

**GARDEN GROVE UNIFIED SCHOOL DISTRICT**

**PERSONNEL COMMISSION MEETING**  
10331 Stanford Avenue  
Garden Grove, CA

**MINUTES**

of the Meeting of  
February 12, 2014

**CALL TO ORDER**

Commissioner Franks called the meeting of February 12, 2014 to order at 5:00 p.m. Commissioner Franks led the audience in the Pledge of Allegiance.

**COMMISSIONERS PRESENT**

Ms. Diane Donovan  
Mr. Jim Franks

**STAFF MEMBERS PRESENT**

Mr. Pat Collison  
Ms. Jenni Smith  
Ms. Maribel Cantoran

**APPROVAL OF MINUTES**

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the minutes of the January 8, 2014 Personnel Commission meeting. The motion passed 2-0.

**AUDIENCE**

The audience was given the opportunity to discuss items not on the agenda. Ms. Joli Armitage extended her pride for the personnel team which was ready to step up in Director Seymour's absence. Tina Franks spoke of the Supervisory dinner, which was a success. The dinner had a good turnout and Mrs. Franks was very pleased with the supervisor of the year, Frank Wilcox, whose family was also present. Pictures of the dinner are forthcoming.

**CORRESPONDENCE AND COMMUNICATIONS**

- Classified Personnel Report – 01/21/14
- Classified Personnel Report – 02/04/14

**APPROVAL OF CLASSIFICATION ACTIONS**

- 6.1 New Positions: Intensive Behavioral Instructional Assistant (various sites)
- 6.2 New Positions: Technology Assistant I (various sites)
- 6.3 New Positions: Lead Intensive Behavioral Instruction Assistant
- 6.4 Classification Description Revision – Lead Intensive Behavioral Instruction Assistant

Commissioner Donovan stated that Agenda items 6.3 and 6.4 were missing from the corresponding cover sheet. Commissioner Franks pointed out that those items were on the Agenda and he also did not have the supporting page to Agenda items 6.3 and 6.4.

It was moved by Commissioner Franks, seconded by Commissioner Donovan to approve the ordering of examinations as listed above. The motion passed 2-0.

**ORDERING OF EXAMINATIONS**

- |  |             |
|--|-------------|
| 7.1 Assistant Network Technician                             | Open        |
| 7.2 Lead Intensive Behavioral Instruction Assistant          | Promotional |
| 7.3 Payroll Supervisor                                       | Open        |
| 7.4 School Community Liaison Worker – Bilingual (Vietnamese) | Open        |
| 7.5 Technology Assistant I                                   | Open        |

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the ordering of examinations as listed above. The motion passed 2-0.

## **RATIFICATION OF ELIGIBILITY LISTS**

8.1 Accountant	Promotional
8.2 Central/School Office Clerk II	Promotional
8.3 Food Service Operations Manager	Open
8.4 Nutrition Coordinator	Open
8.5 School Community Liaison Worker – Bilingual (Spanish)	Open
8.6 School Testing Specialist	Promotional
8.7 Technology Assistant I	Open

Commissioner Donovan commented about ratifying and approving the Technology Assistant I eligibility list and then approving another recruitment. Assistant Director Collison stated that the Technology Assistant I position is a new classification and a large recruitment with many vacancies. The existing eligibility list is almost exhausted. Assistant Director Collison stated the district is currently doing extensive hiring.

It was moved by Commissioner Franks, seconded by Commissioner Donovan to ratify the eligibility lists as listed above. The motion passed 2-0.

## **ADMINISTRATION AND POLICY**

### 9.1 CSPCA Conference Attendance

Assistant Director Collison commented about his and Director Seymour's attendance at the CSPCA conference which took place in San Jose, California on Thursday, February 6 through Saturday, February 8, 2014.

Assistant Director Collison commented that he and Director Seymour felt the conference fell short of their commonly shared high expectations. The conference consisted of two tracks, which consisted of Commissioner and Director geared content. The tracks were conducted by attorneys, but some were not well organized. Material presented seemed a little too rudimentary for seasoned directors. Perhaps a third track should be considered. Conference presenters did not know conference's target audience. Kristine Kwong, an attorney with an outstanding reputation, presented a fantastic session. Perhaps the conference organizers could get her to expand her role and do an entire day's presentation. No legislative lobbyists were present at the CSPCA conference. There were several new commissioners and several new directors. There was a lifetime achievement award, but no lifetime members present.

## **OTHER BUSINESS**

### 10.1 Commissioners

Commissioner Donovan thanked the commission for a lovely Supervisory dinner. Commissioner Franks stated he had a wonderful time at the Supervisory dinner. The transition from Mrs. Franks to Mr. Chumley was marvelous. Commissioner Franks said it was nice to see Frank Wilcox with his family at the dinner when he received the supervisor of the year award.

### 10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, March 12th, 2014 at 5:00 p.m. in the 5<sup>th</sup> floor Board Room of the Education Center.

## **ADJOURNMENT**

The meeting was adjourned at 5:13 p.m.

**Accepted by:** Jim Franks, Chairperson

**Minutes Recorded by:** M. Cantoran