

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

**Minutes of the Regular Meeting Of April 28, 2025**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Mr. Tommy Reminiskey, Chairperson, called the meeting to order at 4:32 p.m. and Mr. Paul Deines led the pledge of allegiance.

**PERSONNEL COMMISSIONERS**

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

**STAFF PRESENT**

Paul Deines, Director, Human Resources  
Stephanie McKinney, Administrative Secretary, Human Resources

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 17, 2025 AND SPECIAL MEETING OF APRIL 8, 2025 – REPORT 2**

The Personnel Commission reviewed the minutes.

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

**APPROVAL OF THE CLASSIFIED PERSONNEL REPORT – REPORT 3**

The Personnel Commission reviewed the report.

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

**APPROVAL/RATIFICATION OF RECRUITMENTS – REPORT 4**

The Personnel Commission reviewed the recruitment bulletin.

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

**RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 5**

The Personnel Commission reviewed the eligibility lists.

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

## **PUBLIC COMMENTS - REPORT 6**

CSEA Chapter 130 thanked Mr. Paul Deines for his time and dedication to the classified staff at FSD and wished him well on his new career opportunity

## **DIRECTOR'S REPORT - REPORT 7:**

Mr. Paul Deines thanks the Commissioners, CSEA and Fullerton School District Human Resources Staff for their support and dedication during his tenure with Fullerton School District. Mr. Tommy Reminisky offered well wishes to Mr. Deines his new position at Buena Park School District.

## **MINIMUM QUALIFICATIONS JOB DESCRIPTION LANGUAGE - REPORT 8:**

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

## **2025-2026 ANNUAL PERSONNEL COMMISSION BUDGET PROPOSAL (FIRST READING) - REPORT 9**

The Personnel Commission reviewed the proposed budget.

A motion to approve was made by Ms. Kelman, seconded by Dr. Norman and approved unanimously.

## **CONSIDER APPROVAL OF PROPOSED SALARY INCREASE FOR THE SPEECH LANGUAGE PATHOLOGY ASSISTANT CLASSIFICATION - REPORT 10**

Mr. Paul Deines presented the results of a salary study for the Speech Language Pathology Assistant classification and proposed a 10% salary increase effective July 1, 2025, with the possibility of an additional 7.5% increase for the 2026–2027 school year.

A motion to approve the proposed 10% salary increase effective July 1, 2025, was made by Ms. Kelman, seconded by Dr. Norman, and approved unanimously.

## **CONSIDER APPROVAL OF PROPOSED SALARY INCREASE FOR THE BEHAVIOR INTERVENTION SUPERVISOR, OCCUPATIONAL THERAPIST, AND EXECUTIVE ASSISTANT TO THE SUPERINTENDENT CLASSIFICATIONS - REPORT 11**

Mr. Paul Deines presented salary studies for the positions of Behavior Intervention Supervisor, Occupational Therapist, and Executive Assistant to the Superintendent. He noted that a greater proportion of funding has been directed toward CSEA-represented positions and emphasized the importance of promoting qualified individuals into higher-level roles.

Mr. Deines recommended the following adjustments:

- A 5% salary increase for Behavior Intervention Supervisors

- A 7.5% salary increase for Occupational Therapists, along with a reduction in their work calendar
- A 7.5% salary increase for the Executive Assistant to the Superintendent

A motion to approve the proposed salary adjustments as listed was made by Ms. Kelman, seconded by Dr. Norman and approved unanimously.

**CONSIDER APPROVAL OF THE NEW INSTRUCTIONAL ASSISTANT/  
SPECIAL EDUCATION III JOB DESCRIPTION - REPORT 12**

Mr. Paul Deines reported that the District is investing in salary increases, particularly for classifications currently at the lower end of the pay scale compared to neighboring districts. He noted that the District has been experiencing a loss of instructional aides. To support retention and staff development, Mr. Paul Deines proposed the creation of a new promotional-only position. The position would serve as a liaison at school sites to support staff and promote internal growth. A total of 10 positions are proposed. Mr. Tommy Reminsky provided comments in support of the new positions and their potential impact on school site support and employee development.

