

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

February 28, 2019

4:30 p.m.

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

Present for the entire meeting:

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

Mr. Tony McCombs, Vice Chairperson (out sick)

GENERAL FUNCTIONS

Approval of Agenda

Mr. Mullin moved to approve the agenda as presented. The automatic second used due to the absence of Mr. McCombs. Motion carried.

Introduction of Guests

Ms. Cathie Abdel and Ms. Connie Ramirez were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, January 31, 2019

Mr. Mullin moved to approve the minutes as presented. The automatic second used. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, February 21, 2019

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, January 10, 2019

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, January 31, 2019

Presented as an information item only.

Director's Report

Mr. Hessler stated the CSPCA conference did well and he was going to attend the committee luncheon tomorrow. He attended all three days and the early reviews were good and the surveys have been sent out. He introduced several different presentations which were very good including job accommodations and ergonomics. He has implemented some of the suggestions from the presentation on using social media for recruiting.

Commissioners' Comments

Mr. Mullin stated he attended the CSPCA conference and it was one of the better ones he has attended. He felt the opening session was very well done. It was given by Dr. Janet and Dr. Neil Larsen. Another good session was concerning legal updates, which was given by Christine Quan. It contained information about sexual harassment and the new laws regarding it. He stated all the presentations were outstanding and everything was well run. All the presentations can be accessed on the CSPCA website.

Public Comments

Ms. Ramirez stated the ESP and CDC departments had training on Visible Learning through Orange County Department of Education. Dr. Johnson attended and spoke with the staff about how important the staff at ESP and CDC are. It was appreciated by all the staff.

ADMINISTRATION

Classification Plan Amendment – Revision to job description for Food Services Worker

Mr. Hessler presented the background and reasoning, including the State and Health Department's new requirement for one individual in each kitchen to have a valid ServSafe Manager Certificate, which necessitates the revision to the job description for Food Services Worker. Mr. Mullin moved to approve the job description as presented. Automatic second. Motion carried.

Eligibility Lists

Mr. Mullin moved to approve the eligibility list for the Extended School Program Instructor. Automatic second used. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job posting for Extended School Program Assistant was reviewed. The dual certification job postings for Extend School Program Assistant, Preschool Assistant, and Senior Accounting Assistant were also reviewed as was the substitute only posting for Noon Duty Assistant.

FINANCIAL

Nothing at this time.

CLOSED SESSION

Commission adjourned to closed session at 4:50 p.m.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

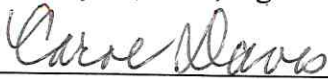
March 28, 2019

4:30 p.m.

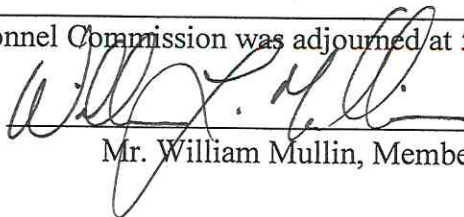
Board Room

ADJOURNMENT

The February 28, 2019, regular meeting of the Personnel Commission was adjourned at 5:07 p.m.



Mrs. Carol Davis, Chairperson



Mr. William Mullin, Member