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

Minutes of the Regular Meeting Of September 22, 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 (In-Person)
Dr. Alexis Norman, Vice-Chairperson (In-Person)
Ms. Sarah Kelman, Member (In-Person)

STAFF PRESENT

Sylvia Niknami, Director, Human Resources
Stephanie McKinney, Administrative Secretary, Human Resources

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 25, 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 Mr. Tommy Reminiskey and Ms. Sarah Kelman, seconded by Dr. Alexis Norman; the motion passed unanimously. Tommy Reminiskey commented on the length of the recruitment list.

RATIFICATION/CERTIFICATION OF ELIGIBILITY LISTS – ITEM 5

The Personnel Commission reviewed the eligibility lists.

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

PUBLIC COMMENTS - ITEM 6
There were no public comments made.

DIRECTOR'S REPORT - ITEM 7:
Sylvia Nikami reported that the Classified Human Resources Team is working together on crosstraining, along with implementing Vidcruiter for online testing. In addition our Team is working with the County on implementing HR 2.0. Lastly, announcing that we will be hosting a job fair on Friday, October 10th, 2025. Tommy Reminiskey will be helping with the event.

CONSIDER APPROVAL OF RECLASSIFICATION OF ELIGIBLE EMPLOYEE INTO ADMINISTRATIVE SPECIALIST - ITEM 8
Classified Human Resources conducted a job study for the position currently classified as Senior Secretary in the Food Services Department. As part of this study, staff met with the incumbent employee and reviewed the scope of work, which includes vendor management, ensuring compliance with state regulations and vendor requirements, oversight of purchasing, accounting, and budget functions, maintaining and supporting systems such as PowerSchool and MySchoolBucks, and coordinating with multiple departments across the District.

The review confirmed that the duties performed are beyond the scope of the Senior Secretary classification and align with the Administrative Specialist role. The incumbent has consistently performed these duties for more than two years, providing critical support to the Food Services Department.

A motion to approve the reclassification was made by Tommy Reminiskey and Ms. Sarah Kelman to reclassify the position from Senior Secretary (Range 24) to Administrative Specialist (Range 30) effective September 23, 2025, the motion was seconded by Dr. Alexis Norman and the motion passed unanimously.

ACTIVE RECRUITMENT LIST - ITEM 9
The Personnel Commission reviewed the active recruitment list.

No action was taken on this information item.

ADMINISTRATION AND POLICY - ITEM 10
The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

OTHER BUSINESS - ITEM 11
No other business was discussed.

ADJOURNMENT OF REGULAR MEETING
The regular meeting was adjourned to closed session at 4:37 p.m.

RECESS TO CLOSED SESSION

No reportable action was taken during the closed session; closed session was adjourned at 4:55 p.m.

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