

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

December 14, 2023

3:30 p.m.

Mr. McCombs 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. Mullin led the Pledge of Allegiance.

Present for the entire meeting:

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

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

No guests attended.

Introduction of Staff

Ms. Cathie Abdel and Ms. Johnson.

Minutes, Regular Meeting of the Personnel Commission, November 16, 2023

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

Director's Report

Mrs. Serna stated she is looking forward to presenting the Annual Personnel Commission Report to the Commissioners later in the meeting. Mrs. Serna shared that we are continuing to make recruiting for Instructional Assistants in special education a priority. We are starting to test at a minimum every two to three weeks regardless of the number of candidates that have applied. We have an upcoming test tomorrow and have four candidates who are scheduled to attend. We have also posted on EdJoin for Special Education substitutes. With this posting, we are hoping to reach out to the surrounding colleges and recruit those students that want to work one day a week or students that want to gain experience in the special education field. Mrs. Serna stated that she is going to start reviewing with the Commissioners during the meetings what hiring we are doing and what numbers we are submitting on our classified report to the Board of Trustees. We have ten new hires that include instructional assistants, health assistants, bus aides and behavioral intervention assistants. We had three resignations, seven leave of absences, one retirement, and two probationary releases. We are looking forward to holding the District Office Breakfast celebration provided by senior cabinet and managers for the district office. Mrs. Serna wished everyone a great holiday season.

Public Comments

Ms. Abdel wished everyone Happy Holidays.

Commissioners' Comments

The Commissioners wished everyone Happy Holidays and a Happy New Year. They thanked the team for all that they do every day.

ADMINISTRATION

Personnel Commission Annual Report Reading and Approval

Mrs. Serna presented the 2022-2023 Personnel Commission Annual Report in our new format. This new report includes more details including information on the merit system, functions of the Personnel Commission, professional organizations, and meeting dates. Mrs. Serna reviewed the new report with the Commissioners.

Mrs. Davis moved to approve the 2022-2023 Personnel Commission Annual Report as presented. Mr. Mullin seconded the motion. Motion carried.

Election of Personnel Commission Officers

Mrs. Davis nominated Mr. Mullin for Chairperson for the calendar year 2024. Mr. McCombs seconded the motion. Motion carried. Mr. Mullin nominated Mrs. Davis for the position of Vice-Chairperson for the calendar year 2024. Mr. McCombs seconded the motion. Motion carried.

Certification of Eligibility Lists

Mr. Mullin moved to approve the eligibility lists for ESP Assistant, ESP Coordinator, Senior Heavy Duty Mechanic, and Senior Payroll Technician. Mrs. Davis seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The Personnel Commission reviewed the dual certification job postings for Administrative Assistant, Instructional Assistant Mild/Moderate and IA Moderate/Severe and Substitute School Office Manager.

FINANCIAL

No items were presented.

CLOSED SESSION

No closed session was required.

NEXT MEETING

The next meeting of the Personnel Commission will be:

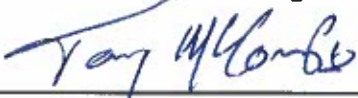
Regular Meeting:

January 25, 2024 at 3:30 p.m.

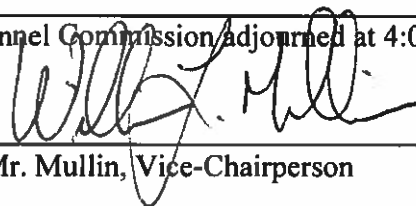
PDC Room

ADJOURNMENT

The December 14, 2023, regular meeting of the Personnel Commission adjourned at 4:04 p.m.



Mr. McCombs, Chairperson



Mr. Mullin, Vice-Chairperson