

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

Minutes of the Regular Meeting of May 20, 2024

CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

APPROVAL OF THE MINUTES FOR THE REGULAR MEETING OF APRIL 15, 2024 - REPORT 2

The Personnel Commission reviewed the minutes.

A motion to approve the minutes was made by Ms. Kelman, seconded by Dr. Norman; the motion passed unanimously.

APPROVAL OF THE CLASSIFIED PERSONNEL REPORT – REPORT 3

The Personnel Commission reviewed the Classified Personnel Report.

A motion to approve the minutes 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 Ms. Kelman, seconded by Dr. Norman; 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 Ms. Kelman, seconded by Dr. Norman; the motion passed unanimously.

PUBLIC COMMENTS

No public comments were made.

DIRECTOR’S REPORT:

Mr. Deines shared that this week is *Classified School Employee Week (CSEW)* and shared the details of the week’s events. He thanked the different departments and Ms. Gastelo for their assistance in planning CSEW.

2024-2025 ANNUAL PERSONNEL COMMISSION BUDGET PROPOSAL - PUBLIC HEARING - REPORT 8

Mr. Reminiskey opened the public hearing on the proposed Personnel Commission budget for the 2024-2025 fiscal year. No public comments were made. Mr. Reminiskey closed the public hearing.

No action was taken on this item.

CONSIDER ADOPTION OF THE PROPOSED PERSONNEL COMMISSION 2024-2025 BUDGET - REPORT 9

The Personnel Commission reviewed the proposed 2024-2025 budget.

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

CONSIDER APPROVAL OF THE PROPOSED SALARY INCREASES FOR BUS DRIVER, DELEGATED BEHIND THE WHEEL TRAINER, FOOD SERVICE ASSISTANT I, II, AND III, FOOD SERVICE SPECIALIST, AND CHEF CLASSIFICATIONS - REPORT 10

Mr. Deines, the District, and CSEA have worked together to develop a strategy for conducting annual and ongoing compensation analyses for the classified positions within FSD. This initiative aims to ensure that all classifications are at or above the 50th percentile of base salary in the identified job market, making recommendations based upon a strict, standardized criteria with any available but finite budget of funds. The analysis covers over 40 identified districts, all of Orange County, and a 15-mile radius of Fullerton. Factors such as district structure, scope of work, responsibilities, enrollment, number of sites/schools, classified employees, type of district, and funding levels are taken into account.

Recommendations have been made to enhance market placement while being mindful of internal alignment considerations. This year's study focuses on the transportation and nutrition services departments, resulting in the following proposed salary adjustments:

Food Production Workers:

- 5.0% increase for Food Service Assistant I
- 2.5% increase for Food Service Assistant II
- 2.5% increase for Food Service Assistant III
- 2.5% increase for Food Service Specialist

- 2.5% increase for Chef

Transportation:

- 2.5% increase for Bus Driver
- 2.5% increase for Delegated Behind the Wheel Trainer

These proposed adjustments aim to address the most impacted classifications and ensure competitive compensation. The study will be conducted annually, with funds allocated proportionally between bargaining-level classified and management classifications based on the total budgeted salaries. Payments will be effective from July 1 of the following year and will not be retroactive.

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 PROPOSED SALARY INCREASES FOR DIRECTOR, PURCHASING, WAREHOUSE, REPROGRAPHICS, AND CONTRACTS; DIRECTOR, RISK MANAGEMENT, WORKERS COMPENSATION, AND SAFETY; DIRECTOR, TRANSPORTATION SERVICES; AND DIRECTOR, NUTRITION SERVICES CLASSIFICATIONS - REPORT 11

Following the same criteria and analysis as the previous agenda item, the proposed adjustments for the identified managers are as follows:

First Level Classified Directors

- 7.5% Increase for Director - Purchasing, Warehouse, Reprographics, and Contracts
- 7.5% Increase for Director - Risk Management, Workers Compensation, and Safety
- 7.5% Increase for Director - Transportation Services
- 7.5% Increase for Director - Nutrition Services Classifications

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

CONSIDER APPROVAL OF THE REVISED AFTER SCHOOL SITE LEAD JOB DESCRIPTION - REPORT 12

Mr. Deines has worked with CSEA and Educational Services leaders to revise the ASP Site Lead classification (now titled Expanded Learning Lead Instructional Assistant), as requested by the District. These revisions are in response to the District's growing before and after school programs funded by the ELOP grant. A year ago, new Site Supervisor positions were established from the ASP Site Lead role, enhancing site-level

The team worked to update employment standards and qualifications for a new classification, ensuring competitive salary alignment within existing job roles. These changes to the newly revised lead position aim to support the new supervisors and leadership structure established last year without altering the lead's ultimate responsibility or competency standards.

A motion for approval was made by Mr. Reminiskey, seconded by Ms. Kelman and approved unanimously.

CONSIDER APPROVAL OF THE NEW BUS DRIVER/FOOD SERVICE ASSISTANT JOB DESCRIPTION - REPORT 13

The District is currently facing significant challenges in recruiting and staffing Nutrition Workers and Bus Drivers due to a competitive job market. Mr. Deines, in collaboration with the Business Services, Transportation, and Nutrition Services administrative leadership teams, along with CSEA, has developed a proactive solution to address these issues and has outlined the responsibilities of the proposed position. This innovative approach involves combining Bus Driver roles with Transporter/Food Service Assistant duties, enabling employees to operate school buses in the mornings and afternoons while contributing to Nutrition Services during midday hours. This initiative aims to establish full-time, 8-hour positions that offer crucial support across both programs and departments.

The Bus Driver/Food Service Assistant will carry out responsibilities such as driving school buses in adherence to prescribed routes, schedules, District policies, and state regulations. In addition to driving duties, they will manage the transportation of food and supplies to various District sites, assist with food preparation, packaging, serving, and perform cleaning duties at different service locations.

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

ACTIVE RECRUITMENT LIST - REPORT 14

The Personnel Commission reviewed the active recruitment list.

No action was taken on this information item.

ADMINISTRATION AND POLICY - REPORT 15

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 5:05 p.m.

RECESS TO CLOSED SESSION

No reportable action was taken during the closed session; closed session was adjourned at 5:32 p.m.

Minutes Accepted By:

Tommy Reminiskey, Chairperson
Recorded by: Edna Gastelo