

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

**Minutes of the Regular Meeting of May 24, 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 (absent)

**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 April 26, 2021 and the minutes of the special meeting of May 3, 2021 was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

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

The Personnel Commission reviewed the Classified Personnel Report.

A motion for approval was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

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

The Personnel Commission reviewed the recruitment bulletin.

A motion for approval was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

**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. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

**PUBLIC COMMENTS**

No public comments were made.

**DIRECTOR’S REPORT:**

Mr. Deines highlighted the Classified employees in the Classified Human Resources office: he thanked Ms. Gastelo for her efforts with the Classified retirement event, the Years of Service celebration both at the District office and at the school sites; Ms. Shandy for her help with staffing the summer school programs and her help with recruitment postings on EdJoin; and Ms. Roberts for her continued recruitment efforts, her work with PCD’s, and putting together interview banks for hiring managers.

Mr. Deines shared that the two CSEA “Classified Employee of the Year” winners would be honored at the upcoming FSD Board meeting: Ms. Jessica Olivares, Social Services Assistant at Nicolas Junior High and Francine Tavarez, Instructional Assistant/Special Education at Woodcrest Elementary.

**CONSIDER APPROVAL OF THE NEW SCHOOL SOCIAL WORKER SPECIALIST JOB DESCRIPTION - REPORT 8**

Mr. Deines explained that the District is investing in different mental health programs for students and would like to create a new Social Worker position to provide professional-level support and services to FSD families. Mr. Deines recommended placing the new classification at Range 40 on the CSEA Salary Schedule in line with the Mental Health Counseling Specialist, given the specialized licensing required for both positions.

Ms. Varela asked what department would oversee the new classification. Mr. Deines explained that, depending on their assigned departments, the incumbents would be managed by either the Student Support Services or Child Welfare and Attendance directors.

A motion for approval was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

**CONSIDER APPROVAL OF THE NEW DIRECTOR OF BUSINESS AND FISCAL SERVICES JOB DESCRIPTION - REPORT 9**

Mr. Deines explained by providing background information: the Business Services Department has undergone gradual shifts in work assignments within the last few years due to new department leadership. As a result, the management-level staff were given higher-level duties to perform and more responsibilities. Dr. Coghlan asked Mr. Deines to review the Director of Business Services and Accounting Supervisor job descriptions. After much research and analysis, Mr. Deines’s findings have led him to outline a reclassification recommendation for the two positions.

Mr. Deines shared that he looked at the comparable [to FSD] school districts in LA, Orange, Riverside, and San Bernardino counties and analyzed the salaries of the Directors of Business Services. Mr. Deines explained that many of the Directors of

Business Services at those districts were paid at or about the same rate as their Directors of Human Resources.

A motion for approval was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

**CONSIDER APPROVAL OF THE RECLASSIFICATION OF ELIGIBLE EMPLOYEE INTO DIRECTOR OF BUSINESS AND FISCAL SERVICES CLASSIFICATION - REPORT 10**

Mr. Deines explained that the Education Code provides for reclassifications when an employee has experienced a gradual increase of the duties over a two year period, which is the case for Ms. Greenwood. Ms Greenwood was promoted from Accounting Supervisor to Director of Business Services on July 1st, 2016. Beginning July of 2017, shortly after the hiring of Dr. Coghlan, Ms. Greenwood gradually took on higher-level duties and additional responsibilities.

A motion for approval was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

**CONSIDER APPROVAL OF REVISED ASSISTANT DIRECTOR OF BUSINESS SERVICES JOB DESCRIPTION - REPORT 11**

Mr. Deines explained that his analysis of the Assistant Director of Business Services position uncovered a significant number of necessary changes to be recommended. With these changes, Mr. Deines recommended that the salary for this position be placed at Range 19 on the Management Salary Schedule, up from Range 18.

A motion for approval was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

**CONSIDER APPROVAL OF THE RECLASSIFICATION OF ELIGIBLE EMPLOYEE INTO ASSISTANT DIRECTOR OF BUSINESS SERVICES CLASSIFICATION - REPORT 12**

Mr. Deines stated that Mr. Ibarra was hired in July of 2016 and, as a result of the change in leadership, also experienced an accretion of duties and responsibilities since 2017.

A motion for approval was made by Mr. Reminiskey and seconded by Ms. Varela; the motion passed with two votes.

**PUBLIC HEARING ON THE PROPOSED PERSONNEL COMMISSION 2021-2022 BUDGET - REPORT 13**

Mr. Reminiskey opened the public hearing on the proposed Personnel Commission budget for the 2021-2022 fiscal year. No public comments were made. Mr. Reminiskey closed the public hearing.

No action was taken on this item.

**CONSIDER ADOPTION OF THE PERSONNEL COMMISSION 2021-2022 BUDGET - REPORT 14**

A motion for approval was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

**ACTIVE RECRUITMENT LIST - REPORT 15**

The Personnel Commission reviewed the active recruitment list.

No action was taken on this information item.

**ADMINISTRATION AND POLICY - REPORT 16**

The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

**OTHER BUSINESS**

**ADJOURNMENT OF REGULAR MEETING**

The regular meeting was adjourned to closed session at 5:00 p.m.

**RECESS TO CLOSED SESSION**

No reportable action was taken during the closed session; closed session was adjourned at 6:30 p.m.

**Minutes Accepted By:**

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Tommy Reminiskey, Chairperson  
Recorded by: Edna Gastelo