

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

Minutes of the Regular Meeting of July 26, 2021

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

STAFF PRESENT

Paul Deines, Director, Classified Human Resources

Debra Shandy, Personnel Technician I

Martha Roberts, Personnel Technician II

Edna Gastelo, Administrative Secretary

APPROVAL OF MINUTES – REPORT 2

A motion to approve the minutes of the regular meeting of June 28, 2021 was made by Ms. Varela and seconded by Mr. Reminiskey; the motion passed with two votes.

APPROVAL OF THE CLASSIFIED PERSONNEL REPORT – REPORT 3

The Personnel Commission reviewed the Classified Personnel Report.

Mr. Reminiskey commented on the number of extra summer work assignments and longevity increases.

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

APPROVAL/RATIFICATION OF RECRUITMENTS – REPORT 4

The Personnel Commission reviewed the recruitment bulletin.

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

RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 5

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

Mr. Reminiskey asked about the scoring system on the Eligibility List for Instructional Assistants lists. Mr. Deines explained that the scoring system for the Instructional Assistant job series was developed under previous Commission staff

and that the change was made to increase hiring efficiency because of the high-turnover experienced in that job series.

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

PUBLIC COMMENTS

No public comments were made.

DIRECTOR'S REPORT:

Mr. Deines began by welcoming the staff who have returned from their summer recess period. Mr. Deines shared that there are a number of extra summer work assignments taking place, including: landscaping, painting, and COVID-signage projects with the M&O department; and summer meal distribution by the Nutrition Services Department.

Mr. Reminiskey asked for an update on the Bus Driver Trainee Program. Mr. Deines shared that the program is moving forward and that some of the trainees have moved from classroom instruction to behind the wheel instruction.

CONSIDER APPROVAL OF THE REVISED DIRECTOR OF PURCHASING, WAREHOUSE, AND TRANSPORTATION JOB DESCRIPTION - REPORT 8

Mr. Deines explained that the District has proposed the reorganization of the Purchasing, Warehouse, and Transportation department and that the process has resulted in a ripple effect of changes to areas of other departments. Mr. Deines shared history on the Transportation department's leadership team and stated that, most recently, the Transportation department was led under the purview of the Director of Purchasing, Warehouse and Transportation, Mike McAdam, with the help of the Assistant Director of Transportation, JD Mancha. Because of the highly regulated nature of the Transportation department, the District would like to re-establish the Director of Transportation classification. This would allow the Director of Purchasing and Warehouse to undertake other duties, such as overseeing the Print Shop and District contracts. As a result, Mr. Deines recommended retitling the job class to Director of Purchasing, Warehouse, Reprographics, and Contracts with some slight job description updates/revisions.

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

CONSIDER APPROVAL OF THE REESTABLISHMENT OF THE DIRECTOR OF TRANSPORTATION JOB DESCRIPTION WITH REVISIONS - REPORT 9

Mr. Deines explained that he worked closely with the Assistant Superintendent of Business Services to make appropriate changes to the Director of Transportation job description. Mr. Deines recommended that the salary range for the Director of Transportation be moved from M18 to M21 on the management schedule to be in

line with the Directors of Nutrition Services, Risk Management, and Purchasing, Warehouse, Reprographics, and Contracts.

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

CONSIDER APPROVAL OF THE RECLASSIFICATION OF ELIGIBLE EMPLOYEE INTO DIRECTOR OF TRANSPORTATION SERVICES CLASSIFICATION - REPORT 10

Mr. Deines stated that Jose “JD” Mancha was hired as the Assistant Director of Transportation in 2017 and gradually took on the duties of the Director of Transportation, making him eligible for reclassification.

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

CONSIDER APPROVAL OF THE REVISED FOOD SERVICES ASSISTANT I, II, AND III JOB DESCRIPTIONS - REPORT 11

Mr. Deines explained that CSEA and the District negotiated a request for a salary study of the Food Service Assistants (FSA) I, II, and III classifications. Mr Deines researched over 40 different school districts in Orange County and surrounding counties and found that FSD is on par with regard to pay for these classifications. As a part of the study, Mr. Deines shadowed a number of FSA's at the Central Kitchen and different school sites. Mr. Deines met with the leadership in Nutrition Services and CSEA and found that though the salary placement was appropriate for the FSA classifications, the classifications lack the necessary and appropriate organizational structure. Mr. Deines stated that making adjustments to the job descriptions would allow the incumbents of these classifications to work as follows:

- FSA I will no longer work independently without the support of FSA II.
- FSA II will serve as a lead at the elementary school sites, as well as a back-up lead for the junior high school sites; FSA II will no longer work as the primary lead for the junior high school sites.
- FSA III will serve as the primary lead at the junior high school sites, as well as different divisions of the Central Kitchen.

Ms. Varela expressed her excitement for the job study and thanked Mr. Deines for his efforts.

Mr. Reminiskey seconded Ms. Varela's sentiments and also expressed his gratitude for the study.

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

CONSIDER APPROVAL OF THE RECLASSIFICATION ELIGIBLE EMPLOYEES INTO FOOD SERVICE ASSISTANT II AND III CLASSIFICATIONS - REPORT 12

Mr. Deines explained that, with the recommended changes to the job descriptions, there are a number of incumbents who have been performing such duties for a period of two years or more. After a review of personnel files and meeting with the Nutrition Services leadership team, Mr. Deines compiled a list of employees who have been identified as eligible for reclassification. These employees were found eligible for reclassification based on duties performed and the length of time performing the duties.

Ms. Varela asked how many FSA II and III positions will still be open after the reclassification process. Mr. Deines shared that there are anticipated to be six FSA II openings and one FSA III opening to be filled by promotional recruitments once the reclassifications are approved and processed.

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

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

Ms. Varela asked for an update on the Personnel Commissioner recruitment. Mr. Deines stated that the Personnel Commission staff had not received many applications for the opening, and that the application deadline could be extended. Mr. Deines shared information about the anticipated appointment timeline. Ms. Varela suggested that the application deadline be extended to August 12th. Ms. Varela and Mr. Reminiskey discussed their availability. Mr. Reminiskey suggested interviews be held on August 18th at 4:30 p.m.

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned to closed session at 5:10 p.m.

RECESS TO CLOSED SESSION

No reportable action was taken during the closed session; closed session was adjourned at 5:17 p.m.

Minutes Accepted By:

Tommy Reminiskey, Chairperson

Recorded by: Edna Gastelo