A motion for approval was made by Ms. Kelman, seconded by Dr. Norman and approved unanimously.

**CONSIDER APPROVAL OF THE NEW DIRECTOR, BOND FACILITIES  
PLANNING AND DEVELOPMENT JOB DESCRIPTION - REPORT 13**

Mr. Paul Deines proposed the creation of a new position to support project management related to the recently passed bond measure. He explained that with the upcoming construction projects, there is a need for dedicated management and a liaison between the District and construction companies. He highlighted one of the upcoming projects as an example of the scope and need. The proposed position would be filled by an internal candidate and would allow the District to manage projects in-house, reducing reliance on external contractors and thereby lowering costs. The position would be fully funded by bond proceeds. Mr. Tommy Reminsky commented on the value of the proposed position, emphasizing the importance of internal ownership and oversight of bond-funded projects rather than outsourcing project management to third parties.

A motion for approval was made by Ms. Kelman, seconded by Dr. Norman and approved unanimously.

**CONSIDER APPROVAL OF THE NEW TECHNOLOGY LIBRARY MEDIA  
SPECIALIST JOB DESCRIPTION - REPORT 14**

Mr. Paul Deines acknowledged the innovative efforts of the IIS (Information and Instructional Services) Department, emphasizing that it extends beyond

traditional IT functions. He credited Superintendent Jeremy Davis for introducing new ideas and fostering collaboration across departments.

Mr. Paul Deines explained that the IT Supervisor oversees both Technology Media Library Assistants (TMLAs), who support instructional services within school libraries, and computer technicians, who focus on IT systems and infrastructure. These roles represent two distinct areas that attract different types of candidates.

Currently, an IT Coordinator Specialist serves as a liaison between the IT Supervisor and the TMLA staff. However, Mr. Deines noted a growing need for an additional specialist position to further bridge the gap between the TMLAs and the Coordinator Specialist. This role would provide additional support and ensure alignment between instructional and technical services.

He emphasized that TMLA staff are working above and beyond expectations, and the creation of this new role would help recognize their contributions and support the development of a clear career pathway within the department.

A motion for approval was made by Ms. Kelman, seconded by Dr. Norman and approved unanimously.

#### **CONSIDER APPROVAL OF THE NEW ASSISTANT DIRECTOR, NUTRITION SERVICES JOB DESCRIPTION - REPORT 15**

Mr. Paul Deines shared that the level of services provided by the Nutrition Services Department has increased, citing scratch cooking as an example. He explained that staff are adjusting and creating recipes tailored to student needs, including making items such as homemade granola. He also highlighted the investment in mobile BBQ trucks, which are operated by trained bus drivers.

Mr. Deines noted that with the expansion of these programs, there is a need for an additional level of administrative oversight. The goal is to delegate decision-making, strengthen leadership, and support the department's evolving culture. These efforts would also contribute to establishing clearer career pathways and opportunities for internal promotion.

Mr. Tommy Reminsky inquired about the definition of scratch cooking, and Mr. Deines clarified that it involves preparing food in-house using fresh ingredients, such as making their own granola. Dr. Alexis Norman expressed support for this approach, emphasizing the benefits of providing meals with fewer preservatives for students.

A motion for approval was made by Ms. Kelman, seconded by Dr. Norman and approved unanimously.

#### **ACTIVE RECRUITMENT LIST - REPORT 16**

The Personnel Commission reviewed the active recruitment list.

No action was taken on this information item.

**ADMINISTRATION AND POLICY - REPORT 17**

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 5:07 p.m.

**RECESS TO CLOSED SESSION**

No reportable action was taken during the closed session; closed session was adjourned at 5:35 p.m.

**Minutes Accepted By: Tommy Reminiskey, Chairperson**

**Recorded by: Stephanie McKinney**