

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

Minutes of the Regular Meeting of January 25, 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 December 14, 2020, 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.

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 Mr. Castaneda, seconded by Ms. Varela, and approved unanimously.

RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 5

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

Ms. Varela asked about the expiration date noted on the Speech and Language Pathology Assistant list and the number of total positions and openings. Mr. Deines explained that the lists typically have a one-year expiration date and said that there was one opening and was unsure of the total number of incumbents but would be happy to follow up with the information.

Mr. Castaneda asked for more information regarding the Maintenance Worker II list with only one candidate. Mr. Deines explained that there was only one qualified candidate who earned a top rank for this position. Mr. Deines shared that though the department was not required to interview the sole candidate on the list, they did so as a courtesy to the candidate. Mr. Deines also shared that the candidate was not selected and the department was able to reopen the recruitment. The candidate was notified both by phone and email that the list was declared exhausted.

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 began by thanking all of the FSD employees for their support with on-campus instruction. Mr. Deines shared that FSD employees were required to work from home during the week of January 4th to allow for COVID-19 testing of all employees and ensure a safe return to work for all. Mr. Deines also shared that eligible employees were classified as part of "Group 1A" and in the queue for COVID-19 vaccinations. Mr. Deines stated that he is working with Personnel Commission staff to identify strategies that will increase the visibility of the Personnel Commission with all Classified employees. Mr. Deines is also working closely with the CSEA Executive Board and will keep the Personnel Commission informed of any developments. Mr. Deines shared that Classified Employee of the Year nominations have been received by the Personnel Commission staff and will be forwarded to the Orange County Department of Education for a chance to win the state title.

APPROVAL OF MERIT ACADEMY ATTENDANCE FOR PERSONNEL COMMISSIONERS AND STAFF - REPORT 8

Mr. Deines shared that the Merit Academy, hosted by the California School Personnel Commissioners Association, will be held virtually this year and run from March through June. Mr. Deines recommended that the Personnel Commission approve registration for all three Personnel Commissioners, two members of the Personnel Commission staff, and a member of the CSEA Executive Board.

A motion to approve up to six registrations for the Merit Academy was made by Mr. Castaneda, seconded by Ms. Varela and approved unanimously.

ACTIVE RECRUITMENT LIST - REPORT 9

The Personnel Commission reviewed the active recruitment list.

No action was taken on this information item.

ADMINISTRATION AND POLICY - REPORT 10

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 at 4:54 p.m.

RECESS TO CLOSED SESSION

No action was taken during the closed session.

Minutes Accepted By:

Tommy Reminiskey, Chairperson
Recorded by: Edna Gastelo