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

Minutes of the Regular Meeting Of July 28, 2025

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mr. Tommy Reminiskey, Chairperson, called the meeting to order at 4:31 p.m. and 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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JUNE 23, 2025 – ITEM 2

The Personnel Commission reviewed the minutes.

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

APPROVAL OF THE CLASSIFIED PERSONNEL REPORT – ITEM 3

The Personnel Commission reviewed the report.

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

APPROVAL/RATIFICATION OF RECRUITMENTS – ITEM 4

The Personnel Commission reviewed the recruitment bulletin.

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

RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – ITEM 5

The Personnel Commission reviewed the eligibility lists.

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

PUBLIC COMMENTS - ITEM 6

No public comments were made.

DIRECTOR'S REPORT - ITEM 7:

Sylvia Niknami highlighted that the Classified Human Resources Team hosted two successful job fairs over the summer, with approximately 40 attendees at the first event and about 26 at the second. The team has been working diligently to process fingerprinting and job offers, while also collaborating with other departments to fill positions as quickly as possible for the start of the school year.

CONSIDER APPROVAL OF PROPOSED RECLASSIFICATION OF SCHOOL SOCIAL WORKER SPECIALIST - ITEM 8

Sylvia Niknami presented the results of a request to reclassify the School Social Worker Specialist to Classified Management Salary Schedule Range M14, effective July 1, 2025.

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

CONSIDER APPROVAL OF THE NEW INSTRUCTIONAL ASSISTANT/ EXPANDED LEARNING I JOB DESCRIPTION - ITEM 9

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 Ms. Sarah Kelman and seconded by Dr. Alexis Norman. The motion passed unanimously.

CONSIDER APPROVAL OF PROPOSED NEW DIRECTOR OF BUSINESS SUPPORT SERVICES AND PROJECTS JOB DESCRIPTIONS - ITEM 10

Sylvia Niknami proposed the new Director of Business Support Services and Projects job description on the Classified Management Salary Schedule Range M33, effective July 29, 2025.

A motion to approve the proposed new Director of Business Support Services and Projects on the Classified Management Salary Schedule to Range M33, effective July 29, 2025 was made by Ms. Sarah Kelman and seconded by Dr. Alexis Norman. The motion passed unanimously.

CONSIDER APPROVAL TO REMOVE SALARY RANGE FROM INDIVIDUAL CLASSIFICATION JOB DESCRIPTIONS- ITEM 11

Sylvia Niknami presented a recommendation for approval to remove salary ranges from individual classification job descriptions. She explained that this change would help streamline processes and reduce the potential for errors, as salary schedules are already maintained separately and referenced during job description audits. Tommy Reminiskey expressed his support, noting that it was a very positive move and adding that including salary ranges in job descriptions could lead to misunderstandings if an error were to occur.

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

ACTIVE RECRUITMENT LIST - ITEM 12

The Personnel Commission reviewed the active recruitment list.

No action was taken on this information item.

ADMINISTRATION AND POLICY - ITEM 13

The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

OTHER BUSINESS - ITEM 14

No other business was discussed.

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned to closed session at 4:44 p.m.

RECESS TO CLOSED SESSION

No reportable action was taken during the closed session; closed session was adjourned at 5:02 p.m.

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