



FULLERTON
SCHOOL
DISTRICT



Great Schools
Successful Kids

Fullerton School District Personnel Commission



ANNUAL REPORT 2022-2023

THOMAS REMINISKEY • SARAH KELMAN • ALEXIS NORMAN

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INTRODUCTION

What is the Annual Report?

The 2022-2023 annual report from the Personnel Commission of the Fullerton School District is prepared in compliance with California Education Code Section 45266(a) and the Personnel Commission Rules and Regulations. This report details the functions, responsibilities, and accomplishments of the Personnel Commission during the 2022-2023 fiscal year.

What is the Merit System?

The Merit System comprises a set of regulations and protocols, akin to civil service, that oversee the hiring and management of classified school personnel. California paved the way for the nation's first Merit System law in 1936, and the Fullerton School District adopted the Merit System in 1966. Even today, mirroring its 1936 inception, the primary goal of the Merit System remains to ensure the impartial selection, advancement, and retention of employees based on merit and fitness. The emphasis is on maintaining a fair and equitable system for all stakeholders served by the Commission, including the general public, students, classified employees, and school district administration.

Merit System Principles

Merit System principles include:

- Hiring and promoting employees on the basis of ability through competitive examination
- Ensuring equal pay for like work
- Protection of employees from arbitrary action, personal favoritism or political corruption
- All employees and applicants receive fair and equitable treatment

CA Ed. Code 45266(a) The personnel director... shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board.

PERSONNEL COMMISSION

What is the Personnel Commission?

The Personnel Commission is the cornerstone of the Merit System and operates as an independent body. Consisting of three individuals, all registered voters and Fullerton residents committed to the principle of the merit system, the Personnel Commission plays a crucial role. One Commissioner is appointed by the Board of Education, another by the classified employees of the District, and the third by the consensus of the other two commissioners. Each serves alternating three-year terms. These Commissioners, dedicating their time and talents, oversee the commission staff and actively contribute to serving the District, classified employees, and the entire Fullerton community. Their collaborative efforts prioritize cooperation and sensitivity to the needs and concerns of classified employees and the school district.

Primary Functions

The Fullerton School District Personnel Commission fosters the advancement of career services for classified employees, operating under the authority outlined in Sections 45220 through 45320 of the California Education Code. To execute its responsibilities as a Personnel Commission, the Personnel Commission must:

- Establish regulations concerning a range of personnel issues to guarantee the effectiveness of the service and the selection and retention of employees based on merit and fitness, devoid of favoritism, interference, or influence
- Classify positions within the classified service, grouping positions in job categories according to duties established by the Board of Education
- Recommend to the Board of Education the salary structures for new positions established by the Board, consistent with the principle of like-pay for like-service
- Investigate and hear appeals of permanent employees who have been suspended, demoted or dismissed.

CA Ed. Code 45244(c) (c) As used in this section, "known adherent to the principle of the merit system," with respect to a new appointee, means a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.

MEET THE PERSONNEL COMMISSION

Terms of office are for three years. Appointment dates and Commission positions as of June 2023 are:

Commissioner	Title	Current Term Expires	Appointed By
Thomas "Tommy" Reminiskey	Chairperson	December 1, 2024	Board of Education
Dr. Alexis Norman	Vice-Chairperson	December 1, 2023	Joint-Appointee
Sarah Kelman	Member	December 1, 2025	CSEA

Thomas Reminiskey was appointed to the Personnel Commission representing the Board of Trustees in April 2020. He attended Valencia Park Elementary School and Nicholas Jr. High School in the Fullerton Elementary School District. Mr. Reminiskey is a graduate of Buena Park High School, Fullerton College and Golden West College. Professionally, he worked in the television broadcasting industry and retired as a Telecommunications Supervisor for the Newport Mesa Unified School District (Merit System) for over 40 years. Mr. Reminiskey is active in the LGBTQ+ community and a volunteer member at the Fullerton Train Museum. In his free time, he is a mountain bike rider on the many trails in Fullerton.



Dr. Alexis Norman was appointed November 22, 2021 to fill the remainder of the three-year term period from December 1, 2020 through December 1, 2023. Dr. Alexis Norman has lived in Fullerton for 17 years and has served as an educator for 20 years. Her children attended Laguna Road, Parks, Ladera Vista, and are currently attending Fullerton High School. Dr. Norman is an Assistant Superintendent, however, her previous roles included, Teacher, Instructional Coach, English Learner Curriculum Specialist, Principal, and Director of Human Resources. Dr. Norman attended California State Fullerton, where she got her bachelor's degree and teaching credential, her master's degree was in Literacy and she finished her educational journey at the University of Southern California, where she received a Doctorate in Education. Dr. Norman loves serving as an educator but also enjoys watching her boys play baseball!



