



Great Schools
Successful Kids

Fullerton School District Personnel Commission



ANNUAL REPORT 2023-2024

THOMAS REMINISKEY - SARAH KELMAN - ALEXIS NORMAN

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INTRODUCTION

What is the Annual Report?

The 2023-2024 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 2023-2024 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 2024 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, 2026	Joint-Appointee
Sarah Kelman	Member	December 1, 2025	CSEA

Thomas Reminiskey was first 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 as the Joint Appointee. Her current term is set to expire on December 1, 2026. Dr. Alexis Norman has lived in Fullerton for 20 years and has served as an educator for 22 years. Her children attended Laguna Road, Parks, Ladera Vista, and 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.



Sarah Kelman was first appointed to the Personnel Commission by CSEA in December 2022. Ms. Kelman has been a Fullerton resident since 2008. Her daughter attended Rolling Hills Elementary and 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. In 2024, she was admitted to practice law in California and returned to her roots as a practicing attorney to assist entrepreneurs and business owners. 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/classifiedhr
 - 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

2022-2023 Meetings		2023-2024 Meetings	
<u>Meeting Date</u>	<u>Meeting Type</u>	<u>Meeting Date</u>	<u>Meeting Type</u>
July 25, 2022	Regular	July 24, 2023	Regular
August 22, 2022	Regular	August 28, 2023	Regular
September 26, 2022	Regular	September 25, 2023	Regular
October 24, 2022	Regular	October 23, 2023	Regular
November 28, 2022	Regular	November 9, 2023	Special
December 12, 2022	Regular	November 27, 2023	Regular
January 30, 2023	Regular	December 11, 2023	Regular
February 27, 2023	Regular	January 22, 2024	Regular
March 27, 2023	Regular	February 26, 2024	Regular
April 24, 2023	Regular	March 25, 2024	Regular
May 1, 2023	Regular	April 15, 2024	Regular
May 22, 2023	Regular	May 20, 2024	Regular
June 26, 2023	Regular	June 24, 2024	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	Blanca Martinez
Personnel Technician II	Cristina Reardon

*functions under the purview of the Personnel Commission

EMPLOYMENT ACTIONS

<u>Type of Action</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
New Hires (Permanent)	217	204	177
New Hires (Substitute)	80	90	79
Promotions	35	64	32
Reclassifications	27	2	0
Transfers	48	54	43
Increase in Hours	67	75	69
Resignations/Separations	304	319	214
Service Retirements	11	10	12

TOTAL PERMANENT (REGULAR)/PROBATIONARY CLASSIFIED EMPLOYEES:

2021-2022	882
2022-2023	906
2023-2024	842

TOTAL SUBSTITUTE CLASSIFIED EMPLOYEES:

2021-2022	483
2022-2023	285
2023-2024	259

TOTAL NUMBER OF APPLICATIONS RECEIVED:

2021-2022	4,328
2022-2023	2,523
2023-2024	2,203

JOB CLASSIFICATION REVISIONS:

<p>2022-2023</p>	<ul style="list-style-type: none"> • 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
<p>2023-2024</p>	<ul style="list-style-type: none"> • Instructional Assistant/General Education • Instructional Assistant/Recreation • Instructional Assistant/Bilingual Biliterate • Instructional Assistant/Expanded Learning • After School Program Site Lead
	<ul style="list-style-type: none"> • Food Service Assistant I, II, III • Food Service Specialist • Chef • Delegated Behind the Wheel Trainer • Bus Driver • Director Risk Management, Workers Compensation and Safety • Director of Purchasing, Warehouse, Reprographics and Contracts • Director of Transportation • Director of Nutrition Services

NEW JOB CLASSIFICATIONS:

<p style="text-align: center;"><u>2022 - 2023</u></p> <p style="text-align: center;">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</p>
<p style="text-align: center;"><u>2023-2024</u></p> <p style="text-align: center;">Student Transportation Van Driver Public Information Officer Arts Instructional Specialist Bus Driver/Food Service Assistant</p>

ESTABLISHED ELIGIBILITY LISTS

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

<u>2022-2023</u>	<u>2023-2024</u>
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	Playground Supervisor Custodian II School Safety Monitor Maintenance Worker II Director, Risk Management, Workers Compensation & Safety Instructional Assistant/Expanded Learning Instructional Assistant/General Education Instructional Assistant/Special Education I Instructional Assistant/Special Education II Instructional Assistant/Recreation Food Service Assistant I Clerical Assistant I Behavior Intervention Associate Social Services Assistant (Bilingual) Health Assistant Speech Language Pathology Assistant ASP Site Supervisor Warehouse Coordinator/District Services HVAC Technician Project Liaison Transporter Clerical Assistant II/BB Technology, Library & Media Assistant I Food Service Assistant II Food Service Specialist School Office Manager Account Technician II Buyer Food Service Assistant/Transporter Student Transportation Van Driver Instructional Assistant/Special Education II-SPJH Secretary (BB) Food Service Assistant III Food Production Coordinator Assistant Health Assistant (BB) Personnel Technician II Clerical Assistant II Administrative Specialist Occupational Therapist Assistant Director/Educational Services Information Technology Support Supervisor Administrative Specialist

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:

2022-2023

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

2023-2024

Years of Service	Number of Recipients
30	6
25	4
20	5
15	7
10	13
5	87

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

