

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

**Minutes of the Regular Meeting of August 22, 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

Ms. Anita Varela, Vice-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 JULY 25, 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.

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

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

The Personnel Commission reviewed the recruitment bulletin.

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

**RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – REPORT 5**

The Personnel Commission reviewed the Director's Certification of Eligibility Lists. Mr. Deines stated that the Instructional Assistant eligibility lists would be presented to the Personnel Commission for ratification at the next meeting.

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

**PUBLIC COMMENTS**

No public comments were made.

**DIRECTOR'S REPORT:**

Mr. Deines shared that there were a number of trainings held for classified employees over the summer: safety training for Playground Supervisors; NCI trainings for Special Education I aides; School Safety Monitor trainings, led by Laurie Bruneau; and training for our school-site office staff, led by department managers and the nurses.

Mr. Deines thanked the Classified Human Resources staff for their continued recruitment efforts, as the office continues to fill numerous positions.

Mr. Deines also shared information regarding the new ENCORE program. A survey will be conducted to collect interest in the extra hours assignments from staff in specific positions.

Mr. Deines spoke on the success of the job fair and the great turn out of interested applicants.

**CONSIDER APPROVAL OF THE REVISED INSTRUCTIONAL ASSISTANT/SPECIAL EDUCATION III-COVER JOB DESCRIPTION - REPORT**

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At the request of both District management and union representatives, Mr. Deines worked with both parties to update the Instructional Assistant/Special Education III-Cover job description. To ensure consistency with work being performed, as well as clarification as to the role and responsibility of the position, revisions were made to the job description and the title recommended to be changed from 'Instructional Assistant/Special Education III-Cover' to 'Behavior Intervention Associate'.

A motion for approval was made by Ms. Varela, seconded by Dr. Norman and passed unanimously.

**CONSIDER APPROVAL OF THE NEW MENTAL HEALTH SUPERVISOR JOB DESCRIPTION - REPORT 9**

Mr. Deines stated that, at the request of the the Executive Cabinet, he has worked closely with the Special Education and Mental Health administrative leadership teams, in detailing the duties and responsibilities of the proposed Mental Health Supervisor job description.

These duties were requested and outlined as a continued focus on social/emotional wellness and mental health services in the Fullerton schools.

The Supervisor position would be able to oversee and provide clinical supervision to the Registered Associates in their field work towards full licensure as defined by the Board of Behavioral Services, allowing Fullerton to more intentionally build and grow their own mental health team talent.

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

### **ACTIVE RECRUITMENT LIST - REPORT 10**

The Personnel Commission reviewed the Active Recruitment List.

Ms. Varela asked for information regarding the Director of Business and Fiscal Services and Assistant Director of Business Services recruitments. Mr. Deines explained that the two recruitments ran concurrently to allow the District to fill both positions quickly, should the Assistant Director of Business be promoted to the Director of Business and Fiscal Services position.

No action was taken on this information item.

### **ADMINISTRATION AND POLICY - REPORT 11**

The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

### **OTHER BUSINESS**

Ms. Varela shared that, as her term comes to an end, she is not considering serving a second term as a Personnel Commissioner for FSD at this time. She is grateful for the opportunity to have served for three years.

### **ADJOURNMENT OF REGULAR MEETING**

The regular meeting was adjourned to closed session at 5:01 p.m.

### **RECESS TO CLOSED SESSION**

No reportable action was taken during the closed session; closed session was adjourned at 5:11 p.m.

### **Minutes Accepted By:**

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Tommy Reminiskey, Chairperson  
Recorded by: Edna Gastelo