

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

Minutes of the Regular Meeting of September 27, 2021

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mr. Tommy Reminiskey, Chairperson, called the meeting to order at 4:38 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 II

Martha Roberts, Personnel Specialist

Edna Gastelo, Administrative Secretary

APPROVAL OF MINUTES – REPORT 2

A motion to approve the minutes of the special meeting of August 18, 2021, and regular meeting of August 23, 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 congratulated Ms. Shandy on her promotion to Personnel Technician II.

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 Mr. Reminiskey and seconded by Ms. Varela; the motion passed with two votes.

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 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 congratulating Ms. Shandy for her promotion to Personnel Technician II. Mr. Deines shared that FSD bus drivers have received an increase in their guaranteed weekly hours, from 25 hours to 30 hours. Mr. Deines stated that the increase in weekly hours will benefit the Transportation Department and help attract talent to FSD. Mr. Deines also shared that further studies are being conducted on the bus driver classification. Mr. Deines thanked the Personnel Commission staff for their on-going recruitment and onboarding efforts. Mr. Deines shared that he is working with CSEA leadership on planning the *Appreciating Classified Employees (ACE)* day. ACE day will allow different administrators to job shadow different classified employees and share their testimonies of their experience during a debrief after the event. Mr. Deines gave an update regarding the remote testing platform that is being used to administer the proficiency exam for the Instructional Aide series. Of the 69 candidates who were provided the option to test remotely, 27 accessed the test successfully and 20 obtained a passing score, placing them on the eligibility list.

JOINT PERSONNEL COMMISSIONER RECRUITMENT UPDATE - REPORT 8

Mr. Deines shared that Mr. Lance Do withdrew his application for the Joint Personnel Commissioner vacancy due to personal reasons and thanked the Personnel Commission for their time.

The Personnel Commission discussed the new recruitment timeline and set the closing date for applications for October 20th, with interviews to be held on October 21st.

Ms. Varela suggested that efforts be made to make parents and volunteers at the school sites aware of the vacancy.

No action was taken on this item.

CONSIDER APPROVAL OF THE REVISED INFORMATION SYSTEMS SPECIALIST I AND II (CALPADS) CLASSIFICATIONS - REPORT 9

Mr. Deines explained that, through a prior and comprehensive 2020 study that examined the IIS department, the Personnel Commission had previously approved a number of recommended reclassifications, including the conditional reclassification of Beci Weed to ISS I, pending additional review. To finalize this review, Mr. Deines worked with the leadership of the IIS, Special Education, Educational Services, and CSEA to review the ISS I classification description. The group agreed that a more broad scope of duties assigned to the ISS I would allow the District the opportunity to create additional positions within the classification which can support additional departments outside of just the IIS Department.

Along with the recommended changes to the Information Systems Specialist I job description, Mr. Deines also recommended minor language changes in the Information Systems Specialist II (CALPADS) classification to more accurately reflect the broad scope of support the classification can provide the District with student information systems, as well as clarify the potential for overlapping responsibilities with the Information Systems Specialist I classification, highlighting that the ultimate distinction between the classifications is the primary responsibility for CALPADS data submission.

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

CONSIDER APPROVAL OF RECLASSIFICATION OF ELIGIBLE EMPLOYEE INTO INFORMATION SYSTEMS SPECIALIST II (CALPADS) - REPORT 10

Mr. Deines explained that an outside advisory panel reviewed the classification study and submitted a recommendation, which was reviewed by the District, and CSEA as a part of impact bargaining. Mr. Deines stated that through negotiations, the District reached an agreement with CSEA and the employee, Beci Weed, and recommended the reclassification of Beci Weed into the Information Systems Specialist II (CALPADS), effective October 1, 2021.

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

CONSIDER APPROVAL OF THE NEW DIRECTOR OF NETWORKING, INFORMATION AND DATA SYSTEMS CLASSIFICATION - REPORT 11

Mr. Deines shared that, with the recent retirement of the Assistant Director of IIS, the position was reexamined by the District. Mr. Deines was asked by the District to work with the Assistant Superintendent of IIS to research a new leadership structure that could be provided by creating a director classification that would continue to provide the technical support previously made possible through the Assistant Director of IIS position and include the responsibility for increased supervisory oversight and leadership of the technical networking, information, and data systems staff.

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

ACTIVE RECRUITMENT LIST - REPORT 12

The Personnel Commission reviewed the active recruitment list.

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

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned to closed session at 5:06 p.m.

RECESS TO CLOSED SESSION

No reportable action was taken during the closed session; closed session was adjourned at 6:33 p.m.

Minutes Accepted By:

Tommy Reminiskey, Chairperson
Recorded by: Edna Gastelo