

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

Minutes of the Regular Meeting of June 28, 2021

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mr. Tommy Reminiskey, Chairperson, called the meeting to order at 4:35 p.m.

PERSONNEL COMMISSIONERS

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

STAFF PRESENT

Paul Deines, Director, Classified Human Resources
Debra Shandy, Personnel Technician I

RESIGNATION OF PERSONNEL COMMISSIONER - JOSE TRINIDAD CASTANEDA III

Mr. Castaneda announced his resignation from the Personnel Commission, effective immediately. Mr. Castaneda expressed his gratitude for the opportunity to serve as Personnel Commissioner for the Fullerton School District. Mr. Reminiskey and Ms. Varela thanked Mr. Castaneda for his service and wished him well in his future endeavors.

APPROVAL OF MINUTES – REPORT 2

A motion to approve the minutes of the regular meeting of May 24, 2021 was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

APPROVAL OF THE CLASSIFIED PERSONNEL REPORT – REPORT 3

The Personnel Commission reviewed the Classified Personnel Report.

Ms. Varela asked how many employees were employed for summer programs. Mr. Deines explained that most employees who expressed interest in working extra summer hours were offered an assignment. Mr. Deines also shared that the Nutrition Services Department, Maintenance and Operations, and Educational Services Departments would have a number of upcoming opportunities for employees to work extra summer hours. Ms. Shandy shared that one of the summer programs had about 75 classified employees, both Instructional Assistants and Playground Supervisors, assigned to work.

A motion for approval was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

APPROVAL/RATIFICATION OF RECRUITMENTS – REPORT 4

The Personnel Commission reviewed the recruitment bulletin.

A motion for approval was made by Mr. Reminiskey and seconded by Ms. Varela; the motion passed with two votes.

RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 5

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

Ms. Varela commented on the job title for “Instructional Assistant/Regular” and suggested that the title be updated to “Instructional Assistant/General” to relate to the work that will be conducted in a general education classroom. Mr. Deines agreed with Ms. Varela’s comment and stated that he would follow up with the appropriate District stakeholders and report back to the Commission.

A motion for approval was made by Mr. Reminiskey and seconded by Ms. Varela; the motion passed with two votes.

PUBLIC COMMENTS

No public comments were made.

DIRECTOR’S REPORT:

Mr. Deines began by thanking Mr. Castaneda for his service as Personnel Commissioner and wished him well in his future endeavors. Mr. Deines thanked the Classified Human Resources staff for their hiring efforts, as evidenced by the numerous eligibility lists, as well as the number of recruitments listed on the meeting agenda.

CONSIDER APPROVAL OF THE NEW PERSONNEL SPECIALIST JOB DESCRIPTION - REPORT 8

Mr. Deines explained that the District reviewed the needs of the Classified Human Resources office and developed the Personnel Specialist job description. Duties for the incumbent in this position would include: data collection and recruitment, special projects, working with various district stakeholders, as well as conducting research for classification and compensation studies. The incumbent would not have supervisory duties, but act as a lead over the Personnel Technicians I and II. The job description would be placed on the CSEA Salary Schedule at Range 33.

A motion for approval was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

ACTIVE RECRUITMENT LIST - REPORT 9

The Personnel Commission reviewed the active recruitment list.

No action was taken on this information item.

ADMINISTRATION AND POLICY - REPORT 10

The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

OTHER BUSINESS

Ms. Varela and Mr. Reminiskey had questions regarding the recruitment of the Joint Personnel Commissioner. Mr. Deines stated that the Classified Human Resources office would begin their recruitment efforts as soon as possible.

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned to closed session at 5:00 p.m.

RECESS TO CLOSED SESSION

No reportable action was taken during the closed session; closed session was adjourned at 5:10 p.m.

Minutes Accepted By:

Tommy Reminiskey, Chairperson
Recorded by: Edna Gastelo