

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## REGULAR MEETING

### MINUTES

September 27, 2017

4:30 p.m.

Carol Davis called the Regular Meeting of the Personnel Commission to order at 4:30 p.m. in the Board room, 10055 Slater Avenue, Fountain Valley, California. Rabbi Einstein led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, 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. Automatic second used due to absence of Mr. Mullin. Motion carried.

### Introduction of Guests

Ms. Cathie Abdel and Mr. Sam Koser were in attendance.

### Introduction of Staff

Ms. Donna Johnson was in attendance.

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

Rabbi Einstein moved to approve the minutes. Automatic second used due to absence of Mr. Mullin. Motion carried.

### Minutes, Regular Meeting of the Board of Trustees, July 13, 2017

Presented as an information item only

### Minutes, Regular Meeting of the Board of Trustees, August 24, 2017

Presented as an information item only

### Agenda, Regular Meeting of the Board of Trustees, September, 2017

Presented as an information item only

### Director's Report

Mr. Hessler stated we had a good start to the school year. The District Office staff helped out at the different school sites on the first day. Back to School Night has already occurred at the elementary schools and will occur at the middle schools tomorrow night. A golf tournament is coming up soon to support the Foundation. Also, Hyundai is sponsoring a fundraiser at Mile Square Park to benefit the District.

### Commissioners' Comments

Rabbi Einstein inquired about the current student population and how it compared to our projection for the current fiscal year. Ms. Abdel stated that we are currently below projection by thirty students.

Public Comments

None

**ADMINISTRATION**

Personnel Commission Annual Report 2016-2017, First Review

Mr. Hessler presented the Personnel Commission Annual Report 2016-2017 for first Review. It was determined to add, to the "Highlights" section, the notation that Fountain Valley School District was awarded a plaque for 50 years as a merit district.

Classification Study Update

Mr. Hessler presented the classification study timeline. The timeline is as follows: Mr. Hessler to meet with individual commissioners the week of September 25; Ms. Abdel and Mr. Hessler to meet with Mr. Gordon and Mr. Koser the same week; Ms. Abdel and Mr. Hessler to meet with the Steering Committee the week of October 2; Ms. Abdel and Mr. Hessler to hold multiple general meetings with classified employees the week of October 9; Letters to go out to classified employees regarding draft recommendations the week of October 16; Review and appeal meetings will be held the week of October 30; Personnel Commissioners to approve the job descriptions and recommend salaries at the November 16 meeting; and Board to approve the salaries at the January meeting.

Eligibility Lists

Rabbi Einstein moved to approve the Eligibility Lists for Field Support/Help Desk Technician and Health Technician -LVN. Automatic second used due to absence of Mr. Mullin. Motion carried.

**PERSONNEL**

Job Announcements

Job postings were reviewed for Interdepartmental Transfers for Bus Driver, Extended School Program Aide (2 postings) Extended School Program Instructor (2 postings), Food Services Worker Rover, Instructional Assistant, Instructional Assistant – Special Education, Instructional Assistant – SH/PH (5 postings), Library/Media Technician, and Preschool Aide ( 2 postings). Also, the open and promotional postings were reviewed for Bus Driver, Custodian, Extended School Program Aide, Extended School Program Instructor, Head Custodian, Preschool Aide, and Preschool Instructor.

**FINANCIAL**

Nothing at this time.

**CLOSED SESSION**

No closed session.


**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:  
October 26, 2017  
4:30 p.m.  
PDC Room**

**ADJOURNMENT**

The September 27, 2017 regular meeting of the Personnel Commission was adjourned at 4:52 p.m.



Mrs. Carol Davis, Chairperson



Rabbi Stephen Einstein, Chairperson