Sarah Kelman was first appointed to the Personnel Commission by CSEA in December 2022. Her term is set to expire on December 1, 2025. Ms. Kelman has been a Fullerton resident since 2008. Her daughter attended Rolling Hills Elementary and currently attends Parks Junior High. Sarah earned her undergraduate degree from the University of Georgia, master's degree from the University of Wisconsin, and law degree from the University of Georgia. After law school, Ms. Kelman practiced labor and employment law for a federal agency under the Department of Justice in Washington, D.C. Since 2007, she has written legal practice guides on an array of subjects including employment law. In addition to writing, Ms. Kelman has been a member of the part-time faculty at CSUF since 2011. Ms. Kelman also volunteers with the Girl Scouts of Orange County.



PERSONNEL COMMISSION MEETINGS

- ◇ Regular monthly meetings of the Personnel Commission are generally held on the 4th Monday of every month at the District Office and livestreamed on ZOOM.
- ◇ The meetings are open to the public and District employees in accordance with the Ralph M. Brown Act.
 - Meeting agendas are posted at least 72 hours prior to the regularly scheduled meeting on the Classified Personnel webpage (www.fullertonsd.org - Departments - Personnel Services - Classified Personnel)
 - All documents and reports related to the agenda items as provided to the Commissioners can be obtained on request from the Director of Classified Personnel prior to or following the meeting.
 - Meeting minutes are archived on the Classified Human Resources Department webpage

2021-2022 Meetings		2022-2023 Meetings	
<u>Meeting Date</u>	<u>Meeting Type</u>	<u>Meeting Date</u>	<u>Meeting Type</u>
July 26, 2021	Regular	July 25, 2022	Regular
August 18, 2021	Special	August 22, 2022	Regular
August 28, 2021	Regular	September 26, 2022	Regular
September 27, 2021	Regular	October 24, 2022	Regular
October 25, 2021	Special	November 28, 2022	Regular
November 22, 2021	Regular	December 12, 2022	Regular
December 13, 2021	Regular	January 30, 2023	Regular
January 24, 2022	Regular	February 27, 2023	Regular
February 28, 2022	Regular	March 27, 2023	Regular
March 28, 2022	Regular	April 24, 2023	Regular
April 25, 2022	Regular	May 1, 2023	Special
May 23, 2022	Regular	May 22, 2023	Regular
June 27, 2022	Regular	June 26, 2023	Regular

PERSONNEL COMMISSION STAFF FUNCTIONS

The Classified Personnel Department staff is responsible for overseeing all classified employment transactions. This includes tasks falling under the jurisdiction of both the Personnel Commission and the Board of Education. Their role is to guarantee that the District conducts employment transactions in accordance with the principles of merit and in compliance with state and federal employment laws and regulations. The following functions are within the purview of the Classified Personnel Department:

- ◇ Recruitment Administration*
- ◇ Examination/Selection Process Administration*
- ◇ Certification of Eligibility Lists*
- ◇ Classification of New and Reclassification of Existing Classified Service Positions*
- ◇ Professional Development Planning and Administration
- ◇ Performance Management and Evaluation Administration
- ◇ Layoff Administration*
- ◇ Examination and Disciplinary Hearing Appeals*
- ◇ Employment Transaction Processing
- ◇ Administration of Personnel Commission Rules*
- ◇ Administration of the CSEA Contract Agreement



Classified Human Resources/ Personnel Commission Staff

Title	Name
Director, Human Resources	Paul Deines
Personnel Specialist	Martha Roberts
Administrative Secretary	Edna Gastelo
Personnel Technician II	Debbie Shandy
Personnel Technician I	Blanca Martinez
Personnel Technician I	Cristina Reardon

**functions under the purview of the Personnel Commission*

EMPLOYMENT ACTIONS

<u>Type of Action</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
New Hires (Permanent)	191	217	204
New Hires (Substitute)	205	80	90
Promotions	14	35	64
Reclassifications	2	27	2
Transfers	23	48	54
Increase in Hours	16	67	75
Resignations/Separations	353	304	319
Service Retirements	33	11	10

TOTAL PERMANENT (REGULAR)/PROBATIONARY CLASSIFIED EMPLOYEES:

2020-2021	798
2021-2022	882
2022-2023	906

TOTAL SUBSTITUTE CLASSIFIED EMPLOYEES:

2020-2021	379
2021-2022	483
2022-2023	285

TOTAL NUMBER OF APPLICATIONS RECEIVED:

2020-2021	3,547
2021-2022	4,328
2022-2023	2,523

JOB CLASSIFICATION REVISIONS:

2021-2022

- Director of Purchasing, Warehouse, Reprographics and Contracts
- Director of Transportation Services
- Food Service Assistants (I, II, III)
- Instructional Assistant/General Education
- Information Technology Coordination Specialist
- Visual and Performing Arts Coordinator
- Information Systems Specialist II (CALPADS)
- Account Technician (I, II, III)
- Payroll Technician (I, II)
- School Safety Monitor

