



FULLERTON
SCHOOL
DISTRICT



Great Schools
Successful Kids

Fullerton School District Personnel Commission



ANNUAL REPORT 2021-2022

ANITA VARELA ● THOMAS REMINISKEY ● ALEXIS NORMAN

PAUL DEINES ■ MARTHA ROBERTS ■ EDNA GASTELO ■ DEBBIE SHANDY ■ BLANCA MARTINEZ ■ CRISTINA REARDON

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INTRODUCTION

What is the Annual Report?

The 2021-2022 annual report from the Personnel Commission of the Fullerton School District is prepared in compliance with California Education Code Section 45266(a) and the Personnel Commission Rules and Regulations. This report describes the functions, responsibilities, and accomplishments of the Personnel Commission during the 2021-2022 fiscal year.

What is the Merit System?

The Merit System is a system of rules and procedures, similar to civil service, which governs classified school personnel. The first Merit System law in the nation was passed by the California legislature in 1936. The Fullerton School District became a Merit System in 1966. Today, as in 1936, the Merit System's fundamental purpose is to ensure that employees are selected, promoted and retained without favoritism or prejudice on the basis of merit and fitness. Emphasis is placed on the need to make the system equitable and fair to all segments of the community serviced by the Commission including the general public, the students, the classified employees, and the school district administration.

Merit System Principles

Merit System principles include:

- Hiring and promoting employees on the basis of ability through competitive examination
- Ensuring equal pay for like work
- Protection of employees from arbitrary action, personal favoritism or political corruption
- All employees and applicants receive fair and equitable treatment

CA Ed. Code 45266(a) The personnel director... shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board.

PERSONNEL COMMISSION

What is the Personnel Commission?

The Personnel Commission is the mainstay of the Merit System and operates as an independent body. The Personnel Commission is composed of three individuals who must be registered voters, reside in Fullerton, and be “known adherents to the principle of the merit system”. One Commissioner is appointed by the Board of Education, another is nominated for appointment by the classified employees of the District, and the third commissioner is appointed by the other two commissioners. Each serve alternate three-year terms. Our three Commissioners oversee the activities of the commission staff and give their time and talents to serve the District, classified employees and the entire Fullerton community. They work together cooperatively and with sensitivity to the needs and concerns of the classified employees and the school district.

Primary Functions

The Fullerton School District Personnel Commission fosters the advancement of career services for classified employees through the authority provided in Sections 45220 through 45320 of the California Education Code. To execute its responsibilities as a Personnel Commission, the Personnel Commission must:

- Prescribe rules on a variety of personnel matters to ensure the efficiency of the service and the selection and retention of employees on the basis of merit and fitness
- Classify positions in the classified service by grouping positions in job categories on the basis of assigned duties established by the Board of Education
- Recommend to the Board of Education the salary for new positions established by the Board

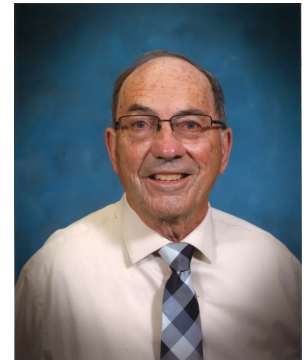
CA Ed. Code 45244(c) (c) As used in this section, “known adherent to the principle of the merit system,” with respect to a new appointee, means a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.

MEET THE PERSONNEL COMMISSION

Terms of office are for three years. Appointment dates and Commission positions as of June 2020 are:

Commissioner	Title	Current Term Expires	Appointed By
Thomas "Tommy" Reminiskey	Chairperson	December 1, 2024	Board of Education
Anita Varela	Vice-Chairperson	December 1, 2022	CSEA
Alexis Norman, Ed. D.	Member	December 1, 2023	Joint-Appointee

Thomas Reminiskey was appointed to the Personnel Commission representing the Board of Trustees in April 2020. He attended Valencia Park Elementary School and Nicholas Jr. High School in the Fullerton Elementary School District. Mr. Reminiskey is a graduate of Buena Park High School, Fullerton College and Golden West College. Professionally, he worked in the television broadcasting industry and retired as a Telecommunications Supervisor for the Newport Mesa Unified School District (Merit System) for over 40 years. Mr. Reminiskey is active in the LGBTQ+ community and a volunteer member at the Fullerton Train Museum. In his free time, he is a mountain bike rider on the many trails in Fullerton.



