

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

Minutes of the Regular Meeting of December 14, 2020

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Anita Varela, Vice-Chairperson, called the meeting to order at 4:30 p.m.

PERSONNEL COMMISSIONERS

Ms. Anita Varela, Vice-Chairperson
Mr. Tommy Reminiskey, Member
Mr. Jose Trinidad Castaneda III, Member

STAFF PRESENT

Paul Deines, Director, Classified Human Resources
Edna Gastelo, Administrative Secretary
Debra Shandy, Personnel Technician I
Martha Roberts, Personnel Technician II

OATH OF OFFICE FOR NEW PERSONNEL COMMISSIONER

The Oath of Office was administered by Mr. Reminiskey to Mr. Jose Trinidad Castaneda III, newest member of the Personnel Commission.

ORGANIZATION OF THE PERSONNEL COMMISSION

Chairperson

Ms. Varela opened nominations for Chairperson and made a motion to nominate Mr. Reminiskey; Mr. Castaneda seconded the motion. The motion carried unanimously to appoint Mr. Reminiskey as Chairperson.

Vice-Chairperson

Mr. Reminiskey opened nominations for the Vice-Chairperson and made a motion to nominate Ms. Varela; Mr. Castaneda seconded the motion. The motion carried unanimously to appoint Ms. Varela as Vice-Chairperson.

**APPROVAL OF PERSONNEL COMMISSION MEETING 2021 MEETING
CALENDAR - REPORT 4**

The Personnel Commission reviewed the proposed 2021 meeting calendar.

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

APPROVAL OF MINUTES – REPORT 5

A motion to approve the minutes of the regular meeting of November 23, 2020, was made by Mr. Castaneda and seconded by Ms. Varela; the motion was approved unanimously.

APPROVAL OF THE CLASSIFIED PERSONNEL REPORT – REPORT 6

The Personnel Commission reviewed the Classified Personnel Report.

Ms. Varela asked for information regarding the separation of custodians. Mr. Deines clarified that the custodians on the list are substitute staff that are no longer available for temporary assignments.

Mr. Reminiskey asked for information regarding the working out of class actions listed on the report. Mr. Deines explained that permanent employees can substitute for higher classifications and be paid at the higher rate.

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

APPROVAL/RATIFICATION OF RECRUITMENTS – REPORT 7

The Personnel Commission reviewed the recruitment bulletins.

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

RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 8

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

Mr. Castaneda asked for information regarding the scores and exam pass points for the Painter eligibility list. Mr. Deines explained how pass-points are set and that the candidates’ scores were a combination of written exam scores and oral/practical exam scores.

Ms. Varela asked how often the written tests are updated. Mr. Deines explained that the tests are looked at before and after the tests are administered to identify updates that need to be made.

Mr. Castaneda asked for clarification on the expiration dates listed on the eligibility lists. Mr. Deines explained that the candidates who do not have an expiration date listed next to their name will expire on the date listed at the top of the form.

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

PUBLIC COMMENTS

Ms. Gastelo shared the comment submitted by Ms. Marleen Acosta: “I wanted to follow up on the notification process for removal from eligibility lists. Was the Commission considering amending the rules to state ‘to be notified in writing..’ of the removal?”

Mr. Deines explained that no recommendations to change the Personnel Commission Rules were made at the last meeting. Mr. Deines also shared that follow-up phone calls are made and emails are sent to eligibles to notify them of removal from eligibility lists.

Mr. Castaneda asked Mr. Deines to follow up with Ms. Acosta about the notification processes with regard to removing eligibles from the eligibility list.

DIRECTOR’S REPORT:

Mr. Deines shared that the Personnel Commission staff is working diligently to continue with testing and on-boarding safely by reducing the need for face-to-face interaction. Mr. Deines thanked Al Lacuesta and the CSEA executive board for their willingness to work collaboratively with him. Mr. Deines shared that he has now visited a total of ten school sites and is thankful for the warm welcome given by the principals and staff at those sites. Mr. Deines also shared information regarding a project he is working on involving Health Assistants and Playground Supervisors. Mr. Deines also thanked Dr. Hammitt and the District Office leadership team for their continued support.

Dr. Hammitt shared updates regarding the increase in health and safety guidelines and weekly COVID testing for all employees.

ACTIVE RECRUITMENT LIST - REPORT 11

The Personnel Commission reviewed the active recruitment list.

Mr. Deines shared that he has been working closely with Ms. Roberts to move forward with a number of recruitments.

Ms. Varela asked if substitute staff is available to cover the current vacancies. Mr. Deines stated that substitute staff is available and an outside agency is used by the Student Support Services department to fill some of the more difficult to fill classifications.

No action was taken on this information item.

ADMINISTRATION AND POLICY - REPORT 12

The Personnel Commission reviewed the current budget printout.

Ms. Varela asked if some of the line items would be adjusted to clear possible deficits. Mr. Deines stated that the budget would be adjusted and an updated copy would be provided at the next meeting.

No action was taken on this information item.

OTHER BUSINESS

Ms. Varela shared that the Personnel Commission is in the process of developing criteria for the formal evaluation of the Director of Human Resources.

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned at 5:04 p.m.

RECESS TO CLOSED SESSION

No action was taken during the closed session.

Minutes Accepted By:

Tommy Reminiskey, Chairperson
Recorded by: Edna Gastelo