

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

**Minutes of the Regular Meeting of March 22, 2021**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

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

**PERSONNEL COMMISSIONERS**

Mr. Tommy Reminiskey, Chairperson  
Ms. Anita Varela, Vice-Chairperson  
Mr. Jose Trinidad Castaneda III, Member

**STAFF PRESENT**

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

**APPROVAL OF MINUTES – REPORT 2**

A motion to approve the minutes of the regular meeting of February 22, 2021, was made by Mr. Castaneda and seconded by Ms. Varela; the motion was approved unanimously.

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

The Personnel Commission reviewed the Classified Personnel Report.

Mr. Reminiskey asked what the EAL acronym stands for in the report. Mr. Deines explained EAL stands for Emergency Administrative Leave and is an extension of the FFCRA (Families First Coronavirus Response Act) previously offered to employees.

A motion for approval was made by Ms. Varela, seconded by Mr. Castaneda, and approved unanimously.

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

The Personnel Commission reviewed the recruitment bulletin.

A motion for approval was made by Ms. Varela, seconded by Mr. Castaneda, and approved unanimously.

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

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

Mr. Castaneda asked Mr. Deines to explain why a recruitment for Maintenance Worker II was listed again on the agenda. Mr. Deines explained that though the eligibility list for Maintenance Worker II is up for ratification, the single candidate on the list has declined the job offer, and therefore the Personnel Commission staff has reopened the recruitment for this position.

A motion for approval was made by Ms. Varela, seconded by Mr. Castaneda, and approved unanimously.

### **PUBLIC COMMENTS**

No public comments were made.

### **DIRECTOR'S REPORT:**

Mr. Deines shared that the CSPCA Merit Academy has begun and thanked the Commissioners and staff who are participating in the program this year.

Mr. Deines stated that the Classified Personnel office is open during the spring break and staff is taking advantage of the slower-paced environment while schools are closed.

Mr. Deines also shared that the Personnel Commission staff has been working on building a bank of pre recorded interviews in an effort to make the recruitment of certain positions run more efficiently.

### **CONSIDER APPROVAL OF THE REVISED INSTRUCTIONAL MATERIALS SPECIALIST JOB DESCRIPTION - REPORT 8**

Mr. Deines explained that this position works in the Warehouse and focuses on books and instructional materials for the centralized District library, housed in the District warehouse. After meeting with CSEA, Executive Cabinet, and the Director of Purchasing, Warehouse and Transportation, Mr. Deines recommended that transporter duties be added to the job description. These duties would allow the incumbent to support the District warehouse with additional transporting needs and also serve in place of transporters in the Nutrition Services department when needed. Mr. Deines added that while additional duties were recommended, the level of the duties are not at a higher level and therefore, no changes in the salary were recommended at this time. Mr. Deines stated that the salary range for this position is also aligned with the salary range for the Transporter classification.

A motion for approval was made by Mr. Castaneda, seconded by Ms. Varela, and approved unanimously.

### **CONSIDER APPROVAL OF LIMITED TERM ASSIGNMENT EXTENSION - REPORT 9**

Mr. Deines explained that limited-term assignments typically are limited to no more than six months in length; however, in the event of a declared emergency, the Education Code provides the District and the Personnel Commission the discretion

to approve extensions of the limited-term assignments for up to twelve (12) additional months. Mr. Deines recommended that the Personnel Commission approve an extension of these limited-term assignments for an additional six (6) months, as the needs of the District for the next school year are still being evaluated.

Ms. Varela asked if there will be a need for limited-term employees during the summer. Mr. Deines explained that the District is planning a number of summer school programs and staffing needs will be based on the number of anticipated student participants.

A motion for approval was made by Ms. Varela, seconded by Mr. Castaneda, and approved unanimously.

**ACTIVE RECRUITMENT LIST - REPORT 10**

The Personnel Commission reviewed the active recruitment list.

No action was taken on this information item.

**ADMINISTRATION AND POLICY - REPORT 11**

The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

**OTHER BUSINESS**

None.

**ADJOURNMENT OF REGULAR MEETING**

The regular meeting was adjourned to closed session at 4:48 p.m.

**RECESS TO CLOSED SESSION**

No reportable action was taken during the closed session; closed session was adjourned at 5:08 p.m.

**Minutes Accepted By:**

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Tommy Reminiskey, Chairperson  
Recorded by: Edna Gastelo