

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## REGULAR MEETING

### MINUTES

May 27, 2021

3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:34 p.m. in the Multipurpose Room, 8778 El Lago Street, Fountain Valley, California 92708. 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  
Ms. Cathie Abdel, Assistant Superintendent Personnel

## GENERAL FUNCTIONS

### Approval of Agenda

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

### Introduction of Guest

Ms. Mona Green, Director of Child Care Programs, attended.

### Introduction of Staff

Ms. Donna Johnson was in attendance.

### Minutes, Regular Meeting of the Personnel Commission, April 22, 2021

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

### Agenda, Regular Meeting of the Board of Trustees, May 20, 2021

Presented as an information item only.

### Minutes, Regular Meeting of the Board of Trustees, April 15, 2021

Presented as an information item only.

### Minutes, Regular Meeting of the Board of Trustees, April 21, 2021

Presented as an information item only.

### Director's Report

Ms. Abdel shared an update on our in-person instruction. We returned to our full-modified traditional schedule five weeks ago for our elementary schools and four weeks ago for our middle schools. She stated everything is going amazingly well and you can feel the energy and excitement of the students and staff. Ms. Abdel thanked everyone who made this possible and did it with the intent and focus on kids. The fact that we were able to work together made this a great success.

Ms. Abdel also provided information regarding the Expanded Learning Opportunity (ELO) grant monies received from the Federal Government. These dollars are set aside to address learning loss and to provide additional support for students such as social and emotional needs, summer school, and interventions. We are asking you to approve five new job classifications two of which are associated with the ELO grant. The two new classifications are the Guidance Technician and the Wellness Specialist. We are in the process of

accepting applications for our Academic Intervention summer school in addition to the Extended School Year program.

This summer the classified staff will have two opportunities to be employed over the summer. We have three more job description on the agenda tonight. The third job description on tonight's agenda is the Director of Safety and Human Resources. This position is expanded to include and clarify the safety aspect. The fourth job description is the Supervisor, Child Care & Recreation to support the preschool as well as the ESP programs. The last job description is the Special Education Data Technician, which will oversee the special education data piece and focus on informational systems.

Ms. Abdel stated on the June 10, 2021 Board meeting we are inviting our certificated retirees to be honored. The classified retirees will be honored at the Board meeting on the 24<sup>th</sup>. Tonight we are looking forward to the classified employee of the year celebration. This is the first celebration we have held in over 14 months. Ms. Abdel thanked the Commissioners for their interest and support enabling us to recognize the employees of the year in person.

#### **Commissioners' Comments**

Mrs. Davis and Mr. Mullin stated they would like to attend the June 24<sup>th</sup> Board meeting recognizing the classified retirees. Mr. Mullin stated all the kids are thrilled to be back in school.

#### **Public Comments**

No public comments received.

### **ADMINISTRATION**

#### **Classification Plan Amendment – Creation of the new classification of Guidance Technician.**

Mr. McCombs moved to approve the new classification of Guidance Technician as presented. Mrs. Davis seconded the motion. Motion carried.

Mrs. Davis moved to approve the placement of the new classification of Guidance Technician on range 38 of the classified salary schedule. Mr. McCombs seconded the motion. Motion carried.

#### **Classification Plan Amendment – Creation of the new classification of Special Education Data Technician.**

Mr. McCombs moved to approve the new classification of Special Education Data Technician as presented.

Mrs. Davis seconded the motion. Motion carried.

Mr. McCombs moved to approve the placement of the new classification of Special Education Data Technician on range 41 of the classified salary schedule. Mrs. Davis seconded the motion. Motion carried.

#### **Classification Plan Amendment – Creation of the new classification of Supervisor, Child Care and Recreation Program.**

Mrs. Davis moved to approve the new classification of Supervisor, Child Care and Recreation Program as presented. Mr. McCombs seconded the motion. Motion carried.

Mrs. Davis moved to approve the new classification plan amendment for Supervisor, Child Care and Recreation Program on range 8 of the classified management salary schedule. Mr. McCombs seconded the motion. Motion carried.

#### **Classification Plan Amendment – Creation of the new classification of Wellness Specialist.**

Mr. McCombs moved to approve the new classification of Wellness Specialist as presented. Mrs. Davis seconded the motion. Motion carried.

Mr. McCombs moved to approve the new classification plan amendment for Wellness Specialist on range 88 of the classified salary schedule. Mrs. Davis seconded the motion. Motion carried.

**Classification Plan Amendment – Reclassification of Director, Safety and Human Resources.**

Mrs. Davis moved to approve the reclassification of Director, Safety and Human Resources as presented.

Mr. McCombs seconded the motion. Motion carried

Mr. McCombs moved to approve the placement of the reclassification of Director, Safety and Human Resources on range 17 of the classified management salary schedule. Mrs. Davis seconded the motion. Motion carried.

**Eligibility Lists**

Mr. McCombs moved to approve the eligibility list for Bus Driver. Mrs. Davis seconded the motion. Motion carried.

**PERSONNEL**

**Job Announcements**

The open job posting for Noon Duty Aide was reviewed along with the dual certification job postings for Food Services Worker, and Health Assistant.

**FINANCIAL**

**Personnel Commission Budget 2021-2022: Second Reading and Adoption**

The Personnel Commission participated in the second reading and review of the proposed 2021-2022 budget.

Mr. McCombs moved to approve the 2021- 2022 budget as presented. Mrs. Davis seconded the motion. Motion carried.

**CLOSED SESSION**

No closed session was required.

**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:**

**June 24, 2021 at 3:30 p.m.**

**PDC Room**

**ADJOURNMENT**

The May 27, 2021 regular meeting of the Personnel Commission adjourned at 4:02 p.m.

  
Mr. William Mullin, Chairperson

  
Carol Davis Vice-Chairperson