

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

October 30, 2018

4:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 4:32 p.m. in the Board Room, 10055 Slater Avenue, Fountain Valley, California. Ms. Connie Ramirez 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

Mr. Steve McLaughlin, Ms. Cathie Abdel, Mr. Jerry Gargus, Ms. Kate Smith, and Ms. Connie Ramirez were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, September 27, 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, October 11, 2018

Presented as an information item only.

Agenda, Special Meeting of the Board of Trustees, October 25, 2018

Presented as an information item only.

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

Presented as an information item only.

Director's Report

Mr. Hessler reported the Personnel Department is still busy completing staffing and testing. He hopes the calendar year-end will not bring a lot of retirements due to CalPERS benefits. He attended a meeting with Ms. Abdel at Newport Mesa which included other merit districts. The topic was impacts, issues and implementation of the Noon Duty Aides move to classified. Mr. Hessler reported the Educational Services Department was in attendance with the two new members of their team. Present are Dr. Jerry Gargus, Director Educational Services, and Kate Smith, Director of Support Services.

Commissioners' Comments

Mr. Mullin enjoyed his vacation in Australia and New Zealand. He stated the United States had a large team there for the Invictus Games.

Public Comments

Ms. Connie Ramirez stated the Courreges ESP students are reading a book about a dog named Daisy. It is a tie-in with their community service which includes writing cards and letters to our soldiers.

ADMINISTRATION

Educational Services Division Introduction of New Employees and Presentation on Achievement Data.

Mr. Steve McLaughlin introduced himself and his new team members. He introduced Dr. Jerry Gargus who is the new Director of Educational Services and Ms. Kate Smith who is the new Director of Support Services. Dr. Gargus comes to us from Torrance where he was the Coordinator of Intervention. Ms. Kate Smith comes to us from South Whittier where she worked in special education.

Mr. Steve McLaughlin gave a presentation on achievement data. He stated Educational Services focuses on our School Board priorities with the number one priority being increasing student achievement and success for all students. In Educational Services they stay committed to best first instruction, being data-driven and providing social, emotional and academic support.

Approval of Revision to Personnel Commission Rule 502

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. This was the Personnel Commission's third reading of the changes to rule 502. Changes were made to add an option of a six month eligibility list and language was added or changed to sections 502.2, 502.3, and 502.5. Mrs. Davis moved to approve the changes as presented. Mr. McCombs seconded the motion. Motion carried.

Classification Plan Amendment – Creation of New Classification of Noon Duty Aides

Assembly Bill 2160 and its impact on the District's current substitute employees working as "Noon Duty Aides" was discussed. Mr. Hessler stated the principals will make final decisions regarding the status of their current Noon Duty Aides. Current Noon Duty Aides, working in the position as of January 1, 2019, will not be subject to probation. After January 1, 2019, we will establish an eligibility list to be used for any openings. Mr. Hessler presented the Personnel Commission with a job description and proposed range for the new classification of Noon Duty Aide. Mrs. Davis moved to approve the Noon Duty Aide job description with the educational requirement for a high school diploma or equivalent removed. Mr. McCombs seconded the motion. Motion carried.

Eligibility Lists

Mr. McCombs moved to approve the eligibility lists for Extended School Program Assistant, Instructional Assistant – Applied Behavior Analysis, Preschool Assistant, Office Assistant- Department, Office Assistant-School, Payroll Clerk, and Speech/Language Pathology Assistant. Mrs. Davis seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job postings for Extended School Program Assistant, Extended School Program Instructor, and Preschool Assistant were reviewed. The dual certification job postings for Custodial, Extended School Program Instructor, Head Custodian, and Instructional Assistant – Applied Behavior Analysis were reviewed.

FINANCIAL

Personnel Commission Budget 2018-2019: Review of Year-to-Date

The Personnel Commission's year- to -date budget and actuals for 2018-2019 was reviewed.

CLOSED SESSION

No closed session.

NEXT MEETING

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

Regular Meeting:


November 15, 2018

4:30 p.m.

Board Room

ADJOURNMENT

The October 30, 2018, regular meeting of the Personnel Commission was adjourned at 5:39 p.m.



Mr. William Mullin, Chairperson



Mrs. Carol Davis, Vice Chairperson