

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

October 28, 2021

3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:32 p.m. in the Board Room at 10055 Slater Avenue, 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

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

Introduction of Guests

Mr. Sam Koser, Ms. Rina Lucchese and Ms. Carmen Serna attended the meeting.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, September 23, 2021

Mr. McCombs moved to approve the minutes as presented. Automatic second due to the absence of Mrs. Davis. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, October 7, 2021

Presented as an information item only.

Agenda, Special Meeting of the Board of Trustees, October 21, 2021

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, September 2, 2021

Presented as an information item only.

Director's Report

Ms. Abdel shared with the Personnel Commissioners several items distributed during this year's kick off for our Maintenance and Operations Department and district staff. She also presented the new flyers pushed out through Constant Contact and posted at our school sites in order to increase recruitment. She stated we would also be reaching out to our junior colleges in hopes of being able to recruit additional employees especially for our Child Care department.

She shared last week we started our COVID weekly testing for those employees who are unvaccinated or not fully vaccinated. The first week went really well. The employees can pick up their test kit and turn it in at their school site. The results are then available on Sunday or Monday. The district is trying to do it in the most confidential, respectful and minimally invasive way possible.

Ms. Abdel also discussed the decrease in student enrollment over the course of the last two years. The student enrollment in Orange County has declined 29,929 students. For comparison, Huntington Beach City School District has lost 29%, Ocean View Elementary School District has lost 10%, Westminster Elementary School District has lost 12% and Fountain Valley School District has lost about 5% of our student population. Lastly, Ms. Abdel welcomed Ms. Carmen Serna who, pending Board approval on November 18, 2021, will be selected the new Director of Human Resources.

Commissioners' Comments

Mr. McCombs, Mrs. Davis and Mr. Mullin welcomed Ms. Carmen Serna, Ms. Rina Lucchese, and Mr. Sam Koser to the meeting.

Public Comments

Ms. Rina Lucchese addressed and thanked the Personnel Commission for their consideration of the new study of classification plan amendment of Executive Assistant/Public Information Officer. Mr. Sam Koser, CSEA Union Representative, said how impressed he has been during this time with how well the staff has worked collaboratively and gotten the students back to school as soon as possible. He thanked the district staff for making this possible.

ADMINISTRATION

Classification Plan Amendment- Creation of the new classification of Executive Assistant/Public Information Officer

Mr. Mc Combs moved to approve and open the classification plan amendment for discussion. Mrs. Davis seconded the motion. Ms. Abdel shared with the Personnel Commission the background and the accretion of duties for this new classification. Motion carried. Mrs. Davis moved to place this new classification of Executive Assistant/Public Information Officer at range 12 on the classified management salary schedule. Motion carried.

Eligibility Lists

Mrs. Davis moved to approve the eligibility lists for Food Services Technician, Head Custodian, Health Assistant, Library/Media Technician, Noon Duty Aide, School Office Manager, and Senior Payroll Technician. Mr. McCombs seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental job postings for Custodian and Office Assistant were reviewed along with the dual certification job postings for Behavior Intervention Assistant, Instructional Assistant – Bilingual, Instructional Assistant, Instructional Assist. - Mild/Moderate, Instructional Assist. - Moderate/Severe, Preschool Assistant, and Preschool Instructor.

FINANCIAL

Personnel Commission Budget – First Quarter

The first quarter Personnel Commission budget was reviewed.

CLOSED SESSION

The Personnel Commission adjourned to closed session at 4:07.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

November 18, 2021 at 3:30 p.m.

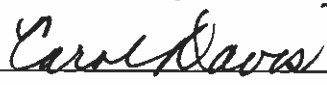
PDC Room

ADJOURNMENT

The October 28, 2021, regular meeting of the Personnel Commission adjourned at 4:34 p.m.



Mr. William Mullin, Chairperson



Carol Davis Vice-Chairperson