00 p.m. in the 5<sup>th</sup> floor Board Room of the Education Center.

**ADJOURNMENT**

The meeting was adjourned at 5:25 p.m.

**Accepted by:** Diane Donovan, Chairperson

**Minutes Recorded by:** Linda Williams