2022-2023

- Reprographics Technician
- Reprographics Coordinator
- Behavior Intervention Associate
- Educational Program Specialist
- Supervisor, Educational Services
- Instructional Assistant/General Education
- Instructional Assistant/Recreation
- Instructional Assistant/Bilingual Biliterate
- Instructional Assistant/Expanded Learning

NEW JOB CLASSIFICATIONS:

2021-2022

- Instructional Assistant/Special Education - Special Projects Junior High (I, II)
 - Director of Networking, Information and Data Systems
 - Student Success Liaison
 - Accounting and Budget Specialist
 - Assistant Director, Payroll
 - Lead School Safety Monitor
 - Administrative Specialist

2022-2023

- Mental Health Supervisor
- Lead Behavior Intervention Associate
- After School Program Site Supervisor
 - Facilities Technician
- Assistant Director, Educational Services
 - Online Presence Specialist
 - Payroll Specialist
- Director, Human Resources

ESTABLISHED ELIGIBILITY LISTS

Based on a competitive assessment of merit and fitness for classifications in the District, the Personnel Commission approved the following lists:

2021-2022

Instructional Assistant II/Bilingual Biliterate (Spanish)
 After School Program Site Lead
 Personnel Specialist
 Health Assistant
 Health Assistant/Bilingual Biliterate
 Computer Technician I
 School Bus Driver
 Playground Supervisor
 Instructional Assistant/Special Education I
 Instructional Assistant/Recreation
 Instructional Assistant/Expanded Learning
 Food Service Assistant I
 Supervisor, Nutrition Services
 Food Service Assistant II
 Food Service Assistant III
 Personnel Technician II
 Clerical Assistant II - Bilingual Biliterate
 Clerical Assistant II
 Mental Health Counseling Specialist
 Interpreter/Translator - Korean
 HVAC Technician
 School Office Manager
 Visual and Performing Arts Administrative Specialist
 IT Coordination Specialist
 Social Services Assistant
 Personnel Technician I
 Instructional Assistant/General Education
 Administrative Secretary
 Instructional Assistant/Special Education II - SPJH
 Instructional Assistant/Special Education I - SPJH
 Locksmith
 Data Integration Specialist
 School Social Worker Specialist
 ASP Site Lead
 Reprographics Technician
 Director, Networking, Information and Data System
 Account Technician II
 Project Liaison
 Electrician
 Executive Assistant to Superintendent
 Account Technician III
 Instructional Assistant/Special Education III-Cover
 Technology, Library Media Assistant
 Student Success Liaison
 Instructional Assistant/Special Education III-Cover
 Secretary
 Transporter
 Custodian II
 Accounting and Budget Specialist
 Gardener
 Grounds Equipment Operator
 Irrigation & Sprinkler Repairer
 School Safety Monitor
 Chef
 Lead School Safety Monitor
 Occupational Therapist

2022-2023

Instructional Assistant/Bilingual Biliterate
 Instructional Assistant/Expanded Learning
 Instructional Assistant/General Education
 Instructional Assistant/Recreation
 Instructional Assistant/Special Education I
 Instructional Assistant/Special Education I-SPJH
 Instructional Assistant/Special Education II
 Instructional Assistant/Special Education II-SPJH
 Instructional Assistant/BB Korean
 Playground Supervisor
 Food Service Assistant I
 Food Service Assistant II
 Food Service Specialist
 Payroll Specialist
 Director, Business and Fiscal Services
 Printing Services Technician
 Assistant Director, Business Services
 ASP Site Lead
 Account Technician II
 Clerical Assistant II
 Clerical Assistant II - Bilingual
 Assistant Director, Educational Services
 Education Program Specialist
 Clerical Assistant II/BB
 Health Assistant-BB
 Health Assistant
 Lead Behavior Intervention Association
 Behavior Intervention Association
 Mental Health Counseling Specialist
 Custodian I
 Lead School Safety Monitor
 Personnel Specialist
 Technology, Library & Media Assistant I
 School Safety Monitor
 School Office Manager
 Occupational Therapist
 Account Technician III
 Project Liaison
 Secretary
 Gardener
 Supervisor, Nutrition Services
 Senior Secretary
 Administrative Specialist
 Social Services Assistant
 Community Liaison
 Locksmith
 Payroll Technician II
 Computer Technician I
 Secretary - Bilingual
 Secretary - Bilingual/Biliterate
 Director of Human Resources

YEARS OF SERVICE AWARDS

The Fullerton School District has many dedicated Classified employees and recognizes them for their dedicated service to both the students and the District. The number of recipients and their years of service are as follows:

2021-2022

Years of Service	Number of Recipients
35	1
30	3
25	7
20	23
15	11
10	27
5	36

2022-2023

Years of Service	Number of Recipients
35	1
30	5
25	3
20	9
15	20
10	18
5	25

PROFESSIONAL ORGANIZATIONS

Commissioners and staff are proud members of the following professional organizations:



California School Personnel Commissioners Association
Supporting Education Through Merit



PCASC
Personnel Commissions Association
of Southern California



California School Boards Association

