

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

**Minutes of the Regular Meeting of March 17, 2025**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Mr. Tommy Reminiskey, Chairperson, called the meeting to order at 4:32 p.m. and Mr. Paul Deines led the pledge of allegiance.

**PERSONNEL COMMISSIONERS**

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

**STAFF PRESENT**

Paul Deines, Director, Human Resources  
Stephanie McKinney, Administrative Secretary, Human Resources

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 24, 2025 – REPORT 2**

The Personnel Commission reviewed the minutes.

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

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

The Personnel Commission reviewed the report.

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

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

The Personnel Commission reviewed the recruitment bulletin.

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

**RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 5**

The Personnel Commission reviewed the eligibility lists.

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

**PUBLIC COMMENTS**

No public comments were made.

**DIRECTOR’S REPORT:**

Mr. Deines began with officially congratulating Ms. McKinney who joined the Classified Human Resources Team and Cristina Reardon who was promoted to Personnel Specialist. Mr. Deines then also congratulated nine classified employees; Amy Koerth, Charles Bankston, Daniel Avilez-Velis, Jazmin Valtierra, Wesley Hatton, Tracy Ordway, Trish Behlings, Gina Matz, and Mike Kimball. who were nominated for the Orange County Department of Education’s Classified Employee of the Year program. Two nominations, Gina Matz and Mike Kimball were highlighted for moving on to the statewide competition.

Mr. Reminiskey asked about the District’s immigration consultant agency and the positive work they are doing providing information to the District and our community on immigration resources. Mr. Deines shared that the consultant, Bethany Anderson with Camino Immigration Services, has provided guidance and training to staff and our community emphasizing that the State of California is committed to protecting the rights of students, employees, and families. Mr. Deines affirmed that the District likewise upholds these legal protections for both its families and staff and that the District is also ensuring that those affected are provided with information and resources for further support or questions. Mr. Reminiskey commented that it was a great resource for our students, facility, and community.

**MINIMUM QUALIFICATIONS JOB DESCRIPTION LANGUAGE - REPORT 8**

At the March 17, 2025 Personnel Commission Meeting, Mr. Deines revisited the discussion regarding minimum qualification language in job descriptions, originally presented at the February 24, 2025 Personnel Committee Meeting. He emphasized the importance of establishing clear pathways for employee advancement, enabling individuals to work toward the highest roles possible within the District.

Mr. Deines discussed the impact of inconsistent interpretations of job descriptions, noting that such inconsistencies often discourage employees from applying for promotional opportunities. He explained that narrow or unclear qualifications can lead employees to assume they are not eligible, even when their background may align with the role.

To address this, Mr. Deines proposed a revision to older job descriptions to align them with the language currently used in newer descriptions, which state that required qualifications may include “experience equivalent to” the listed standards. Additionally, he presented an alternative phrasing: “experience that would demonstrate the knowledge and abilities listed and would most likely be equivalent to.” This proposed language is intended to acknowledge a broader range of qualifications while preserving the standards required for each position.

Ms. Kelman raised a question about the alternate phrasing, specifically the use of the term “would most likely.” She expressed concern that such language introduces subjectivity into the screening process and may lead to inconsistent interpretations. She also cautioned that this ambiguity could potentially create legal challenges if the phrasing is not clearly defined or consistently applied. Ms. Kelman emphasized the importance of ensuring job descriptions clearly reflect the required knowledge and abilities in a measurable and objective manner.

Dr. Norman asked which job descriptions would be affected by the proposed changes. Mr. Deines clarified that the intention is to apply the revised language to all job descriptions going forward. Mr. Reminsky questioned who would be responsible for determining whether a candidate’s experience is deemed equivalent—specifically, whether this would fall under the purview of staff or Director-level personnel. Mr. Deines confirmed that the current screening process would remain in place, with determinations made by staff under Director supervision.

Ms. Kelman reiterated her concerns about the clarity of the revised language and its implications for fairness and consistency. Mr. Reminsky voiced support for the direction of the proposal but suggested further discussion would be helpful to finalize the language and approach. He also expressed concern regarding potential inconsistencies in screening outcomes for candidates with similar qualifications.

In response, Mr. Deines reviewed the existing appeal process that allows candidates to contest screening decisions. Mr. Reminsky recommended that the matter be brought back for further discussion and potential approval at the April 28, 2025 Personnel Commission Meeting.

Mr. Reminsky closed the discussion by thanking Mr. Deines for his work and noted that the proposal represents a positive step toward improving opportunities for District employees.

**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**

No other business was discussed.

**ADJOURNMENT OF REGULAR MEETING**

The regular meeting was adjourned to closed session at 4:57 p.m.

**RECESS TO CLOSED SESSION**

No reportable action was taken during the closed session; closed session was adjourned at 5:19 p.m.

**Minutes Accepted By: Tommy Reminiskey, Chairperson**

**Recorded by: Stephanie McKinney**