

**FOUNTAIN VALLEY SCHOOL DISTRICT  
PERSONNEL COMMISSION**

***REGULAR MEETING***

**MINUTES**

November 16, 2017

4:30 p.m.

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

Present for the entire meeting:

(Mrs. Carol Davis, Chairperson -absent)  
Mr. William Mullin, Vice Chairperson  
Rabbi 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 Mrs. Davis. Motion Carried.

**Introduction of Guests**

Ms. Cathie Abdel, Mr. Steve Benner, Ms. Rena Bonifay, Ms. Suzie Davis, Ms. Mona Green, Ms. Kitty Kaufman, Mr. Sam Koser, Ms. Vanessa Larios, Ms. Jill Martin, Ms. Chris Olsen, Ms. Sandy O'Toole, Mr. Jeff Polen, Ms. Connie Ramirez, Cathy Silva, Ms. Nancy Spirk and Ms. June Williams were in attendance.

**Introduction of Staff**

Ms. Donna Johnson was in attendance.

**Minutes, Regular Meeting of the Personnel Commission, October 26, 2017**

No approval of the October 26, 2017 minutes due to Mrs. Davis' absence.

**Agenda, Special Meeting of the Board of Trustees, October 26, 2017**

Presented as an information item only.

**Agenda, Regular Meeting of the Board of Trustees, November 9, 2017**

Presented as an information item only.

**Director's Report**

Mr. Hessler thanked the Personnel Commission and the Board of Trustees for authorizing the funds and the process used for the classification study. He stated it was a more employee involved process which included an opportunity for follow-up. He reminded everyone that the study and draft job descriptions could be found online on the Fountain Valley School District website.

**Commissioners' Comments**

Mr. Mullin stated there would be no action taken on the Classification Study at this meeting due to the absence of Ms. Davis.

### Public Comments

Five employees requested the opportunity to address the Personnel Commission regarding the classification study and the draft job descriptions provided by EMS. The first to speak was Jeff Polen, who asked that his classification as A/V Communications Repair Technician be reviewed further for internal equity against other trade classifications. The second group to speak included three employees, Suzie Davis, Chris Olsen and Nancy Spirk, who represented the School Office Managers. They requested their classification's range be reconsidered due to internal equity. They stated the Personnel Commission had approved a range increase for their classification in March 2008 but not approved at that time by the Board of Trustees. The fourth employee to address the Personnel Commission was Mr. Steve Benner. He wished to thank the Commission for the study and since the classification study was not being voted on at this meeting, chose not to address anything further regarding his classification. The fifth employee to address the Commission was Ms. Mona Green, who also wished to thank the Personnel Commission for classification study and consideration of changes to the ESP Lead Instructor classification's title and salary.

### **ADMINISTRATION**

#### Classification Study Approval- Presentation by Educational Management Solutions (EMS)

The classification study was presented by Ms. Betty Gray from EMS. She presented an overview of the Classification and Compensation Study including the three main components of the study. These components are job analysis, job valuation (internal equity) and market analysis (external equity). She presented the findings and recommendations of the study. The internal equity study resulted in three classes recommended for an increase and two recommended for a range decrease. Regarding the market review, she recommended that we consider salaries greater than 5% below the median as being significant. She also discussed the implementation strategies and explained the exhibits.

After the classification study was presented there were some questions by the audience and additional comments by the Personnel Commission. The Extended School Program Lead Instructors requested their classification be reviewed for internal equity due to the educational requirement. Mr. Mullin stated he wants to implement this process more often and wanted to reassure employees there would be no reductions to current employees.

#### Eligibility Lists

Rabbi Einstein moved to approve the Eligibility Lists for Bus Driver, Instructional Assistant, IA SH/PH, IA Special Education. Automatic second. Motion carried.

### **PERSONNEL**

#### Job Announcements

The interdepartmental transfer job posting for Office Assistant was reviewed

### **FINANCIAL**

Nothing at this time.

### **CLOSED SESSION**

No closed session.

**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:**

**December 14, 2017**

**4:30 p.m.**

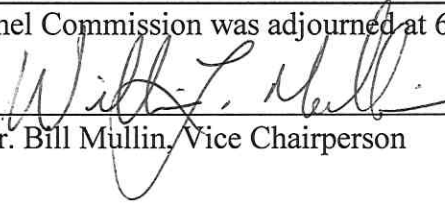
**Board Room**

**ADJOURNMENT**

The November 16, 2017 regular meeting of the Personnel Commission was adjourned at 6:06 p.m.



Mrs. Carol Davis, Chairperson



Mr. Bill Mullin, Vice Chairperson