

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

**August 23, 2021 – 4:30 P.M.**

**AGENDA**

Due to COVID-19, we are conducting a virtual Personnel Commission Meeting. To facilitate public comments and meeting participation, we would like to advise you of the special instructions. If you wish to participate in the meeting, please email Edna Gastelo at [edna\\_gastelo@myfsd.org](mailto:edna_gastelo@myfsd.org) to receive the link to the Zoom meeting. Interested participants will have the opportunity to make public comments and to listen to the virtual meeting live. If you have difficulty, please contact Edna Gastelo at (714) 447-7457.

- 1. Call to Order, Pledge of Allegiance**
- 2. Approve Minutes for Regular Meeting of July 26, 2021** **Discussion/Action**
- 3. Approve the Classified Personnel Report** **Discussion/Action**
- 4. Approve/Ratify Recruitments** **Ratification**
  - Food Service Assistant I (Part-Time)
  - Food Service Assistant II (Part-Time, Promotional Only)
  - Food Service Assistant III (Part-Time, Promotional Only)
  - Personnel Technician II (Promotional Only)
  - Clerical Assistant II/BB
  - Mental Health Counseling Specialist
  - School Bus Driver
  - Instructional Assistant/Recreation (Part-Time)
  - Instructional Assistant/Expanded Learning (Part-Time)
  - Instructional Assistant/Special Education I
  - Playground Supervisor (Part-Time)
  - Interpreter/Translator – Korean
  - Bus Driver Trainee
- 5. Ratify/Certify the Director’s Certification of Eligibility Lists** **Ratification**
  - Instructional Assistant/Bilingual Biliterate, exp. 1/30/22
  - Instructional Assistant/Regular, exp. 2/5/22
  - Instructional Assistant/Expanded Learning, exp. 2/10/22
  - Playground Supervisor, exp. 2/19/22
  - Instructional Assistant/Recreation, exp. 2/19/22
  - Clerical Assistant II, exp. 7/23/22
  - Health Assistant, exp. 8/2/22
  - ASP Site Lead, exp. 8/3/22
  - Network Specialist, exp. 8/6/21
  - Supervisor of Maintenance & Operations, exp. 8/11/22

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| <b>6. Public Comments</b><br>If you wish to make a public comment, please email Edna Gastelo no later than 2pm on the day of the meeting at <a href="mailto:edna_gastelo@myfsd.org">edna_gastelo@myfsd.org</a> . | <b>Information Only</b>  |
| <b>7. Director's Report</b><br>The Director will provide an overview of activities in the Classified Personnel Department and discuss recent successes.  | <b>Information Only</b>  |
| <b>8. Consider Announcement of the Intended Joint Appointee of the Personnel Commission</b>  | <b>Discussion/Action</b> |
| <b>9. Consider Approval of the Revised Instructional Assistant/Regular Job Description</b>   | <b>Discussion/Action</b> |
| <b>10. Consider Approval of the New Instructional Assistant/Special Education I and II - Special Programs Junior High Job Descriptions</b>   | <b>Discussion/Action</b> |
| <b>11. Consider Approval of the Reclassification of Eligible Employees into Instructional Assistant/Special Education I and II - Special Programs Junior High Classifications</b>                                | <b>Discussion/Action</b> |
| <b>12. Consider Approval of the Revised Computer Repair Coordinator Job Description</b>  | <b>Discussion/Action</b> |
| <b>13. Consider Approval of the Revised Visual and Performing Arts Coordinator Job Description</b>   | <b>Discussion/Action</b> |
| <b>14. Active Recruitment List</b>   | <b>Information Only</b>  |
| <b>15. Administration and Policy</b><br>Current budget printout  | <b>Information Only</b>  |
| <b>16. Other Business</b>  | <b>Information Only</b>  |
| <b>17. Recess to Closed Session</b><br>Pursuant to Government Code 54957 to discuss the Classified Personnel Director's job performance evaluation.  |                          |
| <b>18. Adjournment</b>   |                          |