

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

Minutes of the Regular Meeting of July 25, 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

Dr. Alexis Norman, Member

STAFF PRESENT

Paul Deines, Director, Classified Human Resources

Edna Gastelo, Administrative Secretary

Debra Shandy, Personnel Technician II

Blanca Martinez, Personnel Technician I

Martha Roberts, Personnel Specialist

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 27, 2022 - REPORT 2

The Personnel Commission reviewed the minutes.

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

APPROVAL OF THE CLASSIFIED PERSONNEL REPORT – REPORT 3

The Personnel Commission reviewed the Classified Personnel Report. Mr. Reminiskey congratulated the employees who received their longevity increases.

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

PUBLIC COMMENTS

No public comments were made.

DIRECTOR’S REPORT:

Mr. Deines shared that the management team will be attending the management retreat, hosted by the Executive Cabinet on July 28th and 29th. Mr. Deines welcomed back all of the staff who have returned from their summer recess. Mr. Deines shared information regarding the upcoming job fair, hosted by the Classified Human Resources office on August 5, 2022. Mr. Deines thanked Dr. Trang Lai for organizing the very first job fair and inspiring the subsequent event.

CONSIDER APPROVAL OF THE REVISED REPROGRAPHICS TECHNICIAN AND REPROGRAPHICS COORDINATOR JOB DESCRIPTIONS - REPORT 8

Mr. Deines worked with Mr. Mike McAdam and Mr. Chris Maertzweiler to update the job description and ensure the job classifications fit with District needs and market standards. Further, the classification titles were recommended to be changed from ‘Reprographics’ to ‘Printing Services’ Technician and Coordinator.

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

ACTIVE RECRUITMENT LIST - REPORT 9

The Personnel Commission reviewed the Active Recruitment List.

No action was taken on this information item.

ADMINISTRATION AND POLICY - REPORT 10

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 4:45 p.m.

RECESS TO CLOSED SESSION

No reportable action was taken during the closed session; closed session was adjourned at 4:50 p.m.

Minutes Accepted By:

Tommy Reminiskey, Chairperson
Recorded by: Edna Gastelo