

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

Minutes of the Regular Meeting of January 30, 2023

CALL TO ORDER

Mr. Tommy Reminiskey, Chairperson, called Open Session to order at 4:30 p.m.

PERSONNEL COMMISSIONERS

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

STAFF PRESENT

Paul Deines, Director, Classified Human Resources
Edna Gastelo, Administrative Secretary
Blanca Martinez, Personnel Technician I
Debbie Shandy, Personnel Technician II
Cristina Reardon, Personnel Technician I

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER
12, 2022 - REPORT 2**

The Personnel Commission reviewed the minutes.

A motion for approval was made by Mr. Reminiskey, seconded by Ms. Kelman; 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 separations listed on the report. Mr. Deines explained that the Classified Human Resources Office recently conducted an audit of the substitute staff list and removed a large number of inactive staff members.

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

PUBLIC COMMENTS

No public comments were made.

DIRECTOR’S REPORT:

Mr. Deines shared that the Classified Human Resources Office is hosting a hiring event, The Classified Connection, on Friday, February 3, 2023. The team hopes to recruit candidates for the Instructional Assistant positions.

Mr. Deines and Ms. Sarah Kelman attended the CSPCA Annual Conference recently. Mr. Deines presented and shared the stage with Dr. Hammitt; and Trustee, Ms. Hilda Sugarman, opened the conference as the Keynote Speaker. The Classified Human Resources staff attended a training session held on the last day of the conference.

Mr. Deines thanked the Classified Human Resources interns, Ms. Estefania Lemus and Mr. Luis Hernandez, for their help in the Classified Human Resources Office.

Mr. Deines also shared that he presented the Classified Annual Report to the Board of Trustees at their most recent meeting and introduced Ms. Sarah Kelman as the newest Personnel Commissioner.

CONSIDER APPROVAL OF THE NEW ONLINE PRESENCE SPECIALIST JOB DESCRIPTION - REPORT 8

At the request of the Executive Cabinet, Mr. Deines has worked with Innovation and Instructional Support (IIS) leaders and CSEA to recommend the new Online Presence Specialist job description.

The new classification of Online Presence Specialist would further design, facilitate and support the District website, as well as District social media channels and other online platforms including in-person, online, and written training. It is the recommendation of the District that these duties be more appropriately delegated to more specialized staff as opposed to computer support technicians and vendors that previously and currently support these functions.

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

CONSIDER APPROVAL OF RECLASSIFICATION OF ELIGIBLE EMPLOYEE TO ONLINE PRESENCE SPECIALIST - REPORT 9

Mr. Deines shared that Ms. Hina Bhakta has served as Computer Technician I in the IIS division since her hire in April of 2018. During that time Ms. Bhakta has been assigned increasingly progressive responsibility for the maintenance and updating of the District's website and online platforms. Most recently in January of 2022, the District began to transition the website over to a new platform, and Ms. Bhakta took a technical lead of the project with her management team. In late February of 2022, IIS management came to the Commission staff to report their concerns that Ms. Bhakta might be working at a higher level than her pay indicated, given the significant website transition project. Staff has determined that since her hire in April of 2018, Ms. Bhakta has gradually but completely assumed the duties and responsibilities of the classification of Online Presence Specialist.

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

ACTIVE RECRUITMENT LIST - REPORT 10

The Personnel Commission reviewed the Active Recruitment List.

No action was taken on this information item.

ADMINISTRATION AND POLICY - REPORT 11

The Personnel Commission reviewed the current budget printout.

Dr. Norman asked for information regarding tuition reimbursement. Ms. Gastelo shared information on the budgeted amount.

No action was taken on this information item.

OTHER BUSINESS

Ms. Kelman shared that, with the State of Emergency being lifted at the end of February, the Personnel Commission should consider discussing options for in-person/virtual meetings. Mr. Deines agreed to research options and provide the Personnel Commission with information and recommendations at the next meeting.

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned to closed session at 4:53 p.m.

RECESS TO CLOSED SESSION

No reportable action was taken during the closed session; closed session was adjourned at 5:03 p.m.

Minutes Accepted By:

Tommy Reminiskey, Chairperson
Recorded by: Edna Gastelo