

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

June 22, 2017

4:30 p.m.

Carol Davis called the Regular Meeting of the Personnel Commission to order at 4:35 p.m. in the PDC room, 10055 Slater Avenue, Fountain Valley, California. Mr. Hessler led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson
Mr. William Mullin, Vice Chairperson
Rabbi Stephen Einstein, Member
Mr. Ross Hessler, Director, Human Resources

GENERAL FUNCTIONS

Approval of Agenda

Rabbi Einstein moved to approve the agenda as presented. Mr. Mullin seconded the motion. Motion carried.

Introduction of Guests

Ms. Cathie Abdel, Ms. Christine Fullerton, and Mr. Joe Hastie were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, May 16, 2017

Mr. Mullin moved to approve the minutes as presented. Rabbi Einstein seconded the motion. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, June 15, 2017

Presented as an information item only

Director's Report

Mr. Hessler stated he attended the CSPCA conference in Anaheim, where Fountain Valley School District was recognized for 50 years of participation in the merit system with a plaque. Ms. Johnson and Ms. O'Cain also attended this worthwhile conference which included legal updates. The session information is posted on the CSPCA website. Mr. Hessler stated we are entering a busy time with retirement, resignations and exams.

Commissioners' Comments

Mrs. Davis asked if summer school was all staffed and ready to start. Mr. Hessler stated that we are staffed and ready for the summer.

Public Comments

None.

ADMINISTRATION

Classification Plan Amendment- Reclassification of Maintenance Supervisor

Mr. Hessler reported that a request for the review of the position of Maintenance Supervisor was received. Due to the retirement of the Grounds Supervisor the five grounds personnel will now be reporting to this position. The request for a reclassification was due to the accretion of duties over the last several years. When Mr.

Hessler looked at other Districts for a new title he did not see a good fit and he was not able to get the new point factor from EMS at this time. Rabbi Einstein moved to certify the four recommendations which are: title change to Director, Maintenance, Operations and Facilities; approve the revised job description; approve the placement at range 14 on the Management Salary Schedule; and approve the reclassification of the incumbent to the new position as he has been performing the duties for more than two years. Mr. Mullin seconded the motion. Motion carried.

Classification Plan Amendment- Job Description Update and Retitling for Community Liaison

Mr. Hessler reported that a request for revision of the position of Community Liaison was received due the retirement of the incumbent. Mr. Mullin moved to certify the four recommendations which are: title change to Bilingual Translator; approve the revised job description; approve the placement at range 36 on the CSEA Salary Schedule; and approve the reclassification of the incumbent to the new position as she has been performing the duties for more than two years. Rabbi Einstein seconded the motion. Motion carried.

Classification Study Update

Mr. Hessler reported that late reviews are still coming in from employees. He also noted that EMS Consulting does not provide the number of years of experience required in their position descriptions. We would like them to provide us with their definitions for the requirements for each position. Everything is currently running on schedule and Mr. Hessler expects to get the job description back in the next few days and then there will need to be some further follow up.

Eligibility Lists

Mr. Bill Mullin moved to extend the Instructional Science Materials Assistant eligibility list. Rabbi Einstein seconded the motion. The motion carried and the list is extended.

PERSONNEL

Job Announcements

Job postings were reviewed for Interdepartmental Transfers for limited-term Extended School Year positions and for Extended School Program Instructor at Cox and Library/Media Technician at Cox. Also, the open and promotional posting was reviewed for Library/Media Technician at Cox.

FINANCIAL

Personnel Commission Budget 2017-2018: Review and Adoption

The Personnel Commission reviewed the budget for 2017-2018. Mr. Bill Mullin made the motion to approve the 2017-2018 budget with the caveat that the Personnel Commission reserve the right to fully fund the position of Personnel Commissioner if the occasion should become necessary for any reason.

Approval of Invoices for CODESP and CSPCA memberships

Rabbi Einstein made the motion to approve the payment of the CODESP Invoice in the amount of \$2,050.00 and the CSPCA membership invoice in the amount of \$700.00. Mr. Bill Mullin seconded. Motion carried.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

August 24, 2017

4:30 p.m.

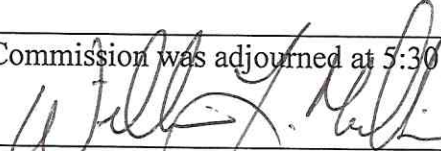
PDC Room

ADJOURNMENT

The June 22, 2017 regular meeting of the Personnel Commission was adjourned at 5:30 p.m.



Mrs. Carol Davis, Chairperson



Mr. William Mullin, Vice Chairperson