

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

Minutes of the Regular Meeting of March 27, 2023

CALL TO ORDER

Mr. Tommy Reminiskey, Chairperson, called the meeting to order at 4:30 p.m.

PERSONNEL COMMISSIONERS

Mr. Tommy Reminiskey, Chairperson
Dr. Alexis Norman, Vice-Chairperson
Ms. Sarah Kelman, Member

STAFF PRESENT

Paul Deines, Director, Classified Human Resources
Edna Gastelo, Administrative Secretary
Blanca Martinez, Personnel Technician I
Debbie Shandy, Personnel Technician II
Cristina Reardon, Personnel Technician I

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 27, 2023 - REPORT 2

The Personnel Commission reviewed the minutes.

A motion for approval was made by Mr. Reminiskey, seconded by Ms. Kelman; the motion passed unanimously.

APPROVAL OF THE CLASSIFIED PERSONNEL REPORT – REPORT 3

The Personnel Commission reviewed the Classified Personnel Report.

A motion for approval was made by Mr. Reminiskey, seconded by Ms. Kelman; the motion passed unanimously.

APPROVAL/RATIFICATION OF RECRUITMENTS – REPORT 4

The Personnel Commission reviewed the recruitment bulletin.

A motion for approval was made by Dr. Norman, seconded by Ms. Kelman; the motion passed unanimously.

RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 5

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

A motion for approval was made by Dr. Norman, seconded by Ms. Kelman; the motion passed unanimously.

PUBLIC COMMENTS

No public comments were made.

DIRECTOR’S REPORT:

Mr. Deines welcomed all the Commissioners back to their first in person meeting, discussing that while we would now be in person, we would continue to have a virtual option through Zoom for anyone to join either way. He shared that the District would be hosting a team building and appreciation event for all Special Education aides with the support of the Superintendent for which he was very thankful. He also shared that the Classified HR team would be hosting another mini job fair at the beginning of the next month and that he was extremely grateful for the hard work of the team.

CONSIDER APPROVAL OF THE NEW DIRECTOR, HUMAN RESOURCES JOB DESCRIPTION - REPORT 8

Dr. Hammit shared that the Human Resources Division is working to restructure duties and responsibility assignments related to the interactive process and employee accommodations for both Classified and Certificated Employees. Currently assigned to the Director, Risk Management, Workers Compensation, and Safety, the District is electing to reassign these duties under a new classification of Director, Human Resources.

With approval from the Executive Cabinet, Dr. Hammitt has worked with his outside network of HR professionals, in detailing the duties and responsibilities of the recommended position. The new classification of Director, Human Resources would plan and direct human resource services in accordance with Personnel Commission rules and regulations, District policy, Bargaining Unit agreements, and applicable practices and laws, as well as serve as the executive officer to the Personnel Commission. In support of the Personnel Commission, the Director would oversee the classification, recruitment, selection and retention of Classified employees based on Merit System principles. The Director would also support Certificated Human Resources with the employee accommodations process and related personnel matters.

A motion for approval was made by Dr. Norman, seconded by Ms. Kelman; the motion passed unanimously.

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

No other business was discussed.

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned to closed session at 4:44 p.m.

RECESS TO CLOSED SESSION

No reportable action was taken during the closed session; closed session was adjourned at 4:52 p.m.

Minutes Accepted By:

Tommy Reminiskey, Chairperson
Recorded by: Edna Gastelo