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

Minutes of the Regular Meeting Of June 23, 2026

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mr. Tommy Reminiskey, Chairperson, called the meeting to order at 4:30 p.m. and led the pledge of allegiance.

PERSONNEL COMMISSIONERS

Mr. Tommy Reminiskey, Chairperson (In-Person)
Ms. Alexis Norman (In- Person)

STAFF PRESENT

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 18, 2026 – ITEM 2

The Personnel Commission reviewed the minutes.

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

PUBLIC COMMENTS - ITEM 6

There were no public comments made.

DIRECTOR'S REPORT - ITEM 7

Ms. Sylvia Niknami provided an update on recent Human Resources activities. She reported that approximately 39 candidates attended the recent job fair. The recruitment process included written examinations, performance testing, oral interviews, and in-person interviews, with several candidates successfully advancing through the selection process.

Ms. Niknami also shared that the Human Resources team continues to work collaboratively with other departments on the implementation of HR 2.0 and Droplet, which will replace the District's Smarte HR database. She expressed her appreciation to all staff involved in the project and stated that the team looks forward to the successful implementation of the new systems.

CONSIDER APPROVAL OF NEW CENTRAL KITCHEN OPERATIONS SUPERVISOR JOB DESCRIPTION - ITEM 8

Ms. Sylvia Niknami explained that this item establishes a new classification, Production Planning and Quality Assurance Supervisor, which is supported by Cabinet and Nutrition Services staff. She said the position will be responsible for developing systems and processes and requires a higher level of independent judgment and decision-making. Due to the supervisory responsibilities of the position, placement at Range M08 on the Management Salary Schedule is recommended.

Commissioner Tommy Reminskey asked whether the position would be filled through an open promotional recruitment. Ms. Niknami confirmed that it would.

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

CONSIDER APPROVAL OF NEW MENTAL HEALTH CLINICAL SUPERVISOR JOB DESCRIPTION - ITEM 9

Ms. Sylvia Niknami explained that the recommended classification was proposed by Student Support Services and supported by Cabinet. She stated that while the Mental Health Associates, Mental Health Counseling Specialists, and School Social Worker Specialists primarily provide direct services to students and families, the Mental Health Clinical Supervisor will assume broader responsibilities, including the clinical supervision of associate-level clinicians. The position requires a higher level of independent judgment, professional expertise, and leadership accountability to ensure the effectiveness, consistency, and legal compliance of the District's mental health programs and services.

Commissioner Tommy Reminskey asked how many employees would report to this position. Ms. Niknami responded that up to 50 employees could report to the Mental Health Clinical Supervisor. She also confirmed that the position would report directly to the Director of Student Support Services, Julie Brandon.

A motion for approval was made by Ms. Alexis Norman and was seconded by Tommy Reminiskey; the motion passed unanimously.

CONSIDER APPROVAL OF ELIGIBLE EMPLOYEE INTO INFORMATION SYSTEM SPECIALIST II (CALPADS) - ITEM 10

Ms. Sylvia Niknami explained that this recommendation originated from Student Support Services and is supported by Cabinet. She stated that the duties of the position have expanded in scope and are now more closely aligned with those of the Information Systems Specialist II classification. The position is responsible for developing reporting frameworks and ensuring compliance with Student Support Services reporting requirements. Additionally, the incumbent works collaboratively with directors and other staff to ensure the District remains in compliance with state reporting requirements.

Ms. Niknami recommended the reclassification of Jennifer Kwan from Information Systems Specialist I to Information Systems Specialist II.

A motion for approval to the revised job description was made by Ms. Alexis Norman and was seconded by Mr. Tommy Reminiskey; the motion passed unanimously.

ACTIVE RECRUITMENT LIST - ITEM 11

The Personnel Commission reviewed the active recruitment list.

No action was taken on this information item.

ADMINISTRATION AND POLICY - ITEM 12

The Personnel Commission reviewed the current budget printout.

No action was taken on this information item.

OTHER BUSINESS - ITEM 13

Ms. Sylvia Niknami announced that the July meeting will be held at the ELC. This information will also be included on the next meeting agenda.

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned to closed session at 4:43 p.m.

RECESS TO CLOSED SESSION

No reportable action was taken during the closed session; closed session was adjourned at 5:03 p.m.

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