

# **FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION**

## ***REGULAR MEETING***

### **MINUTES**

June 23, 2022

3:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 3:30 p.m. in the PDC Room at 10055 Slater Avenue, Fountain Valley, California 92708. Mr. Hastie 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**

Mr. Joe Hastie, Ms. Rhonda Mello, and Mr. Talley, CSEA President, attended.

### **Introduction of Staff**

Ms. Abdel, Ms. Johnson, Mr. Hastie and Mr. Talley were in attendance.

### **Minutes, Regular Meeting of the Personnel Commission, April 28, 2022**

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

### **Minutes, Regular Meeting of the Personnel Commission, May 26, 2022**

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

### **Agenda, Regular Meeting of the Board of Trustees, June 16, 2022**

Presented as an information item only.

### **Director's Report**

Mrs. Serna shared, since our last meeting, we had an amazing classified end of the year program. We were able to honor our employees, which she felt was needed after a hard year. It was a wonderful event for our classified employees. We have been very busy recruiting for the Extended Year Program, ESP Summer Camp, and the Intervention Program. We have over 500 students enrolled this summer in the Intervention Program. It is a great summer program. Some of the positions we have hired include Food Service Workers, Bus Drivers, Special Education Bus Aides, Recreation Leaders, Recreation Coordinators, Office Managers, Instructional Assistants, Instructional Assistants – Mild/Moderate, and Instructional Assistants - Moderate/Severe. Our regular postings and hirings are also continuing. Since our last meeting, we have hired an Instructional Assistant - Bilingual, Office Assistant and School Office Manager. We also have a recruitment in place for a Plumber for Maintenance and Operations. During this summer, we are also testing and creating eligibility lists to be utilized for the next school year. Mrs. Serna shared the background for the Instructional Assistant (Transitional Kindergarten). She stated there is a new law for Universal - TK that means the district is now

offering Transitional Kindergarten for those students who previously would have attended preschool. This school year we will have four of these classes and expect to have seven next year. The new law states the ratio is 24 students to two staff members. For this reason, the hours for these positions will need to be staffed at 28 hours. We have posted an interdepartmental transfer to any interested employees currently working as Instructional Assistants.

Mrs. Serna stated she attended Talbert Middle School for their promotion. It was an absolute joy and it was wonderful to see the excitement and all the families that attended.

### **Commissioners' Comments**

Mr. Mullin stated he attended the Clap Out ceremony at Oka Elementary School. He felt the custodian did a wonderful job cleaning and setting everything up for the event. Mr. McCombs shared the classified employee recognition was a wonderful event and he enjoyed the pizza event held afterwards. He attended Talbert's promotion today. Ms. Adams did a wonderful job and everything went very smoothly. It brought back memories from when he was a Board Member attending the different schools.

### **Public Comments**

Mr. Talley expressed his appreciation to Mrs. Serna for hosting the classified employee event. He felt she did a wonderful job. It is his favorite night of the year and the pizza event hosted by CSEA was a great success with a larger than normal turn out.

## **ADMINISTRATION**

### **Reclassification of Maintenance and Operations Office Assistant to Administrative Assistant**

After reviewing the information presented, Mr. McCombs made the motion to recommend the reclassification of the incumbent to Administrative Assistant. This recommendation includes the reclassification of the Maintenance and Operations Office Assistant, range 36, to Administrative Assistant, range 53, and reclassify the incumbent Rhonda Mello to this position due to the accretion of duties. She has been performing these duties for over 2 years as required by Education Code 45285 and Personnel Commission rule 309.1. Mr. Mullin seconded the motion. Motion carried

### **Eligibility Lists**

Mr. Mullin moved to approve the eligibility lists for Instructional Assistant- Bilingual, Instructional Assistant- Mild/Moderate, and Instructional Assistant- Moderate/Severe. Mr. McCombs seconded the motion. Motion carried.

## **PERSONNEL**

### **Job Announcements**

The interdepartmental transfer job postings for Instructional Assistant, Office Assistant - School, Preschool Instructor, School Office Manager, and Recreation Leader were reviewed along with the dual certification posting for Plumber.

## **FINANCIAL**

### **Personnel Commission Budget 2022-2023: Second Reading and Adoption**

The Personnel Commission participated in the second reading and review of the proposed 2022-2023 budget. Mr. Mullin moved to approve the 2022- 2023 budget as presented. Mr. McCombs seconded the motion. Motion carried.

## **CLOSED SESSION**

No closed session.

## NEXT MEETING

The next meeting of the Personnel Commission will be:


**Regular Meeting:**

**August 25 at 3:30 p.m.**

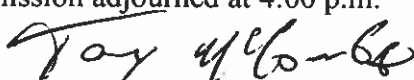
**Board Room**

## ADJOURNMENT

The June 23, 2022, regular meeting of the Personnel Commission adjourned at 4:00 p.m.



Mrs. Carol Davis, Chairperson



Mr. McCombs Vice-Chairperson