

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

March 22, 2018

4:30 p.m.

Mr. Mullin 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. Mr. McCombs led the Pledge of Allegiance.

Present for the entire meeting:

Mr. William Mullin, Chairperson
Mrs. Carol Davis, Vice Chairperson
Mr. Tony McCombs, Member
Mr. Ross Hessler, Director, Human Resources

GENERAL FUNCTIONS

Approval of Agenda

Mr. McCombs moved to approve the agenda as presented. Mrs. Davis seconded the motion. Motion carried.

Introduction of Guests

Mr. Sam Koser and Ms. Connie Ramirez were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, February 22, 2018

Mrs. Davis moved to approve the minutes as presented with one correction. Mr. McCombs seconded the motion. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, March 8, 2018

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, February 15, 2018

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, February 23, 2018

Presented as an information item only.

Director's Report

Mr. Hessler stated that as part of the wrap-up of the classification study, we recently received the software from EMS. The software has been loaded and looks easy to use for updating job descriptions. EMS has a whole database of competencies, knowledge, skills and duties that we can use included in the software. We are working towards getting all the new job descriptions on the district website within the next week. In follow-up to the Board of Trustees action at the meeting, we did send letters to all employees impacted with either a title and/or a salary change. The salary changes will be paid on the next payroll and will be effective back to December 2017. We also have the ability to purchase an ongoing contract for about \$300 per year which will include updates to the software and unlimited support.

Commissioners' Comments

Mrs. Davis was pleased to see the Superintendent's recommendation that the Board of Trustees approve the change in range from 51 to 53 for School Office Manager and Administrative Assistant was passed. Mr. McCombs stated he was at the meeting and it was nice to see that both the classification study and the item for the School Office Managers was passed and that it was passed without discussion. Mr. Mullin mentioned that Newland School had a night at the movies. It was held in the bowl area and was a lot of fun. He felt it was a great community event.

Public Comments

Mr. Sam Koser had a question involving the filling of the Groundskeeper position. Mr. Hessler stated that when there is not an eligibility list for the level we are filling, the Personnel Commission rules and Education code allow for the use of a higher level position list in that job family to be used. If there is interest from the supervisor and interest from the list and we have a match, we can then use the higher level list for hiring. Mr. Koser asked for CSEA to be notified when we are going to use this method. After discussion from the Personnel Commissioners, it was determined that Mr. Hessler would notify CSEA if this were to be utilized again.

ADMINISTRATION

Eligibility Lists

Mrs. Davis moved to approve the eligibility lists for ESP Coordinator, ESP Instructor, Instructional Assistant – Moderate/Severe, Maintenance Worker III, Preschool Assistant, and Skilled Groundskeeper/Equipment Operator. Mrs. Davis moved to certify the eligibility lists. Mr. McCombs seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job posting for Custodian, Extended School Program Assistant, Food Service Worker, and Preschool Assistant were reviewed. Also, the Dual Certification job postings for Behavior Intervention Assistant, Extended School Program Assistant, and Extended School Program Instructor were reviewed. Mrs. Davis asked for the interdepartmental transfer postings to be more specific as to the process in the appointment/certification section.

FINANCIAL

No financial items discussed.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

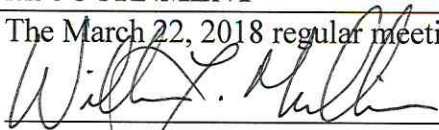
April 26, 2018

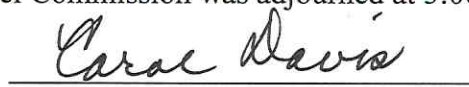
4:30 p.m.

Board Room

ADJOURNMENT

The March 22, 2018 regular meeting of the Personnel Commission was adjourned at 5:00 p.m.


Mr. William Mullin, Chairperson


Mrs. Carol Davis, Vice Chairperson