

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

Minutes of the Regular Meeting of September 26, 2022

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

Dr. Alexis Norman, Member

STAFF PRESENT

Paul Deines, Director, Classified Human Resources

Edna Gastelo, Administrative Secretary

Blanca Martinez, Personnel Technician I

Martha Roberts, Personnel Specialist

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 22, 2022 - REPORT 2

The Personnel Commission reviewed the minutes.

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

APPROVAL OF THE CLASSIFIED PERSONNEL REPORT – REPORT 3

The Personnel Commission reviewed the Classified Personnel Report.

Mr. Reminiskey commented on the number of employees who have reached Step 6 on the longevity report.

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

PUBLIC COMMENTS

Board of Trustees Chair Bev Berryman thanked the Personnel Commission and staff for their work to recruit and hire new employees.

DIRECTOR'S REPORT:

Mr. Deines shared that the Human Resources staff attended the Seasonal and Part-Time Job Fair, hosted by CSUF. The Human Resources staff is also planning a job fair at the Fullerton Marriott on Thursday, October 13th. Mr. Deines wished the Educational Services department luck on the recent launch of the ENCORE program.

CONSIDER APPROVAL OF THE NEW LEAD BEHAVIOR INTERVENTION ASSOCIATE JOB DESCRIPTION - REPORT 8

Mr. Deines shared that, as the District looks to expand Behavior Intervention Associate (BIA) staffing to one (1) BIA per school site, the need to create a Lead BIA was identified. With approval from the District, Mr. Deines worked with CSEA and the Special Education Department to develop the job description for the Lead Behavior Intervention Associate classification. The Lead BIA's would serve to ensure that there is a uniformity and consistency of messaging and training delivered to each site-based BIA to effectively carry out the program goals at each school.

A motion for approval was made by Mr. Reminiskey, seconded by Dr. Norman and passed unanimously.

CONSIDER APPROVAL OF THE NEW AFTER SCHOOL PROGRAM SITE SUPERVISOR JOB DESCRIPTION - REPORT 9

Mr. Deines shared that the District has approved management level duties recommended for an After School Program (ASP) Site Supervisor, as a result of the expansion of its before and after school programs. Mr. Deines worked with the Child Development Services and Educational Services administrative leadership teams, in detailing the duties and responsibilities of the position. The District is looking to add this additional before and after school ENCORE program to each school site and will require additional IA staffing, leading to an increased need for staff supervision and program coordination.

A motion for approval was made by Ms. Varela, seconded by Dr. Norman and passed unanimously.

CONSIDER APPROVAL OF THE NEW FACILITIES TECHNICIAN JOB DESCRIPTION- REPORT 10

Mr. Deines shared that the District has approved technical, bargaining unit level duties recommended for a Facilities Technician. Mr. Deines worked with the Facilities and Purchasing departments' administrative leadership teams and CSEA, in detailing the duties and responsibilities of this new position. Research revealed that the Facilities Department has been completing an average of three million dollars worth of construction projects per year since hiring their current Director in January of 2018. These projects, the procurement of contractors, bids, and maintenance of DSA (Division of the State Architect in California) procedures and paperwork have been and continue to be managed by the staff in the Facilities department with the advisement/guidance of the Purchasing department to continue to comply with public contract code, government laws and regulations. Currently the Facilities department is administratively staffed with a Director, two (2) Maintenance and Operations Supervisors, a Senior Secretary, a Secretary, and a Clerical Assistant II. The new classification of Facilities Technician would serve as a technical administrative support to facilities and maintenance program procurement, bidding, and contract accountability support.

A motion for approval was made by Mr. Reminiskey, seconded by Dr. Norman and approved unanimously.

CONSIDER APPROVAL OF RECLASSIFICATION OF ELIGIBLE EMPLOYEE INTO FACILITIES TECHNICIAN CLASSIFICATION - REPORT 11

Mr. Deines shared that Ms. Yolanda Sutherland has served as the Senior Secretary of the Facilities Department since her promotion to the position in January of 2016. During that time Ms. Sutherland has managed her administrative duties as Senior Secretary and has gradually assumed more responsibilities of a technical nature associated with the facilities procurement processes. Outside of the Purchasing and Accounting departments, she is the only employee in the District with Buyer-level access and accountability for initiating, managing, and maintaining, procurement processes in the District's system. Furthermore she has assumed responsibilities for managing the processes required for reporting and accountability to DSA and contractor bidding. Since the current Director's hire in January of 2018, Yolanda Surtherland has gradually but completely assumed the duties and responsibilities of the classification of Facilities Technician.

A motion for approval was made by Mr. Reminiskey, seconded by Ms. Varela and approved unanimously.

ACTIVE RECRUITMENT LIST - REPORT 12

The Personnel Commission reviewed the Active Recruitment List.

Ms. Varela asked about the Locksmith limited-term recruitment. Mr. Deines explained that the District Locksmith is on a leave of absence and a temporary replacement is needed.

No action was taken on this information item.

ADMINISTRATION AND POLICY - REPORT 13

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 4:54 p.m.

RECESS TO CLOSED SESSION

No reportable action was taken during the closed session; closed session was adjourned at 4:59 p.m.

Minutes Accepted By:

Tommy Reminiskey, Chairperson
Recorded by: Edna Gastelo