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

Minutes of the Regular Meeting Of June 23, 2025

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mr. Tommy Reminiskey, Chairperson, called the meeting to order at 4:32 p.m. and Dr. Alexis Norman led the pledge of allegiance.

PERSONNEL COMMISSIONERS

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

STAFF PRESENT

Sylvia Niknami, Director, Human Resources
Stephanie McKinney, Administrative Secretary, Human Resources
Blanca Martinez, Personnel Technician II

MOTION TO REMOVE ITEM #10 FROM THE AGENDA

A motion to remove item #10 from the agenda was made by Mr. Tommy Reminiskey, seconded by Dr. Alexis Norman for future discussion and the motion passed by unanimously.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 19th, 2025 – ITEM 2

The Personnel Commission reviewed the minutes.

A motion for approval was made by Mr. Tommy Reminiskey and Dr. Alexis Norman, seconded by Ms. Sarah Kelman; the motion passed by unanimously.

APPROVAL OF THE CLASSIFIED PERSONNEL REPORT – ITEM 3

The Commission reviewed the report. Commissioner Tommy Reminiskey noted its length and noted how it reflects the high level of activity and workload within the Classified Human Resources department.

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

APPROVAL/RATIFICATION OF RECRUITMENTS – ITEM 4

The Personnel Commission reviewed the recruitment bulletin.

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

RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – ITEM 5
The Personnel Commission reviewed the eligibility lists.

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

PUBLIC COMMENTS - ITEM 6
No public comments were made.

DIRECTOR'S REPORT - ITEM 7:

Sylvia Niknami reported a successful Classified Employee Week and noted that everyone was pleased with the events. She provided updates on two upcoming job fairs scheduled for June 25th and July 17th, with plans for in-person and online testing and interviewing. She anticipates a good turnout to support recruitment for the new school year. Sylvia expressed her appreciation for the team's hard work and collaboration within the department.

CONSIDER APPROVAL OF PROPOSED HOURLY RATE INCREASE FOR THE MENTAL HEALTH ASSOCIATE - ITEM 8
Sylvia Niknami presented the results of a salary study for the Mental Health Associate and proposed an hourly rate increase to $35.00 per hour, effective July 1, 2025.

A motion to approve the proposed hourly rate increase to $35.00 per hour, effective July 1, 2025 was made by Dr. Norman and seconded by Ms. Kelman. The motion passed unanimously.

CONSIDER APPROVAL OF PROPOSED RECLASSIFICATION OF THE MENTAL COUNSELING SPECIALIST - ITEM 9
Sylvia Niknami presented the results of a request to reclassify the Mental Health Counseling Specialist to Classified Management Salary Schedule Range M14, effective July 1, 2025.

A motion to approve the proposed reclassification of the Mental Health Counseling Specialist to Classified Management Salary Schedule to Range M14, effective July 1, 2025 was made by Dr. Norman and seconded by Ms. Kelman. The motion passed unanimously.

CONSIDER APPROVAL OF PROPOSED CALENDAR ADJUSTMENT FOR SCHOOL SOCIAL WORKER SPECIALIST - ITEM 10

This item was removed from the agenda.

CONSIDER APPROVAL OF PROPOSED CLASSIFICATION - PHYSICAL THERAPIST, STUDENT SUPPORT SERVICES - ITEM 11

Sylvia Niknami presented a request for a new classification of Physical Therapist, Student Support Services on the Classified Management Salary Schedule - Range M17, effective July 1, 2025.

Mr. Tommy Reminisky commented in favor of bringing services “in house”. A motion to approve the proposed new classification of the Physical Therapist, effective July 1, 2025 was made by Dr. Norman and seconded by Ms. Kelman. The motion passed unanimously.

CONSIDER APPROVAL OF PROPOSED CLASSIFICATION - INSTRUCTIONAL ASSISTANT/ EXPANDED LEARNING II - ITEM 12

Sylvia Niknami presented a request for a new classification of Instructional Assistant/ Expanded Learning II, Range 14 on the Classified Salary Schedule, effective July 1, 2025.

A motion to approve the new classification of the Instructional Assistant/ Expanded Learning II on the Classified Salary Schedule - Range 14, effective July 1, 2025 was made by Dr. Norman and seconded by Ms. Kelman. The motion passed unanimously.

CONSIDER APPROVAL OF PROPOSED CHANGES TO CLASS SPECIFICATIONS STATEMENT OF THE INSTRUCTIONAL ASSISTANT/ EXPANDED LEARNING I - ITEM 13

Sylvia Niknami proposed waiving the testing requirements for applicants who have completed 48 units or more, hold an Associate’s Degree, or possess a degree higher than an Associate’s Degree. The proposal is intended to expand the candidate pool. She noted that the distinguishing characteristics will be brought back as an action item at a future meeting.

Mr. Tommy Reminiskey stated that no action would be taken on Item 13 at this time.

CONSIDER APPROVAL OF PROPOSED CHANGES TO THE CLASS SPECIFICATIONS STATEMENT OF THE EXPANDED LEARNING LEAD INSTRUCTIONAL ASSISTANT - ITEM 14

Sylvia Niknami proposed waiving part of the testing requirements for applicants who have completed 48 units or more, hold an Associate’s Degree, or possess a degree higher than an Associate’s Degree. The proposal is intended to expand the candidate pool. Along with adding additional duties to job description - Assist when necessary with physical activities, including diapering, toilet training, feeding, and other self help skills.

