

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

**January 24, 2022 – 4:30 P.M.**

**AGENDA**

Due to the COVID-19 national emergency, 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 December 13, 2022** **Discussion/Action**
- 3. Approve the Classified Personnel Report** **Discussion/Action**
- 4. Approve/Ratify Recruitments** **Ratification**
  - Transporter
  - School Office Manager
  - Custodian II
  - Instructional Assistant/Special Education Cover-III
  - Instructional Assistant/Special Education II (Part-Time)
  - Playground Supervisor (Part-Time)
  - Instructional Assistant/Special Education II – SPJH (Part-Time)
  - Instructional Assistant/Special Education I – SPJH (Part-Time)
  - Instructional Assistant/Special Education I (Part-Time)
  - Instructional Assistant/Recreation (Part-Time)
  - Instructional Assistant/General Education (Part-Time)
  - Instructional Assistant/Expanded Learning (Part-Time)
  - Food Service Assistant I (Part-Time)
  - Bus Driver Trainee
  - Custodian I (On-Call)
  - Instructional Assistant/Special Education I (On-Call)
  - School Bus Driver (On-Call)
- 5. Ratify/Certify the Director’s Certification of Eligibility Lists** **Ratification**
  - Bus Driver, exp. 7/6/22
  - Instructional Assistant/Recreation, exp. 7/20/22
  - Instructional Assistant/Special Ed. I, exp. 7/20/22
  - Instructional Assistant/Special Ed. I-SPJH, exp. 7/20/22
  - Instructional Assistant/Expanded Learning, exp. 7/20/22
  - Instructional Assistant/Special Ed. II, exp. 7/20/22

- Instructional Assistant/Special Ed. II-SPJH, exp. 7/20/22
- Instructional Assistant/General Ed., exp. 7/20/22
- Playground Supervisor, exp. 7/20/22
- Food Service Assistant I, exp. 7/20/22
- Clerical Assistant II/BB, exp. 12/16/22
- Clerical Assistant I, exp. 12/17/22
- Health Assistant, exp. 1/11/23
- Food Service Assistant II, exp. 1/12/23
- Account Clerk III, exp. 1/13/23
- Social Services Assistant (Bilingual), exp. 1/18/23
- School Office Manager - Korean, exp. 1/18/23

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|---|--------------------------|
| <b>6. Public Comments</b>   | <b>Information Only</b>  |
| 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>7. Director's Report</b>   | <b>Information Only</b>  |
| The Director will provide an overview of activities in the Classified Personnel Department and discuss recent successes.  |                          |
| <b>8. Consider Approval of the new Accounting and Budget Specialist Job Description</b>   | <b>Discussion/Action</b> |
| <b>9. Consider Approval of the Revised Account Clerk I, II, and III Job Descriptions</b>  | <b>Discussion/Action</b> |
| <b>10. Consider Approval of Attendance for Interested Commissioners and Staff to attend the CSPCA Annual Conference</b>   | <b>Discussion/Action</b> |
| <b>11. Active Recruitment List</b>  | <b>Information Only</b>  |
| <b>12. Administration and Policy</b>  | <b>Information Only</b>  |
| Current budget printout   |                          |
| <b>13. Other Business</b>   | <b>Information Only</b>  |
| <b>14. Recess to Closed Session</b>   |                          |
| Pursuant to Government Code 54957 to discuss the Classified Personnel Director's job performance evaluation.  |                          |
| <b>15. Adjournment</b>  |                          |