

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

**Minutes of the Regular Meeting of February 27, 2023**

**CALL TO ORDER**

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

**PERSONNEL COMMISSIONERS**

Mr. Tommy Reminiskey, Chairperson  
Dr. Alexis Norman, Vice-Chairperson  
Ms. Sarah Kelman, Member

**STAFF PRESENT**

Paul Deines, Director, Classified Human Resources  
Edna Gastelo, Administrative Secretary  
Blanca Martinez, Personnel Technician I  
Debbie Shandy, Personnel Technician II  
Cristina Reardon, Personnel Technician I

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY  
30, 2023 - REPORT 2**

The Personnel Commission reviewed the minutes.

A motion for approval was made by Mr. Reminiskey, seconded by Ms. Kelman; the motion passed unanimously.

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

The Personnel Commission reviewed the Classified Personnel Report.

A motion for approval was made by Dr. Norman, seconded by Ms. Kelman; the motion passed unanimously.

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

The Personnel Commission reviewed the recruitment bulletin.

A motion for approval was made by Mr. Reminiskey, seconded by Ms. Kelman; the motion passed unanimously.

**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 Dr. Norman, seconded by Ms. Kelman; the motion passed unanimously.

**PUBLIC COMMENTS**

No public comments were made.

**DIRECTOR’S REPORT:**

Mr. Deines shared that the Classified Human Resources Office is busy planning the next Classified Connection event for Friday, March 3rd. The team hopes to recruit candidates for the After School Program and the Special Education department.

**CONSIDER APPROVAL OF THE NEW PAYROLL SPECIALIST JOB DESCRIPTION - REPORT 8**

Mr. Deines has worked with the Business Services department to outline the duties of the new Payroll Specialist classification. The Payroll Specialist would support management in the gathering, analyzing, monitoring, and reporting of District payroll systems, processes, and records, as well as complete specialized projects for the department. These newly-identified, specialized duties have been approved through the Board and recommended to the Personnel Commission for classification.

A motion for approval was made by Mr. Reminiskey, seconded by Ms. Kelman; the motion passed unanimously.

**END OF COVID-19 STATE OF EMERGENCY, AB 361 & AB 2449 - REPORT 9**

Mr. Deines explained that, with the end of the emergency order, there are some changes to the Brown Act that will take effect and require that the Personnel Commission meetings be held in-person, rather than virtually. Ms. Kelman shared information regarding the new teleconferencing and public notice rules with the Commissioners.

No action was taken on this discussion item.

**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**

No other business was discussed.

**ADJOURNMENT OF REGULAR MEETING**

The regular meeting was adjourned to closed session at 4:46 p.m.

**RECESS TO CLOSED SESSION**

No reportable action was taken during the closed session; closed session was adjourned at 4:50 p.m.

**Minutes Accepted By:**

Tommy Reminiskey, Chairperson  
Recorded by: Edna Gastelo