

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

**Minutes of the Regular Meeting of November 28, 2022**

**RECESS TO CLOSED SESSION** – At 4:00 p.m., the Personnel Commission recessed to Closed Session to discuss the Classified Personnel Director’s job performance evaluation. There was no report from Closed Session.

**CALL TO ORDER**

Mr. Tommy Reminiskey, Chairperson, called Open Session to order at 4:30 p.m.

**PERSONNEL COMMISSIONERS**

Mr. Tommy Reminiskey, Chairperson

Ms. Anita Varela, Vice-Chairperson

**STAFF PRESENT**

Paul Deines, Director, Classified Human Resources

Edna Gastelo, Administrative Secretary

Blanca Martinez, Personnel Technician I

Debbie Shandy, Personnel Technician II

Martha Roberts, Personnel Specialist

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 24, 2022 - REPORT 3**

The Personnel Commission reviewed the minutes.

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

**APPROVAL OF THE CLASSIFIED PERSONNEL REPORT – REPORT 4**

The Personnel Commission reviewed the Classified Personnel Report.

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

**APPROVAL/RATIFICATION OF RECRUITMENTS – REPORT 5**

The Personnel Commission reviewed the recruitment bulletin.

Mr. Reminiskey asked about the Bus Driver Trainee program. Mr. Deines shared that the trainee program is still taking applicants and, recently, two trainees were offered full time positions with FSD.

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

**RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 6**

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

Ms. Varela asked if eligible candidates are notified if they expire off a list during a recess period. Mr. Deines explained that eligible candidates are informed of their expiration date at the time of their ranking. Eligible candidates are notified of removal from a list if the list they are on is exhausted.

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

**PUBLIC COMMENTS**

A public comment was made by JoAnne Declaro: “Thanks to Anita for her service for the Classified staff of FSD”.

**DIRECTOR’S REPORT:**

Mr. Deines welcomed everyone back from the Thanksgiving recess. Mr. Deines shared that the Classified Human Resources office is planning other hiring events that will take place the first Friday of every month. These hiring events will be called “The Classified Connection”. Staff will be available to assist with applications, test for Instructional Assistant positions, as well as interview for certain positions. Mr. Deines also shared information about the upcoming CSPCA conference.

**CONSIDER APPROVAL OF THE REVISED VISUAL AND PERFORMING ARTS ADMINISTRATIVE SPECIALIST JOB DESCRIPTION - REPORT 9**

Mr. Deines has worked with the District and CSEA to recommend a broadening of the current Visual & Performing Arts Administrative Specialist classification so that it could be utilized by a variety of different programs or departments should additional needs arise. At this time, no changes have been recommended to the level of work, the level of responsibility, or the level of competency or qualifications needed for this classification, thus there is no recommendation to change the pay range. The new classification title will be Administrative Specialist.

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

**ANNUAL REPORT 2021-2022 - REPORT 10**

The Personnel Commission reviewed the Annual Report.

Mr. Deines thanked the Classified Human Resources team for their work to put together the report and for their efforts reflected in the data listed.

Mr. Reminiskey and Ms. Varela both shared their thoughts on the report.

No action was taken on this information item.

**ACTIVE RECRUITMENT LIST - REPORT 11**

The Personnel Commission reviewed the Active Recruitment List.

No action was taken on this information item.

**ADMINISTRATION AND POLICY - REPORT 12**

The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

**OTHER BUSINESS**

Mr. Reminiskey and Mr. Deines thanked Ms. Varela for her service on the Personnel Commission. Ms. Varela wished the FSD staff well.

**ADJOURNMENT OF REGULAR MEETING**

The regular meeting was adjourned to closed session at 4:54 p.m.

**RECESS TO CLOSED SESSION**

No reportable action was taken during the closed session; closed session was adjourned at 5:42 p.m.

**Minutes Accepted By:**

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Tommy Reminiskey, Chairperson  
Recorded by: Edna Gastelo