Anita Varela was first appointed to the Personnel Commission by CSEA in October 2019. An Orange County native, Ms. Varela has been a Fullerton resident since 1985. She spent over 45 years working in public education, as an instructional aide, teacher, administrator, school board member and as a community college instructor and librarian. Now retired she serves as a volunteer for a number of local non-profit organizations. Ms. Varela earned degrees from University of California, Irvine; University of San Francisco; and San Jose State University



Dr. Alexis Norman has lived in Fullerton for 17 years and has served as an educator for 20 years. Her children attended Laguna Road, Parks, Ladera Vista, and are currently attending Fullerton High School. Dr. Norman is an Assistant Superintendent, however, her previous roles included, Teacher, Instructional Coach, English Learner Curriculum Specialist, Principal, and Director of Human Resources. Dr. Norman attended California State Fullerton, where she got her bachelor's degree and teaching credential, her master's degree was in Literacy and she finished her educational journey at the University of Southern California where she received a Doctorate in Education. Dr. Norman loves serving as an educator but also enjoys watching her boys play baseball!



PERSONNEL COMMISSION MEETINGS

- ◇ Regular monthly meetings of the Personnel Commission are generally held on the 4th Monday of every month on ZOOM.
- ◇ The meetings are open to the public and District employees in accordance with the Ralph M. Brown Act.
 - Meeting agendas are posted at least 72 hours prior to the regularly scheduled meeting on the Classified Personnel webpage (www.fullertonsd.org - Departments - Human Resources - Classified Human Resources)
 - All documents and reports related to the agenda items as provided to the Commissioners can be obtained on request from the Director of Classified Human Resources prior to or following the meeting.
 - Meeting minutes are archived on the Classified Human Resources Department webpage.

2021-2022 Meetings	
<u>Meeting Date</u>	<u>Meeting Type</u>
July 26, 2021	Regular
August 18, 2021	Special
August 28, 2021	Regular
September 27, 2021	Regular
October 25, 2021	Special
November 22, 2021	Regular
December 13, 2021	Regular
January 24, 2022	Regular
February 28, 2022	Regular
March 28, 2022	Regular
April 25, 2022	Regular
May 23, 2022	Regular
June 27, 2022	Regular

PERSONNEL COMMISSION STAFF FUNCTIONS

The Classified Personnel Department staff are charged with the administration of all classified employment related transactions, including functions that fall under the purview of the Personnel Commission and the Board of Education, and ensure that the District administers employment transactions in adherence to the principles of merit and in accordance with state and federal employment laws and regulations. The following functions fall under the purview of the Classified Personnel Department:

- ◇ Recruitment Administration*
- ◇ Examination/Selection Process Administration*
- ◇ Certification of Eligibility Lists*
- ◇ Classification of New and Reclassification of Existing Classified Service Positions*
- ◇ Professional Development Planning and Administration
- ◇ Performance Management and Evaluation Administration
- ◇ Layoff Administration*
- ◇ Examination and Disciplinary Hearing Appeals*
- ◇ Employment Transaction Processing
- ◇ Administration of Personnel Commission Rules*
- ◇ Administration of the CSEA Contract Agreement



Classified Personnel/ Personnel Commission Staff

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

**functions under the purview of the Personnel Commission*

EMPLOYMENT ACTIONS

<u>Type of Action</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
New Hires (Permanent)	182	191	217
New Hires (Substitute)	124	205	80
Promotions	10	14	35
Reclassifications	20	2	27
Transfers	30	23	48
Increase in Hours	31	16	67
Resignations/Separations	87	353	304
Service Retirements	18	33	11

TOTAL PERMANENT (REGULAR)/PROBATIONARY CLASSIFIED EMPLOYEES:

2019-2020	786
2020-2021	798
2021-2022	882

TOTAL SUBSTITUTE CLASSIFIED EMPLOYEES:

2019-2020	149
2020-2021	379
2021-2022	483

TOTAL NUMBER OF APPLICATIONS RECEIVED:

2019-2020	2,569
2020-2021	3,547
2021-2022	4,328

JOB CLASSIFICATION REVISIONS:

2020-2021

- Electronic Repair Technician II
- Instructional Materials Specialist
- Assistant Director of Business

2021-2022

- Director of Purchasing, Warehouse, Reprographics and Contracts
- Director of Transportation Services
- Food Service Assistants (I, II, III)
- Instructional Assistant/General Education
- Information Technology Coordination Specialist
- Visual and Performing Arts Administrative Specialist
- Information Systems Specialist II (CALPADS)
- Account Technician (I, II, II)
- Payroll Technician (I, II)
- School Safety Monitor

