

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

**Minutes of the Regular Meeting of December 12, 2022**

**CALL TO ORDER**

Mr. Tommy Reminiskey, Chairperson, called Open Session 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  
Martha Roberts, Personnel Specialist  
Cristina Reardon, Personnel Technician I

**OATH OF OFFICE FOR NEW PERSONNEL COMMISSIONER - SARAH KELMAN - REPORT 2**

The Oath of Office was administered by Ms. Sherrie Williamson to Sarah Kelman, newest member of the Personnel Commission.

**ORGANIZATION OF THE PERSONNEL COMMISSION – REPORT 3**

**Chairperson**

Mr. Reminiskey opened nominations for Chairperson. Dr. Norman made a motion to nominate Mr. Reminiskey; Ms. Kelman seconded the motion. The motion carried unanimously to appoint Mr. Reminiskey as Chairperson.

**Vice-Chairperson**

Mr. Reminiskey opened nominations for the Vice-Chairperson and made a motion to nominate Dr. Norman; Ms. Kelman seconded the motion. The motion carried unanimously to appoint Dr. Norman as Vice-Chairperson.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 22, 2022 - REPORT 4**

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 5**

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 6**

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 7**

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**

Comment from Ms. JoAnne Declaro: “Hi, I just want to say ‘Welcome’ to Sarah and we look forward to working with you”.

**DIRECTOR’S REPORT:**

Mr. Deines welcomed Sarah Kelman to the Personnel Commission. Mr. Deines shared information regarding the upcoming CSPCA conference, where Mr. Deines, Dr. Hammitt, and Ms. Hilda Sugarman will be guest speakers. Mr. Deines thanked the Personnel Commission for completing his annual evaluation.

**CONSIDER APPROVAL OF THE NEW ASSISTANT DIRECTOR, EDUCATIONAL SERVICES JOB DESCRIPTION - REPORT 10**

Mr. Deines has worked with the District to recommend the new Assistant Director, Educational Services. This recommendation comes as the District examines the structure of the departments within the Education Services Division to ensure proper and most effective leadership distribution in supporting the new programs along with the robust, existing programs.

The new classification of Assistant Director, Educational Services would serve as support to the Director of these programs (Certificated) and help oversee the programs, as well as provide administrative support.

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

**CONSIDER APPROVAL OF THE REVISED CHILD DEVELOPMENT PROGRAM SPECIALIST & SUPERVISOR JOB DESCRIPTIONS - REPORT 11**

Mr. Deines shared that with the restructure of the Child Development Services Department, the District is also recommending an update to the Child

Development Program Specialist and the Supervisor, Child Development Services job descriptions. The changes in scope would not add to or take away responsibilities or duties of any one position, but rather the changes would simply broaden the scope of the classifications as a whole. This would allow the District to use these classifications of Program Specialist and Supervisor to support any program within the Educational Services Division with a specified or unique position similar to how the Supervisors are working currently. There are no recommended changes to the level of duties or responsibilities, thus, the salary placement will remain the same.

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

**CONSIDER APPROVAL OF THE 2023 PERSONNEL COMMISSION MEETING CALENDAR- REPORT 12**

The Personnel Commission reviewed the proposed 2023 calendar.

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

**ACTIVE RECRUITMENT LIST - REPORT 13**

The Personnel Commission reviewed the Active Recruitment List.

No action was taken on this information item.

**ADMINISTRATION AND POLICY - REPORT 14**

The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

**OTHER BUSINESS**

Mr. Reminiskey welcomed Ms. Kelman to the Personnel Commission.

**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 4:57 p.m.

**Minutes Accepted By:**

---

Tommy Reminiskey, Chairperson  
Recorded by: Edna Gastelo