

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

**Minutes of the Regular Meeting of June 29, 2020**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Ms. Patricia Haley, Chairperson, called the meeting to order at 4:40 p.m.

**PERSONNEL COMMISSIONERS**

Ms. Patricia Haley, Chairperson  
Ms. Anita Varela, Vice-Chairperson  
Mr. Tommy Reminiskey, Member

**STAFF PRESENT**

John Caldecott, Interim Classified Personnel Director  
Eddie Bui, Classified Personnel Analyst  
Edna Figueroa, Administrative Secretary  
Debra Shandy, Personnel Technician I  
Martha Roberts, Personnel Technician II

**APPROVAL OF MINUTES – REPORT 2**

A motion to approve the minutes of the regular meeting of April 20, 2020, was made by Mr. Reminiskey and seconded by Ms. Varela; the motion was approved unanimously.

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

The Personnel Commission reviewed the Classified Personnel Report. Ms. Varela asked about the extra summer work for some employees. Mr. Caldecott clarified that some work is related to summer school for Special Education students and additional summer projects that extend beyond the work year for some employees.

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

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

The Personnel Commission reviewed the recruitment bulletins. Mr. Caldecott explained that additional substitutes are being recruited to cover additional supervision that will be required for students returning to school.

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

**PUBLIC COMMENTS**

No public comments were made.

**DIRECTOR’S REPORT:**

The Personnel Commission has requested that an update be provided by the District to the Commission regarding the safety guidelines related to COVID for Classified employees. Mr. Caldecott stated that he would invite Dr. Hammitt to the next meeting and agrees that the timing would be appropriate for an update, as the District is preparing for the reopening of schools and the District office.

Mr. Caldecott also reviewed the timeline for the Director of Classified Human Resources selection process, which is anticipated to begin with first-round interviews in early August followed by second-round interviews with the Personnel Commission. Mr. Caldecott shared that the projected hire date is September 1st, allowing the candidates to provide proper notice to their current employer.

**ACTIVE RECRUITMENT LIST - REPORT 8**

The Personnel Commission reviewed the Active Recruitment List. Mr. Caldecott shared that the new column added to the list which shows the Classified Personnel representative who is managing the recruitment, in an effort to facilitate communication and efficient recruitment.

No action was taken on this information item.

**ADMINISTRATION AND POLICY - REPORT 9**

The Personnel Commission reviewed the current budget printout. Ms. Varela asked about the amount noted in the line item for extra time and overtime. Mr. Caldecott stated he would obtain an explanation from the Business Office and provide it to the Personnel Commission.

No action was taken on this information item.

**OTHER BUSINESS - REPORT 10**

**ADJOURNMENT OF REGULAR MEETING**

The regular meeting was adjourned at 5:04 p.m.

**RECESS TO CLOSED SESSION**

The Personnel Commission did not have a need to meet for closed session.

**Minutes Accepted By:**

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**Patricia Haley, Chairperson**  
**Recorded by: Edna Figueroa**