

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

December 14, 2017

4:30 p.m.

Mrs. 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. Martin Headland -Wauson led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson
Mr. William Mullin, Vice Chairperson
Tony McCombs, Member
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 the absence of Rabbi Einstein. Motion carried.

Introduction of Guests

Ms. Cathie Abdel, Mr. Steve Benner, Ms. Rena Bonifay, Ms. Kimberly Cooper, Ms. Tiffany Covington, Ms. Suzie Davis, Ms. Pam Dizon, Ms. Mary Fox, Ms. Barbara Krause, Ms. Mona Green, Ms. Cheryl Hall, Mr. Martin Headland-Wauson, Ms. Vanessa Larios, Ms. Chris Olsen, Ms. Sandy O'Toole, Ms. Connie Ramirez, Ms. Nancy Spirk, Ms. Cheryl Tom, Ms. Natalie Velez and Ms. June Williams were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

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

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

Agenda, Regular Meeting of the Board of Trustees, December 7, 2017

Presented as an information item only.

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

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, October 26, 2017

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, November 9, 2017

Presented as an information item only.

Director's Report

Mr. Hessler wished everyone, "Happy Holidays". He welcomed Mr. Tony McCombs who will be our new Personnel Commissioner, after his oath of office is administered, later in this meeting. Mr. Hessler congratulated Kathy Davis who was named Administrator of the Year for Fountain Valley School District.

Commissioners' Comments

None

Public Comments

Suzie Davis, who represented the School Office Managers, spoke on their behalf. She welcomed Mr. McCombs to the Personnel Commission. She stated the School Office Managers (SOM's) were in attendance to listen and be available for any questions for item number 14 on the agenda. She gave a review of the past history of their requests to be reclassified. She distributed several hand-outs from the November Personnel Commission meeting to the Commissioners that contained the SOM's notes, range concerns and the 2008 letter sent to the Board. She stated the SOM's believe EMS did not address the internal equity of the two full time positions at the school sites. These two positions are the SOM's and Head Custodians. She stated the Personnel Commission had already approved a range increase to their classification, in March 2008, which was not approved at the time by the Board of Trustees. The second employee to address the Commission was Ms. Mona Green, who also wished to thank the Personnel Commission and asked them to approve the 4% increase to the ESP Lead Instructor and the Preschool Instructor salaries.

ADMINISTRATION

Oath of Office for Commissioner Mc Combs

Mrs. Davis administered the oath of office to Mr. McCombs.

Election of Personnel Commission Officers

Mrs. Davis nominated Mr. Mullin for the position of Chairperson for 2018. Mr. McCombs seconded the motion. Motion carried. Mr. Mullin nominated Mrs. Davis for the position of Vice Chairperson for 2018. Mr. McCombs seconded the motion. Motion carried. Mrs. Davis stated Mr. McCombs would be a member.

Selection of Personnel Commission Meeting Dates

Mr. Mullin moved to approve the proposed dates as presented for 2018. Mr. McCombs seconded the motion. Motion carried.

Classification Study Approval

Four recommendations were put forward to approve the study findings by EMS. For the first recommendation, Mr. Mullin moved to accept the classification study from EMS. Mr. McCombs seconded the motion. Motion carried. For the second recommendation, Mr. McCombs moved to approve the job descriptions as presented. Mr. Mullin seconded the motion. During discussions, Mr. McCombs questioned why the minimum qualifications were removed from some of the positions. He was concerned the new criteria for hiring would become more subjective. Mr. Hessler stated in general this is a change for us but not in our expectations for hiring. EMS wanted to create defensible minimum qualifications for the positions. Mr. Hessler stated our exam process is still being used to get the best people through the written test, performance test and interviews. Motion carried. For the third recommendation, Mr. Mullin moved to approve the changes in job titles as presented. Mr. McCombs seconded the motion. Motion carried. For the fourth recommendation, Mr. Mullin moved to approve the changes in salary ranges as presented. Mr. McCombs seconded the motion. During discussion, Mr. McCombs moved to amend the motion to include the School Office Managers in the group of classifications with a change in salary range. He questioned how the 5% above or below the median was applied. Mr. Hessler stated that any positions below the 5% range were brought up to 5% of the median. Mr.

Mullin stated his recommendation was to accept the study as presented. He stated that if you adjust one classification, you need to look at how that adjustment affects the other classifications and what the logic is for why EMS placed the classification where they did. Mrs. Davis thanked EMS for conducting the study and stated the Commission is very pleased the Board of Trustees approved the funds for the study. She was deeply saddened and concerned that EMS did not recommend a change in salary for the School Office Managers. She would like to add the School Office Manager classification to the EMS list of recommendations for salary changes moving them from range 51 to 56. Mr. Mullin recommended forwarding this item along with the study to the Board for approval. Mr. Hessler said with other classes slotted in equivalently the Administrative Assistant classification should be looked at since it is at the same level. Mr. McCombs stated he supports the recommendation from Commission ten years ago to increase the range for the SOM's. Mr. McCombs amended the motion to include the School Office Managers and make the adjustments put forward by Mrs. Davis. Mrs. Davis seconded the motion. Motion carried. Mr. McCombs requested the Personnel Commission see the final product/recommendation before it goes to the Board of Trustees.

Eligibility Lists

Mr. Mullin moved to approve the extension of the Eligibility List for Office Assistant. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job posting for Office Assistant was reviewed

FINANCIAL

CSPCA Conference Approval

Mr. Mullin moved to approve the reasonable and necessary expenses for the 2018 CSPCA conference. Mr. McCombs seconded the motion. Motion carried.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

January 25, 2018

4:30 p.m.

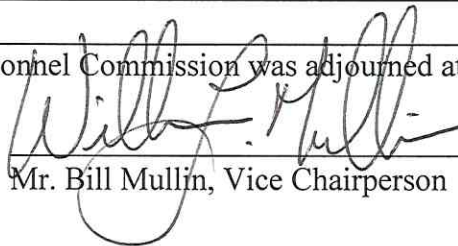
Board Room

ADJOURNMENT

The December 14, 2017 regular meeting of the Personnel Commission was adjourned at 5:44 p.m.



Mrs. Carol Davis, Chairperson



Mr. Bill Mullin, Vice Chairperson