A motion to approve waiving the testing requirements for applicants who have completed 48 units or more, hold an Associate's Degree, or possess a degree higher than an Associate's Degree was made by Dr. Norman and seconded by Ms. Kelman. The motion passed unanimously.

CONSIDER APPROVAL OF PROPOSED CHANGES TO TITLE AND CLASS SPECIFICATION STATEMENT OF THE CELDT ASSESSMENT ASSISTANT TO LANGUAGE ASSESSMENT ASSISTANT - ITEM 15

Sylvia Niknami proposed changes to bring the classification into compliance with the State, as the CELDT Assessment language and testing title are no longer in use. The proposed update aligns the title and class specification with the current State terminology.

A motion to approve changing the title and class specification to Language Assessment Assistant was made by Dr. Norman and seconded by Ms. Kelman. The motion passed unanimously.

CONSIDER APPROVAL OF PROPOSED CHANGES TO THE CLASS SPECIFICATIONS STATEMENT OF THE INSTRUCTIONAL ASSISTANT/ GENERAL EDUCATION - ITEM 16

Sylvia Niknami proposed waiving the testing requirements for applicants who have completed 48 units or more, hold an Associate's Degree, or possess a degree higher than an Associate's Degree. The proposal is intended to expand the candidate pool.

A motion to approve waiving the testing requirements for applicants who have completed 48 units or more, hold an Associate's Degree, or possess a degree higher than an Associate's Degree was made by Dr. Norman and seconded by Ms. Kelman. The motion passed unanimously.

CONSIDER APPROVAL OF PROPOSED CHANGES TO THE CLASS SPECIFICATIONS STATEMENT OF THE INSTRUCTIONAL ASSISTANT/BILINGUAL-BILITERATE - ITEM 17

Sylvia Niknami proposed waiving the testing requirements for applicants who have completed 48 units or more, hold an Associate's Degree, or possess a degree higher than an Associate's Degree. The proposal is intended to expand the candidate pool.

A motion to approve waiving the testing requirements for applicants who have completed 48 units or more, hold an Associate's Degree, or possess a degree higher than an Associate's Degree was made by Dr. Norman and seconded by Ms. Kelman. The motion passed unanimously.

CONSIDER APPROVAL OF PROPOSED CHANGES TO THE CLASS SPECIFICATIONS STATEMENT OF THE INSTRUCTIONAL

ASSISTANT/RECREATION - ITEM 18

Sylvia Niknami proposed waiving the testing requirements for applicants who have completed 48 units or more, hold an Associate's Degree, or possess a degree higher than an Associate's Degree. The proposal is intended to expand the candidate pool.

A motion to approve waiving the testing requirements for applicants who have completed 48 units or more, hold an Associate's Degree, or possess a degree higher than an Associate's Degree was made by Dr. Norman and seconded by Ms. Kelman. The motion passed unanimously.

CONSIDER APPROVAL OF PROPOSED CHANGES TO THE CLASS SPECIFICATIONS STATEMENT OF THE INSTRUCTIONAL ASSISTANT/SPECIAL EDUCATION II - ITEM 19

Sylvia Niknami proposed waiving the testing requirements for applicants who have completed 48 units or more, hold an Associate's Degree, or possess a degree higher than an Associate's Degree. The proposal is intended to expand the candidate pool.

A motion to approve waiving the testing requirements for applicants who have completed 48 units or more, hold an Associate's Degree, or possess a degree higher than an Associate's Degree was made by Dr. Norman and seconded by Ms. Kelman. The motion passed unanimously.

CONSIDER APPROVAL OF PROPOSED CHANGES TO THE CLASS SPECIFICATIONS STATEMENT OF THE INSTRUCTIONAL ASSISTANT/SPECIAL EDUCATION II - ITEM 20

Sylvia Niknami proposed waiving the first phase of the testing requirements for applicants who have completed 48 units or more, hold an Associate's Degree, or possess a degree higher than an Associate's Degree. The proposal is intended to expand the candidate pool. Along with adding additional duties to job description - Assist when necessary with physical activities, including diapering, toilet training, feeding, and other self help skills.

A motion to approve waiving the testing requirements for applicants who have completed 48 units or more, hold an Associate's Degree, or possess a degree higher than an Associate's Degree was made by Dr. Norman and seconded by Ms. Kelman. The motion passed unanimously.

ACTIVE RECRUITMENT LIST - ITEM 21

The Personnel Commission reviewed the active recruitment list.

No action was taken on this information item.

ADMINISTRATION AND POLICY - ITEM 22
The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

OTHER BUSINESS - ITEM 23
No other business was discussed.

ADJOURNMENT OF REGULAR MEETING
The regular meeting was adjourned to closed session at 4:57 p.m.

RECESS TO CLOSED SESSION
No reportable action was taken during the closed session; closed session was adjourned at 5:18 p.m.

Minutes Accepted By: Tommy Reminiskey, Chairperson
Recorded by: Stephanie McKinney