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

Minutes of the Regular Meeting Of February 26, 2026

CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

PERSONNEL COMMISSIONERS

Mr. Tommy Reminiskey, Chairperson (In-Person)
Dr. Alexis Norman, Vice-Chairperson (Via Teleconference)
Ms. Sarah Kelman, Member (In-Person)

STAFF PRESENT

Sylvia Niknami, Director, Human Resources
Stephanie McKinney, Administrative Secretary, Human Resources
Martha Roberts, Personnel Specialist

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 26, 2026 – ITEM 2

The Personnel Commission reviewed the minutes.

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

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

DIRECTOR'S REPORT - ITEM 7
Ms. Sylvia Niknami provided a continuing update on the HR 2.0 initiative. She shared that Human Resources, Business Services, and Information Technology are working collaboratively to move the project forward. The team is currently participating in training on VidCruiter and making progress toward streamlining workflows.

Ms. Niknami also discussed current staffing and recruitment efforts, noting that the District has experienced a high number of retirements this year. She commended the Human Resources team for their hard work and dedication in managing the increased workload associated with recruitment and hiring.

CONSIDER APPROVAL/ RECLASSIFICATION OF NEW EXPANDED LEARNING SITE COORDINATOR JOB DESCRIPTION - ITEM 8
Ms. Sylvia Niknami explained that this proposal for the Expanded Learning Site Coordinator originated from Cabinet and the ENCORE Department. Since the establishment of the ASP Site Supervisor position, the program has expanded and the responsibilities of the position have evolved to include vendor management. She noted that students remain on site during the after-school program, and there is no longer an administrator on site during that time. As a result, the ASP Site Supervisor now serves as the emergency contact and is responsible for ensuring student safety.

Ms. Niknami stated that the District is proposing a reclassification and development of a new job description to reflect the growth of the after-school program and the increased duties associated with the position. With the After School Program (ASP) being offered to a larger number of students, the Expanded Learning Site Supervisor will serve as the primary point of contact, and the responsibilities of the role have increased significantly.

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

CONSIDER APPROVAL OF NEW ASSISTANT DIRECTOR, INFORMATION TECHNOLOGY JOB DESCRIPTION - ITEM 9
Ms. Sylvia Niknami explained that the proposed classification originates from the Executive Cabinet under the Superintendent of Innovation, Information, and Technology. This position is distinct from the Information Technology Support Supervisor and reflects broader districtwide responsibilities. While the IT Support Supervisor focuses on daily logistics, repairs, and media services, this position oversees software licenses, budget development, and strategic technology planning, requiring a higher level of independent judgment and districtwide coordination.

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

ACTIVE RECRUITMENT LIST - ITEM 10

The Personnel Commission reviewed the active recruitment list.

No action was taken on this information item.

ADMINISTRATION AND POLICY - ITEM 11
The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

OTHER BUSINESS - ITEM 12
No other business was discussed.

ADJOURNMENT OF REGULAR MEETING
The regular meeting was adjourned to closed session at 4:39 p.m.

RECESS TO CLOSED SESSION
No reportable action was taken during the closed session; closed session was adjourned at 4:49 p.m.

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