

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

September 27, 2018

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. Mrs. Davis 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

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

Introduction of Guests

Ms. Cathie Abdel, Ms. Connie Ramirez, and Mr. Sam Koser were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, April 26, 2018

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

Agenda, Regular Meeting of the Board of Trustees, September 6, 2018

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, July 12, 2018

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, August 23, 2018

Presented as an information item only.

Director's Report

Mr. Hessler reported the Personnel Department has been busy completing staffing and testing for the new fiscal year. Substitute positions for Head Custodian and Custodian were just posted and will enable us to have a good pool of substitutes for the year. He stated that mandated reporter training was held on Thursday for those employees without computers. Mr. Hessler reported the District has received information about the demolition of the Slater Bridge.

Commissioners' Comments

Mrs. Davis inquired as to the needs and availability of computers at each site for Mandated Reporting. She inquired if the District had funds available for more computers for the employees to use. Mr. Mullin stated he visited back to school night at Newland, Oka, and Talbert. He saw many of the senior management while visiting and felt they should be proud of the job we do.

Public Comments

None

ADMINISTRATION

Personnel Commission Annual Report, Second Reading

The Personnel Commission Annual Report was reviewed by the Commissioners. Mrs. Davis made a motion to approve the 2017-2018 Personnel Commission Annual Report. Mr. McCombs seconded the motion. Motion carried.

Revision of Personnel Commission Rule 502, First Review

The Personnel Commission reviewed and discussed Rule 502 in order to bring into compliance the procedures and rules regarding contact of those applicants on an eligibility list. Mrs. Davis felt having the option of a 6-month eligibility list would save time making and waiting for return calls. Mr. McCombs suggested adding contact by email and phone for interviews and notifying applicants when they are removed from an eligibility list.

AB 2160- Noon Duty Aides

Assembly Bill 2160 and its impact on the District's current substitute employees working as "Noon Duty Aides" was discussed. It was discussed how this new bill will move our "Noon Duty Aides" classification to become part of the classified staff will need to be negotiated with CSEA. Mr. Hessler will move ahead with the classification and job description to be presented at the next Commission meeting for approval.

Eligibility Lists

Mrs. Davis moved to approve the eligibility lists for Bus Aide – Special Education, Instructional Assistant, Instructional Assistant –Mild/Moderate, Instructional Assistant –Moderate/Severe, Library/Media Technician, and Preschool Assistant. Mr. McCombs seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job postings for Behavior Intervention Assistant, Extended School Program Assistant, Instructional Assistant, Instructional Assistant – Applied Behavior Analysis, Office Assistant – Department, and Preschool Assistant were reviewed. The dual certification job postings for Bus Aide – Special Education, Instructional Assistant, Instructional Assistant – Mild/Moderate, Instructional Assistant – Moderate/Severe, Library/Media Technician, and Preschool Assistant were reviewed.

FINANCIAL

No financial items were discussed.

CLOSED SESSION

Commission adjourned to closed session for the Personnel Director's annual assessment at 5:22 p.m.

NEXT MEETING

The next meeting of the Personnel Commission was changed and will be:

Regular Meeting:

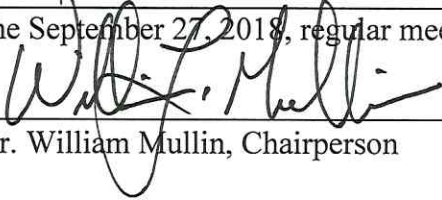
October 30, 2018

4:30 p.m.

Board Room

ADJOURNMENT

The September 27, 2018, regular meeting of the Personnel Commission was adjourned at 6:00 p.m.



Mr. William Mullin, Chairperson



Mrs. Carol Davis, Vice Chairperson