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

Minutes of the Regular Meeting Of March 23, 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)
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 FEBRUARY 23, 2026 – ITEM 2

The Personnel Commission reviewed the minutes.

A motion for approval was made by Ms. Sarah Kelman and was seconded by Tommy Reminisky; 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 Tommy Reminisky; 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 Tommy Reminisky; 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 Tommy Reminisky; the motion passed unanimously.

PUBLIC COMMENTS - ITEM 6

There were no public comments made.

DIRECTOR'S REPORT - ITEM 7

Ms. Sylvia Niknami would like to give a shout-out to the Classified Human Resources team for their work on HR 2.0.

We're excited to share great news on the first phase of the VidCruiter project, including implementation for IA positions and the transition to an online platform to help expand our reach.

Additionally, we are looking forward to our upcoming job fair on June 11th, which will further support our recruitment efforts. Tommy will be assisting with the event, and we appreciate his support.

RECOMMEND SALARY RANGE INCREASE FOR THE SPEECH LANGUAGE PATHOLOGY ASSISTANT CLASSIFICATION - ITEM 8

Ms. Sylvia Niknami explained that the proposed salary range increase for the Speech Language Pathology Assistant classification was developed by the Executive Cabinet in collaboration with CSEA. Each year, classifications are reviewed to identify those that may be appropriate for salary adjustments. This recommendation represents the second phase of a two-part increase initiated last year, resulting in an additional 7.5% increase, placing the classification at Range 28 on the Classified Salary Schedule.

A motion for approval was made by Ms. Sarah Kelman and was seconded by Tommy Reminisky; the motion passed unanimously.

CONSIDER APPROVAL OF RECLASSIFICATION OF ELIGIBLE EMPLOYEE INTO ADMINISTRATIVE SPECIALIST - ITEM 9

Ms. Sylvia Niknami explained that the Student Support Services Department conducted a job study review for the Senior Secretary position held by Veronica Maciel. The review highlighted the position's increased scope and complexity, including in-depth knowledge of departmental processes, support with staffing, technical responsibilities, handling of confidential information, finalizing Board agenda items, managing extended programs, overseeing vendor relationships, and supporting AAC systems. Based on these findings, it is recommended that the classification be adjusted from Range 24 to Range 30 on the Classified Salary Schedule.

A motion for approval was made by Ms. Sarah Kelman and was seconded by Tommy Reminisky; the motion passed unanimously.

CONSIDER APPROVAL OF RECLASSIFICATION OF ELIGIBLE EMPLOYEE INTO SENIOR SECRETARY - ITEM 10

Ms. Sylvia Niknami explained that the Student Support Services Department conducted a job study review for the Secretary position held by Marleen Acosta, confirming that the role exceeds its current scope. The position supports specialized programs (LEA BOP, SMAA, RMTS, CYBHI), manages compliance and reporting, maintains audit

documentation, coordinates staffing and contracts, and provides comprehensive administrative support to program coordinators and agency partners. Based on these findings, it is recommended that the classification be adjusted from Range 21 to Range 28 on the Classified Salary Schedule.

A motion for approval was made by Ms. Sarah Kelman and was seconded by Tommy Reminisky; the motion passed unanimously.

CONSIDER REVISION OF ASSISTANT DIRECTOR, INFORMATION TECHNOLOGY JOB DESCRIPTION - ITEM 11

Ms. Sylvia Niknami explained that this job description is being brought back to the Commission to clarify reporting structure by adding “and/or designee” to the Director of Information and Innovation Technology, ensuring there is no ambiguity.

A motion for approval was made by Ms. Sarah Kelman and was seconded by Tommy Reminisky; 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 4:40 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