NEW JOB CLASSIFICATIONS:

2020-2021

- Credentials Technician
- Director of Business and Fiscal Services
 - Personnel Specialist

2021-2022

- Instructional Assistant/Special Education - Special Programs Junior High (I, II)
 - Director of Networking, Information and Data Systems
 - Student Success Liaison
 - Accounting and Budget Specialist
 - Assistant Director, Payroll
 - Lead School Safety Monitor

ESTABLISHED ELIGIBILITY LISTS

Based on a competitive assessment of merit and fitness for classifications in the District, the Personnel Commission approved the following lists:

2020-2021

School Office Manager
 Health Assistant
 Technology, Library Media Assistant
 Instructional Assistant/Special Education III-Cover
 Instructional Assistant/Special Education I
 Instructional Assistant/Regular
 Instructional Assistant/Recreation
 Food Service Assistant I
 Instructional Assistant/Expanded Learning
 Technology, Library, Media Assistant II
 Personnel Technician II
 Instructional Assistant/Special Education II
 Director of Classified Human Resources
 Payroll Technician II
 Transporter
 Custodian II
 Clerical Assistant II (Regular)
 Credentials Technician
 Computer Technician I
 Playground Supervisor
 School Bus Driver
 Senior Secretary
 Secretary
 Painter
 Social Services Assistant
 Health Assistant/Bilingual Biliterate
 Speech and Language Pathology Assistant
 Maintenance Worker II
 Instructional Assistant II/Bilingual Biliterate (Spanish)
 Information Systems Specialist I
 Custodian I
 Plumber
 Instructional Materials Specialist
 Account Clerk III
 Supervisor, Child Development Services
 Behavior Intervention Supervisor
 Delegated Behind the Wheel Driver
 Community Liaison
 After School Program Site Lead

2021-2022

Instructional Assistant II/Bilingual Biliterate (Spanish)
 After School Program Site Lead
 Personnel Specialist
 Health Assistant
 Health Assistant/Bilingual Biliterate
 Computer Technician I
 School Bus Driver
 Playground Supervisor
 Instructional Assistant/Special Education I
 Instructional Assistant/Recreation
 Instructional Assistant/Expanded Learning
 Food Service Assistant I
 Supervisor, Nutrition Services
 Food Service Assistant II
 Food Service Assistant III
 Personnel Technician II
 Clerical Assistant II - Bilingual Biliterate
 Clerical Assistant II
 Mental Health Counseling Specialist
 Interpreter/Translator - Korean
 HVAC Technician
 School Office Manager
 Visual and Performing Arts Administrative Specialist
 IT Coordination Specialist
 Social Services Assistant
 Personnel Technician I
 Instructional Assistant/General Education
 Administrative Secretary
 Instructional Assistant/Special Education II - SPJH
 Instructional Assistant/Special Education I - SPJH
 Locksmith
 Data Integration Specialist
 School Social Worker Specialist
 ASP Site Lead
 Reprographics Technician
 Director, Networking, Information and Data System
 Account Technician II
 Project Liaison
 Electrician
 Executive Assistant to Superintendent
 Account Technician III
 Instructional Assistant/Special Education III-Cover
 Technology, Library Media Assistant
 Student Success Liaison
 Instructional Assistant/Special Education III-Cover
 Secretary
 Transporter
 Custodian II
 Accounting and Budget Specialist
 Gardener
 Grounds Equipment Operator
 Irrigation & Sprinkler Repairer
 School Safety Monitor
 Chef
 Lead School Safety Monitor
 Occupational Therapist

YEARS OF SERVICE AWARDS

The Fullerton School District has many dedicated Classified employees and recognizes them for their dedicated service to the students and the District. The number of recipients and their years of service are as follows:

2020-2021

Years of Service	Number of Recipients
30	2
25	1
20	9
15	10
10	9
5	24

2021-2022

Years of Service	Number of Recipients
35	1
30	3
25	7
20	23
15	11
10	27
5	36

PROFESSIONAL ORGANIZATIONS

Commissioners and staff are proud members of the following professional organizations:



California School Personnel Commissioners Association
Supporting Education Through Merit



PCASC
Personnel Commissions Association
of Southern California



association of california
school administrators



ALLIANCE OF
SCHOOLS FOR
COOPERATIVE
INSURANCE
PROGRAMS

