

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

October 26, 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. Mrs. Davis led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson
Mr. William Mullin, Vice Chairperson
(Rabbi Einstein, Member-absent)
Mr. Ross Hessler, Director, Human Resources

GENERAL FUNCTIONS

Approval of Agenda

Mr. Mullin moved to approve the agenda as presented. Automatic second used due to absence of Rabbi Einstein. Motion Carried.

Introduction of Guests

Mr. Tony McCombs and Ms. Connie Ramirez were in attendance.

Introduction of Staff

Ms. Lisa O'Cain was in attendance.

Minutes, Regular Meeting of the Personnel Commission, September 27, 2017

Mr. Mullin moved to approve the minutes. Automatic second. Motion carried.

Minutes, Regular Meeting of the Board of Trustees, September 7, 2017

Presented as an information item only.

Agenda, Regular Meeting of the Board of Trustees, October 12, 2017

Presented as an information item only.

Director's Report

Mr. Hessler stated classified employees had mandated reporter training and a select group provided safety training before the school year started. The schools also provide some opportunities for training through PTA. Mr. Hessler stated he held two New Employee orientation trainings today. They were not as well attended as hoped and looks forward to improved attendance in the future.

Commissioners' Comments

Mrs. Davis stated the Personnel Commission would like to see classified employees have staff development days. Mr. Mullin agreed. He would like to help find funding for more classified training if offered the opportunity. Mr. Mullin stated he remembers the opportunities for training that was provided in the past by the District.

Public Comments

Ms. Ramirez stated her department does a wonderful job with training but would like to see more training for the noon duty aides and office people. Ms. Ramirez also stated that there are some concerns regarding the job descriptions and duties being expanded without any difference in pay or level.

ADMINISTRATION

Personnel Commission Annual Report 2016-2017, Review

Mr. Mullin moved to approve the Personnel Commission Annual Report 2016-2017 as presented. Automatic second. Motion Carried. Mr. Mullin asked to make sure copies were distributed to all the school sites. Ms. Ramirez asked to have the Personnel Commissioner's district emails listed.

Classification Study Update

Mr. Hessler stated the notification letters went out to classified employees last week regarding draft recommendations of the consultant. They contained the current title, the proposed title, the current salary and the proposed salary. Employees will have the opportunity to request review by the steering committee next Friday. So far only two classifications have a concern and come forward. These meetings are to hear concerns and answer questions before the meeting on November 16th. Hopefully, this will avoid anything new being presented before the Commission at the meeting. Personnel Commissioners may approve the job descriptions and recommend salaries at the November 16 meeting; and the Board will have the salary changes to consider at the January meeting.

Eligibility Lists

Mr. Mullin moved to approve the Eligibility Lists for Custodian, ESP Aide, ESP Instructor, Head Custodian, Preschool Aide, Preschool Instructor, and Senior Library Media Technician. Automatic second. Motion carried.

PERSONNEL

Job Announcements

Job postings were reviewed for Interdepartmental Transfers for Instructional Assistant – Special Education, Instructional Assistant – SH/PH (2 postings), and Preschool Aide. The open and promotional postings were reviewed for Instructional Assistant, Instructional Assistant – Special Education/ Instructional Assistant-SH/PH. The promotional posting for Senior Library/Media Technician was also reviewed.

FINANCIAL

The 2017-2018 Personnel Commission Budget was reviewed. Mr. Mullin moved to authorize the reasonable and necessary expenses to attend the 2017 PTC-SC Conference. Automatic second. Motion carried.

CLOSED SESSION

No closed session.

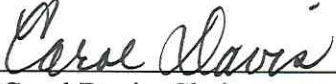
NEXT MEETING

The next meeting of the Personnel Commission will be:

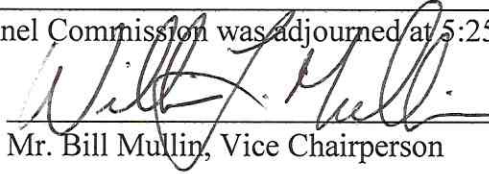
**Regular Meeting:
November 16, 2017
4:30 p.m.
Board Room**

ADJOURNMENT

The October 26, 2017 regular meeting of the Personnel Commission was adjourned at 5:25 p.m.



Mrs. Carol Davis, Chairperson



Mr. Bill Mullin, Vice Chairperson