

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

**Minutes of the Regular Meeting of January 24, 2022**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Mr. Tommy Reminiskey, Chairperson, called the meeting to order at 4:31 p.m.

**PERSONNEL COMMISSIONERS**

Mr. Tommy Reminiskey, Chairperson  
Dr. Alexis Norman, Member

**STAFF PRESENT**

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

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 13, 2021 - REPORT 2**

The Personnel Commission reviewed the minutes. Mr. Deines shared Ms. Varela's request to amend the minutes to read "strategic planning meeting", instead of "best practices", under the Other Business section.

A motion for approval of the minutes with the requested correction was made by Dr. Norman, seconded by Mr. Reminiskey; the motion passed with two votes.

**APPROVAL OF THE CLASSIFIED PERSONNEL REPORT – REPORT 4**

The Personnel Commission reviewed the Classified Personnel Report.

A motion for approval was made by Mr. Reminiskey, seconded by Dr. Norman; the motion passed with two votes.

**APPROVAL/RATIFICATION OF RECRUITMENTS – REPORT 5**

The Personnel Commission reviewed the recruitment bulletin.

A motion for approval was made by Mr. Reminiskey, seconded by Dr. Norman; the motion passed with two votes.

**RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 6**

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

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

**PUBLIC COMMENTS**

No public comments were made.

**DIRECTOR'S REPORT:**

Mr. Deines began by sharing that though COVID cases have risen, everyone has been helping to keep things moving across the district; custodial and maintenance staff, office staff, Principals, etc. Mr. Deines also shared that six employees were nominated for Classified Employee of the Year with four nominations moving forward to the County Office of Education. Mr. Deines highlighted that three bus driver trainees have been hired as bus drivers with the district since the implementation of the training program.

**CONSIDER APPROVAL OF THE NEW ACCOUNTING AND BUDGETING SPECIALIST JOB DESCRIPTION - REPORT 8**

Mr. Deines stated that the Business Services department has organically restructured their management-level positions, with the reclassification of the Director of Business Services to Director of Business and Fiscal Services and the reclassification of the Accounting Supervisor to Assistant Director of Business Services. With the vacant Financial Analyst position, the District has shifted the higher level Financial Analyst duties to the two identified management positions but still leaving a need for continued specialized accounting and budgeting support above the duty level of any existing classification in the CSEA classification system and below the duty level of the Financial Analyst classification from the management classification system. As a result, the District has created duties and responsibilities of a new position designed to provide this level of specialized accounting and budgeting support in this recommended new classification.

A motion for approval was made by Mr. Reminiskey, seconded by Dr. Norman; the motion passed with two votes.

**CONSIDER APPROVAL OF THE REVISED ACCOUNT CLERK I, II, AND III JOB DESCRIPTIONS**

Mr Deines shared that the accounting staff in Business Services reached out to the Personnel Commission staff and requested classification title change considerations. Mr. Deines worked with Business Services, CSEA, and the Executive Cabinet to explore appropriate classification title considerations and has come to the agreement that the title of Technician, as opposed to Clerk, more accurately and appropriately fits the work done and is in line with current District and California public sector job titles.

A motion for approval was made by Mr. Reminiskey, seconded by Dr. Norman; the motion passed with two votes.

**CONSIDER APPROVAL OF THE ATTENDANCE FOR INTERESTED COMMISSIONERS AND STAFF TO ATTEND THE CSPCA ANNUAL CONFERENCE**

Mr. Deines shared that the Personnel Commission staff has been invited to present at the California School Personnel Commissioners' Association (CSPCA) annual conference that will be held in Monterey from March 6-8. He explained that this is also an opportunity for Commissioners and staff to network with other Districts and Commissioners throughout the state. In order to meet the early bird registration requirements staff is requesting approval for hotel stay, registration, and travel expenses for five participants.

A motion for approval was made by Mr. Reminiskey, seconded by Dr. Norman; the motion passed with two votes.

**ACTIVE RECRUITMENT LIST - REPORT 11**

The Personnel Commission reviewed the active recruitment list.

No action was taken on this information item.

**ADMINISTRATION AND POLICY - REPORT 12**

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 4:58 p.m.

**RECESS TO CLOSED SESSION**

No reportable action was taken during the closed session; closed session was adjourned at 5:11 p.m.

**Minutes Accepted By:**

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Tommy Reminiskey, Chairperson  
Recorded by: Edna Gastelo