

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

February 24, 2022

3:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 3:30 p.m. in the Board Room at 10055 Slater Avenue, Fountain Valley, California 92708. Mrs. Serna led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson
Mr. Tony McCombs, Vice - Chairperson
Mr. William Mullin, Member
Mrs. Carmen Serna, Director Human Resources

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

No guests attended.

Introduction of Staff

Ms. Abdel and Ms. Johnson attended.

Minutes, Regular Meeting of the Personnel Commission, January 27, 2022

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

Agenda, Special Meeting of the Board of Trustees, February 3, 2022

Presented as an information item only.

Agenda, Regular Meeting of the Board of Trustees, February 10, 2022

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, January 13, 2022

Presented as an information item only.

Director's Report

Mrs. Serna stated she had the pleasure to attend the PTO meeting. She stated it was wonderful to get to meet the parents and thank them for all they do on a volunteer basis for our schools. Mrs. Serna shared with them our great need for Noon Duty Aides even if they are only available to substitutes a couple times a week. It was a great opportunity to sit down, meet with the parents, and have the parents meet Mrs. Serna.

FVSD welcomed two Early Entry Kindergarten classes on February 7, 2022, at Tamura and Gisler Schools. The district hired two Instructional Assistants to fill these new positions. One of the new instructional assistants is a new employee and second employee was previously a Noon Duty Aide.

Mrs. Serna attended the School Office Manager's meeting that was held in person. It was a good opportunity to sit down with office staff and have them share anything that was going on at the schools that need our attention. It was a great opportunity to offer them the opportunity to share with us anything we can improve to make their job easier.

Mrs. Serna reported FVSD is very excited to welcome two new family members to the District Office. Angela Willhite was promoted to replace Riley Salz in Substitute Services. Angela was an Instructional Assistant at Courreges. Edwin Puebla is an Office Assistant who transferred to the District Office from Courreges. These are two great individuals; please welcome them if you get the chance.

Mrs. Serna shared that on February 26, 2022, the Board of Trustees and Leadership Associates will have a closed session special Board meeting to review applications and determine who will go on to the next step and receive an interview for Superintendent. The hiring process is moving along as planned and we hope to have a new Superintendent announcement in the near future.

Mrs. Serna mentioned she is looking forward to the CSPCA conference to be held March 6-8, 2022.

Commissioners' Comments

Mr. Mullin requested information regarding the length of our eligibility lists. Mrs. Davis stated she loved the Mrs. Serna's proactive approach.

Public Comments

No public comments were received.

ADMINISTRATION

Eligibility Lists

Mr. Mullin moved to approve the eligibility lists for Food Services Worker, Groundskeeper, Instructional Assistant, Instructional Assistant – Mild/Moderate, Instructional Assistant – Moderate/Severe, Preschool Assistant, Speech/Language Pathology Assistant, and Substitute Services Technician. Mr. McCombs seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job posting for Office Assistant-Departmental was reviewed along with the dual certification postings for Instructional Assistant – Deaf and Hard of Hearing, Office Assistant, and Purchasing Technician.

FINANCIAL

Nothing at this time.

CLOSED SESSION

The Personnel Commission adjourned to closed session at 3:52 p.m. No action taken

NEXT MEETING

The next meeting of the Personnel Commission will be:


Regular Meeting:

March 24, 2022 at 3:30 p.m.

PDC Room

ADJOURNMENT

The February 24, 2022, regular meeting of the Personnel Commission adjourned at 4:25 p.m.



Mrs. Carol Davis, Chairperson



Mr. McCombs Vice-Chairperson