

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

October 26, 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. Mr. Jeremy Talley led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson

Mr. Tony McCombs, Vice Chairperson

Mr. William Mullin, Member (absent)

Mrs. Carmen Serna, Director Human Resources

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

Mr. Jeremy Talley attended.

Introduction of Staff

Ms. Abdel and Ms. Johnson were in attendance.

Minutes, Regular Meeting of the Personnel Commission, September 22, 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, October 6, 2022

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, September 1, 2022

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, September 8, 2022

Presented as an information item only.

Director's Report

Mrs. Serna shared we are continuously testing and hiring including: Food Service Workers, Custodians, Instructional Assistants in Special Education, and Noon Duty Aides.

Ms. Serna welcomed new staff in the Child Development Services department: 14 ESP Assistants and 3 ESP Instructors. As part of the recruitment process to fill positions in Child Development Services, Ms. Serna attended a recruitment event at Orange Coast Community College.

Ms. Serna congratulated Ms. Taylor Valdez and Ms. Sherrie Ocheltree who were promoted to Behavior Intervention Assistants. Ms. Serna happily reported nine classified staff were awarded the Classified Employee

Grant. These employees are pursuing their teaching credential and the grant offers a scholarship up to \$14,000 along with mentorship through the credential program. A special visit is being planned to each recipient's school site to recognize and congratulate their achievement.

Ms. Serna shared she conducted a Noon Duty Aide training on October 26, 2022. Noon Duty Aides were trained on the following topics: active supervision, positive behavior reinforcement, general playground safety rules and procedures, suspicious persons on campus, and handling emergencies in the playground. Each Noon Duty Aide was gifted a fanny pack to use while working that includes first aid supplies.

Commissioners' Comments

No report.

Public Comments

Ms. Abdel shared Special Education Professional Development opportunities were offered to staff during Conference Week (October 24, 25, 26, 28, 2022). Ms. Abdel expressed her appreciation to Ms. Serna for leading the Noon Duty Aide training. Ms. Abdel reported the Board of Trustees will receive at their October 26th Board Meeting a summary of the planning work done by Rachlin Partners on perimeter fencing, single point of entry, and remote door hardware.

ADMINISTRATION

Eligibility Lists

Mr. McCombs moved to approve the eligibility lists for ESP Assistant and Food Service Worker. Automatic second used due to absence of Mr. Mullin. Motion carried.

PERSONNEL

Job Announcements

The Open job postings for Extended School Program Instructor, Field Support Help Desk Technician, Groundskeeper, IA ABA, IA Bilingual (Spanish), IA Mild/Moderate, IA Moderate/Severe, Maintenance and Operations Coordinator, Preschool Assistant, Senior Bus Driver/Trainer, and Senior Administrative Assistant were reviewed.

FINANCIAL

Personnel Commission Budget: Year-to-Date

The year-to-date Personnel Commission budget was reviewed.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

October 27, 2022 at 3:30 p.m.

Board Room

ADJOURNMENT

The October 26, 2022, regular meeting of the Personnel Commission adjourned at 4:00 p.m.



Mrs. Carol Davis, Chairperson



Mr. McCombs Vice-Chairperson