

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

March 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 PDC Room, 10055 Slater Avenue, Fountain Valley, California. Mr. McCombs led the Pledge of Allegiance.

Present for the entire meeting:

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

Mr. William Mullin, Member (absent)

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

Ms. Chris Fullerton, Ms. Jill Martin and Ms. Connie Ramirez were in attendance.

Introduction of Staff

Ms. Lisa O'Cain was in attendance.

Minutes, Regular Meeting of the Personnel Commission, February 28, 2019

Approval held until next meeting as Mr. McCombs was absent during the last meeting.

Agenda, Special Meeting of the Board of Trustees, March 07, 2019

Presented as an information item only.

Agenda, Special Meeting of the Board of Trustees, March 10, 2019

Presented as an information item only.

Agenda, Regular Meeting of the Board of Trustees, March 14, 2019

Presented as an information item only.

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

Presented as an information item only.

Director's Report

Mr. Hessler stated that we are getting close to the end of the school year and we will have several celebrations coming up. This is also the time of year when we are starting to hear about employee retirements. Mr. Hessler stated that it is now classified evaluation time and with our current schedule they are due the first of April. This process includes every other year evaluations for employees who have been employed with us for four years or

more and yearly evaluations for all employees who have worked for us for under four years. He stated that this year we are also including the Noon Duty Aides in this process. He hopes to have most evaluations in by the beginning of April. This change to evaluations was made to help the principals spread out the work load with the end of the school year activities.

Commissioners' Comments

Ms. Davis stated it was really special to see all three middle schools were selected for distinguished schools. Mr. McCombs stated he attended the Merit Academy last weekend. He informed us that this academy session was on classification studies and recruitments. He stated he learns a lot of new information at each one.

Public Comments

None at this time.

ADMINISTRATION

Budget Update presentation

Ms. Fullerton presented the 2018 - 2019 budget update to the Personnel Commission. She presented a state of the economy and the governor's proposed budget overview. She discussed the second interim assumptions including revenues and expenditures. Ms. Fullerton summarized the current general fund changes and budget projections which included a positive ending fund balance in the current and subsequent two fiscal years.

Classification Plan Amendment – Reclassification of Child Care Program Specialist

Mr. Hessler presented the background and reasoning for revisions to the job description for Administrative Assistant and to reclassify the position of Child Care Specialist (range 46) to Administrative Assistant (range 53). This change will reclassify the incumbent, Jill Martin, to Administrative Assistant due to gradual accretion of duties. Mr. McCombs moved to approve the job description as presented. Automatic second. Motion carried

Eligibility Lists

Mr. McCombs moved to approve the eligibility lists for the Application Specialist, Extended School Program Assistant, Noon Duty Aide, Preschool Assistant, and Senior Accounting Assistant. Automatic second used. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job posting for Head Custodian was reviewed. The dual certification job postings for Extended School Program Instructor and Maintenance Worker II were also reviewed.

FINANCIAL

Nothing at this time.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

April 25, 2019

4:30 p.m.

PDC Room

ADJOURNMENT

The March 28, 2019, regular meeting of the Personnel Commission was adjourned at 5:10 p.m.



Mrs. Carol Davis, Chairperson



Mr. Tony McCombs, Vice Chairperson